



OFFICIAL

Performance Management Report

Full Authority

Date: 23 September 2022

Agenda Item:

8

Submitted By: Head of Corporate Services

Purpose	To inform Members of the Authority's performance against key performance indicators.
Recommendations	That Members note the report.
Summary	This report provides Members with information regarding the performance of West Yorkshire Fire and Rescue Service against targets to enable the Authority to measure, monitor and evaluate performance.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Alison Davey- Head of Corporate Services
01274 682311 alison.davey@westyorksfire.gov.uk

Background papers open to inspection: None.

Annexes: Performance Management Report
1 April – 30 June 2022

1 Introduction

- 1.1 The attached Performance Management and Activity Report outlines the Authority's performance against key performance indicators thereby enabling the Authority to measure, monitor and evaluate performance against targets.
- 1.2 The report shows a summary of the cumulative performance for the year 1 April to 30 June 2022 against each of the indicators.
- 1.3 The Performance Management and Activity Report is monitored quarterly by Management Team and the Full Authority.
- 1.4 An abridged version of the Performance Management Report is presented quarterly to the Audit Committee highlighting where targets are not being achieved.
- 1.5 A traffic light system is used to provide a clear visual indicator of performance against each of the indicators compared to the position at the same time in the previous year.
- 1.6 Other performance and activity information is also included within the report.

2 Financial Implications

- 2.1 There are no financial implications arising from this report.

3 Legal Implications

- 3.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution.

4 Human Resource and Diversity Implications

- 4.1 Measurement against key indicators on human resources and diversity are included in the Performance Management Reports.

5 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
Date EIA Completed	N/A
Date EIA Approved	N/A

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

6 Health, Safety and Wellbeing Implications

6.1 There are no health, safety and wellbeing implications arising from this report.

7 Environmental Implications

7.1 There are no environmental implications arising from this report.

8 Your Fire and Rescue Service Priorities

8.1 This report links to all the 'Your Fire & Rescue Service' priorities as the Performance Management Report covers all areas of performance of WYFRS.

9 Conclusions

9.1 That Members note the report.



Performance Management and Activity Report 2022/23

Period covered: 1 April – 30 June 2022
Date Issue: 23 September 2022



Table of Contents

1. Introduction/Summary	2
2. Service Delivery Targets	3
3. Operational Risk Visits (including Fire Safety)	6
4. Safe and Well Checks	7
5. Incidents	10
6. Fire-Related Incidents attended by Six Pumps and Above	13
7. Violence at Work	23
8. Corporate Performance Activity	26

1. Introduction/Summary

The purpose of this report is to provide information regarding the performance of West Yorkshire Fire and Rescue Service against selected national and local targets to enable the Authority to measure, monitor and evaluate performance.

In this report, monthly statistics have been utilised to identify trends in performance. Information regarding a selection of local performance targets has also been provided in this report and comparisons have been made with the previous year's performance.

All data, unless specified, is for the reporting period 1 April – 30 June 2022.

A traffic light system has been employed to provide a straightforward visual indicator of performance against each of the FRS indicators.

Graphical representation of the performance of West Yorkshire Fire and Rescue Service is available through the Performance Management Information System (PMIS), which is accessed via the Service's intranet site.

2. Service Delivery Targets

	Not achieving target (by more than 10%)
	Satisfactory performance (within 10% of target)
	Achieving or exceeding target

This data is based on incident reports that have been completed and/or checked but will not include data from incident reports which have not been completed or have been opened for amendment.

	Three Year Average Target (2019/22)	Quarter 1 (Apr-Jun)		Quarter 2 (Jul-Sep)		Quarter 3 (Oct-Dec)		Quarter 4 (Jan-Mar)		Actual Data to date		Performance Against Three Year Average (2022/23)	End of Year Projection (2022/23)
		2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23		
Arson	6383	1979	2089							1979	2089	31.3%	8379
Actual Rescues	1621	294	303							294	303	-25.0%	1215
Total Activity	24209	6835	6987							6835	6987	15.8%	28025
Dwelling Fires	1144	281	269							281	269	-5.7%	1079
Non-Domestic Building Fires	406	93	90							93	90	-11.1%	361
Prevalence of False Alarms	10558	2609	2744							2609	2744	4.2%	11006
Fire-Related Injuries	181	41	44							41	44	-2.5%	176
Road Traffic Collisions	645	138	149							138	149	-7.3%	598
Malicious False Alarms	358	85	102							85	102	14.3%	409

Service Delivery Indicators

Description	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Cumulative	
	(Apr-Jun)		(Jul-Sep)		(Oct-Dec)		(Jan-Mar)			
	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23	2021-22	2022-23
Accidental Dwelling Fires (per 10,000 dwellings)	2.43	2.26							2.43	2.26
Number of deaths arising from accidental fires in dwellings (per 100,000 population)	0.09	0.00							0.09	0.00
Number of Fire-Related Deaths (per 100,000 population) arising from fires other than Accidental Dwelling Fires	0.04	0.09							0.04	0.09
Number of Injuries arising from accidental fires in dwellings (per 100,000 population)	1.30	1.17							1.30	1.17
(a) Number of Serious Injuries (per 100,000 population)	0.13	0.13							0.13	0.13
(b) Number of Slight Injuries (per 100,000 population)	1.17	1.04							1.17	1.04
The percentage of dwelling fires attended where there was a working smoke alarm which activated	57.30%	61.99%							57.30%	61.99%
The percentage of dwelling fires attended where a working smoke alarm was correctly fitted but did not activate	18.86%	18.08%							18.86%	18.08%
The percentage of dwelling fires attended where a smoke alarm, because it was faulty or incorrectly sited, did not activate	3.56%	3.69%							3.56%	3.69%
The percentage of dwelling fires attended where no smoke alarm was fitted	20.28%	16.24%							20.28%	16.24%
Number of calls to malicious false alarms (per 1000 population) – attended	0.04	0.04							0.04	0.04
False alarms caused by automatic fire detection equipment (per 1000 non-domestic properties)	7.84	8.54							7.84	8.54
False alarms caused by automatic fire detection equipment (per 1000 domestic properties)	1.01	1.04							1.01	1.04
Fires in non-domestic premises (per 1000 non-domestic premises)	1.10	1.08							1.10	1.08
Number of Primary Fires (per 100,000 population)	34.85	33.12							34.85	33.12

Number of Fire Casualties – excluding Precautionary Checks (per 100,000 population)	1.65	1.82							1.65	1.82
Arson Incidents – All Deliberate Fires (per 10,000 population)	8.58	9.08							8.58	9.08
Arson Incidents – Deliberate Primary Fires (per 10,000 population)	1.30	1.33							1.30	1.33
Arson Incidents – Deliberate Secondary Fires (per 10,000 population)	7.27	7.75							7.27	7.75

3. Site Specific Risk Inspections (including Fire Safety)

Below is a summary of Site Specific Risk Inspections (SSRIs) undertaken in the financial year 2022-23. The visits were generated from operational liaison referrals, post fire visits and what crews identified as perceived risks within their station area.

SSRIs are allocated to each District which are then allocated to stations/watches.

The Operational Risk Management Team centrally audit 100 percent of all SSRIs. This ensures a standard approach to the recording and understanding of risk which in turn underpins the safety of operational crews when responding to premises considered higher risk.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Completed	76	116	61										253

4. Safe and Well Checks

The Safe and Well programme is the flagship prevention activity within WYFRS. We target vulnerability through a simple risk rating process and then visit people in their homes to offer information, advice and safety equipment. The risk rating process is to ensure that we are providing our resources to those who need it most. The ability to risk filter online and over the telephone has improved with a simple risk filtering survey that results in the requester being informed if they qualify for a home visit.

People who are assessed as being very low and low risk will not be offered a home visit, but they will have the opportunity to access advice and information on home fire safety through our website or posted leaflets.

We may also signpost people or refer them on for additional support from other agencies. People can be referred to WYFRS from partner organisations, self-refer or we can identify the need for a Safe and Well Check during operational incidents. For those who qualify for a Safe and Well Check, a visit will be arranged at a mutually convenient time, and this involves an assessment of fire risk within the property with appropriate advice and safety equipment delivered at the point of the visit. It also covers a broader assessment of vulnerability against a number of other elements, including:

- Frailty and falls
- Social Isolation
- Winter Cold
- Crime
- Smoking.

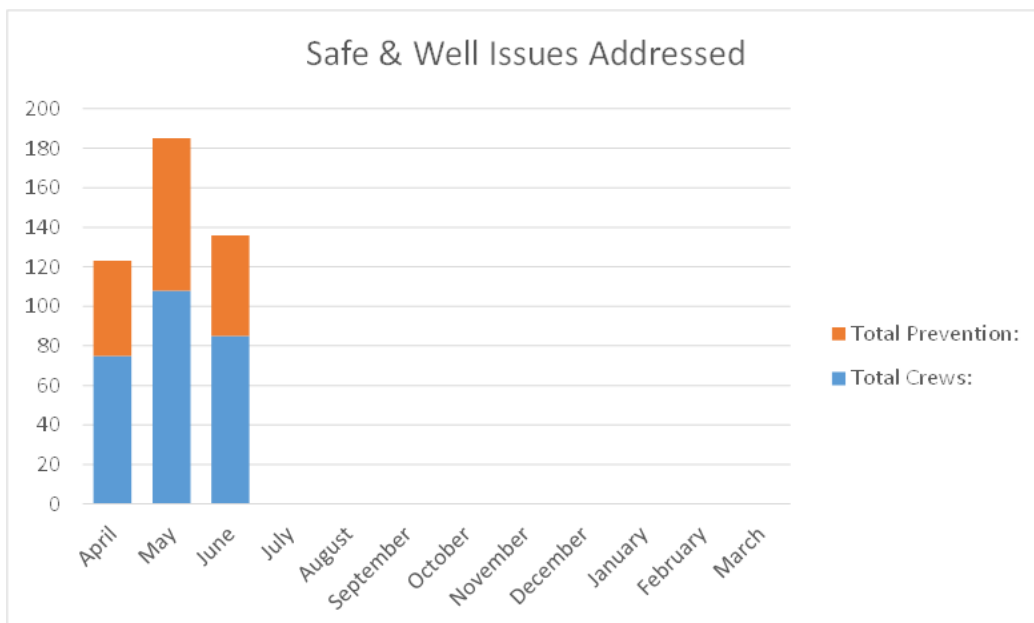
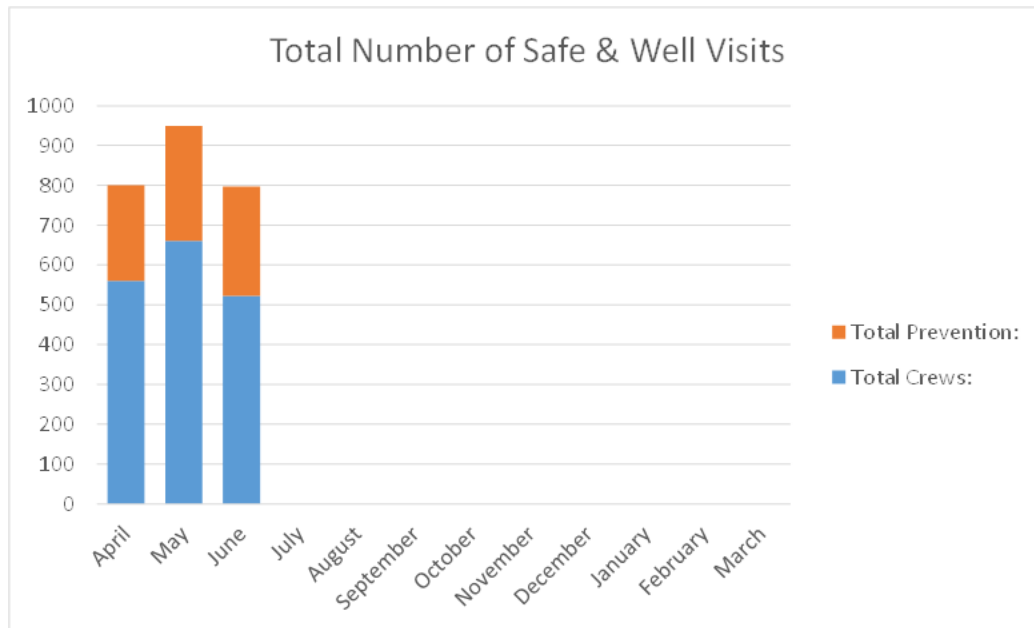
When someone is identified as being vulnerable to any of the factors above, our teams deliver basic education and advice with the option of signposting or referring people to specialist support services across the districts.

