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| MINUTES |
| **Meeting:** **Essex Fire and Rescue Performance & Resources Board** |
| **Date:**  30th April 2018 |
| **Time:** 14:00 – 16:30 |
| **Location:** Kelvedon Park – GF01 |
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**Attendees**

Roger Hirst (RH) Police Fire and Crime Commissioner

Jane Gardner (JG) Deputy Police, Fire and Crime Commissioner for Essex

Jo Turton (JT) Chief Fire Officer

Carl O’Malley (COM) Police and Fire Collaboration Programme Lead for OPFCC

Anthony Maude (AM) Head of Performance & Resources - OPFCC

Dave Bill (DB) Assistant Chief Fire Officer

Glenn McGuinness (GM) Interim S151 Officer - ECFRS

Sally Passmore (SP) OPFCC – Minutes

**Apologies**

Charles Garbett (CG) OPFCC Treasurer

**Guests**

Moira Bruin Assistant Director Prevention, Protection and Response

Matt Furber Assistant Director Prevention, Protection and Response

Mark Earwicker Head of Technical Fire Safety

Tracy King (TK) Assistant Director, Performance & Data Management

Colette Black (CB) Assistant Director of HR, Essex Fire & Rescue Service

| **Ref** | **Agenda Item and Minutes** | **Actions** | **Owner** | **Completion Date** |
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| **1** | **Welcome and apologies** RH welcomed all to the meeting. Apologies were accepted from CG. |  |  |  |
| **2** | **Minutes and Action Log**Minutes from the previous meeting held on 26th March 2018 were approved with no amendments requested. ***Closures agreed on action log:*****02/18: Closed****10/18: Closed****16/17: Closed** – Now on forward plan**17/18: Closed****22/18: Closed** – To be presented after meeting***Update to the action log:*****07/18:** GM to provide report to SLT as final draft. RH asked whether legalities had been observed. GM advised that DB has agreed to stand as director and that this information will be passed to Companies House. The board were content to remain with 1 director at present as advised by the 151 officer and agreed by Executive Officer. Revised paper to be given at Strategic Board.**12/18:** Ownership of action was transferred to JT to check Terms of Reference for the Change Board be aligned to the Finance Regulations. **15/18:** Ownership of action transferred to JT.**23/18:** Decision sheet due for submission this week - open | **24/18** Once HMICFRS data has been approved by SLT it will be brought back to this board for discussion under action 24/18 | **Tracy King** |  **29th May 2018** |
| **3** | **Forward Plan**The board were advised that the technical fire safety report scheduled for the 29th May 2018 will also include outcomes from the Grenfell report. Additionally, the Performance Management Framework is to be added to the forward plan with new measurements to be defined for the July meeting by TK.RH requested an HMICFRS update on a monthly basis. RH also requested that the Performance Management Framework be presented to the strategic board in the first instance. DB asked about Statement of Assurances and whether they should be presented at Performance and Resources or Strategic Board. RH requested that the statement be placed on the forward plan for the strategic board from July 2018 onwards. RH also enquired about CG’s programme of work. GM advised that the decision sheet that CG was working on has been forwarded to the OPFCC for signature. Legal advice (x 4) has been taken and there are 2 procurement decisions awaiting signature. GM had produced the decision sheet which was prepped by MF. The board were also advised that RH, GM, COM, MF and JT will be meeting with legal services shortly.GM advised the board that he will produce the Annual Governance Statement in CG’s absence.  | **25/18: Performance Management Framework to be added to the forward plan.****26/18: Revised Performance Management Framework to be presented for July 18 meeting.****27/18: HMICFRS update to be received on a monthly basis.** **28/18: Performance Management Framework for fire and rescue plan to be presented to the Strategic Board in the first instance.** **29/18: Statement of Assurances to be added to the Strategic board forward plan from July 2018 onwards** | **Anthony Maude****Tracy King****Tracy King****Tracy King****Sally Passmore** | **29th May 2018****25th June 2018****29th May 2018****8th June 2018****29th May 2018** |
