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| MINUTES |
| **Meeting:** **Essex County Fire and Rescue Performance & Resources Board** |
| **Date:**  30 July 2018 |
| **Time:** 2.00pm – 4.30pm |
| **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

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

Jo Turton (JT) Chief Fire Officer

Dave Bill (DB) Assistant Chief Fire Officer

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

Charlie Elia (CE) Performance Analyst

Glenn McGuinness (GM) Acting Chief Finance Officer

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

Ben Pilkington (BP) 2020 Programme Manager

| **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, Carl O’Malley and Ben Pilkington.  |  |  |  |
| **2** | **Minutes and Action Log**The minutes of the last meeting held on 25 June 2018 were agreed with one amendment to the spelling of Andy Stroulger’s surname (missing a ‘u’).Closures agreed on action log:32/18 Budget review33/18 Monthly Performance Report34/18 Safeguarding36/18 SafeguardingUpdates to the action log:**07/18 EFA Trading** Decision sheet to be written by Dave Bill.**23/18 Treasury Management Strategy**Decision sheet prepared – RH to let GM have comments on it.**26/18 Forward Plan**TK to take draft priorities from Fire & Rescue Plan to SLT workshop to build up KPIs. |  |  |  |
|  | **36/18 Safeguarding**DB confirmed that safeguarding will be added to the internal audit plan.**37/18 Budget Review**AM confirmed that no change needs to be made to the Constitution as the Strategic Board provides an oversight to the capital programme. DB and AM to liaise on bringing the existing board under the auspices of the Strategic Board.**38/18 Monthly Performance Report**Mark Earwicker has been on a course and leave but will hopefully be able to provide an update on false alarms to the August Board.**40/18 Risk and Business**DB to look at Risk Register and bring back to September Board meeting. Further comments were welcomed on it. |  |  |  |
| **3** | **Forward Plan**August 2018RH, DB and CB tended their apologies for the August Board meeting.CB to identify an alternate to present the HR Quarterly Report at the August Board meetingSeptember 2018The Grievance and complaints policy is a TK/DH item not CB.2020 Programme update to be put on September’s items.October 2018The HR training item in November to be brought forward to October.JT joined the meeting at 2.30pmDispute Resolution Action plan to be put on the Forward Plan.  | **Action 41/18****CB to ask Sally Froment to present HR Quarterly Report at the August Board meeting** **Action 43/18****AM to put Dispute Resolution Action plan on Forward Plan.** |  |  |
| **4** | **Reserves**GM presented the paper on the reserves strategy of the Authority, the recommendations of which are for the Board to note the position regarding the reserves held at 31 March 2018 and to review and agree the reserves strategy for publication.RH commented that the Home Office Financial Management Code of Practice guidance suggests that the reserves level is held at 3% being the accepted level and anything over 5% needs to have a letter of explanation attached to it. RH would like the reserves statement to read ‘3-5%’ rather than just ‘5%’. RH would like to have a statement on total reserves rather than the total useable reserves (to take into account the reserves held for assets).TK commented that on page 4 of the paper, the Fire & Rescue Plan will be published in 2018 and the IRMP review is taking place in 2019 – switch the dates.After discussion, it was agreed that GM would produce a paper for the proposed draft reserves strategy for publication, along with a Decision Sheet to sign this off. | **Action 44/18****GM to produce a paper for the proposed draft reserves strategy for publication, along with a Decision Sheet to sign this off.** |  |  |
| **5** | **Capital Budget Review**GM presented his paper on the Capital Expenditure Review. The recommendations were for the Board to note the Capital Expenditure position for 2017/18 and the reasons for the underspend last year, to note the current budget and to agree a proposal to bring forward a revised capital programme 2018/ 19 through 2020/ 21 to include revised capital financing charges, borrowing implications and affordability.The underspend for 2017/18 has arisen from Service Workshops, Asset protection, equipment and information technology.The overspend for 2017/18 arose from vehicles (mainly due from the delivery of appliance component parts were ahead of schedule).RH asked whether items had been subject to business cases and GM and DB confirmed that previously (particularly with property and assets) Jon Doherty would have met with DB and Mike Clayton with a business case written from the client design request form, which may have been taken to the Fire Authority if it went over the spend threshold. A discussion took place around the IT underspend and especially the Emergency Services