



**South Yorkshire
FIRE & RESCUE**

STATEMENT OF ASSURANCE AND ANNUAL REPORT

2020/21

Making
**SOUTH
YORKSHIRE
SAFER &
STRONGER**

STATEMENT OF ASSURANCE AND ANNUAL REPORT – 2020/21

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STATEMENT OF ASSURANCE AND ANNUAL REPORT – 2020/21

Foreword

The period April 2020 to March 2021 was dominated by our response to the Covid-19 pandemic.

Internally, this saw us focus on ensuring frontline staff remained available to respond to emergencies, adapting our community and business fire safety work and large numbers of office-based staff shifting to home working.

Externally, we supported the huge national effort to combat the pandemic, with dozens of our staff delivering food and medicines to people who were isolating, distributing PPE to frontline health workers or supporting the work of the county's Local Resilience Forum in other ways.

We still got things done though.

We published a consultation draft of our new Integrated Risk Management Plan in September 2020, which introduced a new set of response time arrangements for the Service. This was approved by the Fire Authority in January.

A new Annual Service Plan introduced 10 new, short-term priorities for the Service in the period 2021/22. This was also approved by the Fire Authority in January.

Operationally we dealt with a large-scale wildfire incident on Hatfield Moors, a designated area of Special Scientific Interest, along with countless other emergency calls.

Other high profile areas of work included the start of construction work on a new fire station in Barnsley, the completion of a new vehicle workshops facility in Eastwood, Rotherham. We also implemented further digital transformation projects and made progress against our Service Improvement Plan, which included learning from local and national inspections and the Grenfell Tower inquiry.

Introduction

The Statement of Assurance and the Annual Report used to be two separate documents. At the Fire and Rescue Authority meeting on 15 October 2018, it was decided to consolidate both reports. This is the second combined report.

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

“Fire and rescue authorities need to produce an annual assurance statement about compliance with the National Framework”.

The Fire and Rescue National Framework for England, published in May 2018, states that fire and rescue authorities and their services remain free to operate in a way that enables the most efficient and effective delivery of their services. However, this freedom and flexibility means that fire and rescue services need to demonstrate that they are accountable to their communities and transparent.

The Statement of Assurance and Annual Report 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.

The Statement of Assurance and Annual Report also looks at our achievements over the past year.

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

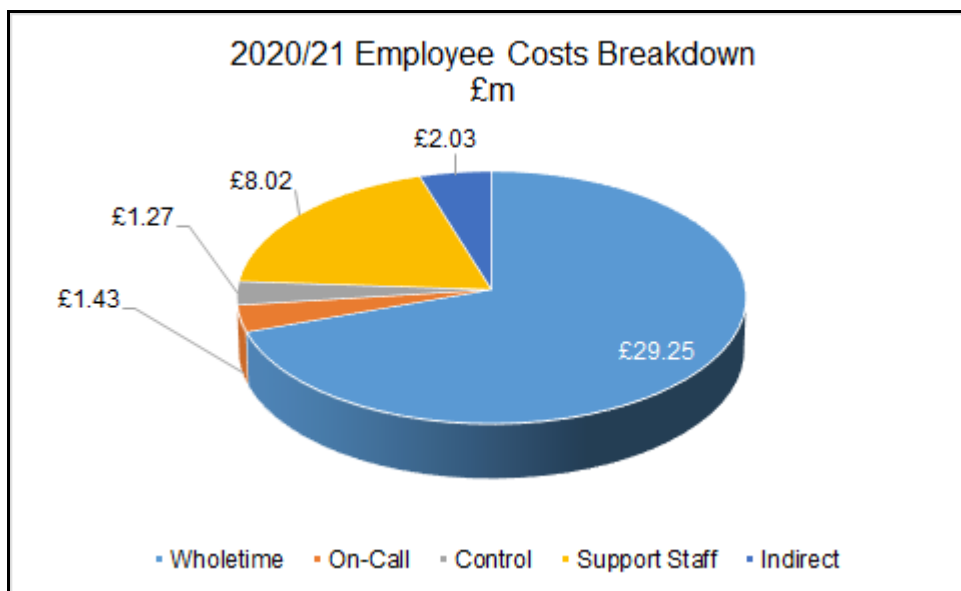
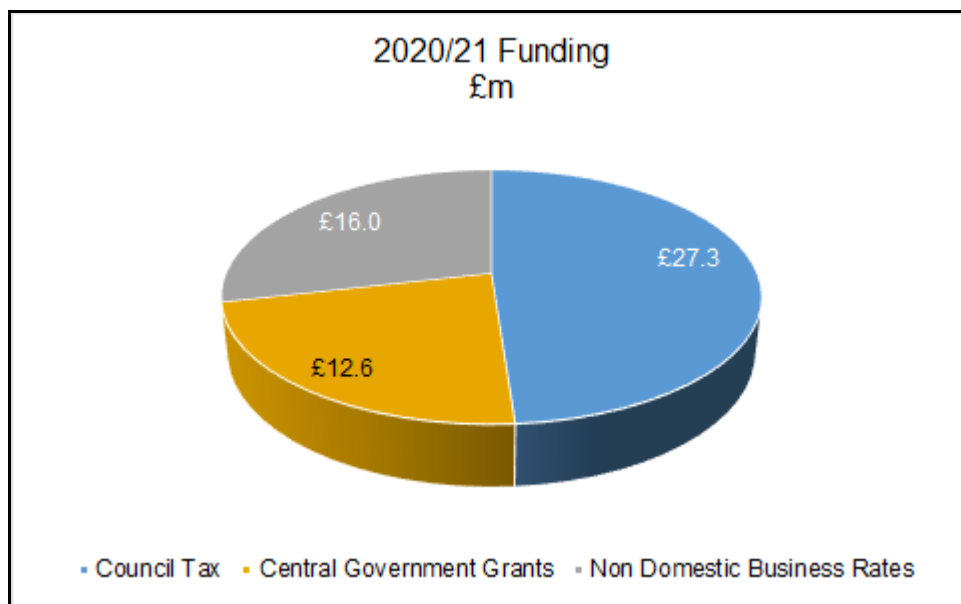
Details of how to obtain a copy of the Statement of Assurance and Annual Report for 2020/21 in alternative formats can be found on page 32, at the end of the report.

