

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

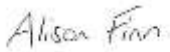
To: Members of the Fire Authority	Enquiries to: Alison Finn Email: committeemanager@humbersidefire.gov.uk Tel. Direct: (01482) 393204 Date: 26 October 2023
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Dear Member

I hereby give you notice that a meeting of **HUMBERSIDE FIRE AUTHORITY** will be held on **FRIDAY, 3 NOVEMBER 2023** at **10.30AM** at **HUMBERSIDE FIRE & RESCUE SERVICE HEADQUARTERS, SUMMERGROVES WAY, KINGSTON UPON HULL, HU4 7BB.**

The business to be transacted is set out below.

Yours sincerely



for Lisa Nicholson
Monitoring Officer & Secretary to Fire Authority

Enc.

A G E N D A

Business	Page Number	Lead	Primary Action Requested
1. Apologies for absence	-	Monitoring Officer & Secretary	To record
2. Declarations of Interest	-	Monitoring Officer & Secretary	To declare
3. Minutes of the Authority meeting held on 22 September 2023	(pages 1 - 7)	Chairperson	To approve
4. Questions by Members	-	Monitoring Officer & Secretary	To receive
5. Communications	-	Chairperson & Chief Fire Officer/Chief Executive	To receive
6. Management Accounts Period ending 30 September 2023	(pages 8 - 9)	Executive Director of Finance/Section 151 Officer	To approve
7. Bi-Annual Performance Report (April – September 2023)	(pages 10 - 47)	Assistant Chief Fire Officer/ Executive Director of Corporate Services	To receive
8. Update on Building Safety Regulator	(pages 48 - 49)	Area Manager Prevention and Protection, Fleet and Estate	To receive

Business	Page Number	Lead	Primary Action Requested
9. Grenfell Update	(pages 50 - 53)	Area Manager Prevention and Protection, Fleet and Estate	To receive
10. Serious Violence Duty Strategy	(pages 54 - 62)	Area Manager Prevention and Protection, Fleet and Estate	To approve
11. Modern Slavery Statement 2023/24	(pages 63 - 71)	Assistant Chief Fire Officer/ Executive Director of Corporate Services	To approve
12. Real World HR November 2023 Update – Service Improvement Journey Update	(pages 72 - 75)	Assistant Chief Fire Officer/ Executive Director of Corporate Services	To receive
13. Outcome of Staff Development Audit	(pages 76 - 88)	Assistant Chief Fire Officer/ Executive Director of Corporate Services	To receive
14. Chief Fire Officer Update	Verbal	Chief Fire Officer/ Chief Executive	To receive
B EXEMPT BUSINESS			
The Authority is asked to consider excluding the press and public from the meeting during consideration of the following item on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. In making its decision, the Fire Authority is asked to confirm that, having regard to all circumstances, it is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.			
15. Bransholme Fire Station CPU Annex – Proposed Sale	(pages 89 - 93)	Area Manager Prevention and Protection, Fleet and Estate	To approve

HUMBERSIDE FIRE AUTHORITY

FRIDAY, 22 SEPTEMBER 2023

PRESENT:

Members

Representing East Riding of Yorkshire Council:

Councillors Astell, Casson, Dennis, Meredith and Sutton

Representing Hull City Council:

Councillors Henry, Neal, North, Petrini and Woods

Representing North East Lincolnshire Council:

Councillors Patrick, Shepherd and Swinburn

Representing North Lincolnshire Council:

Councillors Briggs, Grant and Sherwood

Officers of Humberside Fire & Rescue Service

Phil Shillito - Chief Fire Officer & Chief Executive, Niall McKiniry - Deputy Chief Fire Officer & Executive Director of Service Delivery, Christine Cooper - Executive Director of People and Development, Kevin Wilson - Executive Director of Finance/Section 151 Officer, Jason Kirby - Area Manager of Emergency Response, Steve Duffield - Area Manager of Service Improvement, Sam O'Connor – Head of Organisational Development, Lisa Nicholson - Monitoring Officer/Secretary and Alison Finn - Committee Manager.

External Audit:

Gavin Barker (Mazars)

The meeting was held at Service Headquarters, Hessle.

89/23 APOLOGIES FOR ABSENCE - Apologies for absence were submitted from Councillors Gill, Healing, Lindley, Matthews, Nolan, Waltham and Jonathan Evison.

90/23 DECLARATIONS OF INTEREST - No declarations

91/23 MINUTES - Resolved - That the minutes of the meeting of the Authority held on 21 July 2023 be approved as a correct record.

92/23 MINUTES OF THE GOVERNANCE, AUDIT AND SCRUTINY COMMITTEE - Resolved - That the minutes of the Governance, Audit and Scrutiny Committee meeting held on 4 September 2023 be received.

93/23 QUESTIONS BY MEMBERS - there were no questions by Members.

94/23 COMMUNICATIONS -

- Humberside Fire and Rescue had been selected as 1 of 10 Fire and Rescue Services for a Thematic Inspection of Misconduct Handling by HMICFRS.

- TiAA had provided positive verbal feedback from their audit of staff development and had confirmed that processes were being followed well. A written report would be provided and brought to a future Fire Authority meeting.

95/23 EXTERNAL AUDIT COMPLETION REPORT - Mazars submitted their completion report for Humberside Fire and Rescue Service for the year ended 31 March 2023.

Subject to the satisfactory conclusion of remaining audit work, Mazars made the following conclusions:

- Mazars anticipate issuing an unqualified opinion, without modification, on the financial statements;
- Mazars anticipate having no significant weaknesses in arrangements to report in relation to the arrangements that the Authority had in place to secure economy, efficiency and effectiveness in the use of its resources, and
- Mazars had not yet received group instructions from the National Audit Office in respect of the Authority's WGA submission. They were therefore unable to commence that work until such instructions were received.

Mazars reported that their work was substantially complete and there were no matters, they were aware of, that would require modification of their audit opinion. The Pension Fund Audit was still in progress as assurance had not yet been received from the Pension Fund Auditor. The completion deadline had therefore slipped to 30 November 2023.

Mr Barker offered his thanks to Mr Wilson and his best wishes for his new job.

Resolved - That the update be received.

96/23 ANNUAL STATEMENT OF ACCOUNTS - The Executive Director of Finance submitted a report that provided Members with Annual Statement of Accounts for 2022/23.

The Statement of Accounts summarised the financial performance of the Authority for year ended 31 March 2023. Those accounts were prepared in accordance with the requirements of the Code of Practice on Local Authority Accounting in the United Kingdom 2022/23 published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The purpose of the narrative report was to offer interested parties a fair, balanced and easily understandable guide to the most significant matters reported in the accounts.

Since 2011/12 the Authority had suffered a circa 40 per cent reduction in external funding which equated to approximately £11.5m. Despite those significant challenges the Authority continued to take a very prudent approach to its finances. To that end, £11.5m of efficiencies had been implemented over the years 2011 to 2019. Historically, the Authority had lived within its means and delivered a modest underspend in recent years. The 2022/23 financial year had seen the Authority deliver an underspend which signified good financial management given increased cost pressures in relation to annual pay awards and general inflationary increases in relation to commodities such as gas, electricity and fuel.

The Authority's position over the medium-term was sound but would be kept under continuous review particularly with regard to any cost pressures arising and also pay awards that may be agreed over the next 2 to 3 years against a backdrop of higher levels of general inflation and tight financial settlements from the Government.

Resolved - That the accounts be approved.

97/23 MANAGEMENT ACCOUNTS PERIOD ENDING 30 JUNE 2023 - The Executive Director of Finance/Section 151 Officer submitted a report that provided Members with the Management Accounts for the period ending 30 June 2023.

The report highlighted the current financial position based on information to 30 June 2023. The summary estimated outturn position for the current financial year based on information to 30 June 2023 was as follows:

CATEGORY	2023/24 OUTTURN PROJECTION
HFA	
Revenue Budget	£0.295m underspend
Capital Programme	On budget against a £7.474m allocation
Pensions Account	£13.792m deficit

That was the first set of Management Accounts for the 2023/24 financial year and updates would be brought to the Authority based on the periods ending 30 September 2023, 31 December 2023 and 28 February 2024.

Resolved - That report be received and Members take assurance on the Authority's financial position for the period ending 30 June 2023.

98/23 FINANCIAL OUTLOOK 2023/24 Onwards - The Executive Director of Finance submitted a report that considered the Authority's financial prospects for the years 2024/25 to 2027/28. The report also provided an update on the rationale for a Prudent Minimum level of General Reserves.

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

The Authority's outturn for 2022/23 delivered an underspend of £448k and a closing level of total Revenue Reserves of £14.8m. The Authority had set a balanced budget for 2023/24 and the last budget monitoring to 30 June 2023 set out a £295k projected underspend. Pay awards in the current year had been agreed (with the exception of Green book staff), but every one per cent increase on the pay bill if applied to all staff (Grey, Green and Gold Book) equalled almost £400,000.

The current financial projection for 2024/25 to 2027/28 had been updated to reflect agreed pay awards for 2023/24 (with an amended assumption of six per cent for Green book staff) and the impact of those changes were shown in the table below.

	2024/25	2025/26	2026/27	2027/28
Surplus/(Deficit) (£k)	178	(763) *	(401)	47
Reserves (£m)	13.4	11.8	11.3	10.0
Precept Assumption	£4.99p	1.99%	1.99%	1.99%

*Includes additional £1.35m for system replacement costs

The Finance team were in the early stages of planning for 2024/25 and the local government settlement was expected mid-December. Reserves were held by the Authority to meet general financial risks and costs that may materialise (General Reserve) and to meet specific project costs or financial liabilities (Earmarked Reserves). The total level of reserves held by the Authority (£6 million) was in the 3rd quartile as a percentage of revenue budget (English Fire and Rescue Services).

Resolved - That the report be noted and that Members approve the Prudent Minimum level of General Reserves.

99/23 CAPITAL PROGRAMME 2024/25 ONWARDS - VEHICLES, ESTATES AND ICT - The Area Manager of Emergency Response/Area Manager Prevention, Protection, Fleet and Estates submitted a report that requested Members approval for the proposed capital programme for Vehicles, Estates, and ICT for 2024/25 onwards.

In the last twelve months, the Service placed an order for five fire engines, those were accepted into the Service at the end of 2022, in keeping with the vehicle replacement programme. In addition, the Service was out to tender for a further five fire engines which would come into service by the end of 2024. A further five fire engines were budgeted for in each of the years 25/26 and 26/27. Annual condition reports continued to be undertaken and received for all vehicles in the fleet, and along with further analysis of each vehicle's usage, that was assisting in the review of the Service's small vehicles. There was a commitment to reduce

the fleet by 10 per cent and in fact a 14 per cent reduction had been achieved through the integrated efforts of all functions. Further investment into the infrastructure required to support an EV fleet would continue in support of the Environmental Plan, with the intention of replacing all small vehicles wherever possible. The heavy vehicles capital had been increased by £0.8m to support the purchase of a 45 metre Aerial. That figure included £0.21m which was allocated to the replacement Water Support Unit, and slipped from 2021/22, as that vehicle was still in good order. The Water Support Unit would now be replaced in 2027/28.

In 24/25 there was a planned £300k spend on replacement boats and £236k spend on replacement radiation equipment. The proposed Vehicles/Equipment Programme for 2023/24 onwards was therefore as follows:

	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £
Heavy Vehicles	1.990m	0.980m	1.500m	1.600m	0.49m
Light Vehicles	0.624m	0.156m	0.650m	0.210m	0.508m
Equipment	0.363m	0.8m	0.242m	0.540m	0.3m
Total	2.977m	1.936m	2.392m	2.350m	1.298m

Again, as detailed and approved last year, the block allocation for Estates was uplifted by £50k annually to reflect the increased costs of programme delivery in terms of materials and other supply chain inflation. Further work was underway to determine future years' priorities, including any further works identified by condition reporting. The proposed Estates programme was therefore as follows:

Scheme	2023/24 £	2024/25 £	2025/26 £	2026/27 £
Goole	675k			
Preston & Partington	60k			
Winterton	433k	216k		
Immingham East	328k	219k		
HQ	130k			
Training Infrastructure	108K	100k		
Electric vehicle charging points	60k	60k	40k	40k
Fire station external works	100k			
Bridlington Doors	150k			
Cromwell Road		431k		
Pocklington		150k		
Driffield		202k		
Crowle		200k		
Withernsea		50k		
Block Allocation			750k	750k
Total	2.044m	1.628m	790k	790k

Several business applications were approaching the end of their useful life and needed to be replaced to support different ways of working, which would enable better efficiency. The ICT Capital Programme continued to set out and plan for software replacements in the life of the ICT Capital Programme with funding assigned to cover that cost. The proposed ICT capital programme was therefore as follows:

	2023/24 £	2024/25 £	2025/26 £	2026/27 £
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Core ICT Replacement Programme	200k	300k	200k	200k
Data Centre Hardware Upgrade	150k	150k	100k	100k
Total	350k	450k	300k	300k

Resolved - That the Capital Programme 2024/25 onwards for Vehicles, Estates and ICT be approved.

100/23 EQUALITY, DIVERSITY AND INCLUSION ANNUAL REPORT 2022/23 - The Head of Organisational Development submitted a report that provided Members with an annual update on Equality, Diversity and Inclusion for 2022/23.

The Service reviewed the original Public Sector Equality Duty Priorities during 2020-2021 by extensive consultation with staff and communities. The 5 Public Sector Equality Duty Priorities had been progressed over three years to align with the Community Risk Management Plan 2021-2024.

Service 5 Public Sector Equality Duty Priorities

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

2023-2024 would be the fourth and last year the existing priorities would be implemented to achieve outcomes for communities and employees. The Service would then be consulting with a wide range of stakeholders to refresh the objectives.

Resolved - That the Equality, Diversity and Inclusion Annual Report 2022/23 be approved.

101/23 BULLYING, HARASSMENT & DISCRIMINATION - INTERNAL AUDIT REPORT 2023/24 – The Area Manager of Service Improvement provided Members with a report by Internal Audit on Bullying, Harassment and Discrimination.

The Bullying, Harassment and Discrimination audit was conducted from 21 to 28 July 2023 by TIAA. The overarching scope of the audit considered actions taken to minimise instances of bullying, harassment and discrimination and promotion of the No Tolerance campaign.

The internal audit methodology consisted of desktop reviews of associated documentation, analysis of monitoring and recording methods, sample testing, staff interviews, introduction and exit meetings.

The Service received an overall assessment rating of Reasonable Assurance with three recommendations identified, and the Service had now completed each of the action point recommendations, which would be subject to a mid-year follow as part of the internal audit plan 2023/24.

Resolved - That report be received and Members note:

- (i) the Service has adhered to the Annual Internal Plan through the completion of the Bullying, Harassment and Discrimination internal audit, receiving a rating of Reasonable Assurance.
- (ii) each of the action point recommendations have been addressed and completed.
- (iii) the outcomes from the internal audit will be used to inform further learning and supportive evidence for His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), values and culture report.
- (iv) TIAA will quality assure the Service completion of the action point recommendations in their scheduled mid-year follow up audit.

102/23 REAL WORLD HR - SERVICE IMPROVEMENT JOURNEY - The Executive Director of People and Development provided Members with a report on Real World HR.

In April 2023, the Service commenced a tendering exercise to appoint a suitable supplier to carry out independent staff engagement in relation to values and culture within the Service. Following a competitive process, Real World HR was appointed. The engagement process, with staff across the Service, included a staff survey, several focus groups and action plan outcomes for the Service. The completed report would be received in November 2023 and outcomes would be reported to Members.

Resolved - That that the Fire Authority

- (i) Endorses the approach taken to ensuring the values and culture of the Service are understood and improved, and
- (ii) Receives timely updates on the project and the associated outcomes of the report.

103/23 HMICFRS INSPECTION UPDATE AND UPDATE ON VALUES AND CULTURE IN FIRE AND RESCUE SERVICES – The Area Manager of Service Improvement provided Members with a report on Inspection Updates and an update on Values and Culture in Fire and Rescue Services.

The report provided an update on recent correspondence from His Majesty's Inspectorate of Constabulary Fire and Rescue Services (HMICFRS), regarding their programme of inspections, across 2023 and 2024, for Humberside Fire and Rescue Service (HFRS).

On 13 July 2023 the Home Secretary commissioned HMICFRS to carry out a thematic inspection of the handling of misconduct allegations in fire and rescue services in England. On 26 July 2023 confirmation was received that the Service would be one of ten services selected for the thematic inspection. The ten services selected were to ensure evidence was gathered from large and small, and rural and urban services. They also covered different governance models that operate throughout England and were selected to avoid overlap with scheduled service inspections.

It was also timely to update Members of the Service's response to recommendations made by HMICFRS in its spotlight report 'Values and culture in fire and rescue services', reported to the Authority in June 2023 and the CFO subsequently gave a verbal update of progress at the meeting of the Authority in July 2023. The Action Plan, for actions with direct CFO accountability, continued to progress through a cross representative Culture Working Group to ensure our compliance with recommendations.

On 31 July 2023 HMICFRS updated services on progress with round three service inspections, including dates. Dates for HFRS inspection, initially anticipated to commence in the first quarter of 2024, had been confirmed to now start 1 July 2024 with the inspection processes concluding in October 2024.

Preparation for both the thematic and service wide inspections were underway, engagement with HMICFRS was managed through the Service Improvement Directorate. Updates would be provided for Members at future meetings.

Resolved - That the Fire Authority takes assurance from the pro-active actions taken and receives further updates periodically.

104/23 EXECUTIVE DIRECTOR OF FINANCE AND S.151 OFFICER - The Chairperson provided an update on the outcome of the Appointments Committee held on 21 September 2023.

The Appointments Committee determined that Martyn Ransom be appointed as Executive Director of Finance and Section 151 Officer and made such a recommendation to the Fire Authority.

Resolved - That Martyn Ransom be appointed as Executive Director of Finance and Section 151 Officer.

105/23 CHIEF FIRE OFFICER UPDATE - The Chief Fire Officer/Chief Executive provided a verbal update.

- The release of the anticipated Government White Paper – Reforming our Fire and Rescue Service - was still awaited and no date has been provided when it might be published,

- The Chief Fire Officer offered his congratulations to Martyn Ransom on his appointment to Executive Director of Finance and welcomed him to the Senior Leadership Team,
- The Chief Fire Officer expressed his appreciation of Kevin Wilson, the outgoing Executive Director of Finance, for his hard work and dedication to the Fire Service over the last 16 years, and
- The Chairperson also expressed his thanks to Kevin Wilson for his hard work and stressed that his professionalism had been appreciated and valued by the Authority.

Resolved - That the update be noted.

**MANAGEMENT ACCOUNTS 2023/24 – BASED ON PERIOD
ENDING 30 SEPTEMBER 2023**

1. SUMMARY

- 1.1 This report highlights the current financial position based on information to 30 September 2023.
- 1.2 The end of year projections are set out at section 4.1 for the revenue budget, the capital programme and the pensions account.

2. RECOMMENDATIONS

- 2.1 it is recommended that the Fire Authority:
 - (i) takes assurance from this report and the Authority’s financial position for the period ending 30 September 2023; and
 - (ii) approves a virement of £361k from interest receivable and interest payable to revenue contribution of capital outlay in order to reduce the Authority’s need to borrow.

3. BACKGROUND

- 3.1 Management Accounts are reported to Members four times a year with the financial position at 30 June, 30 September, 31 December and 28 February.

4. PERIOD ENDING 30 SEPTEMBER 2023

- 4.1 The summary estimated outturn position for the current financial year based on information to 30 September 2023 is as follows:

CATEGORY	2023/24 OUTTURN PROJECTION
HFA	
Revenue Budget	£0.394m underspend
Capital Programme	£5.069 spend against a £6.719m allocation
Pensions Account	£13.407m deficit

- 4.2 This is the second set of Management Accounts for the 2023/24 financial year and updates will be brought to the Authority based on the periods ending 31 December 2023 and 29 February 2024.

