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| MINUTES |
| **Meeting** **Essex Fire and Rescue Strategic Board** |
| **Date**  08 June 2018 |
| **Time** 09:00 – 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

Jo Turton (JT) Chief Fire Officer

Dave Bill (DB) Assistant Chief Fire Officer

Roy Carter (RC) Service Solicitor

Glenn McGuinness (GMc) Interim 151 Officer - ECFRS

Peter Warner (PW) Fleet Manager - ECFRS

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

Jon Doherty (JD) Head of Estates - ECFRS

Ben Pilkington (BP) Assistant Programme Director 2020

Darren Horsman (DH) Assistant Director Communications & Media - OPFCC

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

Pauline Elcock (PE) OPFCC Board Secretary - Minutes

**Apologies**

Charles Garbett (CG) OPFCC Treasurer

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| **1** | **Welcome and apologies**    RH welcomed all to the meeting. Apologies were received from Charles Garbett |  |  |  |
| **2** | **Minutes**  Minutes of the last meeting held on 12 March 2018 were approved. |  |  |  |
| **3** | **Action Log**  All actions were completed and approved. |  |  |  |
| **4** | **Financial Planning Timetable and Approach**  The preparation of draft accounts and their audit has a much more constricted timetable this year. Once all lessons have been learnt from this year’s audit the timetable for next year’s meetings can be revisited  GM advised that the auditors were particularly thorough as it was their final audit.  GM noted it was important to keep to the financial planning timetable to enable a budget to be set. | **Action 03/18**  **Efficiency Plan (2016 – 2020) and budget to be discussed again at the next meeting on 07/09/2018.** | **GM** | **07/09/2018** |
| **5** | **EFA Trading verbal report**  GM gave a verbal report on EFA Trading, and its current position. It was agreed that a more formal paper should be sent to the Commissioner, and that there should be prior consultation with any staff that might be affected.  **COM joined the meeting at 09.30am** | **Action 04/18**  **A paper to be prepared containing EFA Trading**  **options.** | **GM** | **07/09/2018** |
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| **6** | **Report of Dame Judith Hackitt – Building Regulations**  RC gave a verbal report with regards to the public enquiry. No papers were circulated.  RC stated that colleagues up and down the country are for the most part slightly disappointed with the outcome of this report as it was felt it had not gone as far as it should have done in its recommendations. However, it does set out a couple of points for us which would be useful moving forward. It has recommended that:   1. Local authorities join together with relevant stakeholders to form a joint competent authority. For example in Essex, this authority, local authority in respect of its building control officers and the Health and Safety Executive. The three entities are joining together as one. 2. Local authority building control over recent years have lost a lot of staff so they have fewer resources.   Essex FRA has fire engineers with many years of experience. They’re expertise will be important in the forthcoming debate.  It is of note that the report did not seek to recommend an outright ban on external flammable cladding. This caused concern in the media and public, and on the back of that government said that it would consult on the use of that particular building element.  **The Public Enquiry**  **RC gave a brief overview**  Things have moved on rapidly this week and we are now looking at the Met investigating the LFB for the events of the evening and particularly in respect to their application of the Stay Put Policy. The `Stay Put’ Policy has been in existence since the 1960’s based on the belief that people are safer staying within their own domestic premises rather than trying to venture out and make an escape from the building. | **Action 05/18**  **RC/ AM to prepare a paper on how to respond to the Report.** | **RC/ AM** | **07/09/2018** |
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|  | Over the years it has been seen as a good policy and procedure to have in place but clearly it has its limitations.  The responsibility for premises like Grenfell Tower rests with the responsible person. Under article 15 of the Fire Safety Order, that person should have put in place an emergency plan which would have caught the stay put policy but also what people do if stay put is no longer a viable option.  **JD joined the meeting at 09:55**  The Board discussed how they would best respond to the Hackitt Report and the issues with retaining trained fire fighters. It was agreed that RC should prepare a paper, consulting with AM.  **PW joined the meeting at 10:05** |  |  |  |
| **7** | **Property Asset Management**  JD gave an overview and discussed the physical property portfolio and funding.  The Portfolio is split into two halves in terms of its funding. One half deals with asset protection and the other half deals with asset improvement which is more user led and adaptable to current building needs. On the asset improvement side it is expected that people will come forward with ideas such as new builds. Upon agreement by the organisation the ideas would be put in place.  There are approximately 35 – 40 key performance indicators around projects and budgets. Asset management plans are not published but this will change in the future.  In 2008 work commenced with local fire and rescue services and private consultants to identify a scorecard system to establish the operational benefit of buildings, looking at the effectiveness of fire stations. |  |  |  |
