

## MINUTES

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

23 February 2022, 10.00 – 11.58 via Microsoft Teams

#### **Present:**

Roger Hirst (RH)	Police, Fire Crime Commissioner (Chair)
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer PFCC's Office
Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner (Chair)
Moira Bruin (MB)	Deputy Chief Fire Officer, ECFRS
Lucy Clayton (LC)	Performance Analyst, ECFRS
Karl Edwards (KE)	Director of Corporate Services, ECFRS
Neil Cross (NC)	Director and Section 151 Officer, ECFRS
Colette Black (CB)	Director of People Services
Jo Thornicroft (JT)	Head of Performance & Scrutiny (Fire), PFCC's Office
Chris Parker (CP)	Director of Operations
Christine Butler	Minutes, PFCC's office

#### **Apologies:**

Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's Office
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#### **1 Welcome and apologies**

RH welcomed all to the meeting, Chris Parker will be joining future meetings and noted apologies from Janet Perry.

Request by Lucy Clayton to move her item to earlier in the Agenda due to attending another meeting. The Board agreed to bring ahead of Finance on this Agenda.

#### **2 Minutes of the last meeting**

RH asked if there were any comments for accuracy on the Minutes

- 2.1 MB noted in section 6.8 line remove the words to "lift any bias that exists"
- 2.2 MB noted in 7.8 the word "interested" should be "interest"
- 2.3 NC noted in 5.14 "Collection Accounts" to be changed to Council Tax Collection Account.
- 2.4 RH asked if there were any matters arising that are not covered in the Agenda, Forward Plan or the Action Log.

The minutes of the last meeting were approved.

### **3 Action**

- 105/21 Home safety checks for operational crews. This has been discussed but date is still needed. Open
- 1/22 O/C turnover and the length of service. CB has shared information to JP & JT. Close
- 2/22 The absence reporting will be on the next Quarterly Reporting. JT will change the due date and keep open until the next Quarterly Report is due. Open
- 3/22 KE said that he emailed Jonathan Swan to ask if the Panel would find it helpful if there was a workshop walkthrough regarding Broadening the Role. KE has not heard back as yet but if the P&R board agree, then KE will move forward. RH is happy to be guided by Jonathan's response. Jonathan may take a different view as there is not a plan laid out for Broadening the Role which would be more of an issue for Strategic Board. Jonathan may wonder what we are auditing against. A paper may need to be brought to Strategic Board in the first instance, outlining the various activities that are in progress, including the actions, timeframes, and outcomes desired and it may well be that the Audit Committee may want to see that as mitigation of the risk. KE added that the reason that this was highlighted to go to the Audit Committee was that it was on the Risk register.

#### **Action 15/22**

**KE to schedule Broadening the Role for the June Strategic Board and if Jonathan Swan responds to KE, KE will inform him that it is being presented at the June Strategic Board and that the workshop will be post Strategic Board at the next Audit Committee meeting.**

- 4/22 A further cascade to the added to the Finance Pack, this will be in the February pack which will confirmed at the March Meeting. Open
- 5/22 The Impact of delays to the Capital Plan will be in the March reporting and is on the Forward Plan. Close
- 6/22 JP to be included on any meetings on Treasury Management and she is included on the next meeting which is 24.02. Close
- 7/22 LC to amend and update the Performance Report. This has been done and received by JT. The correct report will be published. Close
- 8/22 LC there was a number of issues that affected the Safe & Well Visits in December, fewer referrals from partner agencies, public still unsure about letting others in their homes and absences with staff. There has been an increase in January with Station numbers increasing. New targets will enable the Service to micro-manage the numbers to what they are expecting and what they would like them to get to with a focus on improving numbers on home visits and building an action plan to improve those numbers if needed after two months of monitoring the data. Open
- 9/22 JT has amended title on the Agenda to say that the Fire Standards were included in the Annual Plan. This has been done. Close
- 10/22 Closure Report on Home Safety Checks which has been amended with the rural element and circulated. Close
- 11/22 CB to look at correlation of training investment and morale. CB has sent some narrative but if the staff survey is run again then there is some information that was picked up last time which could make the correlation in the base line comparison and that would show that the investment in training is making a difference. CB added that if more immediate information was needed then a Pulse Survey would be undertaken using the same three questions as a datapoint, but CB would recommend waiting until October 2022 to make the correlation and comparison at that point. RH suggested to close on the proviso that CB's action is agreed on the Staff Survey later in this meeting.
- 12/22 Connection issues regarding documents. JT looks to be a long running action, we need to be able to view these documents and be able to publish them for information,

