

NOTICE OF MEETING

<i>Meeting</i>	Hampshire Fire and Rescue Authority	<i>Clerk to the Hampshire Fire and Rescue Authority</i> John Coughlan CBE
<i>Date and Time</i>	Tuesday, 22nd September, 2020 10.30 am	<i>The Castle, Winchester Hampshire SO23 8UJ</i>
<i>Place</i>	Virtual Teams Meeting - Microsoft Teams	
<i>Enquiries to</i>	<u>members.services@hants.gov.uk</u>	

FILMING AND BROADCASTING NOTIFICATION

This meeting will be broadcast live via the HFRS YouTube Channel

Agenda

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

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

3 MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

To confirm the minutes from the 22 July 2020 Hampshire Fire and Rescue Full Authority meeting.

4 DEPUTATIONS

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

5 CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

6 MEMBER DEVELOPMENTS

To receive any updates from Members of the Authority

7 HEALTH AND SAFETY ANNUAL REPORT: APRIL 2019 TO MARCH 2020 (Pages 9 - 22)

To consider a report from the Chief Fire Officer, which provides assurance through a summary of the health and safety management arrangements, activities and performance over the financial year, April 2019 to March 2020.

8 MINUTES OF STANDARDS & GOVERNANCE COMMITTEE - 23 JULY 2020 (Pages 23 - 28)

To receive the minutes from the Standards and Governance Committee meeting that took place on 23 July 2020.

9 EXCLUSION OF PRESS AND PUBLIC

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

10 STATION INVESTMENT PROGRAMME - REDEVELOPMENT OF REDBRIDGE FIRE STATION (Pages 29 - 112)

To consider an exempt report from the Chief Fire Officer regarding the redevelopment of Redbridge Fire Station.

11 EXEMPT MINUTE FROM THE PREVIOUS MEETING (Pages 113 - 114)

To agree the minutes from the 22 July 2020 Hampshire Fire and Rescue Full Authority meeting.

ABOUT THIS AGENDA:

This agenda is available on the Hampshire Fire and Rescue Service website (www.hantsfire.gov.uk) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

Agenda Item 3

AT A MEETING of the Hampshire Fire and Rescue Authority held virtually on
Microsoft Teams on Wednesday, 22nd July, 2020

Chairman:

* Councillor Christopher Carter

* Councillor Roz Chadd
* Councillor Liz Fairhurst
* Councillor Jason Fazackarley
* Councillor Jonathan Glen
* Councillor Geoffrey Hockley

* Councillor Sharon Mintoff
* Councillor Roger Price
* Councillor David Simpson
* Councillor Rhydian Vaughan MBE

*Present

275. **APOLOGIES FOR ABSENCE**

All Members were present but apologies were received from Councillor Dave Stewart from Isle of Wight Council and Michael Lane, Police and Crime Commissioner.

276. **DECLARATIONS OF INTEREST**

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

277. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed.

278. **DEPUTATIONS**

No deputations had been received for the meeting.

279. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman confirmed that Wholetime Firefighter recruitment had closed on the 22 July with interviews to take place later in the year. Due to Covid-19 making it difficult for applicants to maintain their fitness, it was agreed to delay assessments until September. This would also allow a broader reach to under-represented groups. The primary focus was to increase the number of applicants from under-represented groups and officers were thanked for their work.

The Government was seeking views from stakeholders, including representative bodies from the emergency services and the judiciary, on whether the sentence for assaulting emergency workers should be doubled to two years. Some members queried how many had been prosecuted within the last 12

months, which would be investigated by officers but it was agreed that the move would be a more effective deterrent than anything else. It was confirmed that Members views would be requested as part of the consultation.

On the 20 July the Chairman had received a letter from Fire Minister regarding the launch of a consultation and the draft Building Safety Bill as part of a package of reforms to improve building regulations. This would be forwarded to Members for information and for further discussion at an APAG meeting. The consultation finished on 12 October 2020. Another consultation regarding Pensions would also be circulated to Members of the Fire Authority.

The Chairman ended by thanking the Hampshire Fire and Rescue Service for all their work to keep Hampshire and the Isle of Wight safe during lockdown on behalf of the Authority.

280. MEMBER DEVELOPMENTS

Councillor Chadd confirmed she was attending an LGA course on Diversity and Inclusion on 24 July and would report back to the Authority at the September meeting.