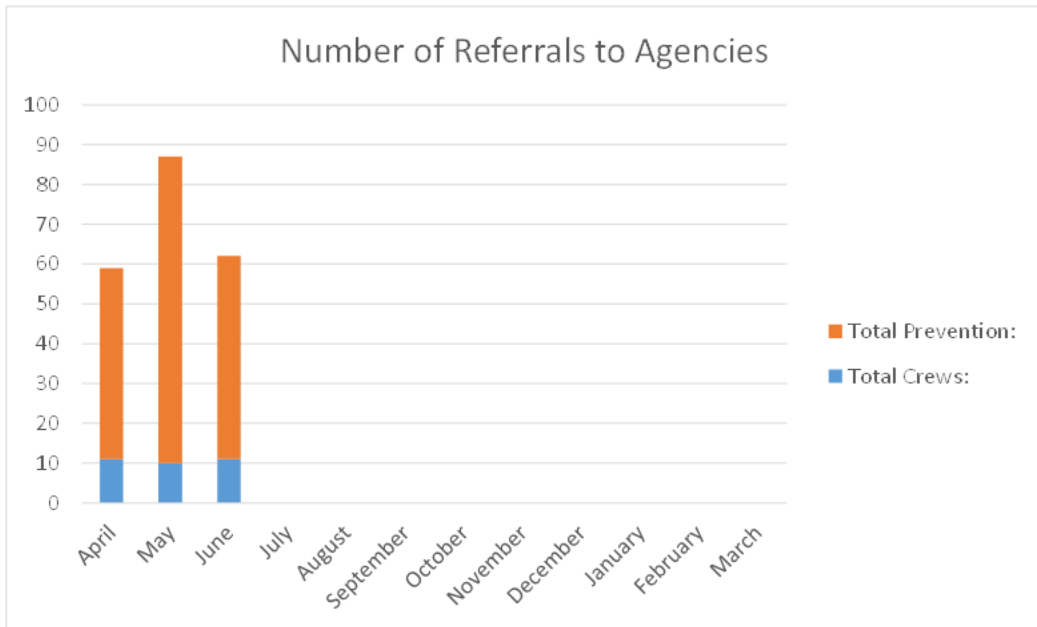
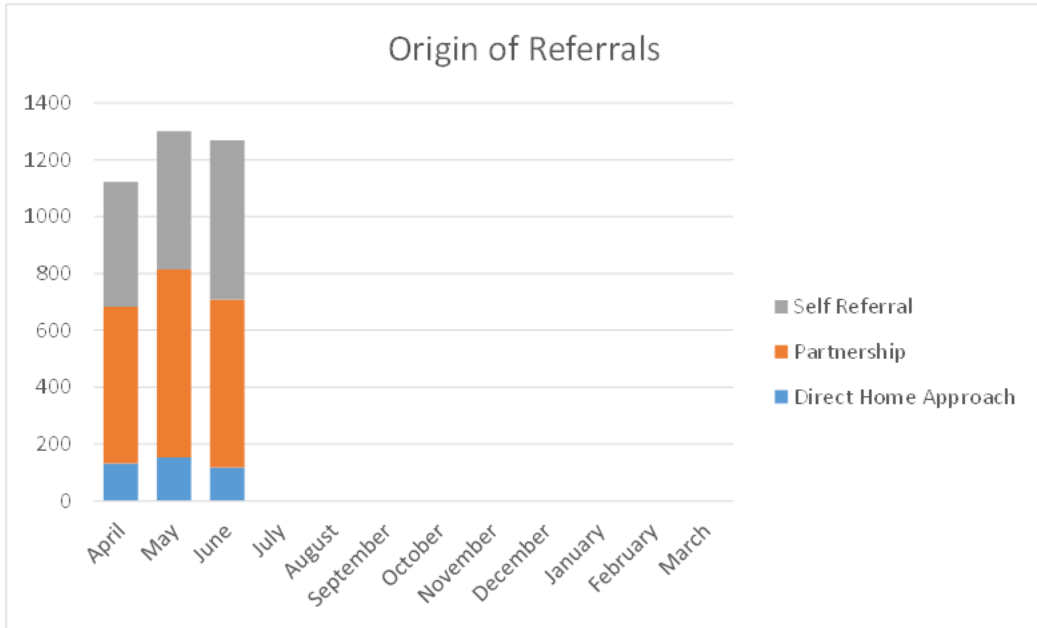
As we move forward into the next iteration of the Safer Communities Prevention Strategy, we will build on our successes over the last five years by establishing more robust quality assurance processes, by implementing opportunities to learn from domestic fires to improve our understanding of risk and by implementing triage processes to ensure those vulnerable to fire receive the support they require in a timely fashion.

Performance

We are now undertaking visits at a rate consistent with pre-covid delivery, we aim to increase this rate as we progress through the year by targeting visits in areas where antisocial behaviour is prevalent whilst also responding to referrals from partners. We are revisiting our partnerships to ensure we are targeting our responses at the most vulnerable people in our communities.

The following graphs present a breakdown of performance in respect of prevention and early intervention activity over the reporting period:



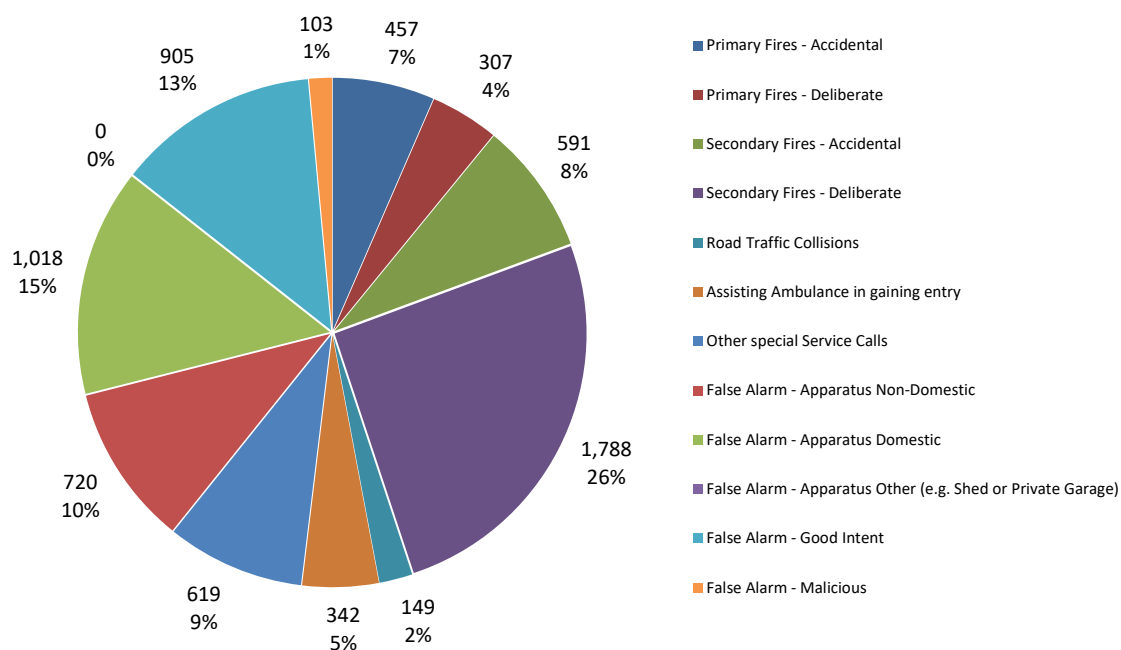


5. Incidents

The table and chart below show the operational activity of West Yorkshire Fire and Rescue Service for the financial year categorised by incident type.

NOTE: The data on page 3 is based on incident reports that have been completed and/or checked but will not include data from incident reports which have not been completed. The data below is based on all incident reports which have been started at the time of compiling this report.

Incident Category	Number	Percentage
Primary Fires - Accidental	457	6.53%
Primary Fires - Deliberate	307	4.39%
Secondary Fires - Accidental	591	8.44%
Secondary Fires - Deliberate	1,788	25.55%
Road Traffic Collisions	149	2.13%
Assisting Ambulance in gaining entry	342	4.89%
Other special Service Calls	619	8.84%
False Alarm - Apparatus Non-Domestic	720	10.29%
False Alarm - Apparatus Domestic	1,018	14.54%
False Alarm - Apparatus Other (e.g. Shed or Private Garage)	0	0.00%
False Alarm - Good Intent	905	12.93%
False Alarm - Malicious	103	1.47%
Total	6,999	100%



The table below shows the total number of incidents ten years ago, five years ago, and last year.

Incident Category	Number of incidents 1 April 2012 to 31 March 2013		Number of incidents 1 April 2017 to 31 March 2018		Number of incidents 1 April 2021 to 31 March 2022	
		Percentage		Percentage		Percentage
Primary Fires - Accidental	1,930	8.7%	1,756	7.7%	1,824	7.3%
Primary Fires - Deliberate	1,226	5.5%	1,516	6.6%	1,059	4.2%
Secondary Fires - Accidental	1,060	4.8%	1,652	7.2%	1,629	6.5%
Secondary Fires - Deliberate	3,577	16.1%	5,198	22.7%	4,595	18.4%
Road Traffic Collisions	382	1.7%	599	2.6%	588	2.4%
Special Service Calls	2,046	9.2%	1,898	8.3%	4,057	16.2%
False Alarm - Apparatus	8,501	38.2%	6,537	28.5%	7,650	30.6%
False Alarm - Good Intent	3,055	13.7%	3,403	14.8%	3,237	12.9%
False Alarm - Malicious	457	2.1%	377	1.6%	378	1.5%
Total	22,234	100.0%	22,936	100.0%	25,017	100.0%

Comments on Fatal Fires

Queen Street, Ravensthorpe

10th April 2022

The deceased male was 35 years old and lived in one of a seven-bedroom house in multiple occupation. The fire is believed to have been started deliberately and is currently subject to a Police investigation.

Armidale Way, Bradford

29th May 2022

The deceased male was 70 years old and lived in a two-storey semi-detached property. The fire is believed to have been set deliberately.

