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| MINUTES |
| **Meeting:** **Essex County Fire and Rescue Performance & Resources Board** |
| **Date:**  29 August 2018 |
| **Time:** 1130 to 1300 |
| **Location:** GF01 - Kelvedon |
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**Attendees**

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

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

Jo Turton (JT) Chief Fire Officer

Matt Furber (MT) Assistant Chief Fire Officer (IRMP)

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

Glenn McGuinness (GM) Acting Chief Finance Officer

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

Camilla Brandal OPFCC – Minutes

**Apologies**

Roger Hirst (RH) Police Fire and Crime Commissioner

Charles Garbett (CG) OPFCC Treasurer

Dave Bill (DB) Assistant Chief Fire Officer

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

Ben Pilkington (BP) 2020 Programme Manager

| **Ref** | **Agenda Item and Minutes** | **Actions** | **Owner** | **Completion Date** |
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| **1** | **Welcome and apologies**  JG welcomed all to the meeting. Apologies were noted from Roger Hirst, Charles Garbett, Colette Black, Dave Bill and Ben Pilkington. |  |  |  |
| **2** | **Minutes and Action Log**  Two amendments arose from the minutes of the last meeting held on 30 July 2018, namely;  Page 7, Agenda item 7.ii should have an action against it which reads: ‘Action: TK to contact Will Hubbard at ECC to obtain the data produced by SERP.’  Page 9, the Service Liaison Officer’s surname is ‘Harvison’ not ‘Heatherson’.  Subject to those changes being made, the minutes were agreed.  Closures agreed on action log:  07/18 EFA Trading  23/18 Treasury Management Strategy  28/18 Forward Plan  38/19 Monthly Performance Report  40/18 Risk and Business Continuity  41/18 Forward Plan  42/18 Forward Plan  44/18 Reserves  46/18 Budget Review  47/18 Budget Review  48/18 HMICFRS inspection  49/18 Safeguarding  Updates to the action log:  **07/18 EFA Trading**  JT to confirm the future ECFRS Strategic Board date where EFA Trading will be put on the agenda.  **23/18 Treasury Management Strategy**  GM had sent RH the information RH had requested.  **28/18 Forward Plan**  TK confirmed following the SLT workshop, the feedback would be sent to the OPFCC, and in turn, the KPIs would be played back into SLT.  **26/18 Forward Plan**  Merge with 28/18  **37/18 Budget Review**  AM confirmed he was meeting with DB on 30 August.  **38/18 Monthly Performance Report**  Move to September Forward Plan.  **39/18 Employee Survey Results**  No update as CB was on holiday.  **42/18 Forward Plan**  AM suggested putting the 2020 Programme onto the Strategic Board’s agenda and Forward Plan.  **43/18 Forward Plan**  AM to provide the brief for the Dispute Resolution Action plan paper (what has happened so far, proposals for beyond 2020). MF confirmed that a spreadsheet is being maintained with all the actions contained in the document and requests updates from the action owners on a regular basis. MF and DB to discuss. DB to propose agenda item, when ready, to AM. JT and MF to agree brief for paper and contact AM.  **44/18 Reserves**  GM to prepare the final draft of the Reserves Strategy before publication.  **45/18 Capital Expenditure Review**  GM to confirm to AM when the review is to be put onto the Forward Plan.  **46/18 Budget Review**  GM had updated the Table in the Management Accounts.  **47/18 Budget Review**  GM had split out the legal and professional fees in the Management Accounts table.  **48/18 HMICFRS inspection**  TK confirmed that Paul Hancock (ex chief Cheshire FRS), Geoff Howsego (Hampshire FRS), Gill Elliott (LGA) and Dave Collins (Suffolk FRS). TK is meeting Dave Collins on Friday. The three days are being timetabled with a slot for RH.  **49/18 Safeguarding**  GM confirmed that RSM had been contacted to carry out the safeguarding audit.  **51/18 Recruitment**  No update. | **Action: 52/18**  **AM to provide brief for Dispute Resolution and Programme 2020 items.**  **On basis brief – MF and DB to discuss best timing for agenda.** | AM  MF, DB |  |
| **3** | **Forward Plan**  September 2018  ESCMP paper to be added to the Forward Plan for September.  November 2018  Mixed Crewing to be added to November  HOBS to be added to November  The Forward Plan is to have any items on it that arose as Actions to have the Action Log number assigned to it. | **Action: 53/2018**  **ESCMP paper to be added to the Forward Plan for September.**  **Action: 54/2018**  **Mixed Crewing to be added to Forward Plan for November.**  **Action: 54/2018**  **HOBS to be added to Forward Plan for November.**  **Action: 55/2018**  **AM to put Action Log numbers against agenda items on the Forward Plan that had arisen from the minutes** | AM  AM  AM  AM |  |