281. OUTTURN REPORT 2019/20

The Authority considered a report from the Chief Finance Officer (item 7 in the minute book) which requested that Members approve the outturn report, including carry forwards, reserves and capital financing, along with the annual treasury outturn for 2019/20.

The Chief Finance Officer highlighted paragraphs 6-8, which summarised the areas and reasons for overspend. Whilst the majority had been met from underspends elsewhere, work was being done to ensure the overspends didn't reoccur.

Paragraph 13 in the report detailed carry forward requests that had not been able to be completed in 2019/20, which would reduce the underspend to £140,000 and required approval by the Authority.

Members queried Bishops Waltham Fire Station not being included in the forecast at Appendix C and it was confirmed that it was due to be included in the February 2021 accounts as it had been approved since the February 2020 Full Authority meeting.

The Chief Finance Officer confirmed that with regards to the £8million loan, early repayment would be penalised due to the premium increasing and there was therefore no benefit to paying it off early.

The Service was fortunate to have a manager that invested on its behalf and also who ensured that investments were environmentally and ethically sound. Most of these were in property.

The Chief Finance Officer confirmed that officers had worked hard at improving their financial skills with a tighter rein on budgets, resulting in benefits from reductions made over the past five years.

RESOLVED:

- a) The accounts for 2019/20, including the use of reserves set out in paragraph 24 and Appendix D of the report were approved by Hampshire Fire and Rescue Authority
- b) The carry forward requests totalling £763,000 as set out in paragraph 13 of this report were approved by Hampshire Fire and Rescue Authority.
- c) The changes to the capital payments reserve in 2019/20 and the impact on the capital spend profile going forward as set out in Appendices B and C were approved by Hampshire Fire and Rescue Authority.
- d) The financing for capital payments as set out in paragraph 16 were approved by Hampshire Fire and Rescue Authority.
- e) The annual treasury outturn report set out in Appendix E of the report was approved by Hampshire Fire and Rescue Authority.

282. EXCLUSION OF PRESS AND PUBLIC

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

283. APPOINTMENTS REPORT (PENSION BOARD)

The Authority considered a report from the Clerk to the Authority (item 9 in the minute book) regarding an appointment to the Pension Board [SEE EXEMPT MINUTE].

284. EXEMPT MINUTE FROM 3 JUNE 2020 MEETING

The exempt minute from the Full Authority meeting on the 3 June was approved.

Chairman,

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**HAMPSHIRE
FIRE AND
RESCUE
AUTHORITY**

Purpose: Noted

Date: **22 September 2020**

Title: **HEALTH AND SAFETY ANNUAL REPORT: APRIL 2019 TO MARCH 2020**

Report of Chief Fire Officer

SUMMARY

1. The Hampshire Fire and Rescue Service (HFRS) and Isle of Wight Fire and Rescue Service (IWFRS) Safety Plan 2020-25 was published on 1 April 2020. It outlines our purpose, values and priorities. One of our priorities is a focus on *Our People*, looking after each other by creating great places to work and promoting the health, wellbeing and safety of our people. An important part of this is the focus, activity and work on health and safety.
2. All employers have a legal responsibility under the Health and Safety at Work Act 1974, and all associated legislation, to put suitable arrangements in place for the management of health and safety. Failure to comply with these arrangements may result in incidents which impact the Service staff, visitors and contractors, whom the organisation owes a duty of care to.
3. The report provides assurance through a summary of the health and safety management arrangements, activities and performance over the financial year, April 2019 to March 2020, building upon what was explored in the 2019/20 end-of-year performance report which went to HFRA in June 2020; and in previous Health and Safety Annual Reports.
4. The report provides assurance that there are adequate policies, systems and procedures in place to manage, monitor and drive improvement across HFRS.

BACKGROUND

5. The aim of our Health and Safety Department is to set and maintain sensible and proportionate standards of health and safety management that ensures the wellbeing of our people and others that may be affected by our activities. This supports the overarching Safety Plan for HFRS and IWFRS.