NB: Some incidents may still be awaiting Criminal/Coroner proceedings and if any new evidence or further information is made available it may be necessary to re-evaluate the conclusions.

6. Fire-Related Incidents attended by Six Pumps and Above

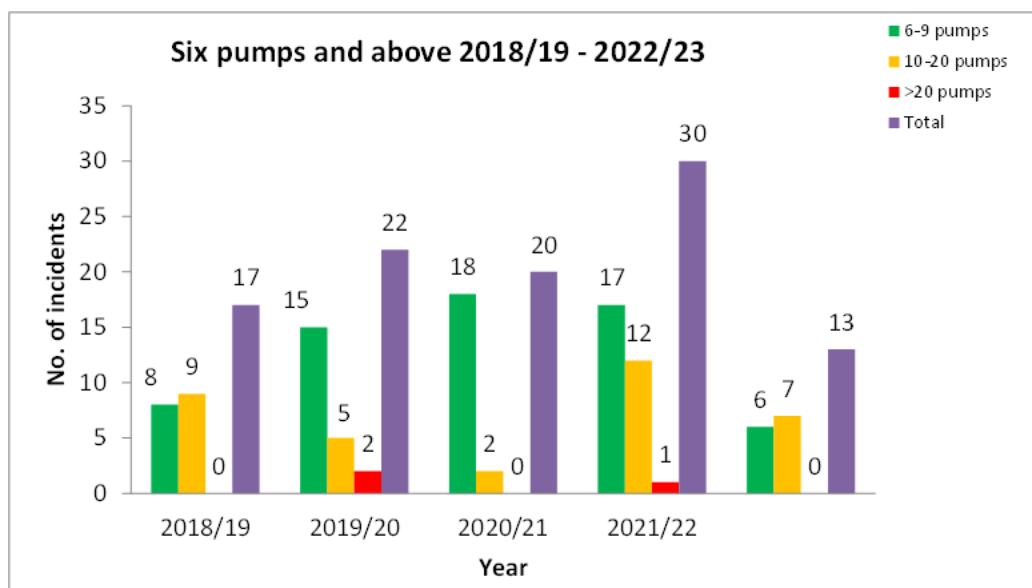
General Commentary

UK fire and rescue services determine the size of a fire by the final number of pumps mobilised to deal with it.

A number of additional pumping appliances and special appliances are often mobilised to these types of incidents to undertake supporting activities. These are described as support and specials.

Our operational commanders are trained to the highest possible standard and are able to anticipate the resources required for any given incident type. To ensure safe systems of work, to protect life and property, and to mitigate the impact on the environment, Commanders will often request a large number of fire engines at the early stage of an incident before releasing them once the emergency is under control. This 'speed and weight' of response allows the service to quickly and safely resolve incidents.

The following chart details the numbers and severity of such incidents over the last five years up to 30 June 2022:



Fire-related incidents of this type require the attendance of a fire investigation officer to determine the cause of the fire. The cause is included in the table. For fires identified as deliberate, we work in accordance with a regionally agreed Memorandum of Understanding with the police, who are responsible for the investigation of all deliberate fires.

New incidents added to the table are shaded in white.

Date & Time	Address	Premises Use	Station Area	Cause	Pumps Plus Specials	Number of Personnel
Saturday 02/04/2022	LSS Waste Knowsthorpe Lane Cross Green Leeds	Recycling	Hunslet	Natural Occurrence	8 Pumps 3 Support 4 Specials	52 Ffs 6 Officers 2 CLM Vehicles
Sunday 10/04/2022	86 Queen Street Ravensthorpe Dewsbury	Dwelling	Dewsbury	Deliberate	10 Pumps 3 Support 5 Specials	62 Ffs 7 Officers 2 CLM Vehicles
Friday 15/04/2022	Pearl Supermarket Ltd Queens Road Works Queens Road Halifax	Supermarket	Halifax	Deliberate	10 Pumps 5 Support 6 Specials	72 Ffs 6 Officers 5 CLM Vehicles
Wednesday 20/04/2022	Derelict building Waterton Road Wakefield	Derelict school	Ossett	Deliberate	5 Pumps 3 Support 3 Specials	38 Ffs 4 Officers 2 CLM Vehicles
Saturday 23/04/2022	High Bracken Hill Farm Green Lane Silsden	Barn	Silsden	Bonfire out of control	13 Pumps 5 Support 4 Specials	80 Ffs 8 Officers 5 CLM Vehicles
Thursday 28/04/2022	Trade Bathrooms & Tiles Savile Road Castleford	Bathroom and tile showroom	Castleford	Lithium-ion battery	7 Pumps 5 Support 4 Specials	56 Ffs 5 Officers 3 CLM Vehicles
Sunday 15/05/2022	Widdop Road Heptonstall Hebden Bridge	Moorland	Todmorden	Deliberate	11 Pumps 4 Support 5 Specials	70 Ffs 6 Officers 4 CLM Vehicles
Saturday 04/06/2022	156 Grattan Road Bradford	Café	Bradford	Faulty electricity supply	12 Pumps 3 Support 6 Specials	72 Ffs 6 Officers 5 CLM Vehicles
Monday 06/06/2022	Cathedral City Furniture Unit 4 Millennia Park Wakefield	Furniture Unit	Wakefield	Deliberate	8 Pumps 3 Support 5 Specials	54 Ffs 6 Officers 4 CLM Vehicles
Wednesday 08/06/2022	BSB Furnishings Unit 2 Millennia Park Wakefield	Vehicle Diagnostics	Wakefield	Deliberate	5 Pumps 1 Support 3 Specials	26 Ffs 4 Officers 2 CLM Vehicles
Friday 10/06/2022	Wolseley UK Ltd Elmfield Road Morley Leeds	Vehicle Repair	Morley	Spark from welding equipment	12 Pumps 5 Support 6 Specials	80 Ffs 6 Officers 5 CLM Vehicles
Monday 27/06/2022	Cardinal Logistics Logistics House St Johns Works Neville Road Bradford	Office	Bradford	Deliberate	8 Pumps 4 Support 5 Specials	58 Ffs 6 Officers 5 CLM Vehicles

<i>Date & Time</i>	<i>Address</i>	<i>Premises Use</i>	<i>Station Area</i>	<i>Cause</i>	<i>Pumps Plus Specials</i>	<i>Number of Personnel</i>
Wednesday 29/06/2022	Landmark House 11 Broadway Bradford	Flats	Bradford	Naked Flame	10 Pumps 3 Support 3 Specials	58 Ffs 6 Officers 5 CLM Vehicles

Further detail on recent six pumps and above fire-related incidents:

LSS Waste, Knowsthorpe Lane, Cross Green, Leeds

2nd April 2022

This incident was a fire in a recycling plant in Hunslet station area.

The pre-determined attendance was 3 pumps from Hunslet and Killingbeck. This was increased to 8 pumps and pumps from Leeds, Ossett, Killingbeck, Moortown and Cookridge were mobilised. Two CLM vehicles were also mobilised.

Also mobilised were the Command Unit Lite from Featherstone, an aerial from Leeds, the Hose Laying Unit from Mirfield and the Personnel Refreshment Unit from Ilkley. Support pumps were also mobilised from Garforth, Rothwell and Mirfield.

Officers also attending the incident were Group Manager Jones and Station Manager Fox as Incident Commanders, Station Manager Wolski was Ops Assurance Officer, Station Manager Holdsworth was Command Support, Station Manager Bruce was Hazmat Officer and Watch Manager Cavalier was Fire Investigation Officer.

The time of call for this incident was 16:18 hours and the stop was sent at 21:49 hours. The incident was closed at 23:40 hours.

The cause of the fire was a natural occurrence, namely a hotspot within waste materials.

Queen Street, Ravensthorpe, Dewsbury

10th April 2022

This fire was in a domestic property in Dewsbury station area.

The pre-determined attendance was 3 pumps from Dewsbury and Cleckheaton. This was increased to 10 pumps and pumps from Rastrick, Huddersfield, Bradford, Morley, Hunslet and Killingbeck were mobilised. Two CLM vehicles were also mobilised.

Also mobilised were the CARP from Wakefield, the Hose Layer Unit from Mirfield and the Command Unit Lite from Featherstone. Support pumps were also mobilised from Ossett, Otley and Hunslet.

Officers also attending the incident were Group Manager Rose and Station Manager Bell as Incident Commanders, Group Manager Greenwood was a Working Officer, Station Manager Cameron was Ops Assurance Officer, Station Manager Kovacs was Command Support, Station Manager Fox was Hazmat Officer and Watch Manager Griffiths was Fire Investigation Officer.

The time of call for this incident was 00:02 hours with the stop being sent on 12th April at 15:16 hours. The incident was closed the same day at 15:26 hours.

The cause of the fire was deliberate.

Pearl Supermarket, Queens Road Works, Queens Road, Halifax

15th April 2022

This was a fire in a supermarket in Halifax station area.

The pre-determined attendance was 3 pumps from Halifax, Illingworth and Mytholmroyd. This was increased to 10 pumps and pumps from the following stations were mobilised: Huddersfield, Stanningley, Shipley, Todmorden, Dewsbury and Fairweather Green. Five CLM vehicles were also mobilised.

Also mobilised were the Hose Layer Unit from Mirfield, the Command Unit Lite from Featherston, the Personnel Refreshment Unit from Ilkley and Aerials from Bradford and Leeds. Support pumps were also mobilised from Mirfield, Rastrick, Huddersfield, Morley and Featherstone.

Officers also attending the incident were Group Manager Rose and Station Manager McCulloch as Incident Commanders, Station Manager Dracup was Ops Assurance Officer, Station Manager Murray was Command Support, Station Manager Atkins was Hazmat Officer and Watch Manager Griffiths was Fire Investigation Officer.

The time of call of this incident was 14:24 hours with the stop being sent on 18th April at 07:49 hours. The incident was closed the same day at 08:54 hours.

The cause of the fire was deliberate.

Waterton Road, Wakefield

20th April 2022

This incident was a fire in a derelict school in Ossett station area.

The pre-determined attendance was two pumps from Ossett and Wakefield. This was increased to 5 pumps and pumps from Dewsbury and Normanton were mobilised. Two CLM vehicles were also mobilised.

Also mobilised were the Hose Layer from Mirfield and the Command Unit Lite from Featherstone with support pumps from Mirfield, Rothwell and Shipley.

Officers attending the incident were Station Manager Bruce as Incident Commander, Station Manager Hawley as Command Support, Station Manager Harrop as Ops Assurance and Station Manager Hudson as Hazmat Officer.

The time of call for this incident was 16:29 hours with the stop being sent at 18:08 hours. The incident was closed the same day at 19:29 hours.

The cause of this fire was deliberate.

High Bracken Hill Farm, Green Lane, Silsden

23rd April 2022

This incident was a fire in a barn in Silsden station area.

The pre-determined attendance was two pumps from Silsden and Keighley, this was increased to 13 pumps and pumps from the following stations were mobilised: Bradford, Moortown, Bingley, Illingworth, Rawdon, Odsal, Halifax, Mytholmroyd. Todmorden and Skipton. 5 CLM vehicles were also mobilised.

