



EAST SUSSEX FIRE AUTHORITY

THURSDAY 8 DECEMBER 2016 at 10:30 HOURS

MEMBERS

East Sussex County Council (12)

Councillors Barnes, Buchanan, Butler, Earl, Galley, Howson, Lambert, Pragnell, Scott, Sheppard, Taylor and Wincott.

Brighton & Hove City Council (6)

Councillors Deane, Morris, O'Quinn, Peltzer Dunn, Penn and Theobald.

You are required to attend this meeting to be held at Fire and Rescue Service Headquarters, 20 Upperton Road, Eastbourne, BN21 1EU at 10:30 hours.

AGENDA

Item No.	Page No.	
951.	1	In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011.
952.	1	Apologies for absence.
953.	1	Notification of items which the Chairman considers urgent and proposes to take at the end of the agenda/Chairman's Business. (Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chairman before the start of the meeting. In so doing they must state the special circumstances which they consider justify the matter being considered urgently).
954.	1	To consider any public questions.
955.	1	To receive any petitions.
956.	3	Non-confidential minutes of the meeting held on 8 September 2016 (copy attached).

Item No.	Page No.	
957.	2	<p>Callover.</p> <p>The Chairman will call the item numbers of the remaining items on the open agenda. Each item which is called by any Member shall be reserved for debate. The Chairman will then ask the Fire Authority to adopt without debate the recommendations and resolutions contained in the relevant reports for those items which have not been called.</p>
958.	13.	Member Allowances Scheme Annual Review – joint report of the Chief Fire Officer, Treasurer and Monitoring Officer (copy attached).
959.	21.	Integrated Risk Management Plan (IRMP) 2017/18-2019/20 – Consultation Results – report of the Chief Fire Officer (copy attached).
960.	47.	Travel Plan – joint report of the Chief Fire Officer and Treasurer (copy attached).
961.	2	<p>Exclusion of the Press and Public.</p> <p>To consider whether, in view of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the remainder of the meeting on the grounds that, if the public and press were present, there would be disclosure to them of exempt information. NOTE: Any item appearing in the confidential part of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public. A list and description of the exempt categories are available for public inspection at East Sussex Fire & Rescue Service HQ, 20 Upperton Road, Eastbourne, and at Brighton and Hove Town Halls.</p>
962.	57.	Independent Technical Review – Sussex Control Centre – confidential report of the Chief Fire Officer (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).

ABRAHAM GHEBRE-GHIORGHIS
Monitoring Officer
East Sussex Fire Authority
c/o Brighton & Hove City Council

EAST SUSSEX FIRE AUTHORITY

Minutes of the meeting of the East Sussex Fire Authority held at East Sussex Fire and Rescue Service Headquarters, 20 Upperton Road, Eastbourne at 10:30 hours on Thursday 8 September 2016.

Present: Councillors Barnes, Buchanan, Butler, Earl, Galley, Howson (Chairman), Lambert (Vice-Chair), O'Quinn, Peltzer Dunn, Penn, Pragnell, Scott, Sheppard, Taylor, Theobald and Wincott.

Also present:

Mr. G. Walsh (Chief Fire Officer), Mrs. D. Whittaker (Deputy Chief Fire Officer), Mr. M. Andrews (Assistant Chief Fire Officer), Mr. A. Ghebre-Ghiorghis (Monitoring Officer), Mr. D. Savage (Treasurer/Assistant Director Resources), Mrs. L. Ridley (Assistant Director Planning & Improvement), Mrs. S. Klein (Clerk to the Fire Authority).

935. **DISCLOSABLE PECUNIARY INTERESTS**

935.1 It was noted that, in relation to matters on the agenda, no participating Member had any disclosable pecuniary interest under Section 30 of the Localism Act 2011.

936. **APOLOGIES FOR ABSENCE**

936.1 Apologies were received from Councillors Deane and Morris.

937. **URGENT ITEMS AND CHAIRMAN'S BUSINESS**

937.1 Former Fire Authority Member Brian Gadd

Members stood in silence for one minute in memory of Brian Gadd, who had died on 13 August following a long illness. Brian had been a member of East Sussex Fire Authority from 2001 to 2010, as well as being a Councillor for East Sussex County Council, and was our Lead Member for Learning & Development.

938. **TO CONSIDER PUBLIC QUESTIONS, IF ANY**

938.1 There were none.

939. **TO CONSIDER PUBLIC PETITIONS, IF ANY**

939.1 There were none.

940. **NON-CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16 JUNE 2016**

940.1 **RESOLVED** – That the non-confidential minutes of the meeting held on 16 June 2016 be approved and signed by the Chairman. (Copy in Minute Book).

941. **CALLOVER**

941.1 Members reserved the following items for debate:

942. 2017/18 Strategic Service Planning and Medium Term Financial Plan

943. Revenue Budget and Capital Programme Monitoring 2016/17

944. Integrated Risk Management Plan (IRMP) 2017/18-2019/20

945. Annual Performance Outcome Report 2015/16

946. Immediate Emergency Care Responding – Future Options

948. Date of the Fire Authority meeting in February 2017

941.2 **RESOLVED** – That all other reports be approved according to the recommendations set out in the reports.

942. **2017/18 STRATEGIC SERVICE PLANNING AND MEDIUM TERM FINANCIAL PLAN**

942.1 The Fire Authority considered a joint report of the Chief Fire Officer and Treasurer that rolled forward the Fire Authority's Service Planning Strategy and Medium Term Financial Plan for 2017/18 to 2021/22. (Copy in Minute Book).

942.2 The CFO explained that the main purpose of the report was to set the financial context for the service planning process, through an update of the MTFP, and to determine how best to deliver the Authority's Purpose and Commitments, and the targets and priorities that underpin them, within the available resources. Members and officers needed to ensure that the Service planning process delivered sustainability in the medium term for both the revenue and capital budgets, and the Service as a whole.

942.3 The Treasurer informed Members that further work was planned to ensure that strategic planning and resource allocation processes were better aligned, ensuring that agreed policy priorities and key outcomes were properly resourced and could be delivered more effectively. This would include a budget review mechanism to challenge directorate and functional budgets and identify potential savings and pressures. Proposed new pressures, savings and investments would be included in future reports for Member consideration.

942.4 Councillor Galley felt that a proposed increase in Council Tax of 1.94% was appropriate in the current circumstances and that accepting a 4-year deal from Government was a sensible way to ensure a degree of stability. He had a number of questions which the CFO and Treasurer responded to below:

942.4.1 **HQ relocation savings** – the CFO explained that the HQ relocation was one of a number of projects currently being progressed, but that the projected savings from these had not yet been built into the budget. There was an expectation that the Service would require less space at Police HQ than was originally anticipated, which should realise more savings, once Heads of Terms were agreed; any amendments to costs would be reported to Members.

- 942.4.2 **East Sussex Business Rates Pool** – Councillor Galley was concerned about the political implications of a possible withdrawal from the East Sussex Business Rates Pool and proposed that the recommended delegation (to the Treasurer, in consultation with the CFO) should be amended to include ‘and the Chairman and Group Leaders’. Councillor Barnes seconded the proposed amendment and Members agreed the amended recommendation.
- 942.4.3 **Pay Inflation** – officers were concerned that there could be additional pressures on pay, with claims from a number of representative bodies anticipated over the next few years, especially in relation to the changes in firefighters’ roles. The CFO explained that, although the Government intended to cap Public Sector pay increases at 1%, the Treasurer had taken a prudent approach in providing for a net pay inflation of 1.5% for the next year and 2% in later years. This also provided some allowance for grade inflation.
- 942.4.4 **Charging for services** – the CFO confirmed that no further consideration on charging for large animal rescues would be taken until the end of the financial year. The Treasurer further explained that the charging policy for large animal rescues remained in place, but that he was proposing not to set income targets at this time until officers had considered the full impact of the new charges.
- 942.4.5 **Draft Efficiency Plan** – the Treasurer confirmed that the last of the Service’s housing had been sold and the capital receipts included in the Plan; assumptions had also been built in about the sale of Service HQ and the Fort Road, Newhaven site. There were still some outstanding queries with the Home Office regarding the Draft Efficiency Plan, but the Treasurer confirmed that the figures had been drawn down from the Medium Term Financial Plan.
- 942.4.6 Councillors Galley and Barnes were also concerned that the Draft Efficiency Plan should have political involvement and Councillor Galley proposed that the recommendation be amended to include ‘and the Chairman and Group Leaders’. Councillor Barnes seconded the proposed amendment and Members agreed the amended recommendation.
- 942.5 Councillor Barnes felt that the Plan could be a useful tool for educating the Home Office, and suggested that more figures and explanations should be included, especially around procurement and work with the Health Service and Social Services. The CFO confirmed that a report on the Government’s release of procurement data for FRSs would be brought to the Scrutiny & Audit Panel in November.
- 942.6 Councillor Barnes was happy to accept the Government’s 4-year deal, which he felt would give the Authority more stability, as he felt there was still a large national deficit, with economic growth likely to be slower than anticipated. He also suggested that the IRMP may identify a need for further investment.

- 942.7 **RESOLVED** – That:
- i) the updated Medium Term Financial Plan for 2017/18 – 2021/22 and its underlying assumptions be approved;
 - ii) the Government’s offer of a multi-year funding settlement 2016/17 – 2019/20 be accepted;
 - iii) the draft Efficiency Plan 2016/17 – 2019/20 be approved and authority delegated to the Chief Fire Officer in consultation with the Assistant Director Resources / Treasurer, Chairman and Group Leaders, to finalise the Plan for submission to the Home Office by 14 October 2016; and
 - iv) authority be delegated to the Assistant Director Resources / Treasurer, in consultation with the Chief Fire Officer, Chairman and Group Leaders, to determine whether the Fire Authority withdraws from the East Sussex Business Rate Pool

943. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING 2016/17**

- 943.1 The Fire Authority considered a joint report of the Chief Fire Officer and Treasurer that reported on issues arising from the monitoring of the 2016/17 Revenue Budget and Capital Programme as at 31 July 2016. (Copy in Minute Book).
- 943.2 This was the first financial monitoring report to the Authority for the financial year 2016/17 and a number of risks had been identified. Members were informed that the current Revenue Budget was forecast to be underspent by £47,000 and there were a number of significant risks, although certainty would increase once the work to revisit the Wholetime pay and pension budgets was complete.
- 943.3 Members noted that the overall Capital Programme was projected to be £13,000 underspent, but there was a risk that the current year’s spending profile may slip for some schemes. Members were reminded that the Authority maintains Earmarked and General Reserves in order to assist it in managing its spending plans across the financial year and making provisions for the financial risks it faces. A summary of the current planned use of Reserves and a summary of the savings already taken from the 2016/17 budget, was also reported to Members.
- 943.4 Councillor Galley asked about the appointment of a Programme Management Officer (PMO) and the DCFO confirmed that work in this area, including two major projects, had been on-going while the PMO remit was developed. This was now being finalised and the Service was ready to go out to advertise for the PMO.
- 943.5 Councillor Galley also asked for clarification of the ‘Safer Communities’ budget heading in the Revenue Budget Objective Analysis and the CFO explained that, following the management restructure, this budget heading included the majority of operational staff.
- 943.6 Councillor Barnes felt that the Revenue Budget Objective Analysis did not provide sufficient detail. He would be more interested in an objective analysis, for instance, of the cost of fighting fires against the cost of educating businesses. The Treasurer confirmed that more detailed analysis was provided in the narrative of the report, especially regarding risks, but he could arrange for more detail to be provided on the Safer Communities Budget, which made up almost half of the Revenue Budget, as part of future reports.

943.7 **RESOLVED** – That

- a) The following be noted:
 - i) the projected Revenue Budget underspend and the risks identified;
 - ii) the variations to the capital programme, all within the delegated powers of the Chief Fire Officer and the Treasurer to approve;
 - iii) the projected underspend in the Capital Programme;
 - iv) the planned use of reserves;
 - v) the monitoring of savings taken in 2016/17; and
 - vi) the current year investments; and
- b) the drawdown of up to £350,000 from the IMD Transformation Reserve be approved to fund the IT implications of the SHQ Relocation Programme and other planned refresh activity in 2016/17.

944. **INTEGRATED RISK MANAGEMENT PLAN (IRMP) 2017/18-2019/20**

- 944.1 The Fire Authority received a report of the Chief Fire Officer that sought Members' approval for the 2017/18 – 2019/20 IRMP and consultation process. (Copy in Minute Book).
- 944.2 Members considered the next IRMP, which details the Authority's strategic direction for the next three years 2017/18 – 2019/20, and was now ready for Fire Authority approval and public/stakeholder consultation. Due to the short timescales between Fire Authority meetings an eight week consultation period had been recommended.
- 944.3 The DCFO confirmed that the current IRMP would conclude in March 2017, and there was nothing contentious in the next three years' IRMP; the intention was to embed current work on projects such as the HQ relocation, the Sussex Control Centre, IMD and the business case work around the Policing & Crime Bill, and to ensure the stability and sustainability of the Service.
- 944.4 Councillor Barnes suggested being more specific about the non-emergency work with Health & Social Care, which could be raised during the consultation process, and confirmed he was happy with an eight-week consultation period.
- 944.5 Councillor Scott asked how the required future increase in housing, identified under 'Planning for Growth', would affect the Service's resilience, and suggested the Authority should be looking for 'planning gains' in the future. The DCFO confirmed that she was already in conversation with a number of Districts and Boroughs to develop a framework document regarding S106 and the Community Infrastructure Levy (CIL). This document would articulate the implications of growth on the Fire Authority, for instance in Hailsham and Wealden – this document would also be presented to Districts and Boroughs during the planning consultation period. The DCFO was also seeking consultations with the Police, to make this a joint document for Emergency Services.
- 944.6 Following the recent deaths by drowning at Camber Sands, Councillor Scott asked how the Fire Authority and Boroughs and Districts could work with Rother District Council in the future to increase water safety advice. The DCFO confirmed that she had already spoken to the Executive Directors at Rother DC, in her role as lead CFOA member on drowning and water safety, and they had welcomed the Authority's support and advice.