- 4.3 Further details on all of these areas are available electronically alongside the agenda papers on the Fire Authority’s website at www.humbersidefire.gov.uk/fire-authority.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 Members should take assurance from this report and the Authority's financial position for the period ending 30 September 2023
- 6.2 Members are also requested to approve a virement of £361k from interest receivable and interest payable to revenue contribution of capital outlay in order to reduce the Authority's need to borrow.

Martyn Ransom
Executive Director of Finance/S.151 Officer

Officer Contact

Martyn Ransom – Executive Director of Finance/S.151 Officer
✉ mransom@humbersidefire.gov.uk

Background Papers

Management Accounts September 2023

BI-ANNUAL PERFORMANCE REPORT (APRIL – SEPTEMBER 2023)

1. SUMMARY

1.1 The Bi-Annual Performance Report, as set out at Appendix 1, reports on the following area performance metrics between 1 April and 30 September 2023:

- Performance & Risk
- Compliments and Complaints
- Health, Safety and Environment
- Operational Learning
- Occupational Health and Wellbeing
- Absence Management

2. RECOMMENDATION

2.1 It is recommended that the Fire Authority receives the Bi-Annual Performance Report (April – September 2023), as set out at Appendix 1 and takes assurance from the Service's approach in performance management against each of the respective areas of work.

3. BACKGROUND

3.1 The bi-annual approach to performance reporting provides Members with a meaningful analysis of Service level performance, trends, and the resulting impact of activities/interventions, with supporting narrative as applicable.

4. REPORT DETAIL

4.1 The Bi-Annual Performance Report, as set out at Appendix 1, reports on the following area performance metrics between 1 April and 30 September 2023:

- Performance & Risk
- Compliments and Complaints
- Health, Safety and Environment
- Operational Learning
- Occupational Health and Wellbeing
- Absence Management

4.2 A detailed breakdown of each of the above areas, along with supporting commentary, is provided within each section of the report.

5. EQUALITY IMPLICATIONS

5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

6.1 That members consider the content for each report and take assurance from the Service's approach in performance managing each of the respective areas of work.

Steve Duffield
Area Manager Service Improvement

Christine Cooper
Executive Director of People and Development

Officer Contact

Jamie Morris – Designate Head of Corporate Assurance

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☎ (01482) 565333

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Background Papers

None

BI-ANNUAL PERFORMANCE REPORT

Steve Duffield
Area Manager of Service Improvement

Christine Cooper
Executive Director of People and Development

Humberside Fire and Rescue Service
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APRIL – SEPTEMBER 2023



HUMBERSIDE
Fire & Rescue Service



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1. PERFORMANCE AND RISK

1.1 Performance Indicators

PERFORMANCE INDICATOR	Upper and lower thresholds	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	Total
SPI - High Severity Dwelling Fires	4.4 0.4	2	2	2	1	0	0	7
SPI 2.2 - Total Deliberate Fires	48.8 29.9	33	42	37	31	42	48	233
SPI 2.3 - Accidental Dwelling Fires	34.3 25.7	33	23	24	36	25	25	166
SPI 2.4 - Deliberate Secondary Fires	304.6 149.0	143	181	221	169	195	148	1057
SPI 2.5b - False Alarm Non Domestic	89.4 57.6	19	32	43	56	40	47	237
Total		230	280	327	293	302	268	1700

SPI Threshold Methodology

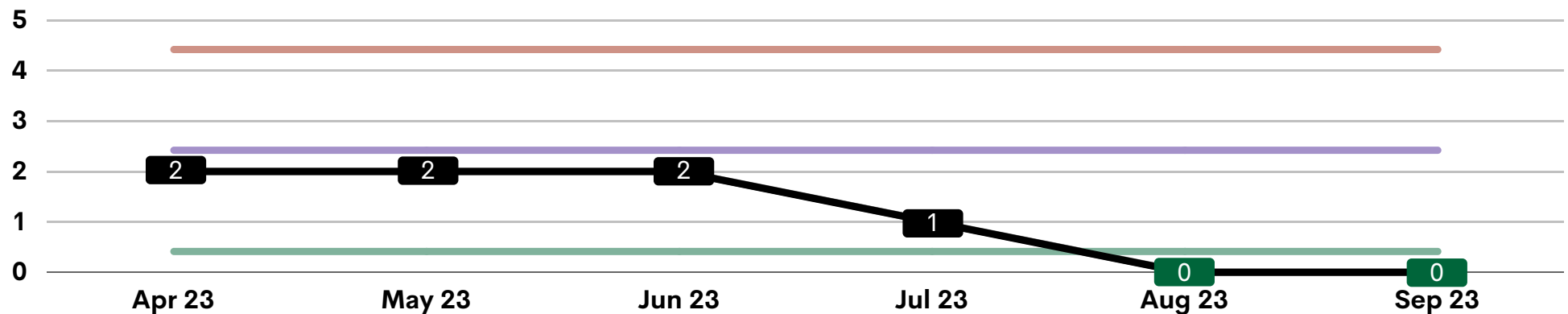
- **Red** shows performance is a concern that needs addressing (**we need to act**).
- **Green** shows performance is positive and should be replicated (**we need to learn**).
- **No colour** shows when our performance is within the upper and lower threshold.

i SPI Threshold Methodology

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

SPI - High Severity Dwelling Fires

There were no high severity dwelling fires in August and September, and from April to July they were below the upper threshold. Three were in Hull, two in North East Lincolnshire, one in the East Riding and one in North Lincolnshire.



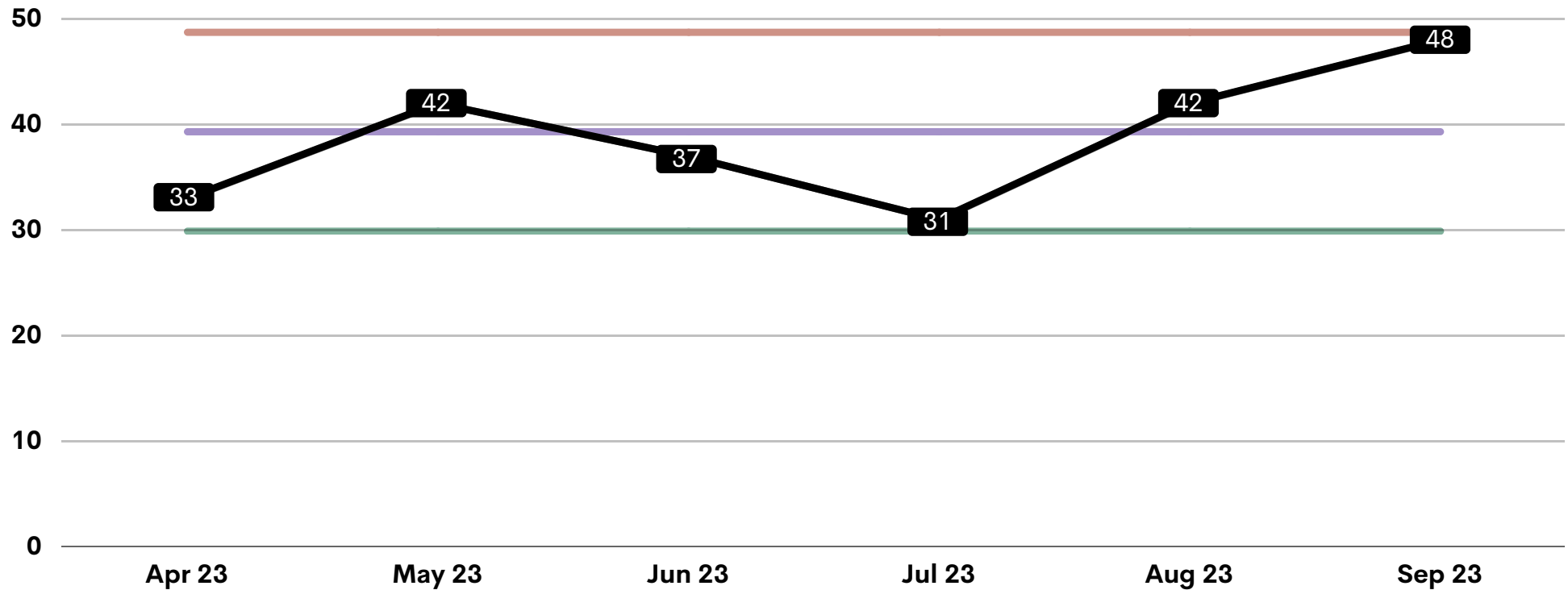
Details of the incidents

- Two incidents were categorised as cause not known following fire investigations.
- Other causes of fires were; negligent use/overload of an electricity supply (1), fault in an equipment or appliance (1), combustible articles too close to a heat source (1), natural occurrence/light refraction (1) and cooking with a chip pan/deep fat fryer (1).

SPI 2.2 - Total Deliberate Fires

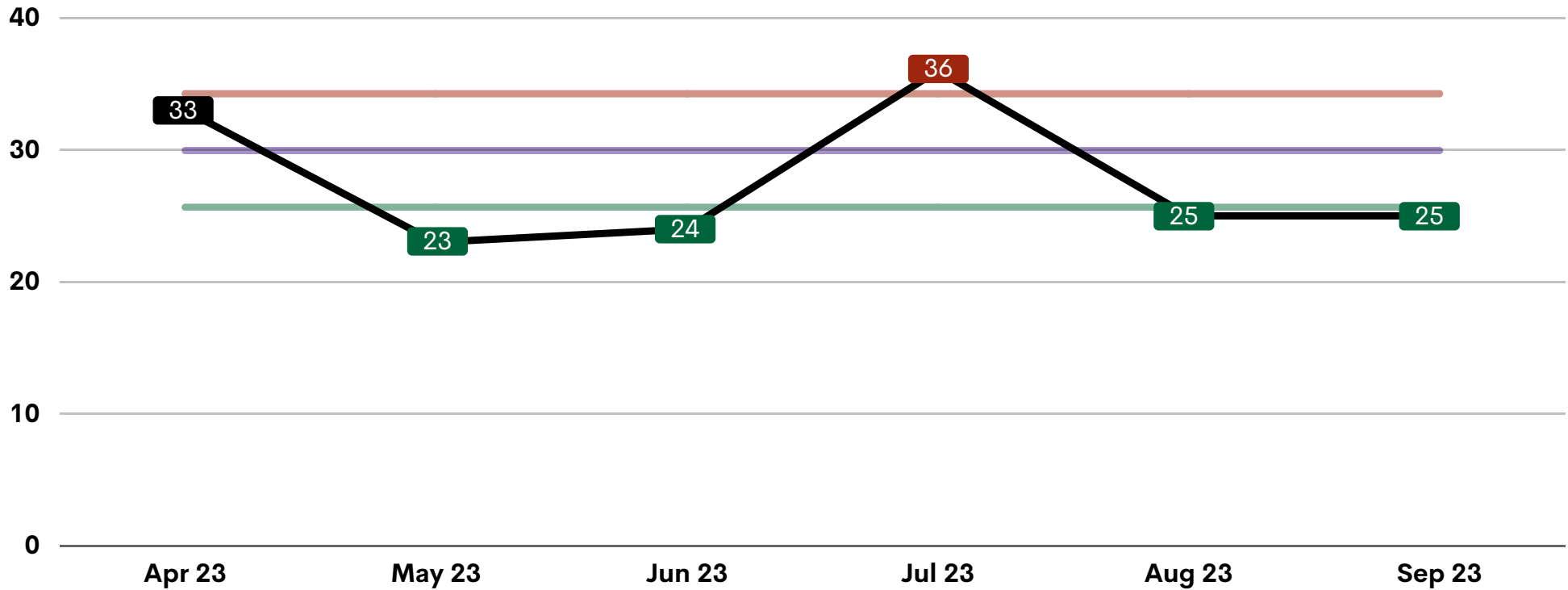
Deliberate fires have been consistently below the upper threshold throughout the reporting period.

Deliberate primary fires historically peak between August and September. This peak is mainly driven by fires involving vehicles and agricultural seasonal sources such as standing and baled crops. During April and May there was a significantly unusual number of deliberate fires in North Lincolnshire. 55% of these involved vehicles. This type of incident is a problem periodically in certain locations before multi-agency partnerships step in to reduce the frequency.



SPI 2.3 - Accidental Dwelling Fires

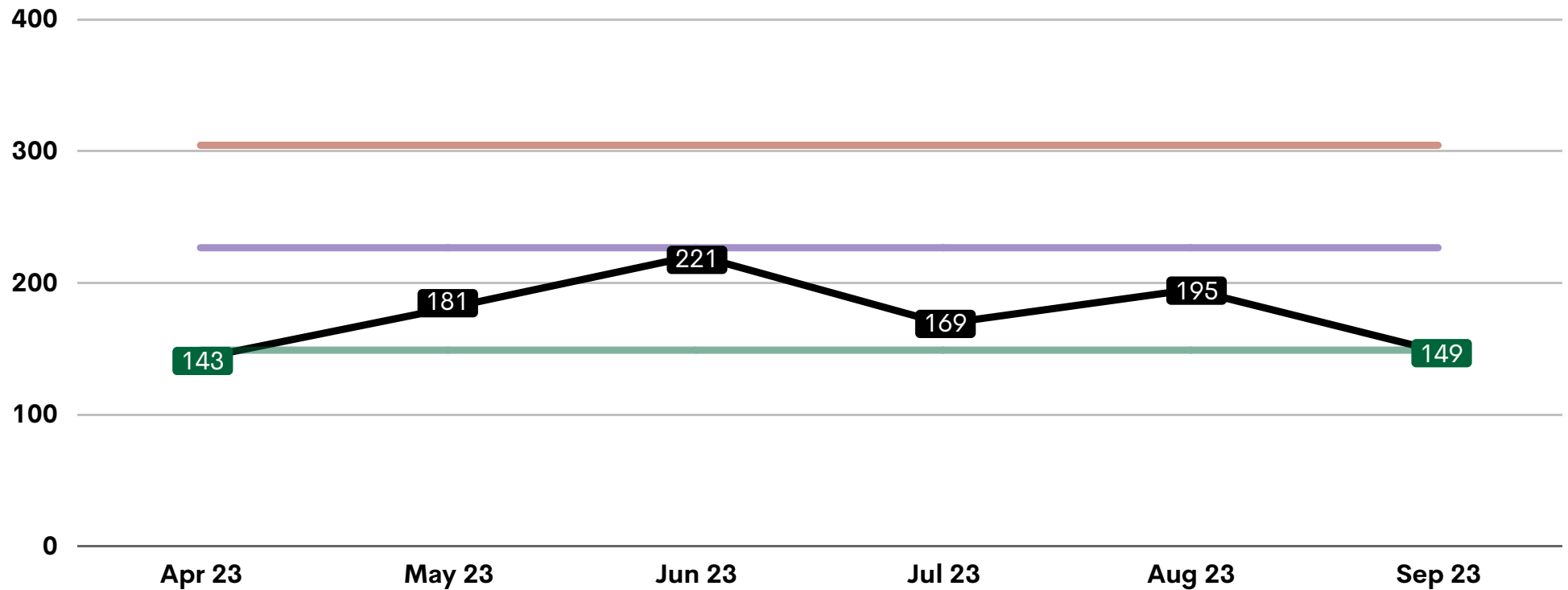
The number of accidental dwelling fires has been below the lower threshold limits for most of the reporting period, however in July the number went above the upper threshold. Incidents in July mainly involved combustible articles too close to a heat source (39%) and in most cases involved a cooking appliance as the source of ignition.



SPI 2.4 - Deliberate Secondary Fires

Deliberate secondary fires stayed within the upper and lower threshold limits from May to August, and was below the lower threshold in April and September.

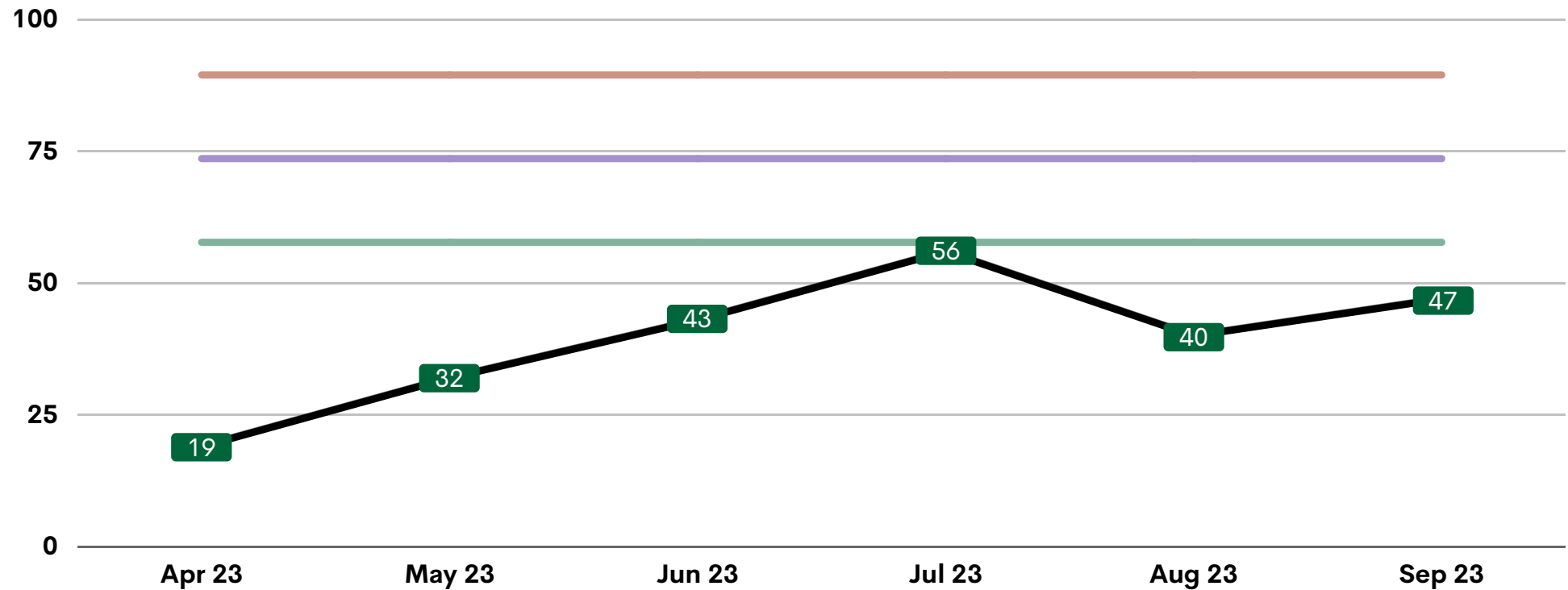
The lower rate of secondary fires during this period can be attributed to the usual pattern of colder, wetter summer weather.



SPI 2.5b - False Alarms Non-Domestic

False alarms in commercial premises have decreased following the implementation of the call challenging policy in 2019. In December 2022, the policy was extended to 24 hours, 7 days per week, as apposed to the previous 8am to 6pm Monday to Friday. The result has seen a further reduction in false alarms at commercial premises compared to previous years.

Faulty systems account for over 57% of the false alarms. Other causes of activations include alarms being accidently/carelessly set off and cooking.



