

**Dorset & Wiltshire Fire and Rescue Authority -
Proposed Policy Statements**

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Prevention Policy Statement

We will aim to:

1. Undertake a risk targeted programme of proactive community safety activity to provide members of the public with an understanding of risk and provide suitable prevention advice, providing, where appropriate, equipment such as smoke alarms to mitigate risk.
2. Engage with our partners and local communities to reduce the number of fires and other risks by working together and sharing relevant data intelligence.
3. Deliver a programme of road safety education with our partners to reduce the number of persons killed or seriously injured.
4. Engage with young people to deliver a variety of targeted education programmes to help them make safer and healthier choices.
5. Engage within communities to seek to reduce fire-setting behaviours.
6. Comply with our statutory duties and moral obligations to help safeguard vulnerable adults and children from harm.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer who will ensure that adequate procedures are in place and are appropriately resourced. The Director of Community Safety will monitor and assure this policy through reviewing performance against a robust performance framework.

They will also conduct a review of the effectiveness of this policy as part of our annual Statement of Assurance, required under the for Fire and Rescue National Framework for England, which will be approved by the Authority. We will also assure through reports received and judgements made by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Performance and risk reduction will also be monitored at a local level through four Local Performance and Scrutiny (LPS) Committees, which are quarterly public meetings.

Document Management:

Lead director	Review Date
James Mahoney	February 2020

Protection Policy Statement

We will aim to:

1. Work with businesses and partners to maintain a robust fire safety enforcement strategy and proactively share information and expectations on compliance to ensure conformity with statutory requirements.
2. Deliver our fire safety work through a systematic and evidence-based risk inspection programme.
3. Have a robust approach to reduce the burden of automatic fire alarms to maximise our operational efficiency.
4. Work closely with other agencies sharing information about fire and other emerging risks to enable joint enforcement action.
5. React to safety concerns that have been received by partners and members of the public to increase compliance and confidence in fire safety regulations.
6. Learn from major incidents and wider concerns to ensure our integrated approach to fire safety, prevention and operational response.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer who will ensure that adequate procedures are in place and are appropriately resourced. The Director of Community Safety will monitor and assure this policy through reviewing performance against a robust performance framework.

They will also conduct a review of the effectiveness of this policy as part of our annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority. We will also assure through reports received and judgements made by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Performance and risk reduction will also be monitored at a local level through four Local Performance and Scrutiny (LPS) Committees, which are quarterly public meetings.

Document Management:

Lead director	Review Date
James Mahoney	February 2020

Response and Resilience Policy Statement

We will aim to:

1. Ensure that we have the right assets in the right places to efficiently and effectively respond to all foreseeable incidents and risks against the agreed attendance standards.
2. Ensure that our operational staff use the most up to date operational risk information to maintain their safety and that of the public.
3. Ensure that our operational procedures reflect National Operational Guidance and legislation relevant to operational activities.
4. Maintain an incident command framework that ensures that all incidents are professionally managed effectively and ensure the safety of the public and our staff.
5. Maintain a resilient and effective Service Control Centre to ensure that we deliver the most appropriate command and control.
6. Ensure that we communicate relevant information about incidents that we attend to keep the public safe during and following incidents.
7. Consider both national and local risks to ensure preparedness for major incidents, working with national partners and local resilience forums, to ensure the safety of our communities.
8. Ensure that our operational arrangements are regularly tested and reviewed to maintain a safe and effective response.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer who will ensure that adequate procedures are in place and are appropriately resourced. The Director of Community Safety will monitor and assure this policy through reviewing performance against a robust performance framework.

They will also conduct a review of the effectiveness of this policy as part of our annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority. We will also assure through reports received and judgements made by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Performance and risk reduction will also be monitored at a local level through four Local Performance and Scrutiny (LPS) Committees, which are quarterly public meetings.

Document Management:

Lead director	Review Date
James Mahoney	February 2020

Asset Management Policy Statement

We will aim to:

1. Ensure that we have the correct assets in place to meet the requirements set out in our Community Safety Plan.
2. Ensure effective asset management is in place by following the principles of the International Standards Organisation (ISO 55001) and the Royal Institution of Chartered Surveyors guidance on public sector property asset management.
3. Ensure we have effective information and communication technology which enables the efficient delivery of our services.
4. Maintain our assets to ensure that we provide a safe and legally compliant working environment for our staff and the public.
5. Maximise potential opportunities to collaborate with other public sector partners to help secure value for money and community use of our buildings.
6. Deliver carbon reduction and greater environmental sustainability in line with the Climate Change Act (2008).
7. Ensure that our assets and associated management systems are secure from attack or interference.