Also mobilised were the Hose Layer from Mirfield, the Command Unit from Pontefract and two Heavy-Duty pumps from Fairweather Green. Support pumps were sent from Mirfield, Huddersfield, Shipley, Rastrick and Leeds.

Officers attending the incident were Area Manager Teggart and Group Manager Bush as Incident Commanders, Station Manager Clark was Hazmat Officer, Station Manager Murray was Command Support, Station Manager Bairstow was Ops Assurance, Station Manager Harrop was a Working Officer, Station Manager Moxon was Welfare Officer and Watch Manager Driver was Fire Investigation.

The time of call to this incident was 13:42 hours with the stop being sent at 22:56 hours. The incident was closed the following day at 00:30 hours.

The cause of this fire was due to accidental fire spread.

Trade Bathrooms and Tiles, Savile Road, Castleford

28th April 2022

This incident was a fire in a bathroom and tile showroom in Castleford station area.

The pre-determined attendance was four pumps from Normanton, Garforth, Rothwell and Castleford. This was increased to 7 and pumps from Killingbeck, Ossett and Morley were mobilised. 3 CLM vehicles were also mobilised.

Also mobilised were an aerial from Leeds, the Hose Layer from Mirfield, the Command Unit Lite from Featherston and the Technical Rescue Unit from Cleckheaton with support pumps from Killingbeck, Mirfield, Bradford, Cleckheaton and Featherstone.

Officers mobilised were Station Manager Thornton as Ops Assurance, Station Manager Bell as Hazmat Officer, Station Manager Murray as Incident Commander,

Station Manager Clark as Command Support and Watch Manager Driver as Fire Investigation.

The time of call to this incident was 01:25 hours and the stop was sent at 12:16 hours. The incident was closed the same day at 15:53 hours.

The cause of this fire was a lithium-ion battery.

Widdop Road, Heptonstall

15th May 2022

This incident was a moorland fire in Mytholmroyd station area.

The pre-determined attendance was 1 pump from Mytholmroyd. This was increased to 11 pumps with pumps from the following stations being mobilised: Odsal, Slaithwaite, Todmorden, Halifax, Illingworth, Rastrick, Bingley and Holmfirth. Pumps from Lancashire and GMC were also mobilised as were 5 CLM vehicles.

Also mobilised were Wildfire Units from Keighley, Holmfirth and Todmorden, the Personnel Welfare Unit from Skelmanthorpe, the Hose Layer from Mirfield and the Command Unit from Pontefract.

Officers mobilised were Group Manager Holt as Incident Commander, Station Managers Garvey and Kovacs as Wildfire Officers, Station Manager Fox as Command Support, Station Manager Bell as Hazmat Officer and Station Manager McCulloch as Ops Assurance Officer.

The time of call for this incident was 19:21 hours with the stop being sent at 06:38 hours. The incident was closed at 07:29 hours.

The cause of the fire is thought to be deliberate.

Grattan Road, Bradford

4th June 2022

This fire was in Bradford station area and involved a café.

The initial pre-determined attendance was 3 pumps from Bradford, Fairweather Green and Shipley. This was increased to 12 pumps and pumps from the following stations were mobilised: Odsal, Cleckheaton, Stanningley, Bingley, Illingworth, Rawdon, Halifax and Dewsbury. 5 CLM vehicles were also mobilised.

Also attending were the Hose Layer and the Salvage and Logistics Unit from Mirfield, the Personnel Refreshment Unit from Skelmanthorpe, the Command Unit from Pontefract and aerials from Leeds and Wakefield, with support pumps from Mirfield, Pontefract, Featherstone, Mirfield and Leeds.

Officers mobilised were Group Manager Bush and Incident Commander, Station Officer Murray as Command Support, Station Manager Dracup as Hazmat Officer, Station Manager Fitt as Ops Assurance Officer, Station Manager Hudson as a Working Officer and Station Manager Cookson as Fire Investigation.

The time of call for this incident was 04:20 hours with the stop being passed at 10:11 hours. The incident was closed the same day at 10:34 hours.

The cause of this fire was thought to be a faulty electrical supply.

Unit 4, Millenia Park, Wakefield

6th June 2022

This fire was in Wakefield station area and involved a furniture unit.

The pre-determined attendance was two pumps from Ossett and Featherstone. This was increased to 8 and pumps from Dewsbury, Rothwell, Hunslet and Huddersfield were mobilised. Four CLM vehicles were also mobilised.

Also mobilised were the Aerial from Wakefield, the Command Unit Lite from Normanton, the Hose Layer from Mirfield, the Personnel Refreshment Unit from Skelmanthorpe and the Technical Rescue Unit from Cleckheaton.

Officers were mobilised as follows. Group Manager Gardiner and Station Manager Fitt as Incident Commanders, Station Manager Fox as Command Support, Station Manager Hudson as Ops Assurance Officer, Station Manager Dracup as Hazmat Officer and Station Manager Cookson as Fire Investigation.

This time of call to this incident was 01:37 hours with the stop being sent at 12:50 hours, the incident was closed as 12:51 hours.

The cause of this incident was thought to be deliberate.

Unit 2, Millenia Park, Wakefield

8th June 2022

This fire was in Wakefield station area and involved a vehicle diagnostics centre.

The initial pre-determined attendance was 3 pumps from Wakefield, Ossett and Normanton. This was increased to 5 and two pumps from Dewsbury were mobilised. Two CLM vehicles were also mobilised.

Also mobilised were the Command Unit Lite from Featherstone, the Personnel Refreshment Unit from Skelmanthorpe and the Hose Layer with support from Mirfield.

Officers mobilised to the incident were as follows. Station Manager Thornton as Incident Commander, Station Manager Earl as Command Support, Station Manager Bell as Ops Assurance Officer and Station Manager Clark as Hazmat Officer.

The time of call to this incident was 04:43 hours with the stop being sent at 07:19 hours. The incident was closed the same day at 12:57 hours.

The cause of this fire was thought to be deliberate.

7 Elmfield Road, Morley

10th June 2022

This fire was in Morley station area and involved a vehicle repair shop.

The initial pre-determined attendance was 3 pumps from Morley, Hunslet and Dewsbury. This was increased to 9 and pumps from the following stations were mobilised; Cleckheaton, Killingbeck, Rothwell, Odsal, Wakefield, Bradford and Mirfield. Five CLM vehicles were also mobilised.

Also mobilised were the Command Units from Pontefract and Featherstone, the Personnel Refreshment Unit from Skelmanthorpe, the Hose Layer from Mirfield and aerials from Leeds and Huddersfield.

Officers mobilised to the incident were as follows. Group Manager Bush and Station Manager Wolski as Incident Commanders, Station Manager Clark as Command Support, Station Manager Murray as Ops Assurance Officer, Station Manager Bruce as Hazmat Officer and Station Manager Cavalier as Fire Investigation.

The time of call to this incident was 18:11 hours with the stop being sent at 11:43 hours. The incident was closed the same day at 12:10 hours.

The cause of this fire was thought to be a spark from welding equipment.

St Johns Works, Neville Road, Bradford

27th June 2022

This fire was in Bradford station area and involved an office.

The initial pre-determined attendance was 2 pumps from Bradford. This was increased to 10 and pumps from the following stations were mobilised; Shipley, Cleckheaton, Fairweather Green, Stanningley, Bingley, Dewsbury, Cookridge and Illingworth. Five CLM vehicles were also mobilised.

Also mobilised were the Command Unit from Pontefract, the Personnel Refreshment Unit from Ilkley, the Hose Layer from Mirfield and an aerial from Leeds.

Officers mobilised to the incident were as follows. Group Manager Hannah as Incident Commander, Station Manager Hawley as Command Support, Station Manager Bowen as Ops Assurance Officer, Station Manager Dracup as Hazmat Officer, Station Manager Bell as a Working Officer and Station Manager Butterfield as Fire Investigation.

The time of call to this incident was 0414 hours with the stop being sent at 1613 hours. The incident was closed the same day at 0947 hours.

The cause of this fire was thought to be deliberate.

Landmark House, Broadway, Bradford

29th June 2022

This fire was in Bradford station area and involved high-rise flats.

The initial pre-determined attendance was 4 pumps from Bradford, Shipley and Odsal and the aerial from Leeds. This was increased to 10 and pumps from the following stations were mobilised; Cleckheaton, Fairweather Green, Stanningley, Rawdon, Bingley and Illingworth. Five CLM vehicles were also mobilised.

Also mobilised were the Command Unit from Pontefract, the Personnel Refreshment Unit from Ilkley and the Hose Layer from Mirfield.

Officers mobilised to the incident were as follows. Group Manager Hannah as Incident Commander, Station Manager England as Command Support, Station Manager Goldwater as Ops Assurance Officer, Station Manager Wolski as Hazmat Officer, Station Manager Bowen as a Working Officer and Station Manager Griffiths as Fire Investigation.

The time of call to this incident was 21:30 hours with the stop being sent at 22:27 hours. The incident was closed the following day at 12:07 hours.

The cause of this fire was thought to be a naked flame too near to combustible items.

7. Violence at Work

Attacks on Personnel

There have been 15 incidents reported by West Yorkshire FRS so far in the financial year.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Attacks on Firefighters	40	76	64	60	87	92	75	81	68	66	15

The table below summarises the events reported by firefighters and other staff. Where stations have not reported any incidents, they are not shown within this table.

For clarification, 'stoning' and 'firework' cover any thrown object identified respectively as a stone or firework; and 'missile' covers any other object used as a projectile.

Attacks on Firefighters as a Percentage of Turnouts										
District / Station	No. of Turnouts	Physical Assault	Weapon Brandished	Missile Thrown	Firework Thrown	Stoning	Aggressive Behaviour	Verbal Abuse	Total	Percentage
Bradford District										
Bradford	1107	3	1	1		2			7	0.63%
FWG	355					1			1	0.28%
Shipley	500	1							1	0.20%
District Total	2852	4	1	1	0	3	0	0	9	0.32%
Calderdale District										
Halifax	308						1		1	0.32%
District Total	1048	0	0	0	0	0	1	0	1	0.10%
Kirklees District										
Huddersfield	636						1		1	0.16%
District Total	1914	0	0	0	0	0	1	0	1	0.05%
Leeds District										
Leeds	1003					1	1		2	0.20%
Killingbeck	720							1	1	0.14%
District Total	3927	0	0	0	0	1	1	1	3	0.08%
Wakefield District										
South Kirkby	211							1	1	0.47%
District Total	1446	0	0	0	0	0	0	1	1	0.07%
Totals	11228	4	1	1	0	4	3	2	15	0.13%

The above table shows the number of incidents in which firefighters were subjected to violence as a percentage of attendance, by station and by district (0.13% overall). Some stations might appear to suffer a relatively high percentage of attacks, but this is largely due to the number of incidents attended from such stations.

The Chief Fire Officer re-emphasises that even one attack is one too many and that every assistance and encouragement will be given to the police to bring offenders to court. Work is continuing with a variety of agencies from the police and district councils to community groups and youth leaders to address these issues.