SPI 1 - Total Fire Fatalities

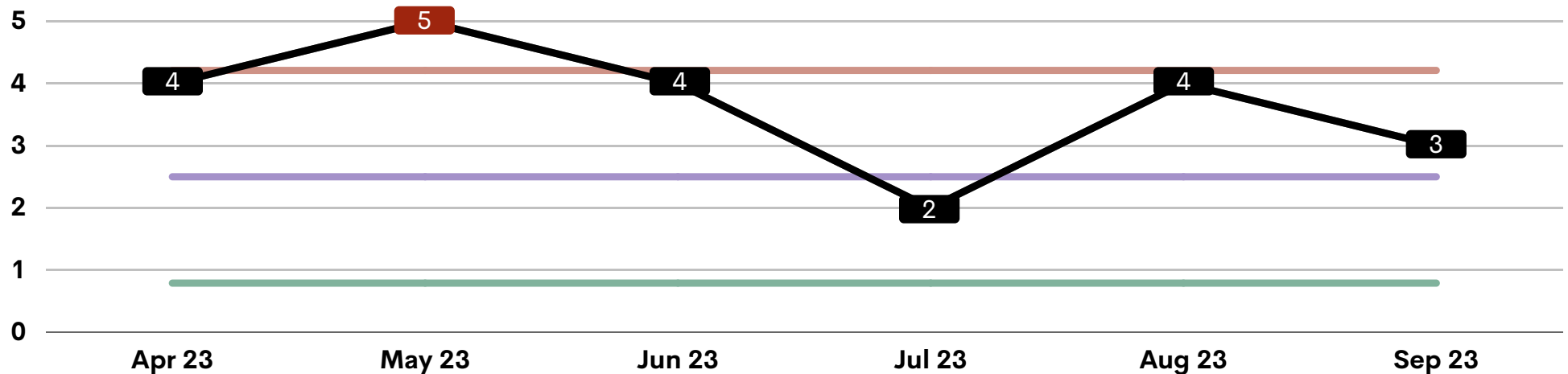
There were no fatalities in this reporting period.

PERFORMANCE INDICATOR	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	Total
SPI 1 - Total Fire Fatalities	0	0	0	0	0	0	0

SPI 1.1 - Total Fire Casualties

The number of casualties stayed on or below the upper threshold in the last 6 months, with the exception of the month of May.

A person is counted as a fire casualty if their injuries are fire related and they were recorded as attending hospital with slight to serious injuries.



1.2

Response Standards



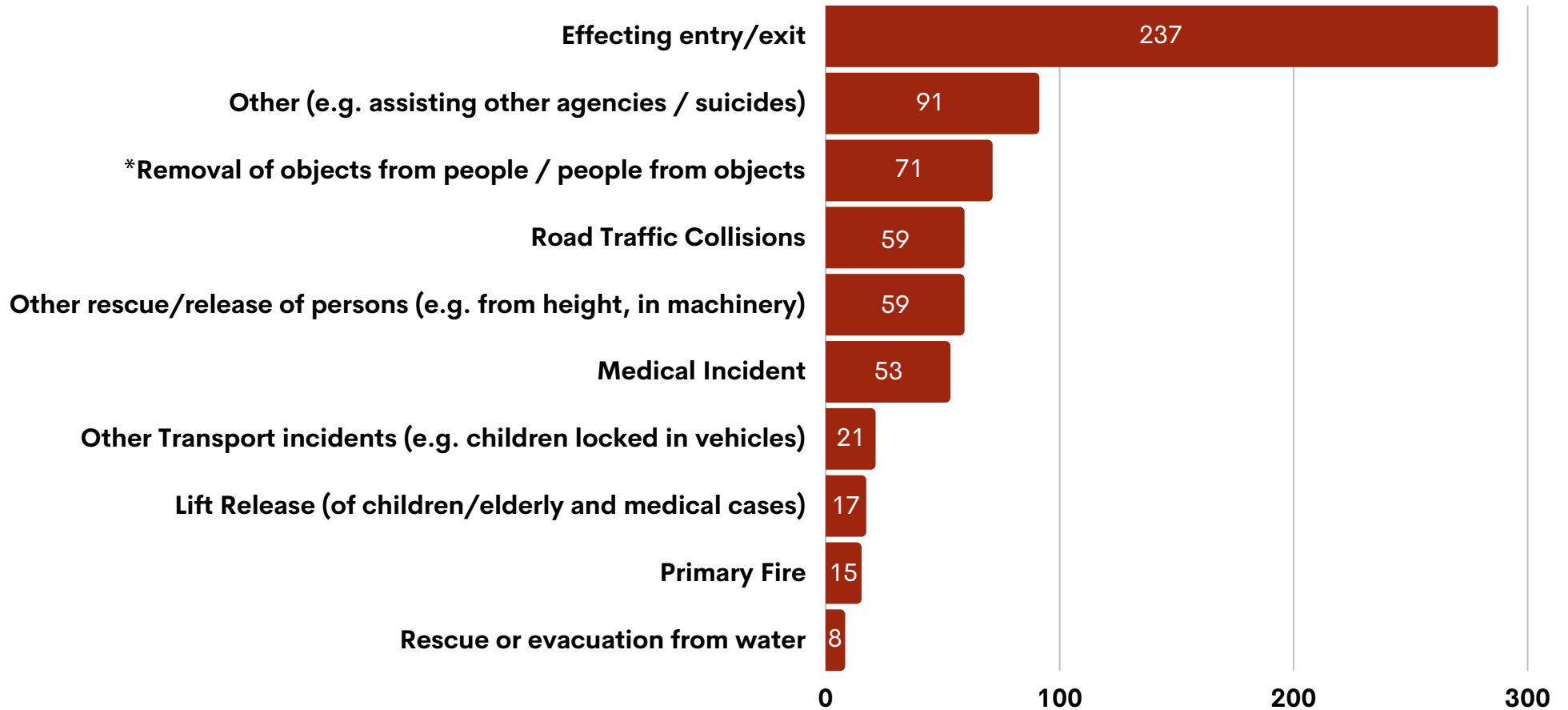
	Performance Targets 2023/24	What was achieved Apr. 2023 – Sep. 2023
<p>The first fire engine mobilised to Dwelling Fires or Road Traffic Collisions is in attendance within the specified times:</p> <p>Dwelling Fires High Risk Areas 8 minutes Medium Risk Areas 12 minutes Low Risk Area 20 minutes Road Traffic Collisions in any area 15 minutes</p>	90%	97.84%
<p>Second fire engine mobilised to a Dwelling Fire or a Road Traffic Collision is in attendance within 5 minutes of the first fire engine arriving at the incident.</p>	80%	92.17%

1.3

Rescues

Number of people rescued from incidents

From April to September 2023 we rescued 681 people, with effecting entry / exit incidents accounting for 42% of the overall total.



**Removal of objects from people / people from objects includes ring removals and trapped limbs*

1.4



Medical Interventions

This table details the first half activity for First Responder incidents and Falls Team incidents attended, across the Service area, compared to the previous half.

MEDICAL INTERVENTION	Period: 01/04/2023 - 30/09/2023	Period: 01/10/2022 - 31/03/2023
*Falls Incidents	564	608
Emergency First Responder calls attended	841	496

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

2.

COMPLIMENTS AND COMPLAINTS

Compliments and messages of thanks - April to September 2023

42 compliments and messages of thanks were received and posted on our website: [Compliments & Complaints](#).

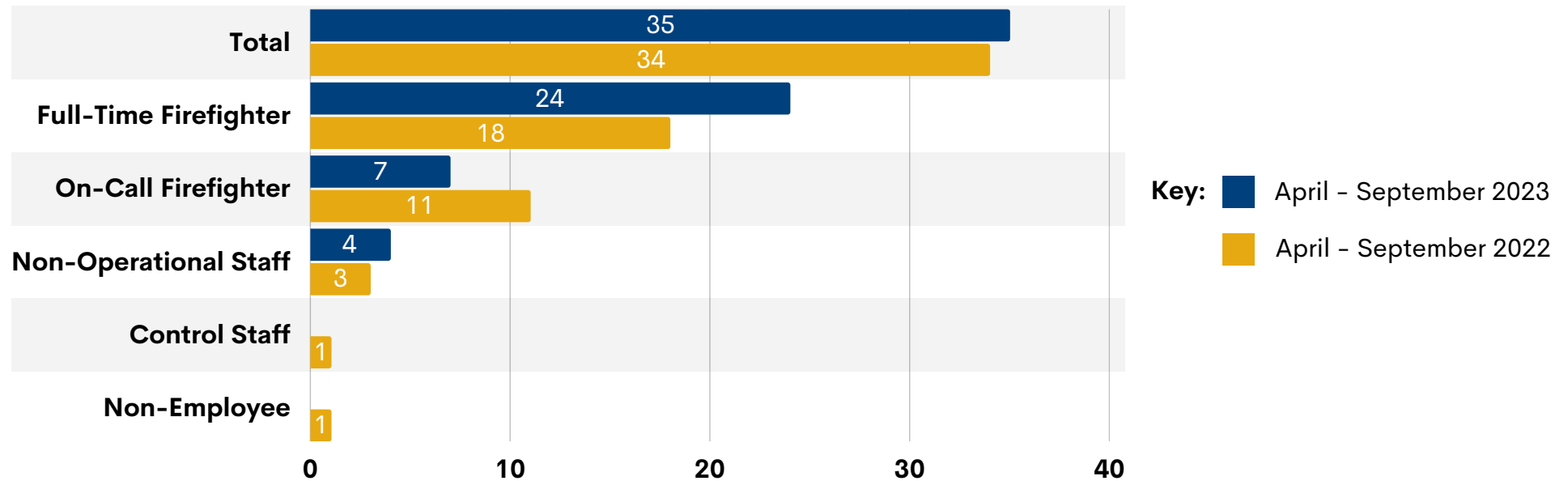
Complaint type	Total Number	Upheld	Not Upheld
Bullying	1	1	0
Damage to property	1	1	0
Incident related	3	2	1
Intimidation	1	0	1
Other	1	0	1
Rude/Offensive	1	1	0
Total	8	5	3
2022 Comparison	19	7	12

Please note: the 'Complaint type' categories have changed compared to previous years as HMIFRS have recently introduced standardised categories and definitions which we now align our Complaints Register to and report back to HMICFRS on.

3. HEALTH, SAFETY AND ENVIRONMENT

3.1 Accidents Categorised by Role

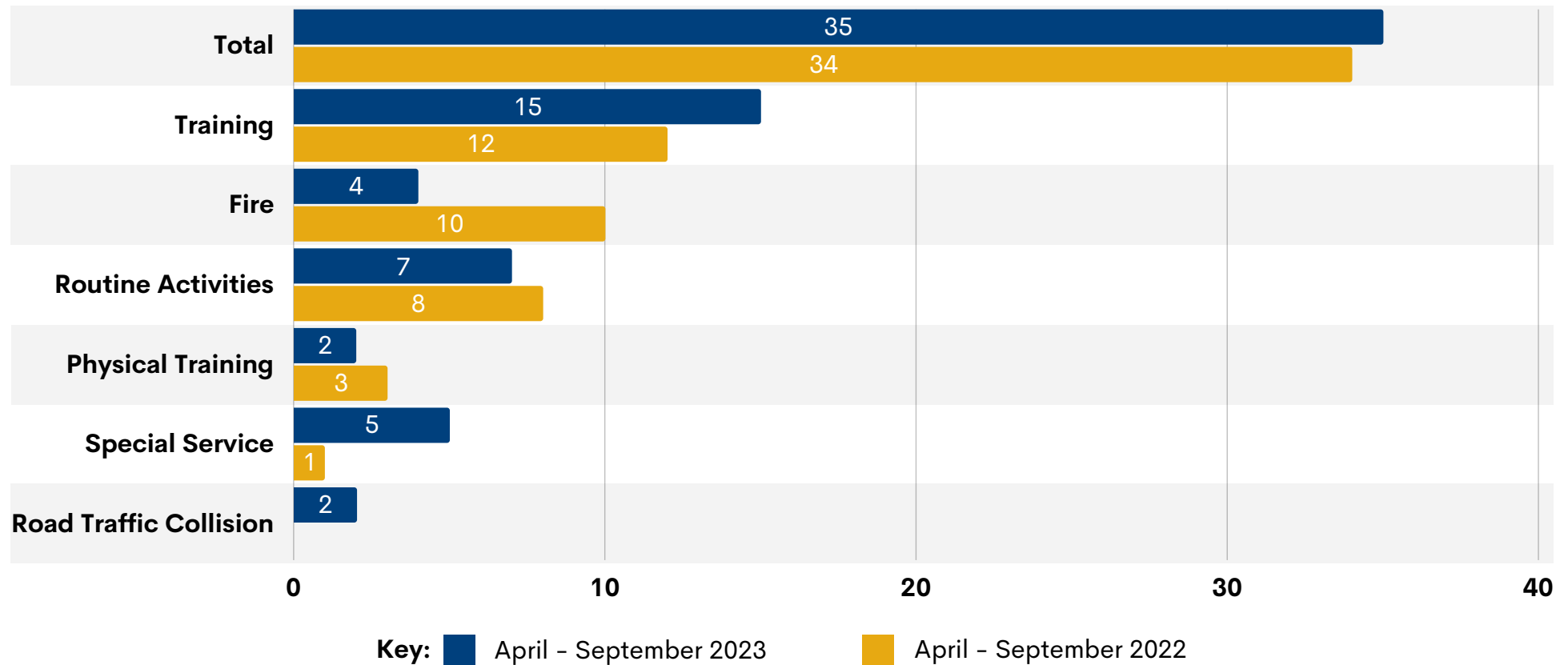
The chart above shows the role of those involved in accidents, for this period (April – Sept 23) alongside a comparison for the same period from the previous year. There is a marginal increase of one reported accident for the six month period compared to the same period in the previous year. Accidents affecting Full-time personnel have increased by 33%, though for On-call personnel there has been a decrease of 36%. Non-Operational staff accident reports have increased from three to four, whilst reports involving Control staff and Non-Employees have both decreased from one to zero.



3.2

Accidents Categorised by Activity

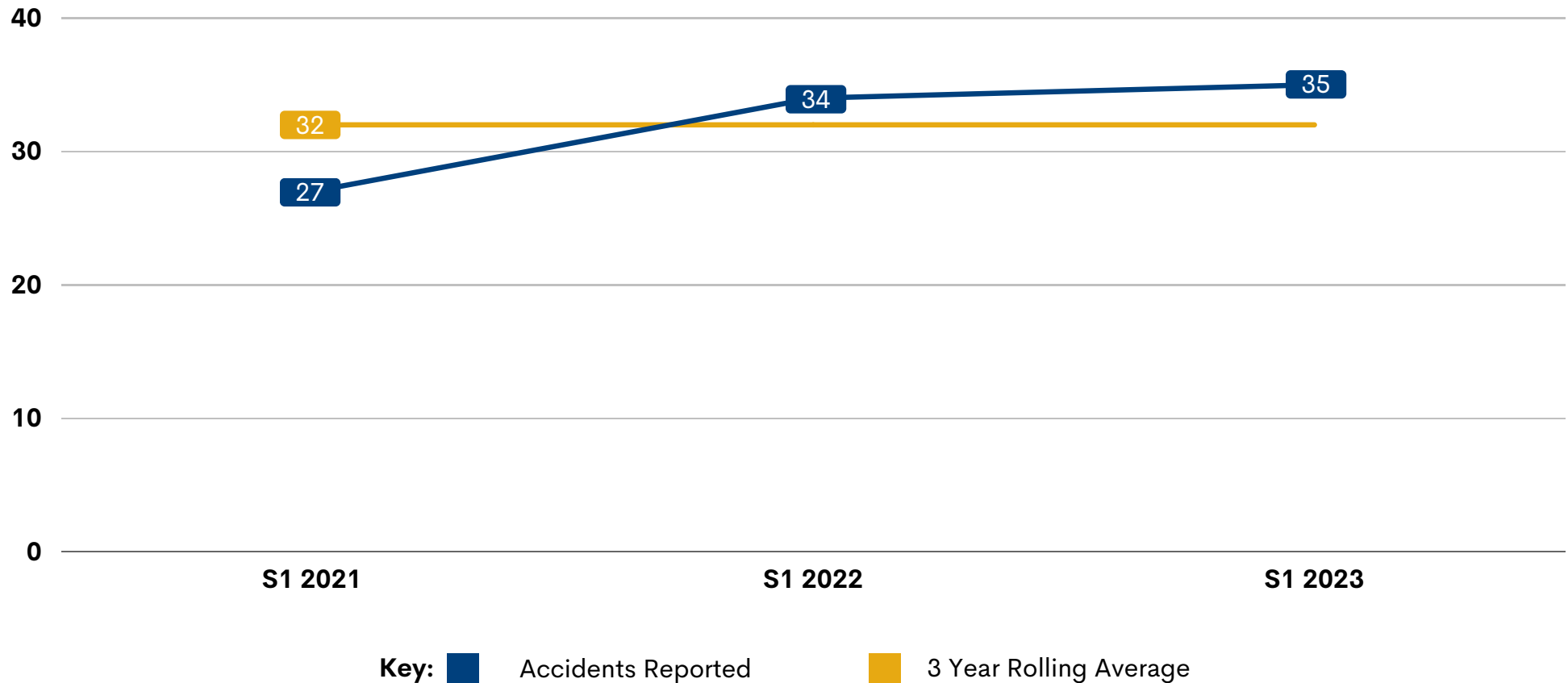
The chart below relates to the activities undertaken at the time of the reported accident. Training related injuries have increased on last year and remain the highest activity involved in injury, the increase can be attributed to an increase in new recruit courses where accidents are more likely to occur. Accidents during fire related activities have reduced by 60% which indicates good levels of adherence with safety procedures at high risk operational incidents. Special Service reports have seen a significant increase from one to five, four incidents relating to assisting the ambulance service. Routine activities and physical training have reduced both by one report, whilst there has been a rise of two injuries occurring at Road Traffic Collision incidents.



3.3

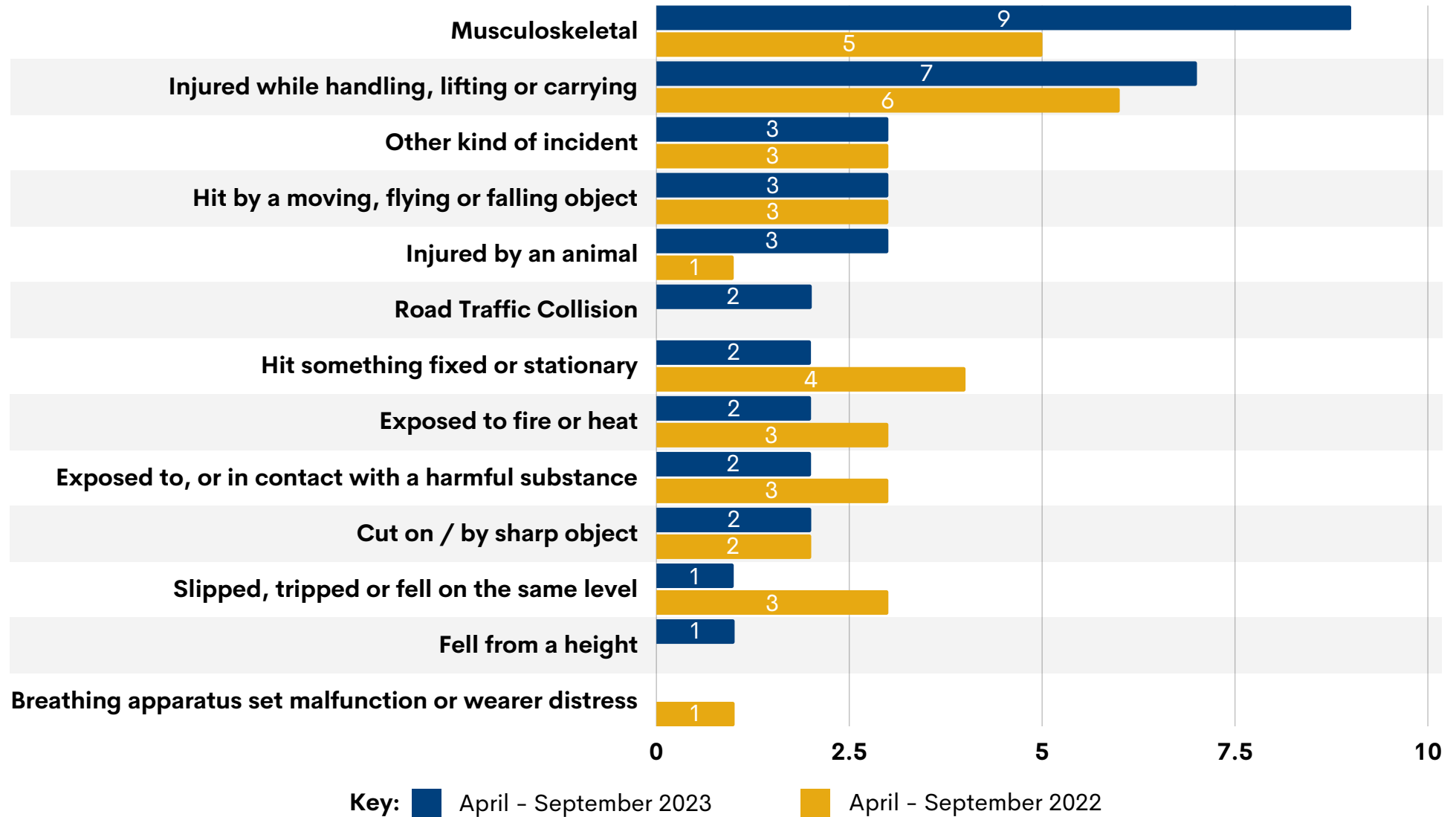
Average of First Six Months' Accidents for the Past Three Years

Reported accidents (35) is again above the three-year rolling average (32). Even though there has been an increase it is consistent with injuries reported in the same period last year, this figure is not reflective in 2021 due to the Covid-19 pandemic effecting training and response activities.



