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| MINUTES |
| **Meeting:** **Essex County Fire and Rescue Performance & Resources Board** |
| **Date:**  24 September 2018 |
| **Time:** 1400 to 1630 |
| **Location:** GF01 - Kelvedon Park |
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**Attendees**

Roger Hirst (RH) Police Fire and Crime Commissioner

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

Pippa Brent-Isherwood (PBI) CEO, OPFCC

Jo Turton (JT) Chief Fire Officer

Dave Bill (DB) Assistant Chief Fire Officer

Matt Furber (MT) Assistant Chief Fire Officer

Colette Black (CB) Assistant Director of HR

Glenn McGuinness (GM) Acting Chief Finance Officer

Lucy Clayton (LC) Performance Analyst, Performance & Data Management

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

Jim Palmer Group Manager, ECFRS

Lee Lucas Head of Community Safety, ECFRS

Andy Stroulger (AS) RTC Reduction Manager, ECFRS

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

Camilla Brandal Minutes - OPFCC

**Apologies**

Charles Garbett (CG) OPFCC Treasurer

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

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, Tracy King and Ben Pilkington.  |  |  |  |
| **2** | **Minutes and Action Log**There were no amendments to the minutes from 28 August 2018 and they were subsequently agreed.Closures agreed on action log:051/18 Recruitment053/18 Forward Plan054/18 Forward Plan055/18 Forward PlanUpdates to the action log:**052/18 Forward Plan**DB to prepare paper for November Board. Propose close.**056/18 Budget Review**GM to take to SLT and then to next Board. Propose close.**057/18 Monthly Performance**LC confirmed that she had received information from the Home Office to say that they categorise animal rescue as a non-fire related incident. It was agreed that animal rescue will be removed from the data sets in performance reporting. An update on reporting to be brought to next Board meeting. Propose close.**058/18 Safeguarding**DB reported that ‘open’ is now clarified as waiting for information from other agencies to feedback outcomes to ECFRS (and a request has been made of ECC to organise this). DB has changed the terminology in the report. Propose close.**059/18 Safeguarding**DB and COM reported that the data figure showing at zero will almost always stay at zero due to the way the referral information uses the system as a mechanism for reporting. Propose close.**060/18 Risk Register**DB to arrange a meeting with JG and AM to go through ECFRS’s Risk Register. | **DB to arrange meeting with JG and AM** | DB | 25/10/2018 |
| **3** | **Forward Plan**052/18 Dispute Resolution to be moved to November.Performance Framework matrix update to be added to October.Kerslake review to be moved to November. |  |  |  |
| **4** | **ESMCP**MF presented the paper on ESMCP and the Board were asked to note the decision made by SLT in respect of the ECFRS ESN Adoption Strategy paper (Appendix C), which was to recommend that:In the immediate term, agree that Option A (**ESN Direct v.3 and Connect Adoption 12/2019 (Voice & Data))** is the preferred approach for planning purposes, for the following reasons: -* 1. This option, although committing resources now, affords the most flexibility and allows department planning to commence in preperation for the next budget cycle.
	2. This option affords the most agility in decision making at a later date when other factors, although identified, are yet to be quantified and reported.
	3. This option serves as a responsible working assumption, but doesn’t preclude a decision to choose a preferred alternative option when/if further information becomes apparent.