- 944.7 The DCFO would soon be able to share with Members some local work being undertaken, as well as the enhanced prevention work being led by the Prevention & Community Safety Team. She had also used the opportunity for free publicity through a national film being made by ITV regarding drowning and water safety and this would also be shared with Members when launched later this month. It was noted that deaths caused by drowning were, nationally, three times more prevalent than deaths caused by fire.
- 944.8 Members also raised the issue of swimming lessons and education about water safety in general. The DCFO informed Members that a national review had recently been requested by the Department for Education, and the Amateur Swimming Association was leading on this. Locally, ESFRS was looking to include water safety in schools education and Safety in Action days, as well as increasing information to young adults with a film from the Royal Life Saving Society. The Service was also exploring partnership working for a 'Swim Safe' project for next summer.
- 944.9 Councillor Scott asked about the methodologies to be used in the consultation process as very few people had attended previous meetings and exhibitions, and these had mainly been firefighters, their families and support staff. This had been discussed at the last Members' Seminar and, although the consultation process would have many similarities, Mrs Ridley reminded Members that they would also be receiving packs to help them engage with their communities and local groups. Councillor Barnes asked that they also receive these electronically so that they can pass them on to their Town and Parish Clerks for further distribution.
- 944.10 Councillor Galley suggested the Chairman's Forward to the consultation draft should be re-worded as the PCC is not considering taking over the **running** of the Fire Authority. He also suggested that the proportion of support staff to operational staff in Appendix A needed to be explained, as the Home Office and PCC could think it was too high, and might look to make savings there. He suggested that the Scrutiny & Audit Panel could analyse the support staff numbers and Mrs Ridley confirmed that a benchmarking report was being prepared for December's Fire Authority meeting.
- 944.11 **RESOLVED** – That the following be approved:
- i) the draft IRMP and associated appendices, as amended;
 - ii) the proposals included in the draft IRMP and detailed in this report at 2.3; and
 - iii) the eight week consultation period and Plan.

945. **ANNUAL PERFORMANCE OUTCOME REPORT 2015/16**

- 945.1 The Fire Authority considered a report of the Chief Fire Officer that presented the annual performance results for 2015/16. (Copy in Minute Book).
- 945.2 This report provided Members with details of the Service's performance for the period April 2015 – March 2016. The Service had met its target in 68.2% of its Performance Indicators for 2015/16, which was a slight reduction on last year where it met 71%.
- 945.3 Members were interested to note that the Fire Authority was meeting its target for the number of fires in domestic properties (Indicator No. 15) but was still one of the worst performing nationally. It was explained that it was difficult to keep up with the 'best performers', partly due to demographics and risk, but a detailed analysis would be brought to a future meeting of the Scrutiny & Audit Panel.

945.4 Councillor Pragnell asked why barely half the target of 480 inspections of high risk premises had been completed (Indicator No. 16) and the CFO explained that this was due to recruitment and training issues, the high number of enforcement actions being undertaken, and the investigation into the St. Michael's Hospice fire impacting on the figures. Members were reassured that these 'high risk premises' were business premises and did not include residential homes and social housing.

945.5 **RESOLVED** – That the report be noted.

946. **IMMEDIATE EMERGENCY CARE RESPONDING – FUTURE OPTIONS**

946.1 The Fire Authority received a report of the Chief Fire Officer that informed Members of the proposal for East Sussex Fire & Rescue Service to undertake Immediate Emergency Care Responding on behalf of South East Coast Ambulance Trust. (Copy in Minute Book).

946.2 Members were informed that each year, ambulance services across the UK respond to approximately 60,000 cases of suspected cardiac arrest but resuscitation is attempted by ambulance staff in less than half of these cases. The reasons for this are that, either the victim has been dead for some time, or they have not received early "cardio pulmonary resuscitation" (CPR) before the arrival of the ambulance service.

946.3 Ambulance trusts in the UK are coming under increased pressure to provide a timely response to such incidents due to the consistent increase in emergency medical calls of around 6% per annum and, at the same time, fire and rescue services (FRSs) are operating within a context of an average 40% reduction in demand on response services over the last decade.

946.4 As a consequence, Members were informed that many FRSs were engaging in "emergency medical response" involving fire and rescue staff supporting the local ambulance service by responding to a pre-agreed category of medical calls in order to improve patient outcomes affected by time-critical medical emergencies. Following discussions between officers and South East Coast Ambulance Trust (SECAMB), officers believed that the Service could enhance its value to the communities of East Sussex and Brighton & Hove and improve patient outcomes in certain medical emergencies, by supporting SECAMB in providing emergency medical response.

946.5 As the majority of costs would need to be borne by the Authority, Members considered whether the proposal to use Fire Authority resources should be a matter for public consultation and, subject to this consultation, whether to commence a two year pilot, to be funded from within existing budgets and reserves. Members agreed that they were happy for this to be reflected in the IRMP consultation and, should the public agree, to commence the two year pilot.

- 946.6 **RESOLVED** – That:
- i) the contents of the report be noted;
 - ii) officers be authorised to consult the public as part of the 2017/18–2019/20 IRMP public consultation process;
 - iii) the proposal to introduce a pilot scheme at selected shift, day-crewed and retained stations alongside volunteers from other staff groups (Flexible Duty Officers and Locality Managers) to respond to medical emergencies involving cardiac arrest, breathing difficulties and/or major bleeding (Red 1 calls) be approved;
 - iv) additional training be approved to ensure staff involved in the scheme are trained to the appropriate Immediate Emergency Care – Responder standard;
 - v) the purchase of the necessary additional equipment to undertake IEC-R be approved;
 - vi) start-up funding and project management costs for the two year scheme be approved, to be drawn down from the Improvement & Efficiency reserve; and
 - vii) yearly operating costs be approved to be met from within existing budgets.

947. **ESFRS FIREFIGHTERS’ PENSION SCHEME – DISCRETIONS POLICY**

- 947.1 The Fire Authority received a report of the Chief Fire Officer that sought Members’ approval of the ESFRS Firefighters’ Pensions Scheme – Discretions Policy. (Copy in Minute Book).
- 947.2 Members were informed that the Firefighters’ Pension Schemes were statutory schemes, with the rules and regulations governing the schemes laid down by the Government. Members noted that there were some provisions of the Schemes that were discretionary and these discretionary powers allowed employers such as ESFRS to choose how, or if, they apply these provisions.
- 947.3 Members considered a draft policy document which summarised the discretions that ESFRS exercises as an employer in relation to the Firefighters’ and New Firefighters’ Pension Schemes and had been updated to reflect the new regulations which came into force from 1st April 2015.
- 947.4 **RESOLVED** – That the draft ESFRS Discretions Policy for the employer discretions available under the Firefighter Pension Schemes be approved.

948. **DATE OF THE FIRE AUTHORITY MEETING IN FEBRUARY 2017**

- 948.1 The Fire Authority had previously agreed that a meeting would be held on 9 February 2017. Members were informed that it was now anticipated that all the necessary information would not be available in sufficient time to allow it to be included in the budget proposals for Members’ consideration. Therefore, Members were asked to agree to move the date of the Fire Authority meeting from 9 to 14 February 2017.
- 948.2 **RESOLVED** – That the date of the Fire Authority meeting be moved from 9 to 14 February 2017.

949. **EXCLUSION OF PRESS AND PUBLIC**

949.1 **RESOLVED** – That item no. 950 be exempt under paragraphs 1, 2, 3 and 5 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly is not open for public inspection on the following grounds: it contains information relating to any individual, information which is likely to reveal the identity of an individual, information relating to the financial or business affairs of any particular person (including the authority holding that information), and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

950. **CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16 JUNE 2016 (EXEMPT CATEGORIES 1, 2, 3 AND 5)**

950.1 **RESOLVED** – That the confidential minutes of the meeting held on 16 June 2016 be approved and signed by the Chairman. (Copy in Minute Book).

The meeting concluded at 12:20 hours.

Signed
Chairman

Dated this 8th day of December 2016.

EAST SUSSEX FIRE AUTHORITY

Date 8 December 2016

Title Member Allowances Scheme – Annual Review

By Chief Fire Officer, Treasurer and Monitoring Officer

Lead Officer Liz Woodley – Deputy Monitoring Officer

Background Papers CFA 12 September 2013 (item no. 741)
 CFA 11 December 2014 (item no. 823)
 CFA 12 February 2015 (item no. 837)
 CFA 10 December 2015 (item no. 888)

Appendices Appendix 1 – The current rates for 2016/17 and rates showing a 1% increase
 Appendix 2 – The current rates for travel and subsistence allowance.

Implications

Corporate Risk		Legal	
Environmental		Policy	
Financial	✓	Political	
Health & Safety		Other	
Human Resources		Core brief	
Equality Impact Assessment			

Purpose of Report To consider an annual review of the Member Allowances Scheme.

Executive Summary

1. On 12 September 2013 (minute 741), the Fire Authority approved the recommendations of an Independent Remuneration Advisory Group (IRAG) for a reviewed Member Allowances Scheme to take effect from 1 April 2014 until 2017/18. The full Member Allowances Scheme is available on the ESFRS website www.esfrs.org.
2. The Scheme provides for an annual report to be brought to the Fire Authority in December for any changes to be implemented with effect from 1 April the following year. The financial implications of any changes to the rates that Members may agree will be taken into account in planning the revenue budget which will be brought to Members in the new year.

3. The Policy and Resources Panel has the remit to monitor this Authority's scheme, other CFAs' Member Allowances schemes, and those of the constituent authorities on an annual basis between formal review periods to ensure that it remains equitable and fair. The Panel may be assisted by an Independent Remuneration Advisory Panel. As there are no perceived issues arising from this annual review, and the financial implications are minimal, the report has been brought direct to the Fire Authority for final consideration.

RECOMMENDATION The Fire Authority is asked to consider the annual review of the Member Allowances Scheme and:

- i. consider a 1% increase in rates of basic and special responsibility allowances with effect from 1 April 2017;
- ii. approve an additional allowance of 5p per mile per passenger (in addition to the standard mileage allowance payable) to a Member conveying another Member or an officer to the same event which is an approved duty, subject to the capacity of the vehicle;
- iii. note that the Chief Fire Officer has authority to keep travel and subsistence rates under review and upgrade them; and
- iv. agree that a review will be undertaken of the arrangements to consider Member allowances in the Spring of 2017, specifically to consider the membership, guidance and terms of reference of the Independent Remuneration Advisory Group.

Gary Walsh
CHIEF FIRE OFFICER

Duncan Savage
TREASURER

Abraham Ghebre-Ghiorghis
MONITORING OFFICER

11 November 2016

1. **BACKGROUND**

- 1.1 The Fire Authority is required to have a Member Allowances Scheme and the Local Authorities (Members' Allowances) (England) Regulations 2013 (as amended) set out the legal requirements relating to a Scheme. There is no legal requirement for the Fire Authority to establish an Independent Remuneration Panel in order to set a Scheme (as is the case for other local authorities); however, the Regulations require the Fire Authority to 'have regard to the recommendations made by any independent remuneration panels in relation to any authority by which any of its members are nominated'. Members have previously indicated their preference for an independent opinion about the Member Allowances Scheme and agreed to the carrying out of a four-yearly comprehensive review.
- 1.2 The Fire Authority, on 12 September 2013 (minute 741), approved a Member Allowances Scheme following consideration of a report from an Independent Remuneration Group (IRAG) set up to review the previous Scheme. The new Scheme, (which remained unaltered except for minor consequential amendments), was implemented on 1 April 2014 and remains in place for the years 2015/16, 2016/17 and 2017/18. The operation of the Scheme is reviewed by Members annually in December.
- 1.3 The Policy & Resources Panel has the remit to monitor this and other CFAs' schemes on an annual basis between formal reviews to ensure that it remains equitable and fair. Although the existing Scheme provides for a formula for increasing Members' allowances by using the national headline increase applied to Local Government Support Staff (LGS), a report on increases is presented annually to Members in December for implementation in the following April. In recent years, a report has been brought directly to the Fire Authority following a desk top review by officers as there have been no perceived issues that required detailed consideration by the Policy & Resources Panel.

2. **REVIEW OF CURRENT SCHEME**

2.1 **Basic and Special Responsibility Allowances**

- 2.1.1 22 other Fire & Rescue Service Member Allowances Schemes have been examined on their current published entitlements, as well as those for East Sussex County Council and Brighton & Hove City Council, and this has shown that East Sussex Fire Authority is not out of step with the allowances and entitlements set in other similar size authorities.
- 2.1.2 The current rates for 2016/17 and rates showing a 1% increase are set out as Appendix 1 attached.

2.1.3 Of the four other authorities that have +/- one Member more or less than ESFA, the following table shows whether the basic and SRA allowances are greater or less than ESFA:

Basic	Above ESFA: 2 of 4	Below ESFA: 2 of 4
Chair	Above ESFA: 2 of 4	Below ESFA: 2 of 4
Vice Chair	Above ESFA: 1 of 4	Below ESFA: 3 of 4
Panel (Committee) Chair	Above ESFA: 2 of 4	Below ESFA: 1 of 4
	and 1 of 4 in a range of payments	
Group Leader	Above ESFA: 3 of 4	Below ESFA: 1 of 4

2.2 Travel Allowances

2.2.1 ESFRS Green Book employees are entitled to claim for carrying passengers. The current ESFA Member Allowances Scheme does not make provision for this. It is therefore recommended that the Scheme be amended to provide for an entitlement of an additional allowance of 5p per mile per passenger, (in addition to the standard mileage allowance payable), to a Member conveying another Member or an officer to the same event which is an approved duty, subject to the capacity of the vehicle.

2.2.2 The approved Member Allowances Scheme gives the Chief Fire Officer delegated authority to review travel and subsistence rates within the context of relevant national and local rates. The current rates are set out as Appendix 2.

2.2.3 Tax is payable on all allowances and Members have to make their own arrangements for a tax code to be allocated. HMRC has decided that tax and National Insurance contributions shall be paid on certain travel expenses. With effect from 1 April 2016, National Insurance contributions and tax have been deducted from Members' claims for journeys from/to their home to a Member's designated place of work. For this purpose, ESFRS HQ at 20 Upperton Road is deemed to be a Member's designated place of work. Travel to and from other locations are not subject to tax or NIC deductions as they are not the designated place of work.

2.3 Dependent's Carer's Allowances

2.3.1 It is outside the powers of the Authority to approve an entitlement to Dependent's Carer's Allowances under the present Regulations.