Financial Data

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.

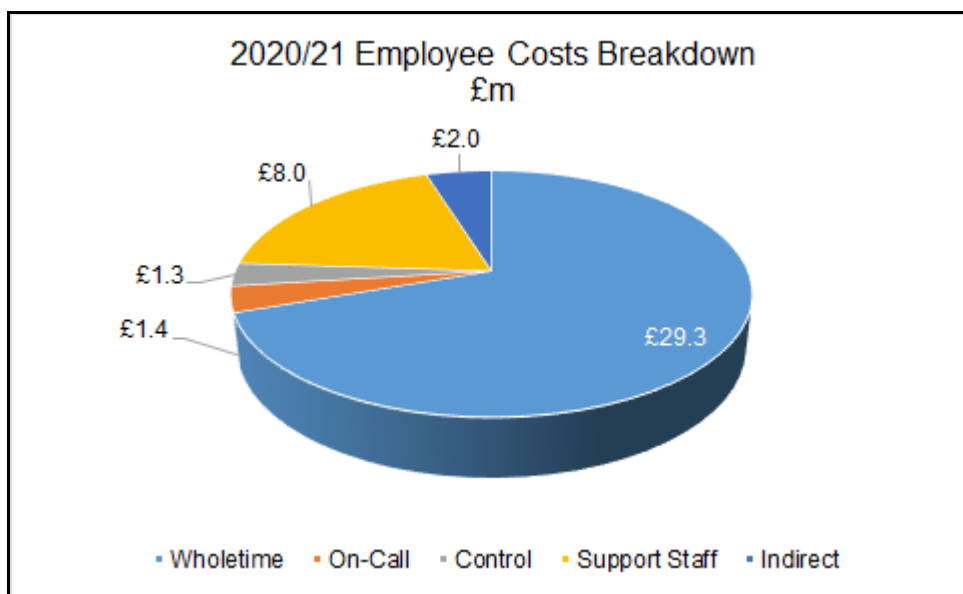
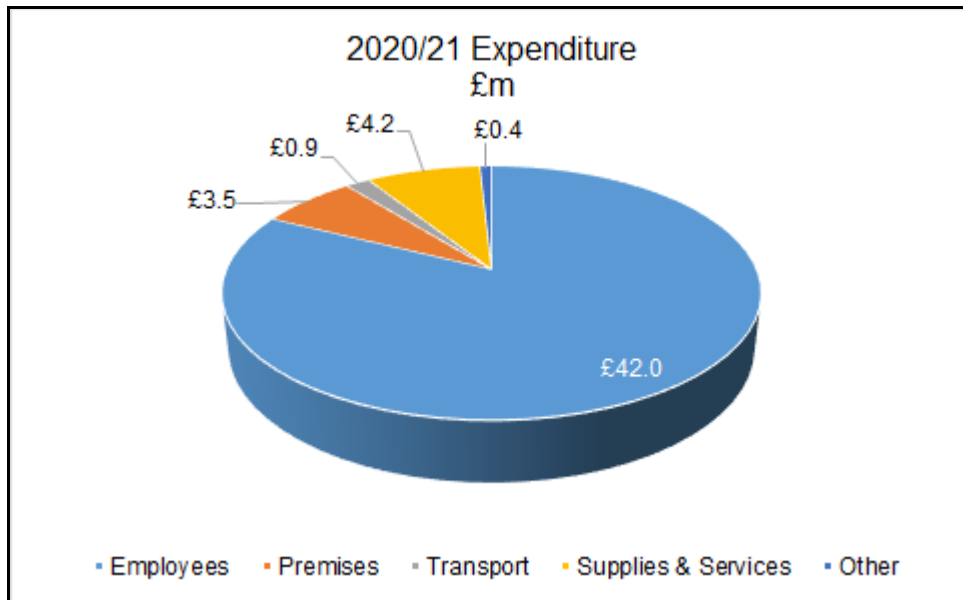
The majority of Fire Authorities funding is provided directly by the Government in the form of Revenue Support Grant and Business Rates. The remainder is raised via the precept, which forms part of the council tax bills issued by the District Councils. South Yorkshire Fire and Rescue Authority (SYFRA) 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 below shows a breakdown of the sources of funding for 2020/21:



The total operating outturn (revenue and capital) for 2020/21 was £56.644m (Revenue £50.318m). When compared to funding of £55,987m this resulted in a total contribution from reserves of £0.657m. However, after taking into account increased in-year funding and the use of reserves the results were an overall year-end revenue-operating surplus of £3.032m or 5.5% of the total budget.

The pie charts below show a breakdown of the expenditure by budgetary areas and a further breakdown of the staff categories:



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 UK (the Code), published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Capital Expenditure represents money spent by the Authority for the purpose of purchasing, upgrading or improving assets such as buildings and vehicles. The Authority spent £7.067m:

- Premises Related - £5.876m
- Transport Related - £0.500m
- Information & Communications - £0.603m
- Operational Equipment - £0.088m

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 2020/21](#) provides the public with information on remuneration in a single document. This meets 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 ^{*1 See Below}.

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

*1 - 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 'Making South Yorkshire Safer and Stronger' and this is delivered through a range of aspirations and behaviours and monitored via business plans and performance measures.

The Authority supported the Service's aspirations, which are:

- Be a great place to work
- Put people first
- Strive to be the best

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](#), [\(Part 6b of the Constitution\)](#) with an [Appeals and Standards Committee](#) responsible for monitoring and reviewing Councillor conduct. The Audit and Governance Committee also includes three Independent (co-opted) members.

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; a separate scrutiny function is a requirement of the National Framework Document for FRAs. 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.

The Authority also has a [Local Pension Board](#) established in April 2015 following the independent Hutton Inquiry into public service pension provision. The Board provides a scrutiny function on behalf of the Scheme Manager – which is the full Fire and Rescue Authority. The Board meets quarterly and has an independent Chair. You can view the [Local Pension Board Annual Report](#) (see Item 10) and read more about the work of the Pension Board on the Authority's website.

Staff of the South Yorkshire Joint Authorities Governance Unit 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 SYFR.