| **4** | **Budget Review**  GM presented the paper on the Budget Review which reports on expenditure against budget as at 31 July 2018 and identifies and comments on major budget variations. The recommendations to the Board are to note the position on the income and expenditure at 31 July 2018 and to note the capital expenditure spend against the budget.  GM confirmed that a spend of £21.2m against the budget of £21.9m has produced an £800k underspend for the first four months of the year. Half of this underspend is pay related and is mainly as a result of Firefighter headcount being lower than budget.  GM highlighted a potential risk with an overspend on Additional Shift Work. JT commented that the Finance team were looking at reformatting the budget around Firefighter headcount and the subsequent revised budget which would take in both the overtime and the additional shift working budget so this risk may disappear in the future.  A discussion took place around overtime and how additional shift working is allocated.  GM confirmed that the on-call Firefighters budget is underspent against the budget by £255k which is partly due to a lower level of recruitment being undertaken. GM expects to see the on-call Firefighters budget to continue to underspend unless there are major changes. Including Control staff, support staff and casual staff, GM expects there to be at an underspend of £1m in the pay budget by the end of the year.  GM confirmed that currently there is a budget pressure area around the support costs overspend of £93k for training costs. GM and the Finance team are investigating why exactly this overspend is occurring but it is thought that it might be the first aid training and the cancellation of one contract and the need for another agreement at short notice.  GM commented that another area of overspend is travel and subsistence. Travel is overspent because the Service’s spend on mileage is higher than expected. One of the reasons was because there was a change in the taxation of the treatment of emergency services vehicles driven by officers. A number of officers elected to come off the scheme where the Service provided a lease car and go onto a casual users scheme whereby the officers used their own car. There is an overspend of £8k on travel and subsistence but there is an underspend of £34 on finance charges because we are spending out on lease car charges.  GM confirmed that the IT projects which underspent last year by about £400k has underspent by £113k in the first three months of this year. There is an expected underspend of £250k by end of year. It is hoped that this underspend will be placed in earmarked reserves until there is a good reason to release the monies. JG commented that the rent and rates figure is overspent by £30k – what was the reasoning for this? GM commented that he thought that either the situation changed after we set the budget or there was a budget error in there with some larger rate increases than we expected.  GM commented that the overall picture is that we will probably be heading for an underspend of £1.2m to £1.3m. The MTPP planned to use £2.5m release from reserves this year to balance the budget but forecast now that would not need to draw down all those reserves.  After discussion it was agreed that GM would take the salmon coloured column out of the table on Page 10 as it was misleading as the figures were a calculated forecast and not relevant.  On Page 11, COM commented, in his opinion, item 3 *‘Liaise with Budget Holder for Police Collaboration to analyse and review the budget and staffing establishment’* was not set out clearly in the report as to what it is is being suggested. Page 8’s table shows a figure of £31k against collaboration is showing as an underspend but the total is showing as an overspend. The report states that ECFRS is paying for collaboration from the budget which itself is underspent. Page 9 refers to £434k virement which is mainly a funding from the Police Transformation Fund. Page 11 then sets out the recommendation that someone will liaise with COM to review the budget and staffing establishment. COM didn’t understand how it links to the problem and links to the recommendations on the front of the page on Page 1. The report also doesn’t mention any of the projected benefits or comment on the Collaboration programme as a whole.  It was agreed that it was not the intention of the paper to suggest that the current arrangements be reviewed. After discussion of the above point, it was agreed that GM would incorporate information from the Finance papers produced for the Collaboration Programme Board and incorporate them into the Finance paper for this Board.  JG commented on the Management Accounts table on Page 12 and asked whether there should be a variance column on the forecast column. GM confirmed that there is one which is hidden and he would put it in the table for the next Board meeting report.  AM asked about ill health pensions and who determines and finalises who gets an ill health pension. GM confirmed that these are mainly historic cases and that JT is responsible for sign off.  AM asked about property services as 45% of their staff appear to be agency. GM confirmed that this is being addressed by HR and property services. | **Action: 56/2018**  **GM to incorporate information from Collaboration Programme Board Finance papers into the P&R Board Finance Report for clarity.** | GM |  |