After a lengthy discussion around finances, strategies, planning, MDTs and Airwave, it was agreed that Option A as set out in the paper would be pursued but ECFRS to also do some more work around ‘what if’ financial and operational scenarios with any knock on effects and a worst case scenario. | **Action: 61/18****MF to update the October Board meeting on ESMCP cost issues.** | MF | 30 October 2018 |
| **5** | **Road Safety and ECFRS**Andy Stroulger gave a presentation on Road Safety RTC reduction which included Safer Essex Partnership, priority groups, campaigns, delivery of training, Fire Bike, Community Wheels, Fire Car, driving simulator, Community Speedwatch and Surround the Town events. A general discussion then took place around training, fleet, LGVs, HGVs and young drivers. RH thanked AS for his presentation.  |  |  |  |
| **6** | **ECFRS Response Strategy**MF presented the paper on the Response Strategy which is for noting purposes only. The latest version of the Response Strategy makes mention of the Police and Crime Bill, the new Fire and Rescue Framework but does not mention the Fire and Rescue Plan as it was not in place when the Response Strategy was written. MF was of the opinion that this Strategy now needed to be published; it had been presented to the rep bodies and is subject to immediate review as part of the IRMP process. The Strategy is a key document that HMICFRS will be looking for in their inspection in March. RH asked whether the Response Strategy would have been presented to the Fire Authority and MF confirmed that it would have. RH asked that strategies like these would need to be presented to him as the Authority going forward but with this particular Response Strategy, it should be published as soon as possible. After discussion, it was agreed that a schedule would be produced to be added to the Constitution which lists the core documents that would be reviewed on a regular basis.PBI asked whether a list of all the core documents that are being provided as part of the HMICFRS inspection could be provided to RH. MF confirmed that there is a list of documents that HMICFRS are likely to request.  | **Action: 62/18****MF to provide list of documents HMICFRS require.** | MF | 25 October 2018 |
| **7** | **Automatic Fire Alarms** DB presented an update paper on Unwanted Fire Signals at Broomfield Hospital and the summary of action that has been taken with the Fire Officer at Broomfield Hospital. DB confirmed that ECFRS are monitoring the situation.  |  |  |  |
| **8** | **HR Quarterly Report**CB presented the quarterly report: the highlights of were that whole time fire fighter figures continued to rise, turnover rates continue to be low in comparison with the national public sector average, age trends continue as expected, there had been little change in the diversity data. Average time to hire in the first quarter was 53 days and CB is hopeful that this figure will go down throughout the year. There had been an overall increase in sickness absence, and after discussion, CB would add in previous years into the table to show the full data. CB to provide more analysis on Control sickness to AM. Under the Inclusion and Diversity section of the paper, RH asked about the Roma event on 1 August. CB subsequently confirmed that the event was a Parallel Lives East of England event which sought to explain culture and traditions amongst other items. |  |  |  |
| **9** | **Budget Review**GM presented the Budget Review paper and confirmed that there were no significant variations to this month. This month the underspend is currently showing at £945k. There may be a possible pressure with additional shift working at the end of October. The forecast on Page 2 of the paper shows an overspend for the last few months of the financial year. GM confirmed that there is another budget pressure on training which is being monitored. GM is of the opinion that there will be an underspend of approximately £800-£900k by the end of the year (this figure also contains drawing down £1.3m from reserves). It was agreed that following changes to the Financial Regulations, any movements above £250k resulting in a virement would need to have an associated decision sheet. |  |  |  |
| **10** | **Performance Report**LC presented the Performance Report which had been updated slightly following feedback from the previous meeting. The dashboards now included an Executive Summary and a Home Safety item.Items to note were 5 of the whole time stations achieved 95% availability for August. Chelmsford had an improvement of 8% of availability for August. 10 On-call stations exceeded their availability for August. The new dashboard for Home Safety shows a number of downward red arrows which signify the large amount of requests for visits following Grenfell. The way the data is recorded has also been altered with the inclusion of the Safe and Well visits which take longer than a normal Home Safety visit. LC reported that there is a backlog of data still to be entered onto the system which, once added, will make differences to the average figures. LC confirmed that at the time of extracting the data there were 99 incident forms waiting to go through the QA process. PBI was interested in how many home safety visits are as a result of domestic violence and LC would investigate and report back. LC commented that the response times by station dashboard had been taken off the dashboards due to almost no changes in the reporting data and unless there was a significant change in the future, it would not be included in the Performance Reports. However, the response times will be reported on in the Quarterly Report which is produced.  | **Action: 63/18****LC to look into home safety visits and domestic violence and report back.** | LC | 30 October 2018 |
| **11** | **HMICFRS Update**LC gave a verbal update after Bill Harvison (the Service Liaison Lead) visited Kelvedon Park on 4 and 5 September. Bill is due to visit again on 17, 18 and 19 October. He has asked for information on people awards, pass out parades etc and to let Tracy know so that she can co-ordinate them. Tranche 2 dates had been released with the discovery period through to January 2019. Tranche 1 inspections reports are due to be published in November. RH asked when our inspection would be and JT and LC were of the opinion that the inspection may be April 2019. Information is being collated for the peer review on 22 October. The self-assessment will be shared with the OPFCC. |  |  |  |
| **12** | **Safeguarding**DB presented the update paper and commented that there were no significant trends to be noted. An internal safeguarding audit report will be carried out along with an update of resources required with the move to Community Safety being carried out of stations. A discussion took place around referrals and obtaining information from and feedback to crews. RH asked about DBS checks and DB confirmed that following questions that have been raised by ECFRS, it has been taken up nationally. All new potential Grey Book staff are now being DBS checked and roles are being assessed as to whether they need to be DBS checked or not.  |  |  |  |
| **13** | **Any Other Business**DB raised the question of the amount of money that ECFRS provide to the Travellers Unit which is significantly more than anyone else. He is meeting with Stephen Andrews around the reduction of the amount that is contributed. DB to update on outcome of meeting.There being no other business, the meeting ended at 4.50 pm. |  |  |  |