South Yorkshire Fire and Rescue

The Senior Management Structure of the Service comprises the Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officer and a Director of Support Services, supported by four Heads of Function, who jointly make up the Senior Leadership Team. The wider Corporate Management Board comprises further senior departmental managers. Our current management structure can be found on our website

<http://www.syfire.gov.uk/service-information/service-structure/>

Certain powers are delegated to the CFO and other senior officers. These are set out in the Fire and Rescue Authority's Constitution - [Part 3 – Scheme of Delegation to Officers](#).

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

- Senior Leadership Team meetings
- Corporate Management Board meetings

Below this level, a number of other meetings take place, some of which have limited decision-making power, but all of which are responsible to the Senior Leadership Executive Team or CMB. The SYFR meeting structure has recently been reviewed to identify ways to improve the governance and decision making structures we have in place and to maximise meeting efficiency and effectiveness, whilst at the same time reducing the number and frequency. The revised structure is as follows:

Boards:

- IRMP
- Service Delivery
- People
- Asset Management
- Service Improvement

Committees:

Reporting to the People Board

- Workforce Development Committee
- Workforce Planning Committee
- Equality, Diversity and Inclusion (EDI) Committee
- Health, Safety and Wellbeing (HS&W) Committee

Reporting to IRMP Board

- Community Risk Management Committee

Reporting to Service Improvement Board

- Corporate Reporting & Governance Committee
- Operational Research and Development (ORD) Committee

Reporting to Service Delivery Board

- Fire Cover Committee
- Partnerships Committee
- Safeguarding Executive Committee

Reporting to Asset Management Board

- Strategic Fleet Committee
- Property Committee
- Information Governance Committee
- Protective Security Committee

Groups:

- Data & Research Group
- Safeguarding Reference Group
- ORD Equipment Steering Groups

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

There is a Member Code of Conduct, which can be found in [Part 6b 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 Strategy](#) along with [the Annual Review of Risk Management 2020/21](#) can be found 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](#) explains how the Authority has complied with the code and how it 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 2020/21 Annual Governance Statement is currently in draft and was presented as this version at the 26 May 2021 Audit and Governance Committee, available [here](#). 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. This can be found on the SYFR website under [Open Data](#).

SYFRA strives to be transparent in the way it makes decisions. Fire Authority and Audit & 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 South Yorkshire Joint Authorities Governance Unit, Town Hall, Barnsley S70 2TA 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 service is provided by RSM Risk Assurance Services LLP. Details of the mission of internal audit, independence and ethics, responsibilities, quality assurance and improvement and reporting can be found in Appendix C: [Internal Audit Charter](#), within the Internal Audit Plan 2020/21.

The [Internal Audit Annual Report for 2020/21](#) 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 providing a conclusion on the Authority's value for money (VFM) arrangements.

The External Audit function is provided by Deloitte LLP.

Note:

The external auditors are no longer required to prepare an annual audit letter. In future, there will be an annual auditors' report in the current year. There is a requirement for this to be presented three months after the date of signing the accounts. Discussions are being held to see how this will work in practice.

The text regarding external audit and the findings of the 2020/21 Annual Audit Report and the ISA 260 report from Deloitte LLP, will be updated once the information is available.

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.

Her Majesty's Inspection Process

In July 2017, Her Majesty's Inspectorate of Constabulary's remit was extended to include inspections of fire & rescue services in England, and was renamed Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS).

The inspections focus on three areas effectiveness, efficiency and people. The resulting assessments include graded judgments of performance.

SYFR's inspection took place during July 2019 and the final report was published in December 2019.

The Service was rated as 'good' across all three-judgement criteria.

Inspectors from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) found that South Yorkshire Fire & Rescue:

- is 'good' in effectively keeping people safe and secure from fire and other risks
- is 'good' in operating efficiently
- is 'good' at looking after its people

The Service was also rated as good in ten out of eleven sub categories, placing us amongst the top rated services in the country.

[You can read the report in full here.](#)

The inspectors also identified some recommendations and areas for improvement.

The Service has produced an improvement plan based on the recommendations made in the HMICFRS inspection report. This is monitored and reported to the Fire & Rescue Authority.

A HMICFRS national Covid-19 Inspection took place during 2020/21. This praised our response to the Covid-19 pandemic.

It found that we adapted to the pandemic effectively, carried on delivering our core services and provided additional support to the community during the first phase of the pandemic. Inspectors also found that staff wellbeing was made a clear priority for the Service. It also praised senior leaders for actively promoting wellbeing services.

Further details can be found on the HMICFRS website, by clicking on the [link](#). A second HMICFRS Inspection will take place during 2022.

Data Protection Arrangements

SYFR has a designated Data Protection Officer (DPO) at all times. The DPO's responsibilities include:

- informing and advising SYFR and its employees who carry out processing of their obligations pursuant to General Data Protection Regulation (GDPR) and other data protection provisions;
- monitoring compliance with GDPR, other data protection provisions and SYFR policies in relation to the protection of personal data;
- providing advice where requested as regards Data Protection Impact Assessments and monitor their performance;
- cooperating with the Supervisory Authorities ((the Information Commissioner's Office (ICO));
- acting as the contact point for the Supervisory Authorities (the ICO) on issues relating to personal data processing.

Data protection training has been carried out to ensure that all staff are aware of the GDPR and their responsibilities. Ongoing training to capture new starters and role specific changes are completed on an approximate six monthly basis or sooner where necessary. An Information Governance Group has been set up, chaired by the Director of Support Services. The group oversees the progress being made regarding compliance.

Governance Review

An internal audit review of the overall governance arrangements of the Fire and Rescue Authority and SYFR was undertaken during 2020/21, to provide assurance that the governance framework is operating effectively.

The audit concluded that there is a strong Governance Structure in place and this can be evidenced through the detailed Constitution and meeting minutes.

Operational

Statutory Duties

South Yorkshire is responsible for carrying out a range of statutory duties including those 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 2018](#)

Integrated Risk Management Plan

SYFR published a new IRMP in January 2021, setting out a three-year plan for managing our risk, available on the Service's website: [Strategic Plans - South Yorkshire Fire and Rescue \(syfire.gov.uk\)](https://www.syfire.gov.uk). With this new plan came an introduction of response times, and the subsequent work to analyse this regularly and adapt our approach as appropriate. There are no immediate plans to change this IRMP; however, there is a requirement for it to be regularly reviewed.