6. A positive health and safety culture is essential to good safety management. HFRS manage this through a holistic approach to achieve the high-performance standards which enable continuous improvement through our values and behaviours.
7. We have a progressive approach to health and safety, and must respond to an ever-evolving dynamic workplace and wider environment. This is crucial to sustain and maximise the positive impacts and outcomes of a robust and sustainable health and safety programme. A recent example of our response to the wider dynamic environment would be our response to the COVID-19 pandemic – for example, but not limited to, significant additional risk assessments and commissioning an internal audit to provide external assurance in this area.
8. Furthermore, the Health and Safety Statement of Intent (Appendix A), as signed by the Chair of the Hampshire Fire and Rescue Authority and the Chief Fire Officer, outlines the principles and intentions of the organisation regarding health, safety and welfare. The organisation's Health, Safety and Welfare Policy builds on this, identifying measurable objectives to be implemented to maintain a safe and healthy working environment. These in turn are reviewed by the Health and Safety Committee, to drive continuous improvement and support delivery of aspects of the Safety Plan.
9. Health, safety and wellbeing forms an integral part of all organisational work streams. The Health and Safety Team takes a central role in ensuring this process is informed and aligned with the aims of the Statement of Intent and through the objectives of the Safety Plan.
10. Performance is monitored through various proactive and reactive indicators and processes on which the Health and Safety Team reports monthly. These include safety events (accident, incident, near miss, cause for concern), workplace inspections, and health and safety audits.
11. The information gathered in the processes detailed above is utilised to review performance and identify learning points. This helps to ensure everyone plays their part to support a proactive, robust health and safety management system that meets its statutory obligations and reduces risk to those affected by our work activities.

Organisational arrangements

12. The Service's Health and Safety Policy and Statement of Intent specifies HFRS's approach to the management of all health and safety; including roles and responsibilities, and the commitment to keep our people safe and well whilst performing their duties. The Service ensures its legal responsibilities are met by employing a competent Health and Safety Team. The team comprises of:

- Health and Safety Manager CMIOSH.
 - Two Health and Safety Advisors.
 - Health and Safety admin support.
13. The Health and Safety Team constantly strive to meet the diverse and continually changing nature of activities to see the benefits of appropriate and proportionate health and safety management as a positive enabler to ensure legal compliance and organisational high performance.

Planning and implementation

14. We continue to monitor, review and update the policy and procedures to ensure the highest level of compliance in line with legislation changes. This year we have just completed our first year of the Service's new Operational Improvement Plan (OIP) framework and continue to address key themes for further development with a priority on our positive health and safety culture and progressive staff engagement. Over the last 12 months the Health and Safety Team has delivered a wide range of significant activity to support key priorities and improvements around health, safety and wellbeing (which now support delivery against the Safety Plan) including, but not limited to:
- New Green/Grey Book H&S induction.
 - Re-defining of the training matrix for the training needs across the Service in relation to H&S.
 - Improved internal transparency of safety reporting.
 - Workplace sickness absence reporting.
 - Generic risk assessments for stations.
 - Workshop safety (workplace inspections and Provision and Use of Work Equipment Regulations 1998 (PUWER)).
 - Increased support and engagement by H&S team to a wide variety of teams across HFRS and IWFRS.
 - Face fit testing to support other agencies.
 - Improved process for safety investigations and working with operational learning following investigation outcomes.
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
15. The Health and Safety Team continue to work closely with Service areas to provide advice, bespoke training and monitor activities to ensure that risks are being managed sensibly and proportionately.

Monitoring service performance

16. This annual health and safety report provides information and assurance to the Service that we are meeting our obligations for workplace safety for colleagues and partners. The analysis and use of the performance information presented below demonstrates the organisation's proactive and reactive monitoring emphasis, with tools that enable a focus on continual improvement through proactive measures.
17. The Health and Safety Team reports regularly on leading (proactive) and lagging (reactive) indicators through monthly reports covering HFRS and IWFRS. The reports contain detailed dashboards which analyse these indicators and places them within the organisational context. All reports are accessible via the internal network or on request.
18. A proactive approach focuses on eliminating problems before they have a chance to appear. We monitor and use workplace inspections, audits, cause for concerns, near misses and reviewing of risk assessments as proactive measurements to reduce the likelihood of an adverse safety event occurring and to provide learning points that are of direct relevance to safety events. This enables corrective actions prior to failure in a system which could then cause an adverse event. This has a positive knock-on effect in relation to reduced legal and insurance claims costs and reputational damage.
19. A reactive approach, which is not desirable, is based on responding to events after they have happened. These are predominately injuries and investigations.
20. When focusing on safety event reporting, it is desirable to aim for a position where reported leading indicators outweigh reported lagging indicators, with the ultimate aim being that proactive (leading) measures outweigh reactive (lagging) measures by a significant amount.