CB offered 1:1 time to anyone who would like to look at the data on her laptop. There is a lot of information reporting and dashboards coming up in the future and CB is happy to take offline with KE to look at making this happen. LC added that this is an area that the Service are looking at to explore how to securely publish the documents with specified recipients. The Data Insights Project will assist with this. JG said as part of the longer IT piece for the Service, would be to look at how the PFCC can access ECFRS information. There is a need to be more agile in this space and would be very helpful. Close

13/22 Regarding missing appendix on operational training last month. This has been circulated. Close

14/22 The Lesson Learned Paper to come to the O/C Conversion Project. There is a workshop planned at Great Baddow at the end of February and this information plus what they already have will give a more complete picture of lessons learned. The Lessons Learned Log will be in the next month's reporting.

#### **4. Forward Plan**

JT went through the Forward Plan

4.1 The Forward Plan for this meeting is as circulated but it is proposed to remove the HMICFRS Report which was originally on the Forward Plan for informal feedback. The formal report is on the Strategic Agenda for June. If there are any actions from the Report that the Board need to monitor, then these will be placed into the Forward Plan for P&R as appropriate.

#### **Action 16/22**

**MB proposed an action for the Forward Plan for JT & MB to review what is brought to each meeting on the back of the restructure and new roles that have been put in place in SLT.**

#### **6 Monthly Performance Report**

6.1 LC went through the highlights of the report for January 2022 which included incidents, attendance & availability, information governance, human resources, L&D, H&S, protection, home safety, community development & safeguarding.

6.2 RH said that the service appears to have turned a corner and there seems to be improvement. Is this due to improvement in the Covid situation or are there other drivers? LC said that Covid did have an impact; isolation played a big factor in terms of incidents. Easing up of restrictions together with the in-depth reporting, shows the detail on a granular level. The management around the visits is going in the right direction.

6.3 CP added that in relation to Protection and the Risk based Inspection Program, the BRRP had a huge impact on the Service last year and resources had to be redirected to enable it to be completed by the deadline. There is a plan in place to get the Risk Based Inspection Programme back on track and it is anticipated that the numbers will increase. CP is confident that output of individuals in the team can be increased by 50% which will have a significant effect on the numbers. The resourcing levels are returning and the gaps in the team have been filled. £500,000 is being invested in the training up of Operational W/T and Watch Commanders to support in this.

6.4 CP said that there is still some work required on Home Fire Safety Visits, although there is a 50% increase this is still nowhere near what the Service need to be. Part of the Deep Dive into the Home Fire Safety visits is the plan on how the Service get to the national average. A target has now been set to monitor where the Service is every month and there is a focus on encouraging the operational crews to go out on visits with achievable benchmarks with support from O/C firefighters.

6.5 RH agreed that this is key issue and according to the HMICFRS feedback that the Service should be doing thousands more than at present.

