

MINUTES

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

30 October 2020, 10.00am – 12.14pm Video Conference

Present:

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner (Chair)
Rick Hylton (RHy)	Deputy Chief Fire Officer, ECFRS
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer PFCC's Office
Dave Bill (DB)	Director of Innovation, Risk and Future Development, ECFRS
Neil Cross (NC)	Finance Director and Section 151 Officer, ECFRS
Nikki Hudson (NH)	Inclusion & Diversity Lead ECFRS (Joined the meeting)
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's Office
Jo Thornicroft (JTh)	Head of Performance & Scrutiny (Fire), PFCC's Office
Christine Butler (CHB)	PA to Roger Hirst (Minutes)

Apologies:

Roger Hirst (RH)	Police, Fire Crime Commissioner
Karl Edwards (KE)	Director of Corporate Services, ECFRS
Moira Bruin (MB)	Director of Operations, ECFRS
Colette Black (CB)	Asst. Chief Exec – People, Values & Culture, ECFRS
Leanne Little (LL)	Performance Analyst, ECFRS

1 Welcome and apologies

JG welcomed all to the meeting. Apologies given from RH, KE, CB, MB, LL.

2 Minutes of the last meeting

JG went through the Minutes of the previous meeting of 29 October 2020 page by page for accuracy and matters arising that are not on the Action Log or Agenda.

- 2.1 RHy - Remove Jo Turton from the list of attendees as she does not attend P&R.
- 2.2 RHy – 7.11 To supply rewording of paragraph
- 2.3 RHy – 12 update Appliances are currently being equipped with smoke hoods.
- 2.4 RHy – 13.1 Maztack should be spelt Mastac.
- 2.5 PBI - 4.2 – Should read “Operational Training Strategy”

- 2.6 PBI – 11.14 There were 53 more false alarms in Quarter 1 this year, compared to Quarter. 1 last year
- 2.7 PBI - 11.24 should this item be redacted or rephrased as it is concerning a legal challenge that the service is potentially facing with a member of staff. Decision made to redact this item from the published version. **CHB to liaise with PBI when there is a final version before publishing.**

Minutes of the meeting of 29 September agreed with above amendments.

3 Action Log

JTh took the board through the Action Log.

- 42/20 Due to not having site of a Performance Report this month, Leanne Little is working with HR to provide more accurate data, RH is currently receiving a rough percentage figure which is supplied to Jo Turton but as this is a daily figure it only accurate on the day of reporting. This item to stay open.
- 47/20 Government Surge Funding – Decision sheet signed 20 October – Close.
- 48/20 Dispute resolution - JP to pick up with DB as to whether this is captured on the risk register. DB updated that there was a discussion was about the 2 Risk Registers and has asked for the PFCC Risk Register. DB has been informed that the PFCC Risk Register will need to be redacted but concerned that this may cause issues as both documents need to align. PBI added that the PFCC Risk Register goes to the Police audit committee which is why DB would not have had sight previously. The Risk Register would need to be redacted due to sensitivity of some items. PBI asked DB for some clarity on what was needed. DB needs to know what our risks are and what our ratings are so that the documents can be aligned but does not need details. JP suggested a new meeting to discuss individual risks in more detail i.e. “Broadening the Role” and aligning those risks with the PFCC Risk Register as the dispute resolution item has been resolved. PBI asked for clarification that this item be closed and a new action re alignment of the two risk registers. JG agreed that this item is be closed to and a note of decision made and a new action on the log. JG asked that this issue be resolved before the next P&R board. - Close

Action 68/20

JP & DB to have a new meeting “Alignment of Risk Registers” to discuss particular risks i.e. “broadening the role” and aligning those risks with the ECFRS and PFCC Risk Register. JG asked this this issue be resolved before the next P&R board meeting.

