

MINUTES
POLICE, FIRE AND CRIME COMMISSIONER FOR ESSEX AND
ESSEX COUNTY FIRE & RESCUE SERVICE
STRATEGIC BOARD

1400 to 1600

8th June 2023

Via Microsoft Teams

Present:

Roger Hirst (RH)	Police, Fire and Crime Commissioner (Chair)
Colette Black (CB)	Director of People Services, ECFRS
Pippa Brent-Isherwood (PBI)	Chief Executive Officer, PFCC's office
Neil Cross (NC)	Chief Finance Officer, ECFRS
James Durrant (JD)	Pensions Manager, ECFRS
Karl Edwards (KE)	Director of Corporate Services, ECFRS
Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner
Rick Hylton (RHyl)	Chief Fire Officer, ECFRS
Janet Perry (JP)	Strategic Head of Performance and Resources, PFCC's office
Andy Smith (AS)	T/Director of Operations (standing in for Chris Parker)
Jo Thornicroft (JT)	Head of Performance and Scrutiny (Fire), PFCC's office
Camilla Brandal	Minutes, PFCC's office

Apologies:

Moira Bruin	Deputy Chief Fire Officer, ECFRS
Emily Cheyne	Assistant Director Communications, ECFRS
Chris Parker	Director of Operations, ECFRS

1 Welcome and apologies

RH welcomed everyone to the meeting and introductions were made for AS's information and benefit.

2 Minutes of the previous meeting and any matters arising

The minutes of the previous two meetings (March's Strategic and May's Extraordinary Strategic) were approved with no amendments. There were no matters arising from these minutes. KE asked if the Agenda order for today's meeting could be amended slightly, taking item 11 before item 10.

3 Action Log

- 38/22 PFCCFRA Constitution – Anti-Fraud and Bribery Policy
Due date moved to September.
- 61/22 Proposed Budget & MTFs – Cascade
JP and NC working on numbers. Formal update to follow to P&R.
- 67/22 Building Risk Review – interim update
HSE annual report anticipated to be published in September. Move due date to September.
- 01/23 Annual Plan 2023/24
DR 007-23 submitted and signed off. Close.
- 02/23 Annual Pay Policy
Pay Policy Statement DR submitted and signed off. Close.
- 03/23 Annual Equality Compliance Report
DR 026-23 submitted and being processed.
- 04/23 Annual Equality Compliance Report
Mapping exercise to be part of the wider piece of the People Strategy Action Plan work. To be put on Forward Plan for September P&R. Close.
- 05/23 Treasury Management Strategy
DR 014-23 submitted and signed off. Close.
- 06/23 Medium Term Financial Strategy
DR 012-23 submitted and signed off. Close.
- 07/23 Reserves Strategy
DR 011-23 submitted and signed off. Close.
- 08/23 Capital Strategy
DR 013-23 submitted and signed off. Close.
- 09/23 Risk Strategy
PFCC's Risk Appetite Statement and Matrix shared with ECFRS. Close.
- 10/23 Phase II Public Perception Paper
DR 009-23 submitted and signed off. Close.

4 Forward Plan

It was agreed that the Extraordinary Meeting diarised for 26 July could be cancelled as the draft Financial Statements have now been published. Extra items for September's meeting are Training Facilities, Joint Fleet Workshops and Immediate Detriment.

5 Medium Term Financial Strategy – update

- 5.1 NC went through the MTFs and provided an update around pay awards, the balanced budget position, cost of living allowances, Council Tax surplus, projected

deficit figure, the work being done in the Productivity and Efficiency Board (currently savings in year of £420k), interest received and non-pay costs.

- 5.2 A discussion took place around the pay inflation, the budget gap, base budget figures and assumptions, (NC to amend the net budget requirement line to 88.4 rising to 95), Service Grant provision, precept flexibility, and the 4-year Productivity and Efficiency Plan work (finding between 1.5% and 3% of net budget requirement in efficiency and net productivity gains for cashable and non-cashable savings every year). RH confirmed that he was content to agree the MTFs revision and a Decision Report would be drawn up to reflect this with the proviso that work starts now on the Productivity and Efficiency Plan.

6 CIPFA Financial Management Code Assessment

NC presented the update on the CIPFA Financial Management Code and confirmed that the 2022/23 financial year is in the second full year of compliance. NC updated on the Value for Money assessment, which is to be completed, the proposed roll out of financial training for non-finance managers, the implementation of 10 year capital forecasts into the MTFP and the option appraisal which is now fully compliant following required improvements.

7 Budget Timetable

NC updated on the proposed Budget Timetable. After a brief discussion, it was agreed that some extra time would be factored in for the Police, Fire and Crime Panel budget workshops to make sure that additional questions and answers are factored in.

