

# Statement of Assurance

2016/17



**South Yorkshire  
FIRE & RESCUE**

[www.syfire.gov.uk](http://www.syfire.gov.uk)

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## Introduction

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The [Fire and Rescue National Framework for England](#) states that:

*“Fire and rescue authorities must provide annual assurance on financial, governance and operational matters and show how they have had due regard to the expectations set out in their integrated risk management plan and the requirements included in this Framework. To provide assurance, fire and rescue authorities must publish an annual statement of assurance”*

As part of the Government’s commitment to unburdening local government; eliminating top-down bureaucracy and increasing local flexibility, the revised National Framework and the [Localism Act 2011](#) help fire and rescue services to run their services ‘as they see fit’. However, this freedom and flexibility means that fire and rescue services need to demonstrate that they are accountable to their communities and transparent.

It is intended that this Statement of Assurance will provide an accessible way for our communities, Government, local authorities and other partners to make an informed assessment of our performance.

South Yorkshire Fire and Rescue’s (SYFR’s) Statement of Assurance follows the guidance set out in the [Department for Communities and Local Government’s ‘Guidance on Statements of Assurance for Fire and Rescue Authorities in England’](#). Much of the information given in the report is already contained in other documents / reports. Instead of repeating existing material, the report contains hyperlinks to direct the reader to this information.

In April 2017, SYFR published its [Integrated Risk Management Plan](#) for the period 2017 to 2020. The Integrated Risk Management Plan sets out our vision for the future of the Service and how we will meet the needs of our communities.

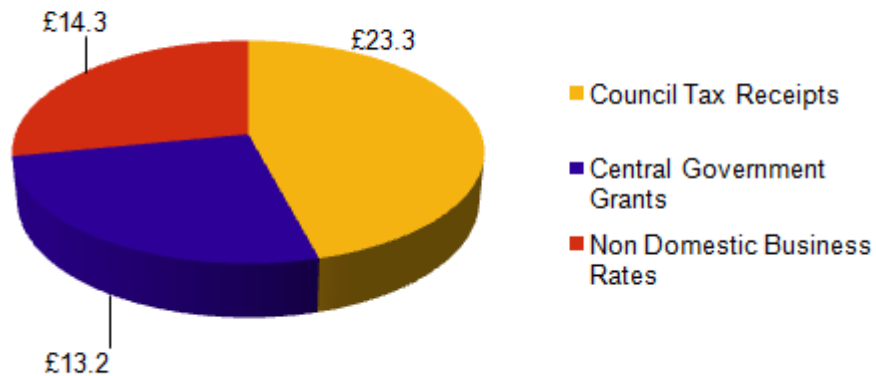
## Financial

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As a Fire and Rescue Authority we are responsible for ensuring that our business is conducted in accordance with the law and proper standards. We must ensure that public money is properly accounted for and that it is used economically, efficiently and effectively.

The majority of the Fire Authority's funding is provided directly by the Government in the form of Revenue Support Grant and Business Rates. The remainder is raised via the precept which forms part of the council tax bills issued by the District Councils. However, the South Yorkshire Fire and Rescue Authority (SYFRA) only sets its budget after taking account of the Government's regulations on excessive council tax increases, the reserves it has available and any income that it generates. The pie chart on the next page gives a breakdown of the sources of funding for 2016/17.

