

**ESSEX POLICE, FIRE AND CRIME COMMISSIONER  
FIRE & RESCUE AUTHORITY**  
Essex County Fire & Rescue Service



<b>Meeting</b>	<b>Performance &amp; Resources Board</b>	Agenda Item	
<b>Meeting Date</b>	25 <sup>th</sup> February 2019	Report Number	
<b>Report Author:</b>	GM Ian Adams		
<b>Presented By</b>	ACFO IRMP and Service Improvement		
<b>Subject</b>	<b>HMICFRS Inspection update</b>		
<b>Type of Report:</b>	Information		

SLT meeting: 12.02.19  
SLT agenda item: 5a  
SLT paper no: 19-041

## **RECOMMENDATIONS**

Members of the Performance & Resources Board are asked to note the content of the report.

## **SERVICE IMPROVEMENT PLAN**

The Assistant Director Performance and Data Management presented version 9 of the Service Improvement Plan at Task Force on 8<sup>th</sup> February 2019. The Service Improvement Plan captures priority actions identified from the Peer Review report in December 2018.

The responsible owners for actions 1-8 within the plan added additional commentary between 7<sup>th</sup> January and 8<sup>th</sup> February 2019 following briefings at bi-weekly Task Force meetings. The Service Improvement Plan identifies:

- The responsible owner for Service Improvement area/s
- Actions and improvements by the owner
- Key milestones
- Communication and people engagement process
- How to reality test what has changed

Pending agreement of the Service Improvement Plan a joint ECFRS, OPFCC communications message will be written and the Service Improvement Plan made publicly available.

*The Service Improvement Plan is attached at Appendix 1*

## HMICFRS INSPECTION

ECFRS received the formal notification from HMICFRS on the 2<sup>nd</sup> February 2019 for the Data Return, Document Return and Self-Assessment. No formal dates have been received for the Discovery 4 day inspection, or the Fieldwork 5 day inspection.

### RETURN DATES SET BY HMICFRS

- Data - 28<sup>th</sup> February 2019
- Documents - 28<sup>th</sup> February 2019
- Self-Assessment - 1<sup>st</sup> April 2019

To ensure the Service meets the deadlines above Task Force meetings have now been scheduled weekly and dedicated to areas of priority for the HMICFRS Inspection :-

- |                                       |  |
|---------------------------------------|--|
| • Friday 15th February 13:30 FF41-    | <b>Document Return</b>                 |
| • Wednesday 20th February 10:00 FF33- | <b>Data Return</b>                     |
| • Thursday 28th February 15:30 FF33-  | <b>Self-Assessment/Strategic Brief</b> |
| • Wednesday 6th March 10:00 FF41-     | <b>Self-Assessment/Strategic Brief</b> |
| • Thursday 14th March 15:00 FF41-     | TBC                                    |
| • Wednesday 20th March 10:00 FF33-    | TBC                                    |
| • Thursday 28th March 15:30 FF33-     | TBC                                    |
| • Wednesday 3rd April 10:00 FF38-     | TBC                                    |
| • Wednesday 10th April 15:30 FF37-    | TBC                                    |
| • Tuesday 16th April 15:30 FF33-TBC-  | TBC                                    |
| • Wednesday 24th April 15:30 FF33-    | TBC                                    |

### DATA RETURN

The Performance Team are currently retrieving the relevant data from teams within ECFRS .A full update on the Data return will be available following the Task Force meeting on 20<sup>th</sup> February 2019.

There are additional questions in this data return that were not in data returns 1 and 2, these include:-

- **IRMP consultations:** to assess engagement with community in IRMP development.
- **Protection consultations:** to assess whether services are meeting legislative requirements in relation to building consultations.
- **Response Standards:** feedback from services indicated that average response times should be reported in conjunction with services' response standards and whether these are being achieved. Therefore, a new set of questions have been introduced to further understand response standards and whether these are being achieved.
- **Joint exercise / training:** to establish how much cross border / joint training services have carried out.
- **Overtime:** to establish the extent to which overtime is being used in fire and rescue services.

- **Temporary promotions:** to establish the extent to which temporary promotions are being used in services.

## **AMENDED DATA RETURN QUESTIONS**

- **High-risk premises:** questions amended to focus more on targets set by services.
- **Availability:** questions amended to look at monthly levels of availability per pump.
- **Dedicated competent protection staff:** question amended to specifically ask for staff dedicated to protection

## **DOCUMENT RETURN**

The GM HMICFRS is coordinating document request and has set aside the dates below to engage with the document owners and review all submissions to HMICFRS. Document owners have been contacted to confirm a series of questions, prior to the dedicated document return meeting at Task Force on 15<sup>th</sup> February 2019.

- Monday 11<sup>th</sup> February            0830 hrs to 1800hrs
- Tuesday 12<sup>th</sup> February        0830 hrs to 1800hrs
- Wednesday 13<sup>th</sup> February    0830 hrs to 1800hrs
- Thursday 14<sup>th</sup> February       0830 hrs to 1230 hrs
- Friday 15<sup>th</sup> February          0830hrs to 1200hrs

*HMICFRS Tranche 3 Document request with identified owners is attached at Appendix 2*

## **SELF-ASSESSMENT**

Task Force is already working on the self-assessment and the team will continue this work focusing on a quality self-assessment submission from which the communication team will build a comprehensive strategic briefing.

The Deputy CFO has engaged with the ACFO Service Improvement and will attend future Task Force meetings contributing to producing the Self-assessment and strategic briefing and presentation. The Task Force meetings will dedicate 28<sup>th</sup> February and 6<sup>th</sup> March to progress this work. Further dates will be scheduled for a full read through and sign off by SLT.

## **PEER REVIEW**

The A/D Performance and Data Management has produced an overview report of the HMICFRS Tranche 1 Findings Summary Report.

*Attached at Appendix 3*

## **BENEFITS AND RISK IMPLICATIONS**

Preparing for Peer Review and HMICFRS Inspection has identified areas of strength as well as improvement within ECFRS. A Service Improvement Plan has been developed identifying 15 areas of Service Improvement and submitted to SLT for formal agreement and sign off.

The current data request has produced new questions requiring more effort from the Service to respond by 28<sup>th</sup> February 2019, and there is a risk that the data will not be available.

All HMICFRS actions are now included as part of the Strategic Risk identified as '*Failure to adequately prepare for the HMICRS Inspection*'.

This approach is designed to mitigate risk by consistently demonstrating self-awareness as a Service and benefit the Task Force approach for preparing for the HMICFRS inspection.

## **FINANCIAL IMPLICATION**

HMICFRS preparation for the inspection is being dealt with as business as usual and has not been allocated a specific budget.

A Strategic risk has been created within JCAD identifying that funding for overtime may be necessary during the inspection dates for workshops and focus groups.

## **EQUALITY AND DIVERSITY IMPLICATIONS**

There are no additional Equality and Diversity implications created by this report

## **WORKFORCE ENGAGEMENT**

A dedicated HMICFRS communications plan and employee engagement plan is live and will align to the HMICFRS dates for inspection when they are received by HMICFRS.

## **LEGAL IMPLICATIONS**

The inspection of ECFRS by the HMICFRS forms part of a mandatory Home Office programme inspecting all 45 Fire and rescue Services in England.