The Integrated Risk Management Plan (IRMP) identifies the foreseeable risks that the Service must respond to, and sets out how we will allocate resources to reduce the risks to communities within South Yorkshire. Understanding and reducing risk in our communities is crucial to achieving our ambition of making South Yorkshire safer and stronger.

Whilst it is a statutory duty to respond to emergencies across South Yorkshire, our role is much broader than this. We aim to do everything we can to prevent an emergency response in the first place. We do this through prevention and protection activity. The residual risk that remains is managed through our response and resilience arrangements.

The Authority and Service has communicated its purpose, 10 year vision and intended outcomes for its communities, and published its' latest Integrated Risk Management Plan (IRMP) and Annual Service Plan, both of which were approved by the [FRA on 11th January 2021](#).

Business Continuity

The Fire and Rescue Services Act 2004 sets out the core functions of the Fire and Rescue Service. These are fire safety, firefighting, 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 to ensure that as 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. Resilience, Planning and Contingencies (RPaC) coordinate this function across the organisation and are 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. RPaC carry out internal audits of SYFR Business Continuity Plans.

The Business Continuity (BC) arrangements of the organisation are reported to the South Yorkshire Local Resilience Forum Business Continuity Group to ensure full compliance with our responsibilities and good practice outlined in Business Continuity Resilience Standards for LRFs.

Our BC Manager is the Chair of the National Fire Chiefs Council (NFCC) and South Yorkshire Local Resilience Forum (SYLRF) Business Continuity Groups. This year he has chaired the NFCC Covid-19 Business Continuity Recovery Group, hosting in excess of 25 meetings in 14 months. He has also sat on the NFCC Covid-19 Committee, leading the development of a NFCC Strategic Pandemic Business Continuity Plan.

RPaC have been actively engaged in Business Continuity Institute (BCI) events, including delivery of presentations at the BCI Virtual World Conference and facilitating at the BCI Virtual World Horizons event. Our BC Manager is the Chair of the BCI North East Chapter in the UK. RPaC coordinated SYFR activities throughout BC Awareness Week and delivered a National Exercise 'Boston Common' to multiple organisations and Resilience Direct users.

RPaC are very aware of the expectations to work collaboratively with other FRSs and to this end we are leading a NFCC BC mentoring group which is aiming to achieve minimum BC standards across the UK, aligned to the Cabinet Office BC standards for LRFs and to ISO22301. We currently have eight National Mentors who are mentoring 22 members of UK FRSs.

In December 2020 SYFR were the winners of the CIR Global Award for Most Effective Recovery, following our response to the Doncaster Floods in November 2019.

Protective Security

The Protective Security arrangements of SYFR are delivered against Her Majesty's Government (HMG) Protective Security Framework. The Resilience, Planning and Contingencies (RPaC) Team are responsible for reviewing all Security arrangements and reporting any concerns to the Senior Leadership 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 attacks such as the 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, these being the protection of our People (staff), Places (buildings) and Processes (including Information Communications Technology (ICT)). Our security breach reporting system and physical security audit process allows us to keep a close eye upon any security issues. We monitor reports for trends, which are reported back, through our Protective Security Group.

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. We attend the Strategic Contest Board to ensure we have the most up to date view of threat and risk, and ensure we feed into the Prevent work undertaken by that group and the smaller district based Prevent Groups.

We are currently working on areas of security that have been highlighted to us by our Counter Terrorism Security Advisors, in order to enhance our already high levels of security within SYFR.

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 collisions and other 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. SYFR is working closely with its regional partners through the NFCC Yorkshire and Humberside Regional Strategy Group, previously the Yorkshire and Humberside Operational Resilience Group (YHORG), to ensure that, wherever possible, we hold regional MOUs rather than having four separate ways of working. This streamlines process, reduces impact on resources and creates resilience by enabling greater cross border support.

Our mutual aid documents with our neighbouring fire and rescue services are reviewed on an annual basis and all service level agreements have agreed, set review periods usually not exceeding three years.

National Resilience

SYFR have National Resilience Assets consisting of Mass Decontamination Unit (MDU), High Volume Pump (HVP) and Detection, Identification and Monitoring (DIM). The HVP assets have recently been permanently relocated to Tankersley Fire Station and we

currently have a request in to the Home Office to relocate the MDU to the new Barnsley Fire Station when it opens later this year.

We have three dedicated National Resilience Trainers who ensure that all our Key Performance Indicators (KPIs) in relation to numbers of staff trained are achieved and exceeded at all times. Training records are comprehensive.

All our national Resilience Assets are checked regularly in accordance with the requirements of the National Resilience Assurance Team (NRAT). Any faults or missing equipment are reported to Babcocks immediately through a well-rehearsed process.

In 2020, our Mass Decontamination Unit (MDU) assets and Staff were externally audited as part of the NRAT assurance programme and only minor changes were required as a result. These changes were made immediately.

During 2019 to 2021, SYFR High Volume Pump (HVP) assets have mobilised to events within South Yorkshire, including flooding and wild fire events.

All of SYFRs Contingency plans are reviewed and revised where necessary on a regular basis.

Any gaps in our National Resilience Capability are captured within individual plans and issues raised with our Senior Management Team. The overall responsibility for reviewing plans lays with Resilience, Planning and Contingencies (RPaC).

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.

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.

Resilience, Planning and Contingencies have completed two virtual exercises during the last 18 months, due to following Covid-19 guidelines. We are now in the process of catching up with postponed exercises, which we are doing with the full collaboration of the HSE who are our COMAH authority.

Our Performance

SYFR has a suite of performance measures. These include operational performance measures. The suite of performance measures is reported to the Performance and Scrutiny Board quarterly and the Fire Authority annually, for analysis, challenge and comment. The Annual Corporate Performance report for 2020/21 can be viewed by clicking on the [link](#). The performance measures are also used at a local level to inform where resources and initiatives need to be focussed.

The Performance Management Framework is reviewed annually. However, a decision was taken to carry out an in-depth review during 2020/21, due to the following factors:

- Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) inspection report
- Integrated Risk Management Plan
- SYFR Annual Plan 2021/22
- State of Fire and Rescue Report

A Task and Finish Group was appointed to carry out the review, with Fire Authority Members being involved at all stages.