3.4

Cause of Injury due to Accident



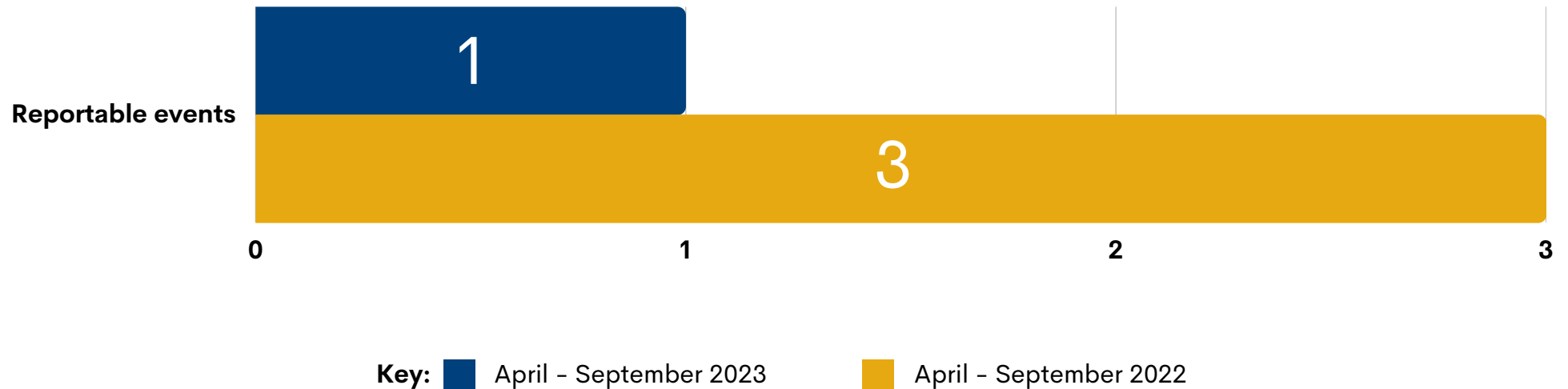


The previous page shows the cause of accidents for this six month period compared against the same period from the previous year, there can be multiple causes for one accident. The most common causes of injury were "Injured whilst handling, lifting or carrying" and "Musculoskeletal" accounting for 46% of all reports, these are consistently the two highest causes due to the nature of operational duties requiring a significant amount of manual handling activities. The Health, Safety and Environment Section has recently run a poster campaign to promote correct lifting techniques and to provide information on available lifting aids. There was an increase in "injured by an animal" and "Fell from a height" all but one of these occurred during operational or routine activities. All other incident types either reduced or stayed the same compared to last year.

3.5

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

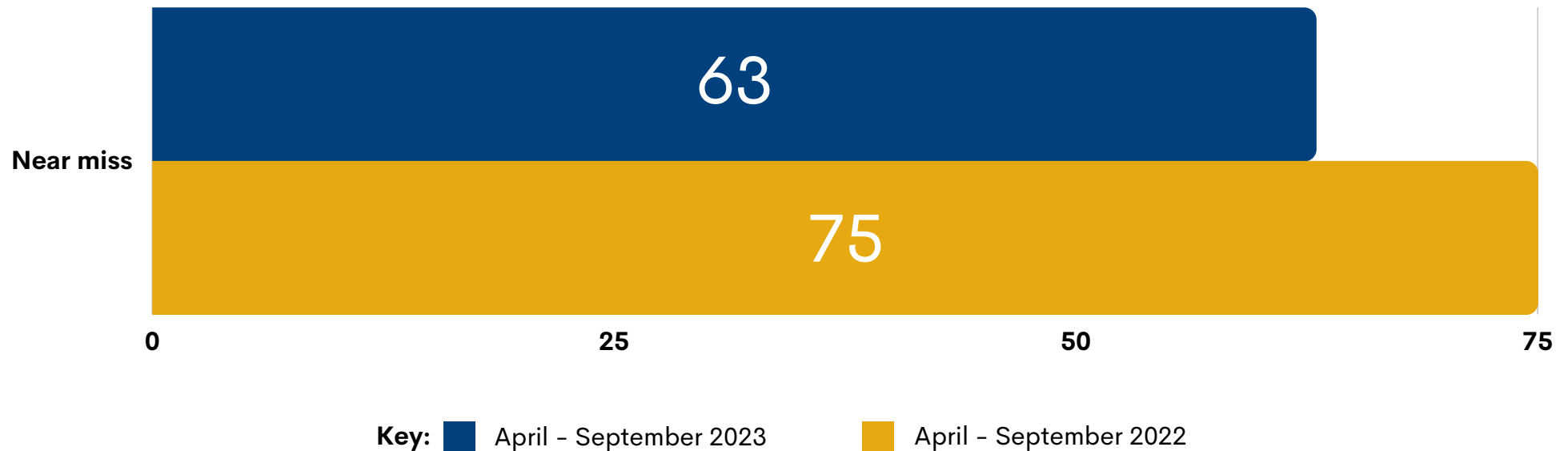
There has been one RIDDOR report this period which is a 66% reduction on the same period last year. This injury was reportable under RIDDOR 2013 due to the individual's injury resulting in them having a sickness absence of more than seven days. The injury was sustained by an operational member of staff whilst attending a planned training activity. The injury was reported to the Health and Safety Executive within the 15 day timescale and investigated accordingly.



3.6

Near Miss Reporting

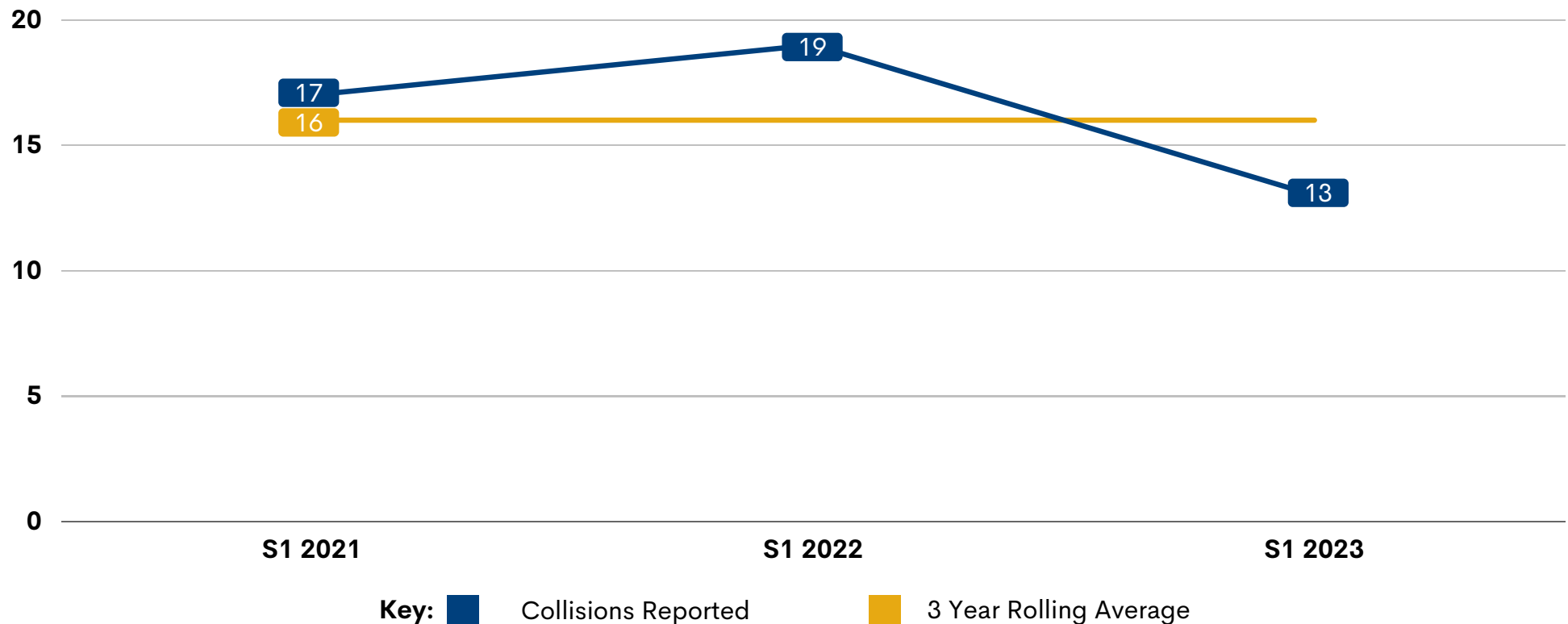
Near miss reports have decreased by 23% in comparison to the same period last year. There has been significantly more near miss reports than accidents for this period nearly achieving a ratio of over 2:1 reporting of near misses to reported accidents which is where the Health, Safety and Environment Section aim for report levels to be. With this identified reduction in reporting the Health, Safety and Environment Section will be running a reporting campaign in the coming six month period to improve reporting levels.



3.7

Collisions Involving Service Vehicles

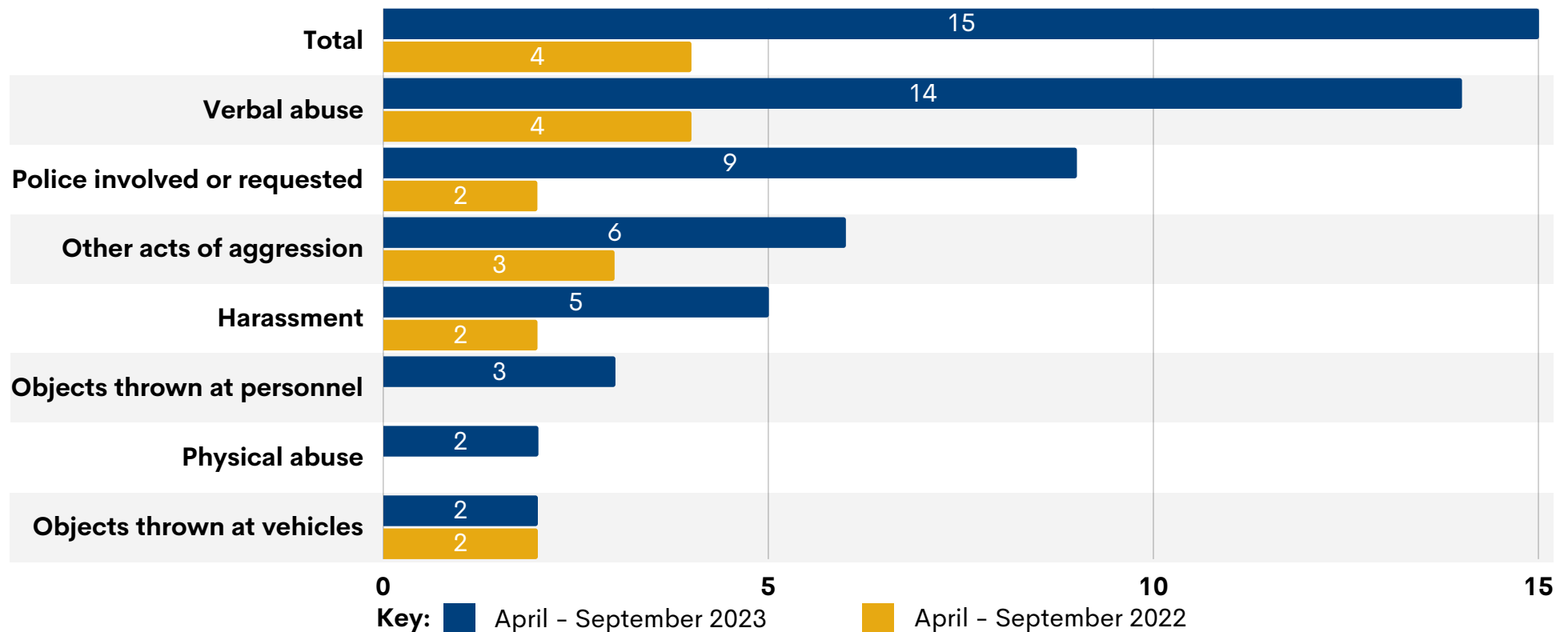
Collisions involving Service vehicles reported during this period have reduced by 31% compared to the same period last year. They are three reports below the 3 year rolling average this shows the positive impact measures taken by the Health, Safety and Environment Section in co-ordination with Driver Training and District management teams is having on highlighting this issue to staff and working towards reductions.



3.8

Attacks on Fire Service Personnel

We have seen a significant increase in reports of Attacks on Fire Service Personnel in this period compared to the same period last year, this is comparable to data from Humberside Police who are also seeing an increase in attacks. The attacks are not only occurring to operational crews three of the reports occurred to non-operational members of staff. Of the 15 reports recorded this year verbal abuse occurred in 14 of them and on nine occasions the Police were either in attendance or requested to attend.



4. OPERATIONAL LEARNING

All Operational Learning processes are designed to align with Fire Standards because it ensures safety, consistency, accountability, legal compliance, professionalism, interoperability, efficiency, and supports continuous improvements in our operations.

An embedded learning environment promotes a culture that improves safety for both our firefighters and our communities, and makes the Service more effective and efficient. Operational Learning also provide a platform to monitor trends, identify new or emerging risks, recommend remedial actions, promote good practice, and share learning within the Service and across the wider sector.

4.1 Hot Debrief Reviews

Hot Debrief forms provide a platform for incident commanders to feedback learning identified from operational incidents. The form has to be completed if more than two engines attended, a specialist team or appliance attended, or a person is reported/trapped. The form is broken down into three key areas:

- Notable Practice
- Concern or Improvement
- Safety Critical Event

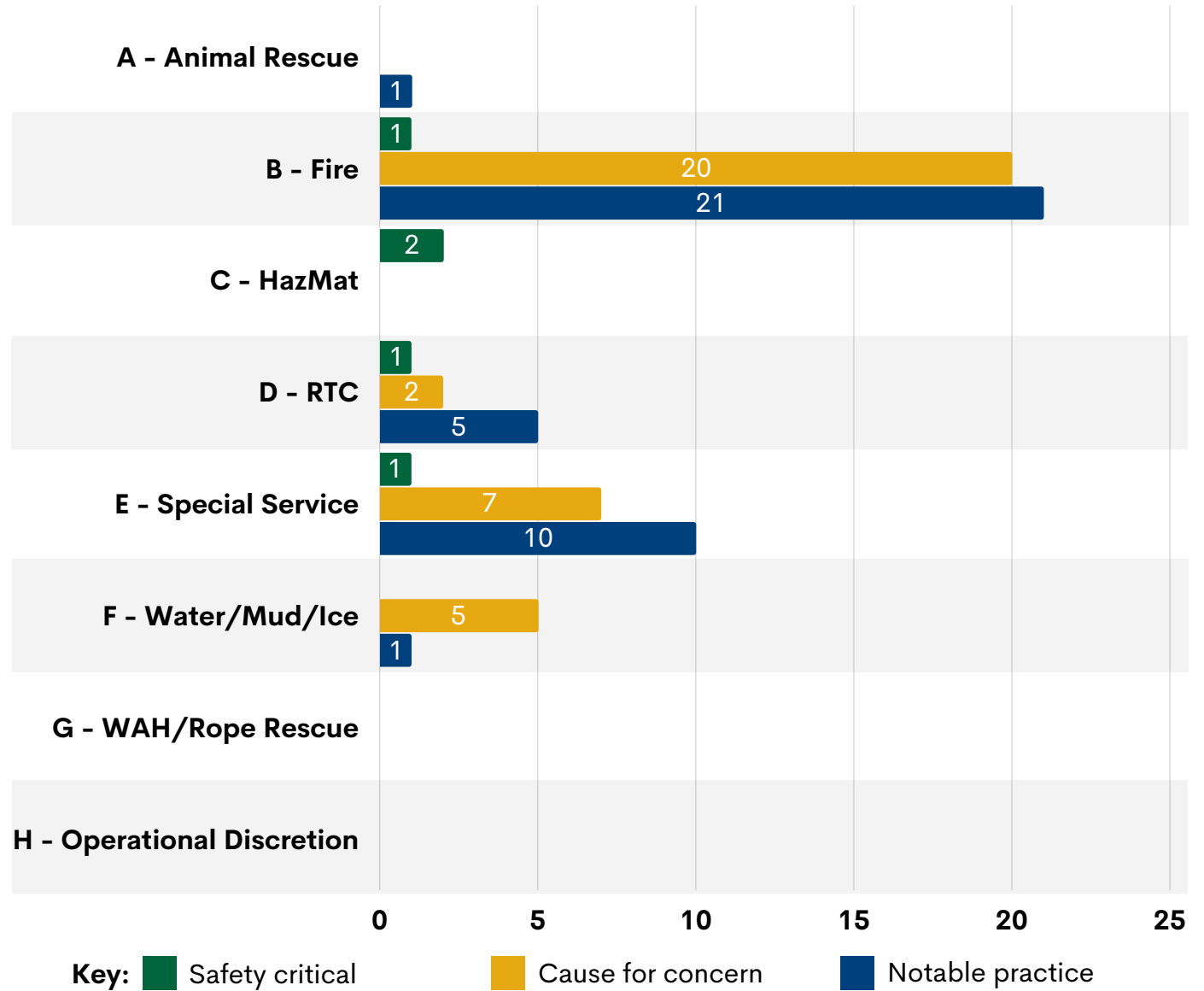
Incident Commanders provide comments on:

- Mobilising and Initial Resources
- Situational Awareness and communications
- Command and Control
- Resources and Equipment
- Safety and Welfare
- Incident Outcomes

Hot Debrief form submissions - April to September 2023	
Activity Area / Incident Type	Total
A - Animal Rescue	2
B - Fire	32
C - HazMat	2
D - Road Traffic Collision	13
E - Special Service	13
F - Water/Mud/Ice	9
G - Working at Height/Rope Rescue	1
H - Operational Discretion	0
Total	72



The chart below shows a breakdown of key areas reported in the 72 Hot Debrief forms. Although 72 forms were submitted, more than one key area could be reported for each form.