Proactive measurements – leading indicators

Health and safety audit and workplace inspections

21. Annually, the Health and Safety Team undertakes a site audit which, where possible, has been undertaken with the site manager and the appointed workplace safety representative(s). The team produce a report of the audit with a list of any significant findings identified, which is to be communicated to relevant parties for actions to be addressed.
22. The workplace manager is responsible for undertaking an annual workplace inspection which, where possible, is to be accompanied by the relevant appointed workplace safety representative.

23. During 2019 we identified areas of non-compliance across the organisation regarding completion of audits and workplace inspections against guidelines. In response, there has been an increased emphasis on accountability for site managers and this data is reported monthly to the organisation. Increasing visibility and transparency of accountabilities has encouraged the organisation to maintain standards and improve a proactive safety culture across all sites.
24. We have now structured a new programme over a 14 month cycle to ensure every site undertakes the required inspections.

Third-party assurance

25. An internal audit by Southern Internal Audit Partnership was carried out in June 2019 to provide assurance that the Service had robust health and safety management systems in place to monitor, review and improve. This audit examined the effectiveness of our identification of risk and the controls implemented, additionally they audited our safety management processes. The audit provides an adequate assurance opinion and concluded that, as a Service, we are operating at a sufficient level of effectiveness to provide evidence and assurance that the control environment is being managed to meet legislative and compliance requirements.

Risk assessments

26. The risk assessment template has been reviewed, improved and shared across the Service.
27. This has aligned risk assessment templates to ensure consistency across the Service. Through alignment and further in-house training to key stakeholders there has been increased understanding and acknowledgement of the required standards.
28. Across the reporting period we have implemented a new suite of generic risk assessments for fire stations, that have been made site specific according to the sites risk profile. The documents provide assurance for key site risks following collaborative development with subject matter experts. Supporting this approach, fire stations have now established a review schedule to ensure compliance. This will now be completed annually and forms part of the H&S audit to ensure we can capture performance moving forward.
29. Improvements in the audit reporting tool will allow for additional qualitative sampling of risk assessments via desktop samples, and will ensure consistency of content and regularity of reviews.

30. Both the proactive approach by station management and improved availability of documentation for H&S Team appraisal is anticipated to lead to a trend of reduced accidents and RIDDOR reportable events at our sites.

Culture and behaviours

31. Culture and behaviours are monitored through positive indicators; commonly referred to as leading indicators. These are used to assess elements of our safety management system which, over the last few years, we have continued to use to monitor effective implementation of our priorities around health and safety policy and processes.
32. The two measures monitored by the H&S Team are cause for concerns and near miss reported events:
- A cause for concern is any situation causing concern for the health, safety or wellbeing of staff or others.
 - A near miss is an adverse safety event that did not cause an injury but had the potential to do so.

Leading indicators

33. Leading indicators allow organisational and personal learning to take place before an adverse safety event occurs and provide learning points that are of direct relevance to safety events. This makes it desirable to aim for a position where reported leading indicators outweigh reported lagging indicators. It is impracticable to work towards defined margins, as these risks are impacting on the unbiased and accurate reporting of safety events. The aim is for proactive (leading) indicators to outweigh reactive (lagging) indicators by a significant amount.

	2018	2019	2020
Total recorded events:	199	230	244
Near miss and cause for concern (leading indicators) %	52%	51%	49%
Injuries (lagging indicators) %	48%	49%	51%

34. The data shows that HFRS is still working towards a position where leading indicators (near miss event reporting) exceed the number of lagging events (injuries) over the long-term monitoring period.
35. The reporting of cause for concern and near miss events is common throughout the Service. This positive indicator highlights a shift in Service safety culture to proactively report before the safety event can occur. However, there is of course room for improvement

36. Although currently our leading performance indicators are not outweighing accidents, the H&S Team will be proactively working with all sites to ensure a shift toward a proactive safety culture within HFRS. The changing tide is partly being achieved through the H&S Team working closely with all site managers and teams to reinforce understanding and emphasis on reporting leading indicators and safety events, but also through a new communications strategy including information posters and a refined reporting process to aid efficiency and simplify the process.

