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| MINUTES |
| **Meeting:** **Essex County Fire and Rescue Performance & Resources Board** |
| **Date:**  25 June 2018 |
| **Time:** 09:30 – 12:30 |
| **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 (for part)

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

Jo Turton (JT) Chief Fire Officer

Dave Bill (DB) Assistant Chief Fire Officer

Charlie Elia (CE) Performance Analyst (standing in for Tracy King)

Jay Padania (JP) Finance Manager (standing in for Glenn McGuinness)

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

Camilla Brandal OPFCC – Minutes

**Apologies**

Charles Garbett (CG) OPFCC Treasurer

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

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

Glenn McGuinness (GM) Acting Chief Finance Officer – ECFRS

| **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 noted from Charles Garbett, Tracy King, Glenn McGuinness and Carl O’Malley. Jane Gardner and Colette Black would join the meeting when available. |  |  |  |
| **2** | **Minutes and Action Log**  The minutes of the last meeting held on 12 June 2018 were agreed with no amendments.  Closures agreed on action log:  12/18 2020 Programme Review  15/18 Cultural Change Programme  25/18 Forward Plan  30/18 Budget review March 2018 (asset protection)  31/18 Budget review March 2018 (staff)  31/18 Budget Review March 2018 (legal fees)  35/18 Technical Fire Safety (on Forward plan)  Updates to the action log:  **07/18 EFA Trading**  Decision sheet to be written by GMc to be brought to Extraordinary Strategic Board meeting (date to be determined).  **23/18 Treasury Management Strategy**  Decision sheet to be prepared – JP to pick up with Elaine Hodgson. |  |  |  |
|  | **26/18 Forward Plan**  Work in Progress through SLT to be followed by workshop session with the OPFCC.  **28/18 Forward Plan**  Action changed to Key Performance Indicators rather than Performance Management Framework Measurements. To be moved to Strategic Board Forward Plan.  **26/18 Forward Plan**  The monthly report information that is produced by CE is going to be revamped by SLT (along similar lines of that carried out on Combined Commands) followed by a workshop session with the OPFCC.  **34/18 Safeguarding**  DB to revisit paper and include extra elements but will keep safeguarding aspect foremost.  **35/18 Safeguarding**  Safeguarding to be added to the internal audit plan for the current year. |  |  |  |
| **3** | **Forward Plan**  Items added to the Forward Plan for July 2018 were:  EFA Trading Decision Sheet  Attendance Time data deep dive results  Capital budget review  Safeguarding to include a review of assessment objectives |  |  |  |
| **4** | **Reserves**  A discussion took place around the paper produced by GM and the recommendations contained within, namely; to note the position regarding the reserves, the treatment of the use of the reserves, and to agree a timetable and approach for the review of reserves.  It was agreed that a review of the reserves needed to be carried out before the strategy statement is published. However, RH suggested that we publish the current strategy now marking it as draft and under review, and then the revised strategy is to be published as final on 30 July 2018, as the Home Office are expecting the reserves strategy to be published ‘sooner rather than later’.  It was also agreed that the reserves would be reviewed in line with the emerging Fire & Rescue Plan and the resulting IRMP. |  |  |  |
| **5** | **Budget Review – May 2018**  JP presented his paper on the Budget Review with the recommendations to note the position on income and expenditure compared with the budget; and to note the capital expenditure spend against the budget. JP explained that he had revised the budget to take into account the shift working and overspend on overtime which will hopefully match in with the recruitment drive that has been scheduled. There is an offset on the support staff headcount as collaboration staff are not accounted for in this budget.  After discussion, it was agreed that for the next meeting, the management accounts table at Appendix 1 would show the previous year, the current year and the forecast. |  |  |  |
|  | It was agreed that JP would check the capital spend figures (on Page 9 of the report) on the property allocation with Jon Doherty for the forthcoming year.  JP to insert asset protection figure into table on Page 9 to make the revised budget column add up.  After discussion, it was agreed that RH and JT would look at the constitution regarding the boards. It was considered that the assets sub-committee should be a sub-committee of the Strategic Board.  RH asked whether the table at Appendix 2, namely the On Call Firefighter Headcount numbers, could have a column with the number of pumps at each station. JP to add column.  RH asked whether there is a possibility of Lisa Hart giving a presentation to the Board at a future meeting. | **Action 37/18**  **RH and JT to look at where the Boards sit and whether the structure needs to be altered according to the constitution.** | **RH/ JT** | **30 July 2018** |