- 6.6 KE mentioned that technology improvements have been made with the introduction of a new platform in Essex CFRMIS which allows information and data to be input at the source of where the inspection is being carried out, rather than it being done back in the office and onto the system. The adoption of how the system is being used needs to be improved but it has made a difference by uploading and recording data easier, quicker, and more efficiently.
- 6.7 JT noted that Safeguarding referrals have significantly increased and asked that in the formal HMICFRS feedback there was a concern that staff were unsure about Safeguarding but it is Service personnel that are making the largest number of referrals. Does the increase in the referrals represent better understanding of safeguarding and is there going to be a resource implication as people become more aware? Are there resources in place within the team to deal with those?
- 6.8 CP said that the figures for Safeguarding this month have been very positive and most of the referrals are coming through our staff and are very high. This is replicated nationally. As part of his new role, CP will start to look at resourcing, structure, and support of the safeguarding team as there are only 3.5 people at present. There are many highly skilled members of staff in other areas, who with training, would be happy to support the Service in this.
- 6.9 Essex and Cambridgeshire are collaborating together on the issue of safeguarding where ECFRS provides strategic advice. The vision is for ECFRS to be the national leader. Donna Bentley (DB) is well placed nationally, and the rest of the region are now starting to contact ECFRS regarding supporting them as well. The Service are looking into this and want to ensure that the model is right before expanding too much at this time.
- 6.10 JG noted a drop in O/C Fitech passes, how will this be addressed? CB replied that the Service are now testing against a new fitness policy and the training of the second cohort of PTI's will be station-based personnel with an additional skill of fitness instructing.
- 6.11 JG noted that grievance cases had increased and asked if there was common theme. CB replied that these fall into two categories, the first one being relationships and the second one policy. HR partners meet weekly to run through each of the cases and Deep Dive once a month on a particular theme and are followed up via the People Board. There is not a common theme at present. CB is keeping a close eye on the levels which are currently at an acceptable level but would not like this level to go much higher.

## **5 Finance Report**

NC talked the Board through the key points of this month's Finance Pack

- 5.1 The YTD position is a £1.5m surplus at 10 months against a small deficit, which is £1.7m YTD improved to budget.
- 5.2 The monthly position has a surplus and the key reason is that there has been an underspend in the non-pay line item (premises and equipment) which relates to over accruing costs in relation to property which has been removed. This spend will still be used in the revenue budget in the final couple of months.
- 5.3 Concerning Operational Income, the position is £143k better in the month, with the ariel income and secondment catch up with invoicing.
- 5.4 The latest projected Forecast shows a surplus of £100k. There are a few key entries being processed towards the end of the financial year: -
- Precept – this is paid over the 11/12 month period, and so there is a drop off in the final month of precept income of approx. £750k. NC is looking to flatten this out in 22/23 to prevent this drop off.
  - Projection – Greenbook pay award is an estimated £250k

- Business Rates Collection Account – Some amendments were made last year to the Year End Statutory Accounts late in the process with an anticipation of £2.8m in the fund and also recognised some S31 Grants to pay from that deficit. The Service are expecting the S31 Grant to be paid in the coming weeks and will need to refund the District Collection Fund for that collection deficit and £100k gap is expected in those collections in the final couple of months.
- 5.5 Between the Precept, Pay Award and the Business Rates Collection Account there are some significant adjustments coming through.
  - 5.6 There have not been many movements in the Balance Sheet over the last month. There are a couple of movements regarding short term debtors that have reduced. The previous month saw an increased VAT debtor due to high costs in the month due to capital and a reduction of grants received in advance from creditors which is the funding of the pension scheme.
  - 5.7 There is an emergency CIPFA Consultation regarding pausing the Year End Property Valuations for a period of two years to help speed up annual audits and some information on leases. A response is due by 3<sup>rd</sup> March and NC will liaise with the PFCC on this. Although this consultation is going ahead NC has not delayed the standard process for valuations at Year End as it is late in the day and NC does not want anything to hold up the Year End process.
  - 5.8 There has been continued work on the PowerBi reporting. There are a couple of new dashboards as from the beginning of April, one focusing on pay costs within the Service and the second is Budget Holder Reports which will move away from the Excel spreadsheets previously used.
  - 5.9 Regarding Year End Accounts, there have been previous discussions on making the Accounts more of an Annual Report. This is being progressed and JP has had sight of a draft. The Annual Governance Statement has been updated and will go to Audit Committee. Last year's accounts have been prepared in a new format with simplified accounts where possible. The new version is a good step forward and we will share it via a meeting in the next few weeks. RH added that this is important as it needs to be constant in our budgets, P&R and Deep Dives.

