



MINUTES OF THE PERFORMANCE AND OVERVIEW COMMITTEE held on 6 July 2011 at Lecture Theatre, Fire Service HQ, at 10:00.

PRESENT: Councillors M Biggin, K Musgrave, S Nelson, M Simon (Chair) and Independent Member W Ravenscroft

PART 1 – MATTERS CONSIDERED IN PUBLIC

1 PROCEDURAL MATTERS

A CHAIR AND MEMBERSHIP OF THE COMMITTEE 2011/12

Members noted the membership of the Committee for 2011/12, as agreed by the Fire Authority at its annual general meeting on 8 June 2011 and listed below:

Councillors:	Independent Member:
M Simon – Chair	Mr W Ravenscroft
M Biggin	
J Kerr-Brown	
J Leather	
K Musgrave	
S Nelson	
A Tate	

B APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Kerr-Brown, Leather and Tate.

C DECLARATION OF MEMBERS' INTERESTS

There were no declarations of Members interests.

D MINUTES OF THE MEETING OF THE PERFORMANCE AND OVERVIEW COMMITTEE

RESOLVED: That

the minutes of the Meeting of the Committee held on 6 April 2011 be confirmed as a correct record.

E MINUTES OF THE MEETING OF THE POLICY COMMITTEE

RESOLVED: That

the minutes of the Meeting of the Policy Committee held on 15 June 2011 be received, for information.

ITEMS REQUIRING DISCUSSION

2 REVIEW OF FORWARD WORK PROGRAMME 2010-11

The Monitoring Officer presented Members with an update on the Performance and Overview Committee's forward work programme.

RESOLVED: That

- [1] the content of the forward work programme be noted; and**
- [2] the following items be added to the work programme:
5 October: Annual Equality and Diversity Monitoring Report
30 November: Staff Attitude Survey: Action Plan**

3 PEER REVIEW RECOMMENDATIONS : CLOSURE OF ACTIONS REPORT

The Director of Finance and Corporate Planning introduced the report which provided the Performance and Overview Committee with an overview of how Cheshire Fire and Rescue Service ('the Service') concluded the implementation of the actions identified in the Operational Service Assessment Peer Review (OP-A) undertaken in 2009.

In May 2009 CFRS were visited by a Peer Review team, who undertook an operational assessment of the Service, as part of the Comprehensive Area Assessment process. Their final report, which overall was very positive, highlighted a number of areas which they had assessed as requiring further improvement and the Service developed an action plan in response to the identified recommendations. All twenty-four actions identified from OP-A were uploaded on to the Service's actions database and Appendix 1 (Closure of Actions report) summarised progress against each of the recommendations.

Members discussed the actions identified in the appendix and the following were highlighted:

Action Ref No 776 – Member Development

Members discussed the importance of Members attendance at meetings/events and how Members contributed to the performance of the Service. The level of commitment required by Members on the Fire Authority was highlighted. The Chair of the Committee would speak to party spokespersons to ensure that all Members were aware of the commitment required.

Action Ref No 792 – Health & Safety

The ACFO clarified the details of the 'near miss' recording system. The accident reporting policy and process had been reviewed and the recording system was now more proportionate. He explained that the Service did record all near misses and it encouraged employees to report near misses to enable action to be taken, where appropriate. This would mitigate the risks of a more serious accident occurring.

Action Ref no 798 – Sickness Absence

Members noted the reductions in sickness levels and commended the Service for its current performance.

In conclusion Members agreed that the report highlighted some of the good work that was being undertaken by the Service and its employees which was reflected in the number of awards the Service had received over the last year.

RESOLVED: That

the findings highlighted in the Closure of Actions report, attached as Appendix 1 of the report, be noted.

4 RAPID RESPONSE RESCUE UNIT

The Assistant Chief Fire Officer presented this report to Members which provided an update on the Rapid Response Rescue Unit (RRRU) concept developed to provide an enhanced level of response and trauma care to Road Traffic Collisions (RTCs).

The scheme currently operated from On Call Duty System stations at Sandbach and Holmes Chapel. However the vehicles were a service asset, and due to the commonality of skills and equipment provided, could easily be relocated to other stations following an assessment of the RTC risk profile.

The Assistant Chief Fire Officer informed Members that a series of validation drills took place in April 2011 to test the knowledge and understanding of the role of RRRU's and the use and limitations of the equipment available in the early stages of attendance at a RTC, prior to the arrival of supporting appliances. The success of the exercises was reported to Leadership Board in June and it was agreed that the concept should be formalised and embedded into core business.

Members queried the financial implications of extending the scheme and the impact on the budget. Members were assured that any proposal to extend the scheme would be subject to a full business case and where financial implications were identified, they would be reflected in the annual budget building process.

Members commended Officers for the success of the scheme and the excellent mobilising and attendance times.

RESOLVED: That

the content of the report be noted.

5 DAY CREWING PLUS SHIFT SYSTEM UPDTE

The Assistant Chief Fire Officer presented the report which was one of a number of updates to Members on the progress of the project to deliver Day Crewing Plus (DCP) at Macclesfield and expanded on the information in the presentation given to the Performance and Overview Committee on 6th April 2011.

The report provided updates on the three key projects as follows:

Human Resources

This included industrial relations, equality and diversity, and recruitment (it also incorporates and complements work on the contractual and legal issues associated with these elements)

The following progress against key milestones was discussed:

- *Special JCNP established (April 2011)*
Regular meetings with FBU to discuss impact of DCP and working towards a collective agreement
- *Equality Impact Assessment (EIA) (May 2011)*
Initial EIA completed. Full EIA being developed.
- *Design and Agree Recruitment Process (June 2011)*
Process agreed and ready to roll out.

Accommodation Block

This included design and planning through to construction and handover of the new building.

The following key milestones were discussed:

- *Design Agreed (May 2011)*
A number of designs were considered and feedback from employees and Members had been incorporated, where possible. This included ensuring that the distance from the accommodation to the fire engines was kept to a minimum, kitchenette areas in rooms and the inclusion of environmental features including rainwater harvesting, solar thermal hot water and photovoltaic cells. Copies of the proposed design were distributed to Members at the meeting.
- *Planning Permission applied for (June 2011)*
The plans would now be presented to Leadership Team for approval and then submitted to the Cheshire East Council (Planning).

Communications

This included internal communications with staff and Members and external communication with the wider public along with media-related issues.

The following key milestones were discussed:

- *Communications Plan (April 2011)*
A communications plan had been developed for the project which was a 'live' document that would be reviewed and updated as the project developed.
- *Internal Communications (On-going)*
This was identified as the largest element of the communications plan and it was noted that a FAQ (Frequently Asked Questions) document had been developed based on questions raised at the open sessions.

The report also identified a number of key risks associated with the DCP project which the ACFO highlighted to Members. A risk register was maintained and reviewed by the programme board on a regular basis.

It was noted that the project was currently on target to meet its deadline for implementation in April 2012. However, as previously explained to Members, the project was proving to be complex and it was important to take time to fully explore the risks associated with it. This was likely to move the implementation date back to later in the financial year 2012/13 than was originally planned.

Members discussed the update provided and thanked Officers for the level of information provided. The development of a full Equality Impact Assessment was welcomed and the importance of the monitoring of key risks was noted.

RESOLVED: That

the content of the report be noted.
