



MINUTES

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

29 March 2023, 1000 to 1200 via Microsoft Teams

Present:

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner (Chair)
Colette Black (CB)	Director of People Services, ECFRS
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer PFCC's office
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, ECFRS
Chris Parker (CP)	Assistant Chief Fire Officer, Director of Operations, ECFRS
Jo Thornicroft (JT)	Head of Performance & Scrutiny (Fire), PFCC's office
Jeremy White (JW)	Finance Manager, PFCC's office (standing in for JP)
Christine Butler	Typed up by Camilla Brandal, PFCC's office

Apologies:

Roger Hirst (RH)	Police, Fire and Crime Commissioner
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's office

1 Welcome and apologies

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

2 Minutes of the last meeting

- 2.1 MB confirmed that Jim Palmer was not in attendance at the February meeting and was not a regular attendee, with reference being removed.
- 2.2 MB asked that under paragraph 8.5, 'Anna' be referred to as 'Anna Tuckwell'.
- 2.3 MB asked if Action 92/22 fourth line could refer to 'Tim Gardner' instead of 'Tim'.
- 2.4 Subject to these amendments, the minutes were approved and agreed. There were no matters arising.

3 Action Log

- 82/22 Special Services Data
JT proposed that this action is closed as information contained within Special Service Deep Dive paper. Close.
- 03/23 Enforcement and Remediation on Clad Buildings
Paper for publishing has been provided in redacted format to PFCC's office. Close.
- 04/23 Enforcement and Remediation on Clad Buildings – Sycamore Field
Briefing provided to PFCC's office. Close.
- 06/23 Performance Report – Standbys
LC confirmed that the data analysis had been carried out and initial findings (by pump and station) suggest that there is no impact on delivery of prevention and protection activities. LC confirmed that the spreadsheet will be circulated by the end of the week. Close.
- 06a/23 Performance Report – Leave Policy
CB confirmed that Leave Policy is being consulted on with last phase due on 23 June. Close.
- 07/23 Information Governance update
List of contacts provided to KE. Close.
- 08/23 Quarterly Grenfell Phase 1 High level Action plan
Wording in Equality section to be amended from April onwards. Wording to be looked at on each future paper. Close.
- 09/23 Converted Stations Transitional update – FBU information
Additional information on costs sent through to RH and RHy by CP. Close.
- 10/23 AOB – HMI Cause for Concern – monitoring progress
Areas of improvement being monitored by the Service (Tracey King and Will Newman). Close.
- 11/23 AOB – HMI Cause for Concern – assurance going forward
Assurance update on Forward Plan for June. Close.
- 12/23 AOB – Publication of Papers
Wording in Equality section to be amended from April onwards. Wording to be looked at on each future paper. Close.

4 Forward Plan

- 4.1 JT had received a suggested item on Feedback from Station Visits conducted by PFCC/ Deputy PFCC for April's meeting. JG confirmed that the conversations that she had had at stations she had visited were positive and complimentary.
- 4.2 CB asked if the Staff Survey item for this meeting be deferred to next month's meeting (due to staff illness).

5 Finance Report

- 5.1 NC presented the Finance Report to end February. JW had reviewed the narrative and outlined some inconsistent points which NC confirmed would all be addressed on the narrative for the next month's reporting. NC reported on the small deficit figures for the month end (mainly on premises and equipment utility bills). There is an overspend on consultancy costs for Fire Training Facilities and the RIBA Stage 2 business case. These will be aligned in March's figures.
- 5.2 The Report contained items on YTD Summary Income and Expenditure, Period Summary Income and Expenditure, Operational Costs, Outturns, Balance Sheet and Cashflow. NC noted the projected deficit of £1.4m which had increased by £100k from the prior estimate based on pay costs but there is a possible £100k source of income on pay costs for the pay award figures.
- 5.3 NC noted the short-term debtors on the Balance Sheet (£1m due to pension monies) and a reduction of cash balance (£1.8m) mainly payment runs but which were not unexpected. NC also updated on the committed orders and spends which is resulting in a different position from previous years. JG recognised the significant work that has been done in this area of work which has resulted in the position the Service is in now. NC noted that the Productivity and Efficiency Plan needs to be submitted by 31 March and a Decision Report will be produced to sign this off. NC also confirmed that the contract for the new Finance System is being worked through with a Decision Report being drawn up.