District Actions to Address Violence

All districts are undertaking the following actions:

- Communicating a positive image of the fire service in the community
- Taking part in community events to support this image
- Provision of conflict management training to service delivery staff
- Encouraging all staff to use the SCIP when intelligence or other information is received for risk issues
- Encouraging any watch who place the information on SCIP to email other local stations to alert them to the fact that the address has been added and to make sure that they then view the SCIP for the details
- Consistently promoting the knowledge of Silent Witness cameras with crews and to the public at events etc. to discourage anti-social behaviour
- Where incidents do occur, publicising through the media any arrests made by the police and any sentences given by the courts
- Close working with partner agencies to produce robust multi-agency response plans
- Targeted Intervention days led by the Youth Intervention Team
- Youth engagement work is being undertaken in higher risk areas
- Actively pursuing prosecution of any individual identified attacking a WYFRS employee

Bradford

In Bradford there were 9 attacks on firefighters at incidents, details of which are available from the District Commander. At one of these incidents a firefighter was hit with a stone thrown by a member of the public. Three of attacks have resulted in minor damage to our fire appliances.

Calderdale

In Calderdale there were 1 attack on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during these attacks.

Kirklees

In Kirklees there were 1 attack on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during these attacks.

Leeds

In Leeds there were 3 attacks on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during these attacks.

Wakefield

In Wakefield there were 1 attack on firefighters at incidents, details of which are available from the District Commander. There were no injuries to firefighters or damage to fire appliances during these attacks.

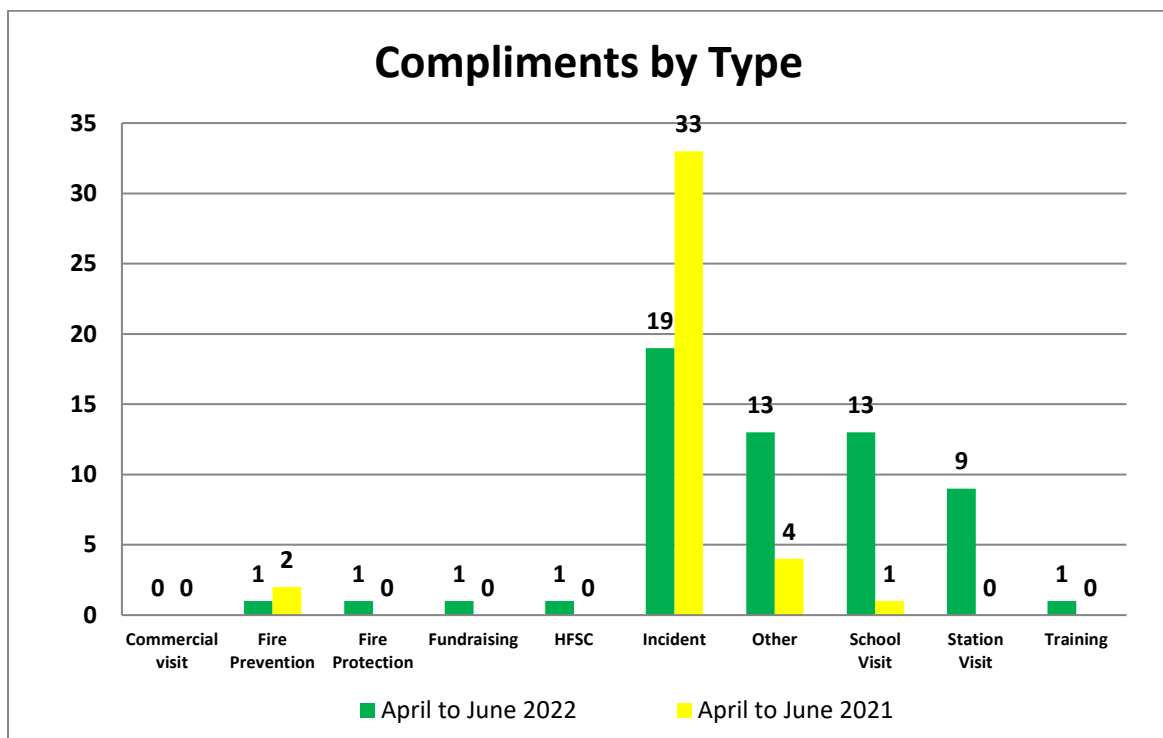
8. Corporate Performance Activity

Details of key corporate performance areas are shown below.

Compliments

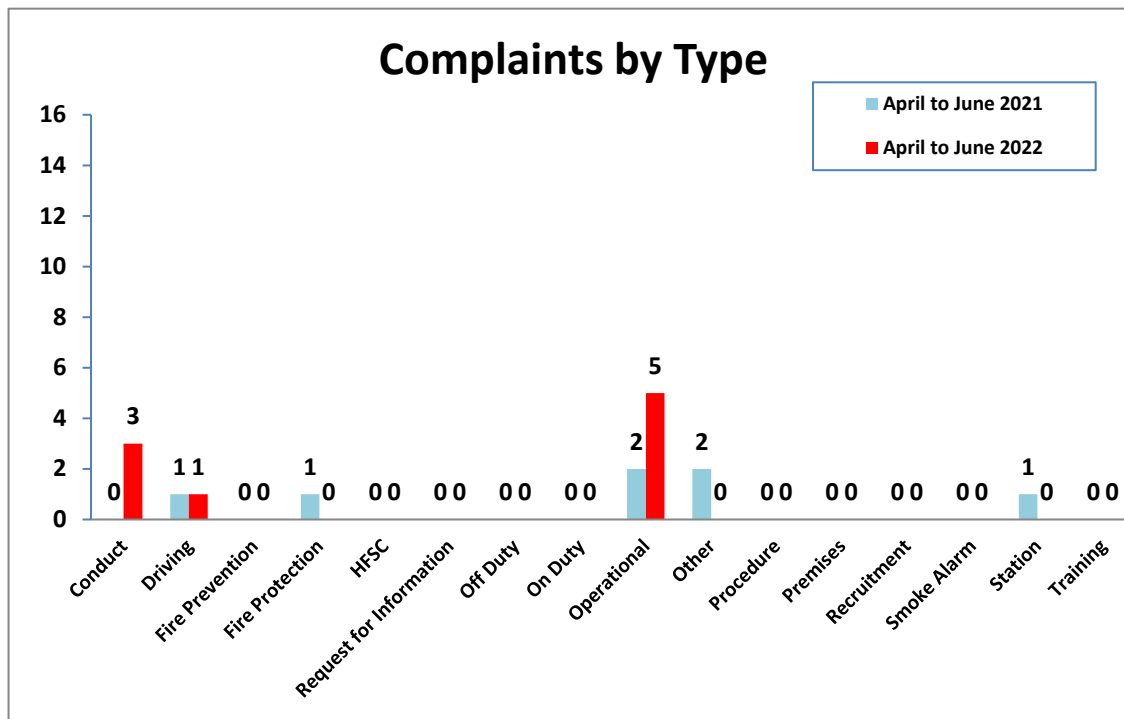
The charts below show by the type and the number of compliments and complaints received by West Yorkshire FRS for the period 1 April to 30 June 2022 and the same period in 2021.

During this period West Yorkshire FRS has recorded 59 compliments, which is higher than the 40 received in 2021.



Complaints

For the period 1 April to 30 June 2022, we have received 9 complaints, of which 1 was upheld. This compares to 7 received between the same dates in 2021, of which 1 was upheld.



All complaints are dealt with in a consistent manner, being fully investigated with appropriate remedial action where necessary.

The table below shows the number of complaints received and upheld from 1 April 2022 to 30 June 2022 and a comparison with the same period during the year 2021-22.

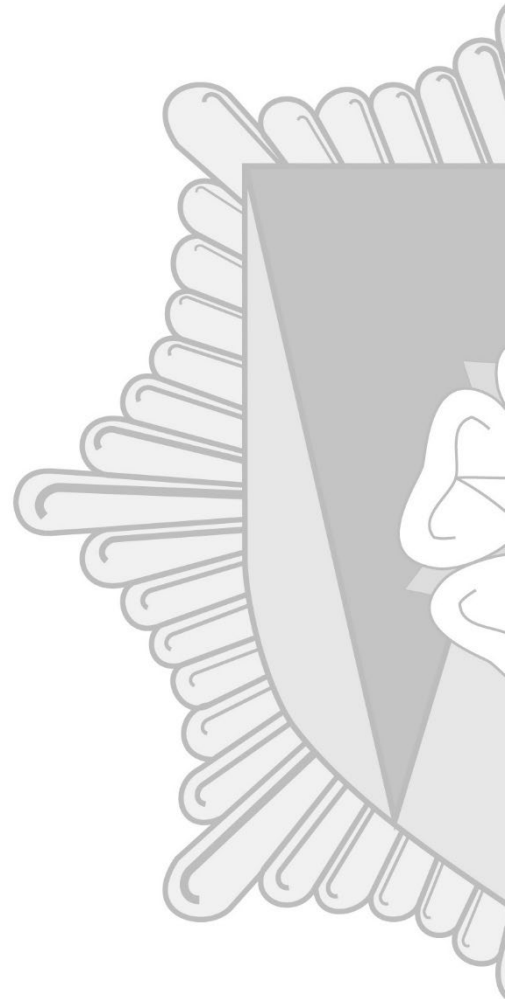
Category	2021-22		2022-23	
	Received	Upheld	Received	Upheld
Attitude	0	0	3	0
Driving	1	0	1	0
Fire Prevention	0	0	0	0
Fire Protection	1	0	0	0
HFSC	0	0	0	0
Request for Information	0	0	0	0
Off Duty	0	0	0	0
On Duty	0	0	0	0
Operational	2	0	5	1
Other	2	0	0	0
Procedure	0	0	0	0
Premises	0	0	0	0
Recruitment	0	0	0	0
Smoke Alarm	0	0	0	0
Station	1	1	0	0
Training	0	0	0	0
TOTALS	7	1	9	1

Freedom of Information and Data Protection

The tables below show the number of Freedom of Information Requests and Subject Access Requests dealt with within the period 1 April 2022 to 31 March 2023.

Freedom of Information Requests	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Number due for response	6	6	6										18
Number responded to within time limit	6	6	6										18
Number responded to out of time	0	0	0										0
Number suspended or closed due to no clarification from requester	0	1	1										2
Number of Internal Reviews due for response	0	0	0										0
Number of Internal Reviews responded to within time limit	0	0	0										0

Subject Access Requests	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
Number due for response	0	3	0										3
Number responded to within time limit	0	3	0										3
Number responded to out of time	0	0	0										0



West Yorkshire Fire and Rescue Service
Oakroyd Hall
Birkenshaw
Bradford BD11 2DY



OFFICIAL

Appointment of Independent Member of the Audit Committee

Full Authority

Date: 23 September 2022

Agenda Item:

9

Submitted By: Director of Corporate Services

Purpose

To seek Authority approval to the appointment of an Independent Member of the Audit Committee in accordance with proposed new government guidance.