Reactive Measures

Lagging indicators

37. The lagging indicators present an overall picture of our reported incidents. Performance in this area can be influenced by a strengthening culture of our internal processes for reporting rather than an arbitrary indication of success or failure to manage risk effectively.
38. The data below summarises reported safety events (also referred to as incidents or accidents), across the previous three year period. The data demonstrates that these incidents account for 51% of the total reported safety events and is broadly comparable to the last two years. While the overall number of injuries did increase by 14 over the last 12 months, this can largely be attributed to a push for improved recording.

HSMS safety events records [Apr-Mar]	2017-18	2018-19	2019-20
Total recorded events:	199	230	244
Total Injuries %	48%	49%	51%
<i>Lost time injury % of total injuries</i>	37%	45%	34%
<i>No lost time injury % of total injuries</i>	63%	55%	66%

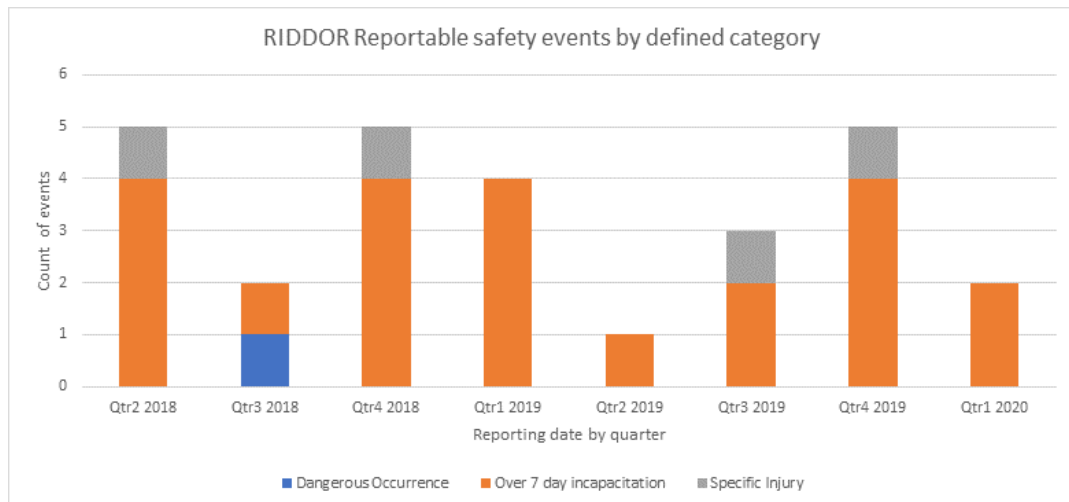
39. Through more detailed evaluation of the data it can be shown that training activity accounts for over one third of all reported injuries.
40. Where occurrences have been of a similar nature the Health and Safety Team have proactively engaged with departments to alter working practices where applicable. This focused engagement is further enhancing Service-wide awareness and engagement, improving the overall safety culture.
41. In our approach to reduce re-occurrence in relation to physical training injuries, we have worked with the Academy and stations by enhancing our risk assessment procedure. The refined approach puts an emphasis on the lead trainers to ensure documentation is in place and shared with those taking part. We are actively monitoring this through desk top sampling and exercise observations.

Lost time injury measures

42. Total injuries have increased by 12% in comparison to the previous year. Although there has been an increase in reported safety events (both leading and lagging, as noted above), the Service are cognisant that this trend is the result of an organisational drive to refine reporting procedures and promote the benefits of reporting events.
43. The Service's cultural improvement has been a success because of good leadership, everyone playing their part across all levels of the Service, good communication and enhanced staff involvement to deliver a safe work environment. The largest influences on the Service's culture has been from the management style with a drive to deliver against the Annual Statement of Intent and integrating organisational learning to reinforce safe behaviour and re-educate where practices demonstrate unsafe behaviours.
44. In addition, the severity of reported incidents is a key metric in the successful embedding of health and safety practices. The figures highlight that the increase is a result of 'no lost time injuries' increasing by 21 reported safety events in 2019-2020. The positive indicator is a reduction in lost time injuries compared to the previous year. This implies that the number of serious or significant injuries is reducing.

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

45. RIDDOR is a set of regulations that requires organisations to report the most serious types of injuries or incidents to the Health and Safety Executive (HSE). There were 11 RIDDOR reportable incidents for 2019-2020, a reduction of 31% since the previous reporting year.
46. This is a positive performance metric as it demonstrates the safety measures being implemented by us under the departmental OIP are having a positive influence on behaviours and cultures.
47. As seen in the data below, the majority of RIDDOR reportable events are due to 7 day+ incapacitation. However, when comparing the number of lost time injuries against this performance measure, only 21% of injuries are resulting in sustained absence. This highlights that 79% of injuries were associated to less than 7 days incapacitation and therefore a majority of lost time injuries were not reportable to HSE.