- 50/20 To be arranged by Camilla Brandal - Open
- 51/20 To be arranged by Camilla Brandal – Open
- 52/20 The Operational Training Strategy Paper is on the forward plan for November - Close
- 53/20 The Gender Pay Gap paper to be presented at this meeting – Close
- 54/20 The Contracts and Pipeline paper is on the forward plan for November – Close
- 55/20 Digital & Strategy Paper has been placed on Strategic Board Forward Plan for December – Close
- 56/20 NC has provided further information in the finance pack at this meeting – Close
- 57/20 Item corrected – Close
- 58/20 NC has updated that most of the papers have been updated but not all – Open
- 59/20 RH to add further Covid briefings to the calendar, Complete- Close
- 60/20 CB to circulate your voice document. This was circulated on the 23.10 – Close
- 61/20 Paper to be presented at this meeting re changes to the Risk Register – Close

- 63/20 No progress. With ECFRS. RHy - waiting for advice from legal advisors - Open
- 64/20 On Forward plan for November – Close
- 65/20 Website now updated – Close
- 66/20 On Forward plan for November – JTh to check – Close
- 67/20 RHy feels it may have gone back to Darren Horsman. RHy confirmed that we are compliant but there are a couple of areas, but these are in hand with the relevant enforcer. JTh to check that DH has Emily's response before closing. PBI the PFCC has the same issue and understands that an accessibility statement needs to be uploaded on to the website. JTh to check with Darren - Open

4 Forward Plan

JTh took the board through the Forward plan.

- 4.1 JTh listed the standing items and substantive items on the Forward Plan going forward to the November meeting.
- 4.2 JG stated that the on-call conversion item was to be brought forward from the December meeting to the November meeting.
- 4.3 JP suggested a budget update paper/verbal update at the November and December meetings. PBI suggested bringing the draft panel report forward to November meeting which will not involve any additional work for the service at this busy time and we can address any issues with it before it is put forward to the panel meeting. NC agreed and will also give a brief update after his budget review. JTh to add to the Forward Plan
- 4.4 RHy said that Dovercourt Plan would be brought to P&R Board in November, and in December to bring a report regarding the on-call conversion program in other stations.
- 4.5 JP asked for clarification that we would have papers and everything that is needed for the 16th December P&R Board meeting i.e. budget reports and performance reports. RHy does not feel that it will be an issue. JG The board can accept a late paper from NC for the December meeting. NC agreed as timings are tight.

Action 75/20 (Brought up during discussion under item 6)

PBI suggested that this meeting in future is run with a timed agenda in order we have capacity to cover all items especially those on the forward plan. JG asked JTh to action this request.

5 Securing Adequate Water Supply

RHy presented the item

- 5.1 RHy gave some background. This plan was originally designed as a workshop and were the service were looking at the PFCC's responsibilities as the authority and this was an area which was not sighted on. JTh shared the PowerPoint presentation on the screen
- 5.2 The purpose of the PowerPoint Presentation is to give the reassurance and the assurance that we can comply with 2 parts of the Fire and Rescue Services Act. The first one is part 2 Section 7 – Firefighting and ensuring that we can secure water supplies and using the water to protect property. Part 5 Section 38 is a duty to secure water supplies. RHy went through the PowerPoint slides to the board.

Questions

- 5.3 JG asked how the static tanks were refilled. RHy replied that the water is shuttled in from the water main the tank is put in as part of planning and the service do not pay for the water.
- 5.4 JG stated although it was the PFCC's responsibility to discharge that duty to the service, how will RH know on an annual basis that he has discharged the duty in the way that he needs to. RHy replied that the presentation shows that RH has made provision to do so and so has discharged that responsibility through a scheme of delegation to JT and RHy. RHy can bring a report on an annual basis to reflect that we are on schedule of the maintenance schemes for the hydrants. Regarding new developments, RHy is unsure of the best way to show this, reassurance could be provided on an ad hoc basis to show the service are actively engaged in that process, RHy is not aware of any situations where they the Service has been unable to secure a water supply in a development, the issue is the cost of securing the supply. PBI did not feel that the scheme of delegation formally says that and could she make a brief amendment to the scheme to capture that. PBI to take an action to check and make the amendment if needed. JG confirmed to RHy that regarding the developer contribution, potentially to the installation of hydrants, is very well made and we may want to think about part of that work Jon Wilson and JG are doing around placing themselves in a good position for planning

Action 69/20

PBI to review the Scheme of Delegation with regard to the Water Companies relationship and make an amendment if necessary, to reflect this.