| **5** | **Performance Report**  TK took the meeting through the Monthly Performance Report noting that July was an extremely busy month with a 33% increase in incidents, on average 13 more incidents a day more than June. Colchester were mobilised the most during July. Pages 10 and 11 of the Report show the breakdown of Primary and Secondary fires with the biggest increase in Secondary fires (which were outside fires). The average response time in July was 10 minutes and 35 seconds which meant that the target was missed in July due to volume. TK confirmed that work is ongoing between her, MF and Ben Pilkington to look at the reporting around response standards.  A discussion took place around whether animal rescue should be included as part of response time reporting as it skewed the reporting. TK would clarify whether the HO statistics includes animal rescue and whether it is reported nationally.  Page 13 – False Alarms. The table shows that it is the highest in 4 years. It was noted that in low risk premises, no response was made unless there was a confirming call.  Pages 15 and 16 of the Report show the inclusion of some of the non-operational service area data that is capable of being produced. TK will be working with Health & Safety and HR to fine tune the information shown on the dashboard. The same approach will be taken on safeguarding, complaints and compliments and FOIs. It was agreed that the non-operational dashboard views were a helpful and interesting reporting tool. | **Action: 57/2018**  **TK to clarify whether animal rescue is included in the national reporting on response times.** | TK |  |
| **6** | **HMICFRS Update**  TK confirmed that the latest data submission was made to HMICFRS on 14 August 2018, with a 100% return taking approximately 40 hours to complete across the service. The next data submission is due in April 2019. The HMICFRS staff survey was launched for services in Tranche 1. TK has requested a copy of the full survey and is aware that there will be an all services communication being sent out and will share this with the Board when received. Bill Harvison has been confirmed as the Service Liaison Lead and will be visiting KP next week with time factored in to meet RH and AM.  The animation to staff around ‘What HMICFRS will mean for you’ will be launched shortly and preparations are being made for the Peer Review. Cheshire have gone through the HIMCFRS Tranche 1 inspection and are allowing ECFRS to learn from their experience, with TK arranging a meeting to facilitate this. |  |  |  |
| **7** | **Safeguarding: monthly update report**  MF presented the information paper on safeguarding and asked the Board to note the contents. The salient points are that we still showing as having 175 ‘open’ cases. The majority of the referrals concern older people and welfare (hoarding). Work is being done on looking at appointing someone on a 12 month contract. A new Community Builder starts on 1 September 2018 and a 6 monthly report is currently being drafted in terms of rural buildings.  JG asked about the total number of open referrals and whether they are referrals to us as a service or are they referrals that we have sent on but not received information on in order to close them. It was confirmed that they are referrals that we have referred to other agencies and not received confirmation that they have been resolved. JG referred to a conversation that she had had with Phil Picton who is the chairman of the Essex Safeguarding Adults and Children’s Boards, the open referrals are open but referred so not necessarily cases that ECFRS need to work on. Is there another way of reporting on the cases and having them as ‘open referred’ to give the right impression. JT commented that the need for additional temporary staff would be negated if “open cases” that were ECFRS;s risk were correctly reported as “referred”.  It was agreed that MF would look at what defines an ‘open’ case and how this is reported in future.  COM asked about the Police Rural Collaboration on Page 1 and whether the zero figure mentioned was because no data was available or was it some other reason. MF would find out and let COM know. | **Action: 58/2018**  **MF to look at what defines an ‘open’ case and report back to the Board.**  **Action: 59/2018**  **MF to look at zero figure mentioned on Police Rural Collaboration in report and let COM know if this was a no data available issue or not.** | MF  MF |  |
| **8** | **Risk Register**  MF presented the information paper on the Risk Register which contained 2 appendices; the first of which showed ECFRS’s Strategic Risks and the second showed the Business Continuity Recovery Plan.  Page 1 reported on the results of the draft audit report which mentions the frequency of which the Strategic Risks were discussed at SLT and now the agenda has been altered so that it is every meeting.  A discussion took place around the risk colours and where an item is showing as red on the Register, it should have a more detailed explanation against it in the report. MF to look at this and report back.  The Business Continuity Plan now contains feedback from SLT and is now split into sections designed to support individuals in their response to an event. It looks at initial actions and what would be involved in a loss of power, access, IT, Control, JESIP. The appendices at the back of the Plan are crib sheet examples that can be used. MF confirmed that there is still some work to be done to make the Plan less Kelvedon Park centric, and he confirmed that all the stations now have their own Business Continuity Plans. Work is ongoing for a document that sits between the two which will give an Executive Officer extra guidance. A programme of live Control exercises are being run whereby Control are evacuated to Ongar with Bedfordshire being the back up taking the calls until Control are in place in Ongar. These are not pre-planned.  Work has been undertaken around the continuity aspects in departments with only one plan outstanding. The work has also included the supply chain management. | **Action: 60/2018**  **MF to report back to the Board on risks and mitigations and how it is reported.** | MF |  |
| 9 | Any Other Business  There being no other business, the meeting ended at 1.13pm. |  |  |  |