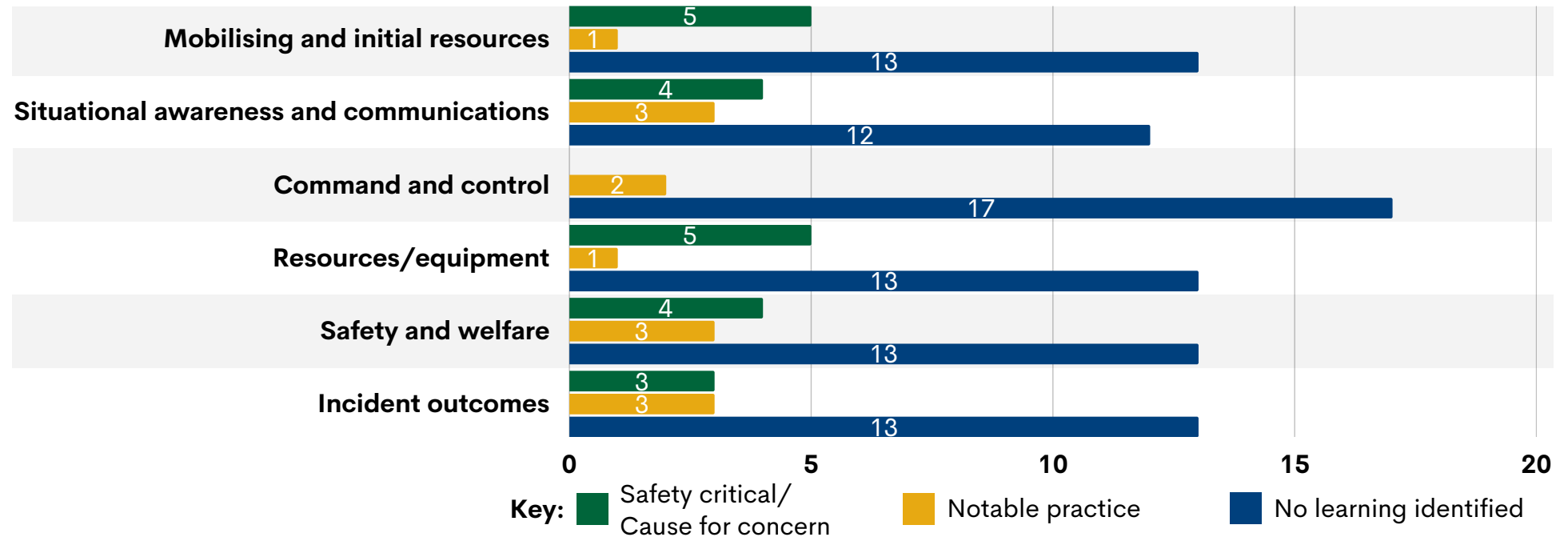
4.2

Operational Debrief Questionnaires

A structured operational debrief must be completed when one or more of the following criteria are met:

- At the discretion of the Incident Commander or Tactical Advisor
- Command unit in attendance
- Where operational discretion is used
- Learning that is of interest to the wider sector
- Following a consultation with the Operational Learning team to determine if any significant learning and/or organisational improvement has been identified and which type of debrief is appropriate.

Operational Learning conducted two structured debriefs during this period and received 19 Operational debrief questionnaires to support the process.



4.3

Tactical and Multi-agency Debriefs

8th June
Premier Bar,
Anlaby Road,
Hull

Crews attended a commercial building fire which was a protracted incident that required multiple crews, two aerial appliances, and the welfare unit to bring the fire under control. Firefighters overcame several challenges, including issues with water pressure from the hydrant supply and access to the roof space, whilst protecting nearby residential flats from fire spread. A debrief was held to identify learning opportunities and our findings have been published.

24th May
High Eske Nature
Reserve,
Tickton,
Beverley

Crews were mobilised following reports that two people were underwater at the nature reserve. This was a highly challenging incident for all who attended, during which they showed professionalism and dedication. Firefighters were able to rescue several teenagers from an island but tragically, the incident resulted in two fatalities. A debrief was held with the crews who attended the incident and a multi-agency debrief was held at Service Headquarters with representatives from Yorkshire Ambulance Service, Humberside Police, the Local Resilience Forum and the Coast Guard. The outcomes of both debriefs have been published.

4.4

Exercises

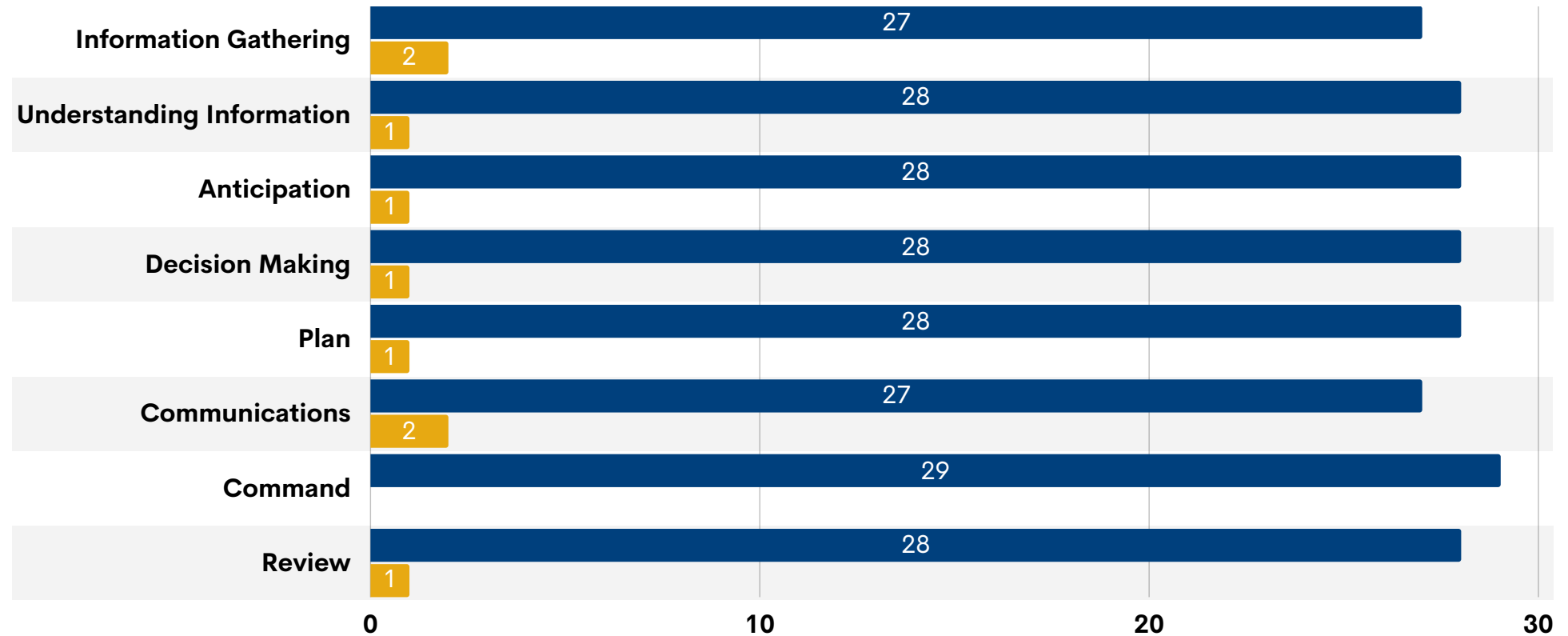
The exercise policy is under review and currently, operational personnel are required to participate in Level 1 scenarios, once every two months. The scenario should be in line the National Operational Guidance schedule. A member of the Operational Learning team will attend to assure the process and the coordinator must complete an exercise review form. An overview is provided below of the type of exercises that were recorded and if any learning was identified.

Activity Area	April 2023 to September 2023			
	Number completed	Safety critical	Cause for concern	Notable practice
Animal rescue	0	0	0	0
B.A	5	0	1	6
Fireground skills	3	0	0	0
Hazmat	2	0	5	2
Road Traffic Collision	0	0	0	0
Special service	1	0	0	0
Working at height	1	0	0	1
Water/Mud/Ice	2	0	1	1
Total	14	0	7	10

4.5

Incident Monitoring

The Incident Monitoring Officer role was created to support crews at operational incidents and provide feedback on performance and safety standards. Initially this was recorded using Effective Command software to align to our training and revalidation standards. This method gave an insight into the behavioural elements of incident command. Displayed below are the findings of the 29 incident monitoring reports that were completed.



i No Safety critical/cause for concerns identified in findings

Key: ■ Satisfactory performance ■ Exceptional/exemplary performance

This method gave important information, but more detailed information from incidents was required in order to identify trends and patterns. A Microsoft form was introduced in September 2023, and features 21 sections to gain a more comprehensive understanding, including the performance of the Incident Commander, resources, equipment, communications and the overall structure. The monitoring officer assesses if the element has been completed or considered and rates it accordingly as set out in the table below which shows the results collected from 7 reports so far.

Activity Area	Yes, satisfactory	Yes, unsatisfactory/partially	No	N/A
Command structure: Established/effective JESIP protocols	71	6	0	14
Command skills: Situational awareness, decision making, tactical planning	93	2	0	17
Command actions: DRA/ARA completed, assertive command, NOG guidance	115	0	1	3
Communications: Messages, briefings, firegrounds comms	71	3	1	16
PPE, equipment, resources: Initial PDA, use of personnel, effectiveness of resources	101	3	11	25
Wellbeing/welfare: Environmental considerations, CISM	7	0	3	46
Total	458	14	16	121

5. OCCUPATIONAL HEALTH AND WELLBEING

5.1 Summary

During the period of April to September 2023 the Occupational Health and Wellbeing team recruited a new Head of Function and a new Occupational Health Nurse to replace previous roles which have left the organisation. The team is now at full capacity, with all vacancies now appointed to. The recent Firefighter recruitment drive has seen our Occupational Health Technicians, Occupational Health Nurse and Fitness managers working alongside other members of the People directorate to facilitate the medical and fitness testing of the potential recruits applying for Full-time and On-call service.

The regular health surveillance of all operational personnel has been taken place and this has been conducted using the clinical staff within the Occupational Health and Wellbeing department. The self-referral system has been updated and staff can now self-refer to the Occupational Health and Wellbeing department online which has created a more streamlined system and has improved efficiency.

A review of the physio referral pathway has taken place to improve rehabilitation services within the department and enable patients to receive the appropriate treatment for their injuries. The complex case meeting has given us the opportunity to discuss any cases which may need more input from the people involved. The communication within these meetings enables us to develop a systematic approach to returning the individual back to work in the healthiest position possible.

5.2

Performance Activity

The table below gives figures for Occupational Health activity for the past two quarters.

Activity	April to June	July to September
Management Referrals	41	41
Self-Referrals	12	15
Discharges	23	8
Ill Health Early Retirement	0	2
Critical Incident Stress Management Defusing/Debriefing	3	1
Physio Referrals	17	13
Counselling Referrals	16	11
Employee Assistance Programme Contacts	18	18
Did Not Attend	11	12
Health Surveillance	89	191
Service Fitness Tests	55	540
Return to work fitness tests	6	9



Health surveillance has increased significantly over the last quarter due to the employment of a new Occupational Health Nurse. The surveillance team have been conducting the medicals at the Occupational Health facility in Beverley but also travelled to stations which has seen a positive impact on efficiency.

Did not attends (DNA) have dropped over the last reporting period which is extremely positive to see. The Occupational Health and Wellbeing administration team have established a new process to highlight DNAs to the management structure which will hopefully reduce future DNAs.

Employee Assistance Programme contacts have levelled out over the last 2 quarters. A review took place of the services on offer to HFRS employees and the contract was extended for a further year. Communication and media around the Employee Assistance Programme have been increased to gain further reach to HFRS employees especially our On-call employees.

Critical Incident Stress Management defusing and debriefs have reduced over the last two quarters. A review has taken place of the protocol to request a debrief and a new system has been brought in for individuals to have the ability to self-request a debrief via the Occupational Health and Wellbeing portal.

6. ABSENCE MANAGEMENT

6.1 Performance

The table below shows the performance during this period against the target, by staff group with two staff groups being below target and two areas above target.

Staff Group	Sum of Days Lost	Establishment	Average Duty Days Lost Per Person	2023/24 Annual Target Per Person	Bi-Annual / 6 Month Target
Control	160.00	28.58	5.60	8.70	4.35
Fire Staff	1214.29	175.67	6.91	10.00	5.00
On-Call	1096.26	332	3.30	7.00	3.50
Full-Time	1457.00	448.63	3.25	7.00	3.50
Total	3927.55	984.88			

The Service continues to return towards pre-pandemic levels of absence which was both predicted and anticipated as communities returned to normal activities. This is something the majority of employers are also experiencing in both the public and private sectors.

This table shows the percentage of our employees, per contract group who have had full attendance.

Staff Group	April 2023 to September 2023			
	2020/21	2021/22	2022/23	Target Attendance
Full-Time	97.37%	96.41%	96.45%	96.17%
Control	97.40%	91.17%	93.88%	95.25%
Fire Staff	95.86%	95.75%	94.70%	96.17%

6.2 Top Reasons for Absence

The table below shows the top four reasons for absence for all staff groups during the period and shows that, once again, mental health conditions are the top reason for absence. Mental health continues to be extremely high profile in the media and staff continue to be encouraged to raise and seek assistance for mental health issues.

Work continues by the Service in raising awareness of mental health and encouraging staff to be open about the impact of mental ill-health on individuals.

CLG Category	Total duty days lost
Mental Health Anxiety/Depression	953.68
Musculo Skeletal Lower Limb	870.55
Other	673.82
Musculo Skeletal Upper Limb	302.51

A number of staff are suffering from shoulder and back musculoskeletal conditions, which are often inherent in an aging workforce undertaking work of a physically demanding nature. Support Staff roles, which are predominantly desk based, also have a higher risk of posterior chain uppers injuries due to the nature of the work. All these issues are being managed and supported as appropriate to each individual case, including bespoke specialist physiotherapy services and support from the Fire Fighters Charity. Service Fitness managers also designed Prehab and Rehab programmes for staff to follow to minimise the chances of these injuries reoccurring.

The number of employees affected both directly and indirectly by Covid-19 between 1 April 2023 to 30 September 2023 was eight episodes in comparison to 134 episodes in the same period during 2022. Absence levels have been mitigated by supporting staff to work at home during these periods, where possible.

6.3 Duty Days Lost

In total there have been 590.52 more days absence compared to the same period in 2022/23. However absence fell significantly during the pandemic period and is now returning to more regular patterns.

	2023/24 Sum of Duty Days Lost	2022/23 Sum of Duty Days Lost	Difference between contract groups 22/23 – 21/22
Control	160.00	228.00	-68.00
Support Staff	1214.29	975.34	+238.95
On-Call	1096.26	717.69	+378.57
Full-Time	1457.00	1416.00	+41.00
Grand Total	3927.55	3337.03	+590.52

Occupational Health services, internal support for maintaining operational fitness and counselling services are all utilised according to individual needs. This integrated approach seeks to make the best use of all available health resources, supports staff during periods of ill health, and supports their return to work (where possible) in the most effective way.

12.

GLOSSARY

ADF	Accidental Dwelling Fire.	Near Miss	An event not causing harm, but has the potential to cause injury or ill health.
ARA	Analytical Risk Assessment.	NOG	National Operational Guidance.
BA	Breathing Apparatus.	NOL	National Operational Learning.
CISM	Critical Incident Stress Management.	On-Call	Responds/crewed when required.
DNA	Did Not Attend.	Primary Fire	A fire involving property of high value or life risk i.e. dwelling, building or car, or a fire where a person has been injured.
DRA	Dynamic Risk Assessment.	PDA	Pre Determined Attendance.
First Responder	A firefighter trained in emergency medical care who responds to medical emergencies in a bespoke vehicle.	PPE	Person Protective Equipment.
Falls Team	An early response falls pick up team provided by competent firefighters in Hull.	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Full-Time	A fire station that is always crewed.	Secondary Fire	A fire involving property of lesser value i.e. wheelie bin, rubbish or tree.
HazMat	Hazardous Materials.	Special Service	Non-fire incident i.e. Lift Rescue, Road Traffic Collision or Water Rescue.
HFRS	Humberside Fire and Rescue Service.		
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services.		
JESIP	Joint Emergency Service Interoperability Programme.		
JOL	Joint Organisational Learning.		

UPDATE ON THE BUILDING SAFETY REGULATOR

1. SUMMARY

- 1.1 This paper gives an update on the current position within the Yorkshire and Humber region in relation to the Building Safety Regulator (BSR).
- 1.2 The regional BSR team will consist of 7 Inspecting Officers, 1 Fire Engineer, 1 BSR Manager and 1 remotely based administrative support post.
- 1.3 Recruitment is currently underway for the BSR Manager and Fire Engineer post.
- 1.4 HFRS will not employ any of the BSR staff. We will share 1 x Inspecting Officer post with North Yorkshire FRS who will be the employer.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority note the content of the report and take assurance that the service and the region are progressing with workstreams associated with the BSR.

3. BACKGROUND

- 3.1 As part of the changes set out in the Building Safety Bill, a new Building Safety Regulator (BSR) was created within the Health and Safety Executive (HSE) with new powers of regulation, inspection and enforcement.
- 3.2 As of 1 April 2023 all existing occupied higher-risk buildings (ie those which are 18 metres or 7 storeys high and which have 2 or more residential units) must be registered with the BSR. The deadline for registration is the end of September 2023. We have 44 buildings registered within our area.
- 3.3 From 1 October 2023 it is expected that the BSR will become the building control body for higher-risk buildings. This will mean that developers will need to apply to the BSR for approval before starting work on site. This is known as Gateway Two. It will also be necessary for these buildings to obtain a completion certificate from the BSR before they can be registered and therefore occupied. This is known as Gateway Three.
- 3.4 Proactive regulation of occupied buildings by the BSR is scheduled to start from April 2024.

4. REPORT DETAIL

- 4.1 The Building Safety Regulator will be an independent regulator with its own powers, strategic plan, and programme of work. It will give expert advice to local regulators such as HFRS, building owners, the construction and building design industry, and to residents.
- 4.2 Arrangements have been put in place for the BSR service to be provided through 9 regional teams. These align with the established NFCC regions. Each region has been assigned a regional manager post to oversee the work of the team.
- 4.3 The resources assigned to each region are proportionate to the predicted workload of the region (i.e. the number of in-scope buildings in each region). The regional arrangements are formalised through an MOU that lays out the terms of the

collaborative arrangement that each FRS is entering into to discharge their statutory duties.

- 4.4 For the Yorkshire and Humber region a total of 10 staff will be part of the BSR team. This comprises of 7 Inspecting Officers, 4 covering West Yorkshire, 2 covering South Yorkshire and 1 covering Humberside and North Yorkshire. A BSR Manager and a Fire Engineer post will cover the whole region, and a remotely based administrative support post will support the team.
- 4.5 Following a recent recruitment exercise, a regional manager and engineer will soon be in place and working to support the recruitment of the remaining team members. There was a total of 3 applications for the manager post, and 2 for the engineer post. Although these are low numbers, the job descriptions were very specific, and the region are confident that the right applicants will therefore be employed. Interviews for both posts are to be carried out imminently.
- 4.6 Inspecting Officer posts will be recruited locally, and HFRS have worked with North Yorkshire in this recruitment exercise, including forming part of the interview panel. This has allowed us to ensure we get the right candidate for our service area. The post will be in place by end of November 2023 but regional work allocation is unlikely to begin until April 2024.
- 4.7 Work carried out by the BSR as part of their role as a building control body does not need to be locally based. For example, a member of the BSR team based in West Yorkshire can comment on plans for a building design in Humberside. Proactive inspections of occupied buildings will be carried out by a locally based BSR Inspector. This means the Inspecting Officer covering the Humberside and North Yorkshire area needs to be recruited and in post before April 2024.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 Following the allocation of resources for a regional BSR team, recruitment has commenced for the manager and fire engineer posts, with Inspecting Officers to be recruited thereafter.
- 6.2 HFRS will work with North Yorkshire to ensure the Inspecting Officer posts for both areas is in place before proactive inspections commence in April 2024.

Jon Henderson
Area Manager of Prevention, Protection, Fleet & Estate

Officer Contact

Dominic Purchon – Head of Protection
☎ 07580 700 079
✉ dpurchon@humbersidefire.gov.uk

Background Papers

None

Glossary/Abbreviations

BSR	Building Safety Regulator
HSE	Health and Safety Executive

UPDATE ON PROGRESS AGAINST THE GRENFELL TOWER INQUIRY
PHASE 1 RECOMMENDATIONS

1. SUMMARY

- 1.1 The Home Office and Ministry of Housing, Communities, and Local Government have released a new document highlighting the progress that has been made to implement the recommendations from the Grenfell Tower Inquiry Phase 1 (GTIP1) report.
- 1.2 There has been progress on a national level since the publication of the Government's last update. For example, the average rate of completion by FRSs of their action plans to address the Inquiry recommendations, has risen from 81% to 91%.
- 1.3 The completion rate of Humberside FRS' action plan currently stands at 94%, slightly above the national average, with 2 open actions.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority note the content of the report and take assurance that the Service has made good progress against the GTIP1 recommendations.

