



## MINUTES

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

27 April 2023, 1400 to 1600 via Microsoft Teams

#### **Present:**

Roger Hirst (RH)	Police, Fire and Crime Commissioner (Chair)
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
Sarah Smith (SS)	Procurement Manager, ECFRS
Jo Thornicroft (JT)	Head of Performance & Scrutiny (Fire), PFCC's office
Jeremy White (JW)	Finance Manager, PFCC's office (standing in for JP)
Sammy Bardsley	Minutes, Scrutiny Officer, PFCC's office

#### **Apologies:**

Colette Black (CB)	Director of People Services, ECFRS
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer PFCC's office
Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner
Chris Parker (CP)	Assistant Chief Fire Officer, Director of Operations, ECFRS
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's office

#### 1 Welcome and apologies

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

#### 2 Minutes of the last meeting

- 2.1 MB Rick Hylton was noted as an apology on the previous minutes, he is not a regular attendee, this is not required.
- 2.2 MB The wording in 6.2 requires amending for clarity, mentions recruitment issues with the recruitment property manager but not what the issues are, would be better noting only that we have been unable to fill the post thus far.
- 2.3 Subject to these amendments, the minutes were approved and agreed. There were no matters arising.

### 3 Action Log

- 13/23 Q3 Performance Report  
Working with LC and JT to agree proposal for People Data in quarterly performance, a meeting is in place for this, JT to be invited. Remain open.
- 14/23 Converted Stations Transitional Group Update  
Increase in available capacity for BA training of 37% for 23/24. Close

### 4 Forward Plan

- 4.1 MB amendments are required, Quarterly Ops Assurance Report is listed for CP, requires amending to MB. References to JP a should be CP
- 4.2 JT The agenda for May is substantial, many are quarterly reports which should not be onerous, RH agreed Target Setting could have questions covered in the pre-meet.

### 5 Finance Report

- 5.1 NC presented the Finance Report for the year. The final full year position is a deficit of £1.2m. This is a £1.1m adverse variance to core budget and £0.3m variance to the expected outturn position. Overspends are mainly due to the pay award and premises and other equipment costs and consultancy fees. The variance to the expected outturn position is due to receiving £357k of NNDR pooling funding from 2021-22 in March, this was a prior year adjustment that came in from the council districts.
- 5.2 The Report contained items on YTD Summary Income and Expenditure, Period Summary Income and Expenditure, Operational Income, Outturns, Balance Sheet, Cashflow and Capital Expenditure
- 5.3 The Year End accounts deadline for publishing remains 31/05/23.

### 6 Procurement Dashboard

- 6.1 SS the Procurement team attended a procurement conference regarding the upcoming changes to the public procurement regulations and the Category Procurement Manager attended the latest Procurement Alliance in Essex (PAE) group meeting, allowing for shared learning, collaboration and networking in this field.
- 6.2 SS ECFRS have joined a national fire procurement collaboration with 3 other forces for cleaning. The procurement is being led by the NFCC Procurement Hub and is now live for tender. Due to the value of this procurement a Decision Sheet will be presented requiring a quick turnaround; to ensure we meet the set procurement timetable and that the go live date, set for October, is not affected.
- 6.3 SS ICT and Corporate Services were discussed with it noted that the new drones had been purchased and would be ready for summer. Eight Electric Vehicle Chargers for Kelvedon Park should be operational for June. There were no single tender actions for March

- 6.4 SS Transparency requirements on the Fire service (as governed by the PFCC) over the data published on copies of contracts and invitations to tenders above a certain value differ to the current processes. Discussions with JT have occurred and meetings with the 7 forces alliance are due to take place to better understand and meet these requirements. JT reiterated it is also the Police that are not meeting these requirements and that it is therefore best to complete jointly to provide the correct solution.

### SS left the meeting at 1450

## 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, attendance within 15 minutes, accidental dwelling fires, calls to Control, non-domestic fires, deliberate fires and animal rescues. The report also included items on Road Traffic Collisions, people data and two fatalities this month.
- 7.2 RH noted that two fatal fires in a month is high by our standards. More detail to understand why one of the eight occupants couldn't be saved in the first fatality and to have more detail around the second fire would be welcomed.

### **Action: 15/23**

**A serious after incidents response would have been undertaken for both fatalities. MB to provide the board with an email briefing.**

- 7.3 RH noticed the number of RTCs attended by Fire was higher than those attended by SERP which seemed unusual. LC advised this was due to us presenting all attendances and SERP only presenting serious or fatal attendances. This does cause confusion as the data is not directly comparable.
- 7.4 JT The Risk Based Inspection Program needs to come back to a strategic board with a decision sheet as part of the protection strategy and this is not on the forward plan, will it be ready for the June Strategic Board? MB will follow up with those responsible.

