

West Midlands Fire and Rescue Authority

Scrutiny Committee

**You are summoned to attend the meeting of Scrutiny Committee to be held on
Monday, 12 June 2017 at 12:30**

at Fire Service HQ, 99 Vauxhall Road, Nechells, Birmingham B7 4HW

for the purpose of transacting the following business:

Agenda – Public Session

- | | | |
|---|---|----------------|
| 1 | To receive apologies for absence (if any) | |
| 2 | Declarations of interests | |
| 3 | Minutes of the Scrutiny Committee held on 27 March 2017 | 3 - 8 |
| 4 | Analysis of Progress of Quarterly Performance Against The Plan
Qtr 4 2016-17 | 9 - 24 |
| 5 | Diversity, Inclusion, Cohesion and Equality Update | 25 - 34 |
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| 7 | Annual Report of the Scrutiny Committee 2016-17 | 39 - 48 |
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Distribution:

David Barrie - Member, Greg Brackenridge - Member, Basharat Dad - Member, Peter Hogarth - Member, David Skinner - Member, Sybil Spence - Member, Chris Tranter - Chairman, Ann Young - Member

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This agenda and supporting documents are also available electronically on the West Midlands Fire Service website at www.wmfs.net

Minutes of the Scrutiny Committee

27 March 2017 at 12.30pm
at Fire Service Headquarters, Vauxhall Road, Birmingham

Present: Councillor Tranter (Chair);
Councillors Booth (substitute for Cllr Dad),
Brackenridge, Hogarth, Skinner, Spence
and Young

Apologies:

Councillors Barrie and Dad

Observer:

Nil

7/17 **Declarations of Interest**

There were no declarations of interest.

8/17 **Minutes**

Resolved that the minutes of the meeting held on 20 February 2017, be approved as a correct record.

In answer to a Members' question, it was confirmed that the review of positive action had been agreed. Joanne Simmonds, People Support Manager, was to develop an action plan which would be submitted to the Committee at a future meeting. Additionally, the Service was looking at the consultancy Equal Approach and securing a relationship with West Midlands Police in preparation for the review.

9/17 **Review of Data Sharing - proposals**

Michele Pym, Strategic Hub Team Leader, provided an overview of the report 'Review of Data Sharing - Proposals':

The review of data sharing had been undertaken as a result of the outcomes of the previous review of partnerships, which identified data sharing as critical in the work that the Service carried out, identifying vulnerable people within our communities.

A working group had been set up consisting of Councillors Hogarth, Spence and Tranter.

The scope of the review looked at how the Service shared data with other organisations and how other organisations shared data with the Service. It was recognised that the Service worked with a range of partners to share data and support the delivery of The Plan in making the West Midlands Safer, Stronger and Healthier.

Key findings of the review included:

- Data sharing was a significant part of the organisation but the Service did not have an established policy or operating principles for data sharing.
- It was noted that the Management of Information policy (due to be published imminently) referred to data sharing but it comprised only a small part of the policy.
- Due to a lack of policy or operating principles, there was currently no central control of data sharing and subsequently no complete picture of the data being shared between the Service and other agencies.
- Current data sharing agreements were very large and over complicated.
- ICT systems needed to be inter connected ('able to talk to each other'), both internal and external.

The review had resulted in five proposals (appendices two and three of the report) which included:

- The development of a data sharing policy and supporting principles of operation to guide the organisation.
- A review of the governance of data sharing to be undertaken. This should be followed with the undertaking of a full audit throughout the organisation to determine the amount, type and purpose of the data that is being shared internally and externally.
- The template for the WMFS data sharing agreement needs to be reviewed with a view to it being simplified.
- A suitable approach for the effective management and control of data that is shared with partners should be identified.
- In developing the approach to data sharing, consideration to best practice should be considered and adopted if it is regarded to be appropriate to WMFS.

It was noted that an improvement would be observed with the introduction of the Management of Information policy and the implementation of Microsoft Office 365 across the Service.

Next steps:

- Approval of the proposals by the Scrutiny Committee.
- Report to be submitted to the Executive Committee (dependent of approval by Scrutiny Committee).
- Action plan to be agreed.
- Regular updates on progress to be provided to the Scrutiny Committee.

In answer to Members questions, the following points were raised:

- There was no requirement for an equality impact assessment to be carried out at this stage as it remained early in the process.
- The approach taken by the West Midlands Social Housing Group was a good example of best practice.

However, it was a relatively small group and there was a need for such an approach to be scaled up.

- A number of Members suggested that data sharing was a subject area where the Service needed to be cautious in its approach and there was a need for it to be managed carefully.
- It was important to remember that the Service wasn't just dealing with other agencies and partners but also dealing with individuals.

Resolved that the Scrutiny Committee approved the findings and subsequent proposals for change arising from the review of data sharing.

Resolved that the Scrutiny Committee approve the report to be submitted to the Executive Committee for consideration.

10/17 **Dispute Resolution Report**

Helen Sherlock, Senior Business Partner People Support Services, provided an overview of the Dispute Resolution Report (1 July 2016 to 31 December 2016):

There had been a total of four grievances lodged during the reporting period, three by Grey Book employees and one by Green Book employees.

With regard to investigations and disciplinary hearings, there had been nine cases under discipline:

- Eight cases were investigated under gross misconduct (seven resulted in a formal hearing, leading to four dismissals, and one resulted in no formal action)
- One case was investigated under misconduct (resulted in a formal hearing but the outcome was no formal action)

All nine discipline investigations concerned Grey Book employees and all nine were male.

At the close of the reporting period there were two outstanding claims against the Service lodged with the Employment Tribunals Service which were ongoing from

the previous reporting period of 1 January 2016 to 30 June 2016.

There had been one failure to consult submitted during this reporting period. The relevant representative body were in dialogue with the organisation to reach a satisfactory resolution.

There had been no collective grievances submitted during the reporting period.

The Service encouraged managers to deal with any issues earlier, in a bid to reduce the likelihood of issues escalating. Business Partners continued to provide support and guidance to managers to enable them to make assertive, safe and effective decisions in managing and supporting their staff.

The People Support Services team were working on a revised toolkit for managers, which would be shared with the representative bodies (who had welcomed the approach to ensure consistency within the process).

Collaborative working continued between managers, People Support Services and representative bodies including meeting regularly at the Joint Working Party to consider any issues that were raised.

In answer to Members questions, the following points were raised:

- If an individual is dismissed from the Service, they are entitled to draw their pension if they are of pensionable age, otherwise it is held in a balance until the due date. It is dependent to some extent upon which pension scheme an individual is in.
- Representative bodies would be informed at the formal process. Individuals have the opportunity to be accompanied by a representative body official.
- With regard to dismissals, no such decision is ever taken lightly and it would always be the absolute last resort.

Resolved that the Dispute Resolution Report to be submitted to the Joint Consultative Panel.

11/17 **Consideration of the Annual Report of the Scrutiny Committee**

Councillor Tranter, with the support of Stephen Timmington, Strategic Hub, would produce the annual report of the Scrutiny Committee. The report would be submitted at the next meeting of the Committee (5 June 2017).