- 5.5 JP questioned how we know how many hydrants there are and how do we know that we have enough, how we would know they have been checked as well as having adequate water supply. RHy we know locations via Gazetteer which is a mapping system. The duty of the technicians is to check the hydrants and their locations. The technicians update the app on their tablets. If the hydrant is not in the correct location, an application is made to the water company to have it replaced. Water pressure is also tested, any problems are reported back to the Water Company to repair or replace at a cost to ECFRS. Occasionally it may be difficult to obtain a water supply, in these instances the Water Company may be asked to provide additional water capacity or hydrants in that location. The water supply can be challenging in rural areas, and the Water Company can be requested to increase supply.
- 5.6 The PFCC's duty is reliant on the Water Authority, how do we manage that? RHy, there is a good relationship with the Water Companies. They have a duty to supply the water and so does the developer who would add the water supply as part of the planning application. RHy asked for NC to pick up that the Water Companies are not always timely at charging us. Some of the other issues the Service faces is leakage, old pipes, and old water infrastructures, the Service is very proactive in these areas with the Water Companies.

Action 70/20

RHy to pick up with Jon Wilson and Leigh Norris to investigate the potential of developers paying for water hydrants.

Action 71/20

PBI to review the Scheme of Delegation with regard to the payment of water hydrants by developers.

- 5.7 JTh asked that although the responsible person/building owner has a duty to have the dry risers checked every year and often it is the Fire Service that does it, where the Fire Service do not check a dry riser, how would the Fire Service know that it has been checked. RHy replied that the Service undertake 72D inspections to check the buildings and the risers are checked which are only as good as the day they are checked. The Responsible Person/Owner can be prosecuted if the riser has not been maintained. DB added that crews visit residential areas regularly and check parking, access to the buildings.

6. Budget Review (Inc Covid-19, STAs and Training

NC took us through the Budget Review.

- 6.1 Our Net Expenditure has moved to 1.3m below our budget this has been a consistent trend this year, which has been mainly driven by variances in non-pay costs around premises and equipment. The Income and Expenditure schedule does include the impact of Covid and in Appendix 1 they have been split out.
- 6.3 Focusing on the full year forecast. There was a section under the Income & Expenditure Schedule where we have put in a column for the full year forecast. We are going to finish with a balanced budget for the year, which is in a better position than previously anticipated.
- 6.4 NC talked through some of the key assumptions that were made.
- It includes the Covid costs and grant given that the statement is in the accounts
 - Payroll – Where the costs are and the trend for each department which is projected for the rest of the financial year.
 - Re non pay costs as part of the budget process, the template is being returned which asked for the forecasted spend for each department. In most cases we have used budget holders' forecasts, with a few amendments where budget holders had been over optimistic on spend.
 - Financing item which includes a depreciation charge for the year with a reduction due to being below plan on the capital spend.
- 6.5 In terms of funding, the Service is in line with Budget. Income tax collections are due to be down and should impact on the financials next year when the reconciliations are done. NC is checking to see if that needs to reflect in the current year financials. NC is working with Elizabeth Helm. The districts are due to make their CTR returns this month and will be able to gauge the position then.
- 6.6 Covid costs remain and there is £450,000 left of the grant to date. NC attended the Fire Finance Network; this is consistent with other Fire and Rescue Services and will roll some of that into 2021.
- 6.7 There is a single source justification for the period for an IT subscription and for management of hazardous waste which was over £7,000.
- 6.8 In terms of current budget, the budget holders' templates have been returned and each directorate will receive a summary of their directorate costs and head counts from all the information that has been collaborated. NC is hoping to have first draft of budget by first week in November.
- 6.9 The December Spending Review, which was a three-year settlement has now been confirmed as a 1-year settlement. Still awaiting details.
- 6.10 Concerns over the Impact of Covid and future tax collections which effects cash flow going forward, although there are no immediate concerns. We do have loans from the

Service with various repayment terms and we will need to refinance those at some point. Cash flow reporting is being put in place and NC is happy to bring that back as part of the standard reporting in the P&R pack. This will consist of two elements, short term cash flow for the current year and longer-term outlook, which will assist with cash flow in the future and manage any loans etc that are coming up. JP said that the information was very helpful

- 6.11 NC would like to bring another member of his team in at the next P&R board to present the financials to give them a development opportunity and cover if NC was sick etc. JG agreed.