A suite of Corporate Level performance measures has been approved and the review has now entered a second phase to develop a range of additional Supporting / Diagnostic performance measures.

SYFR 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

SYFR 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. 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 audit of the health and safety management system. The outcome of the audit is a prioritised and targeted improvement plan covering all aspects of Health and Safety.

National Framework Requirements

An annual update on SYFR's compliance with the Fire and Rescue National Framework for England (published in July 2012) was presented to the Fire and Rescue Authority in June 2017.

A revised [Fire and Rescue National Framework for England](#) was introduced with effect from May 2018. SYFR carried out a gap analysis against the priorities and objectives within the revised National Framework, which was presented to the Fire and Rescue Authority on 17 September 2018. An update on SYFR's compliance with National Framework requirements has in the past, been presented annually to the Fire and Rescue Authority. With effect from 2019, significant updates are now included within this document. The full gap analysis including recent updates can be read by clicking on the [link](#).

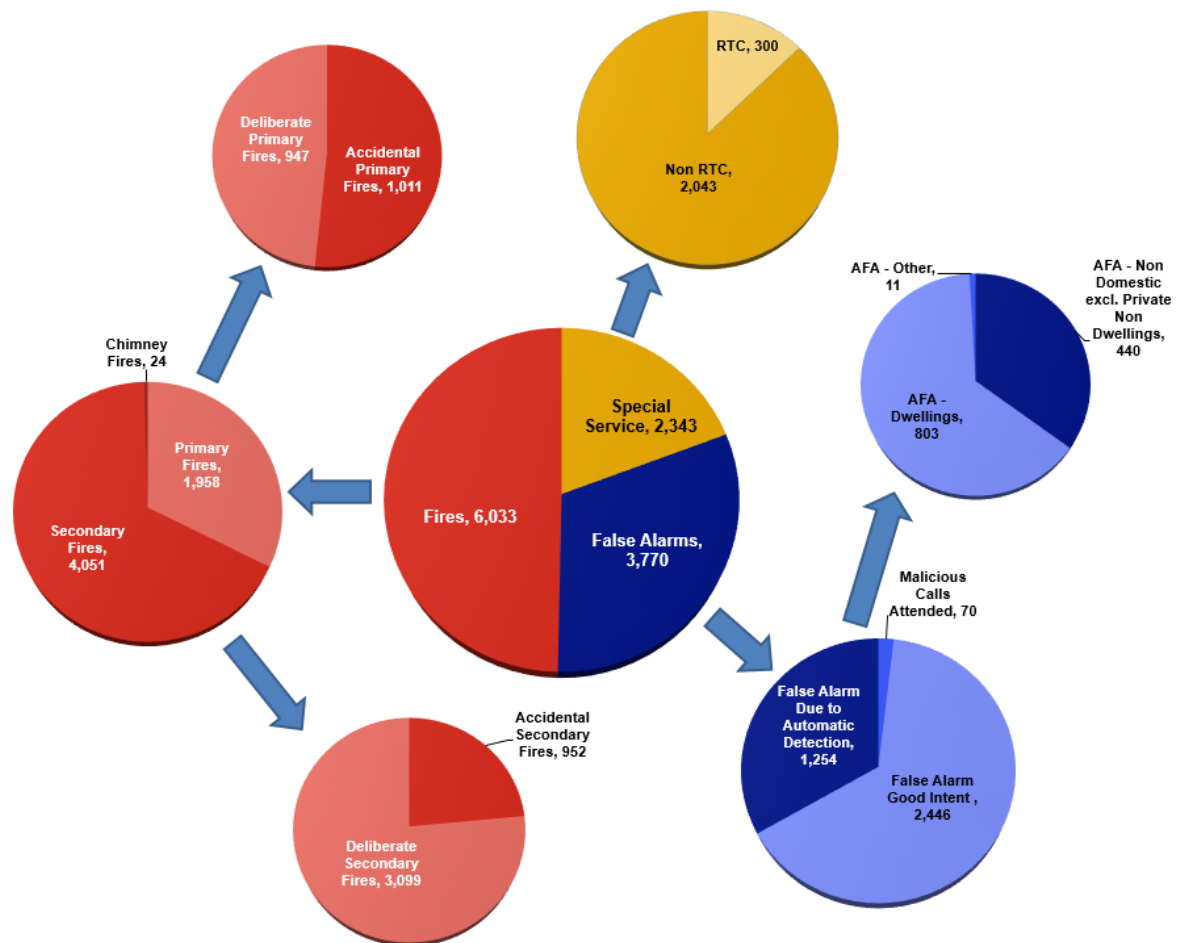
Our Performance during 2020/21

Performance Measures

		Performance	
		2019/20	2020/21
Number of Primary Fires		2,078	1,958
Number of Accidental Dwelling Fires		472	500
Number of Fires in Non-Domestic Premises		236	197
Number of Fire Deaths and Injuries	All Fire Deaths	3	9
	Accidental Dwelling Fire Deaths	3	2
	All Fire Injuries	58	62
	Accidental Dwelling Fire Injuries	34	33
Arson Incidents	Primary Arson Incidents	1,096	947
	Deliberate Secondary Fires	3,147	3,099
False Alarms caused by Automatic Fire Detection – Non-Domestic Properties		1,058	440

The Annual Corporate Performance Report for 2020/21 contains the final outturn figures for the full suite of 2020/21 Performance Indicators. This can be found at [Agenda for Fire & Rescue Authority on Monday 21 June 2021 - South Yorkshire Fire Authority](#)

Breakdown of Incidents Attended During 2020/21



Key

- Primary Fire -** Includes all fires in buildings, vehicles and outdoor structures, or any fire involving casualties, rescues or fires attended by five or more appliances
- Secondary Fire -** A fire incident that did not occur at a primary location, was not a chimney fire in an occupied building, did not involve casualties (otherwise categorised as a Primary incident) and was attended by four or fewer appliances
- RTC -** Road Traffic Collision
- AFA -** Automatic Fire Alarm

Headline Projects during 2020/21

Integrated Risk Management Plan

The way fire services assess and reduce risk is through something called an Integrated Risk Management Plan (IRMP). This is an up-to-date analysis of local risk and describes how we will effectively coordinate our work to improve public safety and save lives. Our programmes and projects align to the IRMP and the Service's priorities.