1217 **Scrutiny Committee Work Programme 2016/17**

The Committee noted the progress of the work programme for 2016/17.

(Meeting ended at 13:16 pm)

Contact Officer: Stephen Timmington Strategic Hub West Midlands Fire Service 0121 380 6680

WEST MIDLANDS FIRE AND RESCUE AUTHORITY Item 4

SCRUTINY COMMITTEE

12 JUNE 2017

1. **AN ANALYSIS OF PROGRESS OF QUARTERLY PERFORMANCE AGAINST 'THE PLAN' – QUARTER FOUR 2016/2017**

Report of the Chief Fire Officer.

RECOMMENDED

- 1.1 THAT the Committee note the status of the Service's key performance indicators in the fourth quarter of 2016/2017 (Appendix 1).
- 1.2 THAT the Committee note the progress made in delivering the three strategic objectives contained in 'The Plan' 2016-19 (Appendix 1).
- 1.3 THAT the Committee note the update on the performance information system detailed in section 5 of this report.

2. **PURPOSE OF REPORT**

This report is submitted to provide the Committee with an analysis of the organisation's performance against 'The Plan' for 2016/2017.

3. **BACKGROUND**

The fourth Quarterly Performance Review meeting of 2016/2017 was held on 23 May 2017. This quarterly meeting, attended by the Chair of the Scrutiny Committee, Principal Officers and Strategic Managers provides a joined up method of managing performance and provides assurance around the ongoing performance of 'The Plan'.

4. **PERFORMANCE INDICATORS**

- 4.1 The setting of targets against the operational and other performance indicators enables the Service to define in key areas the improvements which contribute to making the West Midlands safer, stronger and healthier, and to manage the resources allocated to this work. The Service continues to improve and meet targets across a

range of indicators.

4.2 Appendix 1 details the performance against our:

- Service Delivery Performance Indicators (Response, Prevention and Protection)
- People Support Services Performance Indicators
- Safety, Health and Environment Performance Indicators
- Strategic Objectives as outlined in 'The Plan' and milestones due for completion within the fourth quarter of 2016/2017.

4.3 Service Delivery Performance Indicators

4.3.1 Response:

- PI 1 – the risk based attendance standard; performance continues to be positive, with the targets having been met for all four categories of incident type. The overall performance is rated as over performance against the tolerance levels (blue).
- Average attendance times for Category 1 incidents (the most critical and important of the four categories) is 4 minutes 51 seconds in Quarter 4, an increase of 11 seconds compared to the previous quarter.
- Average attendance times for Category 2, 3 and 4 Incident Types remain well within their respective targets:
 - Category 2 Incident Type: 5 minutes 34 seconds (a decrease of 11 seconds) – the target is under 7 minutes.
 - Category 3 Incident Type: 4 minutes 59 seconds (a decrease of two seconds) – the target is under 10 minutes.
 - Category 4 Incident Type: 6 minutes 46 seconds (a decrease of five seconds) – the target is under 20 minutes.

4.3.2 Prevention:

- The overall performance is rated as performance is within the tolerance levels (green).
- The performance indicators for the following areas demonstrates over performance against the tolerance levels (blue):

- PI 5 The percentage of Safe and Well visits referred by our partners.
- PI 6 The number of Safe and Well points achieved by the Brigade.
- PI 11 The number of arson rubbish fires.
- The performance indicator for the following two areas demonstrates performance is within the tolerance levels (green):
 - PI 2 The number of accidental dwelling fires.
 - PI 3 Injuries from accidental fires in dwellings, taken to hospital for treatment.
- There are four areas where under performance has been demonstrated against the tolerance levels (red):
 - PI 8 The number of arson fires in dwellings.
 - PI 9 The number of arson fires in non-domestic premises.
 - PI 10 The number of arson vehicle fires.
 - PI 12 The number of arson fires in derelict buildings.
- The following two performance indicators do not have a performance rating assigned:
 - PI 4 The number of deaths from accidental fires in dwellings: two fatalities during quarter two.
 - PI 7 The number of people killed or seriously injured in Road Traffic Collisions.

4.3.3 Protection:

- The overall performance is rated as performance is within the tolerance levels (green).
- PI 13 – The number of accidental fires in non-domestic premises demonstrates performance is within the tolerance levels (green).
- PI 14 – The number of false alarm calls due to fire alarm equipment demonstrates performance is within the tolerance levels (green).

4.4 People Support Services Performance Indicators

4.4.1 The performance indicators for the following areas demonstrate performance is within the tolerance levels (green):

- PI 16 – The number of female uniformed staff.
- PI 17 – The percentage of all staff from ethnic minority communities.

4.4.2 The performance indicator for the following areas demonstrate under performance against the tolerance levels (red):

- PI 15 – The percentage of employees that have disclosed their disabled status.
- PI 18 – The average number of working days/shifts lost due to sickness – uniformed employees.
- PI 19 – the average number of working days/shifts lost due to sickness (non-uniformed and Fire Control staff).
- PI 20 – The average number of working days/shifts lost due to sickness – all staff.

4.5 Safety, Health and Environment Performance Indicators

4.5.1 The performance indicators for the following areas indicate over performance against the tolerance levels (blue):

- PI 22 – The total number of RIDDOR injuries.
- PI 23 – To reduce the Fire Authority's carbon emissions.
- PI 24 – To reduce the gas use of Fire Authority premises.
- PI 25 – To reduce the electricity use of Fire Authority premises.

4.5.2 The performance indicator for the following area indicates performance within the tolerance levels (green):

- PI 21 – The total number of injuries

4.6 Strategic Objectives

4.6.1 The Corporate Action Plan for Response currently indicates over performance against the tolerance levels (blue).

4.6.2 The Corporate Action Plans for Prevention and Protection currently indicate performance within the tolerance levels (green).

5. **PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The implementation of the InPhase performance management system continues with work progressing on the structure of the system for performance and planning, and the design of the relevant dashboards to display performance information in an intuitive and user friendly style, as the system is rolled out across the organisation. To this end, performance dashboards for the command areas have been developed and will be available for use during quarter one 2017/18.
- 5.2 InPhase has been successfully embedded within the quarterly performance review process, in terms of both the preparation phase and in the actual meeting, displaying performance indicator and corporate risk information, in addition to level two action plan performance summaries and associated reports.
- 5.3 Development of the project management capability continues. A pilot was carried out during quarter four using the project element of InPhase, however the outcome has resulted in the decision to not progress the system any further for this function. It is intended that the Microsoft Project Web Application, along with Office 365, will be trialled during quarter one 2017/18 and will be used to manage a number of identified work streams with the Strategic Enabling Team.
- 5.4 Full engagement with staff and departments across the organisation continues ensuring the involvement of all key stakeholders and to allow end users input into the development and implementation of the system.

6. **CORPORATE RISK**

- 6.1 Corporate Risks are those risks that, if realised, would seriously affect the Service's ability to carry out its core functions or deliver key objectives.
- 6.2 In accordance with the Corporate Risk Management Strategy, all risks maintained within the Corporate Risk Register have been reviewed by Senior Risk Owners in order to update the relevant triggers, impacts and control measures and determine a relevant risk score, if appropriate, based on assessment of likelihood and impact.