3. BACKGROUND

- 3.1 On 30 October 2019, The Grenfell Tower Inquiry, chaired by Sir Martin Moore-Bick, published its Phase 1 report. This highlighted a number of issues and provided 46 recommendations for fire and rescue services and other stakeholder groups including building owners and Government.
- 3.2 From these 46 recommendations, 29 are aimed at Fire and Rescue Services. 14 solely aimed at London Fire Brigade, with the remaining 15 directed to fire and rescue services more broadly.
- 3.3 A further 11 recommend a change to the law to put new requirements on building owners and managers. This process is now underway with the introduction of clarifications to the Fire Safety Act and introduction of the Building Safety Bill. 3 more recommendations are aimed at building owners and managers.
- 3.4 This report provides an update on the progress made against the recommendations by HFRS through the national Grenfell Tower Inquiry recommendations progress tracker.

4. REPORT DETAIL

- 4.1 In June the Home Office and Ministry of Housing, Communities, and Local Government published a document to provide a national update on the progress that has been made to implement the recommendations from the GTIP1 report. It includes updates from the relevant government departments and assurances received from relevant public authorities - including the London Fire Brigade (LFB), National Fire Chiefs Council (NFCC), and other emergency services - on their progress to address and implement the recommendations directed to them.
- 4.2 In 2019/20 HFRS carried out a gap analysis and created a 40-point action plan to ensure implementation of the recommendations affecting fire and rescue services. An internal multi-disciplinary team was established under AM Kirby to achieve this.

- 4.3 A presentation was given to the Strategic Leadership Team (SLT) and HFA Members in March 2021 to provide an update on progress made against our internal action plan. At that time 20 actions had been completed, 19 were in progress and on track, with 1 action yet to be started.
- 4.4 A national action plan tracker was then created by NFCC to enable them to report directly on progress to the Home Office. This tracker comprises of 34 actions, based around the following categories;
- Operational Response Fire Standards
 - Materials in high rise residential buildings
 - Section 7(2)(d) of the Fire and Rescue Services Act 2004
 - Plans
 - Control and incident command communications
 - Emergency calls
 - Command and control
 - Equipment
 - Evacuation
 - Co-operation between emergency services
- 4.5 Fire and Rescue Services are required to update the NFCC tracker on a biannual basis. At the last reporting period in April 2023, HFRS had completed 32 out of 34 actions, a completion rate of 94%. This is slightly above the current national average of 91%.
- 4.6 Completion of these actions resulted in a changes and improvements to our approach to tackling fires in tall buildings. We focused on preparing for an incident, training crews to enable them to effectively deal with an incident and supporting them with equipment and guidance to successful deal with an incident.
- 4.7 Preparing crews included developing new operational pre-plans for our tall residential buildings which capture the information necessary to manage an incident at this type, including floor plans, water supplies, firefighting facilities, and contingency plans for evacuation. To support these evacuation plans we developed bespoke electronic evacuation boards for each building with live feeds in Control, at the Command Point and at the scene of operations.
- 4.8 We created packages to train our crews and officers on the risk posed by external cladding systems on tall buildings and the potential risk of external fire spread. We also delivered training to our fire control operators on how to deal with a large number of calls when the caller is in need of fire survival guidance, including the clear distinction between those needing advice/reassurance and those needing rescue.
- 4.9 We supported how our operational crews tackle fires in tall buildings by providing them with operational guidance, to sit alongside existing guidance information from NOG. We provided them with equipment including smoke curtains, gas detection units, additional smoke hoods, specialised hose and branches, and hardware to enable us to view footage from police aircraft if required.
- 4.10 There are 2 elements which remain open for HFRS. The first relates to meeting the Fire Standard for Operational Competence, the second concerns training of operational staff in BS8269 evacuation alert systems.
- 4.11 The Fire Standard for Operational Competence covers operational crews and control staff and is made up of 13 criteria elements. HFRS are fully compliant with 7 criteria elements, and partially complaint with the remaining 6 criteria. HFRS are compliant with all elements which cover operational crews, the partially compliant aspects relate to fire control staff. There are some minor elements of NOG relating to fire control staff

which still need to be implemented. HFRS are on track to complete these, by March 24, with work co-ordinated by both Training and Emergency Preparedness.

- 4.12 Training for operational staff in the use of BS 8269 evacuation alert systems will be completed by March 24 via a recognised NFCC e-learning package. There are currently no high-rise residential buildings within the service area which are equipped with such systems, however, crews will now be prepared if any are installed. To date only 23 services (53%) have made use of the NFCC training packages. This is indicative of the fact that many services have also yet to see BS 8269 systems installed in buildings within their areas.
- 4.13 Further assurance can be taken from the comments made by HMICFRS during their last inspection of HFRS. The last report for HFRS stated:

“The service has used the findings and recommendations of the Grenfell Tower Inquiry to assess and mitigate the risk relating to high-rise buildings in its area. The necessary building risk review work has been carried out and all high-rise buildings have been audited. Where necessary, operational plans have been put in place to support the safety of the public and firefighters”.

The service has responded well to the Grenfell Tower Inquiry. During this round of inspections, we sampled how each fire and rescue service has responded to the recommendations and learning from Phase 1 of the Grenfell Tower fire inquiry.

Humberside Fire and Rescue Service has responded positively and proactively to learning from this tragedy. At the time of our inspection, the service had assessed the risk of each high-rise building in its service area using prevention, protection and response teams and working with building owners, including local authority partners. It has carried out a fire safety audit and collected and passed relevant risk information to its prevention, protection and response teams about buildings identified as high risk and all high-rise buildings that have cladding similar to the cladding installed on Grenfell Tower.

- 4.14 On 2 May 2023, the Grenfell Tower Public Inquiry team announced that the draft version of its second and final report would not be completed until the end of the year, indicating the approved publication would not be ready until 2024. This area will continue to be monitored by the HFRS Protection team.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 HFRS have implemented the majority of recommendations following the GTIP1 report. This was acknowledged by HMICFRS during their last inspection of the service. SLT should take assurance that the service are in a secure position in relation to the GTIP1 recommendations.

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Thematic update on progress against the Grenfell Tower Inquiry Phase 1 Recommendations
– June 2023 (Home Office)



Progress_against_the
Grenfell_Tower_Inqu

Glossary/Abbreviations

GTIP1	Grenfell Tower Inquiry Phase 1
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire and Rescue Services
LFB	London Fire Brigade
NFCC	National Fire Chiefs Council
NOG	National Operational Guidance
SLT	Strategic Leadership Team

SERIOUS VIOLENCE DUTY STRATEGY

1. SUMMARY

- 1.1 The purpose of this paper is to update members on the progress of the Serious Violence Duty (SVD or Duty), which came into effect on 31st January 2023. The Duty requires Fire and Rescue Authorities (FRAs), and specified authorities to work together to share information, collaborate, and plan to prevent, reduce and address the root causes of serious violence within their local communities. The Duty applies to FRAs that operate across England and Wales although the guidance allows for the delegation of this responsibility to local Fire and Rescue Services (FRSs).
- 1.2 The Duty now makes up part of statutory FRS provision. Furthermore, the Duty aligns with existing FRS legislative duties, including the current Fire and Rescue Services Act (2004) and the Duty to Collaborate as contained within The Policing and Crime Act (2017). Enhancing policies, training, data sharing and collaboration will empower FRSs to tackle serious violence while delivering core prevention, protection, and emergency response functions.
- 1.3 The fire sector already does much to support the aims of the Duty and in effect the Duty is an extension and formalisation of existing HFRS initiatives and partnership working. Although the Duty places strong essential emphasis on early interventions with young people, FRS will also need to work with at risk adults to deliver the Duty.
- 1.4 FRAs are required to have a published strategy (Appendix 1) in place by January 2024.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Humberside Fire Authority (HFA) note the contents of the report and approve the draft Serious Violence Duty strategy to allow it to become the formal published Strategy.

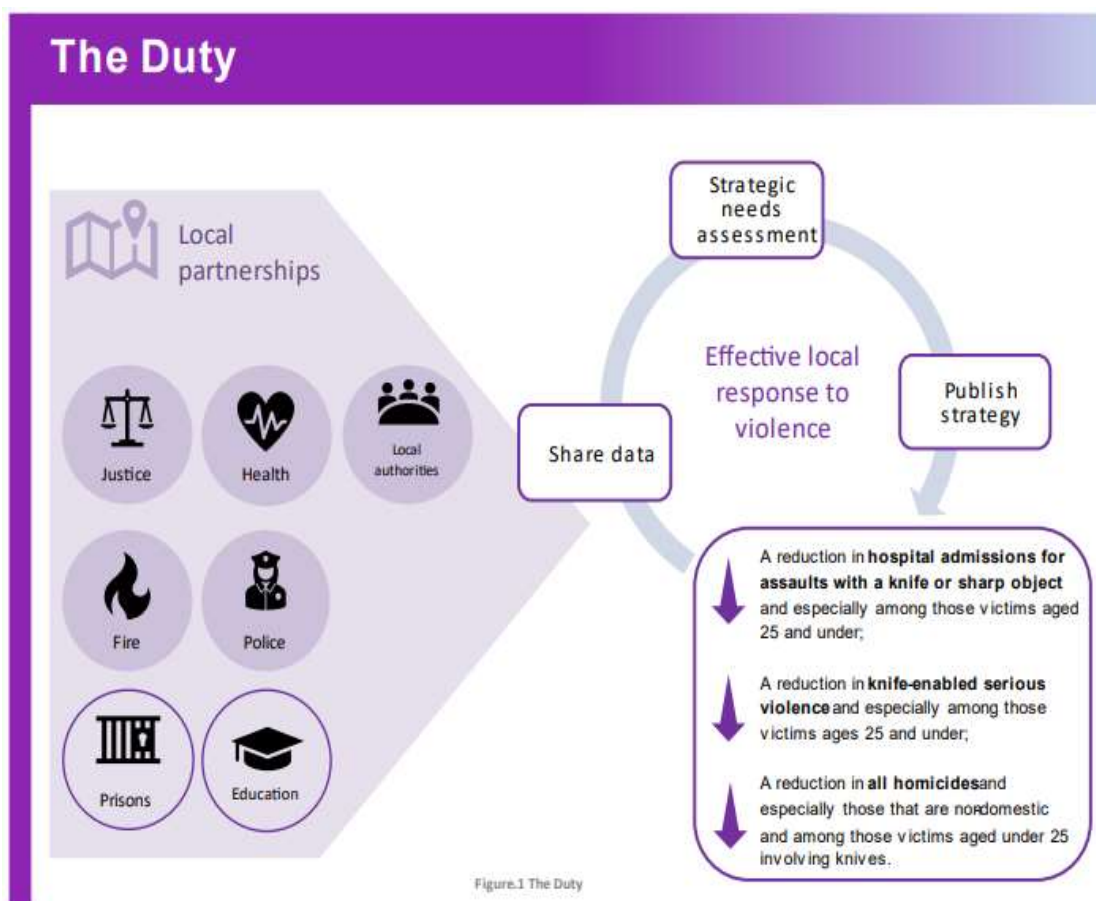
3. BACKGROUND

- 3.1 The Duty applies to the FRA for all Authority areas, including Police, Fire and Crime Commissioners, metropolitan Mayors in their capacity as FRAs and in the exercise of those functions. Humberside Fire and Rescue Service (HFRS) have identified the Head of Prevention, Sarah Wilkinson, as the named lead and single point of contact (SPOC) for HFRS and NFCC contact and is the HFRS Named Safeguarding Lead. However, the Authority as the duty holder will remain responsible for compliance with the requirements of the Duty and Safeguarding. Therefore, the Authority should ensure that any suitable representative has responsibility and authority for ensuring full participation with the partnership arrangements.
- 3.2 Serious violence has a major impact on victims and their families, instils fear within communities and is extremely costly to society. Incidents of serious violence have increased in England and Wales since 2014. For example, [Home Office statistics](#) show that offences involving knives or sharp instruments increased by 84% between June 2014 and June 2020.
- 3.3 There is a clear requirement in the Duty for FRSs to work with local statutory partners to prepare and implement an evidence-based strategy to prevent and reduce serious violence in local neighbourhoods. This will involve consultation with education authorities, prison services and youth custody authorities and others, to identify actions that can be taken collectively to reduce violent crime. This may involve working within

existing structures, such as the Community Safety Partnership (CSP). It could also entail working within new structures established to deliver the Duty. As part of this, serious violence was made an explicit priority for all 4 local Community Safety Partnerships (CSPs), which must have a SVD strategy in place to tackle serious violence by January 2024.

- 3.4 The legislation strengthens existing powers of FRSs and other authorities to share data and information with each other for the purpose of preventing and reducing serious violence. Additional powers have been granted to the Police and Crime Commissioners to request data on problems associated with serious violence in their local area from their local statutory authorities to support the delivery of the Duty and inform the development of an appropriate strategy. Figure 1. The Duty. Sets out this relationship.
- 3.5 FRSs must work with and through local partnerships to agree what data can be shared. It is the responsibility of the coordinating Police and Crime Commissioner (PCC) to ensure that all partners are supporting local Information Sharing Agreements (ISA). Local FRSs will need to consider what fire data can be usefully shared through the partnership, such as data related to arson/deliberate fire and attacks on operational staff. They also need to consider what partnership data would be useful to inform FRS work that supports the SVD.
- 3.6 The Humber Violence Prevention Partnership (VPP), which encompasses the HFA area, exists to lead and co-ordinate the local response to preventing and reducing Serious Violence through a public health approach. Humber VPP have defined the Serious Violence by using the World Health Organisation definition of serious violence (2020):

“The intentional use of physical force or power threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation”.



4. REPORT DETAIL

Serious violence and the role of the Fire Service

- 4.1 The Duty sets out specific types of crime of particular concern, including:
- homicide,
 - violence against the person, which may include both knife crime and gun crime; and
 - areas of criminality where serious violence or its threat is inherent, such as in county lines drug dealing.
- 4.2 These crimes are at the core of any definition of serious violence for the purpose of its reduction and prevention. However, there is flexibility for the specified authorities in local areas to take account of their evidence-based strategic needs assessment and include in their strategy actions which focus on other related types of serious violence. This could include (but is not limited to):
- domestic violence,
 - youth nuisance,
 - alcohol-related violence,
 - sexual abuse,
 - modern slavery; and
 - gender-based violence.
- 4.3 The primary role of FRSs in fulfilling the Duty centres on well-established work that FRSs already undertake with Children and Young People (CYP), such as providing support to early interventions designed to keep young people safe and away from violence. Delivering Early Intervention enables FRSs to meet the Duty. However, FRSs also work with at-risk adults. FRSs should consider additional training to support staff to strengthen their capabilities to implement and in the delivery of the Duty. Serious Violence includes ASB, Anti-social Fires and Arson. The NFCC Early Intervention Framework support FRSs to meet the NFCC Arson Reduction Strategy.
- 4.4 The Duty centres around the well-established prevention and education work undertaken with CYP. But it's also about multi-agency collaboration/partnerships, data collection and data sharing. Professional collaboration with partners enables, encourages, and strengthens early identification and diversion from involvement in serious violence, which are both crucial in reversing the increase in harm, which may be caused by and against young people in the local community.
- 4.5 Our intention is to respond to the Duty, whilst linking our input to the existing core FRS functions and linking to existing relevant Fire Standards, including:
- Communication and Engagement
 - Community Risk Management Planning
 - Data Management
 - Prevention
 - Protection
 - Safeguarding
- 4.7 We propose that HFA SVD strategy has 3 key areas of focus:
- Collaborative Working
 - Safer Staff
 - Early Interventions

- 4.8 Collaborative working is already well embedded with HFRS activities with examples such as our Falls Teams, Violence Prevention Partnership (VPP), Community Safety Partnership (CSP), Safer Roads Humber and Hull Area Governance.
- 4.9 The Duty supports, and improves, these existing arrangements for legislating other organisations to work collaboratively and ensure information and data is shared appropriately.
- 4.10 Safer Staff revolves around ensuring that we recruit, train and develop the right people in order to meet the needs of the community. It ensures that we support our personnel by ensuring they are equip to fulfil there role and fully understand referral and support pathways that are open to them.
- 4.11 Safer Staff work will be underpinned by the national requirement to ensure disclosure and barring (DBS) checks for all HFRS personnel.
- 4.12 Early Intervention is a broad term representing a public policy approach to supporting CYP to prevent problems from developing in later life. There are several ways an FRS will contribute to this through interventions that blend personal development, FRS practical activities and safety education for groups of targeted CYP but are not Cadets, as these activities have their own workstreams, tools, and guidance although they are considered to be early interventions in broader terms.
- 4.13 HFRS work with CYP is well established as a model to work with partners and utilises intelligence to identify CYP who are at higher risk of serious violence and engage them in early interventions, targeted engagement activities and safety education which aim to develop life skills and inspire CYP to make positive choices about their futures and reduce their likelihood of becoming involved with serious violence and associated anti-social behaviour.
- 4.14 Additional HFRS Early Intervention work includes Fire Cadets, fire safety interventions, fire setting and anti-social behaviour programmes, Staywise and safeguarding works.
- 4.15 The draft SVD Strategy (Appendix 1) is a high-level overview of the HFRS approach. This document is underpinned, and supported, by the information contained within each of our Directorate and Tactical plans.
- 4.16 As such our intention would be to designate the SVD Strategy as an area for internal audit to scrutinise. This will allow for a concise analysis and report to be produced for the HFA to be assured that we are meeting our Duty.

5. EQUALITY IMPLICATIONS

- 5.1 A full equality impact analysis will be carried out when the draft strategy is signed off. It is anticipated that the impact of this strategy will have positive implications from an equality perspective.

6. CONCLUSION

- 6.1 The Serious Violence Duty was launched in January 2023. This puts a statutory duty on the Fire Authority to prevent, reduce and address the root causes of serious violence.
- 6.2 HFRS are well placed to meet this duty by extending some of our existing practices and relationships. In particular we propose 3 key areas of focus, namely Collaborative Working, Safer Staff and Early Interventions.
- 6.3 A draft Strategy is attached for consideration. We recommend that the FA sign this draft off to allow it to become our formal Strategy.
- 6.4 The HFA has a duty to have a published Serious Violence Strategy in place by January 2024.

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Background Papers

None

Glossary/Abbreviations

ASB	Anti-Social Behaviour
CSPs	Community Safety Partnerships
CYP	Children and Young People
DBS	Disclosure and Barring Service
FRAs	Fire and Rescue Authorities
FRSs	Fire and Rescue Services
ISA	Information Sharing Agreements
NFCC	National Fire Chiefs Council
PCC	Police and Crime Commissioner
SPOC	Single point of contact
SVD or Duty	Serious Violence Duty
VPP	Violence Prevention Partnership

Our Strategy to Support the Prevention of Serious Violence Within our Communities





Introduction

In January 2023 the Serious Violence Duty was launched in England and Wales giving Fire Services a statutory duty to prevent, reduce and address the root causes of serious violence.

Our strategy sets out our commitment to helping reduce serious violence in our communities and tackle the causes so future generations are safe from violence.

We understand that building a diverse workforce, comprising individuals from various communities, localities, and backgrounds, all aligned with our ethical standards outlined in the Core Code of Ethics, empowers us to provide exceptional service. This approach strengthens our connections with the community and creates inclusive opportunities for everyone involved.