Questions

- 6.12 JP regarding the forecast NC said that it differed to the one last presented but JP feels that it is not different and all reporting shows that we are in budget for the year end. NC replied that RH asked to pinpoint a figure. NC said that we would be 1.3m under the budget and this is in balance and so is showing 1.6m. under budget for the whole year.
- 6.13 JP said that regarding firefighter costs in the budget and the attrition and vacancy costs, should there be an underspend on the firefighters? even if this is adjusted for Covid it looks like it is breaking even. NC replied at the start of the year the Service had recruited up to establishment especially station based. Historically the service had always been under. A few payments have gone through that were not budgeted for example in day crew retention payments which was unbudgeted. Some departments are still under particularly Prevention. JP is surprised that we are not seeing the budget in a worse position with an underspend in firefighters offsetting the attrition. We have not had that underspend, but the budget is still ok. NC did not have the data to hand but would give JP key information on the overspend i.e. day crew payments. NC had previously shared a summary on payroll costs and reporting that tracks the pay elements. This has been used internally in finance to ensure there is a process, this will be rolled out. This has not yet been presented to board but may be useful in the future to feedback key differences. JP & NC to pick up offline.

Action 72/20

JP and NC to liaise re the key unbudgeted payment elements in the budget.

- 6.14 JP regarding the Summary, there is an advantageous position on special government grants and income, once Covid has been taken out it is still very generous compared to the budget figures, what else has helped reach this figure? NC replied that the business rates grant which is ahead of where budgeted. The budget is based upon the income amount if grants received in the prior year. The new award was set at a higher rate.
- 6.16 JTh questioned an item on Capital spend for IT is around half although there are changes in IT. NC commented, the Control Project has been reduced significantly and the project does not finish until next year which impacts the figures which is the key variance. NC said that there has been improvement on handling the capital but there still a long way to go.
- 6.17 JTh asked if we could have a seat at the Capital Board at the request of RH. NC agreed. JG this will assist with being alongside ECFRS from PFCC helping and supporting in this area.

Action 73/20

NC to include JP on the distribution list for future Capital Board meetings

- 6.18 JTh asked NC if they could have a meeting to discuss the producing a budget timetable in order that timings can be put in the forward plan. NC agreed for both the budget and the audit process. JP suggested this information is documented at the next P&R.

Action 74/20

JTh and NC to set up a meeting to discuss the producing a budget timetable and audit process in order that timings can be put in the forward plan.

7. Performance Report Update

RHy updated the board

- 7.1 RHy stated that there was not a full Performance Report this month. There have been issues with the 4i mobilising system which has impacted on this. Thanks to the hard work and dedication the Service will be in a position next week to provide a full report.
- 7.2 There has been significant pressure on the Performance Team, as they have had two people down, the HMICFRS Inspection, HMICFRS Data Return and the Annual Planning process as well as finalising the data paper. Members of the team needed to take annual leave which is important to their wellbeing. RHy took the decision to remove Performance Report. There is an update report ahead of the Covid Inspection which is more activity based but not the strategic outcomes that this board is interested in.

Questions

- 7.3 JG thanked RHy and understood the reasoning behind the decision. RHy confirmed that the team are now back to full capacity. The Performance Report is important to the board and provides reassurance to the board that the service have a grip on performance issues and allow the board to get alongside the Service to progress what needs to be done.
- 7.4 JP understands that there is an issue with some of the data in the report but there are other elements of data that have not been provided. RHy replied that most of the data is obtained from various sources which is time consuming. The team would have had to sacrifice leave to do this in this instance. You would be sighted if there were any exceptions. As of next month, the full report will be back with the board. RHy gave assurance that from the data that he has available he does not have any concerns that the board need to be aware of.
- 7.5 JP asked that where RHy could not see data, did he have any concerns? RHy could not comment on information that is not available. There are no concerns over the available data. RHy will also give assurance to JG and RH through their weekly meeting. It is the instant data that is missing this month. This has now been uploaded and the data validation is being done. If there are any issues these will be dealt with accordingly JTh has also spoken to Leanne Little and this is currently being quality assured and is confident that the report will be with the Board in a week's time. JG added that RHy to keep RH & JG informed if there are any concerns.
- 7.6 JP mentioned that there has been concern in the pre-meet around the lack of information/data provided which was due to be closely scrutinised, as RH did not feel that he had those assurances.

