



Asset Management Policy Statement

The Authority will aim to ensure that the Service:

1. Has the correct assets in place to meet the requirements set out in the Community Safety Plan.
2. Has effective asset management arrangements aligned to the International Standards Organisation (ISO 55001)
3. Manages its estate in line with guidance from the Royal Institution of Chartered Surveyors and the Chartered Institute of Buildings.
4. Has effective information and communication technology which enables the efficient delivery of its services.
5. Maintains its assets to provide a safe and legally compliant working environment for its staff and the public.
6. Maximises its potential opportunities to collaborate with other public sector partners to help secure value for money and community use of its buildings.
7. Delivers carbon reduction and greater environmental sustainability in line with the Climate Change Act (2018) and Environment Act (2021).
8. Keeps assets and associated management systems secure from attack or interference.
9. Continuously improves and evaluates its approach to asset management and supported through audit programmes.

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.



The Service will also assure through reports received and judgements made by its internal and external auditors and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services

Document Management:

Lead Director	Jill McCrae
Review Completed	February 2024
Next Review Date	February 2026



Corporate Governance Policy Statement

The Authority will aim to ensure that the Service:

1. Conducts the business of the Authority and the Service 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, it 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. Maintains a strong link between effective strategic planning and governance and appropriate Member development.
3. Has good information governance arrangements to support the priorities and comply with its statutory obligations including data protection legislation, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
4. Shares information securely with its partners to improve prevention, protection and response activity and ensures that data sharing is managed in accordance with the requirements of Data Protection legislation.
5. Has an information security management framework in place that adequately protects the information it holds and mitigates any cyber security threats and other risk exposures.
6. Proactively identifies and manages organisational risks effectively.
7. Has robust, best practice business continuity arrangements in place to comply with the Civil Contingencies Act 2004.
8. Drives continuous improvement and risk mitigation measures through sound management and engagement of independent external and internal audit regimes.
9. Provides a process so that possible malpractice can be confidently reported and objectively investigated.
10. Engages in coordinated and targeted internal and external communications and complies with its 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.

The Service will also assure through reports received and judgements made by its Internal and external auditors and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services

Document Management:

Lead Director	Derek James
Review Date	February 2024
Next Review Date	February 2026



Financial Management Policy Statement

The Authority will aim to ensure that the Service:

1. Demonstrates high standards of financial governance and management through compliance with all relevant legislation and codes of practice, the application of financial regulations and contract and procurement standing orders.
2. Demonstrates value for money by making best use of the resources and opportunities available to deliver an economical, efficient and effective service, and ensuring that decision making is based on sound principles and reliable financial information.
3. Manages its 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. Assures the public that it spends and manages its finances through effective financial and budget planning for the short, medium and longer term; ensuring that the Medium-Term Financial Strategy and service plans are aligned; and the financial statements comply with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom.
5. Effectively manages any significant financial liabilities and risks that it identifies through a risk assessed reserves strategy.
6. Delivers value for money by operating a procurement regime and providing up to date, open and transparent data in relation to its contracts, spending, and procurement opportunities.
7. Procurement activity complies with all relevant legislation including the Public Contract Regulations 2015 (as amended under Public Procurement (Amendment etc.) (EU Exit) Regulations 2020), Modern Slavery Act 2015 and the Public Services (Social Value) Act 2012.
8. Drives continuous improvement and risk mitigation measures through sound management and engagement of independent external and internal audit regimes.



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.

The 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.

The Service will also assure through reports received and judgements made by its internal and external auditors and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

Document Management:

Lead Director	Ryan Maslen
Review Date	February 2024
Next Review Date	February 2026



Health and Safety Policy Statement

The Authority will:

1. Provide for the health, safety, and welfare of all staff and volunteers and those who may be affected by what the Service does.
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 the Service's health and safety practices to maintain its compliance with relevant statutes, regulations, and codes of practice.

The Service is committed to ensuring:

4. The continuous improvement of the organisation's occupational health and safety management system and that it is implemented across the whole Service.
5. The continuous prevention of workplace injury and ill health through effective risk management and the implementation of safe systems of work.
6. The periodic review of the Service's legal compliance and occupational health and safety management system to ensure that it remains relevant and appropriate for its 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 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 the Service's 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.
12. The investigation of all accidents, incidents and near misses with the objective of establishing root causes and preventing reoccurrence.
13. 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.
14. 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, the Service will control health and safety risks to its 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 the Service's health and safety practices to maintain its compliance with relevant statutes, regulations, codes of practice and International Organisation for Standardisation (ISO) 45001) Occupational Health & Safety management system 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. The Service will also assure through reports received and judgements made by independent external BSI auditors and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.



