

**ESSEX POLICE, FIRE AND CRIME COMMISSIONER FIRE & RESCUE AUTHORITY**

Essex County Fire & Rescue Service

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| Meeting | **Strategic Board** | Agenda Item | 4 |
| Meeting Date | 18th September 2018 | Report Number |  |
| Report Author: | Director of Prevention, Protection & Response (PPR) | | |
| Presented By | Director of Prevention, Protection & Response (PPR) | | |
| Subject | **Assets Sub-Committee Board Update** | | |
| Type of Report: | Discussion | | |

# Recommendations

Members of the Strategic Board are asked to note the following for information; -

* Fleet and Equipment Update, shown in Appendix 1.
* Property Services Update, shown in Appendix 2.
* ICT Update, shown in Appendix 3.
* Decisions and actions agreed at the last Assets Sub Committee Group meeting, shown under the below header titled ‘Options and Analysis’.
* Agree to the proposed approach amending the current arrangements for the Assets Sub Committee Group to replicate similar arrangements to the Capital Management Board which the Police operate

# BACKGROUND

At the SLT meeting on 5th December 2017, Service Leadership Team (SLT) members agreed the establishment of an Assets Sub-committee Group to provide advice, help assess organisational risk, assist in setting the strategic direction through the review of business cases for changes involving assets, including capital expenditure proposals for Fleet, Property and ICT that fall outside of the Change Board process. The Group is to provide an update report to the SLT through a quarterly report on Fleet and Equipment, Property and ICT.

At the recent Performance and Resources Board (P&RB) meeting, it was agreed that the Asset Sub-committee would become a sub-committee of the Strategic Board, in line with the Police, Fire and Crime Commissioner’s constitution.

The following decisions and actions were agreed at the last Assets Sub Committee meeting; -

**Decisions**

* **The board agreed with the Engineering Manager’s proposal to replace 135 ladders with the standard 105’s on vehicles**
* The Fleet & Engineering Manager informed the board that due to a delay in the production of vehicle orders from Ford and Mercedes there has been an increase in cost and the refresh cost increased by £1000 per vehicle. The board were asked to consider the decision to either reduce the number of vehicles or accept to spend more. **The board agreed to keep within the budget and have one less vehicle.**
* The Fleet & Engineering Manger asked the group to consider the Cash value limit (CVL) for the Officer’s lease scheme, specifically to consider an increase in the amount to exceed CVL, currently the lease scheme allows to exceed the CVL by £1000. **The board agreed for the policy to remain at £1000 of own contribution and to review any potential increase next year.**

**Actions**

* The board discussed timescales of the multimedia works, full deployment is currently scheduled for February to June 2019. The Head of ICT informed the board that 20% will be completed in this financial year (priorities) and the rest to be completed next year. The board discussed concerns with ordering different batches of screens, the board discussed the potential to order screens on mass. **The Director of PPR recommeded the decision to order screens as authorised by the Change Board, as this will** **alleviate pressures on the budget later in the year, the board agreed.**
* The Fleet & Engineering Manager highlighted concerns in relation to business continuity at Service workshops. **The Director of PPR suggested a Business continuity exercise to include Property Services (The Fleet & Engineering Manager and Property Manager to discuss with the Risk & Business Continuity Manager).**

**OPTIONS AND ANALYSIS**

The Terms of Reference (ToR) for the Assets Sub Committee Group is in Appendix 4. In order to progress the action from the P&RB the following next steps are recommended; -

* Representation from the PFCC Office are added to the current membership
* At the next meeting the ToR are reviewed, using the current ToR for the Capital Management Board as means of challenging current arrangements
* The ToR will include future reporting methodology to ensure appropraite scrutiny by the the PFCC to the Service captital spend.

# Benefits and Risk Implications

The purpose of the Assets Sub-Committee is to ensure proper support, scrutiny and challenge to capital expenditure proposals that do not involve significant change, such as property refurbishment, fleet or equipment replacement.

# Financial Implications

There are no direct financial implications associated with this paper.

# Equality and Diversity Implications

The selection of Sub Committee members is role based.