Recommendations

1. That the Authority approve the appointment of an Independent Member of the Audit Committee as outlined, and
2. That the Chair and Vice Chair of the Audit Committee and the Director of Corporate Services form the appointment panel

Summary

Following a review by Sir Tony Redmond in September 2020 on the matter of local authority audit reform, the government has recently stated in a move supported by CIPFA, that it considers it proportionate to establish a simple principle that local authorities, including fire and rescue authorities, should have an audit committee with at least one independent member.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Martin McCarthy, Director of Corporate Services
Martin.mccarthy@westyorksfire.gov.uk
07811074857

Background papers open to inspection: None

Annexes: Draft role description, person specification and advert

1 Introduction

- 1.1 The Government intends to mandate local authority accountable bodies to appoint at least one independent member to their audit committees to strengthen governance arrangements and promote greater transparency and accountability in the process.
- 1.2 The move follows a review commissioned by government and led by Sir Tony Redmond in 2020 which made a series of recommendations with the objective of strengthening and creating a more consistent model of local accountability.
- 1.3 Suitably qualified and experienced (non-voting) independent members serving on Audit Committees can bring specialist knowledge and insight to the workings and deliberations of the committee which, when partnered with elected members' knowledge of working practices and procedures, ensure:
- An effective independent assurance of the adequacy of the risk management framework;
 - Independent review of the Authority's financial and non-financial performance;
 - Independent challenge to and assurance over the Authority's internal control framework and wider governance processes;
 - Oversight of the financial reporting process.
- 1.4 It is noted that of the 5 constituent local authorities in West Yorkshire, 3 already have similar appointments in place, one is in the process of going to advert and the other does not currently have anyone in post.

2 Information

- 2.1 It is suggested that the Authority approve an appointment panel comprising the Chair and Vice Chair of the Authority and the Director of Corporate Services
- 2.2 It is recommended that recruitment be on a competitive basis including an open advertisement and interview, as currently undertaken for the independent person. Reasonable travel and other expenses will be paid to the successful applicant.
- 2.3 A draft role description, person specification and advert for the role is attached at Appendix A.

3 Financial Implications

3.1 The costs will be met from within the existing budget provisions.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

5.1 The appointment of the Independent Person of the Audit Committee complies with our Equality and Diversity policy.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	Yes / No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

7 Health, Safety and Wellbeing Implications

7.1 There are no health and safety implications arising directly from this report.

8 Environmental Implications

8.1 There are no Environment Implications arising directly from this report.

9 Your Fire and Rescue Service Priorities

9.1 This report supports all the Fire and Rescue Service priorities.

10 Conclusions

10.1 It is recommended that the Authority give approval to the appointment of an Independent Member of the Audit Committee in accordance with proposed new government guidance.

Appendix A

Audit Committee

Independent Person of Audit Committee – Role Description

1. To engage fully in collective consideration of the issues before the Audit Committee, taking into account a full range of relevant factors, including legislation and supporting regulation; (e.g. the Accounts & Audit Regulations 2011), professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Authority's Treasurer.
2. To participate fully in the discharge of all Audit Committee functions, as set out in the Committee's terms of reference and the Authority's constitution.
3. To promote the concept of proportionate, effective risk management and internal control throughout the organisation; and to champion the work of Internal Audit, External Audit and Risk Management.
4. To participate in the periodic review of the overall effectiveness of the Audit Committee, and its terms of reference.
5. To ensure that the minutes of Audit Committee meetings accurately record decisions taken.

Independent Person Audit Committee – Skills and Competencies

Indicator	Essential/ Desirable
Demonstrates up to date knowledge, skill and a depth of experience in the fields of audit, accounting, risk management and performance management	E
Operates consistently and without bias.	E
Is an effective role model; supports appropriate behaviours and challenges opinions and advice where appropriate, separating major issues from minor ones.	E
Contributes proactive, proportionate and independent thought.	E
Works sensitively with people inside and outside committee.	E
Listens to and balances advice/objectivity	E
Experience gained working in a large/public sector organisation	D
Serving on a committee.	D

Other Points:

Must not be a serving local government officer or councillor.

Must have no personal, legal or contractual relationship with West Yorkshire Fire and Rescue Authority (including employees or members or former staff), or any other relationship / activity which might represent a conflict of interest.

Able and willing to devote the necessary time to the role.

ADVERT

The Authority is seeking to appoint an Independent Member for its Audit Committee. The Committee provides independent review of the Authority's governance, risk management, control frameworks and financial reporting processes. It also oversees arrangements for internal and external audit. The Committee is currently scheduled to meet 4 times a year.

To be considered for this position, you should be experienced in one or more of the following areas - accountancy, internal audit, risk management, governance or legal matters. You will also be able to demonstrate probity, political independence and the highest level of integrity in your conduct. There is an annual allowance of £500 payable for performing this role (expenses will also be reimbursed).

The work will be challenging, innovative and provide a real opportunity for you to make an active contribution to our excellent corporate governance arrangements.

If you feel you have the experience and personal qualities to undertake this role please complete this form and return to us by the closing date **XXXXXX**



OFFICIAL

Constitution Review

Full Authority

Date: 23 September 2022

Agenda Item:

10

Submitted By: Director of Corporate Services

Purpose	To report on the annual monitoring and review of the Authority Constitution.
Recommendations	That Members consider this report and, if in agreement, approve the recommendations detailed at paragraphs 2.1 and 2.2.
Summary	This report contains proposals for amendments to the Constitution which require Member approval.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Martin McCarthy
Director of Corporate Services
Martin.McCarthy@westyorkshire.gov.uk

Background papers open to inspection: None

Annexes: A – Full list of Amends to Constitution

1 Introduction

- 1.1 The Authority has a formal Constitution. Article 14 of the Constitution requires the Monitoring Officer to monitor and review the operation of the Constitution and make recommendations for changes as necessary to maintain its relevance and effectiveness.

2 Information

- 2.1 Member approval was given at the AGM to update the Contract Procedure Rules and there are minor amendments to the Constitution proposed by the Chief Finance and Procurement Officer and the Director of Corporate Services, to reflect their appointment as Monitoring Officer. There are also a small number of typographical and other minor errors which will be corrected at the same time. A full list of amendments is attached to this report at Annex A.
- 2.2 The other significant amend to the Constitution will recognise (or otherwise) the decision (considered earlier on the agenda) to appoint an Independent Member to the Authority's Audit Committee.
- 2.3 The Constitution sets out the Governance arrangements of the Authority and The Monitoring Officer is currently undertaking work in relation to internal (officer) decision making processes which support the Authority's own meetings structure and provide rigour in ensuring Members are able to make informed decisions based on the information set out in reports.

3 Financial Implications

- 3.1 There are no financial implications arising from this report.

4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

- 5.1 There are no human resource or diversity implications arising from this report.

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorksfire.gov.uk))	No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from diversity.inclusion@westyorksfire.gov.uk

7 Health, Safety and Wellbeing Implications

7.1 There are no health, safety and wellbeing implications arising from this report.

8 Environmental Implications

8.1 Once approved it is proposed to circulate the updated Constitution to members via email and also provide a link to the updated version which will appear on the West Yorkshire Fire and Rescue external website, thus reducing the printing output.

9 Your Fire and Rescue Service Priorities

9.1 This report supports all the West Yorkshire Fire and Rescue Service priorities.

10 Conclusions

10.1 Members are requested to approve the amendments as listed in appendix a.

Constitution amends (September 2022)

Page	Comment	Reason
5	Para 1.1 This constitution and its appendices overall	Change of wording
7	Para 2.2.1 (ii) to deputise for the Chair in their absence	Change of wording
8	Paras 2.3.2 and 2.3.4 Director of Corporate Services	Change of title
9	Paras 2.3.9 Director of Corporate Services	Change of title
15	6.2 (x) change IRMP to CRMP	Change of name
16	Para 8.2 remove International	Change of name
18	Para 10.1 add Independent Member	As approved by Full Authority
20	Para 10.A1 (xii) add unless agreed otherwise	Change of wording
23	Para 11.1 Director of Corporate Services	Change of title
26	Para 13.3 Director of Corporate Services following appropriate legal advice Para 13.4 Director of Corporate Services Para 13.5 Director of Corporate Services	Change of title Change of wording Change of title Change of title
30	Para 1 (v) Director of Corporate Services	Change of title
42	Para 10 Director of Corporate Services	Change of title
45	Para 1.3 Chief Finance & Procurement Officer Para 1.5 Audit Committee	Change from F&R Committee Change from The Authority
48	Para 3.3 Delete 'where the estimated costs exceed £100,000'	All schemes require a business case
49	Para 3.17 Budget Monitoring Management Group	Change of group name
50	Para 5.3 added Internal Audit Manager	Change of wording
51	Para 5.7 deleted	Duplicated
51	Para 5.5, 5.8 and 6.5 Director of Corporate Services	Change of title
52	Para 7.9 (ii) Change to '£250 per individual stock item excluding ICT and operational equipment and white goods'	Change of limit
53	Para 7.17 & 7.18 Director of Corporate Services	Change of title
57	Amend font Para 12.3 updated	Typo Payment system is now electronic
59	Paras 14.5 and 15.2 updated	Payment of allowances and expenses is electronic so a manual signature is not required
61	Para 18.2 Director of Corporate Services	Change of title
65-85	CPR replaced as approved at June Full Authority	Updated CPR
93	Para 3.3.3 legal officer appointed by the Monitoring Officer	Change of wording
95	Para 3.6.2 after considering appropriate legal advice	Change of wording

	Para 3.6.5 Monitoring Officer	
98	Para 5.1 Director of Corporate Services	Change of title
105	Para 5 Director of Corporate Services	Change of title
150	Para 6 Director of Corporate Services	Change of title
151	Para 1 Director of Corporate Services	Change of title
161 - 164	Member Allowances updated	Updated allowances for 2022
166	Para 1 email address updated	Generic email used
168	Paras 1 & 2 Director of Corporate Services	Change of title
168	Para 3 deleted	Reference to SLA for MO
170	Para 2.5 Director of Corporate Services	Change of title
172	Para 4.5 Director of Corporate Services	Change of title
173	Para 5 Director of Corporate Services Para 5.1 To provide governance advice Para 5.2 To obtain appropriate legal advice so as to Para 5.2 Monitoring Officer	Change of title Change of wording Change of wording Change of title
175	Hyper links updated	New external website
176 - 180	Corporate Services Department	Change of title from Service Standards Officer
181	Director of Corporate Services	Change of title



OFFICIAL

Insurance Provision from 2023/24

Full Authority

Date: 23 September 2022

Agenda Item:

11

Submitted By: Chief Finance and Procurement Officer

Purpose

To present to members the proposal for the Authority to join the Fire and Rescue Indemnity Company (FRIC), an entity formed by other Fire and Rescue Authorities to act as a pool for insurance provision from the 1st April 2023.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Alison Wood, Chief Finance and Procurement Officer
alison.wood@westyorkfire.gov.uk
07500 075362

Background papers open to inspection: None

Annexes: None

- Recommendations**
1. The Authority's participation in pooling arrangement and that the Authority becomes a full member of the Company and authorises the Chief Finance and Procurement Office to take all necessary steps to achieve this.
 2. That the Authority utilises the pooling arrangement for its corporate property, liability, motor, and other miscellaneous insurance requirements for a minimum period of three years through FRIC with effect from the 1st April 2023.
 3. To participate in a financial guarantee for supplementary premiums should claims against the pool exceed the funding available and authorise the Chief Finance and Procurement Office to take all necessary steps to achieve this.
 4. That officers may serve as Directors of the pooling entity and that the Chief Finance and Procurement Officer or their nominee be empowered to represent the Authority's interests at any formal meetings of FRIC and to vote on its behalf if necessary.
 5. The existing Insurance Reserve of £388,000 is used to manage the risks and opportunities identified
 6. To waive the Authority's existing procurement rules that would require competing bids for the provision of insurance services to allow for the provision of cover for losses through the pooling company.