2.4 Uprating Allowances

2.4.1 The Scheme includes a formula for increasing Members' allowances by using the national headline increase applied to Local Government Support Staff (LGS). Most FRAs uprate their entitlement to allowances in line with the pay award for employees covered by the NJC pay rates for Local Government staff.

2.4.2 The current rates for 2016/17 and rates showing a 1% increase are set out as Appendix 1 attached.

3. **INDEPENDENT REMUNERATION ADVISORY GROUP – FUTURE REVIEWS**

- 3.1 In previous years, whilst there is no legal requirement for Fire Authorities to carry out an independent review of their allowance schemes, for the sake of transparency, Members have asked for an Independent Remuneration Advisory Group (IRAG) to be established to review the Member Allowances Scheme every four years. It was last convened in 2013, and reported to the Fire Authority on 12 September 2013. The Fire Authority approved the recommendations of IRAG and these were implemented with effect from 1 April 2014 for the years 2014/15, 2015/16, 2016/17 and 2017/18.
- 3.2 If IRAG were to be reconvened, an appointment process would need to be started in sufficient time for the Group to meet in 2017 and report to the Fire Authority by December 2017 so that any recommendations, if approved, can be taken into the 2018/19 budget process in time for any amendments to be implemented with effect from 1 April 2018. Some members of the IRAG (2013) have moved away from the area and new independent persons would have to be sought. It would be usual to begin this process in Spring 2017. The financial cost involved in advertising, selecting the most appropriate persons, and carrying out an independent review could be in the region of approximately £2,500 to £3,000 in addition to staff costs and the time involved. The work involved in servicing an IRAG is also time consuming over the period of the review and this work would fall during the time when HQ staff will be moving to new offices at Lewes.
- 3.3 Following the last review in 2013, the existing Member Allowances Scheme remained essentially the same, with only minor alterations being approved by the Fire Authority. Most other Fire & Rescue Authorities do not set up an IRAG as they are not obliged to do so.
- 3.4 The approval of a Member Allowances Scheme must be the decision of the full Fire Authority. The Scheme includes a formula for increasing Members' Allowances by using the national headline increase applied to Local Government Support Staff (LGS). It also provides for the Chief Fire Officer to review and upgrade travel and subsistence rates. The Policy & Resources Panel is tasked with monitoring the Scheme between formal reviews to ensure that it remains fair and equitable.
- 3.5 It is suggested that, pending clarification of the future governance arrangements of the Fire & Rescue Service, the Policy & Resources Panel should be tasked with carrying out an informal 'light touch' review and make recommendations to the Fire Authority as to whether an IRAG should be established.

4. **RECOMMENDATIONS**

4.1 **Basic and Special Responsibility Allowances**

The Scheme provides for basic and special responsibility allowances to be updated annually from 1 April based on the headline increase of the previous year's national pay award for LGS staff. On that basis, an increase of 1% in basic and special responsibility allowances would be broadly consistent with the increases received by staff. Members are asked to consider if a 1% increase should be applied to rates for basic and special responsibility allowances in the Member Allowances Scheme with effect from 1 April 2017. The current rates and rates showing a 1% increase are set out as Appendix 1 attached.

4.2 **Travel and Subsistence allowances**

The approved Member Allowances Scheme gives the Chief Fire Officer delegated authority to review travel and subsistence rates within the context of relevant national and local rates. The current rates are set out as Appendix 2 attached.

4.3 The current Member Allowances Scheme makes no provision for a payment to a Member for conveying another Member or officer to the same event/venue. The current scheme for paying travel allowances to officers includes an allowance of 5p per mile per passenger for each journey made. It is proposed that this provision be included in the Member Allowances Scheme.

5. **FINANCIAL IMPLICATIONS**

5.1 The proposed increases will amount to approximately £800 (based on 1% of the current year's projected spend on Members' allowances). There are no significant financial implications and the increase can be met from the existing revenue budget.

6. **CONCLUSION**

6.1 As there are no significant perceived issues arising from this annual review since the revised scheme was approved by the Fire Authority in September 2013, and the financial implications are minimal, the report has been brought direct to the Fire Authority for final consideration rather than via the Policy & Resources Panel. The financial implications are minimal. Should it become apparent that ESFA is out of step with other combined fire authorities of a similar composition, or if there are substantial changes to the structure of the Fire Authority and/or its Panels, a report will be brought to Members for their direction.

MEMBER ALLOWANCES SCHEME

Rates of Basic and Special Responsibility Allowances

	Current rates from 1 April 2016	Rates showing 1% increase (from 1 April 2017)
	£	£
Basic Member Allowance	2,448	2,472
Additional Special Responsibilities:		
Chairman of CFA	10,711	10,818
Vice-Chairman of CFA	5,355	5,409
Leader of a Political Group (except where the Group Leader is either the Chairman or Vice-Chairman of the Fire Authority)	2,468	2,493
Chairman of other Panels if not Chairman or Vice-Chairman of CFA	1,974	1,994
Panel membership for Policy & Resources, Scrutiny & Audit and their respective Working Groups, and Urgency Panels excluding those members in receipt of special responsibility allowances for Chairman, Vice Chairman and leader of other political groups.	851	860
The Local Pension Board (an allowance equivalent to half the Special Responsibility Allowance for membership of a Panel) ^{note 1}	426	430
An Independent Chair of the Local Pension Board (an allowance equivalent to half the Basic Allowance) ^{note 2}	1,224	1,236

N.B.

(1) No Member can be paid more than one Special Responsibility Allowance.

(2) The Authority has agreed (12 February 2015) to the appointment of an Authority appointed Chair for the Local Pension Board, and there is currently no allowance being paid to an independent chair.

Payments are made in arrears on a monthly basis taking into account the days in the month (unless otherwise notified).

Travel Allowances

Car, motorcycle and bicycle allowances to be paid in accordance with HMRC approved mileage rates, currently:

Car Mileage Allowances	45.0p per mile on 1 April 2016
Cycle Allowance	20.0p per mile on 1 April 2016
Motorcycle Allowance	24.0p per mile on 1 April 2016

Petrol receipts should be provided to support all claims.

Passenger Rate

5p per person mile payable for any accompanying passenger for each journey made. (If approved at this meeting)

Subsistence Allowance

Day subsistence

The latest rates that are applied to LGS support staff shall apply to Members also. The amounts below are the maximum that can be claimed. Receipts should be produced for all subsistence claimed. Eligibility is based on the time of day meals are taken and time away from home as follows:

Breakfast allowance	More than 4 hours absence before 11.00 a.m.	£6.13
Lunch allowance	More than 4 hours absence including 12 noon – 2.00 p.m.	£8.47
Tea allowance	More than 4 hours absence including 3 p.m. – 6 p.m.	£3.34
Evening meal allowance	More than 4 hours absence ending after 7 p.m.	£10.49

Overnight Subsistence

Where an overnight stay is required, overnight subsistence for bed and breakfast may be claimed up to a maximum of:

London/conference rate	Not exceeding	£180.00
Standard Rate	Not exceeding	£90.00

In addition, for overnight stays, up to £21.62 can be claimed for an evening meal.

Receipts should be produced for all subsistence claimed.

EAST SUSSEX FIRE AUTHORITY

Date 8 December 2016

Title of Report Integrated Risk Management Plan (IRMP) 2017/18-2019/20 Consultation Results

By Chief Fire Officer

Lead Officer Liz Ridley – Assistant Director, Planning & Improvement

Background Papers None

Appendices

- (A) Full Survey Analysis report from Opinion Research Services (ORS)
- (B) Full notes from staff and stakeholder forums
- (C) Copies of letters, emails and phone calls received
- (D) Equality Impact Assessment for the IRMP
- (E) IRMP Action Plan 2017-20 for approval

Implications

CORPORATE RISK		LEGAL	
ENVIRONMENTAL		POLICY	✓
FINANCIAL	✓	POLITICAL	✓
HEALTH & SAFETY		OTHER (please specify)	✓
HUMAN RESOURCES		SERVICE DELIVERY	
EQUALITY IMPACT ASSESSMENT			

PURPOSE OF REPORT Members are asked to

- i. consider the results of the consultation exercise relating to the Integrated Risk Management Action Plan 2017-2020; and
- ii. agree the draft IRMP or propose any changes in the light of responses made, in order to agree a final Plan to take effect from April 2017.

EXECUTIVE SUMMARY At their meeting on 8 September 2016, members of the Fire Authority agreed to commence an 8 week public consultation on the draft Integrated Risk Management Plan 2017-2020. The consultation programme has now ended and the following report is a full representation of responses received.

The consultation had a broader reach than in previous years as a result of an extensive communication strategy and concentrated engagement from Fire Authority Members.

The quantitative, online survey received 588 responses (528 of which were usable) and qualitative feedback was gathered at 3 fora from 24 attendees.

A copy of the IRMP that Members are being asked to approve is attached at Appendix E.

RECOMMENDATIONS:

Members are asked to:

- i) note the contents of the report;
 - ii) consider the consultation feedback given and suggest any amendments in light of the responses made;
 - iii) agree the changes proposed in paragraph 10.5 and approve the final plan for publication; and
 - iv) note the Equality Impact Assessment for the IRMP
-

1. **INTRODUCTION**

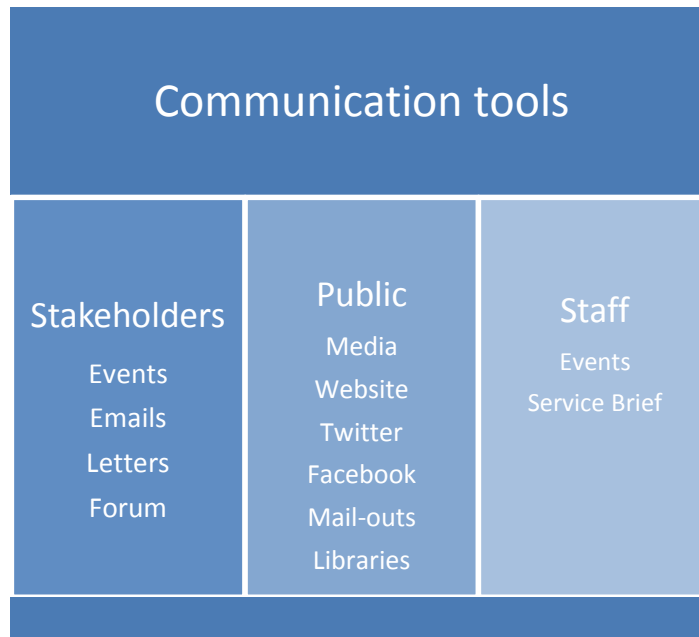
- 1.1 Members of the Fire Authority agreed at their meeting in September 2016 to consult on the proposals in the Integrated Risk Management Plan for 2017-2020.
- 1.2 The following report details the results of that consultation process in order for the Fire Authority to consider its agreed course of action and to agree a final IRMP that will take effect from April 2017.

2. **CONSULTATION OVERVIEW**

- 2.1 The consultation and engagement process included the collection of opinions from staff, partners, stakeholders and the public using the following methods:
- Publication of the review and all supporting documents on the Service web site
 - An online questionnaire hosted by an external company, Opinion Research Services (ORS)
 - Service social media messages on Facebook and Twitter to encourage replies
 - Various Service Brief publications inviting staff to consult on the review
 - Emails/letters to over 600 local councillors, businesses, stakeholders and community groups inviting them to view and consult on the review online and/or to attend the stakeholder forums, including a reminder
 - Telephone communication to various stakeholders to encourage participation
 - Fire Authority Member engagement with local authorities, public and stakeholders utilising a Member engagement pack
 - 2 staff fora conducted in house
 - 1 stakeholder forum conducted in house

3. **COMMUNICATIONS**

- 3.1 An integrated multi-channel communications plan was launched when the consultation opened. It had the following objectives:
- To publicise the plans
 - To encourage participation in the consultation and any stakeholder events
 - To set out the next steps
 - To help the public understand that we are facing new challenges
- 3.2 It was recognised at the outset that this IRMP may be perceived as less contentious than previous Plans and contains a number of proposals which the public may not be as concerned about. We, therefore, made the decision to invest more heavily in paid-for communication activities to ensure that we could feel confident the public were aware of our plans. Three key audiences and relevant communication tools were identified, as set out below.



3.3 Stakeholders

- 3.4 When the consultation opened in September we contacted 630 stakeholders and groups inviting them to take part in the survey and to attend a stakeholder event. The majority were contacted by email. We contacted a small number by post where we did not have an email address available and we also wrote to Members of Parliament.
- 3.5 A reminder email was sent out on 28 October 2016.
- 3.6 The stakeholders included Parish and local Councils, businesses, community groups, religious leaders, charities and other emergency services.
- 3.7 Printed copies of the consultation were sent to libraries.
- 3.8 We provided all Fire Authority members and senior members of staff with information packs containing posters, leaflets and copies of the consultation. We asked that they help promote the consultation where they could.
- 3.9 Initially the take up for the stakeholder event was low and so the IRMP team proactively rang around stakeholders to get a better understanding of why this was so. Many reported that they were planning to take part in the survey and could not spare the time for the event.
- 3.10 A stakeholder forum was held on 5 October which was attended by 8 stakeholders.
- 3.11 We attended a meeting of the Federation of Small Businesses on 11 October which was attended by approximately 25 local business leaders.

3.12 We also attended a networking event on 4 October 2016, run by Hastings Voluntary Action. This was an opportunity to promote the survey to the public as well as make strong links with self-help groups linked to long term health conditions and minority groups. This event was attended by 71 service users and 12 self-help group stall holders.

3.13 **Public**

3.14 Media – Three press releases were sent out during the consultation, as well as an update when the consultation closed. The most popular press release related to our proposed pilot for Immediate Emergency Care Response.