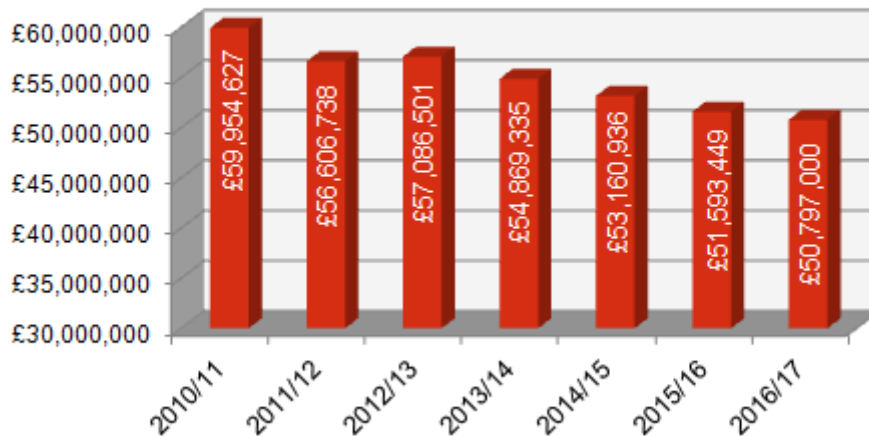
## 2016/17 Funding £m



The budget for 2016/17 was set in February 2016 against a continuing uncertain future funding position for the Authority. The final grant settlement was £0.8m less than in 2015/16. A further reduction of £1.6m is due for 2017/18.

The chart below shows how SYFR’s funding has changed since 2010/11.

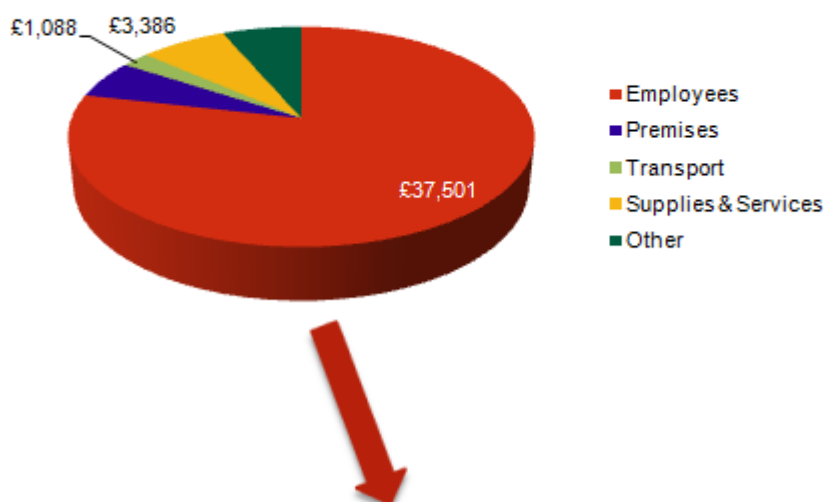
### Total Funding Figures by Year



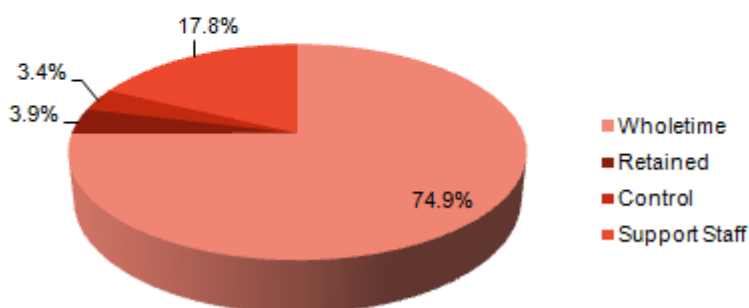
The 2016/17 operating budget that was approved by the Authority was £47.738m. Actual expenditure for the 2016/17 financial year was £47.184m, resulting in an under-spend against budget of £0.645m. There was also an additional £1.367m of expenditure funded from Reserves in the year.

The diagram below shows the Outturn Budget broken down into each of the five budgetary areas. The budget for employees is further broken down into each of the four categories of staff.

## Outturn Budget - 2016/17 £,000



## Employee Breakdown



For more detail on how we spent our budget, please see the [Statement of Accounts](#).

The Statement of Accounts is a statutory publication required under the Accounts and Audit Regulations and prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012 (the Code), published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The Code specifies the principles and practices of accounting required to give a true and fair view of the Authority's financial position at the end of the year and the transactions of the Authority during the year.

SYFRA publishes the pay details of all senior officers with a pro-rata salary of more than £50,000 in its annual Statement of Accounts. The [Pay Policy Statement](#) brings the information on remuneration into a single document for public information and to meet the obligations of the Localism Act 2011.

In summer 2010 the Government announced its intention that all public bodies should publish details of all its expenditure over £500. SYFR publishes [lists](#) of all invoices paid over that amount on a monthly basis <sup>\*1 See Below</sup>.