Compliance and assurance:

The Authority delegates these policy objectives to the Director of Service Support, who will be responsible for ensuring compliance with this policy through maintaining practices and procedures and ensuring adequate resources are allocated. The Director of Service Support will monitor and undertake an annual assurance of this policy to support the Statement of Assurance and the Annual Governance Statement, which will be approved by the Authority.

Document Management:

Lead director	Review Date
Byron Standen	February 2020

Financial Management Policy Statement

We will aim to:

1. Demonstrate high standards of financial governance and management throughout the organisation through compliance with all relevant legislation and the application of financial regulations and contract and procurement standing orders.
2. Demonstrate value for money by making best use of the resources and opportunities available to us to deliver an economical, efficient and effective service, and ensuring that decision making is based on sound principles and reliable financial information.
3. Manage our funds through a treasury management strategy that is aligned to the CIPFA Treasury Management in the Public Services Code of Practice and the CIPFA Prudential Code for Capital Finance in Local Authorities.
4. Ensure the public has confidence in how we spend and manage our finances through effective financial and budget planning for the short, medium and longer term; ensuring that our Medium Term Financial Strategy and Service plans are aligned; and ensuring that our financial statements comply with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom.
5. Effectively manage any significant financial liabilities and risks that we identify through a risk assessed reserves strategy.
6. Deliver value for money through the Service by operating a procurement regime and providing up to date, open and transparent data in relation to our contracts, spending and procurement opportunities.
7. Ensure that our procurement activity complies with all relevant legislation including EU regulations, Public Contract Regulations 2015, Modern Slavery Act 2015 and the Public Services (Social Value) Act 2012.

Compliance and assurance:

The Authority delegates these policy objectives to the Head of Financial Services & Treasurer of the Fire and Rescue Authority, the person appointed by them with responsibility for the proper administration of the Authority's financial affairs, in accordance with Section 151 of the Local Government Act 1972 and Section 112 of the Local Government Finance Act 1988 and the Chief Fire Officer.

Compliance and assurance continued:

Head of Financial Services & Treasurer will be responsible for ensuring compliance with financial policy objectives through maintaining a suite of financial regulations and contract and procurement standing orders. The Head of Financial Services & Treasurer will also undertake an annual assurance of this policy to support the Statement of Assurance and the Annual Governance Statement which will be approved by the Authority.

We will also assure through reports received and judgements made by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Document Management:

Lead	Review Date
Ian Cotter	February 2020

People Policy Statement

We will aim to:

1. Lead from the top and embed our values throughout the organisation.
2. Strive to have a diverse and inclusive workforce that is reflective of the community we serve and ensure that equality and diversity is mainstreamed into our decision-making processes.
3. Have recruitment and promotion arrangements that attract, develop and retain the best people.
4. Ensure robust workforce and succession arrangements are in place that align with our financial and strategic planning frameworks.
5. Ensure that our operational workforce are competent and safe, having the right skills and abilities to respond to any reasonably foreseeable incident that we are required to attend.
6. Enable all our people to develop their skills and talent, so that the organisation continues to operate efficiently and effectively.
7. Manage and support the health, fitness and wellbeing of our people to help ensure their safety and maintain high attendance levels.
8. Have a fair and consistent performance management system that recognises and rewards our people and provides a robust process for challenging underperformance.
9. Ensure our people can appropriately and with confidence challenge bullying, harassment and unacceptable behaviour.
10. Provide flexible working practices and arrangements to support the wellbeing, retention and effective performance of our workforce.
11. Ensure our approach to how we develop our people promotes fairness and equality in relation to the Equality Act (2010).

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer who will ensure that adequate procedures are in place and are appropriately resourced. The Director of People Services will monitor and assure this policy through reviewing performance against a robust performance framework. They will also conduct a review of the effectiveness of this policy as part of our annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority.