3.15 Overall, the consultation resulted in coverage in the following outlets:

- Brighton and Hove Argus 9 September
- Brighton and Hove Argus 10 September
- Brighton and Hove Argus 14 September
- Bexhill Today 23 September
- Hastings Observer 23 September
- Brighton and Hove Independent 29 September
- Eastbourne Herald 30 September
- Rye and Battle Observer 30 September
- Sussex Express 30 September
- 3VA Newsletter 17 October

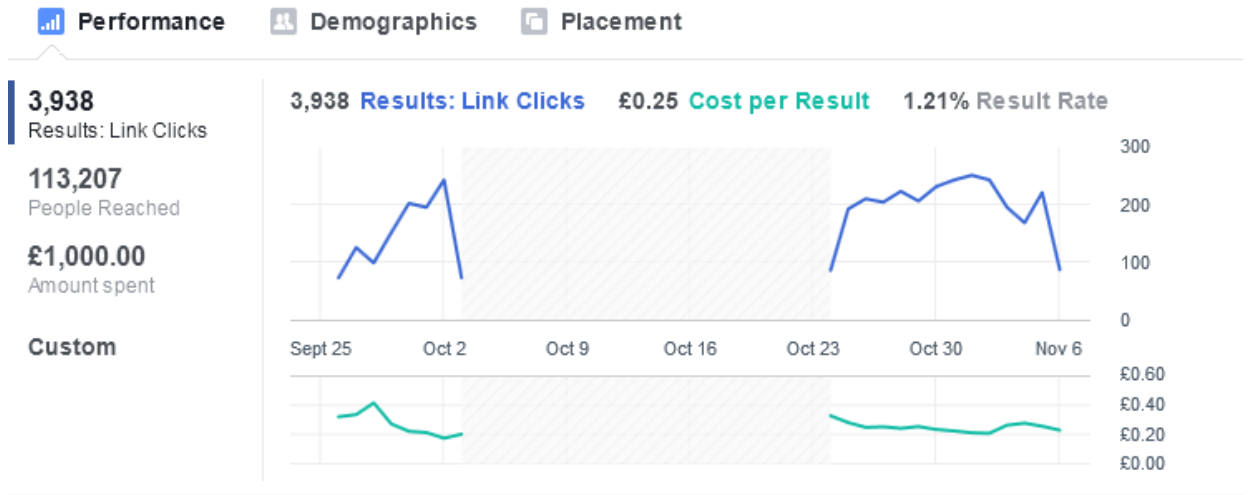
3.16 To put this into context:

- The Argus has a daily reach of up to 32,000 readers across Sussex.
- The Eastbourne Herald has a monthly reach of 49,000 readers in Eastbourne.
- The Observer Series has a reach of 18,000 readers across Battle, Bexhill, Eastbourne, Hastings, Heathfield, Mayfield, Robertsbridge, Burwash, Rye, Tenterden and Wadhurst.

3.17 **Social media**

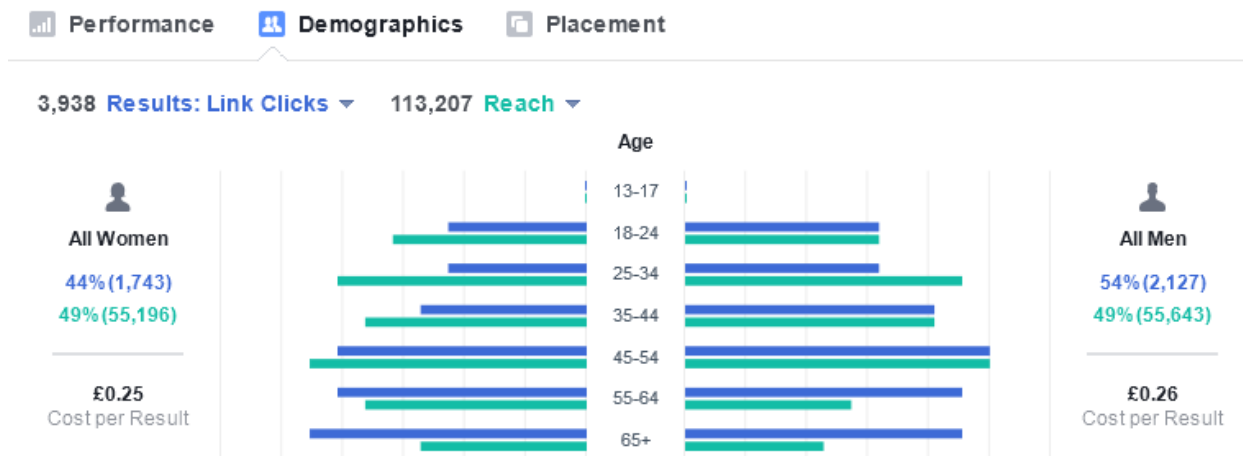
3.18 We ran a number of messages on our Facebook and Twitter accounts reaching in excess of 11,000 Twitter followers and receiving 3,800 page “likes” on Facebook. In addition, we opted to pay for Facebook advertising, running two campaigns during the consultation period. This cost £1,000. The purpose of this was to drive members of the public to the website page. The graph below reveals we reached in excess of 113,200 people. The number of times people clicked onto the link to our website was just short of 4,000, costing approximate 25 pence per click.

3.19



3.20 When looking at the demographics of those we reached, it was encouraging to see that there was a widespread range including the over 65s.

3.21

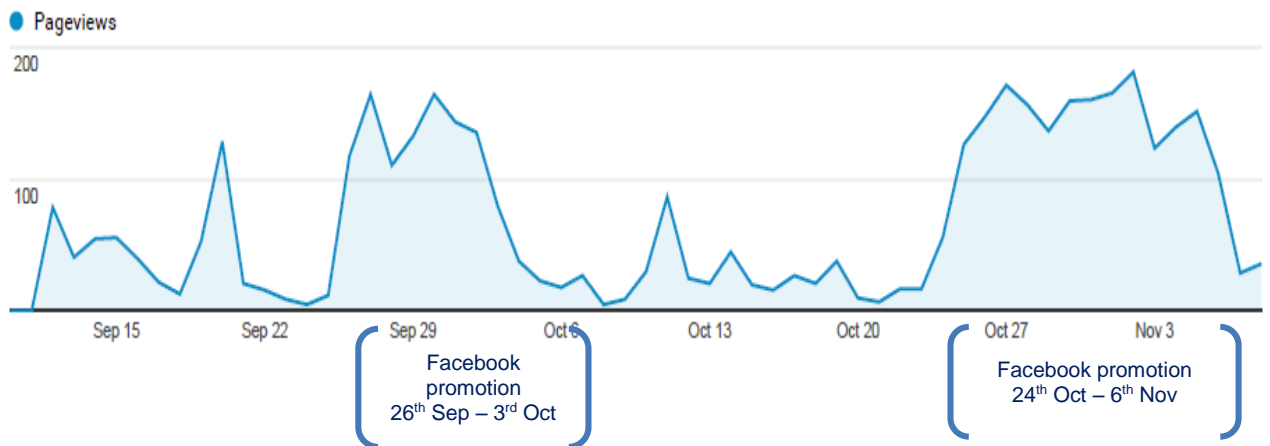


3.22 ESFRS Website

3.23 A new section was created on the ESFRS website to host the information www.esfrs.org/IMRP. During the period the consultation was open, we received 4,100 views of the information on the page. This equated to approximately 4% of our website traffic during that period.

3.24 It is clear to see that the periods of higher activity directly relate to the investment in Facebook advertising.

3.25



3.26 Partner Websites

3.27 The IRMP team spoke to our council colleagues to ask for support with promoting our consultation and all agreed to add a link onto their own consultation web pages to increase awareness. This resulted in public access to our survey on all District, County and City Council websites. Rother District and East Sussex County Council also publicised our link via Twitter and Facebook.

3.28 Member Engagement

3.29 Members were provided with information packs, leaflets and posters to enable them to raise awareness of and encourage participation in our consultation. The following methods of engagement were used:

- Promoted in Wealden via Parish Councils
- Emailed to around 30 Organisations in Hastings including Amicus Horizon Housing
- Promoted in Hastings via Residents Associations / Individuals, etc. / Labour Councillors, Twitter and Community Notice Boards / Libraries, etc.
- Promoted in Rother via Parish Councils, the Dallington website and the Etchingham e-bulletin. Also Patient Participation Groups and Burwash Common Residents
- Promoted in Lewes via Parish Councils, monthly newsletter and Seaford Town Council. Also Lewes District community groups / residents associations / coffee clubs / and Peacehaven and Telscombe town councils

3.30 Mail-out

3.31 We targeted approximately 10,000 homes in East Sussex and the City of Brighton & Hove in a mail-out. The addresses selected represented a cross section of geographical areas across the County and the City and were areas where there had been high concentrations of incidents in the past 5 years. It was our intention to attract responses from people who had used our services as they may have an increased level of interest in our activities.

3.32 We divided the mail-out into different groups to test which approach was most effective.

3.33 Group A (5,000 households) received a letter, Group B (5,000 households) received a postcard and Group C (100 households) received a letter, a copy of the questionnaire and a pre-paid envelope in which to return it.

3.34 The cost for this was approximately £3,500.

3.35 **Staff**

3.36 Copies of the consultation were sent to all workplaces including stations and Sussex Control Centre. Staff were encouraged to take part in the consultation through regular messages in our weekly staff newsletter Service Brief. They were offered the opportunity to attend events or to have the IRMP team visit them on station.

3.37 Two staff forums were held on 19 October at Service HQ and 7 November at Service Training Centre; these were attended by 6 and 10 members of staff respectively. There were no requests for station visits.

3.38 **Audiences Reached**

3.39 The following is an estimate of how many people the communication methods used will have reached. It is possible that we may have reached some people twice via the methods employed.

3.40 **Newspapers online/print**

Brighton Argus reach per issue 32,000
Herald reach per issue 12,250
Observer series reach per issue 18,000
Total newspaper reach of **62,250**

Social media

Twitter (unpaid) 11,000
Facebook (unpaid) 3,800
Facebook (paid) 113,200
Total social media reach **128,00**

Mail-out

Total households reached **10,100**

Total overall reach of communications activities 200,350

3.41 This equates to approximately a quarter of our population.

Population

East Sussex = 544,064
Brighton & Hove = 285,276
Total population = **829,340**

4 **THE RESULTS**

4.1 **Summary of Survey Responses**

4.2 Opinion Research Services was commissioned by East Sussex Fire and Rescue Service to undertake an online survey as part of the IRMP consultation.

4.3 The online survey was available to complete from 12th September until 7th November 2016. The survey was available to residents, representatives from business, public and voluntary organisations and ESFRS employees. 528 usable surveys were received during this period (519 online responses and 9 paper questionnaires).

4.4 **Respondent Profiles**

4.5 The gender split was uneven, with 56% male and 44% female respondents. There was a slightly more balanced split with the age groups; 16 to 34 (7%), 35 to 44 (17%), 45 to 54 (28%), 55 to 64 (21%) and 65 and over (27%). The tables below show the profile characteristics of respondents to the survey.

4.6 **Figure 1: Gender - All Respondents**

Gender	Number of respondents (unweighted count)	% of respondents (unweighted valid)
Female	180	44
Male	225	56
Not Known	123	-
Total	528	100

Figure 2: Gender - All Respondents

Age	Number of respondents (unweighted count)	% of respondents (unweighted valid)
16 to 34	29	7
35 to 44	67	17
45 to 54	111	28
55 to 64	86	21
65 or over	109	27
Not Known	126	-
Total	528	100

4.7

Figure 3: Gender - All Respondents

Disability	Number of respondents (unweighted count)	% of respondents (unweighted valid)
No	362	91
Not Known	130	-
Yes	36	9
Total	528	100

Figure 4: Gender - All Respondents

Ethnic Group	Number of respondents (unweighted count)	% of respondents (unweighted valid)
White	380	98
Non-white	7	2
Not Known	141	-
Total	528	100

Religion/Belief	Number of respondents (unweighted count)	% of respondents (unweighted valid)
Christian	205	55
Non-Christian	8	2
No religion/belief	158	43
Not Known	157	-
Total	528	100

Completing form as	Number of respondents (unweighted count)	% of respondents (unweighted valid)
A resident of East Sussex	338	82
An employee of East Sussex FRS	41	10
A member of a partner organisation	4	1
A representative of a business	7	2
A representative of a public sector organisation	5	1
A representative of a community or voluntary organisation	13	3
Other	5	1
Not Known	115	-
Total	528	100

4.8 Responses from organisations

4.9 Most responses to the consultation questionnaire were from residents of East Sussex or the City of Brighton & Hove (338) and employees of East Sussex Fire and Rescue Service (41) but there were also responses from local organisations and businesses.

4.10 Of the 528 responses received, a total of 29 responses were received representing the views of organisations as shown below.

4.11 Figure 5: Summary of organisations responding to the questionnaire who gave their details (as self-described) – 18 responses:

- AmicusHorizon
- Eastbourne Disability Involvement group (EDIG)
- Eastbourne seniors forum
- Etchingam Parish Council
- Herstmonceux Parish Council
- Health and safety consultant for Brighton Pier
- Lime house
- Local government
- Mears home improvements ltd.
- New Steine hotel
- NHS
- Pathways to health
- Rother district council
- Rother senior's forum
- South east coast ambulance service NHS foundation trust
- Sovereign harbour residents association
- Ticehurst parish council
- Uckfield town council

4.12 **Responses by area**

4.13 The table below shows the geographical split of responses by district and it is evident that we have reached audiences from across the County and the City.

4.14 Whilst some areas show a much lower response than others, it is difficult to draw any conclusions from this as over a third (34%) of respondents did not provide their post code.

4.15

Postcodes by Area	No. of responses
Brighton & Hove	59
Eastbourne	50
Hastings	16
Lewes	57
Rother	49
Wealden	113
West Sussex	3
Not given	181
	528

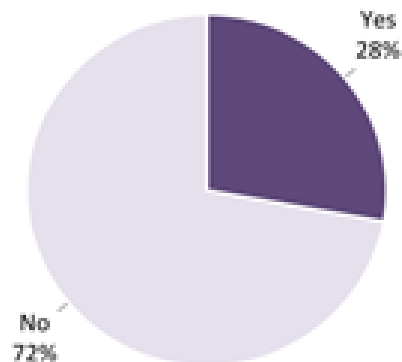
5 **Consultation findings**

5.1 **Our Work**

5.2 **Immediate Emergency Care Responding (IECR)**

5.3 Respondents were asked whether they would have any concerns if they called 999 in a medical emergency and a firefighter or fire officer arrived on the scene first. More than 7 in 10 (72%) respondents said that they would not have any concerns, while more than a quarter (28%) said that they would have concerns.

5.4 Would you have any concerns if you called 999 in a medical emergency and an appropriately trained firefighter or fire officer arrived on the scene first?



5.5 Respondents were asked to explain their answer. A number of respondents noted that being appropriately trained is what is important not the uniform/emergency service.