JD joined the meeting at 1447.

8 Immediate Detriment

- 8.1 JD updated on the current position and confirmed that preparations are being made for the remedy legislation and it was agreed that the proposed Decision Report tabled for this meeting would be paused, as a further Immediate Detriment update will be provided in September.
- 8.2 A discussion took place around the proposed legislation and Category 2 cases, legacy scheme, pension grant money for software changes and data remedy on the schemes and the numbers of Category 2 pension cases currently and anticipated (the proposed Decision Report to contain a summary of the figures).
- 8.3 Both JG and RH thanked JD for his work on this complicated

JD left the meeting at 1500.

9 Risk Based Inspection Programme

- 9.1 RHy went through the recommendations within the paper which outlined the approach to visiting and understanding the risk at premises across Essex with a responsibility to be compliant with the Regulatory Reform (Fire Safety) Order.

- 9.2 RH asked that the RBIP's targets, timelines and milestones be provided to P&R Board in September where it will be monitored. The recommendations were endorsed and the Decision Report would be sent to the PFCC's office for processing.

Action: 11/23

Decision Report 024-23 would be submitted to the PFCC's office for processing.

JP joined the meeting at 1508.

11 Joint Fleet Workshops

- 11.1 KE updated on the work that has been undertaken following completion of the Strategic Outline Case, the Outline Business Case and Phase 1 of the Full Business Case.
- 11.2 After a discussion, it was agreed that work is to proceed with the commissioning of the production of a full Business Case by Bailey Garner with an expected delivery date of December 2023. It was also agreed that minor changes would be made to the Decision Report to align with the Essex Police Decision Report.

Action: 12/23

Decision Report 027-23 to be amended with the minor changes to align with the EP Decision Report and submitted to the PFCC's office for processing.

10 ECFRS Training Centre

- 10.1 KE presented the update on the RIBA's feasibility of transferring ECFRS training facilities at Wethersfield and Witham to Kelvedon Park. The report recommended that the outputs of the Stage 2 report is accepted, the release of the remaining funding to undertake the Stage 2 design is accepted, approval of an additional sum to progress the RIBA Stage 3.
- 10.2 After a discussion around the facilities and the possibility of Essex Police using Kelvedon Park classroom provisions (KE to contact DCC Prophet), it was agreed that the PFCC's office would write to the Home Office asking that when the Home Office take over Wethersfield from the Ministry of Defence, they will permit us to remain at Wethersfield for a period (2 more years).

Action: 13/23

PFCC's office would write to the Home Office asking that when the Home Office take over Wethersfield from the Ministry of Defence, they will permit us to remain at Wethersfield for a period (2 more years).

- 10.3 Decision Report 028-23 was agreed and would be submitted to the PFCC's office for processing.

Action: 14/23

Decision Report 028-23 was agreed and would be submitted to the PFCC's office for processing.

12 Annual Plan 2022/23 Closure report

RHy presented the Annual Plan closure report and updated on the requirement to close the Annual Plan 2022/23 now that the Plan has been approved. It was noted that the Decision Report 021-23 would be amended to read that Annual Plan 2022/23 should read Annual Plan 2023/24 (paragraphs 1 and 6). Following these amendments, the Decision Report is to be submitted to the PFCC's office for processing.

Action: 15/23

Decision Report 021-23 to be submitted to the PFCC's office for processing.

13 Annual Approval of Strategic Assessment of Risk

RHy presented the report and requested approval of the updated SAoR in both a single document format and multiple document format following a review by SLT. It was agreed that a workshop would be set up outside the P&R Board and Strategic Board to update on the progress. Decision Report 023-23 was also agreed and it was confirmed that it would be submitted to the PFCC's office for processing.

Action: 16/23

A workshop to be set up around the Strategic Assessment of Risk to work through and understand the updated documents.

Action: 17/23

Decision Report 023-23 to be submitted to the PFCC's office for processing.

14 Risk Management Strategy

14.1 RHy presented Decision Report 008-23 which was being re-submitted following the March Strategic Board and which now contained the requested additions to approve publication of the Risk Strategy.

14.2 After a brief discussion, it was confirmed that Option 2 be removed from the Recommendations as it is not applicable, and Option 1 to be amended to read '...contained within and recommends the Strategy for approval by the PFCCFRA.' prior to the Decision Report being submitted to the PFCC's office for processing.

Action: 18/23

Decision Report 008-23 to be amended and submitted to the PFCC's office for processing.

15 Any Other Business

15.1 KE updated on the go live date for the new mobilising system.

15.2 Decision Report 019-23 for the procurement of the new Finance System had been submitted to the PFCC's office and had been signed off.

There being no further business, the meeting closed at 1610.