# Workforce Engagement

None

# Legal Implications

None

**HEALTH & SAFETY IMPLICATIONS**

None

Appendix 1

**Fleet & Equipment Update**

1. **Vehicles**

Appliances

* All new appliances are allocated as and when Driver training and familiarisation is complete.
* Reviewing capital programme for all type B appliances as new appliances are not required for a couple of years.
* New small height appliances required for Shoeburyness and Old Harlow are currently being looked at.

ALP

* The ALP from Harlow is currently at Norfolk for them to assess its condition etc. They have had an independent inspection on it with only minor defects found.

Off road vehicles

* These vehicles are on schedule, with the chassis produced and awaiting delivery.

Community Fire Safety vehicles

* Visit to supplier to look at stowage requirement has been done.

1. **Equipment**

Harlow BA compressor

* Business case now being completed for approval and sign off.

135 ladder review

* Cost received from supplier awaiting Base Case completion.
* New 105 available to review, awaiting user requirement from Operations

Makita Nibbler

* Makita Impact driver, Packexe Smash and Paratech supporters all Type B appliances business case has been approved now with procurement

Lay flat hose testing

* Serious Accident Investigation Board recommended that hose would no longer be repaired.

1. **Other issues**

Fleet additions

* Vehicles which are not fully utilised will begin to see them removed. Also where log book audits show that possible home to work mileage is undertaken the individuals Line manager will be informed.

IRTE accreditation

* Fleet Workshops has been assessed under the IRTE facilities accreditation scheme and this was very positive we are awaiting the outcome.

Supply of AdBlue bulk storage

* Facility at Workshops and strategic Stations

Appendix 2

**Property Services Update**

1. **Overview**

* The Property Services scorecard is ready for publication. The portfolio remains in good condition delivering appropriately. There is still work to do establishing a more meaningful measure of operational performance in a single indicator.
* Capital programme is on track to spend £1.9m in this financial year.
* Budgets are reasonable to activity levels. There are no overspends to report at this time.
* Two projects are showing delays; Witham windows/shower refurbishment and Dunmow refurbishment. Both have the same contractor and are under close scrutiny to ensure the disputes are closed as effectively as possible. There are no indications that the Authority should have changed its approach to the works.
* Since the beginning of the year Helpdesk has issued 1228 works orders.

1. **Minor Works Status**

Minor works completed this financial year include

* Workshops – water supply pipe upgrade
* Orsett – bay lights upgrade
* Dovercourt – condenser drainage and replacement heat exchanger
* KPHQ – isolation switches for CCTV in OCAT

Orders to be placed for

* Grays upgrade to mess room
* Basildon emergency lights
* Burnham L1 fire alarm upgrade
* Colchester workplace fire safety office refurbishment

There are a further 14 proposed minor works under consideration.

Internal decorations completed this year include (partial redecoration in key areas); -

* Dovercourt
* Newport
* Thaxted
* Rochford
* Grays
* Leigh on Sea
* Loughton
* South Woodham Ferrers
* Colchester

Witham is in progress and Frinton is next on the list.

1. **Capital Expenditure Status**

* Projects are progressing this year with a current proposed spend of £1.9m. The first section on the table below shows the spend still to be issued for the carry over projects from 17/18 and the proposed payments projects yet to start.
* There are some staffing changes affecting the professional team at the moment that may impact on the identified spend for the project proposals although the full impact may not be known until the third quarter. It is anticipated that spend may only reduce by around 15%.



Completed Projects so far this year

* Witham Station and Training Centre Showers and Windows
* South Woodham Ferrers Shower refurbishment and heating
* Leigh sub officers showers
* Southend training room

Dunmow refurbishment and the final parts of the electrical switchgear project are currently on sites. Leigh station refurbishment is currently out to tender.

1. **Water Services**

* Despite some significant complications over the last financial year the team have still completed 226 dry riser days, tested 1824 private hydrants, carried out 2983 minor repairs and tested a total of 9796 hydrants.
* Budgets should balance by the end of the year although income may be fractionally lower than the early year forecast.