- 6.3 A report of progress against our Corporate Risks is submitted separately to the Audit Committee.

7. **EQUALITY IMPACT ASSESSMENT**

In preparing this report, an initial Equality Impact Assessment is not required and has not been carried out. The matters contained within this report will not lead to a policy change.

8. **LEGAL IMPLICATIONS**

The course of action recommended in this report does not raise issues which should be drawn to the attention of the Authority's Monitoring Officer.

9. **FINANCIAL IMPLICATIONS**

- 9.1 The level of response, protection and prevention resources required to achieve the targets for the operational indicators shown in Appendix 1, were considered as part of the Authority's 2016/2017 budget setting process which established a total budget requirement of £97.413million. Based on Best Value Accounting Code of Practice, the estimated cost of staff engaged in prevention work including an element for watch based firefighters for 2016/2017 is £14.3 million. The cost of delivering services which contribute to the performance achievements comprise goods such as smoke alarms and staff time. The staff time includes those who are solely engaged in prevention work and watch based staff that provide emergency response as well as prevention services.
- 9.2 Expenditure on smoke alarms and other supporting materials in 2016/17 is £356k.

BACKGROUND PAPERS

'The Plan 2016-19' Strategic Objectives – Level 2 Action Plans.
Corporate Action Plan updates.

Corporate Risk Position Statement Quarter 4 2017 (exception report).

The contact name for this report is Gary Taylor (Assistant Chief Fire Officer), telephone number 0121 380 6006.

PHIL LOACH
CHIEF FIRE OFFICER

Ref. AU/SC/June/

Performance Indicator Performance – Quarter Four 2016/17

Key:	
Blue	Over performance against the tolerance levels
Green	Performance is within the tolerance levels
Red	Under performance against the tolerance levels

Response


Our Response Service protects life, properties and the economies of the West Midlands by delivering assertive, safe and effective fire fighting through timely response, across a range of emergencies we attend.

To support the delivery of the following Strategic Objective:

- We will deliver an assertive, safe, economic, efficient and effective emergency response service.

Overall assessment of performance:

- Over performance against the tolerance levels

PI 1		The Risk Based Attendance Standard Target: under 5 minutes Actual: 4 minutes 51 seconds Over performance against the tolerance levels
<p>The median attendance time to high-risk (Cat 1) incidents in quarter four is 4 minutes 51 seconds, an increase of 11 seconds compared to the previous quarter.</p> <p>Attendance times for Category 2, 3 & 4 incidents remain well within target:</p> <ul style="list-style-type: none"> • Category 2: 5 minutes 34 seconds (target is under 7 minutes) • Category 3: 4 minutes 59 seconds (target is under 10 minutes) • Category 4: 6 minutes 46 seconds (target is under 20 minutes) 		



Prevention




Our Prevention Services focus on public involvement and education, engaging with our partners, targeting schools, communities and vulnerable people, with advice and guidance which will give particular attention to social inequalities.




- We will improve the safety of our communities at risk from fire.
- We will improve road safety through targeted action.
- We will improve the quality of life and economic prosperity of local communities.

Overall assessment of performance:


- Performance is within the tolerance levels

PI 2		The number of accidental dwelling fires Forecast YTD: 1665 (1581 - 1698) Actual to date: 1591 Performance is within the tolerance levels
<p>Accidental Dwelling Fires are below the lower tolerance level for the last quarter of 2016/17 (18 incidents below target), and within the tolerance levels for the year (74 incidents below target).</p> <p>This represents a 6.5% reduction on 2015/16, and the lowest annual number of accidental dwelling fires since our records began in 1998/99.</p> <p>All commands were above the tolerance levels in quarter three with the exception of Coventry and Solihull. Nevertheless, Black Country South is the only command which is above the tolerance level for the year to date.</p>		
PI 3		Injuries from accidental fires in dwellings (taken to hospital for treatment) Forecast YTD: 61 (48 – 66) Actual to date: 65 Performance is within the tolerance levels
<p>There were 19 injuries at Accidental Dwelling Fires in quarter four. The number of injuries was particularly high in January with 10, which included two incidents resulting in three casualties and two casualties respectively. Seven incidents resulting in nine casualties indicated there was no working smoke alarm at the property. Cooking appliances and heating equipment accounted for almost half of injuries in quarter four. Seven of the 19 casualties (36.8%) were aged over 65 (this age group accounted for 20% of casualties during 2016/17).</p> <p>The number of injuries for the year 2016/17 are four above the target although performance remains within the tolerance levels. Main sources of ignition at such</p>		

incidents were cooking appliances, smoking and heating equipment.		
PI 4		The number of deaths from accidental dwelling fires Forecast YTD: N/A Actual to date: 13
<p>There were 13 fatalities at accidental dwelling fires in 2016/17, including four in quarter four.</p> <p>The source of ignition in five of the 13 incidents was smoking (two of which occurred during quarter 4) and four incidents were due to heating equipment. Nine of the 13 individuals were aged over 65, and 10 were female. There was no working smoke alarm in half of the incidents.</p> <p>All four fatalities during quarter four occurred within the Birmingham North command area (two in January and two in February). Birmingham North also experienced the greatest number of fatalities over the year (five).</p>		
PI 5		The percentage of Safe and Well visits referred by our partners Forecast YTD: 40% Actual to date: 42.2% Over performance against the tolerance levels
<p>44.4% of Safe and Well visits during quarter four were a result of partner referrals, (42.2% overall for the year). Dudley is the only borough which did not meet the target, with 36.5% of Safe and Well visits referred by partners during 2016/17.</p> <p>Note: Safe and Well data is not yet fully automated into the InPhase performance system and therefore the figures are only up to date as per the date they were collected, and may be subject to change.</p>		
PI 6		The number of Safe & Well points achieved by the Brigade Forecast YTD: 180000 Actual to date: 215423 Over performance against the tolerance levels
<p>The number of Safe and Well points achieved during quarter four was 15.4% above target, and the overall total for the year was 19.7% over the target for 2016/17.</p> <p>The average number of points per visit was 8.25 for the quarter and 8.08 for the year. Birmingham South accumulated the highest number of total points. Wolverhampton achieved the highest average assessment points with 9.2 per visit.</p> <p>Note: Safe and Well data is not yet fully automated into the InPhase performance system and therefore the figures are only up to date as per the date they were collected, and may be subject to change.</p>		

