



**DORSET & WILTSHIRE  
FIRE AND RESCUE  
AUTHORITY**

Item 7

MEETING	Shadow Policy and Resources Committee
DATE OF MEETING	14 January 2016
SUBJECT OF THE REPORT	Adoption of key policies
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For information
EXECUTIVE SUMMARY	<p>One of the five key objectives for the Combination Programme this financial year is to ensure legal compliance by putting in place high level policies and critical procedures for the new Authority prior to 1 April 2016.</p> <p>Fourteen high level policy statements have been/are being developed for the new organisation. The first five statements were approved (subject to a few minor changes) by the Shadow Policy and Resources Committee at their meeting on 5 November. They have been published on the staff communications website.</p> <p>This paper introduces the next seven draft policy statements for review and approval by the Shadow Policy and Resources Committee on behalf of the Shadow Authority.</p> <p>The Financial Management policy statement will be taken to the Shadow Authority on 12 February for approval in conjunction with Financial Regulations, Treasury Management and the Mid-term Financial Strategy.</p> <p>The final policy statement relates to Operational Charging and will be submitted to the Shadow Policy and Resources Committee on 23 March 2016.</p> <p>Progress in developing these policies has been audited as part of the Fire Authority Combination Readiness Review in November.</p>
RISK ASSESSMENT	<p>A failure to reach agreement on the policies by 1 April 2016 would mean that the new Authority would not be legally compliant from the start of its operation. This would present risks of litigation and could lead to sub-standard performance and reputational damage.</p>
COMMUNITY IMPACT	None for the purposes of this report.

ASSESSMENT	
BUDGET IMPLICATIONS	None for the purposes of this report.
RECOMMENDATIONS	It is recommended that the Shadow Policy and Resources Committee approve the draft policies on behalf of the Shadow Authority.
BACKGROUND PAPERS	None for the purposes of this report.
APPENDICES	<p>Policy Statements:</p> <ul style="list-style-type: none"> <li>• Appendix A: Response Policy</li> <li>• Appendix B: Prevention and Community Engagement Policy</li> <li>• Appendix C: Protection Policy</li> <li>• Appendix D: Employee Development Policy</li> <li>• Appendix E: Employee Health and Well-being Policy</li> <li>• Appendix F: Employee Performance and Reward Policy</li> <li>• Appendix G: Equality Policy</li> </ul>
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## 1. Introduction

- 1.1 One of the key objectives for the combination programme is to ensure legal compliance through putting in place high level policies and critical procedures for the new Authority prior to 1 April 2016.
- 1.2 The two existing Authorities have their own policies and procedures. Whilst most of these are well documented, some are custom and practice. One new organisation is being created through the combination process. It is imperative that the new Authority's high level policies are agreed and documented prior to the start of the new organisation on 1 April 2016. Through the new policies, the Authority will set direction for the Service and provide clarity for internal and external stakeholders.

## 2. Policy Statement Up-date

- 2.1 The first set of policy statements were approved by the Shadow Policy and Resources Committee on 5 November subject to a few minor amendments. These suggestions were incorporated into the statements. They were published on the staff communications site on 1 December. Copies of the statements were also sent to Representative Bodies for information.
- 2.2 This paper introduces the second set of draft policies (Appendices A – G) for review and approval by the Shadow Policy and Resources Committee. The seven policy statement areas are as follows:
  - Response
  - Prevention and Community Engagement
  - Protection
  - Employee Development
  - Employee Health and Well-being
  - Employee Performance and Reward
  - Equality
- 2.3 A further policy on the subject of Finance is being prepared for the Shadow Authority meeting in February.
- 2.4 At the JLT meeting on 11 December it was decided to introduce another policy statement relating to Operational Charging. This will be submitted to the Shadow Policy and Resources Committee on 23 March 2016.
- 2.5 A failure to reach agreement by 1 April 2016 would mean that the new Authority would not be legally compliant from the start of its operation. This would present risks of litigation and could lead to sub-standard performance and reputational damage.
- 2.6 There will be opportunities to provide external scrutiny of our new policies and to develop them further, where appropriate, as part of our continuous improvement processes.

### 3. The Development of an Assurance Framework

- 3.1 Each policy document contains specific detail on how its implementation will be assured.
- 3.2 An assurance framework document is being developed to provide the overview of how all of these assurance processes will operate within the new organisation.

### 4. Fire Authority Combination Readiness Review

- 4.1 In November, as part of the Fire Authority Combination Readiness Review, South West Audit Partnerships (SWAP) reviewed progress in delivering agreed policies for the new Authority. Their remit was:

- (i) To ensure the identification and prioritisation of policies and procedures up until 1 April 2016 and beyond.
- (ii) To review and ensure legal compliance of new policies and procedures.

- 4.2 At a workstream 1 meeting held on 17 November members asked to be alerted immediately if the review team identified any concerns relating to policies and procedures rather than wait to be informed at the Shadow Policy and Resource Committee on 14 January 2016. To date there have been no concerns raised.

- 4.3 The key findings relating to policies and procedures in the draft report from the auditors are as follows:

- “There is a comprehensive methodology for determining which policy statements and procedures need to be aligned to ensure that the new authority can demonstrate legal compliance.
- There was some slippage in the proposed timetable but this has been addressed with the production of revised timings.”

### 5. Recommendations

- 5.1 It is recommended that the Shadow Policy and Resources Committee considers the policies in the seven appendices and approve them on behalf of the Shadow Authority.