



MINUTES

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

29 June 2023, 1400 to 1600 via Microsoft Teams

Present:

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner (Chair)
Ian Adams (IA)	Area Manager, Prevention and Protection, ECFRS
Colette Black (CB)	Director of People Services, ECFRS
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
Jim Palmer (JPa)	Area Manager, Response, ECFRS
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's office
Jo Thornicroft (JT)	Head of Performance & Scrutiny (Fire), PFCC's office
Camilla Brandal	Minutes, PFCC's office

Apologies:

Roger Hirst (RH)	Police, Fire and Crime Commissioner
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer, PFCC's office
Karl Edwards (KE)	Director of Corporate Services, ECFRS
Sarah Smith (SS)	Procurement Manager, ECFRS

1 Welcome and apologies

JG welcomed everyone to the meeting and noted apologies from those above. JG wanted to take time to recognise the contribution made by Chris Parker to the Service and the meetings that he attended and participated in, and he will be sorely missed.

2 Minutes of the last meeting

There were no amendments to the minutes of the meeting of 1 June 2023 and they were therefore approved. There were no matters arising.

3 Action Log

- 18/23 Finance Report
Information requested now included in June finance pack. Close.
- 19/23 Finance Report
June Strategic Board paper covered updated budget position. Close.

- 20/23 Finance Report
Management of £9.4m capital spend – ongoing.
- 21/23 Finance Report
Closed during previous meeting under AOB. Close.
- 22/23 Procurement Report
Email circulated providing details. Close.
- 23/23 Procurement Report
Completed and response sent. Further clarification sought. Ongoing.
- 24/23 Performance Report
Paper being prepared – on agenda for this meeting. Close.
- 25/23 Performance Report
Narrative provided on second page. Close.
- 26/23 On-call Support and Development
Metrics provided. Close.
- 27/23 Safer Together
Workshop being arranged. Ongoing.
- 28/23 Annual Workforce Report
Positive Action Plan added to Forward Plan for October. Close.
- 29/23 Converted Stations Transitional Group Update
Discussions underway. Close.

4 Forward Plan

JT went through the Forward Plan with the added response times over 20 minutes for potentially life threatening incidents to be included in Performance Report for July. Andy Smith to replace Chris Parker on the Forward Plan.

5 Finance Report

- 5.1 NC presented the finance papers for May 2023 and updated on the position on income and expenditure for Year to Date compared with the budget and the capital expenditure spend against budget for the period to May 2023.
- 5.2 NC updated on the surplus position, pay awards, non-pay costs, underspends, operational income and cashflow, vehicles, submission of surveys and external audit start date.
- 5.3 A brief discussion took place around the work done around the profiling of the budget for next year, funding for the new vehicles, whether a Decision Report for the pension issue is needed or not (it is), and the survey submissions to be shared through the Productivity Plan. JG also thanked the Service for their quick response to the investment in vehicles which has resulted in people feeling valued.

6 Procurement Dashboard

NC updated on the work that has been carried out in June; namely, the Property Manager starts on 14 August, work with Blue Light Commercial, review of PPE annual indexation and confirmation that there were no Single Tender Actions for May. NC also updated on the property projects, the ICT projects, Corporate Services projects and the contracts summary.

7 Monthly Performance Report (May)

- 7.1 LC presented the Performance Report for May which included items on new performance targets, unwanted Fire Signals, RBIP classifications and Attendance times.
- 7.2 A discussion took place around the performance targets and rates and how other Services record their data, the work that will be done on the outcomes of the data, information on fatalities will be sent through the PFCC's office separately due to the sensitive nature, the possibility of a separate safeguarding annual paper (IA to share monthly reporting on safeguarding with PFCC's office), and it was agreed that any changes to the dashboard reporting would be delayed until there was capacity in LC's team.

8 Quarterly Performance Report

- 8.1 LC presented the quarterly report (January, February and March) which included items on Response, Performance, Prevention, People Operations, Information Governance, RTC and Fire Fatalities.
- 8.2 A brief discussion took place around deliberate fires and accidental fires and the narrative in the report which will assist greatly for the Police, Fire and Crime Panel members.

9 Target Setting

LC presented the Target Setting paper where the recommendations were to review the Performance Framework, note the methodology used and agree the targets. JG thanked LC and the Service for the level of detail available for the reporting. JT asked about the reporting around the diversity figures (in the annual Workforce Plan) and fire deaths and fire injuries and where these are reported? It was agreed that LC would add the fire deaths and fire injuries data back into the reporting. A brief discussion took place around the global availability for appliances which is reported as an aggregate figure and how the CRMP work will address the targets for each station.

LC left the meeting at 1537.

10 Annual TU Facilities Report

CB presented the update paper on the TU Facilities and confirmed that the trade union facility time data usage will be submitted to the Cabinet Office by 31 July 2023 as part of the governance regulations. Comments were made that the update paper showed the good working relationships that the Service have with the Trade Unions.

11 Feedback from Review of Grievance Cases and Allegations

CB updated on the Safer Together workstreams and the recommendations from workstreams 5 and 6.

12 School Vulnerability and Booking System for Education Team

IA presented the update paper and confirmed that the booking system has now gone live (and links directly into schools). The work being done around school visits etc is being overseen by the ECFRS Prevention Delivery Plan. It was agreed that this paper could be published.

13 Deep Dive Programme

JT confirmed that there were 6 new proposed areas for Deep Dives, namely; Control and Resource Management, Property Management and Maintenance, HMICFRS Recommendations Assurance Process, Change Programme, Data Quality and Assurance, and On-Call and On-Call liaison. JT confirmed that she would work with SLT to agree the dates. It was agreed that Control and Resource Management would be scheduled towards the end of the Programme.

14 Assurance Strategy update

MB confirmed that the update provided a snapshot of the work done on the Assurance Strategy and case studies for information.

15 Protection Strategy update

IA presented the update on the new Risk Based Inspection Programme, new targets, staffing and competency levels, data, Fire Safety Checks, engagement with businesses and future plans.

16 Converted Stations Transitional Group update

JPa presented the paper which included station updates and coverage versus availability figures. A brief discussion took place around the Dovercourt incident types when no available pump – JPa would report back.

17 Any Other Business

JPa and IA updated on the Home Fire Safety Visit checks, where there has been a 100% increase in checks carried out by operational crews. There was a slight dip in April and May but the visits in June had increased. Work is being done around how to target vulnerable people better and better use of the data held. IA confirmed that a new Live Safe lead had started work on cleansing the Home Fire Safety checks data. IA had also been working with partners to improve data sharing across the county.

There being no further business, the meeting closed at 1603.