The Authority's [Financial Regulations](#) are provided on its website.

<sup>\*1</sup> - The publication of further information relating to the pay and employment of senior staff and to procurement spending is a requirement of the [Local Government Transparency Code 2015](#).

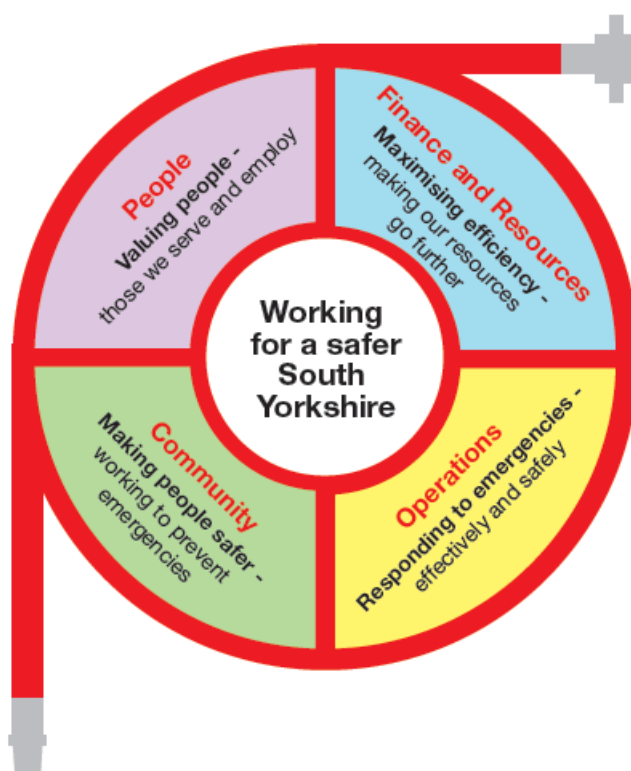
# Governance

## South Yorkshire Fire and Rescue Authority

SYFRA is a statutory body made up of 12 local Councillors from the District Councils of Sheffield, Doncaster, Rotherham and Barnsley and the Police and Crime Commissioner for South Yorkshire. [Click on the link to see the current SYFRA membership.](#)

The primary responsibilities of the Authority are laid down in legislation including the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 and the Local Government Act 1999 to provide an effective, economic and efficient Fire and Rescue Service.

The Authority funds SYFR and works with the Chief Fire Officer. The Authority's Vision is 'Working for a Safer South Yorkshire' and this is delivered through a range of Priorities and monitored via business plans and performance measures.



The [Fire Authority's Constitution](#) sets out the roles and responsibilities for Members and the procedures used to ensure that decision-making is efficient, transparent and accountable to local residents. There is a [Member Code of Conduct](#), with an [Appeals and Standards Committee](#) responsible for monitoring and reviewing Councillor conduct. The Appeals and Standards Committee includes co-opted Independent Members who act in an advisory capacity. These Independent Members are 'shared' with the constituent Councils of Sheffield and Barnsley to ensure the revised expectations on standards outlined in the Localism Act are addressed consistently and effectively. There are also three independent members on the Audit and Governance Committee.

The Authority has the following Committees and other forums:

- Fire and Rescue Authority
- Audit and Governance Committee
- Corporate Advisory Group
- Appeals and Standards Committee
- Appointments Committee
- Principal Officers Review Committee.
- It also has a separate Performance and Scrutiny Board, and a Stakeholder Planning Board to provide additional overview and scrutiny across all services and functions,

but particularly in the areas of consultation, partnerships and workforce development (including equality and inclusion).