8. Covid 19 Recovery Plan Update included in item 6

- 8.1 JTh said that originally the Covid was going to part of the Performance Report but that has not been received in the format needed. Next steps need to be discussed as what reports are to come to the Board.
- 8.2 RHy updated to say that the recovery group that KE was leading has now closed down as it has achieved the objectives that it set out to do, to return the Service out of Business Continuity. DB is now leading a Risk Review Group dealing with winter pressures which is meeting weekly to respond to what the second wave will look like.
- 8.3 RHy confirmed that all buildings were now Covid safe and people are still working from home, but if they need to return to work, they can. As the Covid Recovery Group has finished its work, Tracy King has now returned to her standard role.
- 8.4 The new Concept of Operations version 4. This is an operational document RHy will add to the catch up with RH and JG to update this week.

Action 76/20

The new Concept of Operations version 4. This is an operational document RHy to pick up further details in his weekly update with RH & JT

- 8.5 PBI thanked RHy for the update, it has been acknowledged through the SCG and the RCG that all agencies are now trying to respond to a second wave of Covid and keep everything running with a fatigued workforce, which may be more challenging than the first wave. Due to these reasons PBI feels that it would not be held against the service if they wanted to revisit that stance at a later stage, depending on what develops. JG agreed, it is important to understand the fatigue element with staff.
- 8.6 JTh requested direction on the Forward Plan. On the plan Covid-19 Recovery was a standing item, should this be removed, and reports brought to the board on an ad hoc basis or does the item need to be updated with another item? JG said that a weekly update is received now from JT and RHy and feels that it does not need to be repeated at P&R as it would be picked up in the Performance Report. JTh to remove the Covid-19 Recovery item from the Forward Plan. DB added that this would also be picked up by the Strategic Risk Register. DB risks are maintained at the level we are and if they escalate, they would be escalated to JG and RH

Action 77/20

JTh to remove the Covid-19 Recovery item from the Forward Plan.

9. HMICFRS Improvement Plans

RHy updated the board

- 9.1 RHy said that the plans have been presented to the Board for comment, scrutiny, challenge. RHy feels good progress is being made and we are very keen to have a revisit and is hopeful that once the Covid Inspection has taken place, the re-inspection can go forward hopefully before the election. JTh added that the revisit is being mentioned with via correspondence with HMICFRS to ask for the revisit.
- 9.2 JTh asked about the Enforcement Policy, it is currently being reviewed and would like to know when it will be able to be sighted as the Minister is interested in enforcement

and was a potential issue previously. RHy will pick this up with Moira Bruin when she has return from leave next week and return to JTh with a timescale.

Action 78/20

RHy to liaise with MB on the Enforcement Policy and return to JTh with a timescale.

10. Risk Register

Dave Bill updated the board.

- 10.1 DB concentrated on Appendix A. One of the actions in the last meeting was to report through to the Board, which is a direct quarterly report from Remsdaq and presents an overview of the current risks. It gives more detail on red risks – re day crew conversion and mobilising solution. It also shows the change in risk i.e. what has gone up and down. It also highlights any overdue risks. There is also an element for new risks that have been entered. The report can be provided on a monthly basis if required. JP would like to understand the report and will liaise with DB off-line.

Action

JP would like to understand the Risk Register Quarterly report further and will pick this up with DB off-line.

Questions

- 10.2 JTh asked about an item that has increased to red regarding 4i, was it moved to red due to issues with the mobilising system? DB replied that the item was moved due to red due to an issue with the Gazetteer. The item is staying as red as the situation is currently being reviewed as to moving forward. RHy added that he has some concerns over support of the system, and it will remain at high risk. JG asked if RH or JG could give any support in this area. RHy does not feel it is needed at this time but will pick up with JG and RH offline if required.
- 10.3 PBI due to pressures on the Forward Plan, PBI feels that monthly is too frequent to bring and to have the quarterly direct report brought to P&R unless there is something that needs to be urgently brought to the Board's attention. PBI suggested quarterly for RH to be sighted prior to the audit committee. JG agreed.