1. **Budget Status as at August 2018**

Our current standing on the high volume budgets are as follows:

* 1499 – Furniture & Fittings - £64489.00 (from £111,600.00)
  + We currently have requests for a number of lockers at various stations which will require a significant investment. Cross contamination continues to create a design issue. Some stations may not be able to support the space required. Sible Hedingham, Basildon, Leadon Roding and Newport; Loughton and Waltham Abbey require lockers as a result of Service changes.
* 1060 – Grounds Maintenance - £44850.00 (from £116,000.00)
  + Once the last 6 months orders have been placed, we will have approx. £10,860.00 for this financial year to cover any further tree maintenance.
* 1330 – Cleaning - £173,437.00 – (from £452,000.00)
  + Once the last 6 months of orders have been placed, we will have approx. £23,500 for this financial year to cover kitchen and appliance deep cleans.

Appendix 3

**ICT Update**

1. **ICT projects**

ICT Disaster Recovery Test

* The ICT systems are designed to be highly resilient, and often a single component failure will not result in any degradation to services. There will be a desktop exercise to test our processes in October, with plans to implement any findings.

Exchange Migration

The Service is ensuring the email systems (Microsoft Exchange) are current and supported. The vast majority of mailboxes are now working with Exchange 2016. There are circa 55 people who use Good system to access Operational and Risk information. This system is due to be replaced before the end of August at which point it will stop working. Once complete, the Exchange 2010 servers can be decommissioned, then all mailboxes will move to the Microsoft Cloud provision which removes the need for ongoing support, storage and maintenance, alongside the supporting system of Archiving email and backups.

Core Switch Replacement

* The network switches that provide all network connectivity in the Server rooms are now end of life. The procurement and selection has been completed, and the new systems are due to be installed at the end of August.

Mobile Phone Replacement

* Replacing our Microsoft phones. Selection has been completed, but delayed due to a fault in the Outlook software which caused excessive battery drain. During that time it has been discovered that the chosen phones were too slow when used with business software. The replacement has been selected, and the team are working on the automatic deployment and management of the devices.

Infrastructure Refresh

* The is to replace our desktop and associated infrastructure. The project was originally to move all systems to Office 365, but due to a number of issues, the original project was halted in January 2018. There are a number of initiatives underway to investigate the best solutions.

Incident Recording System Update

* This is to implement the Microsoft SQL version of the IRS database, removing our last Oracle system. It has been held up due to resource constraints in Remsdaq (The CAD solution provider). It is now expected to complete in September 2018.

1. **Business Projects**

Multimedia/Kiosk Computers

* This is to replace the overhead projectors at stations with equipment that enables the use of learning systems. There are 6 pilot installations and some rooms at KP will have the news systems installed. Full deployment is currently scheduled for February to June 2019.

Tablets for Appliances

* This is the installation of removable devices for use by operational staff at incidents and during other activities. The devices have been selected and the systems are being setup for automatic deployment and management. The work has been co-ordinated with the MDT replacement and SAT-NAV projects to minimise the disruption to the appliances.

HOBS/Civica HR

* Significant ICT resource is involved with the Civica HR system installation and configuration to support the parallel running in August and go-live in September.

SAT Nav Pilot

* Two solutions are being tested. One linked to the mobilising system, and one using an LGV solution. The results will have an impact on the MDT project as it could influence how certain appliances are mobilised.

MDT Replacement

* Our existing MDTs are at end of live and are being replaced as part of a joint procurement process with other Fire and Rescue Services. AT present we are configuring the systems that enable the automatic configuration, deployment and management of the equipment.

Control Replacement

* The Mobilisation and Communication systems used by our Control team is due to be replaced at the end of the current supplier contracts at the end of 2019 and early 2020. This is a collaboration project with Essex Police.