5.6 Other respondents also saw IECR as a positive step as long as firefighters received sufficient training as part of the pilot.

5.7 Some respondents cited France and other countries as examples of where a similar model has worked well.

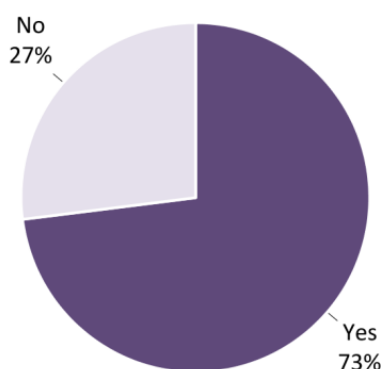
5.8 Some people also felt the sooner the response, the better.

5.9 However, some respondents expressed concerns with the proposal. Some of these concerns were around the impact that IECR could have on traditional fire service duties and fire cover.

5.10 Respondents also mentioned concerns about diluting both professions and expressed that people's expectations are 'paramedics in medical emergencies' and 'firefighters to put out fires/in rescue situations'.

5.11 Other respondents questioned whether this proposal is covering a problem of under-funding in the ambulance service.

- 5.12 Some saw the good intentions of the proposal but said that despite the best of intentions, firefighters just cannot match paramedics in terms of experience and training.
- 5.13 Just under three quarters of respondents (73%) thought that East Sussex Fire and Rescue Service should invest funding in Immediate Emergency Care Responding for a two year pilot.
- 5.14 Do you think East Sussex Fire and Rescue Service should invest funding in a two year pilot of Immediate Emergency Care Responding?



- 5.15 Respondents were again asked to explain their answer. A number of respondents thought that a pilot would be worthwhile.
- 5.16 Others also commented that investing funding in Immediate Emergency Care Responding for a two year pilot was a good idea in principle.
- 5.17 However, a number of respondents thought that the pilot should be funded by Central Government and/or the Ambulance Service.
- 5.18 Some people thought that the money should instead be invested into the Fire Service.
- 5.19 Respondents were asked whether they had any additional comments about the proposal. A number of people again commented on issues that have previously been mentioned in previous questions such as training; the ambulance service and central government funding the pilot; and the potential that it could negatively impact on the core function of the fire and rescue service.
- 5.20 A couple of comments were made about central government in light of whether this proposal would essentially become a cost-cutting exercise. It was noted that effective fire cover should be maintained and best patient outcomes should also be achieved. One respondent also questioned whether it would be more appropriate for the Police Service to provide additional support.
- 5.21 It was noted that training and the setup of the pilot should be carefully planned.

5.22 A number of respondents commented that the pilot should be properly funded and resourced so that it doesn't impact on service delivery.

5.23 It was also questioned whether FRS staff should be able to opt in to these extra responsibilities and get paid extra.

5.24 It was felt by some respondents that the public would need to be reassured about the proposals in question and PR would need to be effective.

5.25 **Drowning Prevention**

5.26 Respondents were asked how they thought East Sussex Fire and Rescue Service could contribute to reducing drownings. Various ideas and considerations were put forward which included:

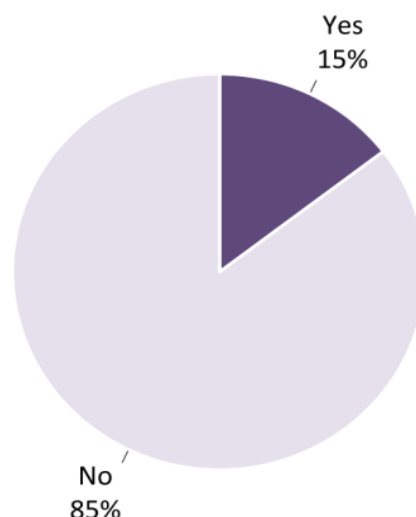
- School visits/education
- Improved awareness/promotion/campaigns/demonstrations
- A holistic approach / multi-agency working
- Advise organisations who could have an influence/impact
- Have the right equipment and well trained staff

5.27 It is worth noting that a small number of respondents thought that drowning prevention is not in ESFRS's remit.

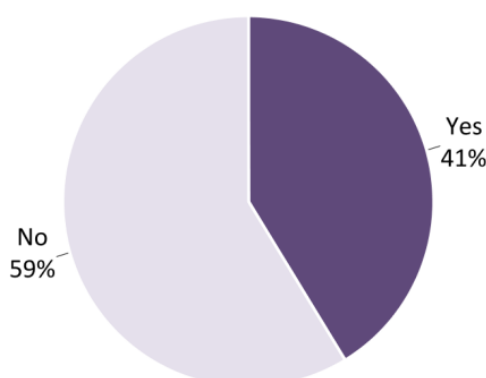
5.28 **Business Safety**

5.29 15% of respondents to the consultation reported having responsibilities owning or running a business.

5.30 Do you currently own or run a business?



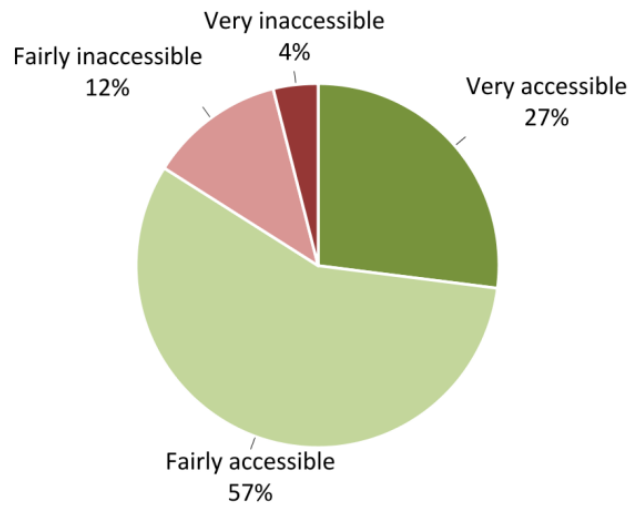
- 5.31 Respondents who currently have responsibilities owning or running a business were asked how ESFRS can best support them to improve fire safety and meet their legal obligations within their premises. Suggestions that respondents put forward included:
- Fire safety advice and updates on legislation
 - Site visits and appraisals
- 5.32 One respondent noted that the maintenance of smoke alarms at business premises is helpful.
- 5.33 Some respondents said that regular inspections would help to support them, with a couple saying that ESFRS should concentrate on enforcement.
- 5.34 A number of respondents mentioned training as a response to how ESFRS could best support them to improve fire safety and meet their legal obligations within their premises.
- 5.35 Of the respondents who reported having responsibilities owning or running a business, around two fifths of these (41%; 26 respondents) said that they were aware that East Sussex Fire and Rescue Service offers free Safer Business Training.
- 5.36 Are you aware that East Sussex Fire and Rescue Service offers free Safer Business Training?



5.37 **Advice and information**

- 5.38 All respondents were asked how accessible they thought East Sussex Fire and Rescue Service is for advice and information. The vast majority (84%) thought that ESFRS are either very or fairly accessible, with more than a quarter (27%) saying that they are very accessible.
- 5.39 Less than a fifth (18%) said ESFRS was inaccessible.

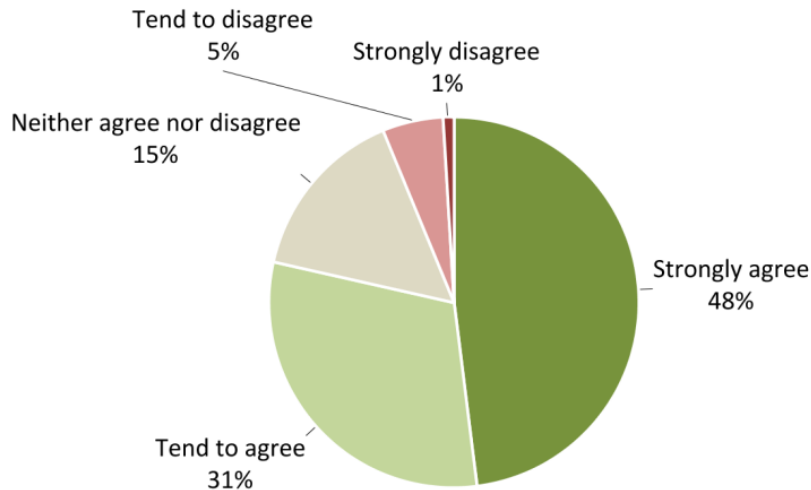
5.40 In your opinion, how accessible is East Sussex Fire and Rescue Service for advice and information?



5.41 **Our Funding**

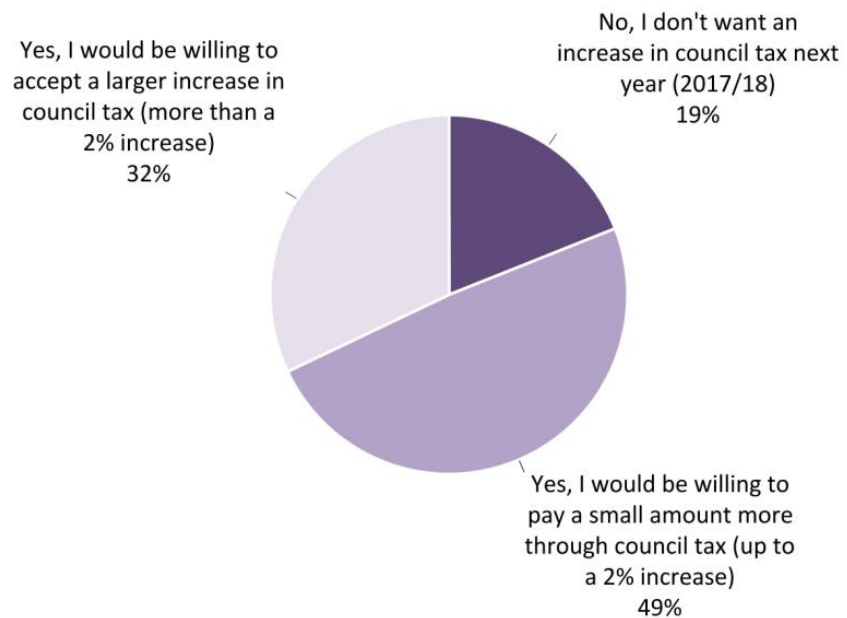
5.42 The majority (79%) of respondents agreed that their local fire & rescue service offers value for money; only 6% disagreed.

5.43 To what extent do you agree or disagree that your local fire and rescue service offers value for money?



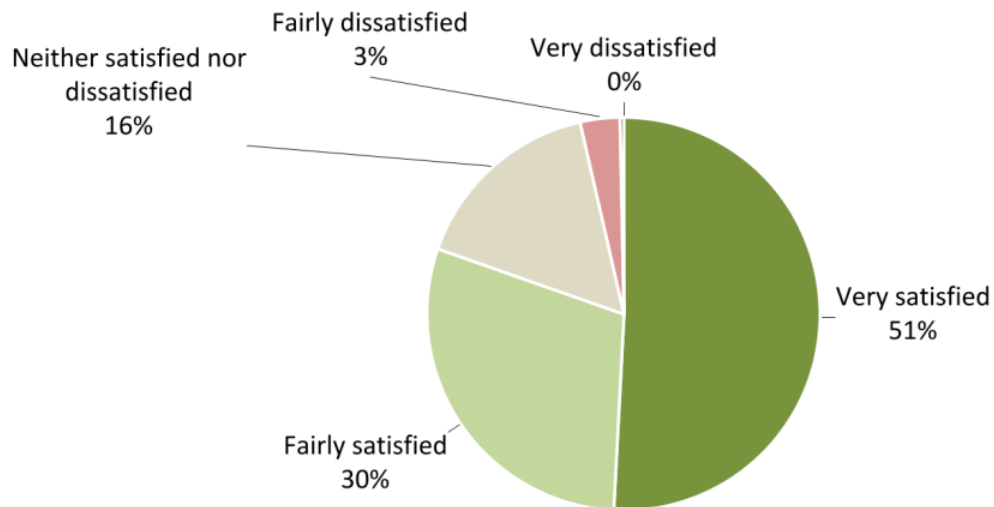
5.44 Around four fifths (81%) of respondents said they would be willing to pay more, through council tax, for their local fire and rescue service next year, with just under half (49%) saying that they would be willing to pay a small amount more through their council tax (up to a 2% increase) and around a third (32%) said that they would be willing to accept a larger increase in council tax (more than a 2% increase).

- 5.45 Just under a fifth of respondents said that they don't want an increase in council tax next year (2017/18).
- 5.46 Would you be willing to pay more, through council tax, for your local fire & rescue service next year? If yes, what level of increase would you accept?



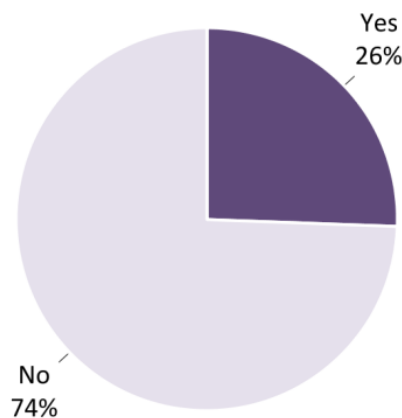
- 5.47 Respondents were asked whether they had any suggestions about what ESFRS could do to offer better value for money. One of the suggestions was for ESFRS to merge with West Sussex.
- 5.48 Another suggestion was for more collaborative working with other forces.
- 5.49 Some respondents also suggested that the ESFRS management structure should be reviewed.
- 5.50 It is worth noting that some respondents thought that ESFRS already provide value for money and therefore felt that cuts should not be made.
- 5.51 **The service we provide**
- 5.52 The majority (80%) of respondents said that they were satisfied with the service they receive from ESFRS. 16% reported being neither satisfied nor dissatisfied with only 3% expressing dissatisfaction.

5.53 In general, how satisfied or dissatisfied are you with the service you receive from us?



5.54 Just over a quarter (26%) of respondents said they had been in contact with East Sussex Fire and Rescue Service in the last 12 months.