Action 80/20

DB to provide the Quarterly Report on a quarterly basis, unless there is an urgent item that needs to be brought to the attention of the board. PBI added to have these before the audit committee meetings for RH to have sight beforehand.

- 10.4 JP understood that the new system was signed off 18 month/2 years ago, why have we not gone ahead with the new system? RHy will speak to JP off-line on this matter.

Action 81/20

RHy and JP to have an off-line discussion about the new mobilisation system and the issues involved

11. Building Risk Review Update

RHy updated the Board

- 11.1 RHy reported that the position is very similar to last month's report. 182 building have been identified as being high risk residential in Essex and we have received surge funding from the HO to deliver this. The buildings are currently being triaged to

ascertain what type of cladding, if any, the buildings have, which is currently on track. The return goes back to HO via NFCC on a monthly basis.

- 11.2 The RAG chart in the update shows green as no further action and amber is due to owners not being able to tell us what is on the building or we do know if it is a high-pressure laminate, but they have mitigation in place. To date there are no red risks. This is likely to become more complex going forward which will be difficult and resource intensive and a long process to ensure that no building has ACM, flammable cladding on the outside of the building.
- 11.3 More fire safety officers need to be recruited to enable this to be done. Funding is available for the recruitment, but it is recruiting the with right skill set quickly which is more of an issue as at the same time we are losing staff through retirement attrition. We are currently 7 posts down and 7 posts are needed for the Service to do the Building Risk Review work. The posts have been advertised several times and are currently being advertised again it is currently a national issue JG expressed thanks and said that MB and colleagues are keeping us up to date on this matter outside of this meeting.
- 11.4 The process the team are going through is interesting. If RH/JG or a member of the PFCC would like to see and understand the process the team are going through, it may be helpful in terms of conversations that are had with the Fire Minister. JG would be interested, and JG will speak to RH.

Action 81/20

RHy to arrange for JG to meet the team and go through the Building Risk Review process. JG will ask RH if he would like to attend.

12 Quarterly Change Programme Update

DB gave the salient points to the Board

- 12.1 Appendix A PMO Reporting - The on-call conversion items, there is an update against each of the projects. Dovercourt is currently red due to additional resources at the station and on the Strategic Risk Register there is a Red due to the leadership team workshops around on-call conversion. A future plan should be coming through over the next few weeks.
- 12.2 On-call Terms and Conditions project and the Availability Model project, these should have had a covering paper, You will see that they are the same as both projects will come to an end at the same time and the report was updated the day before the P&R meeting, therefore this has the latest information. Items to note are recruitment, and ensuring that employees have a voice, motivation and retaining people and looking at that we are providing appropriate training.
- 12.3 Operational Training Projects are going well and continually analysing training courses.
- 12.4 Community Risk Information Management Projects – Prevention and Protection elements are complete and is moving forward with other departments which need to be picked up i.e. Water Departments.
- 12.5 Competency Management Project – a new competency management product to be in place by April next year where training (task) books will be changed over.
- 12.6 Recruitment is moving forward.

- 12.7 Operational Availability Management – The important element was integration with the 4i system. KE & DB have a meeting on Monday re going forward on this item.
- 12.8 The main items outstanding around ICT is the move to Windows 10. The Task system is not compliant with Windows 10. Other areas of ICT are generally progressing well although some tasks have been done differently due to Covid i.e. issuing 350 laptops to staff.
- 12.9 There are some reds, but the Service understand why they are red and we looking to mitigate/move them as quickly as possible.
- 12.10 JG thanked DB for the quick overview.

13 Data Breaches

RHy updated the board on behalf of KE

- 13.1 We have moved from having no assurance in 2017 around Information Governance, in 2019 we received adequate assurance. This involved a lot of work and investment by Hope Oyasande and Tracy King. The service has also undertaken two RSM Inspections, RSM are not able to give us a professional opinion for this particular audit. The report shows that there are several recommendations and they have now been closed.