11 Summary year end timetable

NC presented the timetable (working on basis of publication of draft accounts on 31 May with sign off and publication of final accounts by end September). NC confirmed that dates have been put into the diaries for Audit Committees and Strategic Board sign offs. JG thanked NC for the work done on the timetable – which was agreed.

6 Procurement Dashboard

- 6.1 ST updated on the recent activity around a number of high value large tenders, recruitment and Single Tender Actions (none in February).
- 6.2 A brief discussion took place around the recruitment issues (unable to fill post) and possible associated extra costs and the new appliance tender and whether the crews have any input into the tender requirements (they will do).

NC and ST left the meeting at 1040

7 Performance Report

- 7.1 LC presented the Performance Report for February which included items on station coverage, numbers of incidents attended, Home Fire Safety Checks, Very high/high risk Protection audits, Accidental Dwelling Fires, Calls to Control, non-domestic fires, deliberate fires and animal rescues. The report also included items on Road Traffic Collisions and people data.

- 7.2 A brief discussion took place around whether the improvement in the response times to life threatening incident response was a result of ongoing work looking at information calls and individual targets with Control operators and as a result of the data cleansing exercises.
- 7.3 JG noted the number of Fire Safety Checks that had been undertaken and commended the Service and the number of RTCs attended (which had reduced).

8 Q3 Performance Report

- 8.1 LC presented the Q3 Performance Report which contained items on response and call times, Special Services, Unwanted fire signals and people operations in particular. A brief discussion took place around the 2 Accidental Dwelling Fires with fatalities and the unwanted fire signals. A further discussion took place around the global availability and the impact employee leave had on the target which is being managed.
- 8.2 LC presented the example report on People Data which will be used in future reports (using ECFRS's four different staffing systems and including the national FRS benchmarking data).
- 8.3 JT asked about the people data in the Performance Report and whether it needs to be included as part of the monthly report or a quarterly report. A discussion took place around the reporting and it was agreed that a meeting be set up to work out which headline items are to be included in the report and whether the opportunity of being able to drill down into further items (which are not headline items) during a deep dive or a separate quarterly or six monthly meeting using the live Power BI system.

Action 13/23

It was agreed that a meeting would be set up to work out which headline items are to be included in the Quarterly Performance Reporting on people data and the suggestion of being able to draw down live Power BI system data to interrogate whilst in P&R or a Deep Dive meeting.

9 Special Services Data Analysis

LC presented the analysis on the Special Service incidents which included detail on the findings and types of Special Service incidents. It was confirmed that the Deep Dive had proven very informative and there were no further questions arising from the analysis.

10 Annual Plan Update incl Fire Standards

- 10.1 LC presented the Annual Plan update with the projected end of year status (activities closed, proposed for closure, due to complete by end of March, activities due to roll over and activities that have been paused). JG asked about the Fire Standards which were not included in the report. It was confirmed that the Fire Standards reference was a legacy item (from the gap analysis work which has been completed) and will be removed from the final Annual Plan.

- 10.2 JT asked about the governance of the activities under the Plan as the numbers had changed substantially from the beginning of the year (2023/24 now signed off). It was confirmed that the increase in the numbers had arisen from the HMICFRS inspection as those recommendations/ activities had been added to the Annual Plan.

LC left the meeting at 1118.

12 Staff Survey Update following Manager Visits

Deferred to April's Performance and Resources Board meeting.

13 Protection Strategy update

- 13.1 CP presented the update on the Protection Strategy which included items on the amendments to the Risk Based Inspection Programme (mainly around high risk and very high-risk buildings), community engagement, succession planning, response to consultations, work to be done around a new way of responding to unwanted fire signals and assurance processes for the protection function.
- 13.2 JG asked about the proposal to visit every high-risk property annually and would this change in strategic direction require a Decision Report. After a brief discussion, it was agreed that a Decision Report would be required for any change to the Protection Strategy and that it would either be tabled at an Extraordinary Strategic Board in May or the Strategic Board in June.

14 Converted Stations Transitional Group update

- 14.1 CP presented the information paper on the converted stations transition. The paper provided information on the progress of each of the individual four stations that formed part of the On-Call Conversion Project.
- 14.2 JT asked about the issue with the Dovercourt BA training courses and a brief discussion took place around the BA training courses issue. It was agreed that CB would investigate this issue further and report back.

Action 14/23

CB to investigate change in policy for 2023 regarding booking colleagues onto pre-learning and initial course for BA at the same time

15 Any Other Business

JG wanted to thank Christine Butler for her work done in relation to this Board as it was her last meeting prior to leaving the PFCC's office.

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