| **6** | **Monthly Performance Report**  CE took the Board through the Performance Report for May and commented that incident numbers have increased by 14%. CE confirmed that he had removed the data for incidents logged as under one minute and over one hour.  After discussion, it was agreed that CE would add travel distances to the tables.  CB joined the meeting at 11.00am  CE confirmed that the yearly report will be produced next month. On looking at the figures, he could not immediately see a reason or trend for the incidents to spike in May 2017. The figures for 2016, 2015, 2014 etc are much more in line with the current figures being reported for 2018. CE confirmed that the figures will be presented graphically on the yearly report. |  |  |  |
|  | CE commented that the false alarms are showing as an increase of 25% from last month. DB confirmed that he has asked about the progress of the media campaign around false alarms and will report back. After discussion, it was agreed that DB would speak to Mark Earwicker and let RH know about writing to Claire Pannicker (CEO Basildon and Southend Hospital Trusts) who have less false alarms than Broomfield, for example.  RH asked whether road safety should be part of the Fire & Rescue Plan. It was agreed that it should be. It was also agreed that Andy Stroulger based at SWF (who is responsible for ECFRS road safety) be contacted with a view on presenting at a future P&R meeting.  It was also agreed that road safety would be put on the Forward Plan for September. | **Action: 38/18**  **DB to check with Mark Earwicker regarding false alarms at Broomfield Hospital.** | **DB** | **30 July 2018** |
| **7** | **HMICFRS Update**  CE reported that HMICFRS’s diagnostics and criteria have now been finalised. Tranche 1 inspections are underway and we are awaiting news on who the new Service Liaison Officer will be. CE confirmed that work is being undertaken to prepare for the next data request which will be in July.  CE confirmed that a summary on this work will be brought back to this Board in July.  A Peer Review has been scheduled for October which is being carried out by the LGA. JT confirmed that it will not be a full Peer Review but more of a ‘challenge to our self assessment’.  **JG joined the meeting at 11.20am** |  |  |  |
| **8** | **Safeguarding – monthly update report**  DB presented his paper on safeguarding which reported nothing for concern on referrals or reporting but there was the outstanding issue for open cases. ECC had asked for our safeguarding arrangements to be assessed and we have been given positive feedback.  CB is drafting a letter to the FBU on DBS checks and the final version will be shared with ECC.  DB commented that he would be bringing the latest Section 11 audit results to the next meeting in order to sign off the action plan. Two items that are showing as red on the action plan are the Fire & Rescue Plan to include safeguarding and training, and e-policies which need putting in place.  JG commented that there are still delays in closing cases off and if DB needed any assistance with this, to bring it to her or RH’s attention. |  |  |  |
| **9** | **Employee Survey Results**  CB updated the meeting on the results from the survey and it was noted that the survey was completed by 59% of control room staff, 62% of enabling staff, 27% of whole time firefighters, and 21% of on call firefighters. It was noted that this was classed as a low response rate.  JG suggested that the results are put into Roger’s blog so that staff are sighted on it.  After discussion, it was agreed that CB would send her Comms Plan to RH, JG and AM. With the current workloads, it was agreed that any action planning would be set for 15 September.  CB to bring feedback results to the October meeting. | **Action: 39/18**  **CB to bring feedback results to September/ October meeting.** | **CB** | **29 October 2018** |
| **10** | **Risk and Business Continuity**  DB presented the paper on Risk and Business Continuity where the recommendations were that new strategic risks are added to the Strategic Risk Register and for the Board to have sight of the current Strategic Risk Register.  DB outlined the action plan that was now in place for progression and confirmed that a Decision Sheet on the Risk Policy was being drawn up. The Strategic Risk Register will be submitted to the Audit Committee meeting on 6 July 2018.  DB confirmed that each department now has a Risk Register which will be fed into future SLT meetings.  It was agreed that the Risk and Business Continuity Recovery Plan would be brought to the next P&R Board in August and then every other meeting.  After discussion around the Risk Register document, it was agreed that Risk Ref SSR150004 around effective governance arrangements would be re-titled ‘Failure to deliver Fire & Rescue Plan’.  Risk SSR150006 – where it mentions vision for the Collaboration Board is under review, this should be updated to reflect that it has been dealt with.  Risk SSR1050002 – action 6 - for clarification, the risk of industrial action is tied into people strategy. DB to put in separate control measure under this risk to deal with industrial action. | **Action: 40/18**  **Risk Register to be an agenda item on August’s P&R Board and then every other meeting.** | **DB** | **28 August 2018** |
| **11** | **Any Other Business**  There being no other business, the meeting closed at 12.05pm. |  |  |  |