Next Steps – Action Plan

48. Good progress has been made during 2019/2020, however, as we continually look to improve there are key areas of performance that will be focused upon throughout 2020-2021. These are documented in the departmental OIP but a brief synopsis of key priorities are as follows:

- Align the current safety strategy objectives and OIP to the new Service Safety Plan.
- Invest and develop in a new H&S management platform for safety events to enhance our performance, assurance and accountabilities for proactive and reactive reporting.
- Raise awareness of work station assessments to reflect the changing nature of the Service, in particular the introduction of the Agile platform in August 2020.
- Review of previous years GAP analysis to identify and further enhance performance and increase our effectiveness.
- Identify air quality risks within our sites through a contaminants survey.
- Collaborative working with other occupational health stakeholders, including Wellbeing, HR, Inclusion & Diversity and Occupational Health providers.
- Improve scope for risk assessment monitoring – create a tool to facilitate risk assessment monitoring of review schedules to ensure organisational compliance and improved safety awareness.

CONCLUSION

49. During 2019/2020, the Health and Safety Team has sought to further enhance and develop the organisation's approach to health and safety, sometimes in challenging circumstances – including the early stages of the COVID-19 pandemic at the end of the financial year. HFRS is a large complex organisation with certain areas being high risk, meaning increased incident reports are to be expected. HFRS has a number of areas that the Health and Safety Department recognise require improvement on an ongoing basis identified in the OIP Framework 2019-2022.
50. The Health and Safety Team will continue to promote the importance of health and safety to support the priorities of the Safety Plan and ensure the safety of our people and others using the organisation's sites and facilities. Creating a positive health and safety culture, and the organisation's ongoing focus on wellbeing, will mitigate risks, ensure compliance with statutory duties, and lead to high performance throughout our Service.
51. In terms of the key performance points, while there has been a 6% increase in health and safety events (from 230 to 244) in the last year, this is reflective of our continued focus on increased reporting. Furthermore, compared to 2016/17, there has been an improvement in the percentage of leading indicators (near misses and cause for concern) compared to lagging indicators (injuries); and there was a 31% reduction in RIDDOR reportable incidents for 2019/2020 compared to the previous financial year. Finally, in terms of the percentage of sickness absence owing to accidents at work in 2019/20, at 3.6%, we compare well to other fire and rescue services.
52. The report provides assurance that there are adequate policies, systems and procedures in place to manage, monitor and drive improvement across HFRS. For example, the internal audit by Southern Internal Audit Partnership found that the Service had robust health and safety management systems in place, providing an 'adequate' assurance opinion.

RECOMMENDATION

53. That this report be noted by Hampshire Fire and Rescue Authority.
54. That the Authority support cessation of the production of an annual Health and Safety Report owing to the introduction of greater health and safety data into the revised mid-year and end-of-year performance reports into the Authority, which enable more timely and relevant reporting.

55. APPENDICES ATTACHED

[Appendix A](#) – Statement of Intent

Contact: DCFO Steve Apter, Director of Policy and Planning,
steve.apter@hantsfire.gov.uk, 07918 888057

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Health, Safety and Wellbeing - Statement of Intent

Hampshire Fire and Rescue Service (HFRS) and Hampshire Fire and Rescue Authority (HFRA) are committed to providing the highest level of Health, Safety and Wellbeing (HSW) for all employees and anyone who may be affected by our work activities, HSW is at the heart of everything we do.

We recognise that operational incidents present the highest risk encountered by our staff. Whilst there is a degree of risk foreseeability, it is acknowledged that each incident will have its own specific hazards and associated risk due to unique and unforeseeable environmental factors. To manage this risk to firefighters, the Service endorses and promotes the HSW Framework for the Operational Environment and the Safe Person principles contained within.

Our HSW Statement and Intentions

We have agreed key HSW Statements that explain the way in which we intend to approach HSW.

We will demonstrate the strategic importance of HSW by the provision of visible leadership, and the empowerment of all staff across HFRS.