#### **Action 17/22**

**NC to set up meetings to walk through and share the new style of last year's accounts.**

- 5.10 RH noted that the Service have £1.5m surplus at the moment but by the end of this year that will be down to £100k, the overspends are largely as expected as were the underspends. This puts the Service in a good place for next year for monthly monitoring to see exactly where the Service is as opposed to actuals which show a large divergence from budget.
- 5.11 NC highlighted that the Service are under budget in IT and some reprofiling of the base IT contract costs are at the moment part of the Data Digital programme where there may be some projects where reserve funding can be used. KE added that as it was mainly historical legacy systems that were based on a single server in Kelvedon Park, the migration to Cloud is more accessible. They come with licence fees and therefore a slight increase in cost on our previous premise costs. There are also some later savings regarding long term data storage and how it is used. Part of the DDS is Application Modernisation and this entire workstream is looking at all of applications that the Service use as well as its user licences to see what savings can be had.
- 5.12 KE said that where the Service has swapped over to Office 365 it has given internally a much better vision i.e. Power Apps which allow the Service to cut down on multiple processes to get to an end point and put them into a single technology solution i.e., electronic signing in at KP. JG said that what the Service learns from Office 365 would be interesting, and we would like to see what we could learn for use in the PFCC office.

- 5.13 NC feels that pay will be an area that will see pressure going forward. Having the visibility over the pay costs and redirecting a member of staff from the payroll team to concentrate on pay reporting and pay in the organisation, highlights the importance of getting to grips in this area and the importance of this detail.
- 5.14 JG thanked NC, as did RH, for the significant contribution that he has made transforming financial reporting, as these projects need leadership and NC has provided that. Also, to note is the good news that partners will be spending more time with budget holders rather than manipulating Excel Spreadsheets.
- 5.15 JG said that regarding the CIPFA Consultation, although it is good news that we do not have to do the property valuations for the two year period, but also through the good work that NC has done, that the Audit Accounts were signed off in good time, which would show in the consultation. JG made the point that it is about process, management and discipline and the Service have done that.
- 5.16 NC said that some narrative will be included on that. Some of the districts within Essex have not completed their audits from the prior financial year, so there is a real mix of messaging going out and the guidance is critical that local authorities have not completed their audits quick enough. NC added that not being part of the PSAA arrangements helped the Service who are working quite well with the auditors to work towards the timelines. NC said talking via a local accounting group, there is not an appetite for others to go through the process of arranging this themselves and going through the short term work and recruiting the external auditor even though it is only once every five years, but most are behind with their audits.
- 5.17 RH asked NC if the Service had to go out and recruit auditors this year. NC replied that this financial year end the Service are ok as there is an extension with EP. A further one-year extension is planned for 22/23 year end audit, but the Service would need to reprocure for the following year 24/25 with PSAA procurement when the new agreement kicks in, a paper has gone through the last Audit committee. NC can send Roger a summary paper to refresh.
- 5.18 PBI clarified that the one-year extension was only for the Fire and Rescue Service to bring it in line with the Contract that EP have, so that all the arrangements expire at the same time. The extension does not apply to EP. NC agreed.

**Action 18/22**

**NC to provide a summary paper to RH on the extension of procurement of Auditors for ECFRS in line with EP.**

**7 Annual Staff Engagement Survey**

- 7.1 CB asked the Board to approve an Annual Survey conducted by People Insights who are the organisation that was used in 2020 and there is a set of 25 questions that provide ongoing longitudinal data.
- 7.2 There are some minor amendments suggested in Option 1a which is the option being recommended to act on feedback received and the most significant adjustment is the way that the survey is followed up. In the paper there is a recommendation that we use 32 internal facilitators to visit every department and every watch after the annual survey as part of the demonstrating the "Being Heard" part of the survey which is very important culturally.
- 7.3 There are two free text questions which can be used when People Insights are used, and it is proposed to use one of the questions to evidence the work done on the Code of Ethics as the Service will be 10 Months into that work at that point, and the second would be a question that RH would frame on internal direction on his first 10 months in post.
- 7.4 RH asked if CB considered the Pulse Surveys and for CB to take him through the logic. CB said that the Service could in theory maintain an element of the longitudinal data in the Pulse Survey i.e., cut the existing questions down to a quarterly Pulse Survey perhaps mixed with issues of the moment. This option was not chosen due to the likely

completion rate. To increase the rate between 2018-2020 which increased from 56% to 64% required a whole service drive and it is felt that it would be more difficult to achieve that level of representation in quarterly Pulse Surveys, plus the resource element it would need. CB recommend using Pulse Surveys in a more informal way.