Document Management:

Lead Director	Derek James
Review Date	February 2024
Next Review Date	February 2026



People Policy Statement

The Authority will aim to ensure that the Service:

1. Leads from the top and embeds its Code of Ethics throughout the Service.
2. Strives to have a diverse and inclusive workforce that is reflective of its community and ensures that equality and diversity is mainstreamed into its decision-making processes.
3. Has recruitment and promotion arrangements that attract, develop, and retain the best people.
4. Has robust workforce and succession arrangements in place that align with its financial and strategic planning frameworks.
5. Has an operational workforce that is competent, safe and has the right skills and abilities to respond to any reasonably foreseeable incident that they are required to attend.
6. Enables all of its people to develop their skills and talent, so that it continues to operate efficiently and effectively.
7. Manages and supports the health, fitness, and wellbeing of its people to help them to continue to carry out their role in a safe, confident and competent manner.
8. Has fair and consistent performance management arrangements that recognises and rewards its people and provides a robust process for challenging poor performance and behaviour.
9. Supports its people to confidently challenge inappropriate and unacceptable behaviour.
10. Provides flexible working practices and arrangements to support the wellbeing, retention, and effective performance of its workforce.
11. Ensures managers and staff are committed to Equality Diversity and Inclusion and positively engage with the communities we serve to ensure we deliver our service in accordance with their needs enabling us to promote the Service as a potential employer.



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 the Service's annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority.

The Service will also assure through reports received and judgements made by Internal Audit and His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

Document Management:

Lead Director	Jenny Long
Review Date	February 2024
Next Review Date	February 2026



Prevention Policy Statement

The Authority will aim to ensure that the Service:

1. Undertakes 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. Engages with partners and local communities to reduce the number of fires and other risks by working together and sharing relevant data intelligence.
3. Delivers a programme of road safety education with its partners to reduce the number of persons killed or seriously injured.
4. Engages with young people to deliver a variety of targeted education programmes to help them make safer and healthier choices.
5. Engages with communities and partner agencies to seek to reduce fire-setting behaviours.
6. Has appropriate training, processes and partner working arrangements in place to ensure that it complies with its statutory duties and moral obligations to help identify and safeguard vulnerable adults and children from harm.
7. Learns from major incidents and wider concerns to ensure its integrated approach to protection, 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 the Service's annual Statement of Assurance, required under the for Fire and Rescue National Framework for England, which will be approved by the Authority. The Service will also assure through reports received and judgements made by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

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

Document Management:

Lead Director	Andy Cole
Review Date	February 2024
Next Review Date	February 2026



Protection Policy Statement

The Authority will aim to ensure that the Service:

1. Works 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. Delivers fire safety work through a systematic and evidence-based risk inspection programme.
3. Has a robust approach to reduce the burden of automatic fire false alarms to maximise its operational efficiency.
4. Works closely with other agencies sharing information about fire and other emerging risks to enable joint enforcement action.
5. Reacts to safety concerns that have been received by partners and members of the public to increase compliance and confidence in fire safety regulations.
6. Learns from major incidents and wider concerns to ensure its integrated approach to protection, 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 the Service's annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority. The Service will also assure through reports received and judgements made by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

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



Document Management:

Lead Director	Andy Cole
Review Date	February 2024
Next Review Date	February 2026



Response and Resilience Policy Statement

The Authority will aim to ensure that the Service:

1. Has the right assets in the right places to efficiently and effectively respond to all foreseeable incidents and risks against the agreed response standards.
2. Provides the most up to date operational risk information to its operational staff to maintain their safety and that of the public.
3. Has operational procedures that reflect National Operational Guidance and legislation relevant to operational activities.
4. Maintains an incident command framework that ensures all incidents are professionally managed effectively and ensures the safety of the public and its staff.
5. Maintains a resilient and effective Service Control Centre to ensure that it delivers the most appropriate command and control.
6. Communicates relevant information about incidents that it attends to keep the public safe during and following those incidents.
7. Considers both national and local risks to ensure preparedness for major incidents, working with national partners and local resilience forums, to ensure the safety of its communities.
8. Regularly tests and reviews its operational arrangements to maintain a safe and effective response.
9. Learns from major incidents and wider concerns to ensure its integrated approach to protection, 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 the Service's annual Statement of Assurance required under the Fire and Rescue



National Framework for England, which will be approved by the Authority. The Service will also assure through reports received and judgements made by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services.

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

Document Management:

Lead Director	Andy Cole
Review Date	February 2024
Next Review Date	February 2026