Our strategy

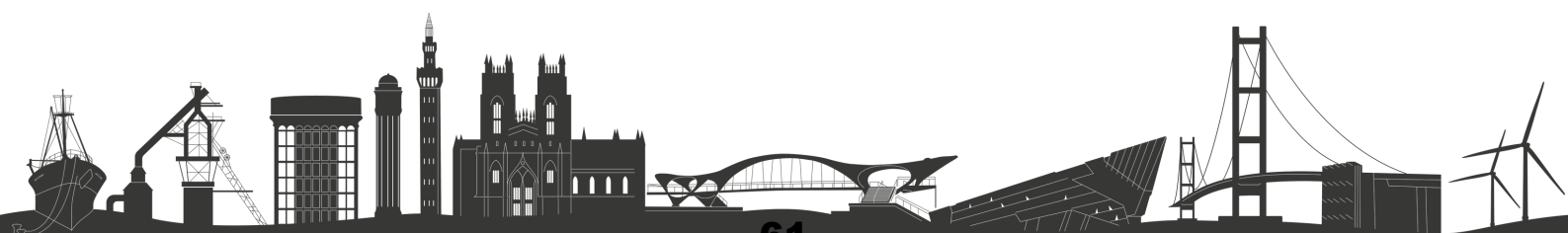
Humberside Fire and Rescue Service will demonstrate a commitment to the reduction of serious violence in our communities through safer staff, collaborative working and early intervention.

Safer staff

- We will train our staff to identify and act upon signs that people are vulnerable to becoming a victim of or involved in serious violent behaviour
- We will give them clear and robust reporting routes to signpost those at risk
- We will promote a culture of speaking out and zero tolerance of serious violence
- We will continue to carry out safer recruitment through appropriate DBS checks

Collaborative working

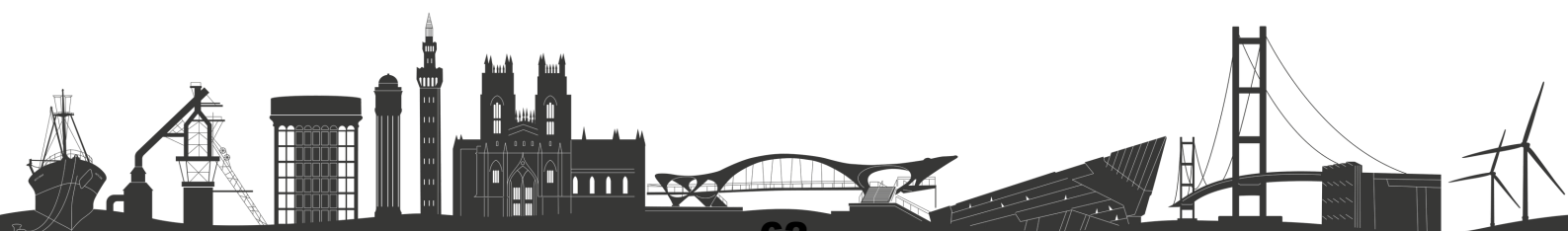
- We will continue to develop effective working relationships with our partners and relevant charities to better support those at risk
- We will share best practice locally, regionally and nationally within the Fire sector and outside the sector to ensure the best outcomes and continual development
- We will continue to share information to help facilitate a multi-agency approach to this issue and alert partners to trends to aid early identification and support
- We will continue to work with partners to target those who may benefit from engagement with ourselves





Early intervention

- We will use the National Fire Chief's Council (NFCC) Early Intervention Framework to continue to develop our youth intervention strategy
- We will offer tried and tested programmes to target those young people at risk and increase community resilience
- We will create long-term opportunities for young people to engage with Humberside Fire and Rescue Service and use their ambassadorship to spread a culture of non-violence



MODERN SLAVERY STATEMENT 2023/24

1. SUMMARY

- 1.1 Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.
- 1.2 Humberside Fire Authority has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity in all business dealings and relationships, and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in its own business, or in any of its supply chains.
- 1.3 Although not a statutory requirement for public sector organisations to do so, the Service has produced a statement under Section 54(1) of the Modern Slavery Act 2015 which constitutes the Authority's Modern Slavery Statement for the financial year ending 31 March 2024 (see Appendix 1).

2. RECOMMENDATION

- 2.1 It is recommended that the Fire Authority endorses the Modern Slavery Statement 2023/24 as set out at Appendix 1.

3. BACKGROUND

- 3.1 Under section 54 of the Modern Slavery Act 2015, organisations that meet certain criteria are legally required to publish an annual modern slavery statement in a prominent place on their website. They are also encouraged to make statements from previous years available online.
- 3.2 Currently, the legislation only applies to commercial organisations that:
 - are a body corporate or a partnership (described as an 'organisation' in this service), wherever incorporated
 - carry on a business, or part of a business, in the UK
 - supply goods or services
 - have an annual turnover of £36 million or more
- 3.3 Though not a statutory requirement to do so, the Service, along with many other organisations, has produced a modern slavery statement voluntarily. In the future, the requirement to publish a statement may be extended to public sector organisations with a budget of £36 million or more.

4. REPORT DETAIL

- 4.1 The Authority's modern slavery and human trafficking statement reflects our commitment to acting ethically, vigilantly and with integrity in all business relationships; and implementing and enforcing systems and controls that seek to ensure slavery and human trafficking is not taking place in any areas of our business or supply chains.
- 4.2 The Authority will not support or deal with any business knowingly involved in slavery or human trafficking in any part of its operations.

- 4.3 Any instances of non-compliance will be assessed on a case-by-case basis and remedial action tailored appropriately.
- 4.4 The Authority's corporate governance framework ensures that the Modern Slavery Act and its implications are embedded within its business practices in order to reduce potential risk.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 Humberside Fire Authority has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity in all business dealings and relationships, and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in its own business, or in any of its supply chains.
- 6.2 The Authority's modern slavery statement reflects our commitment to acting ethically, vigilantly and with integrity in all business relationships; and implementing and enforcing systems and controls that seek to ensure slavery and human trafficking is not taking place in any areas of our business or supply chains.
- 6.3 Though not a statutory requirement for public sector organisations to do so, the Service has produced a statement under Section 54(1) of the Modern Slavery Act 2015 which constitutes the Authority's Modern Slavery Statement for the financial year ending 31 March 2024 (see Appendix 1).
- 6.4 Members are requested to endorse the Modern Slavery Statement 2023/24 as set out at Appendix 1.

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Background Papers

None

Glossary/Abbreviations

CIPS	Chartered Institute of Procurement & Supply
DBS	Disclosure and Barring Service
HFA	Humberside Fire Authority
HFRS	Humberside Fire and Rescue Service
HMSP	Humber Modern Slavery Partnership
MSAT	Modern Slavery Assessment Tool



HUMBERSIDE FIRE AND RESCUE SERVICE

Modern Slavery Statement 2023/24

CONTENTS

1. Introduction
2. Organisational Structure and Supply Chains
3. Policies in Relation to Modern Slavery and Human Trafficking
4. Business Risk and Due Diligence
5. Training
6. Performance Targets 2023/24

1. INTRODUCTION

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

The following definitions are encompassed within the term 'modern slavery' for the purposes of the Modern Slavery Act 2015:

- 'slavery' is where ownership is exercised over a person
- 'servitude' involves the obligation to provide services imposed by coercion
- 'forced or compulsory labour' involves work or service extracted from any person under the menace of a penalty and for which the person has not offered themselves voluntarily
- 'human trafficking' concerns arranging or facilitating of another with a view to exploiting them

Humberside Fire Authority has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity in all business dealings and relationships, and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in its own business, or in any of its supply chains.

2. ORGANISATIONAL STRUCTURE AND SUPPLY CHAINS

Humberside Fire Authority is responsible for the Fire and Rescue Service across the four unitary authority areas of the East Riding of Yorkshire, Kingston upon Hull, North Lincolnshire and North East Lincolnshire, serving a population of almost one million people spread over more than 2,000 square miles.

Fire cover is provided 24-hours a day, every day of the year. All 999 calls are received by our Control room at Service Headquarters. Fire engines are then mobilised from 30 fire stations across the Service area. Each of the 47 front-line fire engines is equipped with state-of-the-art rescue equipment and there is also a fleet of specialist appliances, which are used during road traffic collisions, water rescues and other specialist rescues.

For further details of our structure please visit the About Us area of our website [here](#).

HFA spends around £10 million pounds each year on a wide range of goods and services including but not limited to:

- Operation Equipment
- Vehicles
- Professional Services
- IT hardware and software
- Cleaning Materials
- Office supplies

For the financial year 2022/23 orders were placed with 563 suppliers of which:

- 558 were located within the UK
- 5 were located within the EU
- 147 were located within the Humberside area

3. POLICIES IN RELATION TO MODERN SLAVERY AND HUMAN TRAFFICKING

The Authority's modern slavery and human trafficking statement reflects our commitment to acting ethically, vigilantly and with integrity in all business relationships; and implementing and enforcing systems and controls that seek to ensure slavery and human trafficking is not taking place in any areas of our business or supply chains.

The Authority will not support or deal with any business knowingly involved in slavery or human trafficking in any part of its operations.

Any instances of non-compliance will be assessed on a case-by-case basis and remedial action tailored appropriately.

The Authority's corporate governance framework ensures that the Modern Slavery Act and its implications are embedded within its business practices in order to reduce potential risk.

The Authorities Constitution can be found here via our website [here](#).

We have adopted the Ethical Principles and associated behaviours, under the Core Code of Ethics by National Fire Chiefs Council, Local Government Association and Association of Police and Crime Commissioners, which were launched in May 2021. These can be found [here](#).

The following policies are available to view via our website [here](#).

- Anti-Fraud and Corruption Policy
- Disclosure and Barring Service Policy
- Procurement Policy
- Recruitment and Selection Policy
- Safeguarding Policy
- Training Policy
- Whistleblowing Policy

4. BUSINESS RISK AND DUE DILIGENCE

The three main areas of risk in relation to slavery and human trafficking within Humberside Fire Authority are:

- Supply Chain.
- Employment/Recruitment.
- Prevention and Protection

The below highlight the work that has already taken place within each of the business areas highlighted above.

There are also new supply chain objectives for financial year 2023/2024 which demonstrates our ongoing commitment to mitigating any business risk relating to slavery and human trafficking.

Supply Chain

Key highlights of the work we have undertaken so far in reducing the risk of any slavery and human trafficking within our supply chain are set out below:

The Fire Authority Constitution has been updated to include clear guidance about complying with Anti-Slavery and Human Trafficking laws, statutes and regulations.

Our standard terms and conditions include a clause that the incumbent contractor must comply with the Modern Slavery Act 2015, when our terms and conditions are not used, compliance with the Modern Slavery Act 2015 will be a bespoke clause added to these individual contracts.

The Services Procurement Officer has completed the annual CIPS (Chartered Institute of Procurement & Supply) Ethical Procurement module and test to maintain Chartered status.

Suppliers for contracts with a value in excess of £50,000 have all been requested to undertake the government MSAT (Modern Slavery Assessment Tool). This tool has been designed to help public sector organisations work in partnership with suppliers to improve protections and reduce the risk of exploitation of workers in their supply chains.

During financial year 2023/2024, we will deliver the following objectives which will further enhance the systems and controls that are already in place to ensure that modern slavery is not taking place within our supply chain:

- Ensure that further members of the procurement team undertake specific training related to modern slavery and human trafficking in supply chains.
- Introduce formal pre-procurement policy delivery guidance which incorporates Procurement Policy Note 02/23 and requires officers undertaking procurement to have regard for and assess Modern Slavery Risks at the outset of a project.

Employment/Recruitment

Key highlights of the work we have undertaken so far in reducing the risk of any slavery and human trafficking within our employment and recruitment procedures is set out below.

Potential employees must satisfy, where required by our Recruitment and Selection Policy, to undertake the following checks prior to being appointed:

- Proof of eligibility to work in the UK in accordance with the Asylum and Immigration Act 1996.
- Declaration of any unspent convictions.
- Reference checks
- Pre-employment Occupational Health Screening which includes drug and alcohol testing.
- Basic or Advanced Disclosure and Barring Service (DBS) check depending on role.

When sourcing temporary workers, the Service only uses reputable employment agencies from pre-approved Framework agreements.

Prevention and Protection

Key highlights of the work we have undertaken so far in reducing the risk of any slavery and human trafficking within our Prevention and Protection procedures is set out below.

- HFRS is a named representative of the Humber Modern Slavery Partnership (HMSP) Board Meetings and a Prevention Manager attends on a quarterly basis.
- HFRS attend local authority Modern Slavery meetings which occur quarterly.
- Staff from across Prevention and Protection have attended workshops and webinars to further develop understanding in this area.

The HFRS core skills framework reflects Modern Slavery as essential knowledge when delivering any Prevention and Protection activities.

5. TRAINING

Key highlights of the training we have delivered to our staff so far to increase skills and knowledge in identifying and tackling modern slavery and human trafficking while undertaking their duties include:

- Mandatory Modern Slavery awareness e-learning module is made available to all staff to raise greater awareness across the organisation, which includes relevant definitions, legislation, roles and responsibilities, procedures, that refers to both modern slavery and human trafficking, and educate individuals how to report concerns. This training directs staff to reporting procedures in line with the HFRS safeguarding policy, position statement and policy delivery guidance. It has been endorsed by the HMSP. Further safeguarding training (including refresher training) is available depending on the individual's role.
- This training aims to develop knowledge of how to spot the signs and indicators of exploitation, provide information and learning on what to do when a member of staff comes into contact with a potential victim and how to raise concerns with a First Responder Organisation.

- Procurement staff have undertaken the CIPS Ethics learning and assessment. The Ethical Procurement and Supply eLearning Programme and Test have been refreshed and adapted. Developed for all levels of procurement professionals, the programme and test enable individuals and organisations to hone their skills and knowledge, and ultimately to demonstrate their commitment to ethical procurement and sustainable supply chains.

6. PERFORMANCE TARGETS 2023/24

100% of staff have completed the mandatory Modern Slavery awareness e-learning module.

Four members of the Corporate Finance and Procurement Team to complete specific Modern Slavery and CSR awareness training via CIPS or the Government Commercial College.

Formal Modern Slavery Risk Assessment of all tendered contracts with a value in excess of £50,000.

This statement is made under Section 54(1) of the Modern Slavery Act 2015. It constitutes Humberside Fire & Rescue Authority's Modern Slavery Statement for the financial year ending 31 March 2024.



Councillor John Briggs
*Chairperson of Humberside Fire
Authority*



Phil Shilito
*Chief Fire Officer and Chief
Executive of Humberside Fire &
Rescue Service*

REAL WORLD HR NOVEMBER 2023 UPDATE – SERVICE IMPROVEMENT JOURNEY

1. SUMMARY

- 1.1 The report builds on the report presented to members in September and provides an update on the continuing cultural journey the Service is taking in light of the number of reports on the culture within the Fire and Rescue Sector being published over the past six months.
- 1.2 In April, the Service issued a tendering exercise to a number of suitably skilled suppliers in the market to carry out independent staff engagement.
- 1.3 Real World HR was appointed to carry out an independent staff engagement process relating to values and culture, undertaking the engagement process with our staff across the Service.
- 1.4 Within the contract, it is proposed that the Service will receive a completed report with findings from the Real World HR in November 2023.
- 1.5 The Sector is now seeing Services publish independent findings from internal investigations into cultural barriers. Therefore, the Service is actively monitoring and reviewing these independent reviews. Ensuring any opportunity for further learning will be considered if it should be included in the Services own action plan.

2. RECOMMENDATIONS

It is recommended that the Fire Authority:

- (i) Takes assurance of the process taken to date in ensuring the values and culture of the Service are understood and embedded, through information gathering and planning to improve upon the safe and supportive working environment;
- (ii) Receives at the next HFA meeting a comprehensive update on the outcomes of the Real World HR process and the associated actions the Service is to take.

3. BACKGROUND











- 3.1 Following the publication of the Independent Culture Review of London Fire Brigade (LFB) in November 2022, at its meeting of 10 March 2023, the Fire Authority received a report that set out the Authority's cultural journey since adopting the Core Code of Ethics (CCoE) in June 2021.
- 3.2 On Thursday 30 March 2023, HMICFRS published its report 'Values and culture in fire and rescue services'. The report was an outcome of a spotlight review of inspection findings across all 44 English Fire and Rescue Services.
- 3.3 As a result of a number of reports on the culture within the Fire and Rescue Sector being published over the past six months, the Executive Team felt that it was important that an independent staff engagement process was carried out to establish how staff feel about values and culture in HFRS. For the benefit of independence, transparency and anonymity, it was determined that a third-party company should be used.

4. REPORT DETAIL

- 4.1 In April 2023, a process to select a provider to carry out the independent work in the Service was distributed to a number of organisations which the Service identified as potential suppliers and with expertise in such reviews.
- 4.2 Real World HR commenced its engagement with Staff groups following the completion of the staff survey, which saw 49% of the workforce respond to it. They then began in-person meetings, which commenced on the 20th September. Over a seven day period, they met with 28 groups covering many areas of the Service and speaking to over 160 staff.
- 4.3 As a result of these visits Real World HR have decided to carry out a further four focus groups, which were scheduled to be completed in mid October. The purpose of these groups was to triangulate some of their initial findings.
- 4.3 The Service will receive a completed report with findings from the Real World HR at the end of November 2023. In the meantime, Members should be assured that regular updates continue to be received from Real World HR, ensuring the Service remains self-aware and factors in improvements in advance of a final report.
- 4.4 Some key headlines so far:
- 49% of Staff responded to the Survey
 - 98% of staff felt they treat others in the Service fairly
 - 97% are aware of the Service's Zero tolerance policy
 - 90% care about the future of HFRS
 - 84% are Proud to work for HFRS + importantly would recommend as a place to work
 - 81% have never witnessed sexist behaviour
 - 60% have taken action the last time they witnessed poor behaviours
- 4.5 Common themes between what works well and what people want to see improve:



Key Milestones within the Project

Reporting Period		Overall Status	
As At 24 10 2023			
			
Key Milestones			
Description	Due	Status	Comments
Contact email opens	20.07.2023		
1:1's begin	21.07.2023		Closes 29.10.23 – date to remain open as we have had people follow up from the focus groups where they were unable to attend
Desktop research	31.07.2023		
Introduce our support	11.08.2023		Date changed to 15.08 as final meeting with networks leads held. Engagement with key stakeholders to continue throughout.
Launch and run staff engagement survey	03.08.2023		Survey launched 03.08.23 and communications launch added to Siren. Communications Team hold the communications plan and RWHR to align activities.
Close staff engagement survey	28.08.2023		Extension of the survey to accommodate those being on leave and having not been able to see the recent communications. Survey close date changed to the 06.09.23 (agreed by client)
Analysis of survey responses	31.08.2023		Completed 18.09.23 - due to extension of survey closure
Update to project sponsors	01.09.2023		18.09.2023
Engagement meetings conclude	29.10.2023		Additional focus groups added 19/10 & 20/10 but concluding date remains same
Analysis of findings complete	13.11.2023		Triangulation of feedback started
Report & presentation	30.11.2023		

Financial Implications

- 4.5 The contract tendered for was within a £40k envelope and will be sourced from existing budgets. There are clear deliverables for a number of phases and on successful completion of each element, a payment will be released.

While Real World HR has committed to an additional 4 x focus groups and a number of 1-2-1s with staff, these are included within the contract.

Risk Management Implications

- 4.6 In addition to the recommended actions from HMICFRS, a Strategic Risk has been added to the Strategic Risk and Opportunity Register regarding 'Public Confidence in Working Culture'. Actions have also been incorporated into the Service Improvement Plan (SIP) to ensure they are effectively implemented, managed and monitored.

Communication Actions

- 4.7 As part of this review, Real World HR continues to engage with the Trade Unions and Staff Forums and includes them. Regular updates and communication will take place with the Trade Unions and Staff Forums from Real Word HR once the final outcomes are provided.
- 4.8 In addition to the Real World HR work, we are in receipt of the HMICFRS survey into Misconduct. The Communications team are coordinating this and ensuring there is no confusion between either piece of work and their outcomes.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change, although the Authority should be assured that for the activities that have created a change, an EIA will be created.