PI 7		<p>The number of people killed or seriously injured (KSI) in road traffic collisions Forecast YTD: Not applicable Actual to date: 978 (not up to date)</p>
<p>The delay in obtaining figures for this performance indicator continues and it should be noted it is not known how up to date the figures are (they are extracted from an external database). It is likely that at least quarters two, three and four of 2016/17 are not complete.</p> <p>Quarters one and two show an increase on the same quarters for the previous year (the cumulative figure for both quarters is already 22.4% over the same period for 2015/16).</p> <p>Quarter two was particularly high in Birmingham with 137 KSIs, a figure higher than any other quarter in the previous two years.</p> <p>Although it is unlikely that quarter three figures are up to date, the number of killed in the West Midlands between October and December 2016 is already the highest for the last two years with 22 fatalities recorded.</p>		
PI 8		<p>The number of arson fires in dwellings Forecast YTD: 185 (165 – 192) Actual to date: 206 Under performance against the tolerance levels</p>
<p>Arson dwelling fires are above the tolerance level for 2016/17; 31.5% above target for quarter four and 11.6% above target for the year end. Incidents were particularly high in March (22 incidents against a target of 14).</p> <p>Coventry and Solihull, and Birmingham South, are both below tolerance levels for the year, 17.1% and 21.4% below target respectively. All other command areas are above the upper tolerance level.</p>		
PI 9		<p>The number of arson fires in non-domestic premises Forecast YTD: 125 (112 – 131) Actual to date: 193 Under performance against the tolerance levels</p>
<p>Arson fires at non-domestic premises are 55% over target for 2016/17. The number of incidents during quarter four were just two over target. However, it was not possible to recover from the previous quarters' performance, which was largely due to incidents at HMP Birmingham.</p> <p>All command areas are above the upper tolerance level for 2016/17 with the exception of Coventry and Solihull.</p>		


It should be noted that nine incidents were recorded at HMP Birmingham during quarter four, compared to an average of 17 per quarter over the previous nine months.

PI 10		The number of arson vehicle fires Forecast YTD: 670 (603 – 704) Actual to date: 914 Under performance against the tolerance levels
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Arson vehicle fires continue to be above the upper tolerance level for quarter four and are 36.4% above target at the end of year.


Compared with quarter four in previous years, the number of incidents in quarter four 2017 was the highest since 2010/11.

All commands are over target by between 17.9% (Coventry and Solihull) and 61.0% (Birmingham North) at the end of the year.

PI 11		The number of arson rubbish fires Forecast YTD: 2053 (1951 – 2094) Actual to date: 1922 Over performance against the tolerance levels
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The number of arson rubbish fires were 3.8% below target for quarter four, and 6.4% below target at year end.

There is no command area above tolerance the upper tolerance level for the year. Black Country South and Birmingham North commands are below the lower tolerance level (14.3% and 10.4% below target respectively).

PI 12		The number of arson fires in derelict buildings Forecast YTD: 137 (123 – 144) Actual to date: 197 Under performance against the tolerance levels
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Arson fires in derelict buildings are above target for the seventh quarter in a row, although only by 45.5% in quarter four compared to 85.7% in quarter three. At the end of 2016/17, incidents were 43.8% over target.

All commands apart from Coventry & Solihull and Birmingham South were over tolerance levels for the year 2016/17, the former being just one incident below target and the latter three incidents below target.

All other commands were between 71.7% (Black Country South) and 42.6% (Black Country North) over target.

The Black Country South continues to have the highest number of incidents, with 89 incidents at the end of the year, against a target of 52.

There were eight further arson fires at derelict properties which were large enough to require five appliances or more and therefore are recorded as Primary fires, and so those are not included in the PI figure as it only includes Secondary fires. Five of those were in the Black Country South (all in Sandwell), two in Birmingham and one in Solihull.

Protection



Our Protection Service prioritises the risks to the business sector, focusing on the provision of advice and importantly the enforcement of legislation with a mind set of continuing to support the economic wellbeing of the West Midlands.

To support the delivery of the following Strategic Objective:

- We will advise and enforce on fire safety issues across the West Midlands to comply with fire safety legislation.




Overall assessment of performance:

- Over performance against the tolerance levels


PI 13		The number of accidental fires in non-domestic premises Forecast YTD: 445 (400 – 467) Actual to date: 449 Performance is within the tolerance levels
Accidental fires in non-domestic premises are within tolerance levels for the year although they were above tolerance for quarter four. Black Country South is the only command above tolerance for 2016/17 with 108 incidents (16.9% over target).		
PI 14		The number of false alarm calls due to fire alarm equipment Forecast YTD: 5662 (5379 – 5775) Actual to date: 5660 Performance is within the tolerance levels
False alarms due to equipment are within the tolerance levels for quarter four and for the year. Black Country North is the only command area above the tolerance levels for the year (6.1% above end of year target). Although the number of incidents increased minimally each month over the last four months, the target was following the opposite		

direction which has resulted in the command being 28.8% above target in March 2017. It should be noted that the number of such incidents in Black Country North (1074 in total) remains below the average of the last three years for that command.

People Support Services

PI 15		<p>The percentage of employees that have disclosed their disabled status Target: 100% Actual to date: 91.6% Under performance against the tolerance levels</p>
<p>The percentage of employees disclosing their disability status has increased to 91.6% following further work by the Workforce Planning team to contact managers of those who had previously not declared. PI remains red due to lower tolerance level of 5%.</p> <p>41 uniformed employees, 32 non uniformed employees and 1 Fire Control employee have declared a disability.</p>		
PI 16		<p>The number of female uniformed staff Target: 75 (71 – 79) Actual to date: 75 Performance is within the tolerance levels</p>
<p>There are 75 female uniformed staff (a reduction of three in the last 12 months). 19 female uniformed staff (25%) are in management roles. Three women (17%) have been identified as being successful in the last Firefighter Recruitment campaign and will commence their employment with us shortly. To date, we have held taster days at Ward End, Walsall and Handsworth stations where we have seen 140 attendees, 42% Black and Minority Ethnic (BME) and 43% women.</p>		
PI 17		<p>The percentage of all staff from ethnic minority communities Target: 10.0 (9.5 – 10.5) Actual to date: 10.0 Performance is within the tolerance levels</p>
<p>The percentage of all staff from ethnic minority communities is 10%; a similar figure to previous years, 9.8% in 2015/16.</p> <p>15.3% of Non-Uniformed staff and 8.2% of Uniformed staff describe themselves as BME.</p> <p>29% of Uniformed and 48% of Non-Uniformed BME staff are in management roles. 2 BME candidates (11%) have been identified as being successful in the last</p>		

firefighter recruitment campaign and will commence employment shortly. To date, we have held taster days at Ward End, Walsall and Handsworth stations where we have seen 140 attendees, 42% BME and 43% women.

PI 18		The average number of working days/shifts lost due to sickness – uniformed employees Target: 5.80 (5.53 – 6.11) Actual to date: 6.5 Under performance against the tolerance levels
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An average of 6.5 days were lost to sickness in 2016/17. This is a 6% increase compared to the previous 12 months.


10% of sickness episodes have no absence reason recorded, 12% of back to work interviews have not been recorded on HRMS.

The top 5 causes of sickness are:

- Mental Health - Anxiety / Depression
- Post Operative
- Joint problems
- Respiratory - Cold / Flu
- Gastrointestinal

These causes explain more than half of all days lost to sickness in the last 12 months. 54% of sick days were long term.

There are in addition 28 staff on restricted duties.