| **4** | **Budget review – March 2018**GM advised the board once the adjustment for month 13 has been processed the figures will show a £1.1m underspend. The board noted that overall employment costs for the 12 months to 31st March 2018 are over by (0.5%). The accompanying report contained a full breakdown. GM advised that overspend for support staff was due to headcount and payroll variances which had been identified through job evaluation and the analysis of agency rates and that it is possible that the service will move into the new financial year with an overspend in this area. GM advised that in Non-Pay related expenditure, the main overspend was attributed to property maintenance and IT projects with a small overspend across other areas. GM further advised that although all is within budget, any traditional shortfalls would be funded from capital receipts reserves and that if there were any excess funds these would be transferred back into the capital receipts reserve. After careful discussion it was agreed that a final outturn would be presented to RH and JT. The board continued to discuss salient points of the budget report and RH questioned asset protection. GM advised that this had been deferred whilst awaiting collaboration outcomes. It was suggested that JT looks at this in more depth. GM advised that more work has been done with regard to headcount since submission of the report and that analysis had now been completed with figures being very near to budget. With regard to collaboration staff GM advised that they are all under one cost centre for ease of identification. RH asked about education staff and was advised that they are employed by ECFRS but funded by Essex Police. 2x business support staff were questioned by COM.COM also asked about the appearance of investment in collaboration using transformation funding. GM advised that he would change the narrative of the cost centre to reflect a better understanding. RH sought clarity on the amount of collaboration staff and GM offered to provide a full breakdown for RH. AM asked about legal subscription payments and whether this is a retainer fee. GM advised that he would investigate. GM also advised on overtime funding and that that the largest contributions in this area were the application of Additional Shift Working and Public Holiday Working entitlements which should now start to decrease due to successful recruitment. The board also discussed on call arrangements and their impact on the budget. RH sought clarity regarding on-call firefighter headcount. GM advised of 512 firefighters at present but added that the ideal number is 519. MF advised that this does not represent full establishment at on call stations and that losses of 10% per annum are expected. MF also questioned lack of attraction to on call roles. DB advised of the barriers to on-call recruitment that include lack of employer support and the changes to employment profiles that have an effect on people availability. RH asked whether the gap in on-call equates to the budget underspend and whether it affects the ability to provide a service. The board continued to discuss remote stations and recruitment and the possibility of shorter contracts. It was noted that shorter contracts had not been well received in the past. RH asked whether this has been debated at SLT. DB advised that previous discussions had not been taken forward. Although on-call are at an all-time high recruitment is a challenge. The board were also advised that the 2020 plan was based on 78% availability. AM asked had reduced crewing levels been considered. DB advised that assessment had been undertaken but may require a further review via the 2020 programme and in the light of new technology.  | **30/18: Asset protection to be reviewed in depth.****31/18: To provide a full breakdown of collaboration staff to RH****31/18: Investigation of legal subscription payments and retainer fees for AM** | **Jo Turton****Glenn McGuinness****Glenn McGuinness** | **29th May 2018****29th May 2018****29th May 2018** |
| **5** | **Monthly Performance Report**Board members were in receipt of a comprehensive report prior to the meeting. TK advised that up to the end of March 18, incidents had increased by 17%. RH sought clarity on the variance between Southend and Clacton and was advised that there was no discernible reason for the disparity.The board were also advised that average attendance time for March was 10 minutes 12 Seconds and that reasons for missing the target are being analysed. AM noted that Loughton was showing as the slowest station to respond and this seems to be a pattern. AM also noted that some on call stations perform better than whole time stations. The board discussed possible reasons. RH asked if the stations are asked to provide a reason for slowness. It was advised that all station managers have access to online systems. Speeds depend upon a number of factors, especially in rural areas. The board also discussed and noted 291 fires in March which is down by 23% on the year. However, 516 false alarms were recorded which is an increase of 20%. The trend is showing increases in this area. 73 RTA’s were recorded in March which is less than the 96 in February.  |  |  |  |
