



MINUTES

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

30 June 2022, 1000 - 1130 via Microsoft Teams

Present:

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| Jane Gardner (JG) | Deputy Police, Fire and Crime Commissioner (Chair) |
| Colette Black (CB) | Director of People Services |
| Pippa Brent-Isherwood (PBI) | Chief Executive & Monitoring Officer PFCC |
| Moira Bruin (MB) | Deputy Chief Fire Officer, ECFRS |
| Lucy Clayton (LC) | Performance, Business Planning and Policy Manager |
| Neil Cross (NC) | Finance Director and Section 151 Officer, ECFRS |
| Karl Edwards (KE) | Director of Corporate Services |
| Chris Parker (CP) | Assistant Chief Fire Officer, Director of Operations, ECFRS |
| Janet Perry (JP) | Strategic Head of Performance & Resources, PFCC |
| Jo Thornicroft (JT) | Head of Performance & Scrutiny (Fire), PFCC |
| Camilla Brandal | Minutes, PFCC's office |

Apologies:

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| Roger Hirst (RH) | Police, Fire Crime Commissioner |
| Rick Hylton (RH) | Chief Fire Officer |

1 Welcome and apologies

JG welcomed everyone to the meeting and noted apologies from those above.

2 Minutes of the last meeting

- 2.1 NC asked if paragraph 9.1 could be amended to read 'the first Procurement Strategy where it is anticipated that it will be presented at the September Strategic Board meeting' not P&R.
- 2.2 Subject to this amendment, the minutes were approved and agreed.
- 2.3 There were no matters arising.

3 Action Log

14/21 Finance Training

NE confirmed that the training will be rolled out for July/ August following the last couple of amendments on the budget holder reports. It was agreed to move the due date for the training to November.

- 105/21 Annual Plan Update – Deep Dive Session
Date scheduled for 30 June. Propose close.
- 21/22 Prevention Report – School Vulnerability and Booking systems
Work due to be completed by end of June. Due date July.
- 27/22 Monthly Performance Report – Average Learning Engagement Percentage
CB confirmed that reporting data has been corrected with a dashboard being built. Propose close.
- 29/22 Q3 Performance Report – False alarms
Updated document received. Propose close.
- 35/22 Monthly Performance Report – Trend increase of secondary fires
New data analyst to look at secondary fires. Keep open.
- 36/22 Monthly Performance Report – National Target Trendline
More work to be done on the dashboard to incorporate the data as it is not a simple lift and shift exercise. Keep open.
- 37/22 Monthly Performance Report – Control Room Turnover Data
Meeting held and additional information sent to JP. Propose close.
- 38/22 Response Strategy Update – Epping
Thanks to be sent to James Taylor (ECFRS) for his clear engagement with CSPs.
- 41/22 Converting Station Action Plans – financial information
It was agreed that the next quarterly report would contain the finance information on the Action Plan. Propose close.
- 42/22 Target Setting Paper – Performance Deep Dive
On the proposed new Deep Dive Plan. Propose close.
- 43/22 P&R Terms of Reference
Terms of Reference presented at Strategic Board and Police, Fire and Crime Panel and agreed. Propose close.

4 Forward Plan

JTh went through the standing items and substantive items scheduled for July's meeting. KE asked if an item on the Information Governance Audit 12-month action plan could be tabled for August. There were no further comments on the proposed items as scheduled.

5 Finance Report

- 5.1 NC presented the Finance Report for the first two months of the year, with items to note on net expenditure being below budget, surplus items, variances, underspends on core costs for pay and non-pay and a small variance for Council tax collection funding.
- 5.2 A discussion took place around non pay costs, mileage, disposal of housing, Firelink project, the commencement of the Grant Thornton audit, issues with the

maintenance on the Finance system, capital forecasting, longer term view of the capital plan, and it was agreed that KE would bring a report on high level indicative costs to September's Strategic Board on the training facilities project.

[NC commented that an award of 2% had been made to Grey Book staff.]

Action: 44/22

KE to bring a report on high level indicative costs to September's Strategic Board on the training facilities project.

Action: 45/22

NC to ascertain what the Firelink figures related to and circulate after the meeting.

CB joined the meeting at 1024

6 Procurement Dashboard

- 6.1 NC presented the new Procurement Dashboard, and updated on items which included the team having now all been recruited, work being done on the Procurement Strategy which will be brought to September's Strategic Board, works planned under property, items under ICT, Corporate Services and Operations, supplier spend, contract summaries, any Single Tender Actions and the status of the RSM Audit Actions.
- 6.2 JG thanked NC and the team for the work that has gone into the new Dashboard which provided assurance around the procurement activity and how it is managed and monitored.
- 6.3 It was agreed that NC and JT would speak outside the meeting about what can and cannot be published from the Dashboard as it contains commercially sensitive items.

