



MINUTES

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

27th July 2023 14:00 to 16:00 via Microsoft Teams

Present:

Roger Hirst (RH)	Police, Fire and Crime Commissioner (Chair)
Pippa Brent-Isherwood (PBI)	Chief Executive & Monitoring Officer PFCC's office
Janet Perry (JP)	Strategic Head of Performance & Resources, PFCC's office
Jo Thornicroft (JT)	Head of Performance and Scrutiny (fire) PFCC's office
Jeremy White (JW)	Finance Manager, PFCC's office
Moirá Bruin (MB)	Deputy Chief Fire Officer, ECFRS
Andy Smith (AS)	Assistant Chief Fire Officer, ECFRS
Karl Edwards (KE)	Director of Corporate Services, ECFRS
James Palmer (JPa)	Area Manager, Head of Response (ECFRS)
Georgie Morris (GM)	Assistant Director of Finance, ECFRS
Jac Thorold (JTh)	Assistant Director of HR, ECFRS
Sarah Smith (SS)	Procurement Manager, ECFRS
Lucy Clayton (LC)	Performance, Business Planning and Policy Manager, ECFRS
Brooke Knight (BK)	Minutes, Scrutiny Officer, PFCC's office

Apologies:

Jane Gardner (JG)	Deputy Police, Fire and Crime Commissioner
Colette Black (CB)	Director of People Services, ECFRS
Neil Cross (NC)	Finance Director and Section 151 Officer (ECFRS)

1. Introductions

- 1.1. RH welcomed all to the meeting, including the new starters to PFCC's office. Apologies were noted from those above.
- 1.2. RH expressed gratitude for and remembrance of the Assistant Chief Officer Chris Parker.

2. Minutes of Previous Meeting

- 2.1. MB addressed some errors from the previous minutes and agenda. The minutes of the previous meeting were approved and agreed.
- 2.2. There were no matters arising.

3. Action Log

20/23 Finance Report
Management of £9.4m capital spend. Open.

23/23 Procurement Report
Line has been added to the procurement report. Close.

27/23 Safer Together
Workshop has been arranged for the 3rd of August 2023. JT and JG are attending. Close.

4. Forward Plan

4.1. JT has asked the service to bring their performance Benchmarking Report to the board.

**Action 30/23:
Timing for the next performance report to be presented to the panel in December 2023 to be agreed between JT and LC.**

5. Finance Report

- 5.1. GM presented the June 23 report and updated on the surplus position and compared it with the budget against June 2023. The overspends are due to pay and ill health.
- 5.2. GM updated on the additional pension benefits, forecast position, underspends and current savings. The cash position is where it is expected to be.
- 5.3. GM explained that training has taken place on income with the service that JW also attended, and it has significantly improved the understanding around income.
- 5.4. A brief discussion took place around NNDR extra income. GM explained to JP around SLT closing that gap. GM raised that we are in a much better position with the cost caps and the position will be even better next month.
- 5.5. GM presented in year savings explaining that we are tracking ahead significantly more with pension grants and maximising any interest around that.
- 5.6. GM explained that JP and NC will be taking a deeper dive into capital programme and how the spend is going to be distributed and achieved. JW updated on the Volvos, they have been delivered and the cost should flow through by August 2023.
- 5.7. Internal and external Audit started in June but there has been a delay due to the Home Office. Will be restarted again in August 2023. No clear dates from GT yet but NC is following this up regularly, but we are not their main priority as it stands. RH has offered to step in if things do not progress forward.
- 5.8. RH questioned GM on how confident we are to get to a sustainable position by the end of the year. GM explained there are things that still need to be done and there is a process in place but confidently we are tracking ahead of those and will bridge that gap. The position compared to last year is better. RH thanked the service for their work and progress.

6. Procurement Dashboard

- 6.1. SS updated on the procurement bill still awaiting Royal Assent but due to come through in Autumn. The scheduled go live date is October 2024.
- 6.2. SS explained that the collaboration data will be added to the dashboard next month and it will be reported on quarterly.
- 6.3. SS also updated on the category headlines that decision sheets will be coming forward for all works taking place. Fleet appliances prebuild meeting has taken place. Workwear tender is being finalised further information will be released next month. SS updated on all tenders.
- 6.4. RH questioned SS on the STA for the laundry and the cost of the contract. KE explained about contaminated workwear not being washed at home, and the reasons for this. Laundry service has had to be put in place on a temporary contract and wash tests are being carried out with the supplier ahead of the roll out. SS also updated JP and RH on the cost of the contract. JP questioned on how savings are calculated. SS explained how the savings model the efficiencies tracker and NFCC guidance on how savings are calculated will be shared.
- 6.5. JT asked SS about the contracts and SS explained that the asbestos contract has been cancelled and we are looking at alternatives. KE advised that there is further work underway looking across the estate at asbestos.