| **6** | **Safeguarding: Monthly update report**DB advised the board of the current issue relating to open cases and that the Essex Safeguarding Board has been contacted to see if they can reduce the amount of time it is taking to receive updates. An action plan is also ongoing with ECC and this will include safer recruiting. With regard to DBS check, this may require more dialogue with rep bodies. The board acknowledged the improvements in safeguarding over the past few months.  |  |  |  |
| **7** | **Training in ECFRS**CB advised that a training paper had been initiated by MS but more work has been identified by the auditors which will be brought to future meetings. The board were advised that the main frustration is with TASK system and that although action is taking place, more detail will be provided in due course. The board also noted that at the last update the high priority was the central learning management system. CB advised that there is a requirement to await HOBS in September. RH asked whether the update was to be no assurance or limited assurance. \*\*\*\* COM left at 1545\*\*\*\*The board concurred that the current high risk item could be completed as HOBS. CB advised that updated statistics will be circulated to board members and that the action plan would be brought back at a later date.  |  |  |  |
| **8** | **Staff Survey**CB advised that the staff survey had launched today and that feedback was due on the 28th May 2018. The survey is shorter than previous years, but still covered all areas. It is envisaged that the outcome will be discussed in June 2018. RH asked if the outcome was published. CB advised that it is and results are also feedback via line managers and via the You said/We did portal.  |  |  |  |
| **9** | **Risk Management Policy**DB advised that the service is looking to invigorate the risk management policy and form an action plan. The new framework will be provided to RH for consideration. DB further advised that the key aspect is the action plan is appendix two. Risk assessments are also being undertaken and progress updates will be provided to the board. RH acknowledged the amount of work contained within the policy and plans but questioned a chart contained within. DB advised of the thread. The full process was discussed for inclusion into the risk register and critical planning as well as the resources available. AM raised concerns regarding significant events at level 6. JT advised that the risk appetite scale is discussed at SLT. DB advised that the formal escalation plan for all includes level 6 and above.  |  |  |  |
| **11** | **Information Governance Audit Tracker**All board members were in receipt of a copy of the audit tracker data. TK advised that a GDPR compliance audit had been undertaken using a service provided by Essex County Council. The resulting gap analysis had been converted into an action plan and the re-audit is currently underway by RSM. Of 50 actions currently open only one has not been started yet. TK also advised that GDPR compliance is due by 25 May 2018. All risk will be identified and placed on the risk register. SLT will review and comment before presentation to the wider audit committee.  |  |  |  |
| **10** | **Automatic Fire Alarms – Performance & Policy**ME gave a presentation to the board. The board were asked to note the national decrease from 394,000 in 2001/2001 to 214, 00 in 2015/2016 which has subsequently increased to 223,000 to the end of September 2017. The board were also advised of the service offered by ECFRS in relation to reducing false alarms as well as the parameters applied; 1st breach being 2 or more in a 4 week period; 2nd breach a further false alarm within 26 weeks. The top 3 highest incidents of false alarms being hospitals. The reasons collected through investigation were advised to and discussed by the board. RH asked about the data set and regularity of incidents and suggested that a media campaign may be beneficial in order to help alleviate the issue. AM asked whether appliances attend all false alarms. MF advised that attendance is dependent on the risk.\*\*\*\*JG left at 16:45\*\*\*\* |  |  |  |
| **12** | **Call Taking , mobilising & attendance performance**All board members were in receipt of a copy of MF presentation prior to the meeting. MF advised that 10 min attendance is standard for life threatening calls and 15 minutes for all other calls. RH asked what the suggested way forward was and the viability of suggestions. MF advised that new models could be exploited as part of the planning for the new IRMP.  |  |  |  |
| **13** | **AOB**The board were advised that HOBS update is 83% - Phase 3 UAT tests successfully completed. There are 1,400 tests on the system of which 1,209 have successfully passed. It was recommended that training commence for go live in September.  |  |  |  |

**With no further business to discuss – the meeting closed at 17:10**