PI 19		The average number of working days/shifts lost due to sickness – non-uniformed and Fire Control staff Target: 6.50 (6.18 – 6.83) Actual to date: 7.7 Under performance against the tolerance levels
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An average of 7.7 days were lost to sickness in 2016/17. This is a 13% increase compared to the previous 12 months.

Non-Uniformed sickness was 7.2 days and Fire Control sickness was 11.6 days.

22% of Non-Uniformed sickness episodes and 5% of Fire Control sickness episodes have no absence reason recorded.


25% of Non-Uniformed back to work interviews, and 10% of Fire Control back to work interviews, have not been recorded on HRMS.

The top 5 causes of sickness are:

- Mental Health - Anxiety / Depression


- Post Operative
- Respiratory - Cold / Flu
- Reproductive
- Gastrointestinal

These causes explain nearly half of all days lost to sickness in the last 12 months. Half of non-uniformed sickness and two-thirds of Fire Control sickness is long term.

PI 20		The average number of working days/shifts lost due to sickness – all staff Target: 6.00 (5.69 – 6.29) Actual: 6.8 Under performance against the tolerance levels
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An average of 6.8 days were lost to sickness in 2016/17. This is an 8% increase compared to the previous 12 months.


Safety, Health and Environment

PI 21		The total number of injuries Forecast YTD: 144 (141 – 147) Actual to date: 131 Performance is within the tolerance levels
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The total number of injuries for quarter four were below target and the overall number of 131 for the year is the same as last year and the joint lowest level on record for WMFS.

A fall in the number of injuries is to be anticipated given a reduction in establishment but is also a reflection of a positive health and safety culture. There has been a reduction across all injury types:

- Slips, trips and falls remains the main cause of injury with 21 reports of this type made in the year.
- The figure of 14 manual handling injuries is a low annual figure.
- There were 105 violence reports made, a slight increase on the previous year (the majority of reports involved verbal abuse).
- 208 near hit reports were received against 220 the previous year and near hit reporting was again positive in highlighting issues and concerns leading to improvements.


PI 22		The total number of RIDDOR injuries Forecast YTD: 19.00 (18.0 – 20.0) Actual to date: 11.00 Over performance against the tolerance levels
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There was just one RIDDOR report made to HSE for quarter four. This involved a


burn in the fire house during tactical ventilation training. An accident investigation has highlighted some learning that will be put in place. The accident has also resulted in an employer liability claim being received.

The overall figure of 11 reports for the year is the lowest level on record for WMFS and is a reflection of a positive health and safety culture and continual improvement. During quarter 3 and 4, just 3 reports were made which is a strong performance.

There was one specified injury reported for the year which was a fractured ankle sustained whilst undertaking vehicle checks and dismounting the appliance. The remaining 10 reports were for employees taking 7 days or more off work or on restricted duties. There was one significant injury during quarter 3 to a contractor which was reported by the employee's company.


PI 23		To reduce the Fire Authority's carbon emissions Forecast YTD: 6872 Actual to date: 5445 Over performance against the tolerance levels
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Carbon emissions include gas, electricity, fuel, waste and travel. Emissions from all categories have reduced in 2016/17, apart from air and train travel, and mileage claims (perhaps due to Voluntary Additional Shift mileage).

PI 24		To reduce gas use of Fire Authority premises Forecast YTD: 11,584MWh (11,004 – 12,163) Actual to date: 8369MWh Over performance against the tolerance levels
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Gas usage remains consistently below target. Quarter four saw some billing updates and what looked like a larger under usage in quarter three has now evened out. Planned work improvements have continued with boiler replacements at Aldridge and Binley, which is already reflected in the billing, with an approx. 25% reduction in usage compared to the previous year.

Year Overview: Gas consumption has remained under target for the year. An approx. reduction in gas usage of 5% has been observed from 2015/16 to 2016/17. In monetary terms, the savings equate to £50,000.

PI 25		To reduce electricity use of Fire Authority premises Forecast YTD: 5,992MWh (5692 – 6292) Actual to date: 4,974MWh Over performance against the tolerance levels
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Electricity usage has remained constant and below target for 2016/17. Commitment continues to energy saving improvements to all sites including LED lighting and lighting reduction.

Year Overview: Electricity consumption has remained under target for the year. An approx. reduction in electricity usage of 2% has been observed from 2015/16 to 2016/17. In monetary terms, the savings equate to £55,000.

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

Item 5

SCRUTINY COMMITTEE

12 JUNE 2017

1. DIVERSITY INCLUSION COHESION EQUALITY (DICE) UPDATE

Report of the Chief Fire Officer

RECOMMENDED

THAT Scrutiny Committee note the progress made by the Service in relation to DICE during quarters three and four of 2016/2017.

2. PURPOSE OF THE REPORT

To provide an update to Scrutiny Committee to review and consider the ongoing progress being made by the Service in advancing DICE. This activity supports our equality objectives as well as our statutory requirements of the Public Sector Equality Duty and Equality Act 2010.

3. BACKGROUND

The DICE objectives contained within the DICE report were developed in consultation with functions and departments across the Service. The objectives not only fulfil our legal duties as a public sector organisation under the Equality Act 2010, but also help address areas of development towards achieving excellence in the Equality Framework.

This report details our continued progress towards achieving excellence and is structured under the five themes of the Equality Framework.

3.1 Knowing your Communities

- There are now over 3,000 Community Members and we are working hard to embed them with their local community fire stations. They are involved in activities

and events that stations hold as well as being considered when decisions are made. Some of these activities include assisting with the development of The Plan, community speed watches and local clothing collections.

Community Members will be actively engaged with upcoming station open days and events throughout the summer.

- A questionnaire has been designed to gather information from our Community Members with specific regard to understanding potential barriers to recruitment faced by our underrepresented groups. The intelligence gathered will ensure that we are able to target our activity and resource effectively as well as shape the way in which we recruit in the future in an intelligence led way. This will influence our recruitment system, marketing and positive action activity.
- A programme is being run in partnership with Job Centre Plus and local colleges to offer unemployed people, living in some of our most diverse and hard to reach communities, the opportunity to learn about the Fire Service and also achieve qualifications in literacy and numeracy. It is hoped that this will open up employment opportunities for them and support them in making a positive change for their future.
- WMFS once again paraded through the streets of Birmingham City Centre celebrating the Pride festival. The event in Birmingham is one of the largest Pride events in the UK. It is a colourful and vibrant celebration of the LGBT (Lesbian, Gay, Bisexual and Transgender) community in the West Midlands and WMFS employees took this opportunity to engage with LGBT community.

3.2 Leadership, Partnership and Service Commitment

- WMFS is committed to furthering LGBT equality in the workplace and to assist us moving forward we became a Stonewall Diversity Champion in 2016.

Stonewall is the leading LGBT organisation in the world, helping organisations across the globe ensure their workplace is an inclusive environment for all LGBT staff. Each year Stonewall produces a Workplace Equality Index assessing organisations' LGBT inclusivity, our ranking for 2016 shows a good start but with much work to be done.

Following feedback from Stonewall regarding our submission to the index, an action plan has been created to further advance this work.