We recognise our moral and legal requirements and will always strive to achieve the best possible HSW standards

We will define responsibilities at each organisational level, providing direction on how to manage HSW in our workplaces.

We will report and investigate all HSW Events to identify and implement improvements and share this learning.

We understand that prevention of injury and illness is an indispensable part of our organisational culture.

We will employ competent staff and provide training and support as necessary to develop staff to enable them to work safely - and we will provide access to competent HSW Advice.

We will provide and maintain safe plant and equipment, ensuring that we have competent staff to operate and maintain them.

We will set strategic HSW direction, providing systems to measure performance through review, inspection and audit.

Our staff are reminded that there is a legal requirement for them to co-operate and take care of their own HSW and that of others affected by their activities.

We will empower our staff to carry out their work in a competent and diligent manner, and to report and, where possible, rectify any unsafe act or condition.

Hampshire Fire and Rescue Authority have overall responsibility for the HSW of all staff in the Hampshire Fire and Rescue Service and others who may be affected by our activities.

Signed:

Chair of HFRA

Chris Carter

Date:

For and on behalf of
the HFRA



Signed:

Chief Fire Officer

Neil Odin

Date:

For and on behalf of
HFRS



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Agenda Item 8

AT A MEETING of the HFRA Standards and Governance Committee held
virtually via Microsoft Teams on Thursday, 23rd July, 2020

Chairman:

* Councillor Liz Fairhurst

Vice- Chairman

* Councillor Sharon Mintoff

* Councillor Jonathan Glen

* Councillor Roger Price

* Councillor Geoffrey Hockley

*Present

Also present with the agreement of the Chairman:

Councillor Chris Carter – Chairman of Hampshire Fire and Rescue Authority

103. **APOLOGIES FOR ABSENCE**

All Members were present and no apologies were noted.

104. **DECLARATIONS OF INTEREST**

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

Councillor Roger Price declared an interest as a member on the National Pensions Board and the HFRA Pension Board.

105. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed.

106. **DEPUTATIONS**

There were no deputations for the meeting.

107. **CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

108. INTERNAL AUDIT PROGRESS REPORT 2019/20 AND 2020/21

The Committee received a report from the Chief Internal Auditor (item 6 in the minute book) regarding the Internal Audit Progress report for 2019-20.

It was confirmed that the internal auditors had continued to work remotely on plans and the audit approach had been adapted to complete the work being undertaken during the Covid-19 outbreak. However, as a result, progress had slowed on reviews in quarter 4 of 2019/20 and some of the planned work for quarter 1 of 2020/21 had been delayed. The plan continues to be reviewed in light of the risks arising from Covid-19 and changes to the plan so far were summarised on Page 22 of the pack in the appendix.

RESOLVED

The progress in delivering the internal audit plans for 2019/20 and 2020/21 and the outcomes to date were noted by Hampshire Fire and Rescue Authority Standards and Governance Committee.

109. ANNUAL INTERNAL AUDIT REPORT AND OPINION 2019/20

The Committee received a report from the Chief Internal Auditor (item 7 in the minute book) regarding the Annual Internal Audit report and Opinion.

In accordance with the Public Sector Internal Audit Standards, the annual report provides an opinion on the governance, risk management and control processes put in place by the Authority. The Chief Internal Auditor reported that the overall 'adequate' assurance rating reflected the very positive direction of travel over the year and despite the Covid-19 outbreak, it had been possible to complete planned work with the support of colleagues in the Fire and Rescue Service. Significant work had been completed by the Service to develop and improve governance, risk management and control measures. It was noted however, that much of the work pre-dated the Covid-19 pandemic and therefore reflected findings on the systems operating at the time. Future plans and reviews will take account of the changes arising from the challenges presented by Covid-19.

Members were happy with the progress achieved to date in challenging circumstances with the pandemic.

RESOLVED

The Standards and Governance Committee accepted the Chief Internal Auditor's annual report and opinion statement for 2019/20.

110. INTERNAL AUDIT MANAGEMENT ACTIONS PROGRESS REPORT

The Committee received a report from the Chief Fire Officer (item 8 in the minute book) regarding the internal Audit Management Actions Progress report, which

provided the latest update on the management actions that have not been completed within their target date and their status.

The officer emphasised that it was an active document and therefore what was shown in the report was subject to change. An HMI Inspection on response to pandemic expected with a further level of assurance and Opinion and the Service continued to work closely with Internal Audit to ensure adequate controls were in place.