Our first goal will always be to save lives and make people safer. This is what we do every single day, whether it is responding to 999 calls or carrying out work to prevent emergencies from happening in the first place. Much of our work goes beyond this though, from improving the life chances of young people and protecting businesses, to helping to tackle other issues like crime and healthcare. Our organisation's purpose extends therefore to making our communities stronger places for the future.

As a fire and rescue service we are responsible for delivering a wide range of services to our communities. These are set out clearly in the Fire and Rescue Services Act 2004. We also have specific duties under the Civil Contingencies Act 2004 and the Regulatory Reform (Fire Safety) Order 2005. The Service is governed by the South Yorkshire Fire and Rescue Authority. The Fire and Rescue Authority is made up of 12 councillors from the four metropolitan district councils of Barnsley, Doncaster, Rotherham and Sheffield. The Police and Crime Commissioner for South Yorkshire also sits on the Fire and Rescue Authority. The Fire Authority funds the Service and works closely with the Chief Fire Officer/Chief Executive to decide how our services can be provided in the most efficient and effective way.

Barnsley Fire Station

We are investing in a new state of the art fire station as noted in the IRMP. This replaces the old station, which had reached the end of its operational life. A new, three vehicle bay building is being built on the current site. There will also be a separate unit where community schemes like the Princes Trust Team Programme with South Yorkshire Police can be housed with completion presently projected to take place in May 2021.

Personal Protective Equipment

As part of a tri-service procurement agreement, all firefighters in South Yorkshire, West Yorkshire and the Humberside region will begin wearing new fire tunics and trousers. For crews in South Yorkshire and Humberside, the personal protective equipment (PPE) revamp will also feature a pioneering, multi-function rescue jacket to reflect the changing role of the modern firefighter.

The kit is currently being rolled out across the three counties to assist firefighters in best protecting local communities. It is a proud moment for all three fire services, who have collaborated in a two year project, resulting in the final contract being awarded to supplier Ballyclare International.

The new fire kit features specially designed knee and elbow panels to make it easier to move and more comfortable to wear as well as innovative new spacer fabric, to improve breathability for those wearing it.

The collaboration means all three services have saved money, enhanced firefighter safety and standardised fire kit regionally.

Equipment Tracking Devices

The aim of this project was to have a comprehensive Asset Tracking, Testing and Inspection system within SYFR that meets the needs of the organisation in terms of managing assets and ensuring maintenance and testing schedules are monitored and adhered to. The system must also be able to track history, location, use and relevant Health & Safety related issues pertaining to equipment.

The Service has completed the initial trials on two appliances using the Creative Software Solutions' Equipment Tracking Solution. Plans are now in place to roll this out across all appliances used within SYFR in the near future.

We are introducing a system like this to enable us to be more effective and efficient when it comes to managing our equipment. These new devices provided from Creative Software Solutions will help us to ensure that all equipment is suitable and used for the purpose/ deployment for which it is designed.

Telematics

The Vehicle Telematics system is being introduced to ensure more effective and efficient use of the fleet. The system will give automated management information on utilisation of the fleet, enabling the Service to ensure that we have the required resources in the right place at the right time. It enables fleet management to be managed, monitored and analysed, on one online platform. The aims of the project are as follows:

- To enable effective fleet utilisation.
- To positively influence driver behaviour and subsequently make savings on SMR, Fuel and Accident costs.
- Remove the requirement for a paper logbook to be completed through Driver ID reducing time spent analysing and storing paper records.
- Reduce occupational road risk through the effective management of the fleet.

Digital Transformation Strategy

The Digital Transformation strategy delivers a wide range of projects and activities designed to improve efficiencies and to move away from paper-based systems. Projects range from implementing telematics and equipment tracking, to rolling out effective agile working technology.

Digital Transformation is considered a fundamental enabler for both modernising and making further improvements in the efficiency and effectiveness of any organisation. This is paramount as the Service looks to explore, consider and put in place new 'normal' arrangements for carrying out its business during and after the Covid-19 pandemic.

Following a review of the processes within South Yorkshire Fire and Rescue (SYFR) by Shaping Cloud (2019), the undertaking and significant completion of Digital Transformation Phase 1 (DT1), we are now part of the way through the next phase of innovation in Digital

and ICT 2020 and 2021 plan. This Plan when fully delivered will signify a significant digital shift in SYFR's operating and business model across all functions and services.

Updates against this work are presented to the Fire and Rescue Authority of a regular basis, most recently in January 2021 and July 2021. The July 2021 Digital Transformation update is available [here](#).

Wildfire Improvement

As part of our recently established 'Wildfire Improvement Programme', our Service is currently working on some positive changes to our wildfire capability. Nationally it is recognised that the Wildfire threat is increasing year on year and to mitigate the impact, there is a requirement to improve the level of preparation and planning for wildfire incidents at national, region and local levels.

Feedback from the Hatfield Moors incident experienced by the Service in summer 2019 showed that early intervention can significantly prevent the escalation of a wildfire incident and that early access to the fire front provides an opportunity to prevent further fire spread. This project was set up to assess Wildfire risk in South Yorkshire, ensuring that risk assessments are undertaken at high risk wildfire locations, and putting in place suitable vehicles, equipment and training across the Service.

BA Facemasks

This project is designed to improve firefighter safety through the reduction and capability of viral transfer following the Covid-19 pandemic and our duty to look at ways of reducing the risk as low as reasonably practical. Further to this, it will provide Breathing Apparatus communication at incidents in-line with current provision, provide a sustainable mask solution to the Service, and provide a facemask bag that can assist infection control and mitigation but also reduce the risk of contaminants entering the facemask.

Grenfell

The outcomes of Grenfell Tower Public Inquiry (GTI) Phase 1 have significant implications for the whole Fire and Rescue Sector. The recommendations not only affect the way London Fire Brigade plan, prepare and respond to fires in high-rise residential buildings, they impact the way any local Fire and Rescue Service with such risks delivers its services.