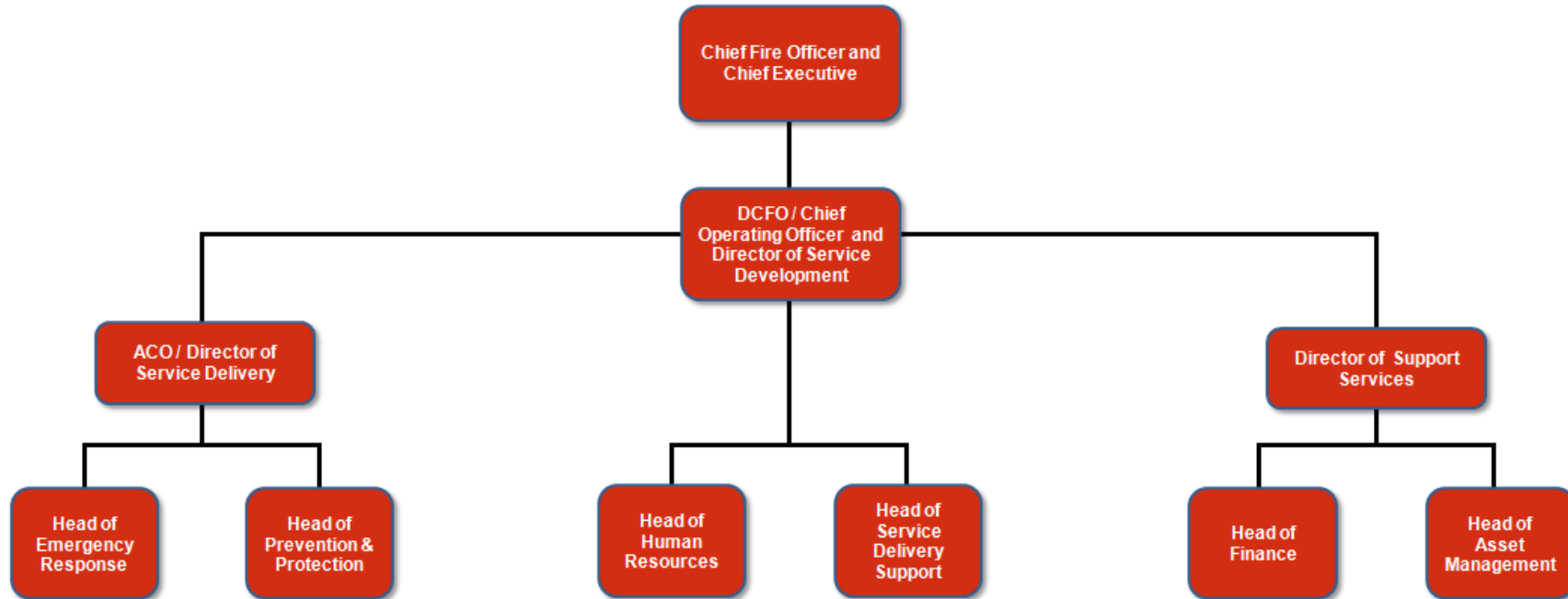
- The Fire Authority established the Performance and Scrutiny Board in 2008, to provide a dedicated scrutiny function. This fulfils the requirements of the National Framework Document for FRAs to have a separate scrutiny function. Its remit is to ensure that the Authority's business is subject to effective scrutiny, and to provide constructive, robust and purposeful challenge to strategic areas of corporate operation.
- The Board meets on a quarterly basis, with the option of meeting more frequently dependent on the issue under scrutiny. It receives timely performance reports on a range of agreed performance measures / targets.
- In addition, all boards of the Authority have a work programme and provide a scrutiny and challenge function. Whilst the scrutiny function does not replicate the arrangements within a primary authority, it nevertheless provides for chosen areas / functions to be examined in more depth and detail with a view to recommending improvements.

Staff of the **South Yorkshire Joint Authorities** are part of Barnsley MBC. However, those employees supporting the Joint Authorities provide independent and impartial advice to the various sub-regional bodies they support including South Yorkshire Fire and Rescue.

## South Yorkshire Fire and Rescue

The Senior Management Structure of the Service comprises the Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Officer and Director of Support Services, supported by a number of Heads of Function, who jointly make up the Corporate Management Board (CMB).