The Academy training and procurement process was highlighted in paragraphs 14-15 of the appendix and a further update would follow at the next meeting.

Members queried whether everything being virtual effected the auditing that was accessible, and it was confirmed that all areas of the service were still available, with officers able to signpost whenever necessary.

RESOLVED

The Standards and Governance Committee noted that, despite the impact of COVID-19, significant progress had been made towards the implementation of the internal audit management actions.

111. **ANNUAL GOVERNANCE STATEMENT 2019/20**

The Committee received a report from the Chief Fire Officer (item 9 in the minute book) regarding the Annual Governance Statement (AGS). The approved AGS will form part of the Annual Statement Accounts 2019/2020, which is a statutory requirement of The Accounts and Audit Regulations 2015.

The officer explained how the AGS was about safeguarding public money and offered a sound system of internal control and that the new Safety Plan was combined with the Isle of Wight.

Paragraph 3.2 was highlighted to Members for implementing best practice and how risk is managed effectively, and 3.5 detailed the scrutiny process and the relationship between Members and officers. The fraud and corruption process had also been declared fit for purpose.

It was agreed that a Risk Assessment Champion should be added, which would be delegated for officers to arrange.

RESOLVED

That the Annual Governance Statement 2019/2020 as set out in Appendix A is approved by the Standards and Governance Committee:

a) Members acknowledge that the arrangements continue to be regarded as fit for purpose in accordance with the Framework 2016; and

b) The approved AGS to be included into the Annual Statement of Accounts to meet the Authority's statutory requirement.

112. ANNUAL STATEMENT OF ASSURANCE 2019/20

The Committee considered a report from the Chief Fire Officer (item 6 in the minute book) regarding the Annual Statement of Assurance, a document required by the National Framework for Fire and Rescue (2018) to provide assurance to local communities and government on financial, governance and operational matters.

The document was reviewed by Committee every year and its aim was to provide to the public an overview of what had been done and how as clearly as possible.

This year it included a prefaced statement around the pandemic and the summary on Page 119 of the pack showed that everything was 'OK' or 'Adequate' with some learning to be taken away around operational incidents.

The Chairman thanked officers for their work on behalf of the Committee.

RESOLVED

The Annual Assurance Statement for 2019/20 was approved by Hampshire Fire and Rescue Authority Standards and Governance Committee.

**113. HMICFRS 2018/19 ACTION PLAN AND 2020 INSPECTION UPDATE
PROGRESS REPORT**

The Committee considered a report from the Chief Fire Officer (item 11 in the minute book), which provided an overview of the progress that the Service had made in respect of the Action Plan resulting from the findings of Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) Inspection Report, which was published in December 2018.

The report had been reviewed several times by Committee and 41 actions had now been closed with 95-100% closure overall and significant progress being made against improvement points.

Benchmarking had taken place against other Fire and Rescue Services, and it was good to compare common themes. Another inspection was anticipated following the Covid-19 outbreak.

The Committee thanked officers for their work with the Action Plan.

RESOLVED

The HFRA Standards and Governance Committee approved the closure of the HFRS HMICFRS Action Plan

114. FIRE PENSION BOARD ANNUAL REPORT (2019/20)

The Committee considered a report from the Chief Financial Officer (item 12 in the minute book), which summarised the work of the Board for the 2019/20 financial year in the exercise of its functions.

The officer summarised the history of the Board and the motivation behind it starting in 2015. The Hampshire Fire and Rescue Service had been very fortunate to have an Employment Pension Manager that has managed them across three organisations as a dedicated resource.

The Isle of Wight (IOW) had its own Pension Board, and it was anticipated the IOW would continue to have representation on a Pension Board under the Combined Fire Authority from April 2021. Further work would be done to see what other combined Authorities had done and how this would work best.

There continued to be difficulty in getting staff members to take an interest in pensions with only 29% looking at recently issued information. However, more work was being done than ever before and the Union was also involved to help push out information.

Members queried whether the Board was informed regarding Environmental, Social and Governance principles with investment, but there was no investment of a fund with the HFRA Pension Board. Firefighter Pension Schemes were notoriously complicated with five organisations that administered authorities stopping to look at Fire schemes.

Thanks were passed from the Committee to the Pension Board and to the officer for a complex and detailed report.

RESOLVED

The contents of this report were received and noted by the Standards and Governance Committee

Chairman,

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