



## MINUTES

### **POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX AND ESSEX COUNTY FIRE & RESCUE SERVICE PERFORMANCE AND RESOURCES BOARD**

24 June 2019, 14.00 to 15.30pm, GF01, Kelvedon Park

#### **Present:**

Jane Gardner	DPFCC (Chair)
Pippa Brent-Isherwood	CEO, PFCC's office
Karl Edwards (KE)	Director of Corporate Services, ECFRS
Rick Hylton (RH)	Deputy Chief Fire Officer, ECFRS
Glenn McGuinness (GM)	Deputy Finance Director, ECFRS
Anthony Maude (AM)	Head of Performance and Scrutiny (Fire), PFCC's office

#### **Apologies**

Roger Hirst (RH) PFCC

#### 1 Welcome and apologies

JG welcomed all to the meeting and confirmed that apologies had been received from RH.

#### 2 Minutes of the last meeting

There being no amendments to the minutes of the last meeting on 29 May 2019, they were approved.

#### 3 Action Log

##### 67/18 Complaints and Grievance Policy

It was clarified that the action on the Complaints policy was being dealt with and all would be completed shortly. Grievance policy was out to consultation. It was agreed that grievance policy should now be identified separately on the action.

##### 08/19 Preparation for EU Exit

Given the uncertainties regarding EU exit, it was agreed that this action would close. RH would be invited to the Critical Incident Room when, and if, it was set up. It was agreed to close the action for the timebeing.

09/19 Kerslake Review

Response to Terrorist paper to be tabled for August's P&R Board.

10/19 Kerslake Review

Civil Contingency Act Response item to be included in the Annual Report. This item has been referred to the Strategic Board.

12/19 Treasury Management Strategy

A rewrite of the Strategy will be undertaken following the Arlene Close report.

17/19 Budget Review

Decision sheet prepared and issued on carrying forward capital spend. It was agreed to close.

19/19 Forward Plan – Deep Dives

On the agenda for the July meeting.

20/19 Quarterly report – absence levels

KE will report on this shortly.

21/19 Performance Framework – Safeguarding cases

JG and RHy are to meet and discuss these on 1<sup>st</sup> July. Propose close.

22/19 Performance report – Environmental Stewardship

It was agreed that this would be dealt with in the estates review. The Chief Constable had indicated that he was looking for some work on this and was looking for transformation funding. PBI suggested that he should meet with the CFO to assess whether there should be collaboration on this. It was agreed that the action be updated to reflect this.

23/19 HoBs Closure Report

KE to report back on when second report will be ready to be considered.

24/19 Risk Based Inspection – engagement with Business Crime Board

JG has spoken with Denise Rossiter at the Chamber of Commerce who will be in touch regarding a date to discuss business engagement. Propose close.

26/19 Budget Review – carrying forward capital spend

GM has prepared a Decision Sheet on carrying forward capital spend. Propose close.

27/19 Budget review – schedule meeting on reserves and balance sheet  
Schedule for September Strategic Board. Propose close.

28/19 Budget review – reserve statement

Work still underway on this – linked with development on MTFP. Agreed that any statement could be amended later as more information comes available.

29/19 Draft Annual Accounts - workshop on finances  
Meeting held on back of Strategic Board. Propose close.

30/19 Budget Review – April 2019 – pensions virement

GM in process of drawing up decision sheet on pension's virement.

#### 4 Budget Review

- 4.1 GM updated the Board on the financial situation. Overall the service had a spend of £11.3 million – which gave an underspend of £700,000 on anticipated expenditure so far this year. The budget had been set on a full complement of staff – both wholetime and on-call. As a consequence the service would not use all the £2.4 million set aside for use.
- 4.2 It was noted that there was an underspend on IT – though it was expected that spending would increase. A project manager had been brought in to put together a road map regarding where the service was on IT and where it needed to be. In doing this there would be more emphasis on engaging the end users than there had in previous years. Less spending on legal costs reflects a trend now that many of the contentious staffing issues had been resolved. Capital spend was more or less on trajectory.

#### 5 Monthly Performance Summary - May

- 5.1 RHy presented the May monthly summary report. He identified key highlights, including the majority of incidents were taking place at 18.00 hours, at the the time of the shift change. Very few incidents occurred at night, though this was the time of highest risk of death of serious injury. Response times had increased, and the main reason for this was vehicles travelling further due to the lack of availability of on-call firefighters. This lack of availability was getting worse. The on-call programme should help to deal with this, but there was also a need to be realistic as to the amount of commitment on-call stations could give. This would be a consideration for the IRMP.
- 5.2 In terms of the causes of fire, cooking was by far the largest. This also accounted for most injuries as people attempt to deal with these fires themselves – though these injuries tended to be minor. RHy said that he would expect to see more hazards reported in relation to health and safety. It was noted the number of traffic incidents seemed high, though it was explained that this included all FRS vehicles, not just fire engines. With regard to safeguarding it was noted that more referrals were coming in from other agencies.

#### 6. Continuous Improvement Plan – Update

- 6.1 RHy gave an update on the Continuous Improvement Plan migration to the Annual Plan. It was noted that the 10 key priorities would be included in the Plan along with the various subsets which make them up. Because items were shown in green it did not mean that they were closed, just that the immediate action had been completed. It was noted in the past that it was not always clear what the priorities were, and the various action plans created confusion. It was agreed that by harnessing these plans and pulling them together, there should be a greater focus on what the key priorities are.

## 7 Forward Plan

- 7.1 In reviewing the Forward Plan it was agreed that as the Continuous Improvement Plan was being transformed into the Annual Plan then it could be removed from the Forward Look until the Annual Plan was agreed. HMICFRS work has, for the moment at least, come to an end, and there are unlikely to be any further updates for a while.
- 7.2 It was noted that the draft budget and proposed precept will need to be considered at the December meeting. KE and GM will consider what material would need to be provided prior to that meeting. It was also agreed that there should be a report from Realworld Consulting. KE would liaise with Colette Black regarding the timing of this. RHy said that it would be worth putting in a marker for Brexit in October.

### **Action: 31/19**

**KE will liaise with Colette Black regarding the timing of a paper from Realworld on their HR findings.**

## 8. Any Other Business

- 8.1 There being no other business, the meeting closed at 3.40pm.