- The DICE station/section initiative is to provide an outcome based framework to encourage stations and departments to embed Equality Outcomes within day to day activity and encourage a proactive approach to positive action and furthering equality objectives across the organisation. Starting with pilot stations in each area stations will be rated Bronze, Silver or Gold depending on level of activity with groups with a Protected Characteristic and work undertaken to promote positive action and representation across the organisation. Stations/sections will be assessed on staff declaration rates of people data (improving our understanding of diversity already in the organisation), training and development of staff in DICE issues, and engagement with community, for Silver and Gold standard this will involve the station or department generating best practice and self-lead projects to further DICE objectives.

DICE stations/sections will help embed DICE and positive action across the organisation and collate/ generate evidence to meet assessment criteria for the Stonewall Equality Index and Excellence Framework for Fire and Rescue Services as well as putting us in a strong position for any future Home Office Inspectorate.

- In consultation with our LGBT employees and local Transgender organisations and community, WMFS is developing its first Transgender policy to ensure we are a fully inclusive environment.

The policy is being developed by People Support Services with active consultation and advice from Stonewall the leading LGBT campaign group and will form a key part of the re-assessment under the Stonewall Equality Index.

The policy takes a straightforward pragmatic approach to a complex and sensitive subject providing solid guidance to managers and staff, being particularly relevant as the diversity of our organisation grows reflected by the fact that we have had two transgender members of staff in recent years. It will also be a sign of positive commitment to the transgender community of the West Midlands who represent some of the most vulnerable members of society.

- WMFS has a number of stakeholder groups including Affinity, Inspire and AFSA and we are looking to introduce an LGBT group. Stakeholder groups provide a support network for employees who either identify with a specific protected characteristic, or wish to offer support to others.

Working alongside these groups, the DICE team have developed an Equality Stakeholder Strategy which aims to support the groups within the organisation to embed and progress DICE outcomes to create a more inclusive environment, further internal and external positive action and demonstrate best practice in line with the Equality Framework Excellence standard.

3.3 Community Engagement and Satisfaction

- The recent public consultation was conducted to ensure that we engaged with our local communities, partners and businesses to understand their views and opinions about how the Authority currently provides its services in relation to the Integrated Risk Management Plan, Governance and Finance.

The outcomes of the public consultation exercise provided a clear understanding of the opinions of our communities, partners and businesses and these have

influenced the development of The Plan. An Equality Impact Assessment will be carried out on the consultation and will provide valuable learning, ensuring that future consultations are as inclusive as possible.

- Firefighter taster days are held regularly across the organisation. The events are primarily designed to allow members of the community to come along and get an insight into the role of a firefighter. They provide an excellent opportunity to showcase how the role has evolved, challenge public perceptions of the work we do and allow staff to engage with members of the community. These events will foster a sense of confidence in individuals and allow them to make decisions on a potential career from a position of knowledge.

Attendees at taster days are being actively engaged, both during the taster day and post event. We gather information on candidate experience and the likelihood of them applying to become a firefighter. Crucially we capture whether this outcome is different to their career aspirations prior to attending a taster day.

- Targeted attendance at careers events enables us to engage with active job seekers and students. Various solutions have been developed to suit different style of events. These range from workshops to recruitment stands. The imagery and interactive aids used at these events have been developed to focus on the none operational aspect of the firefighter role.
- We are developing our use of social media as a tool for recruitment. Using social media allows us greater control over who sees a recruitment advertisement through insights and targeting. We are developing a specific careers page which all social media platforms will link back to.

Early discussions have been held with the Fire Service College with a view to working in partnership to

develop a sustained, coordinated marketing brand and strategy.

- A pre-recruitment course has been developed which will initially be exclusive to women. The pilot course will commence in June 2017 and will run for 5 evenings over 5 weeks, as well as a teambuilding day. The course is designed to build confidence amongst women applicants, provide advice, guidance and motivation on fitness levels, dispel myths about the firefighter role, and provide positive engagement with female role models within the organisation.

The course will also focus on building interview, teamwork and communication skills, and building a supportive environment where women applicants encourage one another.

3.4 Responsive Services

- Working with a range of partners, teams from Ladywood Community Fire Station are working with West Midlands Anti-Slavery Network to engage with some of our most vulnerable members of the community. A training package is currently being developed with the intention of this being rolled out further across the organisation.
- The Plan has been developed this year in order to make it more accessible, not only to our employees but also to members of our communities. The Plan has been designed to take account of those with hearing difficulties by the use of sign language for the most crucial video areas. All of the videos also utilise closed captions from YouTube and the graphics are clearer, more dynamic and easier to understand.

3.5 A Skilled and Committed Workforce

- We have developed our firefighter recruitment strategy which aims to create a workforce that is truly representative of our local populations. We are

working both internally and externally to consider innovative and modern approaches in the redesign of our services.

The proposed level of recruitment over the next four years will result in us changing 29% of our operational workforce. This provides a greater opportunity to change the profile of the workforce than we have had for many years.

We have introduced ambitious recruitment targets and we will change the way in which we carry out positive action, moving to an ongoing candidate nurturing approach.

- Our candidate nurturing will provide a sustained approach to positive action which will drive our recruitment activity. We will move away from campaign based recruitment, instead focusing on generating a candidate pool that we will nurture through selection.

Our recruitment activity will focus on three phases of (1) Attraction, (2) Selection, and (3) Onboarding. It is our intention to expand our positive action activity across these three phases, offering support and advice to candidates along their recruitment journey.

- 12 women employees are being supported to attend the National Training and Development weekend at the Fire Service College. The programme involves both fireground workshops including Multi Incident Scenario, Urban Search and Rescue, and Driving a Fire Appliance, as well as classroom based workshops including Mental Health, Mindfulness, First Aid, and Women in Leadership.
- An interactive workshop, exploring unconscious bias and how it can affect our everyday decisions, has been developed and as is being delivered across the organisation. The workshops are open to all employees with a focus on targeting line managers. The workshop considers a variety of different types of

bias that we may be prone to. The workshop can also be facilitated for specific teams.

- Workforce profile data continues to be provided at a local level as is used by the PSS Business Partners when discussing local resource requirements and succession planning.

4. EQUALITY IMPACT ASSESSMENT

This report responds directly to the General and Specific Duties of the Equality Act and considers DICE issues that are pertinent to the needs of the Service. In doing so a range of equality data has been analysed and considered with regard to all of the protected characteristics.

5. RISK IMPACT ASSESSMENT

The objectives identified in this report support the organisation in mitigating its risk with regard to claims of unlawful discrimination.

6. LEGAL IMPLICATIONS

The recommendations outlined in this report assist us to fulfil our duties under the Equality Act 2010 particularly to advance equal opportunities and eliminate behaviours that are unlawful under the Act.

7. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

8. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this report.

The contact officer for this report is Sarah Warnes, Strategic Enabler for People, contact number 07973 810813.