Compliance and assurance continued:

We will also assure through reports received and judgements made by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

Document Management:

Lead director	Review Date
Jenny Long	February 2020

Corporate Governance Policy Statement

We will aim to:

1. Ensure that the business of the Authority and the Service is conducted in accordance with the law and proper standards and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. To support this, we will adopt the principles of 'Delivering Good Governance in Local Government' Framework 2016 produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE).
2. Ensure there is a strong link between effective strategic planning and governance and appropriate Member development.
3. Ensure that we have good information governance arrangements to support our priorities and comply with our statutory obligations such as the data protection legislation, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
4. Share information securely with our partners to improve prevention, protection and response activity and ensure that data sharing is managed in accordance with the requirements of Data Protection legislation.
5. Ensure we have an information security management framework in place that adequately protects the information we hold and ensures we mitigate any cyber security threats and other risk exposures.
6. Proactively identify and manage organisational risks effectively.
7. Ensure that the Service has robust and best practise business continuity arrangements in place to comply with the Civil Contingencies Act 2004.
8. Drive continuous improvement and risk mitigation measures through sound management and engagement of independent external and internal audit regimes.
9. Ensure that possible malpractice can be confidently reported and objectively investigated.
10. Ensure that our internal and external communications and engagement is well coordinated and targeted, and complies with our responsibilities under equality, diversity and inclusion legislation.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer; Clerk & Monitoring Officer and Treasurer who will be collectively responsible for ensuring compliance with this policy through maintaining a constitution comprising of standing orders; financial regulations; contract and procurement standing orders; scheme of delegations to officers; along with a suite of supporting procedures. The Deputy Chief Fire Officer will be responsible for coordinating the annual review of these arrangements to demonstrate compliance with the principles of 'Delivering Good Governance in Local Government' Framework 2016 produced by CIPFA and SOLACE. This will support the Statement of Assurance required under the National Framework for Fire and Rescue Services and the Annual Governance Statement required under the Accounts and Audit regulations both of which will be approved by the Authority. We will also assure through reports received and judgements made by external auditors and Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services

Document Management:

Lead director	Review Date
Derek James	February 2020

Health and Safety Policy Statement

We will:

1. Provide for the health, safety, and welfare of all staff and volunteers and those who may be affected by what we do.
2. Establish clear direction for the organisation through this policy and the implementation of effective procedures which aim to minimise injuries and ill health (both physical and mental); protect the environment and reduce unnecessary losses and liabilities.
3. Ensure there are arrangements in place for effective policy development, organisation, planning, monitoring, performance management, audit, and review of our health and safety practices to maintain our compliance with relevant statutes, regulations, and codes of practice.

We are committed to ensuring:

4. The continual improvement of the organisation's occupational health and safety management system and that it is implemented across the whole Service.
5. The continual prevention of workplace injury and ill health through effective risk management and the implementation of safe systems of work.
6. The periodic review of our legal compliance and our occupational health and safety management system to ensure that it remains relevant and appropriate for the Service's undertakings.
7. The allocation of proportionate financial and physical resources to ensure that the occupational health and safety management system is effectively established, maintained and implemented.
8. That the place of work is safe and without risks to health (physical and mental) and where, in the case of emergency operations this is not possible, to protect personnel from readily identifiable hazards.
9. The necessary information, instructions, training and supervision are provided to ensure staff and volunteers are fully aware of their responsibilities and are accountable when carrying out their duties. This will also allow staff and volunteers to carry out their duties effectively and safely and to ensure the highest levels of competence.
10. The monitoring and reviewing of our occupational health, safety and welfare performance and objectives to ensure standards are maintained and progressing to ensure continuous improvement.

11. The development and maintenance of a positive health and safety culture, where staff are consulted with regarding health and safety matters as it is recognised that staff can make a vital contribution to health and safety procedure formulation and implementation. The investigation of all accidents, incidents and near misses with the objective of establishing root causes and preventing reoccurrence.
12. That suitable and sufficient assessments of all significant risks to staff, and those who may be affected by the Service's activities, are undertaken and recorded. Safe systems of work are provided and maintained to reduce risk to health to the lowest level possible.
13. That operational personnel are prepared for the foreseeable hazards associated with emergency incidents through operational training where risk is both assessed and managed. In the operational environment, we will control health and safety risks to our fire fighters by employing the Firefighter Safety Maxim, and in exceptional circumstances apply the operational discretion in pursuance of saving human life; taking decisive action to prevent an incident escalating and in incidents where taking no action may lead others to put themselves in danger.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer. The Deputy Chief Fire Officer will be responsible for ensuring compliance with this policy through maintaining a suite of supporting procedures and by monitoring, auditing, and reviewing our health and safety practices to maintain our compliance with relevant statutes, regulations, codes of practice and British Standards Institute (BSI) 18001 Occupational Health and Safety Management Certification. They will also undertake an annual assurance of this policy to support the Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority. We will also assure through reports received and judgements made by BSI auditors and Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

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Lead director	Review Date
Derek James	February 2020