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|  | Over the last 6-8 months the service has been looking at how they can change the working operation of the service. All paperwork can be viewed on the intranet.  Every property now has a scorecard which gives basic information on work done.  Bespoke Property Software - Concerto allows the helpdesk to track orders to contractors and members of the team. This is an off the shelf package which can be developed further to assist with project work and asbestos management. |  |  |  |
| **8** | **Vehicle and Equipment Asset Management**  PW reported on the strategy paper highlighting the key elements of fleet asset, vehicle and equipment. The paper is a comprehensive document that looks at our visions, goals and needs.  **PW gave a Power point Presentation on ECFRS Fleet and Equipment Services**  The main points were:   * Embracing technologies to make equipment safer. * Ensure vehicles are tested and are safe. * A range of quality accreditations obtained for the workshops * With 750 years of experience there is continuous improvement through working with our peers and benchmarking. * Two National Awards received for training. * Best value review in 2013.   **Presentation finished at 11:00am** | **Action 06/18**  **Bring back to the Board in nine months a strategy paper covering transformation, collaboration, and efficiency savings on fleet and property.**  . | **JD/PW** | **February 2019** |
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|  | In discussion the good work done by property and fleet was noted. There was now a need to move to a wider plan incorporating the role of property and fleet in service transformation, collaboration, and efficiency savings. It was agreed that a paper covering these aspects would be presented in nine months.  **JD and PW left the meeting at 11:15**  **Comfort break at 11:15**  **Meeting reconvened at 11:30** |  |  |  |
| **9** | **Collaboration Update\***  COM gave a brief update on the projects comprising the collaboration programme as presented in the paper, including the ten tactical projects, and the strategic projects.  The Board noted progress on the projects. . |  |  |  |
| **10** | **Change Board Update**  JT gave a brief update.  Change Board meeting chaired by DB discussed a long list of projects and priorities and have prioritised 10 projects which will serve as key projects. | **Action 07/18**  **10 key projects to be brought to next Board Meeting** | **JT** | **07/09/2018** |
| **11** | **2020 Programme Update**  BP/BH gave a brief update, a high level view of where we are with each of the key changes as reported in the paper.  The Board noted progress on these issues. |  |  |  |
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| **12** | **Strategic Assessment of Risk**  DB reported that he was looking at future reporting and suggestions of terms of reference and audit with AM and GM. The SAOR is a live document which is continually kept up to date. | **Action 08/18**  **Put on Forward plan to approve SAOR at next meeting.** | **DB** | **07/09/2018** |
| **13** | **IRMP Update**  BP provided an update on the IRMP which sets out what our obligations are. The timeframe sets out activities and where we need to be.  The final Plan should be ready for consultation in April 2019.  The Board agreed that the timetable works well alongside with the Fire and Rescue Plan. |  |  |  |
| **14** | **Fire and Rescue Plan Engagement Strategy**  DH stated that the plan sets out the type of audience we intend to reach and type of engagement.  JG presented to Chief Executive and Leaders on 07/06/2018. She received positive feedback ahead of the workshops next week. They found it helpful to have the engagement early with regards to fire and rescue.  DH gave a brief update including upcoming meetings:   * Engaged with SLT * Managers have restarted the process around managers engagement with their teams * Next week will be the first of the Your Voice Forums. * Chief Executive and Leaders workshops to commence. * Partner Workshops which run for a 4 week period.   The strategy is on track with the agreed timetable. |  |  |  |
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| **15** | **Forward Plan**  AM circulated revised Plan. Board discussed.  Action 02/2018: from previous meeting – Collaboration and Change Programme considerations to be added to the forward plan as standing items.  Statement of Assurance – is produced annually at the end of the year. Prior to that it is sent to the Police and Fire Panel for them to scrutinise. The October meeting of the Panel should receive the agreed document. |  |  |  |
| **16** | **AOB**  COM Workshop 14/06/2018 – Police Safety Team  The workshop will include a programme of work to map what activities each area is currently involved in and what is the future vision for Essex Police.  The Police are becoming more aligned with community safety work.  JG suggested that the Strategic Board meeting be extended in September due to the amount of work it will need to consider. This was agreed. |  |  |  |

**With no further business the meeting finished at 12:00**