## Senior Management Team Structure





There are two main decision-making bodies within the Service structure, which are:

- Executive Team Meeting
- Corporate Management Board

Below this level, a number of other meetings take place, some of which have some limited decision-making power, but all of which are responsible to the Executive Team or CMB:

- SYFR Programme Board
- Service Delivery Senior Management Team Meeting
- Partnerships Board
- SYFR Project Board
- Volunteer Board
- Safeguarding Executive Board
- Strategic Health and Safety Board
- Fire Health Coordination Group
- Equality and Inclusion Working Group

The Fire Governance Board is a joint board of the Authority and Service.

Further details of the meetings and decision making structure can be found in [Part 4 of the Fire Authority's Constitution](#).

There is also an Employee Code of Conduct which is available on request.

## Annual Governance Statement

The Authority has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to '*a combination of economy, efficiency and effectiveness*'.

In discharging this overall responsibility, the Authority is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions and including arrangements for the management of risk. A copy of the [Risk Management Policy](#) is available on the SYFRA website.

The Authority has approved and adopted a [Code of Corporate Governance](#), which is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Framework Delivering Good Governance in Local Government.

The [Annual Governance Statement for 2016/17](#) explains how the Authority has complied with the code and also meets the requirements of [Regulation 6\(1\) of the Accounts and Audit \(England\) Regulations 2015](#), in relation to the preparation of an Annual Governance

Statement. The Annual Governance Statement also sets out how the Authority reviews the effectiveness of the governance framework and the system of internal control.

## Transparency

In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, the Local Government Transparency Code 2015 and the Freedom of Information Act definition document for Joint Authorities and Boards, SYFRA is committed to creating greater transparency through the publication on the website of public data and information on how public money is being spent. Information is regularly published relating to land and assets owned by SYFRA, tender and procurements, payment for goods and services to external bodies and suppliers over £500, details of salaries and allowances paid to senior staff and details relating to Trade Unions.

SYFRA strives to be transparent in the way it makes decisions. Fire Authority and Audit and Governance Committee meetings are webcast live and are then available to view on the Authority's website a short time after each meeting. Members of the public can attend the meetings in person at the offices of the Joint Authorities Governance Unit, 18 Regent Street, Barnsley S70 2HG and are able to submit questions to the Fire Authority in advance of these meetings. Full details can be found on the SYFRA's [website](#), along with copies of the agendas, open reports and minutes for both meetings.

## Audit

SYFRA is subject to both internal and external audit. Both functions have distinct roles and responsibilities which, together, provide a comprehensive statutory audit function.

Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The Internal Audit function is provided by Barnsley MBC's Internal Audit Team who also provide an Internal Audit Service to Berneslai Homes (the Barnsley MBC's Arms Length Management Organisation), the South Yorkshire Police and Crime Commissioner, South Yorkshire Police, South Yorkshire Pensions Authority, the Sheffield City Region Combined Authority and the South Yorkshire Passenger Transport Executive. Details of the Team's roles and responsibilities are contained on the South Yorkshire Joint Authorities website and in the [Internal Audit Charter and Strategy](#) published on the Internal Audit page of the Authority's website.

The [Internal Audit Annual Report for 2016/17](#) can be found on the Authority's website.

**External Audit** is responsible for the statutory audit of the Authority's financial statements, including giving an annual opinion on the accounts and also providing a conclusion on the Authority's value for money (VFM) arrangements.

The External Audit function is provided by KPMG LLP.

The 2015/16 [Annual Audit Letter](#) and [ISA 260 report for 2015/16](#) shows that KPMG LLP issued an unqualified opinion on the Authority's 2015/16 financial statements on 30 September 2016 and a qualified (except for) conclusion on the Authority's arrangements to secure value for money (VFM conclusion) for 2015/16 on 30 September 2016.

More specifically, this means that the Authority had made proper arrangements for securing informed decision making, sustainable resource deployment and working with partners and third parties, except for the weaknesses in respect of procurement-related activity within the Service, and evidence of failure to comply with the Authority's Contract Standing Orders in respect of procurement activity.

As part of the Audit and Governance Committee's work over the past 12 months, it has considered a range of internal and external audit reports. These are available on the [Audit and Governance Committee](#) pages, on the South Yorkshire Joint Authorities website.

KPMG LLP issued an [Interim Audit Report 2016/17](#) in May 2017. This document summarises the key findings arising from their work to date in relation to the audit of the Authority's 2016/17 financial statements and the 2016/17 VFM conclusion.