Summary

The Authority purchases insurance cover to meet statutory requirements and to mitigate risk. This has been arranged in the past by tendering for the services via an Find a Tender Service (FTS) compliant process with the support of a broker. The current insurance contract expires on the 31 March 2023. Following an option appraisal officers have selected a collaborative approach by joining FRIC, an entity formed by other Fire and Rescue Authorities, to act as a pool for insurance purposes. Under the pooling arrangements all the participating fire and rescue authorities would share financially with each other, on a proportionate basis, the cost of establishing a pool fund from which any loss incurred by an individual member of the insurance pool would be met.

1 Introduction

- 1.1 The Authority has a statutory requirement to put in place certain insurances and uses insurance to mitigate a range of risks. Historically the Authority has purchased its insurance cover from the open market by tendering for services via an EU compliant process. This process is jointly managed by the Authority's Head of Procurement and our insurance brokers.

Our existing long term insurance agreements for employer and employee liability, property and fleet expire on the 31st March 2023.

- 1.2 Following an option appraisal officers have selected a collaborative approach by joining FRIC, an entity formed by other Fire and Rescue Authorities, to act as a pool for insurance purposes. Under the pooling arrangements all the participating fire and rescue authorities would share financially with each other, on a proportionate basis, the cost of establishing a pool fund from which any loss incurred by an individual member of the insurance pool would be met. The arrangement was first established by nine Fire and Rescue Authorities in 2015.
- 1.3 The Fire and Rescue Indemnity Company (FRIC) is an entity formed by other fire and rescue authorities, to act as a pool for insurance purposes. Under the pooling arrangements all the participating fire and rescue authorities would share financially with each other, on a proportionate basis, the cost of establishing a pool fund from which any loss incurred by an individual member of the insurance pool would be met. It is owned and controlled by the member Fire and Rescue Authorities, currently Avon, Bedfordshire, Buckinghamshire, Cambridgeshire, Cheshire, Devon and Somerset, East Sussex, Essex, Hampshire & Isle of Wight, Kent, Leicestershire and Royal Berkshire. It is understood that other fire authorities are actively considering joining FRIC. Losses above the pool's threshold are covered by insurance cover purchased by FRIC.
- 1.4 The Company was set up to provide an alternative to traditional insurance and give member fire and rescue authorities greater control over the cover provided and the management and settlement of claims.
- 1.5 FRIC has been trading since November 2015. The first six years published financial results are summarised below, which demonstrate a sound level of performance in line with that originally modelled:

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m	£m	£m
Contributions	3.770	3.800	3.740	4.130	4.800	5.700
In Year Surplus	0.471	0.136	0.226	0.117	0.998	0.354
Funds set aside for future claims	0.658	1.470	2.210	2.670	2.930	4.000
Expense Ratio (1)	17.00%	19.00%	21.00%	22.00%	22.00%	22.00%
Combined Ratio (2)	87.50%	96.40%	94.00%	97.00%	96.00%	97.00%

- (1) *The expense ratio in the insurance industry is a measure of profitability calculated by dividing the expenses associated with acquiring, underwriting, and servicing premiums by the net premiums earned by the insurance company.*
- (2) *A measure of financial year underwriting profitability. It is the sum of the net claims, commissions and expenses divided by net earned premium. This excludes instalment and other operating income, and investment return. A combined operating ratio ("COR") of less than 100% indicates profitable underwriting.*

- 1.6 The Mutual has accrued significant reserves from its first six years of trading (£2m+) and earlier in 2022 the Board conducted a risk-based capital review in line with the mutuals Capital & Reserves Guidelines and concluded that surplus funds over and above its capital requirement threshold (calculated by applying the Guidelines) were available and could be distributed to Members without detriment to the company. This review will now be an annual event and the intention is to follow a prudent and sustainable distribution path where funds allow.

FRIC have agreed a policy so that when the level of reserves is over 20% of its capital requirement threshold, surplus contributions are distributed to member authorities based on their level of contribution

- 1.7 The HMICFRS referenced FRIC as a good example of Fire and Rescue collaboration that provides efficiency savings for those who join the FRIC insurance pool.

2 Information

Key Benefits

There are a number of benefits resulting from an insurance pool arrangement:

- 2.1 Cover is provided via a mutual arrangement; the structure of this arrangement means contributions are paid in to a 'pot' based on the individual risks and historic claims profile. It also takes into account the need for a variety of member deductibles depending on risk appetite and financial strength of the authority.
- 2.2 This should be significantly more cost effective than "ordinary" insurance. The pool is not profit making so the cost of each fire authorities contributions should be lower than the premium payable to external insurers, who will include a profit element in their premiums.
- 2.3 Although owned by the authorities, FRIC is managed by Thomas Miller a private company based in London. Thomas Miller was selected through a competitive process and are experienced in providing a fully integrated and comprehensive service dedicated to developing mutuals in the public sector. Thomas Millers' in-house claims staff provide a claim handling service, assisting member authorities with any claims.
- 2.4 The hybrid discretionary mutual model means Insurance Premium Tax (IPT) is only due on the Protection Programme premiums that are paid to external insurers by FRIC on its and its members behalf. Currently, this has the effect of reducing the cumulative IPT liability by 3/5ths which at current tax rates means member authorities can claim a further £421k of savings per annum, equivalent to 7% of contributions.
- 2.5 With its sector specific focus, over the life of FRIC it has developed a risk management assessment process. To support this FRIC established and supports the Fire and Rescue Risk Group (FARRG). As a result, the process is more specifically suited to fire and rescue and the collaborative learning from FARRG's coordinated activity should over time help to reduce the frequency and severity of claims. Not only saving FRIC cash but the Member's operational and management time associated with each incident and related reputational impact.
- 2.6 The twelve Authorities have worked together over the past seven years to develop a risk management assessment process and to share best practice, including the benchmarking of risk management arrangements against best practice and a commitment to work to meet this standard. In addition, FRIC, through a contract with Thomas Miller, provide some risk management support to help deliver the common risk management plan for the FRIC members.

Scope of Cover

- 2.7 While FRIC provides all the key insurance cover, there are some that officers have identified that the Authority currently enjoys but are not provided through FRIC. The following table identifies those gaps:

Class of Insurance	Included in FRIC
Property	Yes
Property Terrorism	Yes
Combined Liability	Yes
Claims Handling Fee	Yes
Motor Fleet	Yes
Motor Uninsured loss recovery	Yes
Engineering Inspection	No
Excess EL	No
Personal Accident and Travel	No
Broking Fee	No

- 2.8 The Authority will have the option to purchase the non-mutual elements either directly from the market, from a national framework or through collaboration with FRIC member Authorities.
- 2.9 There will be an evaluation of policy wording to ensure that the cover offered by FRIC are comparable to those currently in place. This will be carried out as part of the “on-boarding” process.
- 2.10 The discretionary element is a legal device to ensure that the arrangement is not treated as insurance and there have been a number of legal judgements confirming this view. It does mean that the Authority would have no absolute guarantee that any particular claim would be paid, however such decisions would rest with the Directors of the pool who would have the power to agree to meet any claim made. In practice, there is a similar risk with an insured arrangement if the precise terms and conditions of the insurance contract are not met. Also, in practice, the basis of the pooling arrangement is one of mutual trust, and if a claim was not met then there is a risk that the pool could collapse.
- 2.11 Directors of the company are appointed by the participating authorities; no single authority would have the right to appoint a director. As with the mutual insurance company it is proposed that these are drawn from appropriate professionals within participating fire and rescue authorities’, supplemented by one or two experienced insurance industry figures. The company is run by a professional management company, Thomas Miller, who are required to meet all the necessary professional requirements of the Financial Conduct Authority.

2.12 FRIC is a mutual company which means that it is owned and controlled by the member Fire and Rescue Authorities. It blends discretionary protection for expected losses with the reinsurance of contractual insurance for large single incidents. To put this into insurance levels, any claims above £0.500m for motor, £0.200m for liability and £0.100m for property are provided by external insurance providers.

Financial Assessment

2.13 The Authority's current long-term agreement for the provision of insurance comes to an end on 31 March 2023. It was let through a competitive process in 2018 managed by Kirklees Council as part of the SLA, cover is provided by several insurers: Zurich Municipal, RMP, Protector, Edison, and Maven. Insurance management is no longer provided by Kirklees and is managed in-house by the Head of Procurement.

2.14 Details of the Authority's claims history and various measures and metrics commonly employed within the insurance industry was provided to FRIC and they were able to provide indicative prices. This allowed officers to conduct an initial evaluation as to the cost benefit that could be realised by joining FRIC.

2.15 The total cost of insurance premiums and broker fees for 2022/23 with our existing contracts is £1,106,630 including Insurance Premium Tax (IPT) at 12%.

2.16 The table below shows a comparison of our existing insurance costs against the indicative prices supplied by FRIC:

Class of Insurance	Included in FRIC	2022/23 Renewal Premium	FRIC Renewal Premium
Property	Yes	£91,759	£91,000
Property Terrorism	Yes	£9,611	£10,000
Combined Liability	Yes	£663,194	£350,000
Claims Handling Fee	Yes	£3,439	£5,000
Motor Fleet	Yes	£216,160	£226,000
Motor Uninsured loss recovery	Yes	£2,251	£2,000
Engineering Inspection	No	£84,751	£84,751
Excess EL	No	£14,871	£14,871
Personal Accident and Travel	No	£20,094	£20,094
		£1,106,130	£803,716
Broking Fee		£500	£0
Total Cost		£1,106,630	£803,716

- 2.17 For the insurance cover not provided by FRIC, the premiums have been assumed to remain the same to enable comparison.
- 2.18 The forecast premiums provided by FRIC for 2022/23 when compared to the actual premiums paid indicate an annual saving of £302,914. Over the length of the contract period of three years, joining FRIC could generate savings of £0.909m.
- 2.19 Unfortunately, the Authority has an outstanding insurance claim relating to a fire at a large, three-storey, detached property in the Kirklees area for which the residents' insurers are claiming that the fire service is at fault. The fire in question took place some 14 hours after the extinguishment of an earlier fire at the property, both incidents were subject to a full fire investigation. The outstanding claim is currently being assessed by the residents' insurers and as such final liability has not been determined. Although, it is some 18 months since the residents' insurers have been in touch, the outstanding claim will stay on our insurance records until the limitation period of 6 years ceases. This outstanding claim will no doubt have an adverse effect on our insurance premiums if the Authority decided to carry on with our traditional route to market for insurance provision. The financial effect of the outstanding claim resulted in our existing insurers, RMP, increasing the annual liability premium by £180k in each of the last two financial years. FRIC have been made aware of the pending claim and because FRIC is a wholly fire mutual and understands the fire sector, they have confirmed that it will not affect our quote.
- 2.20 It is worth noting the potential impact of Covid19 and inflation on future insurance renewals, the scale of the impact on insurers results is uncertain but it will inevitably affect profit margins and solvency levels which will potentially place pressure on pricing. It is anticipated that all the increases in reinsurance will be passed directly to customers. Once again, because FRIC is a mutual, and the effect of both Covid19 and inflation on premiums will be less than if we went out to open market, the Authority will be protected from large increases in insurance premiums. FRIC aims to smooth out the shocks and spikes experienced in the conventional market. To ensure due diligence, the Head of Procurement will continue to liaise with our brokers who will provide information on current insurance market conditions.
- 2.21 There is a one-off on-boarding fee of £15,000 payable as part of the process of joining FRIC to cover the legal and other expenses.
- 2.22 The Authority has historically had low levels of deductibles, a deductible is the level at which below the Authority must meet claims, this is also known as the excess level. Our current deductible levels are £1,000 for property, £1,000 for fleet and £5,000 for liability insurance. If the Authority was to join FRIC it would be required to move to higher deductible levels of £5,000, which for property and fleet claims the Authority would be required to meet claims up to a value of £4,999 and not £1,000. Past claims history has been analysed and over the past two financial years, and based on the increased deductible of £5,000, the Authority would have had to pay an average of £27k in claims costs that it wouldn't have to meet under the current deductible of £1,000. There is no change to the deductible for liability insurance.
- 2.23 An example of the sector specific risk management initiative available through FRIC is the offer of reduced motor premiums subject to vehicle fleet being fitted with video recording devices. FRIC have quoted a £300 per year saving for each fire appliance. All WYFRS appliances have had CCTV updated in 2021/22, this information will be provided during the on-boarding process and as such the authority will benefit from the FRIC reduction.