Although the Service was progressing against the recommendations, it was determined that there was not enough resource in the Service to progress these with pace. The Service set up a Grenfell Actions Implementation Team (GAIT) to deliver against these objectives. The team has been fully staffed from early July 2021 and they are now working through the project plan and the recommendations.

Collaboration Update

Background

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. South Yorkshire Fire and Rescue (SYFR) are working together with their partners to achieve this, focusing on collaboration adding value to their communities.

Police Collaboration

In 2017, SYFR and South Yorkshire Police committed to a formal collaboration programme, building on the successful collaboration between the two parties to deliver comprehensive collaborative projects. In order to effectively manage these we have an established governance structure including project meetings, assurance boards, and the top level decision-making Police and Fire Collaboration Board with membership and Chief Fire Officer, Chief Constable and Police and Crime Commissioner level.

The two key projects from this programme are the Joint Community Safety Department (JCSD) and the Joint Vehicle Fleet Management (JVFM) Department. The JCSD project concluded in 2019 and is now running as a business as usual joint department, managed by collaborative roles and delivering joint prevention and protection activities such as joint educational products, joint educational presentations to schools and the collaborative Prince's Trust programme. The department reports on their progress through an Assurance Board.

The JVFM department is managed via a similar approach, with a jointly funded head of department and collaborative fleet managers supporting them. Last year saw the successful completion of a SYP bodyshop building on the SYFR Eastwood site, bringing with it improved best practice and knowledge sharing of fleet experience and knowledge, as well as efficiency opportunities for both organisations. The JVFM activity is still in a project status as it progresses towards better joint management information and implementing further changes from this learning.

The collaboration programme also delivers non-project collaborations with staff identifying and managing opportunities across both organisations. A particular focus of the last year has been the knowledge sharing and progression of family liaison knowledge and command training skills from SYP to SYFR, with appropriate operational staff included in this knowledge-sharing. Wider collaborative training opportunities also continue, albeit with less opportunities and partnership in this area, due to the Covid-19 impact on training delivery for both services.

Regional Fire and Rescue Collaborations

The regional PPE procurement project was completed in 2020/21. The Service led a co-procurement of structural fire kit with West Yorkshire and Humberside Fire and Rescue Services. This created benefits for the standard of kit, improved regional working, as well as cost savings. A 'lessons learned' approach was undertaken to capture the strengths and opportunities for this work, including recommendations, which are currently being implemented.

Further regional collaboration projects are in place to enhance the collaboration opportunities between the four regional fire and rescue services. This includes the completion of regional command support packs, as well as projects for the sharing of command support units, regional training, and the shared aim to co-procurement command software and hardware.

Co-locations continue to be utilised where opportunities arise, more recently with the addition of Yorkshire Ambulance Service presence on some SYFR sites.

What we did in 2020/21

April

Lots of our work at this time was focused on supporting South Yorkshire's response to the Covid-19 pandemic- from distributing personal protective equipment (PPE) to frontline health workers to firefighters training to drive ambulances. We also launched a campaign asking people to pledge not to have garden bonfires, after lockdown prompted a surge in related incidents.

May

We used a national awareness week to get people to 'Think Sprinkler'. We used the case study of a retrofitted sprinkler system in a block of flats in Doncaster, which saved the lives of two people in a fire, as a way of highlighting their effectiveness in a residential setting. Firefighters also spent weeks tackling a large wildfire on Hatfield Moors- an area of peat moorland near Doncaster.

June

We published figures, which revealed 2019/20 saw the lowest number of house fires in South Yorkshire for more than a decade. The figures represented a 13 per cent reduction on the previous year and a 29 per cent reduction on 2010/11.

July

We worked with the family of Taylor Matthews- a young man who drowned in a flooded quarry- to highlight the dangers of open water as part of a major new safety drive. Also, one of our staff members was recognised with an award by Women in the Fire Service. Tim Pope was acknowledged for his work developing, encouraging and reinforcing the role of women in the sector.

August

Work started on a brand new, energy efficient station for firefighters in Barnsley. The existing 60-year-old, three-storey building on Broadway, Kingstone was demolished, before it began to be replaced with a new two storey, three bay facility on the same site. Firefighters also urged members of the public to sign up to a new smoke alarm testing reminder service as part of a new campaign.

September

We launched a recruitment drive for more on-call firefighters at six fire stations across South Yorkshire. We also presented our draft Integrated Risk Management Plan- which included proposals for how quickly we should aim to respond to different types of emergency, prompting extensive consultation with members of the public.

October

We took our one-of-a-kind Black History Month photography exhibition online, in a bid to attract more people from BAME backgrounds to consider a fire and rescue service career. 'Family', which was put together in 2019 to pay homage to the diverse heritage of fire service staff, features portrait photographs of 11 employees past and present.

November

A Sheffield building owner has been fined after obstructing the work of fire safety inspectors. The fire service's recovery from flooding which hit South Yorkshire in 2019 was recognised with a major international award. A team of fire safety inspectors embarked on an ambitious project to inspect all high-rise residential buildings across South Yorkshire, over 18 metres or with six or more storeys, by the end of 2021.

December

A prohibition notice was served- then later lifted- after concerns were raised about the safety of a block of residential apartments in Sheffield. We marked the 80th anniversary of the Sheffield Blitz by sharing the story of Frederick Parkes Spencer. He was the only permanent, full time Police Fireman – as they were then known – to have been killed when thousands of tons of explosives were dropped on Sheffield on the night of 12 and 13 December 1940.

January

A national inspection praised the response of South Yorkshire's fire service to the Covid-19 pandemic. Inspectors found that we had adapted to the pandemic effectively, carried on delivering our core services and provided additional support to the community during the first phase of the pandemic. Councillors also approved a new set of response times for South Yorkshire's fire service.

February

Firefighters urged people to stop leaving their cooking unattended in a bid to crack down on house fires across the county. New figures showed that half of all house fires across South Yorkshire last year started in the kitchen, prompting the launch of our 'Stand By Your Pan' safety campaign.

March

We added two Polaris vehicles to our fleet, helping crews to respond more effectively to wildfires and other incidents, which might be hard to reach using a traditional fire engine. We also launched a video as part of International Women's Day, which aimed to bust myths around women in the fire service.