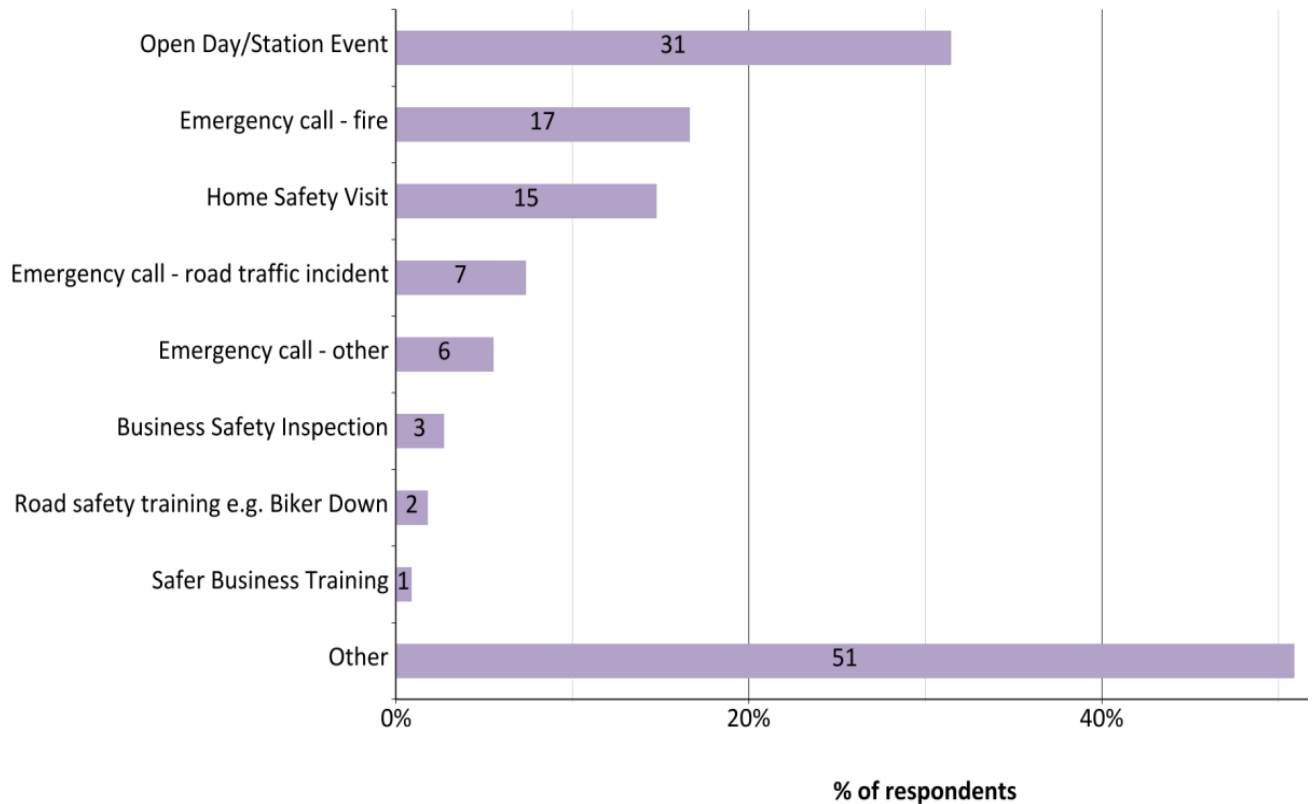
5.55 Have you been in contact with East Sussex Fire and Rescue Service in the last 12 months?



5.56 Respondents who have been in contact with East Sussex Fire and Rescue Service in the last 12 months were asked what it was for. Almost a third (31%) of respondents said that they had been in contact with ESFRS at an open day or station event; almost a fifth (17%) had had a fire; 15% had had a home safety visit and 13% had called ESFRS in an emergency (either for an RTC (7%) or something else (6%)).

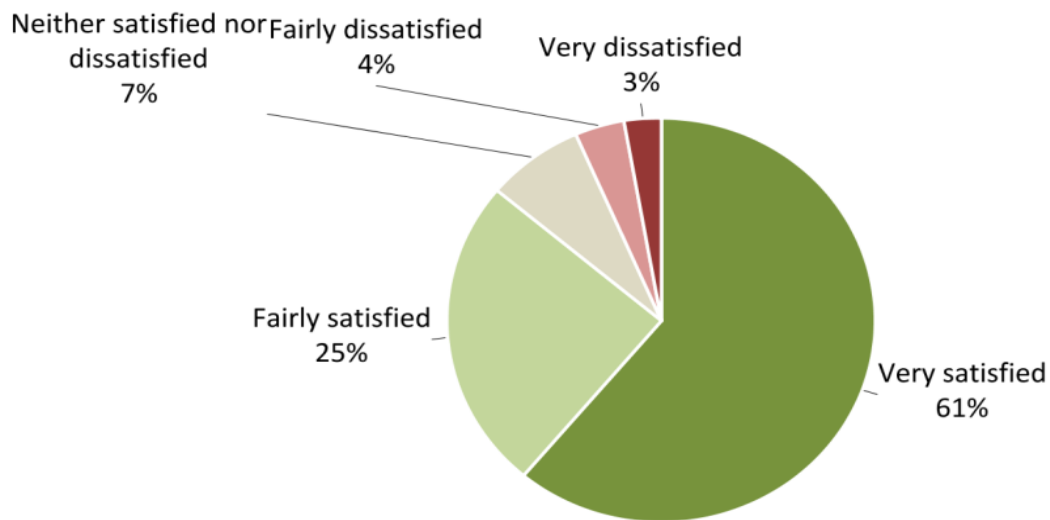
5.57 A large proportion of respondents also gave 'other' reasons for being in contact with ESFRS. Many of these included being employed by the FRS or having contact in some capacity as an employer or as part of a work related interaction and training courses.

5.58 What was it for?



5.59 The vast majority (86%) of respondents who had been in contact with East Sussex Fire and Rescue Service in the last 12 months said that they were satisfied with the service they received. 7% reported being neither satisfied nor dissatisfied and 7% expressed dissatisfaction.

5.60 Thinking about the last time you were in contact with East Sussex Fire and Rescue Service, how satisfied or dissatisfied were you with the service you received?

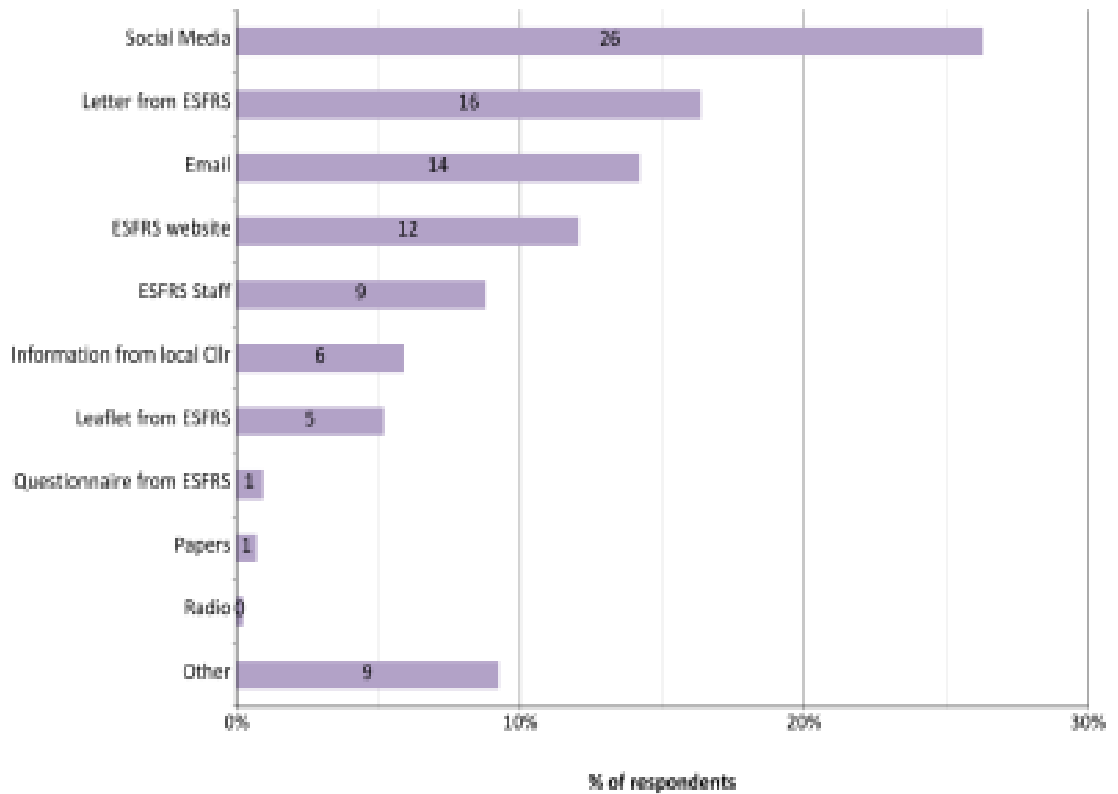


5.61 When respondents were asked if there was anything that East Sussex Fire and Rescue Service could have done better, the responses varied but included:

- 3 firefighters came to the house and couldn't fix the alarm which only needed the battery replaced and failed to put up a new working alarm.
- Could have had a more caring attitude to the community.
- Ensure the public are made aware that covering moves are put in place when fire engines are tied up at calls to maintain cover. Especially if it is a medical call.
- Give longer notification for the blanket testing. Since so many fail it would be good to have time to let our group know about it and not just those on email!
- Made me feel as though you wanted to help rather than my issues were just mine to deal with.
- Name badges would be a help, and a lot more training on how to talk to the public.
- Responding to email or contacting us was slow, smoke alarm took a very long time to arrive at my address

5.62 The way that most respondents heard about the consultation was through social media (26%). More than 1 in 10 respondents also said that they heard about the consultation via: a letter from ESFRS (16%), an email (14%) or the ESFRS website (12%).

5.63 How did you hear about this consultation?



5.64 **Mail-out return rates**

5.65 Our direct mail-out to the public was a new consultation method for us and received the following responses;

- Leaflets/postcards 5,000 sent, 22 returned = 0.44%
- Letters 5,000 sent, 69 returned = 1.38%
- Questionnaires 100 sent, 4 returned = 4%

5.66 Whilst these numbers are low, we can be sure that we raised awareness of our consultation via these direct mailings even if people then chose not to respond.

5.67 For full analysis of these results and a representative sample of text quotes from respondents, please refer to Appendix A.

6 Summary of Views Expressed at Staff Forums

6.1 Would you have any concerns if you called 999 in a medical emergency and an appropriately trained firefighter or fire officer arrived on the scene first?

6.2 All staff expressed concern about the levels of training required and the ability to maintain appropriate competencies.

6.3 There was also concern about our current crewing levels and any additional strain that this would place on our resources.

6.4 Staff felt that they would want to be clearly identifiable or 'branded' so that the public are aware of what is happening and why they are getting a firefighter response instead of an ambulance.

6.5 Staff would like the agreement to be flexible in order to deal with fluctuations in our own demand and to avoid over-committing to it.

6.6 Do you think East Sussex Fire and Rescue Service should invest funding in a two year pilot of Immediate Emergency Care Responding?

6.7 In general, there is support amongst staff for investing in this area of work.

6.8 Do you have any additional comments about the proposal?

6.9 One member of staff had witnessed this in action and said it was good to see someone getting the help they needed as quickly as possible.

6.10 It was suggested that as we have focussed more on prevention in recent years we should also look at prevention in terms of these incidents rather than relying on response.

6.11 How do you think East Sussex Fire and Rescue Service can contribute to reducing drownings?

6.12 There was a good amount of support for this work although there is concern that we should not be leading on it. It should be a multi-agency approach with a strong government lead.

6.13 Most felt that it definitely comes under the banner of making our communities safer and we should be incorporating it into our education programmes.

6.14 There was also a concern that if we are going to commit funding and resources to this, we need to make sure we can do something meaningful and for the right people.

- 6.15 If you own or run a business, how can we best support you to improve fire safety and meet your legal obligations within your premises?
- 6.16 There was no strong feeling either way about firefighters doing business safety audits although some were concerned about consistency between audits and some felt that this should still be in the business safety team remit.
- 6.17 It was suggested that we should look at doing this differently, maybe using RDS or green book staff as well.
- 6.18 Are there any other areas which you feel we should be focusing on in future?
- 6.19 The well-being of staff was mentioned as something we should focus on, as was continuing to lobby for fire suppression and sprinklers in buildings and support for apprenticeships was also expressed.
- 6.20 We provide information on our website, in leaflets and flyers, on social media and face-to-face through visits and training. In your opinion, how accessible is East Sussex Fire and Rescue Service for advice and information? How could we be better at this?
- 6.21 Staff made no comments relating to this question.
- 6.22 To what extent do you agree or disagree that your local fire & rescue service offers value for money?
- 6.23 Some staff felt that we do provide good value for money but others said they thought we could do better at recognising where we could make more efficiencies.
- 6.24 Would you be willing to pay more, through council tax, for your local fire and rescue service next year? If yes, what level of increase would you accept?
- 6.25 Some staff felt that instead of raising council tax we should look to make further efficiencies and make better use of the resources we have.
- 6.26 Do you have any suggestions about what we could do to offer better value for money?
- 6.27 It was suggested that we could make it clearer to the public how much we actually do to promote what good value we are currently.
- 6.28 It was also suggested that we could make better use of our money by using fewer temporary positions.
- 6.29 Full details of comments received at the staff forums can be found in Appendix B.

7 Summary of Views Expressed at the Stakeholder Forum

7.1 Would you have any concerns if you called 999 in a medical emergency and an appropriately trained firefighter or fire officer arrived on the scene first?

7.2 Stakeholders felt that appropriate training would be vital and would need to be to paramedic standard rather than just technician.

7.3 There was concern that a simultaneous fire call would not get a fast response.

7.4 They also felt that a great deal of PR would be needed to reassure the public that we are providing full training.

7.5 Do you think East Sussex Fire and Rescue Service should invest funding in a two year pilot of Immediate Emergency Care Responding?

7.6 There was support for this and they felt that looking to do things differently in the future and working flexibly to keep up with demand is vital and something we have done well in the past.

7.7 Do you have any additional comments about the proposal?

7.8 They queried whether a full crew would go out or just 2 firefighters. They also suggested that trained crew should be identifiable in some way; maybe wearing a badge to indicate their medical training.

7.9 How do you think East Sussex Fire and Rescue Service can contribute to reducing drownings?

7.10 Stakeholders felt that we should be educating school children about the dangers of water in addition to the other safety education we provide and that maybe we should also get involved with organising swimming lessons for school children.

