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| MINUTES |
| **Meeting:** **Essex Fire and Rescue Performance & Resources Board** |
| **Date:**  12 June 2018 |
| **Time:** 09:30 – 12:00 |
| **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

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

Dave Bill (DB) Assistant Chief Fire Officer

Glenn McGuinness (GM) Interim S151 Officer - ECFRS

Pauline Elcock (PE) Temporary Board Secretary - OPFCC (Minutes)

**Apologies**

Charles Garbett (CG) OPFCC Treasurer

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

Jo Turton (JT) Chief Fire Officer

**Guests**

Tracy King (TK) Assistant Director, Business Planning & Performance

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

| **Ref** | **Agenda Item and Minutes** | **Actions** | **Owner** | **Completion Date** |
| --- | --- | --- | --- | --- |
| **1** | **Welcome and apologies**  RH welcomed all to the meeting.  Apologies were received from JT, COM, BP and CG |  |  |  |
| **2** | **Minutes and Action Log**  Minutes from the previous meeting held on 30 April 2018 were approved.  **Closures agreed on action log:**  29/18 Forward Plan Statement of Assurance (done)  31/18 Close and GMc to take off-line (done)  **Updates to the action log:**  **31/18 Budget review March 2018** |  |  |  |
| **3** | **Forward Plan**  **The forward plan was noted.**  **JG joined the meeting at 10:30** |  |  |  |
| **4** | **Budget Review – April 2018**  GMc reported on the budget and gave a brief update. It is the first budget review for the year and there are year-end accruals and reversals of year end accruals. At the moment there is a slight underspend which normally shows at this time of year.  GMc explained the overspend and underspend for the financial periods 2017 and 2018 which related to movements of the reserve to fund capital depreciation.  RH asked GM to bring a short paper to the next meeting looking at the original capital budget for last year, detail on what was done, what got deferred and why, and what the operational impact was, what is intended to do this year, and what has been dropped. | **32/18 Action: GMc to produce short separate paper on capital budget.** | **GMc** |  |
| **5** | **Monthly Performance Report**  TK gave an update on the Essex County Fire and Rescue Service – Monthly Performance Summary. There was further discussion on response times, and it was noted that some full-time stations were doing much better than others and it was not immediately apparent why that should be. It was agreed that a further analysis should take place. | **33/18 Action: TK to do a deep dive on April’s response time data.** | **Tracy King** | **30 July 2018** |
| **6** | **HMICFRS Update**  TK gave an update on HMICFRS data submission.  **15 minute Comfort Break**  Update to May meeting and data submission due by 1st May. The paper represents the data return and areas that they did not do a return on but managed to do a 91% completion which took 2 staff hours to finalise.  Within the People section TK explained the ‘Nil’ returns and the reasons why.  In terms of whistle-blowing the information was requested but to date has not been received. TK reported that she was in the process of updating the whistle-blowing policy.  On-call sickness continues to be a challenging area along with applications for promotion.  HMICFRS will be coming back for information which was not immediately available within the request deadline. |  |  |  |
| **7** | **Safeguarding: monthly update report**  Monthly safeguarding update from DB. Advised that he would be doing some more work on the report focusing on relevant issues and combining it with more general health and safety issues. Also looking at any welfare trends to make it more of a general paper on updates.  Received positive feedback from Essex County Council in respect of safeguarding and how the team is operating.  It was noted that it would be helpful to have an audit of the processes – though it was questioned whether the internal format approach was the appropriate one. | **34/18 Action: DB to consider the type and objectives of an assessment on safeguarding.** | **DB** | **30 July 2018** |
| **8** | **DBS Checking (Start April 2018) – NO PAPERS**  CB gave a verbal update. Safeguarding Advisor has been liaising with external bodies in regards to checks. Advice has been sought from the Home Office in relation to whether firefighters do require DBS checks and external experts.  The Board discussed the points raised by CB, particularly the fact that the requirement for a DBS will depend upon the work the firefighter does.  It was agreed to keep the area under review in the light of the advice received. . |  |  |  |
| **9** | **Technical Fire Safety – No papers**  DB gave a brief update noting that the service is fortunate to have very skilled fire engineers in this area. However some will be retiring soon and the main concern will be replacing them with equally skilled people. The service will be looking at the apprenticeship route but is are mindful that in the past once trained they do tend to move onto other skilled roles.  AM asked whether it was possible to look at civil engineers and related skills and training them as fire engineers, and this might be a more practical alternative.  It was agreed to keep the situation under review. | **35/18 Action: Technical fire safety to be put on Forward Plan for next six months.** | **DB** | **17 December 2018** |
| **10** | **Station Audits**  OAG Quarterly Report – January – March 2018. The report aims to provide a review of operational assurance activities conducted during the 4th quarter of 2017/2018 and highlight areas for discussion at the OAG.  DB gave a brief update and shared feedback he had received in relation to incidents. |  |  |  |
| **11** | **AOB**  No further business. |  |  |  |

**With no further business to discuss the meeting closed at 12:00**