- 7.5 RH asked if doing both surveys is going to lead to survey exhaustion even faster. CB felt that it would if a large number of questions were being asked in the Pulse.
- 7.6 JT asked about the proposal to remove the demographic data due to feedback that people distrust that it is anonymous, and if there are any negatives in removing that. CB is suggesting that they do not remove all of it but reduce it as there is a need to hold onto some demographic data. The distrust may be less of an issue now as the Service have moved on.
- 7.8 RH asked what demographic data is intended to be removed? CB replied that protected characteristic data must be left behind as it has a disproportionate impact, and the information where someone works in the organisation helps the response being tailored. The information that could potentially be left out is the level someone is working. There is no reporting on groups of less than eight.
- 7.9 RH understands that the new uniforms are arriving shortly but has not seen them. KE replied that there are supply issues. Their manufacturing is done out of the Country and we have been advised that the uniform is sitting in large cargo containers in the Docks and that it is not accessible. The Service are hoping to roll out the uniform in April 2022. This is a collaborative procurement with Kent being the lead FRS in this area. KE will be speaking to Kent after this meeting.
- 7.10 The garments were shown to staff and the feedback was very positive. The quality of the garments is very good, and it is more modern with polo shirts with a new style of workwear and much more durable. Rather than the annual quota, this is more of a managed service and will be distributed when needed which will result in cost savings.
- 7.11 MB said that the arrival of uniforms was the most frequently asked question that she receives when she is out at stations. KE is to circulate to the Board some photos of the new uniform.
- 7.12 RH clarified that CB is recommending that the Annual Survey Option 1a should be approved. There is general support from the Board and that SLT members are with you on this. RH approved

#### **Action 19/22**

**KE is to circulate to the Board some photos of the new uniform.**

#### **8. Prevention Report**

CP updated the board on the Prevention Report and gave the highlights of the report.

- 8.1 The Strategy was launched in April 2021 and as part of that Strategy the restructure was completed in September 2021. In December 2021 all the posts were filled. In January 2022 most people moved to other jobs. The restructure allows the Service to deliver against the four pillars of Strategy.
- 8.2 One of the aims of the Strategy was to get it onto one page as this was important for internal staff and partners to be able to understand it. A lot of work was undertaken internally to give staff an idea of what was in the Strategy and a lot of work has gone into selling it to partners, which has been very successful.
- 8.3 In relation to governing the Strategy, delivery plans have been created against all four pillars and are reported in Strategic Quarterly Meetings which provides oversight of progress.
- 8.4 A large amount of work has been done with the Finance team to simplify the way the budget is managed in Prevention as it was previously quite complicated.
- 8.5 Last year there was a new Fire Prevention Standard, and the governance was replaced around that. Much like the Safeguarding Standard, Will Newman was part of the team

that wrote the Prevention Standard and the Service were well aligned to it when it was released. There is still much work to do on this, but CP is comfortable that the Service are in a good position moving forward.

- 8.6 The Service have adopted the triangle of delivery model and that has enabled the Service to reach every member of the public depending on their risk level i.e. those at highest risk are dealt with by the Safeguarding team who have enhanced skills, and as you move down the risk categories across the County there are different things that can be offered to the public. At all levels there is something that we can offer the public regarding safeguarding and safety advice.
- 8.7 Regarding target setting, this year is all about achieving the national average. Operational crews need to be delivering 5,200 visits a year on top of those delivered by the volunteers, community safety officers etc which will get the Service to the national average or beyond. CP in his new role will monitor this on a monthly basis.
- 8.9 Some work has been undertaken with the Community Safety Partnerships regarding the Strategic Assessment of Risk. They like the way that the Service do this and the information that we have been able to provide to assist them locally has gone down very well. Some of ECFRS reporting processes are going to be adopted as best practice. The Service need to ensure that this is consistent across all CSPs. The Service have really good links with some but not others and it is how the information flows back into the organisation and how the Service can address and support that.
- 8.10 Some of the new initiatives:
- Portable Misting systems which have just been purchased which are good for use with vulnerable people
  - ECDA – research into accidental dwelling fires, a modelling tool has been developed which other FRAs are interested in.
  - After incidents response Service (AIR) – to ensure the Service offer advice and reassurance to local communities along with Strategic After Incident Response.
- 8.11 There is a need to recruit an Analyst and Evaluation officer. The Service are still waiting for guidance from the latest HMICFRS inspection report to see what is to be evaluated. Will Newman will be working on this in the Summer of 2022.
- 8.12 RH said that regarding the Strategic Assessment of Risk that was revised and put to the CSPs, this usually comes to Strategic Board to be approved and needs to be assured that the one shared with the partners is the same as the one that has been seen. CP will check back with LC and come back with some information on how this has been done. RH would like to understand this further.