## Operational

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### Statutory Duties

South Yorkshire is responsible for carrying out the statutory duties contained in:

- [The Fire and Rescue Services Act 2004](#)
- [The Civil Contingencies Act 2004](#)
- [Policing and Crime Act 2017](#)
- [The Control of Major Accident Hazards \(COMAH\) Regulations 2015](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Fire and Rescue Services \(Emergencies\) \(England\) Order 2007](#)
- [The Localism Act 2011](#)
- [The Fire and Rescue National Framework for England](#)
- [HMG Security Policy Framework 2014](#)

### Integrated Risk Management Plan

The Fire and Rescue National Framework states that:

*“Each fire and rescue authority must produce an integrated risk management plan that identifies and assesses all foreseeable fire and rescue related risks that could affect its*

*community, including those of a cross-border, multi-authority and/or national nature. The plan must have regard to the community risk registers produced by Local Resilience Forums and any other local risk analyses as appropriate.”*

In April 2017, SYFR published its [Integrated Risk Management Plan](#) for the period 2017 to 2020. The Integrated Risk Management Plan sets out our vision for the future of the Service and how we will meet the needs of our communities.

## Business Continuity

The Fire and Rescue Services Act 2004 sets out the core functions of the Fire and Rescue Service. These are fire safety, fire-fighting, road traffic accidents and emergencies. Failure to deliver any of these functions would have a catastrophic effect on the communities of South Yorkshire. The potential for disruption to these core public safety functions has been identified as a statutory duty in the Civil Contingencies Act (2004) (Part 1. Para 2(1) (C)). It is a duty under the Act for all Category 1 Responders to maintain plans for the purpose of ensuring, so far as is reasonably practicable, that if an emergency occurs they can continue to perform these functions.

Business Continuity Plans for South Yorkshire have been developed over a number of years. The Deputy Chief Fire Officer (DCFO) is accountable for the Business Continuity Management BCM Policy and Implementation. The Civil Protection Group coordinates this function across the organisation and is responsible for overseeing the training in, and testing of our Business Continuity arrangements. This function is carried out in conjunction with our multi-agency partners and our neighbouring Fire and Rescue Services.

SYFR Business Continuity Plans are aligned to the International Standard for Business Continuity, ISO22301. This provides a structure which will ensure that we are resilient to interruption to the delivery of our core public safety functions. The Civil Protection Group carries out internal audits of SYFR Business Continuity Plans.

The Business Continuity arrangements of the organisation are overseen by the South Yorkshire Fire Authority to ensure full compliance with our responsibilities.

We are actively engaged in Business Continuity forum and our BC Manager is the Chair of the National Fire Chiefs Council (NFCC) Business Continuity Group

## Protective Security

The Protective Security arrangements of SYFR are delivered against Her Majesties Government (HMG) Protective Security Framework. The Civil Protection Group are responsible for reviewing all Security arrangements and reporting any concerns to the Senior Management Team through the Director of Support Services.

We are all too aware of atrocities which take place internationally on a daily basis and the increase in terrorism in numerous guises throughout the UK. The recent attacks including Manchester Arena suicide bombing, vehicle and knife attacks in London and cyber attacks on national IT systems bring home to us the importance of maintaining and enhancing our organisations security arrangements.

The arrangements within SYFR follow three main themes, those being the protection of our People (staff), Places (buildings) and Processes (including Information Communications Technology (ICT)

This year we have introduced a security breach reporting system and a physical security audit process which allows us to keep a close eye upon any security issues.

We have also provided an online learning module and regular bulletin information for all staff, to increase the awareness of our staff to potential security breaches

## Mutual Aid Agreements

The Fire and Rescue National Framework states that fire and rescue authorities must make provision to respond to incidents such as fires, road traffic accidents and emergencies within their area and in other areas in line with their mutual aid agreements, and reflect this in their integrated risk management plans.

Sections 13 and 16 of the Fire and Rescue Services Act 2004 provide clear instructions for fire and rescue services in regards to mutual aid and the discharge of functions by others.