Communication Programme being subject to delays. It was understood that the Motorola units will be replaced with Kodak units. DB will speak to SDO Matt Furber and ask for a briefing note to be made available for RH and JT to better understand the issues that have arisen with this underspend. The Integrated Automation workflow is no longer required and therefore has a saving of £500k against budget.GM is of the opinion that the Capital Finance Review needs to be looked at in detail over the next 12 months in order to make sure that items are needed, deferred or removed from the expenditure. RH would like to understand the initiation and gateway approval process before undertaking this piece of work. It was agreed that SLT would undertake a ‘mid year capital budget review’ for 2018/19, which would show committed spend, prioritised spend and investment spend. | **Action 45/18****DB to speak to SDO Matt Furber about providing a briefing note to RH and JT around issues on ESMCP.** |  |  |
| **6** | **Budget Review**GM presented the paper on expenditure against budget and identifies and comments on major budget variations. The recommendation to the Board is to note the position on income and expenditure against budget, and to note the Capital Expenditure spend against budget. The paper included figures for staffing, watch based firefighters, non-pay related expenditure and capital expenditure.GM to check figures on Page 11 of the report around ill health pension costs – current budget v calculated forecast. AM asked what was included in the professional fees and services and GM confirmed that this was consultancy fees, property costs and legal services.After discussion, it was agreed that GM would provide a detailed breakdown for the next meeting on the Table at Page 11 App 1 Management Accounts.  | **Action 46/18****GM to check figures on ill health pension costs****Action 47/18****GM to provide detailed breakdown of Table on Page 11 App 1 titled Management Accounts.** |  |  |
| **7i** | **Monthly Performance Report**CE took the meeting through the Monthly Performance Report noting in particular that there had been an incident increase in June of 12%. The data showed that Southend and Harlow were the busiest stations for June. The report contained data for average call to arrival times, response times, distance to incident (i.e. travel time), whole time station availability, on call station availability, incidents by month, primary fires, secondary fires, accidental dwelling fires, false alarms and RTCs.TK confirmed that this report would be put on the intranet as more people are becoming aware of its existence. RH asked about the availability figures for Chelmsford and it was confirmed that Chelmsford had been taken off the run as the station (all Watches) were dealing with animal rescue training which would last for 3 months. |  |  |  |
| **7ii** | **End of Year Performance Report**TK presented the End of Year Performance Report which had been structured around the existing strategy of prevention, protection and response. TK is proposing to take this report to Strategic Board, which forms part of the Statement of Assurance/ Annual Report and then on to the Police, Fire and Crime Panel.TK agreed to look again at ECC Highways figures that had been provided and RH commented that the SERP Board would have the more up to date figures and data. Will Hubbard at ECC presents to the SERP Board and it may be worth getting in contact with him to clarify the data that has been provided to TK. TK took the meeting through the remainder of the Report which included information on school visits, workplace fires, non-residential fires (Chelmsford prison had 40 fires a year), safety messages, accidental dwelling fires and the strategic after incident responses. RH asked that he be informed of any fire fatalities and their background so that he is sighted on any issues in case of media interest. | **Action: TK to contact Will Hubbard at ECC to obtain the data produced by SERP** |  |  |
| **8** | **Attendance times**TK gave a presentation on the investigation into call times from Loughton Station in April 2018 which arose as an action point from the May P&R Board. After looking at the data and following a discussion, it was noted that Loughton travel further than any other station to reach incidents. One of the incidents that involved a car fire on the M11 showed a 10 minute extra travel time, but this could have been down to it being rush hour on the M11 and not be able to negotiate the traffic.TK was of the opinion that once the data is broken down, Loughton are shown to be a reasonably well performing station based on the fact that they are travelling longer and further to incidents.RH noted that the report did raise a number of issues, but was heartened that there was now a greater level of interest in the performance reports and that they were to be placed on the intranet. |  |  |  |