Looking Forward

SYFR Vision for 2027

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.

As part of this work, the SYFR's current four priorities are being replaced by the following three aspirations:

Be a great place to work - we will create the right culture, values and behaviours to make this a brilliant place to work that is inclusive for all.

Put people first - we will spend money carefully, use our resources wisely and collaborate with others to provide the best deal to the communities we serve

Strive to be the best in everything we do - we will work with others, make the most of technology and develop leaders to become the very best at what we can be

As part of this work, the Authority's Vision is being changed from "Working for a Safer South Yorkshire" to "**Making South Yorkshire Safer and Stronger**".

Covid-19 Recovery

The Service's Recovery Group has been meeting on a regular basis.

Where possible, SYFR staff were encouraged to work from home during the pandemic.

Work is now underway to facilitate the return of employees to the workplace, where it is safe and appropriate to do so. Small numbers of staff started to return to their workplace, such as Command Headquarters (CHQ) and the Training and Development Centre (TDC) from 1 August. Video walkthroughs of a Covid-19 secure CHQ and TDC have been released to staff, so that they know what to expect when they return. Each member of staff also has to complete a risk assessment with their Line Manager to ensure that they are safe to return. However, it is envisaged that CHQ and TDC will not be able to return to full capacity until the end of the pandemic.

We are preparing for a move to a new normality and have undertaken a number of exercises including:

- A workshop was held in March 2021, which considered the actions the Service would take to recover from Covid-19, based on three potential routes the pandemic might take over the coming months and years. The workshop was attended by key leaders from across the Service and included feedback from wider staff, gathered via staff pulse surveys and a 'team brief' sent to every watch and team. Workshop outcomes included a recognition of the need to safely restore face-to-face community activities as soon as possible, the need for a clear direction on the future of home or agile working and an understanding of the desire to retain many of the technological innovations the Service had adopted in its response to the pandemic.

- During the first and second quarter of 2021 we have briefed Fire Authority members within the Corporate Advisory Group meetings and full Fire Authority meetings
- We developed a South Yorkshire Fire and Rescue Road Map to recovery document in March 2021. This provides details of how SYFR will align its recovery to the 'New Normal', to the UK Government's Covid-19 Response – spring 2021 (applicable to England) guidance.
- The Head of Service Delivery Support has met with internal stakeholders including representative bodies, managing the road map to recovery
- The Senior Leadership Team have engaged with RSM our internal auditors to consider opportunities as we move out of the Covid-19 pandemic.
- A workshop was held in June 2021, which considered the Service's long-term approach to home or agile working for office-based staff, beyond the current pandemic. Attended by Corporate Management Board and Fire Authority members, the session considered issues ranging from the business needs of teams to work from an SYFR location, to the performance management of remote staff. It also considered the results of a survey of CHQ-based staff. The outcome was an agreement that the Service would maintain a flexible approach to agile working, with individual teams establishing their own arrangements based upon business need and within some appropriate parameters.

Contact us

Tell us what you think

We welcome feedback from the public in relation to this Annual Report or any other issue to do with South Yorkshire Fire & Rescue.

Any comments can be [provided](#) to the Customer Care Team by calling 0114 2532209 or e-mailing customercare@syfire.gov.uk or by using our online website [contact us form](#). Alternatively, write to us at this address:

South Yorkshire Fire & Rescue
197 Eyre Street
Sheffield
S1 3FG

Become a Volunteer

The traditional image of the fire and rescue service is of firefighters tackling incidents, but the work we do goes much wider than this. A large part of our role is to work alongside local communities to help make homes safer, educate children and vulnerable people about common hazards and do what we can to prevent emergency incidents happening in the first place.

We have established a volunteer programme to support us in this work, and to play a valuable supporting role to our existing community safety teams and in helping to deliver safety messages at our Lifewise Centre in Rotherham. In return, volunteers will gain valuable experience and skills, improving their capabilities and assisting their applications for future, paid employment.

For more information of volunteering vacancies, visit the 'Find a Job' section of our website <http://www.syfire.gov.uk/find-a-job/volunteering/> for a volunteer application form.

Find Out More

South Yorkshire Fire and Rescue's website provides more information on our services to the community, our people and resources latest incidents and news, and much more. www.syfire.gov.uk

To sign up for our free e-newsletter or make comments about the website, be involved in our public consultation work, email: press@syfire.gov.uk

Follow our social media - Twitter <https://twitter.com/syfr> and Facebook <https://www.facebook.com/southyorkshirefire/>

For general enquiries and comments call 0114 2727202 or email: comments@syfire.gov.uk or use our online website [contact us form](#)

For Compliments and Complaints call 0114 2532209 or e-mail: customercare@syfire.gov.uk or use our online website [contact us form](#)

Access to Information

If you would like to ask us a question about what we do and how we deliver our Services, you can make a request under the Freedom of Information Act. Information of how to make a request is available on our website here <http://www.syfire.gov.uk/transparency/freedom-of-information-foi/>.

If you would like to request information please contact us at:

Information and Governance Manager
South Yorkshire Fire & Rescue
197 Eyre Street
SHEFFIELD
S1 3FG

You can also contact us by:

- Email to foi@syfire.gov.uk
- Our online website Contact Us form <http://www.syfire.gov.uk/contact/>
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South Yorkshire Fire & Rescue area committed to protecting your personal data and privacy. We take our data protection responsibilities extremely seriously and understand how valuable your personal data is. Any personal information you give to us will be processed in accordance with the UK Data Protection legislation and the UK General Data Protection Regulation (GDPR). To find out more about how we use your personal information, please visit our website at: [Your information - privacy notice - South Yorkshire Fire and Rescue \(syfire.gov.uk\)](http://www.syfire.gov.uk/your-information-privacy-notice-south-yorkshire-fire-and-rescue). This page also outlines the rights the GDPR gives you relating to your data. Further information can be requested by contacting us by:

- Email at dataprotection@syfire.gov.uk;
- Telephone us on 0114 253 2456;
- Write to us at: Data Protection Officer, South Yorkshire Fire & Rescue Service, 197 Eyre Street, Sheffield, S1 3FG

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Authorisation

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, 13 September 2021.

Councillor Tony Damms
Chair of South Yorkshire Fire and Rescue Authority