Phil Loach
Chief Fire Officer

SCRUTINY COMMITTEE

12 JUNE 2017

1. SCRUTINY OF POSITIVE ACTION AND FIREFIGHTER RECRUITMENT

Report of the Chief Fire Officer

RECOMMENDED

THAT Scrutiny Committee:

- 1.1 Notes the information provided in this report and presentation which forms the basis of the review;
- 1.2 Agrees the working group and approach to engagement;

2. PURPOSE OF THE REPORT

To provide information to Scrutiny Committee with regard to the first stage of the review of positive action and firefighter recruitment.

3. BACKGROUND

- 3.1 Scrutiny Committee has undertaken to review and evaluate our approach to positive action and firefighter recruitment.
- 3.2 West Midlands Fire Service (WMFS) will ensure that effective strategies are embedded to support the achievement of equality outcomes for its diverse communities and workforce. WMFS seeks to ensure that its workforce is representative of the communities it serves.
- 3.3 The review is intended to provide a clear indication of the effectiveness of our positive action approach as well as review our selection practices and processes. This will include an opportunity to review the approach taken by other

organisations as well as consideration of external support to provide a new approach.

- 3.4 Our vision is to be representative of the communities we serve and WMFS will work both internally and externally to consider innovative and modern approaches to the redesign of our services to reduce the barriers and limitations underrepresented groups may face.
- 3.5 Proposed recruitment over the next four years would mean changing 29% of our operational workforce providing a greater opportunity to change the profile of workforce than WMFS have had for many years.
- 3.6 WMFS have implemented ambitious targets for the next four years which would see us looking to recruit 35% Black and Minority Ethnic (BME) and 60% women of all applicants recruited.
- 3.7 WMFS will move away from campaign based recruitment, instead focusing on generating a candidate pool that we will nurture through selection. This will provide us with a sustained approach to positive action which will drive our recruitment activity.
- 3.8 A programme of positive action activity is currently underway including a pre recruitment course aimed at women applicants, Firefighter Taster sessions that are being held at various locations across the West Midlands, partnership with Job Centre Plus as well as attendance at third party led careers events.
- 3.9 Using a range of approaches, WMFS will gather information and data from our communities in order for us to best understand the potential barriers that our underrepresented groups may face. We will ensure that our candidates are 'tracked' from the point of initial contact through to the conclusion of their application, enabling us to monitor and evaluate the effectiveness of our positive action activity.
- 3.10 Through effective engagement, both internally and externally, WMFS will explore best practice and critically evaluate our approach. We have already had early

engagement with West Midlands Police regarding our candidate nurturing approach. Equal Approach, a leading inclusive recruiter and diversity consultancy, will act as a 'critical friend' and assist with the evaluation of our activity.

- 3.11 A further update and review will be provided to Scrutiny Committee in 6 months' time.

4. EQUALITY IMPACT ASSESSMENT

The activity outlined in this report will require detailed analysis of a range of equality data including all of the protected characteristics.

5. RISK IMPACT ASSESSMENT

The objectives identified in this report support the organisation in mitigating its risk with regard to claims of unlawful discrimination.

6. LEGAL IMPLICATIONS

The recommendations outlined in this report assists us to fulfil our duties under the Equality Act 2010 particularly to advance equal opportunities and eliminate behaviours that are unlawful under the Act.

7. FINANCIAL IMPLICATIONS

Funds to support this work have been identified through the Scrutiny work programme. Early engagement has been had with Equal Approach and costs associated with this work will be identified through their proposal.

8. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this report.

BACKGROUND PAPERS

Scrutiny Review Scoping Document – Scrutiny of Positive Action and Firefighter Recruitment

The contact name for this report is Sarah Warnes, Strategic Enabler People, contact number 07973 810813.

PHIL LOACH
CHIEF FIRE OFFICER

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

SCRUTINY COMMITTEE

12 JUNE 2017

1. ANNUAL REPORT OF THE SCRUTINY COMMITTEE 2016/17

Report of the Chair of the Scrutiny Committee.

RECOMMENDED

That the Committee gives consideration to the content and format of its Annual Report 2016/17 for submission to the next full meeting of the Authority.

2. PURPOSE OF REPORT

This report is submitted to Members to seek approval of the Annual Report of the Scrutiny Committee 2016/17.

3. BACKGROUND

3.1 The Scrutiny Committee was established at the Annual General Meeting of the Authority in June 2012. The Committee was to undertake performance management functions and would also scrutinise human resource matters, equality and diversity and health and safety across the Service. Its purpose is to:

- inform policy development
- hold officers and the Service to account
- conduct reviews into specific issues

3.2 A draft Annual Report for 2016/17 has been prepared by the Chair of the Scrutiny Committee and is attached for comments by the Committee in preparation for submission of the report to the next Authority meeting.

4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment is not required and has not been carried out because the matters contained in this report do not relate to a policy change.

5. **LEGAL IMPLICATIONS**

There are no particular legal requirements for the Authority to establish a Scrutiny Committee; it is however considered good practice for authorities to have a vehicle through which monitoring and review of the Authority's policies and practices can be undertaken.

6. **FINANCIAL IMPLICATIONS**

Advice may be provided internally by Officers at no direct cost to the Authority, supporting the Committee in its work.
The Scrutiny Committee can, if required, access resources to be able to engage external professional advice where applicable.

BACKGROUND PAPERS

Authority and Scrutiny Reports.

Councillor Chris Tranter
Chair of the Scrutiny Committee



Annual Report of the Scrutiny Committee 2016/17

1. Background

The Scrutiny Committee was established by the Fire Authority at its Annual General Meeting in 2012. Its purpose is to:

- inform policy development
- hold officers and the Service to account
- conduct reviews into specific issues

The key benefits of the Committee can be seen as:

- Complementing the strategic and policy formulation and development work of the Authority and Service.
- Developing the skills of Members to enable them to investigate below the surface of policies, strategies and processes.
- Providing a useful oversight and an element of 'challenge' to performance improvement processes and continuous improvement.
- Encouraging public involvement in the policy process.
- Supporting the development of an environment that stimulates a more reflective, evaluative and evidence based culture within the Authority and Service.

The Terms of Reference for the Committee can be found at Appendix A of this report.

2. Meetings

During 2016/17, the Committee met on the following dates:

• 05 September 2016
• 10 October 2016
• 14 November 2016
• 20 February 2017
• 27 March 2017
• 05 June 2017

3. Members & Attendance Record

	05/09/16	10/10/16	14/11/16	20/02/17	27/03/17	12/06/17
Councillor Barrie	√	√	√	X	X	
Councillor Brackenridge	X	√	√	√	√	
Councillor Dad	X	√	√	√	X	
Councillor Hogarth	√	√	X	√	√	
Councillor Skinner	√	√	√	√	√	
Councillor Spence	√	√	√	X	√	
Councillor Tranter	X	√	√	√	√	
Councillor Young	√	√	X	√	√	

Senior Officers from the Authority are also present as appropriate.

Working Groups are also appointed to consider scrutiny reviews. The Committee are to undertake a maximum of two such reviews each year. Each Working Group has a minimum of three Members allocated to it.