SYFR has Section 13 agreements in place with all our neighbouring fire and rescue services in respect of arrangements to support each other where an incident location makes this sensible. We also have similar agreements to support each other in the event of a major incident.

SYFR has a number of Memoranda of Understanding (MoUs) with both fire and rescue services and other partner agencies. These include MoUs with:

- Fire Services in the Yorkshire and Humberside region for Fire Investigation,
- Yorkshire Ambulance Service – Hazardous Area Response Team (HART),
- Several with South Yorkshire Police, such as business continuity for SYFR Gold Command Team and adverse weather conditions,
- Peak District Mountain Rescue teams.

Our mutual aid documents with our neighbouring fire and rescue services are reviewed on an annual basis.

## National Resilience

SYFR have a responsibility to maintain a National Resilience capability in relation to Chemical, Biological, Radioactive, Nuclear and conventional explosive (CBRNe) and High Volume Pump (HVP) incidents. To this end we have a department which are responsible for providing an efficient professional response to CBRNe through administration and training.

As a result of constant review and changes to national planning assumptions the response to these types of incidents is regularly updated. This results in changes being made to the resources, vehicles and personnel required to respond to national events.

Our trainers attend regular update meetings and training events to ensure that the equipment which we hold is always readily available and fit for deployment and that we are able to fully train staff in order that they can be mobilised upon notification by the National Coordination Centre (NCC).

During 2017 SYFR were subject to a Chief Fire Officers Association (CFOA) National Resilience Assurance visit in relation to our Initial Operational Response capability. This has provided an assurance that we are properly prepared to respond to a CBRNe incident but also provided an opportunity to build on our already good practice.

## Control of Major Accident Hazards (COMAH)

SYFR is the Local Authority as defined by the COMAH Regulations 2015 and has a responsibility to Prepare, Review, Test and Exercise External Emergency Plans which relate to upper tier COMAH sites within the South Yorkshire area.

SYFR is currently in the process of preparing plans for one new site, BOC (Brinsworth) which has changed designation as a result of changes to the Regulations and the quantities of gas which they are now producing and storing.

All COMAH plans are in date and comply with our statutory obligations. All sites are charged recovery costs for our services and are fully paid up.

## Our Performance

SYFR has a suite of performance indicators, which are reported to the Performance and Scrutiny Board and the Fire Authority on a quarterly and annual basis, for analysis, challenge and comment. The Annual Corporate Performance report for 2016/17 can be viewed by clicking on the link.

SYFR also benchmarks against the other Metropolitan Fire and Rescue Services, using a suite of performance indicators. Benchmarking against a selection of these indicators is included in the Quarterly and Annual Corporate Performance reports.

## Health and Safety

South Yorkshire Fire and Rescue believes that the health, safety and welfare of its employees, visitors and members of the public are its highest priorities. This is reflected in the overall corporate vision which is '*Working for a Safer South Yorkshire*'. The Service commits itself to allocating the resources necessary to meet its moral and legal obligations.

In pursuance of the highest possible standards the service is dedicated to preventing injury and ill health, complying with the requirements of relevant statutory provisions and where possible exceeding these utilising sector specific guidance and best practice.

To achieve the level of health and safety required, the Service will ensure the effective management of risk through the development of clear management systems which define roles and responsibilities of all employees, contractors and visitors.

Risk profiles have been produced for each service function to provide a prioritised approach to health and safety risk management. Risk assessments have been completed to identify hazards and control measures necessary to mitigate the risk.

Health and safety training is provided to raise levels of competence and promote a positive health and safety culture that is proportionate and enables workplace activities, equipment and substances to be effectively managed.

Active and reactive monitoring is undertaken to measure levels of performance and identify areas for improvement. These are combined with a biennial health and safety management system audit. The outcome of the audit is a prioritised and targeted improvement plan covering all aspects of Health and Safety.

## National Framework Requirements

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The most recent [Fire and Rescue National Framework for England](#) was published in July 2012. SYFR carried out a gap analysis against the priorities and objectives within the National Framework. An update on SYFR's compliance with National Framework requirements is presented to the Fire and Rescue Authority in June each year.