**Action 20/22**

**CP to check with LC regarding the version of the Strategic Assessment of Risk that has been distributed to CSP's and to come back to RH on how this has been done.**

- 8.13 RH asked regarding the School's vulnerability Matrix and the School's Booking system and wondered what the timing was for scoping both of those. CP replied that Matt Hill was working on that and he would go back and get some timescales.



## **Action 21/22**

### **CP to check with Matt Hill re the timing for scoping the School's Vulnerability Matrix and the School's Booking System.**

- 8.14 JT asked CP to explain what the difference is between the Home Safety Visits and the Home Fire Safety Checks that are being completed by the Crews. CP explained that the Home Safety Visits are broader, and they are carried out by the Community Safety Officers which are focused on the wider health talking also about falls, drugs, alcohol, and the wider advice, whereas the crews focus on fires. The plan is to expand out to the operational crews as well but there is an element of upskilling to be able to do this.
- 8.15 DB is seconded for a further year working on DBS checks for operational Firefighters and some of the legislation, which will go through parliament. RH would like to be briefed on how she gets on with the legislation as there are 18 MPs in Essex that are very significant, and we can move legislation quite well. It would be useful to have them on side and know that she is supported, and this can be slotted into the next MP Briefing. CP will be briefing SLT, RH and others with the world of safeguarding which has moved on significantly. JG agreed and said that Donna has done some significant work in this space and briefing RH now is a good time. Essex is leading the way on this and we are happy to be involved.

## **9. Grenfell Phase 1 High Level Action Plan**

MB gave the highlights in this update.

- 9.1. This is a response to Grenfell and MB has implemented this in the same way as the O/C Conversion Project which is to get some very strong governance on it to get it moving and to get some assurance around it.
- 9.2 This report is intended move to Quarterly Boards, but it is still with Monthly Boards at the moment to ensure that there is enough momentum and energy behind it.
- 9.3 JT has access to a full sheet of actions which is updated if any further detail is needed. MB will bring any exceptions to the board.
- 9.4 There is another category in the rag rating. Instead of actions rated red, where they were out of the control of the Service and unable to progress, they are now in a different category as they cannot be progressed at this time as they are with other agencies.
- 9.5 JT said that it differs from the initial report when the strands were pulled out. JT was interested in the NFCC reporting as she was not aware of the reporting mechanism and is interested on how that is working and what is happening with the information obtained. Is there a wider output in terms of shared practice? MB replied that the returns go back to the Fire Strategy and Reform Unit and they are monitoring how the FRSs across the UK are responding to this. The next one to go back is due on 30<sup>th</sup> March 2022 and MB will ensure that JT is sighted on this return. The next one after that is the 30<sup>th</sup> September. Other reports that go back are related to the spend on Grenfell Grants that were received. Members of the Finance Team are now on the Grenfell Board so that any finance decisions surrounding that money is ratified.

## **Action 22/22**

### **MB to let JT have sight of the next Grenfell report that is returned to the Fire Strategy and Reform Unit**

## **10. Quarter Three Operational Assurance**

- 10.1 MB said that this gives an update on the number of audits that have been carried out on stations. The Day Duty Officer Riding Project is not giving what the Service wanted it to, but there are plans for this to be revisited and reviewed.
- 10.2 Failure to respond is at 9; this does not mean that the crew failed to respond to the fire but that that the original pump was immobilised and unable to attend and so another one was sent from elsewhere.