4. Business

During the year the Committee conducted the following business:

- Quarterly Analysis of Corporate Performance against 'The Plan'
- Diversity, Inclusion, Cohesion and Equality quarterly updates
- Dispute Resolution Monitoring
- Work programme selection
- Working Group Review of Partnerships (progress of outcomes monitored)
- Working Group Review of Data Sharing (review completed with proposals submitted and agreed, progress of outcomes monitored)
- Working Group Review of Positive Action and Firefighter Recruitment (initial scoping document submitted and working group established – it is expected that this review will be completed in 2017/18)

5. The Committee's main achievements

The Committee believes its key achievements during the year included:

- Regular updates on the outcomes and progress of the review of partnerships (undertaken during 2015/16) were provided at the bequest of Members of the Committee who wanted ensure progress was monitored.
- The working group review of partnerships had identified that the Service's data sharing arrangements were a potential area for concern and improvement. As a result of the recommendation from the findings of the review of partnerships, the Committee agreed to examine this area and undertook a review of data sharing. The review led to a number of recommendations to be implemented, the outcomes of which will continue to be monitored by the Committee as progress is made.
- The Service carried out a firefighter recruitment campaign during 2016/17 (a process that remains ongoing, with new recruits joining the Service in a phased approach). In doing so, the Service took a pro-active approach to aiming for an improve representation of under-represented characteristics using principles of positive action. Additionally, the Home Office have highlighted the issue of underrepresented groups within the workforce profile nationally and the need for the sector as a whole to address this. As a result of these developments both locally and nationally, a review of the Service's approach to positive action and firefighter recruitment will be undertaken, to include the examination of the associated protocols and procedures, analysing their effectiveness, and identifying and removing barriers where present. The review has been scoped and a Member led working party has been agreed. It is intended that the review will be completed, and its findings submitted, during year 2017/18.

- An update was provided on the outcomes and progress made to date of the review of Safeside which had been carried out in 2013. The update reflected the changes at Safeside which had been made following recommendations from the review of partnerships, and that the environment that Safeside operated in had changed significantly since the review was conducted. The update raised a potential issue regarding the funding of transport and how to address the issue (transport had been raised by many education establishments as an obstacle potentially stopping attendance). An interim solution had been achieved and the subject would be submitted for consideration by the Committee during 2017/18.
- The robust monitoring of the Service's performance in the areas of Diversity, Inclusion, Cohesion and Equality, analysis of Corporate Performance against 'The Plan', workforce profile indicators and dispute resolutions.

Terms of Reference for the Scrutiny Committee

Scrutiny Committee

To carry out a maximum of two scrutiny reviews per annum selected by the Committee. Such reviews will be member-led and evidence based, and will produce SMART (specific, measurable, attainable, realistic and timely) recommendations to the Executive Committee.

To track and monitor the implementation of review recommendations that are accepted by the Executive Committee.

To summon any officer or member of the Authority to give account in respect of reviews or any other relevant matter.

To manage, in consultation with the Strategic Enabler for Finance and Resources, a specific budget for the purpose of buying in any necessary external advice and support in connection with the reviews.

To receive and scrutinise performance information including progress against the Community Safety Strategy and 'The Plan', the Service's objectives and corporate performance indicators and review performance targets.

To have responsibility for scrutiny of Diversity, Inclusion, Cohesion and Equality and diversity throughout the West Midlands Fire Service and to review policies and monitor performance in relation thereto.

To monitor and scrutinise as appropriate the Authority's HR policies.

To monitor and scrutinise sickness levels, promotion policies and employee exit information.

To receive information and statistics on grievance monitoring and to report outcomes to the Joint Consultative Panel.

To ensure that the Authority is meeting its duties under Health & Safety and environmental and other relevant legislation.

To deal with any matters referred to it by the full Authority, the Policy Planning Forum or Executive Committee, the Chief Fire Officer, Clerk, Monitoring Officer or Treasurer, not within its work programme.

To refer any matter for consideration by the Authority, another Committee or an officer where considered appropriate.

To submit its minutes and an Annual Report to the Authority.

In order to allow for separation of the scrutiny and decision making functions, members of the Scrutiny Committee shall not sit on the Executive Committee.

The Committee will sit in public with minimum exceptions.

In addition to its programmed meetings, the Committee will hold additional meetings, as and when required, in order to efficiently manage its workload.

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY
SCRUTINY COMMITTEE WORK PROGRAMME 2016/17**

Date of Meeting	Item	Responsible Officer	Completed
2016			
05 September 2016	Analysis of Progress of Corporate Performance against The Plan for Quarter 1 2016/2017	Director of Service Delivery	05 September 2016
	Update on the progress of the Data Sharing Review	Chair Of Scrutiny Committee	05 September 2016
	Update on the reviews of Partnerships and Safeside	Director of Service Delivery	05 September 2016
	Consideration of Work Programme	Chair of Scrutiny Committee	05 September 2016
10 October 2016	Dispute Resolution Monitoring (presented 5/9/16)	Strategic Enabler People Support Services	10 October 2016
	Update on the reviews of Partnerships and Safeside	Director of Service Delivery	10 October 2016
	Update on the progress of the Data Sharing Review	Chair Of Scrutiny Committee	10 October 2016
	Update on water rescues and water safety		10 October 2016

[IL0: UNCLASSIFIED]
June 2017

		Director of Service Delivery	
Date of Meeting	Item	Responsible Officer	Completed
14 November 2016	Consideration of Scoping Document for Review of XXXXX	Director of Service Delivery	14 November 2016
	Analysis of Progress of Corporate Performance against The Plan for Quarter 2 2016/2017	Director of Service Delivery	14 November 2016
	Diversity, Inclusion, Cohesion & Equality Quarterly Update – Quarters 1 & 2 2016/17	Strategic Enabler People Support Services	14 November 2016
	Update on progress of the Data Sharing Review	Chair of Scrutiny Committee	14 November 2016
2017			
Date of Meeting	Item	Responsible Officer	Completed
20 February 2017	Analysis of Progress of Corporate Performance against The Plan for Quarter 3 2016/2017	Director of Service Delivery	

[IL0: UNCLASSIFIED]
June 2017

	<p>Safeside Review – Response to Members Questions</p> <p>Consideration of Scrutiny Review of Positive Action and Firefighter Recruitment</p>	<p>Director of Service Delivery</p> <p>Director of Service Delivery</p>	
27 March 2017	<p>Dispute Resolution Monitoring Report</p> <p>Consideration of the Annual Report of the Scrutiny Committee</p> <p>Report on the Data Sharing Review</p>	<p>Strategic Enabler People Support Services</p> <p>Chair of Scrutiny Committee</p> <p>Chair Of Scrutiny Committee</p>	
12 June 2017 (rescheduled from 05 June)	<p>Analysis of Progress of Corporate Performance against The Plan for Quarter 4 2016/2017</p> <p>Diversity, Inclusion, Cohesion & Equality Quarterly Update – Quarters 3 & 4 2016/17</p> <p>Annual Report of the Scrutiny Committee</p>	<p>Director of Service Delivery</p> <p>Strategic Enabler People Support Services</p> <p>Chair of Scrutiny Committee</p>	

Note: separate meetings of the review working group are to be scheduled if and when required

[IL0: UNCLASSIFIED]
June 2017