SS and GM left the meeting at 3pm

7. Performance Report

- 7.1. LC presented the Performance Report for June 2023. The increase in the total number of incidents in June is reflected in all incident types and the upward trend is consistent with patterns observed over the past 5 years. Special services showing an increase. No fire fatalities in June. Non-domestic fires showed an increase and will continue to monitor these trends. Travel times are increasing which is affecting the overall response time.
- 7.2. Brief discussion took place around response times and how they may be negatively affecting the reports. LC explained that the bulk of the incidents are attended within the 8-10 minutes bracket. RH then explained that the incident response time is important for the public to know.
- 7.3. RH would like a better understanding of the number of officers needed to fulfil the commitments in the RBIP and when it will be achieved. It was agreed that this would be made clearer in the next Protection update.

8. Employment Engagement Survey Update

- 8.1. MB updated on employment engagement survey; overall score is static compared the October 2020 score. 32 actions have been completed. 38 in progress with 2 yet to be started.

- 8.2. Brief discussion took place about how staff will see any changes and when that will take place. JTh explained that the actions link back to the survey to ensure staff feel valued and motivated.

9. People Strategy Update

- 9.1. KE presented the progress on the People Strategy action plan. Everything is on track. Some delays in the strategy but they are recoverable. The paper provides some good examples of deliverables and brings the data to life.
- 9.2. Brief discussion on HR business continuity. BAU has been maintained. Employee relation matters are prioritised.

10. Health and Safety Annual Report

- 10.1. MB updated on RIDDOR reports, Home Office, regional comparisons, structure and resourcing of the team, department achievements, case studies on new health and safety management systems which is working very well and volleyball workplace review, objectives in past and present.
- 10.2. Discussion took place on RIDDOR reporting, MB confirmed that there will be no outcomes on litigation.
- 10.3. JT asked if the Service understood why they were slightly above the regional average on injuries at operational training and incidents. MB advised that colleagues are good at reporting near misses and accidents and this culture assists the Service in ensuring on-going safety.

11. Estates Strategy Update

- 11.1. KE updated on property services, new five-year capital programme, fleet workshops taking place in November, live fire training centre due to be finalised by the end of the calendar year. Headhunting for Head of Fleet Management and Head of Property Services.
- 11.2. KE explained the Strategic Asset Management Plan (SAMP). ECFRS has commissioned Lambert Smith Hampton to undertake a review of all sites to understand the potential capital receipts.
- 11.3. Dovercourt, Harwich is well underway. EEAST Frinton, Dunmow and Braintree are complete, with Shoebury and Rayleigh to follow. Shoeburyness Fire Station all works are complete, opening event is 14th August 23. Slight overspend on Shoeburyness, but KE explained that he is putting a decision sheet together to present to RH to why this has happened.
- 11.4. Control have moved back into their control room.
- 11.5. Wellbeing Garden is underway. A pilot is underway to review the outdoor wellbeing space for stations with Basildon Station planning the first initiation of an outdoor wellbeing space.

11.6. Brief discussion took place around efficiencies from the estate. KE explained that the higher spend items will save over the longer period.

12. Quarterly Portfolio of Change Update

12.1. MB explained that the Portfolio of Change update has changed significantly. MB thanked the board, in particular JT, for feedback.

12.2. RH confirmed that he was pleased with the new reporting which made things clearer.

13. Quarterly Working Well Together Update

13.1. MB updated on Quarterly Working Well Together. A total of 10 People and Operational policies were agreed. There is one policy on Expenses where there is a failure to agree, but MB believes this will be resolved by the next reporting period.

14. Response Strategy Update

14.1. JPa informed that has been a big review around risk information. The risk team has been moved under James Taylor to ensure better governance of that key area. Station managers are clearing the back log and it will be complete by September 23.

15. Enforcement and Remediation on Clad Buildings Update

15.1. AS informed, this will be the last time the report will be in this format. June 23 decant of building has commenced, currently 90 flats remain to decant, expected to be completed by Jan 2025. However, local authority is slow in supporting the decant to rehouse so expected deadline could be extended.

15.2. Discussion around Morello Quarter and Harlow Decant. RH offered to be of assistance in contact the MP to push things forward.

16. Converted Stations Transitional Group Update

16.1. JPa updated on the Converted Stations. Dovercourt's availability was lower across both pumps due to sickness and annual leave. Waltham Abbeys availability was slightly increased. South Woodham Ferrers was a slight decrease and Great Baddow's availability remained static.

16.2. RH advised that having no availability for the second pump at Dovercourt was not acceptable. JPa advised that it was not acceptable to him either and there was work underway, but the measures were lagging, and it would take some time to see the changes.

17. Any Other Business

17.1. There being no further business the meeting closed at 16:30pm.