Action: 46/22

It was agreed that NC and JT would speak outside the meeting about what can and cannot be published from the Dashboard as it contains commercially sensitive items.

9 Annual TU Facilities Report

- 9.1 CB presented the report on the trade union facility time data usage which is due to be submitted to the Cabinet Office by 31 July 2022 for their reference. Items to highlight from the report included confirmation that a Union Facility Time Review is being undertaken to look at consistency of approach, pooled facility time finds, reporting arrangements, reviewing of framework agreements and good practice.
- 9.2 After a brief discussion, it was agreed that CB would report back on the Union Facility Time Review in 12 months' time.

10 Code of Ethics Update

- 10.1 CB presented the information report on the NFCC Fire Standard Core Code of Ethics which has been adopted in entirety within ECFRS. The report updated on progress made and highlighted the remaining activities and timelines for completion.

- 10.2 A discussion took place around the low figures for completing online training and CB confirmed that this mandatory training is being encouraged to complete, and next month's employee engagement update would contain a free text box around Code of Ethics with the results being shared in due course.

JP left the meeting at 1050

11 Estates Strategy Update

- 11.1 KE presented the update which included items on the MOD Wethersfield site, training facilities, joint Fleet Workshops, modernisation of stations, summary tracker and programme scheduling.

LC joined the meeting at 1056

- 11.2 JG commented that it was good to see that the maintenance programme of works for the stations was progressing.

JP re-joined the meeting at 1100

7 Performance Report - monthly

- 7.1 LC presented the monthly report dashboards which contained items on appliance availability, attendance within 15 minutes, prevention visits, protection visits, sickness and life-threatening incidents.
- 7.2 A discussion took place around the prevention visits and the target that had been set to meet the national average figures, and LC confirmed that more information will be included for the next meeting that reports on the position and the work done on the growth month by month to target. CP confirmed that there had been issues with accessing the data from partners, but ECFRS would be working on an interim solution for generating Home Fire Safety Visits to vulnerable people and allow the target to be met.
- 7.3 LC updated on the data on deliberate fires, non-domestic fires, accidental dwelling fires, primary fire injuries and false alarms. LC confirmed that the number of fires had started to increase compared with the figures for last year. LC updated on the availability of appliances, individual stations figures and attendances. LC also updated on the casualty figures, RBIP targets, Building Regulation meetings, safeguarding and education visits, training and Information Governance items, HR, and sickness. LC confirmed that there would be a new page on the dashboard reporting on workforce diversity taken from data held on Civica.
- 7.4 A brief conversation took place around the Prevention and Protection visits and the numbers. It was clarified that the numbers include the Home Fire Safety Checks and the Safe and Well visits.

8 Q4 Performance Report

- 8.1 LC presented the report which updated on items including attendance times, special services (flooding issues in February), pump and appliance availability, fire station coverage, fires, audits, Education Team visits, accidental dwelling fires, smoke alarms, deliberate fires, fatality and casualties, Home Safety interventions,

Safeguarding Team work, Killed and Seriously Injured, Road Traffic Collisions, false alarms, diversity data and Information Governance items.

- 8.2 A conversation took place around the smoke alarm visits and it was agreed that LC would look into the figures and the reasons behind the non-activations (possibly removal of batteries). A further brief discussion took place around carbon monoxide detectors and the advice offered by the Service.

12 Deep Dive Programme 2022/23

JTh confirmed that the proposal is for 6 Deep Dives per year based on the Annual Plan. The six proposals were for Performance Measures and Targets, Digital and Data, Prevention Strategy, MTA response, RBIP, and Procurement. NC commented that he would like Procurement would be put onto the internal audit schedule and for this to sync with the Deep Dive Programme.

13 Quarterly Risk Review

MB confirmed that there were 14 risks on the Register with only 1 red risk around Hot Fire Training facilities which was awaiting an Outline Business Case. Risk 8 had moved from red to amber around mobilising communications failure. MB would confirm to JT as to whether this paper can be published.

Action: 47/22

MB to confirm to JT as to whether or not the Quarterly Risk Review can be published.

14 On-call Conversion Project – Station update

- 14.1 MB updated on Dovercourt, Waltham Abbey and Great Baddow and the conversion of South Woodham Ferrers. MB confirmed that once all the stations have been converted, the transitional arrangements will be transferred to business as usual. KE updated on the Dovercourt and Harwich joint project with Essex Police.

15 Any Other Business and publication of papers

NC and JT to speak about publishing of the Procurement Dashboard. KE asked that the Estates Strategy update is not published due to sensitive information contained within it.

There being no further business, the meeting closed at 1140.