7.11 They also suggested that there is a need for educating the public in general about taking risks in or near water, regardless of whether or not they can swim.

7.12 If you own or run a business, how can we best support you to improve fire safety and meet your legal obligations within your premises?

7.13 There was general agreement that firefighters could do fire safety as long as they are appropriately trained. Some suggested maybe they should work in tandem with fire safety officers.

7.14 It was felt that this is a modern approach to serving the community in a broader way.

7.15 Are there any other areas which you feel we should be focusing on in future?

7.16 There is support for collaboration with partners and pooling of resources.

- 7.17 We provide information on our website, in leaflets and flyers, on social media and face-to-face through visits and training. In your opinion, how accessible is East Sussex Fire and Rescue Service for advice and information? How could we be better at this?
- 7.18 Some felt there may be an opportunity to work collaboratively with other service's PR and communications departments in order to save money.
- 7.19 To what extent do you agree or disagree that your local fire & rescue service offers value for money?
- 7.20 Stakeholders agreed that the service is good value for money.
- 7.21 Would you be willing to pay more, through council tax, for your local fire and rescue service next year? If yes, what level of increase would you accept?
- 7.22 They said they would if it was definitely going to the fire authority and if it was being spent on our core priorities.
- 7.23 Do you have any suggestions about what we could do to offer better value for money?
- 7.24 The stakeholders made no comments relating to this question.
- 7.25 Full details of comments received at the stakeholder forum can be found in Appendix B.

8 **Summary of Separate Letters & Emails Received**

- 8.1 8 responses were received via letter, e-mail or phone as follows:

Opinions Expressed	Public	Staff	Town/Parish Councillors	Totals
In support of Immediate Emergency Care Responding	2			2
Agreeing that we provide good value for money	1			1
Generally in support of all our plans	3		1	4
Seeking clarification of wording on previous IRMP progress		1		1
	6	1	1	8

Copies of these responses are shown in Appendix C.

9 **Responses from Representative Bodies**

- 9.1 There were no formal responses from any representative bodies.

10 **SUMMARY**

10.1 The response rate to this consultation has been very satisfactory given the ‘neutral’ nature of the proposals. To show this in context, the following is a comparison of previous consultations and the relevant costs and return rates achieved.

10.2

Consultation	Costs	Responses
Current Plan	£10k (6k ORS, 4k in house)	588
‘Changing the Service – Shaping our Future’	£22K	655
Hastings Review	£19K	504
Rural Review	£30K	347
N.B. All other reviews included externally facilitated focus groups, this time it was felt that this was not necessary.		

10.3 The 8 week public consultation programme indicates that there is generally strong support from staff, stakeholders and the public to the proposals in the plan.

10.4 Concerns raised related to appropriate training for new ventures and being able to maintain sufficient resourcing levels for our core calls whilst taking on other duties.

10.5 The following changes to the final document were suggested and are subject to Fire Authority approval.

- Change of wording in Appendix B from:
 - We have introduced Locality Managers in Hastings and Brighton
 - To**
 - We have introduced Locality Managers in Hastings

- Change of wording in Appendix B from:
 - We investigated the introduction of smaller appliances. A trial of 2 lighter appliances is now in progress.
 - To**
 - We investigated the introduction of smaller appliances. A trial of 2 lighter appliances was approved and specifications for the trial are being discussed.

- A layout change to show distinct sections in the document relating to the community, our partners and our staff.

11 **Appendices**

- A. Full Survey Analysis report from Opinion Research Services (ORS)
- B. Full notes from staff and stakeholder forums
- C. Copies of letters, e mails and phone calls received
- D. Equality Impact Assessment for the IRMP
- E. IRMP Action Plan 2017-20 for approval

EAST SUSSEX FIRE AUTHORITY

Date 8 December 2016

Title of Report Travel Plan

By Chief Fire Officer and Treasurer

Lead Officer Estates Manager, Julian Salmon

Background Papers Fire Authority June 2015 Agenda Item Nos. 857 and 860: Service Headquarters – Stage 3 Report

Appendices Appendix A – Travel Plan – Mott MacDonald
Appendix B – Equality Impact Assessment

Implications

CORPORATE RISK		LEGAL	
ENVIRONMENTAL	✓	POLICY	
FINANCIAL	✓	POLITICAL	✓
HEALTH & SAFETY		OTHER (please specify)	
HUMAN RESOURCES	✓	CORE BRIEF	
EQUALITY IMPACT ASSESSMENT			

PURPOSE OF REPORT To set out proposals for a Travel Plan which will support the SHQ relocation decision taken by Members.

EXECUTIVE SUMMARY

1. Following the decision by the Fire Authority in June 2015, ESFRS is due to vacate Service HQ and relocate to the Sussex Police site in Lewes by March 2017.
2. At the Fire Authority meeting, Members requested that a Travel Plan report be brought back for consideration, with proposals on what measures will be implemented to minimise the impact on parking as part of the relocation.

3. There are a number of measures to consider as part of the Travel Plan, which include:
 - i A needs-based parking permit scheme;
 - ii Public transport discounts through corporate membership of the EASIT scheme;
 - iii An interest-free Sustainable Travel Loan Scheme;
 - iv Addition and promotion of an ESFRS group to the ESCC Car Share Scheme;
 - v The allocation of parking spaces for car sharers; and
 - vi The provision of a shuttle bus service from Lewes train station to the shared HQ site, initially for a 3-month trial period.
-





RECOMMENDATION The Fire Authority is asked to agree the Travel Plan measures and approve the ESFRS Travel Plan as set out in this report.

1. **INTRODUCTION**

- 1.1 The Stage 3 Service Headquarters report was presented to Members at the Fire Authority meeting on 18 June 2015. Members agreed with the recommendation to relocate to the shared Sussex Police HQ site in Lewes. As this meeting, Members requested that a Travel Plan be implemented to mitigate the impacts of parking in the local area and also explore incentives to encourage the use of public transport. This report follows staff surveys and also work undertaken by consultants Mott MacDonald who were commissioned to analyse responses from the survey, together with home and work locations of staff, to develop a Travel Plan to support the relocation. Mott MacDonald are also being used by Sussex Police to develop a force-wide Travel Plan, and it was, therefore, felt that there would be benefits to aligning these activities and creating common approaches where possible.
- 1.2 Following the outcomes of the restructure we conducted an online survey for staff to answer a variety of questions to establish information about how they currently travel to work, their future work locations, proposed method of travel and, also, which incentives they thought most beneficial and, therefore, most likely to change their method of travel to public transport.
- 1.3 Mott MacDonald consultants analysed the staff survey data together with information provided by HR on staff home and future work locations. This work has identified how many staff are able to access public transport, taking into account a reasonable maximum travel time including, for example, journey to train station, train journey and time taken from Lewes train station to the shared site.
- 1.4 From the analysis undertaken by Mott MacDonald and staff feedback on incentive schemes, a Travel Plan has been developed which identifies an action plan setting out measures needing to be put in place to support the Plan, and the order of priority in which these should be delivered.
- 1.5 Whilst the Travel Plan developed will apply across all sites, the focus has been for us to identify measures that will aim to mitigate the impact on staff and parking pressures at the shared HQ site in Lewes.

2. **STAFF SURVEY**

- 2.1 There are approximately 140 staff working from the current SHQ building in Eastbourne. The survey achieved a 64% response rate with 89 staff responding to the travel survey. 71 members of staff, of the 93 staff relocating to the shared site in Lewes, responded to the survey.
- 2.2 The table below provides an overview of how staff currently travel to work and how they propose to travel in the future; this does not reflect any changes as a result of incentive schemes, etc:

Responses:	89	Those going to Shared HQ site	71
Current Travel:		Proposed Shared HQ Travel:	
Car	63%	Car	59% 
Motorcycle	4%	Motorcycle	7% 
Public Transport	14%	Public Transport	32% 
Active Travel	20%	Active Travel	1% 

- 2.3 There is a slight improvement in the number of staff travelling by car – 55% of those proposing to travel by car will do so due to time savings. 40% of those proposing to travel by car have indicated they could travel by train, bus or bicycle.
- 2.4 Importantly, we need to consider that 43% of those proposing to travel by car will combine the trip with other commitments, such as dropping off children at school or nursery. Due to the timings of these drop offs, it will be important to consider how any parking permit scheme does not disadvantage those with dependants.
- 2.5 31% of those proposing to travel by car need their car for business travel. It will be important for us to consider how pool cars are used and how future provision and booking arrangements can reduce the need for staff to use their own vehicles for these trips and encourage staff to use public transport wherever possible. Future improvements to our IT infrastructure and hardware solutions may reduce the need for physical meetings or, together with the greater use of operational sites, will enable staff to start their day nearer to where meetings will be taking place, reducing time spent travelling between sites.
- 2.6 Encouraging train travel is by far the most popular alternative mode of public transport for car drivers; 33% of those staff proposing to travel by car would be encouraged to travel by train. In terms of incentives, a shuttle bus between Lewes train station and the shared HQ site was chosen by 48% of potential car drivers. This was closely followed by 33% of staff being encouraged to travel by train if cheaper fares were available. This will be a key group to try and encourage to use public transport, through membership of schemes such as EASIT (see paragraph 4.5 below) or the offer of subsidised/cheaper fares or interest free season ticket loans.
- 2.7 The Travel Plan developed by Mott MacDonald is presented under Appendix A and provides a detailed breakdown and commentary on the results from the survey together with analysis of home to work travel times and routes.

3. **STAFF HOME LOCATIONS AND ACCESSIBILITY**

- 3.1 Separately to the staff survey, Mott MacDonald undertook an analysis of postcode data to determine the potential for staff travelling by active means, or by bus, train or car sharing.
- 3.2 The conclusion of this is that 6 staff live within 5 km of the shared HQ and, therefore, can travel by other means than as a lone car driver (walk, cycle or bus). Furthermore, an additional 34 staff live within a one hour public transport journey of the shared HQ.
- 3.3 A further scenario was run, having a shuttle bus service between Lewes train station and the shared HQ site. This would mean a further 30 staff could travel to the shared HQ in less than an hour from their home address.
- 3.4 Against the postcode data provided this can be shown as percentages against the 93 staff being relocated to Lewes and illustrates the potential for staff to travel by means other than as a lone car driver:

Staff	93
Active or Bus	4 (5%)
Within 1 hour using Public Transport	25 (27%)
Above with use of Shuttle Bus Service	22 (24%)
Staff within car share area (not already included in above)	28 (30%)
Staff with no other alternative	14 (15%)

This does not take into account those staff who may have dependants or other needs which have been identified in the travel survey.

4. **TRAVEL PLAN MEASURES**

- 4.1 As part of the Travel Plan, an action plan has been developed which identifies measures needing to be implemented. The timescale and cost impacts have been categorised against each of these. The measures have been discussed at the HQ Relocation Board and the following measures represent those that we feel deliver most benefit (likelihood of encouraging staff of using transport other than Single Occupancy Vehicle (SOV) travel) and reflect the highest priority to deliver in the timescale:

Measure	Methodology
Car Parking Scheme	Needs based parking permit system
Public Transport Discounts	Joining scheme for discounted travel
Sustainable Travel Loans	Interest-free season ticket loans and cycle to work scheme
Car Sharing Scheme	Setting up or joining existing scheme whereby staff can find a share partner
Car Share Parking Spaces	Allocate some parking for car sharers to support car share scheme
Shuttle Bus Service	Provision of shuttle bus service from Lewes Train Station to shared HQ site.

In addition CMT has agreed to the provision of an additional resource on a temporary basis to develop the Travel Plan and ensure that it is effectively promoted. This resource will report to the Estates Manager and will also provide support to other aspects of the SHQ Relocation Project.

Car Parking Scheme

- 4.2 It is proposed that we introduce a parking scheme whereby parking permits are issued on a needs basis, prioritising those who live furthest away, have limited access to public transport, those with dependants or regular business travel needs.
- 4.3 We propose to set up a staff group to develop the scheme and any scoring system required to assess eligibility for parking permits.

Public Transport Discounts

- 4.4 The survey highlighted that 38% of staff proposing to travel by car would be encouraged to travel by train or bus if subsidised/cheaper fares were available.
- 4.5 There are already schemes available for Corporate membership to enable staff to access discount travel arrangements.
- 4.6 The EASIT scheme provides discounted travel on public transport as well as electric vehicle purchase, cycle purchase and loan bicycles. This initiative can assist in making sustainable travel more affordable and complements other travel schemes e.g. the season ticket loan or the cycle to work loan scheme.
- 4.7 As part of the travel plan, ESFRS proposes to register to this scheme and will pay an annual company membership fee. We have the option to either subscribe for all staff (£2,000 annual fee with a £500 setup fee) or alternatively just those staff being relocated (£1,500 annual fee with a £500 setup fee). Staff will be required to pay an annual membership fee of £4.80 for an EASIT card, which will then provide access to the following discounts as part of the East Sussex network, which currently include:
- 15% discount on all rail ticket types with Southern
 - 20% discount online for single / return journeys with Southern
 - 10% discount with Halfords on bikes, accessories and servicing
 - Loan of bicycles for a trial period (£25-£40 delivery, collection and servicing fee)
 - Discounted bicycle insurance
 - Discounted electric / folding beat bicycles (25%)
 - Discounted Nissan Leaf (£6,000+ discount) and electric vehicle charging infrastructure

Sustainable Travel Loans

- 4.8 The season ticket loan scheme would enable the Service to either purchase a season ticket on behalf of an employee or make payment of a loan to the amount of the season ticket. Staff would then have a monthly amount deducted from their salary to repay the Service over an agreed period, usually 12 months.

- 4.9 The travel loan scheme makes the cost of season tickets more manageable, given that staff can make monthly repayments rather than a one-off lump sum payment. As well as improving accessibility to such tickets, it can also reduce the total annual cost of travelling for staff as they are able to purchase a longer term ticket at typically reduced rates when compared to paying daily, weekly or monthly for a ticket. For example, National Rail advises that if an individual is making the same journey on three or more days within a week the season ticket is likely to offer better value than daily tickets.
- 4.10 Under the Relocation of Normal Work Base and Excess Travel Policy, staff will be able to claim excess travel expenses for a duration of 24 months. Therefore, initially the excess costs of purchasing travel tickets will be reimbursed to them.