6. CONCLUSION

- 6.1 Real World HR is nearing the completion of its independent engagement process, with the report now being compiled.
- 6.2 A completed report with findings from the Real World HR is scheduled for completion by the end of November 2023. Members should be assured of the progress made to date and the level of engagement that staff have had directly with Real World HR. This work will ensure the Service remains self-aware and can continue to make any necessary improvements to the way it operates in advance of a final report.
- 6.3 Members should take assurance by the approach taken by the Service in ensuring the values and culture of the Service are understood and improved, ensuring that a safe and supportive working environment is provided for all.

Matt Sutcliffe
Assistant Chief Fire Officer &
Executive Director of Corporate Services

Officer Contact

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Background Papers

September 2023 – Real World HR – Service Improvement Journey

Glossary/Abbreviations

CCoE	Core Code of Ethics
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire & Rescue Services
LFB	London Fire Brigade
SIP	Service Improvement Plan

STAFF DEVELOPMENT INTERNAL AUDIT

1. SUMMARY

- 1.1 This report outlines the outcome of the internal audit assurance review of staff development within the Service conducted by TIAA.
- 1.2 The internal audit conducted by TIAA gave an overall assessment of 'substantial assurance', the highest level of assurance during an audit and identified areas of good practice in relation to the introduction of the Portfolio Pathway Process and HR polices supporting the People Strategy and Workforce Plan.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Fire Authority note the details of this report and good practice outlined in the audit report (Appendix 1).

3. BACKGROUND

- 3.1 The TIAA audit into staff development within the Service was carried out to provide assurance to the Governance, Audit and Scrutiny Committee that there are appropriate practices in place related to staff development and talent management and that the Service has robust controls in relation to workforce planning, recruitment and staffing strategies, succession planning, learning and development and performance development reviews. The review also considered the effectiveness and communication of the "Pipeline" (promotion) process.

4. REPORT DETAIL

- 4.1 As the TIAA gave 'substantial assurance' to this audit process no recommendations or operational effectiveness matters were identified.
- 4.2 The audit also made a number of findings which are detailed in the attached report (Appendix 1).

Key strategic findings include:

- The development of employees within the Service including talent management, succession planning and how the workforce is planned is underpinned by a People Strategy (2023/2024) and the Workforce Plan (2022-2025)
 - Testing identified that the Service have put in place an open, fair, and transparent process to identify, develop, and support high-potential staff and aspiring leaders
 - There are practices in place that ensure employees are given the opportunity to develop within the Service.
- 4.3 Workforce Planning has been identified as a risk on the Service's Risk Register. However, there are a number of mitigating factors which include the annual workforce plan, regular reviewing of the retirement profile, having an establishment tracker, Crewing and Re-engagement meetings and Posting and Transfers meetings.

5. EQUALITY IMPLICATIONS

- 5.1 There is no requirement to carry out an equality impact analysis as this report does not relate to a policy or service delivery change.

6. CONCLUSION

- 6.1 Members should take assurance that the TIAA audit on staff development within the Service has been given 'substantial assurance' and that a number of areas of good practice have been identified.

Christine Cooper
Executive Director of People & Development

Officer Contact

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Background Papers

None



Humberside Fire and Rescue Service

Assurance Review of Staff Development

2023/24

October 2023

Executive Summary

OVERALL ASSESSMENT	KEY STRATEGIC FINDINGS								
<p>The diagram shows a central green circle labeled 'SUBSTANTIAL ASSURANCE' surrounded by a blue ring with the text 'Adequate & effective governance, risk and control processes'. To the right is a legend with four colored circles: green for 'SUBSTANTIAL ASSURANCE', yellow for 'REASONABLE ASSURANCE', orange for 'LIMITED ASSURANCE', and red for 'NO ASSURANCE'.</p>	<ul style="list-style-type: none"> The development of employees within the Service including talent management, succession planning and how the workforce is planned is underpinned by a People Strategy (2023/2024) and the Workforce Plan (2022-2025). Testing identified that the Service have put in place an open, fair, and transparent process to identify, develop, and support high-potential staff and aspiring leaders. There are practices in place that ensure employees are given the opportunity to develop within the Service. 								
ASSURANCE OVER KEY STRATEGIC RISK / OBJECTIVE	GOOD PRACTICE IDENTIFIED								
<p>SROAR/2019/046: Workforce Planning/ Workforce planning arrangements need further embedding and developing to ensure that up to date and accurate data is held to predict future workforce needs.</p>	<ul style="list-style-type: none"> The Service is set to launch a Portfolio Pathway process in October 2023 that will replace the pipeline process. This process will enable continuous development and enhance the promotion selection process. Other HR related policies such as the Recruitment and Selection Policy support the People Strategy and the Workforce Plan. 								
SCOPE	ACTION POINTS								
<p>The review considered whether the Fire Service is applying appropriate practices related to staff development and talent management including workforce planning, recruitment and staffing strategies, succession management, learning and development and performance development reviews. The review also assessed the effectiveness and communication of the “Pipeline” process.</p>	<table border="1"> <thead> <tr> <th>Urgent</th> <th>Important</th> <th>Routine</th> <th>Operational</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Urgent	Important	Routine	Operational	0	0	0	0
Urgent	Important	Routine	Operational						
0	0	0	0						

Assurance - Key Findings and Management Action Plan (MAP)

Rec.	Risk Area	Finding	Recommendation	Priority	Management Comments	Implementation Timetable (dd/mm/yy)	Responsible Officer (Job Title)
No recommendations were made.							

PRIORITY GRADINGS

1	URGENT	Fundamental control issue on which action should be taken immediately.
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2	IMPORTANT	Control issue on which action should be taken at the earliest opportunity.
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3	ROUTINE	Control issue on which action should be taken.
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Operational - Effectiveness Matter (OEM) Action Plan

Ref	Risk Area	Finding	Suggested Action	Management Comments
No Operational Effectiveness Matters were identified.				

ADVISORY NOTE

Operational Effectiveness Matters need to be considered as part of management review of procedures.

Findings



Directed Risk:

Failure to properly direct the service to ensure compliance with the requirements of the organisation.

Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
GF	Governance Framework There is a documented process instruction which accords with the relevant regulatory guidance, Financial Instructions and Scheme of Delegation.	In place	-	-
RM	Risk Mitigation The documented process aligns with the mitigating arrangements set out in the corporate risk register.	In place	-	-
C	Compliance Compliance with statutory, regulatory and policy requirements is demonstrated, with action taken in cases of identified non-compliance.	In place	-	-

Other Findings



The People Strategy 2023-24 has been developed to support the aims and objectives/ Strategic Plan of the Service by ensuring that the right people are provided with the right skills and are in the right place at the right time. It also details how the Service will provide a working environment that values staff by supporting and encouraging staff to maximise their contribution to the effectiveness of the Service. The People Strategy is divided into six key areas, and these include Recruitment and Develop and Support. Other documents that support the People Strategy include the Workforce Plan (2022-2025); Leadership and Management Framework; Talent Management Pipeline/ Succession Planning Strategy/Framework.



It was noted, the objectives of the People Strategy are to support the Service in the delivery of the strategic plan by ensuring that the Service:

- Creates and maintains a workforce that is committed and able to achieve our mission;
- Supports employee improvement processes to enable staff to undertake diverse and changing roles; and
- Selects and retains a diverse workforce to reflect the community we serve.

Other Findings

The Service have adopted and are guided by the National Fire Standards Board's (FSB) Core Code of Ethics. which are Putting our communities first; Integrity; Dignity and Respect; Leadership; Equality, Diversity, and Inclusion.



The Services' Risk Register was reviewed. As part of the People and Development Risk, a Workforce Planning risk has been identified. The risk is described as "Workforce planning arrangements need further embedding and developing to ensure that up to date and accurate data is held in order to predict future workforce needs. There is also uncertainty and challenge regarding retention of staff, potentially exacerbated by the McCloud Judgement, which may lead to the loss of key skill sets across the organisation". This risk is reviewed every quarter and was last reviewed in June 2023 and is overseen by the Executive Director of People and Development. This risk is further linked to one of the Service's Strategic Objectives which is to value and support people that the Service employs.

Mitigating controls include: Workforce Plan; Retirement Profile; Establishment Tracker; Crewing and Re-engagement Meetings; Postings and Transfer Meetings.



The Service operates a Performance Development Review (PDR) process that runs annually starting in February each year and ending in April of each year. This process is understood to have evolved in the last three years and is designed to help employees on the job and through any personal and professional development. The PDR process helps to measure individual performance against set objectives and to identify development needs, thereby encouraging employees to deliver and perform at their best. Through the PDR process, learning and development opportunities for employees are identified and training delivered to help employees feel confident in their ability to carry out their role. This helps with talent management and succession planning within the Service. The Service encourages all employees to take part in Continuous Professional Development (CPD) and developing of talent internally to help with succession planning through talent management. Once all PDRs are completed, a report is generated, which is shared with the Directors and the Executive Team. A review of the draft report for PDR 2023 showed that the completion rate for PDRs during 2023 was 94.12% (846/901 employees). Reasons for non-completions include new starters, long term sickness and maternity leave. The OD team/ function is understood to have had discussions with relevant managers to stress the importance of completing PDRs as it is a missed opportunity for staff development.



The Service, through organisational development, offers several opportunities/ programmes for employees within the Service. These include mandatory courses to be undertaken and role specific training courses. Examples of the courses/ programmes available are : Coaching and Mentoring Programme which enables all employees to develop at all levels throughout the service, HFRS- Core Learning Pathway for Leadership and Management roles/ opportunities, Operational Firefighter Apprenticeship/ In -house Development Pathway, Core Skills Framework which sets out core competencies of all employees through out the Service, Career Ladders which provide a pathway for progression and career development in each department, Role Specific Training Outlines which support the core competencies set out in the CSF and Career Ladders, and NFCC Supervisory Leadership Development Programme.



The Service introduced the Pipeline process in 2020 to help support the development of employees through promotion. Adverts and relevant supporting documents are placed, and appropriate support provided to employees who apply during the process. This is to ensure that all candidates know what is required and expected of them during the process. It was confirmed that pipeline briefings take place during the process to assist individuals with any questions they may have. This is also supported by District meetings where SPs discuss the process guidance with the Station Managers to ensure that they are informed and can answer any questions that may arise at their stations or teams. Upon completion of an application form by the relevant employee, these are reviewed by the selection panel for onward consideration. Selected candidates are interviewed and scored. Candidates are assessed and scored as either appointable, appointable on a temporary basis only or not appointable. Feedback on applications is provided and for those who are unsuccessful, discussions are held with the relevant manager around skills and individual development plans. The feedback aims to highlight where the candidates performed well, and areas needed to develop. It was noted that appointable candidates would remain in the pipeline for promotion for 12 months to ensure that they maintain their skills and individual development plans in readiness for substantive promotion. Any candidates that remain are removed from the lists and will need to apply again at the next process should they wish to gain substantive promotion.

Other Findings



Testing was undertaken for 10 employees to ascertain that an annual PDR was completed, and to verify whether learning and development opportunities were identified and recorded and to also confirm that, where learning and development opportunities have been identified, appropriate courses/ programmes have been completed. In the cases reviewed, nine employees had completed their annual PDR and one employee is on long term sickness absence. Of the nine that had completed their PDR, five had no learning and development opportunity identified hence no requests was made to the OD team. In relation to the remaining four where learning and development opportunities were identified, testing confirmed courses have been approved where eligible, and alternatives discussed with those employees that were seen not to be eligible for the courses requested. It was noted that in two cases, whilst the courses have been approved, the employees are yet to undertake them.



The promotion pipelines for 2023 were as follows:

- Group Manager Talent Pipeline – February to March 2023
- Station Manager Talent Pipeline – February to April 2023
- Watch Manager Talent Pipeline – March to May 2023
- Crew Manager Talent Pipeline – April to June 2023.

It is understood that a total of 107 candidates applied for promotion through the pipeline process and this included a small number of external applications. Of the 107 who applied, 53 were interviewed, however only 46 candidates gave consent for their information to be shared during the audit. Of these 46 candidates that were interviewed, 10 candidates were selected for testing to ascertain the outcome of their application and to assess the effectiveness of the process. Testing found all 10 had been successful, with two of the 10 candidates being appointed on a temporary basis. The other eight candidates were offered substantive promotion. All 10 candidates sampled had completed an application form detailing their experience, qualifications, and competencies. Testing also identified the vacancies had been advertised appropriately. Discussions with the Head of HR confirmed that all the individuals who were deemed to be appointable on a substantive basis for the 2023 Pipelines have been substantively promoted, and all those who were deemed to be appointable on a temporary basis for the 2023 Pipelines have been or are currently temporarily promoted to ensure they have/are receiving the necessary support and development to maximise their opportunity for career growth and personal development.



Talent management and succession planning are addressed and included within the workforce plan. The talent management/ pipeline process is embedded within the Service and offers career development providing an open and fair process to the whole workforce to develop at every level and to support promotion. This is linked to the PDR process. The talent management process is managed by the OD function and supports development of talent up to Group Manager level. The service uses the NFCC Talent Management Toolkit. The talent management for Green Book staff is being considered as part of the succession planning framework that is currently underway with relevant Heads of Function and a portfolio is currently being developed for Group Managers. The succession planning process takes into consideration the requirements of the Strategic Plan and examining any challenges to ensure that the Service can proactively meet workforce capacity requirements whilst building skills and capability.





Delivery Risk:


Failure to deliver the service in an effective manner which meets the requirements of the organisation.


Ref	Expected Key Risk Mitigation	Effectiveness of arrangements	Cross Reference to MAP	Cross Reference to OEM
PM	Performance Monitoring There are agreed KPIs for the process which align with the business plan requirements and are independently monitored, with corrective action taken in a timely manner.	In place	-	-
S	Sustainability The impact on the organisation's sustainability agenda has been considered.	In place	-	-
R	Resilience Good practice to respond to business interruption events and to enhance the economic, effective and efficient delivery is adopted.	In place	-	-

Other Findings

- 

In July 2023 the Executive Team received a detailed report on the implementation of talent management and succession planning frameworks. The report detailed the Services' approach to talent management and succession planning, the aims, and goals and how talent management and succession planning benefits the Service. It included various proposals for the implementation of a talent management framework for the succession planning of operational roles. The report confirmed that the implementation of the talent management framework will provide a pathway for acting up, temporary appointments and permanent appointments. In relation to succession planning, there were several proposals for the implementation of a succession planning framework which included the identification of potential successors and a process for selection of potential successors. It was further confirmed in the report that the OD function have undertaken an analysis and initial assessment of function/roles where succession planning may apply.
- 

It was noted that the pipeline process is open to both internal and external applicants.
- 

The Service is to launch the Portfolio Pathway in October 2023 which will replace the pipeline process. This will support temporary appointable candidates by reducing the need to re-apply at the next process should they wish to gain substantive promotion.
- 

Discussions with the Head of Human Resources (HR) confirmed that a workforce planning meeting is held every quarter where matters relating to vacancies, retirement, posting and transfers, recruitment, and promotions are comprehensively discussed. In attendance are Group Managers (GMs), Head of Organisational Development, Head of HR, the Executive Director of People and Development and Area Managers. The meeting enables the Service to analyse their current workforce, determine future workforce needs and to identify gaps between the present and future whilst

Other Findings

also implementing solutions so that goals within the strategic plan can be achieved. The Services' Senior Leadership Team (SLT) have ultimate responsibility for the workforce plan and any local workforce plans that follow. They are also supported by Directors and Heads of Service/ Functions who have responsibility for delivering the plans within their area of responsibility. HR Service Partners, during their monthly district meetings, provide support to Managers in order to facilitate the delivery of local workforce plans. The revised workforce plan was agreed by the SLT on 31st March 2023. The workforce planning meeting is supported by Posting and Transfer meetings, which are usually held every month and chaired by a GM with support from the Head of HR, HR Service Partners (SP) and District Station Managers. It was noted that all District Station Managers are in attendance to ensure that each district is properly represented as this is where the main amounts of postings, transfers, re-engagements, posting of recruits and flexible working requests stem from. A Crewing Meeting is also held in addition, and this is held quarterly prior to the Workforce Planning meeting. In attendance are the Executive Director of People and Development, Area Manager for Emergency Response, Chair of the Postings and Transfer Board and Head of HR. It was confirmed, Finance attend where required.

Scope and Limitations of the Review

- The definition of the type of review, the limitations and the responsibilities of management in regard to this review are set out in the Annual Plan. As set out in the Audit Charter, substantive testing is only carried out where this has been agreed with management and unless explicitly shown in the scope no such work has been performed.

Disclaimer

- The matters raised in this report are only those that came to the attention of the auditor during the course of the review, and are not necessarily a comprehensive statement of all the weaknesses that exist or all the improvements that might be made. This report has been prepared solely for management's use and must not be recited or referred to in whole or in part to third parties without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose. TIAA neither owes nor accepts any duty of care to any other party who may receive this report and specifically disclaims any liability for loss, damage or expense of whatsoever nature, which is caused by their reliance on our report.

Effectiveness of arrangements

- The definitions of the effectiveness of arrangements are set out below. These are based solely upon the audit work performed, assume business as usual, and do not necessarily cover management override or exceptional circumstances.

In place	The control arrangements in place mitigate the risk from arising.
Partially in place	The control arrangements in place only partially mitigate the risk from arising.
Not in place	The control arrangements in place do not effectively mitigate the risk from arising.

Assurance Assessment

- The definitions of the assurance assessments are:

Substantial Assurance	There is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.
Reasonable Assurance	The system of internal controls is generally adequate and operating effectively but some improvements are required to ensure that risks are managed and process objectives achieved.
Limited Assurance	The system of internal controls is generally inadequate or not operating effectively and significant improvements are required to ensure that risks are managed and process objectives achieved.
No Assurance	There is a fundamental breakdown or absence of core internal controls requiring immediate action.

Acknowledgement

- We would like to thank staff for their co-operation and assistance during the course of our work.

Release of Report

- The table below sets out the history of this report.

Stage	Issued	Response Received
Audit Planning Memorandum:	31 st July 2023	7 th August 2023
Draft Report:	26 th September 2023	26 th September 2023
Final Report:	4 th October 2023	

AUDIT PLANNING MEMORANDUM

Appendix B

Client:	Humberside Fire and Rescue Service		
Review:	Staff Development		
Type of Review:	Assurance	Audit Lead:	Ade Kosoko

Outline scope (per Annual Plan):	The review considered whether the Fire Service is applying appropriate practices related to staff development and talent management including workforce planning, recruitment and staffing strategies, succession management, learning and development and performance development reviews. The review also assessed the effectiveness and communication of the “Pipeline” process.
Detailed scope will consider:	<p>The review will set out to provide assurance to the Governance, Audit and Scrutiny Committee that the organisation has robust controls in relation to the development of staff.</p> <ul style="list-style-type: none"> • The policy and procedures are up-to-date, clearly define responsibilities and are available to staff. • Practices are in place to ensure that staff are given the opportunity to develop within the Service. • The organisation has put in place an open and fair process to identify, develop, and support high-potential staff and aspiring leaders (as recommended by HMICFRS). • Details of the “Pipeline” process have been clearly communicated to staff.

Planned Start Date:	04/09/2023	Exit Meeting Date:	08/09/2023	Exit Meeting to be held with:	Sam O'Connor (Head of Organisational Development) Claire Tait (Head of Training) Anne Stott (Head of Human Resources) Hazel Bullen (Service Improvement Supervisor)
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SELF ASSESSMENT RESPONSE

Matters over the previous 12 months relating to activity to be reviewed	Y/N (if Y then please provide brief details separately)
Has there been any reduction in the effectiveness of the internal controls due to staff absences through sickness and/or vacancies etc?	N
Have there been any breakdowns in the internal controls resulting in disciplinary action or similar?	N
Have there been any significant changes to the process?	N
Are there any particular matters/periods of time you would like the review to consider?	N