Questions

- 13.2 PBI asked where the Service stood with all of those actions as the report appended was a year old. PBI wanted to check that the report does everything that is required as she was not sure if this was linked to the request from the audit committee to have an annual report on data breaches and if this was a dry run of that audit committee report. PBI's understanding of the audit committees ask is an annual report that gives it an insight into the volume of data breaches and learning from them and how the service has acted on that learning. The report tells us about the process but does not give an insight to the items needed. JTh replied that this was on the back of concerns around how data breaches were being dealt with and following a meeting between KE, JTh Tracy King and Hope Oyasande to try and find a way forward so we could have assurance that they were being dealt with. Dip sampling was discussed but there had in fact been some internal audits carried out by IGS which we did not know about and that if the information could be pulled together for us to look at and has been assured by an independent body then we do not need to do the work again.
- 13.4 JP asked if we needed to react anything out of the report due to the sensitivity. JTh did not see anything when she read the report but will double check.

Action 82/20

JP asked if we needed to react anything out of the Data Breaches Report due to the sensitivity. JTh will double check the report

14. Gender Pay GAP

Nikki Hudson (NH) joined the meeting at 12.00 to present to the Board the highlights of the report.

- 12.1 We still have a gender pay gap in the service due to gender imbalance across the service. However, we are in a positive position. Our mean gender pay gap has changed from 7.1% last year to 7.3% this year

- 12.2 Our median has increased slightly but is a positive position when compared to others. Last year 8.8% this year 10.6%. due to more males in operational roles and the allowances that are paid in operational roles.
- 12.3 Main cause of gender gap is that most of the women are in the lower pay quartile but the least number of men. This picture will not change considerably until women move through the organisation and we bring more women in. There are several committed actions in line with our People Strategy to continue to work that we are doing to have a positive impact. It is difficult to identify any short-term solutions. We have looked at other gender pay gap reports and spoken with Expert HR about the areas we can focus on for example in Control where a number of women work but the two highest paid staff in control are male which has a large impact on our gender pay gap overall. It serves to help up understand the bigger picture. Expert HR have been instrumental in helping us establish that level of detail.

Questions

- 12.4 JTh - This needed to be reported at the end of March, what happens with the new data, do we go back and say that experts have looked at this, what has been submitted? NH replied that due to Covid, we have been given an extension to publish, we are not unlawfully publishing late. Expert HR are currently looking at next years reports so we will be reporting ahead of time with comparable data.
- 12.5 PBI asked how we compare with other FRS and the wider public sectors. Going forward it would be helpful to have some of that information in report where we benchmark.
- 12.6 PBI felt the report is going in the wrong direction which is disappointing. It says that there are no I&D matters arising but there must be some implications. It also talks in the report that our ability to tackle the issues rely on the NJC Decisions and about nationally negotiated pay deals etc so it would be helpful to have a discussion on how we are seeking to influence that.
- 12.5 PBI said that the actions on page 5 are all ongoing and suggested that it would be helpful for some timescales and responsible officers against those, so the implications and implementation of the actions can be monitored
- 12.6 PBI highlighted the I&D Development Plan which is an action on page 5 the Development of the People Impact Assessment Process on page 6, do we need more detailed items to come back to future P&Rs?
- 12.7 PBI said that although we are only required to report on this annually, as it is going in the wrong direction would JG like to request a mid-term review of this as part of the forward plan. RHy we do need to keep an eye on this and ensure it is regularly reported. RHy suggested that they take this away and he will discuss with Colette Black around the People Strategy and bring back at the best time for a meaningful review.

Action 83/20

RHY to liaise with Colette Black and NH re the Gender Pay Gap and People Strategy and give JTh a timescale when the best time is for a meaningful mid-term review

- 12.8 NH the narrative that the board has is what we intend to make public and publish on the website. NH feels that it would be helpful, that when the 20/20 data is received NH will provide a fuller understanding of the year on year comparison and detail that would not want to be published in the public domain.

- 12.9 Regarding the no I&D implications, NH has picked up on this and it will be rectified which is part of the People Impact Assessment Improvement which will be adopted as from November. We are not currently understanding what that question means.
- 12.10 NH agreed that a more detailed mid-term review would of value and will bring some more detail back to the board.
- 12.11 JG thanked NH for her work.

15. AOB

There being no further business the next ECFRS P&R Board meeting is to be held on 30 November 2020.

Meeting ended at 12.14pm