Appendix 4

**ASSETS SUB-COMMITTEE GROUP**

**TERMS OF REFERENCE**

**AIMS**

* To ensure that a common forum is formally constituted, as a sub-committee of the Service Leadership Team to consider business cases for capital expenditure and to recommend whether they should be approved.
* The sub-committee will review business cases that require the approval of the Commissioner.
* The Sub-Committee will act as a focal point for reviewing all proposals for vehicles, equipment, major property maintenance and refurbishment, change of property use and replacement or upgrading of ICT hardware or systems.
* The Assets Sub-Committee will exercise the powers of the Service Leadership team in the approval of budgeted capital expenditure proposals with values of up to £1,000,000 (Property and Fleet) and £300,000 (ICT).
* The sub-committee will agree the business case for the allocation of additional vehicles to departments or activities and will monitor and oversee the vehicle provision across the Service.
* The sub-committee will consider, review and challenge proposals and establish whether the proposal should also fall within the remit of the Change Board. The Change Board may “call-in” capital expenditure proposals and projects for review and approval should they believe that the cross service nature of the change has not been fully reflected in the review by the sub-committee.
* The sub-committee will also agree the timescale for the capital expenditure project and receive reports on completion of each project identifying the actual level of expenditure and the benefits achieved.
* The sub-committee will provide advice to the Service Leadership Team on capital projects, strategic direction and may refer matters to either the Service Leadership Team, the Change Board or the Commissioner for approval regardless of the projects value.
* This proposal seeks to ensure that the appropriate professional advice is taken into account when capital investment decisions are made and reflects a mix of provider and client representatives for the key areas of capital expenditure.

**ATTENDEES:**

The membership for the Group is:

Director of Prevention, Protection and Response Dave Bill (Chair)

Executive Support Rebecca Twin

Deputy Finance Director Glenn McGuinness

Head of ICT Jan Swanwick

Assistant Director, PP&R Policy Moira Bruin

Head of Property Services Jon Doherty

Fleet & Engineering Manager Peter Warner

Purchasing and Supplies Manager Sheldon Dyer

Assistant Director, Programme 2020 Ben Pilkington

T/Area Manager, Professional Standards/ Danny Bruin

Operational Assurance/Health & Safety

**FREQUENCY OF MEETINGS**

The frequency of meetings will be on a bi-monthly basis; further meetings may be called by the Chair if there is an urgent matter for discussion.

**DURATION OF MEETINGS**

The duration of meetings will be scheduled to 2 hours.

**MEETING PROCEDURES AND PROCESS**

1. The purpose of the meeting is to ensure proper support, scrutiny and challenge to capital expenditure proposals that do not involve significant change, such as property refurbishment, fleet or equipment replacement. Change proposals will continue to be presented and agreed through the Change Board.
2. The intention is to keep the group small so that urgent items can be agreed by email between meetings if necessary.
3. The note taker will schedule all meetings and send diary appointments.
4. A minimum of three members must be present for the meeting to be deemed quorate.
5. Other managers may be invited to attend meetings to discuss specific projects. The Chief Finance Officer of the Authority may also attend the meetings.
6. Executive Support will facilitate these meetings and will produce an action sheet which will be distributed to all meeting attendees.
7. The action sheet and any relevant papers will be distributed electronically and hard copies will only be provided on request.
8. Any supporting Papers should be submitted to the note taker at least three clear working days prior to the meeting.
9. The decision and action points of the meetings will be circulated to the Service Leadership Team.
10. The Group will provide an update report to the Service Leadership Team through quarterly reports on Fleet and Equipment, ICT and Property.

**STANDARD AGENDA FOR MEETINGS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Lead Officer | Frequency |
| 1. | Apologies | Chair/Executive Support | Every meeting |
| 2. | Minutes of last meeting and action points | All | Every meeting |
| 3. | Fleet & Equipment Services Update | Fleet & Engineering Manager | Every meeting |
| 4. | Property Services Update (To include major property maintenance and refurbishment/change of property use) | Head of Property Services | Every meeting |
| 5. | ICT Update (To include replacement or upgrading of ICT hardware or systems) | Head of ICT | Every meeting |
| 6. | Professional & Inclusive Workplace | T/Area Manager, Professional Standards/ Operational Assurance/Health & Safety | Every meeting |
| 7. | Any Other Business | All | Every meeting |
| 8. | Date of Next Meeting | All | Every meeting |

**LOCATION OF MEETINGS**

To be chaired by the Director of Prevention, Protection & Response and meetings will be held at Service Headquarters, all attendees are asked to physically attend the meetings.

**REVIEW/EVALUATION**

These Terms of Reference will be reviewed after 12 months.