| **9** | **Family Group Report**It was agreed that the Family Group Data is to be incorporated into the End of Year Performance Report in future. |  |  |  |
| **10** | **HMICFRS Update**TK gave a verbal update to the meeting and confirmed that the new Service Liaison Officer is Bill Harvison (Devon & Somerset FRS) and an introductory visit is being planned.The second data request from HMICFRS had come in on 18 July and was due for return on 14 August. The request had a reduced amount of questions relating to 1 April 2017 to 30 June 2018. TK can bring the completed return back to the P&R Board for information. After this request the frequency will change to 2 per annum, i.e. the next request will be April 2019. HMICFRS have launched an anonymous reporting line for staff (not for whistleblowing purposes) and safeguarding issues that are reported via that route will be reported to ECFRS. The HMICFRS staff survey will not be conducted until Tranche 3 and TK will share it once a draft has been received. ECFRS has been provided with a data pack following the first submission which allows the team to see how the data we shared compares against other services. The fieldwork for Tranche 2 has been set for November 2018 and January 2019. TK’s team is working with Comms to produce an ‘HMICFRS What does it mean for me?’ video – along the lines of the one produced by Humberside FRS which is about 5 minutes long. A planning meeting dealing with the Peer Review in October will be taking place this week. AM asked whether TK knew who was on the Peer Review team and TK will forward AM the names after the meeting. | **Action 48/18****TK to forward names of Peer Review members to AM.** |  |  |
| **11** | **Safeguarding – monthly update report**DB presented the update paper on safeguarding and for the Board to provide feedback on the suggested objectives for the audit of ECFRS’ safeguarding arrangements.DB commented that the open case issues remain and thanked JG for her work in trying to resolve these. JG commented that she had met with Phil Picton (the Chair of Safeguarding Essex) and confirmed that when a case is opened or when you are holding it because someone else is doing the work, the case is allocated against you as you opened it. JG has some wording which can be used in the reports which will reduce the risk on ECFRS. The paper contained suggested objectives for an audit into the Service’s approach to safeguarding. A discussion took place as to whether RSM would be the appropriate auditors or whether external auditors would be used. CB would like to add two more questions to the objectives, namely; is the Service fulfilling their statutory obligations, and is the Service exceeding its statutory obligations.It was agreed that GM would ask RSM whether they had the expertise to carry out this audit.DB commented that the letter to the FBU regarding ECFRS’s position on DBS checks had been written and a copy sent through to ECC. CB is awaiting any comments from ECC. DB will bring the latest Section 11 and Action Plan to the September P&R Board in the safeguarding paper. | **Action 49/18****GM to contact RSM and ask whether they had the expertise to carry out a safeguarding audit.** |  |  |
| **12** | **Mixed Crewing progress**DB presented his update paper on mixed crewing and the current arrangements for crewing appliances with both on-call and wholetime firefighters.DB took the Board through the history of mixed crewing and additional shift work and the dispute resolution with the FBU which has now been agreed. However, the Fire & Rescue Service Association have not currently agreed to the policy documents and ECFRS are waiting to hear if the FRSA formally ‘fail to agree’. A discussion took place around mixed crewing, with DB commenting that once HOBs have been established at the end of September/ early October, the on call availability system will be looked at with a view to upgrading it. DB to bring an update on HOBs, mobilising and training to the November Board.  | **Action 50/18****DB to bring an update on mixed crewing roll out and HOBs to November Board meeting.** |  |  |
| **13** | **Recruitment planning**CB presented the update paper on wholetime firefighter recruitment planning and the plan for activity ahead of the proposed wholetime recruitment in Spring 2019. CB commented that the figures will need to be reviewed again in December 2018 to cover potential retirements.After a discussion on physical fitness, Direct Level Entry, using the 150 candidates who have passed the process, it was agreed that CB would send the statistics on recruitment campaigns to AM. | **Action 51/18****CB to send recruitment campaign statistics to AM.** |  |  |
| **14** | **Any Other Business**GM asked that as the National Fire Chief’s Council are undertaking a reserves survey, could he send a spreadsheet based on the information provided in the reserves paper, through to them? Both RH and JT agreed that he could.There being no other business, the meeting closed at 5.30pm. |  |  |  |