### LC left the meeting at 1510

## 8 Enforcement and Remediation of Clad Buildings

- 8.1 MB presented the paper, a change in inspection manager is allowing this work to again progress at pace. Premises with outstanding work have been updated in blue text in the paper, which notes several successes alongside those earmarked for potential enforcement actions if not advanced.
- 8.2 RH raised potential concerns surrounding the Harlow property as this is a significant burden on the local authority. Can we guarantee that there is good contact between all parties and ensure the best for the residents.

### **Action: 16/23**

**MB to confirm the contact between ECFRS, Harlow Council and the developers are strong, to ensure the residents welfare.**

- 8.3 JT advised this paper was previously redacted. MB requested for the time being this continue to be redacted before publishing.

## 9 Quarterly Working Well Together

- 9.1 KE presented an update on our position in terms of our program of working well together with our representative bodies for Q4 22/23. A total of 20 policies were agreed, including 2 which initially failed to agree. In addition, there were 23 Operational Policies and National Operational Guidance agreed during 22/23. These include off-payroll working compliance, special leave policy, market supplement policy, dignity and inclusion at work policy and the new modern slavery policy. Still under consultation are the annual leave, abatement policy, DBS checks and Operational Assurance Station Audits. Outstanding are the domestic abuse guidance toolkit and Core Skills Assurance Program (CSAP) Policy. Failure to agree has only the expenses policy remaining.
- 9.2 JT, Jane Gardner has requested the annual leave policy be circulated once approved, KE agreed to this.

## 10 Feedback from Station Visits

- 10.1 JT Advised this paper is a courtesy to the elements that came out of the PFCC visits to wholtime stations as part of the engagement program, also holding an element of scrutiny.
- 10.2 RH noted that the Essex weighting/local allowance had been considered for this pay round but capacity to do so in the current year was not available, it would be welcome for consideration in the future depending on how things develop.
- 10.3 MB was encouraged there was nothing unexpected and advised it was useful to have the information triangulated; to know that what staff are telling the PFCC is the same as what we are already being told locally. It was reassured that the information would be taken on board where necessary and appropriate.

## 11 Response Strategy Update

- 11.1 MB presented highlighting the Group Manager positions in the response structure have been confirmed. The Control team won the team of the year at the People Awards; this signifies the hard work from the people and the cultural changes that have been made in this space. The Southwest Command are piloting increased use of on-call moves to provide a more flexible resource and ensure appliance availability is increased. The review of Risk Information has concluded with key areas of focus; the head of response in conjunction with the other area managers will pull those recommendations into an action plan with appropriate owners. The on-call support team has been confirmed as being embedded in the Northwest Command area.

## 12 Quarterly Portfolio of Change Update

- 12.1 MB presented the quarterly report, advising the portfolio is being managed well overall. All areas are green bar the Digital & Data Program, which is amber. This being an increase from red in previous reports.
- 12.2 MB also presented the end of year report, noting a positive news story with the Innovation & Change Annual Progress, reviewed by an external contractor, showing continued maturity from 2021.

### 13 Converted Stations Transitional Group update

- 13.1 MB 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. Availability at the Dovercourt Station has dropped over the previous two months, Waltham Abby Station coverage rose slightly, Great Baddow is consistent and South Woodham Ferrers has also dropped slightly since February. The main causes for the drops and low availability are the number of stage 1 firefighters that are early in service awaiting skilling up to stage 2 competency. A joint establishment at Great Baddow and South Woodham Ferrers is being trialled to merge crews and increase capacity.
- 13.2 RH raised the concern that there appears to be a persistent issue with the crews being made up of 50% stage 1 firefighters and that the levels of availability are still falling far short of levels deemed required in the risk assessments. KE reassured that this is recognised at SLT and options are to be workshopped to mitigate this going forward.

### 14 Any Other Business

JT thanked Southend on behalf of the PFCC's Office for hosting their recent development day. The crews went above and beyond providing a wealth of useful information, prompting many a discussion on what additional partnership work could be completed and additional ways we can support the delivery of all our objectives.

**Action: 17/23**

**MB noted the thanks to Southend and will be arranging an official thank you to the duty watch.**

There being no further business, the meeting closed at 1545.