Car Sharing Scheme

- 4.11 Car sharing schemes enable staff to share car journeys and continue to benefit from the convenience of the car. Other benefits include reducing the cost, total number of car journeys, level of congestion and pollution generated through travel to and from work.
- 4.12 There is already the ESCC Car Share Scheme which has a dedicated website www.eastsussexcarshare.liftshare.com for those to join who are either able to offer others a lift share or those seeking a lift to and from their workplace. It is entirely flexible and allows staff to find people for regular car sharing or single one-off trips.
- 4.13 Within the Scheme there are groups, and Sussex Police already has an established group that our staff could seek car share opportunities with.
- 4.14 Also, those staff who do not have a car are able to join as 'seeking a lift', so can also benefit from the Scheme.
- 4.15 To try and encourage use of this scheme and benefit those who take part, under the parking permit scheme we intend to allocate some spaces to car sharers. These spaces would be allocated for car share use only, up until 10.00 hours, when these spaces could then be used by any permit holder.
- 4.16 We would also propose to support this scheme with an Emergency Lift Home. Those signed up to a car sharing group will be entitled to reimbursement for their journey home should a lift fail in the event of an emergency or unforeseen problem. This would only be applicable to the passenger, as it is assumed that the driver could make their own arrangements and the claimant must be registered on the car share site and be part of an ESCC car sharing group. This would provide a safeguard for those that would consider car sharing but are worried that they would be stranded in an emergency.
- 4.17 These approaches reflect the results from the staff survey where preferential parking was indicated as the most influential factor in encouraging a staff member to car share (selected by 50% of potential car drivers). Help in finding car share partners (45%) and a free emergency taxi home if they were let down by the car driver (36%) were also influential factors.

Shuttle Bus Service

- 4.18 The survey highlighted that 48% of staff proposing to travel by car would be encouraged to travel by bus or train if a shuttle service was available.
- 4.19 We propose to put in place a shuttle bus service that will run from Lewes train station to the shared HQ site, initially for a 3 month period, following which the take-up will be reviewed and a decision made on whether to continue.
- 4.20 The service would run between the hours of 08.00 and 09.30 hours and 16.00 and 18.00 hours; the cost of providing this service would initially be borne by ESFRS.

Marketing and Advertising

- 4.21 In order to ensure that staff are made aware of the measures being put in place, it will be essential to develop a communication strategy. As part of this, we will need to ensure staff know where to go for information and develop a dedicated intranet page for this, including a travel pack.
- 4.22 We will also need to hold engagement sessions to promote the discount travel and car share schemes. In addition, we will work with a staff group to agree how the parking permit scheme will operate and on what basis parking permits will be issued, i.e. a needs based approach.

Future Measures

- 4.23 The future use, provision and booking of pool cars will need to be reviewed. Pool car schemes can work well if there is sufficient provision to support demand and systems are in place to manage booking, pick-up and drop-off procedures. 31% of staff proposing to travel by car need their car for business travel. A review of the current scheme would benefit those who require their car for business travel use and ensure that pool cars are used efficiently.
- 4.24 Wider use of Flexible Working, including home working, will reduce the number of staff needing to travel to their main workplace every day. The future improvements being made as part of the IMD strategy, together with better use of our operational estate by providing touch-down and hot-desking locations, will enable staff to work more efficiently and reduce the time spent travelling between sites.
- 4.25 These measures are identified in our action plan, however, due to the time required to deliver and cost implications these will need to follow after the HQ relocation project.

5. FINANCIAL

- 5.1 Overall, it is anticipated that the initial cost of the proposed actions for 2017/18, including the initial 3-month trial of the shuttle-bus service, will be approximately £25,000 which can be funded from the Project budget. The actual cost will depend upon the level of take up and whether the shuttle-bus trail can be jointly operated and funded with Sussex Police. The temporary Project Support resource (paragraph 4.1) will be funded from the corporate contingency.

6. **POLITICAL**

- 6.1 There are already significant parking pressures within Lewes and particularly in the residential areas surrounding the Shared HQ site. The Travel Plan aims to reduce the impact on these areas by reducing single occupancy vehicle trips.
- 6.2 The measures identified within the Travel Plan will encourage staff, through incentives, to use more sustainable modes of transport and reduce the need to travel by car.
- 6.3 There are also potential benefits to improve public transport services due to a higher demand on the services.

7. **ENVIRONMENTAL**

- 7.1 East Sussex Fire Authority is committed to reducing the environmental impacts of the Service's activities. The Travel Plan aims to reduce the impact of travel and transport on the environment. The wider use of sustainable travel modes is crucial to this and the Travel Plan, together with the measures identified, will seek to reduce the number of single occupancy vehicle trips and, therefore, bring environmental benefits including reduced parking on residential roads, reduced CO2 emissions, and reduced noise pollution and traffic congestion.

8. **HUMAN RESOURCES**

- 8.1 The success of the Travel Plan will determine whether we are able to retain and successfully recruit staff in the future. The time spent travelling is a crucial consideration for staff when either considering their future or recruitment to a post.
- 8.2 The Travel Plan will deliver a number of measures that will encourage the use of public transport, a fairer approach to parking and, also, car share opportunities to reduce the cost of travelling to work.
- 8.3 Separately, the Relocation of Normal Work Base and Excess Travel Policy is being reviewed and updated. This will need to reflect the principles and measures being introduced as part of the Travel Plan, to ensure that, wherever possible, staff consider the use of public transport before car use.

9. **CONCLUSION**

- 9.1 Following the staff survey and work undertaken by Mott MacDonald, it is clear that ESFRS needs to adopt a Travel Plan and put in place a number of measures that will reduce the number of single occupancy vehicle trips.
- 9.2 Positively, staff appear open and flexible to using alternative modes of transport if there are incentives and measures put in place that will assist them in doing so. Staff are aware of the difficulties surrounding parking in Lewes and, therefore, will avoid these if there are suitable alternative modes of transport available to them.

- 9.3 One of the key considerations for staff is the distance from Lewes train station to the shared HQ site, particularly in the winter months. The shuttle bus service will mitigate these concerns and, hopefully, encourage greater use of public transport.
- 9.4 The Travel Plan sets out a framework to encourage staff to use more sustainable modes of transport. The immediate measures needing to be put in place to support these are:
1. Needs-based parking permit scheme
 2. Public transport discounts through corporate membership of the EASIT scheme
 3. Introduction of an interest free sustainable Travel Loan Scheme
 4. Addition and promotion of an ESFRS group to the ESCC Car Share Scheme
 5. Allocation of parking spaces for car sharers
 6. Provision of a shuttle bus service from Lewes train station to the Shared HQ site, initially on a 3-month trial.
- 9.5 As part of the action plan, a communication strategy will need to be developed to promote sustainable travel options and ensure staff have the information they need to make decisions about their future travel arrangements. The Travel Plan will also need to be monitored to assess the success of the measures identified and review further actions which need to be implemented.
- 9.6 To support the relocation project, we will be recruiting a Project Support Officer. This role will also support the delivery of the Travel Plan measures and ensure they are successfully implemented prior to the relocation.

Equality Impact Analysis Record (Inclusion Risk and Benefits)

This form should be completed in conjunction with EIA Tip Sheet and Key EIA Considerations

Part 1 – The Document					
1.	Name of Policy, Procedure, Activity, Decision or Service:	Service HQ Relocation - Travel Plan			
	Status of PPADS (please tick)	<input checked="" type="checkbox"/> NEW	<input type="checkbox"/> UNDER REVIEW	<input type="checkbox"/> CHANGING	<input type="checkbox"/> EXISTING
2.	a. Main purpose of PPADS:	<p>The Authority has agreed to relocate the staff currently accommodated at Service HQ in Eastbourne to a number of other sites, primarily the shared an HQ with Sussex Police in Lewes. The Authority has established a programme to manage the relocation and as part of the Estates Workstream a travel plan has been developed to mitigate the impact of the relocation in terms of employee's commute to work journeys.</p> <p>The main aims of the travel plan are to:</p> <p>ESFRS aims to reduce the total travel generated by its activities including employees, visitors and deliveries</p> <ul style="list-style-type: none"> • ESFRS aims to increase the proportion of travel by sustainable modes including walking, cycling and public transport and to reduce those made by car (particularly lone car trips) • ESFRS aims to ensure increased modal choice to employees and visitors • ESFRS aims to reduce its carbon footprint for staff and fleet vehicles • ESFRS will work with East Sussex Council and partners to support sustainable transport policy and implementation of sustainable travel infrastructure • ESFRS will aspire to be a good neighbour by improving parking conditions surrounding the Shared HQ and endeavour to play a key role within the local community 	b. Project Manager and Process owner:	AD Resources / Treasurer	
	c. Project/processes this PPADS is linked to:	<p>SHQ Relocation Programme and its supporting workstreams covering:</p> <ul style="list-style-type: none"> - HR - Estates - IT - Information Management (scanning & storage) - Communications & Engagement 			

3	List the information, data or evidence used in this analysis:	Site & Accessibility Audit Travel Plan - Staff Survey Feedback from 1-1s with staff		
Part 2 - Analysis				
Characteristics	Neutral Impact (x)	Negative Impact* (Risk Assess & score)	Positive Impact (x)	Narrative Section, detail below why and how you scored impact, you should consider: What are the risks &/or negatives, benefits and or opportunities to that Protected Characteristic? You <u>will</u> need evidence to support your Analysis.
A person of a particular age	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<p>The Travel Plan provides a number of initiatives that should impact positively on this characteristic:</p> <ul style="list-style-type: none"> - access to ESFRS parking spaces at the new HQ site will be managed via a points based permit scheme. This is currently under development but will consider factors such as journey to work time and accessibility of public transport. - a shuttle bus pilot will be provided, initially on a 3 month pilot basis, to transport staff from Lewes Railway Station to the new HQ site - those staff using the car share scheme will be supported by an Emergency Lift Home <p>In addition improvements in IT provision will expand the opportunities for telephone / videoconferencing at the relocation sites.</p>
A disabled person	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<p>The Travel Plan provides a number of initiatives that should impact positively on this characteristic:</p> <ul style="list-style-type: none"> - access to disabled parking bays at the new HQ Site - access to ESFRS parking spaces at the new HQ site will be managed via a points based permit scheme. This is currently under development but will consider factors such as disability, journey to work time and accessibility of public transport. - a shuttle bus pilot will be provided, initially on a 3 month pilot basis, to transport staff

				<p>from Lewes Railway Station to the new HQ site</p> <ul style="list-style-type: none"> - those staff using the car share scheme will be supported by an Emergency Lift Home <p>In addition improvements in IT provision will expand the opportunities for telephone / videoconferencing at the relocation sites.</p>
A person of a particular sex, male or female	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<p>SHQ Project EIA identifies a number of issues that will particularly impact on female employees: the fear of lone walking at night; increased travel costs; and the impact on caring responsibilities</p> <p>The Travel Plan provides a number of initiatives that should impact positively on this characteristic:</p> <ul style="list-style-type: none"> - access to ESFRS parking spaces at the new HQ site will be managed via a points based permit scheme. This is currently under development but will consider factors such as caring responsibilities, journey to work time and accessibility of public transport. - a shuttle bus pilot will be provided, initially on a 3 month pilot basis, to transport staff from Lewes Railway Station to the new HQ site - public transport discounts - those staff using the car share scheme will be supported by an Emergency Lift Home - interest free travel loan scheme
Pregnancy, Maternity, Marriage or Civil Partnership	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<p>Access to ESFRS parking spaces at the new HQ site will be managed via a points based permit scheme. This is currently under development but will consider flexibility to meet changing needs e.g. short term health issues, pregnancy etc.</p>
A person of a gay, lesbian or bisexual sexual orientation	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
A person of a particular race	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
A person of a particular religion or belief	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Transgender a person whose gender identity/expression does not make their assigned sex	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Community considerations Application across communities or associated with socio-economic factors considering the 10 dimensions of Equality	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Criminal convictions	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Rural living	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Human rights	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Part 3 – The results

	Yes	No	
Are there negative scores in Low ? (see guidance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If Yes, list any actions required to adjust the activity and any mitigation you will implement in the action plan below in section 6</i>
Were positive impacts identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If No, I & D will contact you about this</i>
Are some people benefiting more than others? If so explain who and why.	<input type="checkbox"/>	<input type="checkbox"/>	The Travel Plan includes a range of positive measures that will benefit affected employees in different ways.
Are one or more negative scores in Medium or High ? (See guidance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If Yes, Contact I & D for further consultation</i>

Part 4 - Consultation, decisions and actions

If medium or high range results were identified who was consulted and what recommendations were given?

Describe the overall decision on this Policy, Procedure, Activity, Service or Decision:

List all actions identified to address/mitigate negative risk or promote positively

Action	Responsible person	Completion due date
Ensure that Travel Plan is developed/delivered/communicated in a way that ensures accessibility across all groups.	AD Resources / Treasurer	Initially for relocation deadline of march 2017. Review after 3 / 6 months.
Ensure that the development of the Travel Plan is reflected in the SHQ Programme EIA, and that mitigating actions identified in the Programme EIA are delivered through the Tarvel Plan		
Ensure that the Parking Permit Scheme is developed in a way that gives due consideration to the issues identified in the SHQ programme EIA and this document.		

When, how and by whom will these actions be monitored?		
Initially by SHQ Programme Board.		
Part 5 – Sign Off		
Created by (Print Name): Duncan Savage		Department: Resources / Treasurer
Signature** Duncan Savage		Date: 29/11/16
To be completed by Equalities Team		
Signature** Nicky Thurston		EIA number: EIA_
Assessment date: 29.11.16		Review date: 01.06.17

**** Please type your signature to allow forms to be sent electronically****

Part 6 - Equality Improvement Plan

Issues Area of adverse impact and Reasons	Solution Action What can be done to mitigate impact, what can be done to obtain further information	Responsibility/Lead Manager Who will be responsible for this action	Target Timescales When will this be completed Financial factors	Comments Corporate Risk Factors
Potentially adverse impacts have been identified and mitigated in the travel plan	A review of the travel plan post implementation is required to ensure that proposed positive impacts have the desired effect.	Duncan Savage	Review to take place of Travel plan in conjunction with EIA at 3 and 6 months post implementation.	If policy in not review the corporate risk is that we may impliment a policy that adversely affected minority groups