- 10.3 An update on the debriefs is included in the report. The risk information was of concern but there has already been a review commissioned on how the risk information gets updated and we are looking to see what the CFRMIS system could offer in making this update more efficient.
- 10.4 RH noted that 27 out of 50 stations have been audited and asked if they were audited every two years. MB responded that a new regime had begun and there are quite a few that have come up as “not satisfactory” as a more robust approach is being taken and rectifying items that are not satisfactory.

## **11. Quarterly Health & Safety Report**

- 11.1 MB went through the report and said that a lot of time is still being spent dealing with Covid Guidance.
- 11.2 There have been three safety flashes for seatbelts, oxygen cylinders, fire hydrants and two significant accident investigations one of which was seatbelt stalks.
- 11.3 There is an update on an outstanding action from the RSM audit which is slowly being resolved.
- 11.4 The OSHENS system, which is the health and safety reporting system, has begun to be replaced.
- 11.5 There is included in the report a breakdown of accidents as requested to illustrate the nature of the accidents on a month-by-month basis.
- 11.6 One of the RIDDOR items was regarding a volleyball injury, which has been a topic of discussion in the H&S forum. The HSE Committee made a recommendation to the Service that volleyball is no longer to be played in the stations due to the number of serious injuries. The recommendation has been made to the new Director of Operations Chris Parker to take forward to the Stations.
- 11.7 There has been contact from the HMICFRS that there would be an H&S recommendation in our inspection report that had not been raised before. The recommendation is to ensure that BA communications are fit for purpose as there had been some comments from Firefighters that there had been difficulties. MB has carried out investigations and concluded that this is a legacy issue from some years ago at the time of a move from Analogue to a Digital system. There have not been any OSHENS reports highlighting any issues and some additional comms have been sent out asking to report any difficulties on BA comms. By the time the report comes out, MB is happy that some assurance would have been provided and this will not be an issue.

## **12. Converting Stations Update**

- 12.1 MB apologised for the Dovercourt paper not including the availability percentages. MB has now received this information and asked if the paper could be resubmitted.

### **Action 23/22**

**MB to provide an updated Dovercourt paper to include the availability percentages.**

- 12.2 Waltham Abbey has been converted which was successful and sat at 96% availability for January.
- 12.3 Great Baddow was converted last month and sat at 87% availability and also doing very well.
- 12.4 The first pump at Dovercourt sat at 100%, the second pump at 17% in December and this increased to 56% in January but is still not quite where it needs to be.
- 12.5 RH said the availability at Dovercourt has markedly increased but is still not where it is wanted which is 75%. RH asked MB if that was achievable and in what timeframe. MB replied that the theme that has run through the project is that the time it will take to grow and develop a fully competent crew has been underestimated. Given the pledges

that have been made around Dovercourt, everything will be done possible to increase the availability.

- 12.6 RH said that the availability was achieved in Frinton. MB said that this was during a time when breaks and working time directives were not instigated which reflected in the availability of the O/C appliances. O/C crews now are not allowed to be available all of the time by law, which also impacts on the availability.
- 12.7 RH noted that there have been a couple of departures of a Watch Manager and Firefighter and asked why there were leaving. CB will check to see if the exit interviews have been done.

#### **Action 24/22**

**CB to check to see if the exit Interviews have been conducted for the departures at Dovercourt and feedback the reasons for the departures.**

- 12.8 South Woodham is due to be converted by the latest on 31 July 2022 and is still on track for that date. MB hoped that it might be able to be converted sooner but it will certainly be done by the 31 July.
- 12.9 JG noted the good news that Asda had released someone and hoped that others followed. MB said that an O/C Engagement Event was held with MB, CP & CB and there was a discussion how O/C could get involved in business engagement.

#### **Publishing of Papers**

There were not any items that required clarification

#### **AOB**

RH said that the meeting was concluding ahead of the timed agenda due to the quality of the papers/presentations that are presented, which allow the meeting to run smoothly. There is a strong message here which shows that it is going very well. RH expressed his thanks to those at the meeting and those teams that support them. It feels transparent with a good overview of critical issues around Prevention, Protection, H&S and also the regular items of Performance and affordability as well as holding the Service to account. JG agreed that it is very positive.

There were no further items for any other business.

**Meeting ended at 11.53**