## Our Future Plans

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### Stronger Safer Communities Reserve

As part of the budget setting process for 2013/14, the Fire and Rescue Authority (FRA) agreed to set aside £2m from general reserves to enhance partnership work on community fire safety.

In February 2017, the FRA committed a further £2m from its reserves. The amount available now stands at just over £2.6m.

The Stronger Safer Communities Reserve Fund was developed with the following overarching aims:

- To enable communities and individuals to be more knowledgeable and resilient in respect of home fire safety;



- To coordinate and add value to existing community fire safety activity, matching local activity to local priorities; and
- To work with stakeholders at district and at county level to increase the scope of partnership activity around shared issues such as wellbeing, troubled families, education, diversion and prevention.

A revised delivery model has been approved for the Fund that will focus resources on priority areas and individuals. The Authority must be able to demonstrate that it has robust and proportionate governance arrangements so as to ensure its objectives are met and tangible outcomes are achieved. For further information regarding the approved projects please click on the [link](#).

An independent evaluation carried out in June 2017 found that Fire Authority funded community projects have helped to deliver millions of pounds worth of public savings.

Research carried out by social return on investment specialists found that projects delivered through the Stronger Safer Reserve Fund produced nearly £5 million worth of benefits to local people.

More than 40 projects were given grants in two rounds of funding totaling £1.4 m.

Researchers measured the impact of eight of those projects for their impact on reducing fires, plus other social, environmental and economic measures.

The full evaluation report can be viewed by clicking on the [link](#).

## Integrated Risk Management Plan (IRMP) – 2017-20

Work will continue in implementing the action plan set out in the IRMP for 2017-20. The actions include:

- Add second fire engines at two additional fire stations
- Rebuild Barnsley fire station
- Ensure five firefighters on a fire engine
- Review the retained duty system
- Develop a Marauding Terrorist Attack response team
- Target home safety visits at those most at risk
- Expand Safe and Well visits
- Increase engagement with young people
- Collaborate with our partners

To view these plans in more detail and to read the full IRMP click on the [link](#).

## SYFR Vision for 2025

In recent years, the work of the fire service has changed significantly and it is now thought to be a good time to undertake a piece of work to revisit and re-establish SYFR's sense of vision and purpose. Every member of staff will be given the opportunity to become involved,



in helping to establish the right culture, values and behaviours to ensure that SYFR is a good place to work and is inclusive for everybody.

## New Inspection Process

On 19 July 2017 the Home Office agreed that Her Majesty's Inspectorate of Constabulary (HMIC) will undergo a major expansion to take on the role of inspectorate of fire and rescue authorities in England. The HMIC will be renamed Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS).

The first inspections will be carried out in spring 2018 and by the end of 2019 every fire and rescue service in the country will have been inspected. Work will be carried out in the coming months to ensure that we are well prepared for inspection.

## Governance Review

A review of the overall governance arrangements of the Fire and Rescue Authority and SYFR is to be undertaken during 2017/18, to provide assurance that the CIPFA best practice standards are being met and that the governance assurance framework is operating effectively.

## Review of Data Protection Arrangements

Work is being undertaken to ensure that SYFR will be fully compliant with the New General Data Protection Regulation (GDPR) which comes into effect in May 2018. As a result of this a review of data protection arrangements within the Service is being carried out. This forms part of the Governance Improvement Plan.

## Collaboration

One of the provisions of the [Policing and Crime Act 2017](#) is the introduction of a 'duty to collaborate' on all three emergency services, with the overall aim to improve efficiency and effectiveness. SYFR, South Yorkshire Police and Yorkshire Ambulance Service are working together to identify potential collaborative opportunities across all business functions.

The Police and Fire Collaboration project is looking initially at the possibility of collaborating in the following areas:

- Community Safety
- Fleet Services and Maintenance
- Communications

## Authorisation

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This Statement of Assurance is signed on behalf of South Yorkshire Fire and Rescue Authority, as approved at the Audit and Governance Committee meeting on Monday, 18 September 2017.



Councillor Linda Burgess  
Chair of South Yorkshire Fire and Rescue Authority