- 2.24 The pooling arrangements require the Authority to provide for the possibility (albeit no call to date) of an in-year supplementary payment in the event of exceptionally poor claims of the Membership group. The 2021 figure represents up to 17.25% of the annual payment. The % (The Risk Gap) is set by the FRIC's Board each year based on recommendations from the Managers based on past and projected claims performance. The figure is risk based and has been increased in recent years as FRIC's data matures and increased confidence in the financial modelling. Based on the indicative pricing from FRIC, if it were to be required an in-year payment of £122k will be required which equates to £366k over the initial 3-year period of membership.
- 2.25 The authority has an earmarked insurance reserve of £388,362 it is recommended that the Authority leaves the Insurance Reserve at its existing balance if the requirement for a supplementary payment is required.
- 2.26 The Head of Procurement is providing a much more detailed return to FRIC in preparation for the on-boarding process and await firmer prices from FRIC.

Legal Implications

- 2.27 The legal information in paragraphs 2.28 to 2.40 has been provided by FRIC
- 2.28 The Pooling arrangement recommended here takes the legal form of a Hybrid Discretionary Mutual. In arriving at this model, various options were considered. These options included a buying group, a fully authorized insurance mutual, a fully discretionary mutual and a hybrid discretionary mutual. They are all forms of pooling. However, to take risk a pool needs a formal structure and one that does not infringe regulatory requirements.
- 2.29 The Hybrid Discretionary Mutual route was chosen since this allows pooling of risk, combines the benefits of a discretionary mutual in terms of structural precedent, flexibility and provides authorised, rated insurance for the larger losses. As well as producing financial benefits in terms of annual cost, it is also capital efficient.
- 2.30 Discretionary mutuals have been in existence for over 150 years. The legal basis for them was well established in the seminal case Medical Defence Union vs Department of Trade (1979) where the court ruled that such structures did not fall foul of the Insurance Acts since the members only had the right to have their claim considered.
- 2.31 The Financial Conduct Authority has published guidelines as to what constitutes insurance and has followed the principles laid down in the Medical Defence Union case. As a result, it is clear from both the case law and the Regulatory regime that such mutuals do not constitute regulatory activity.
- 2.32 The Mutual (through the managers) will however be purchasing insurances (group excess of loss contracts) on behalf of the members and as such will be carrying out Intermediary activities which are regulated. There are two options for the mutual under the FSMA 2000 S19 and FSMA (Regulated Activities) Order 2001. Either the mutual can be regulated under its own name or it may become an appointed representative of another authorised person. The option taken was the Discretionary Mutual model. FRIC was created as a company limited by guarantee and trades as an Appointed Representative of an authorised Principal (it's Manager in this case). There is no capital requirement. Start-up costs were funded by founding Members and thereafter the business aims to be self-sustaining, funded by Member Contributions as determined by the Board.

- 2.33 The Hybrid structure is based on the discretionary mutual retaining a portion of each risk, subject to a predetermined finite figure (an aggregate limit) and then the mutual arranging an insurance policy to sit above the Mutual's retention with all members named as an insured on that policy (a group excess of loss policy). In this way the members can all say that they are 'insured' under the group policy but with a high excess which is covered by their discretionary mutual. This has the added advantages that a letter of credit from the mutual in favour of a fronting insurer only needs to cover the mutual's retention and not the whole risk and there is still a substantial saving in that the contributions remaining in the mutual do not attract Insurance Premium Tax of 12%.
- 2.34 The structure of the pool consists of a company limited by guarantee with members and not shareholders. Each member has one vote at an AGM and the membership will elect a Board for amongst their number. Returns of surpluses, if any, will be made pro rata to each member's proportion of contributions. The Board is non-executive, and it contracts with a professional mutual management company to outsource the day-to-day operation of the mutual. The Board will make all the policy decisions and the managers' job is to carry out those decisions and bring all the necessary insurance and management skills into the equation to make sure the mutual runs well.

Vires (Legal Powers)

- 2.35 In *Brent LBC vs Risk Management Partners* [2009] EWCA Civ 490 the Court of Appeal affirmed the decision of the High Court that Brent had no power under either:
- section 2 of the Local Government Act 2000 (the well-being power); or
 - section 111 of the Local Government Act 1972.
 - to become a member or participating member of London Authorities Mutual Limited (LAML), a company limited by guarantee.
 - make payments or to enter into commitments to make payments to LAML
- 2.36 In response to this ruling Parliament provided via section 34 of the Local Democracy, Economic Development and Construction Act 2009 the power for local authorities including FRAs to establish mutual insurance arrangements. The provision has not been brought into force. This is undoubtedly because of the general power of competence and new general powers for FRAs provided for in the Localism Act 2011.
- 2.37 As a result (of the Localism Act) Section 5A of the Fire and Rescue Services Act 2004 provides that a relevant fire and rescue authority may do:
- anything it considers appropriate for the purposes of the carrying out of any of its functions (its "functional purposes"),
 - anything it considers appropriate for purposes incidental to its functional purposes,
 - anything it considers appropriate for purposes indirectly incidental to its functional purposes through any number of removes,
 - anything it considers to be connected with:
 - (i) any of its functions, or
 - (ii) anything it may do under paragraph (a), (b) or (c), and

- for a commercial purpose anything which it may do under any of paragraphs (a) to (d) otherwise than for a commercial purpose.
- 2.38 This new power overcomes the problem in the Brent case. Therefore, the Authority has the vires to become a member of a company and to make payments to that company for the purposes of providing mutual insurance cover.
- 2.39 The Authority's Constitution requires that for services of this value to comply with European Regulations on procurement and to make a public notice of the proposed services should seek at least four tenders. FRIC have complied with those Regulations and Members are asked to agree a waiver of Contract Procedure Rules.
- 2.40 Risk Assessment
- 2.41 The risk of FRIC failing is deemed extremely unlikely. FRIC is now well established and has a mature operating arrangement. There is some history of issues with mutual insurance arrangements, however changes in legislation and appropriate operating arrangements have resulted in a number of examples being or planned to be put in place. In this event because FRIC buys Excess of Loss and Aggregate insurance the liability of FRIC for adverse claims costs are capped in any one year. Should FRIC fail the Authority's exposure is limited to £100.
- 2.42 FRIC produces quarterly Management Accounts, monitors movement in previous years and Members are kept fully apprised through the Board. In trading to date since November 2015, there is nothing to suggest a cash call will be required, indeed the opposite is currently true evidenced by the current surplus. There is a FTS compliant Framework Agreement that can be used by the Authority to obtain cover beyond this.
- 2.43 FRIC, through its current arrangements, provide cover to its existing members. In the initial work there is no indication that these covers are in any way inferior to those currently enjoyed by the Authority. The only significant difference being in the level of deductibles (excess) in property and fleet cover. As part of the on-boarding process it is planned to engage with our brokers to give an independent view of the proposed arrangements
- 2.44 As a mutual, FRIC cannot guarantee that claims will be paid which could expose the Authority. FRIC representatives explain that trust is a key element in the mutual arrangement and there is no record of a claim being refused. With appropriate capitalisation in place, an exceptional option for an in-year supplementary payment where a claim would be refused appears unlikely, unless the Authority had failed to take action recommended by FRIC to improve its claims performance.
- 2.45 The traditional approach would be to enter into a contract for typically four years and the cost of the insurance would be set for the first year with a long-term agreement to limit increases to broad measures of price inflation unless circumstances changed significantly. With FRIC there is no long-term agreement, and a new "price" is set each year. There is a risk that costs would increase significantly above that allowed for in the budget setting process. The risk of this is very low as no members have left FRIC, none have raised cost increases as an issue and ultimately the indicative costs are offering a large saving.
- 2.46** A member may not withdraw from the FRIC except at the expiry of a protection period or with the written consent of the FRIC. A member which ceases to be a member for any reason shall be and remain liable to pay all contributions owing by it, save for contributions due in respect of an indemnity year which has been closed.

3 Financial Implications

- 3.1 As detailed in paragraph 2.10 and based on estimates provided by FRIC compared to our existing insurance arrangements, becoming a member of FRIC could realise savings of £0.300m in 2022/23, which amounts to savings of £0.900m over the three-year contract period.
- 3.2 FRIC is a non-profit organisation, in 2022, a surplus of £0.197m was distributed to its members. In future years, if the Authority continued to be a member, it would benefit from such surpluses.
- 3.3 Although there is an increase in deductibles, the financial impact is minimal due to the small historic claims' history of the authority. Moreover, the capital investment in CCTV on all our appliances will result in reduced premiums.
- 3.4 The outstanding liability claim detailed in paragraph 2.11 is likely to have a detrimental effect on our premiums if we were to procure insurance on the open market. Due to FRIC being fire specific and having an appreciation of the work of the fire sector this outstanding claim will not impact on our premiums.

4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

5 Human Resource and Diversity Implications

- 5.1 There are no Human Resource and Diversity Implications

6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorkfire.gov.uk))	No
--	----

7 Health, Safety and Wellbeing Implications

7.1 There are no Health, Safety and Wellbeing Implications

8 Environmental Implications

8.1 There are no Environmental Implications

9 Your Fire and Rescue Service Priorities

9.1 Annual negotiation of insurance contracts and premiums is an example of how the Authority achieves value for money in managing resources.

10 Conclusions

10.1 The Authority has relied on the traditional approach to procuring and providing insurance cover, the financial mitigation to risk and the statutory obligation to protect its employees and the public.

10.2 FRIC is an innovative yet mature alternative to the provision of insurances cover that specifically supports the fire authority sector. Joining FRIC allows the Authority to work collaboratively with other fire and rescue authorities, both in insurance and business risk management. As detailed in 2.5, the Authority will become a member of FARRG, which is a working group that collectively works together to reduce risk across the fire sector.

10.3 Although the quotes are indicative, when compared to current premiums, reports of above inflation increases for some insurance cover and allowing for changes in deductibles the savings are significant.

10.4 The on-boarding documents are being completed for submission to FRIC and a more certain price will be provided. The Head of Procurement will engage with our insurance broker to carry out a “due diligence” type review of FRIC policy cover before formally applying for membership. FRIC representatives have said that the whole process will be completed comfortably for 1 April 2023.