



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

PRESENT: Councillors K Musgrave, A Needham, S Nelson, C Oliver, T Sherlock, M Simon (Chair), N Wright and Independent Member W Ravenscroft

PART 1 – MATTERS CONSIDERED IN PUBLIC

1 PROCEDURAL MATTERS

A APOLOGIES FOR ABSENCE

No apologies for absence were received.

B DECLARATION OF MEMBERS' INTERESTS

There were no declarations of Members interests

C MINUTES OF THE MEETING OF THE PERFORMANCE AND OVERVIEW COMMITTEE

RESOLVED: That

the minutes of the Meeting of the Committee held on 2 February 2011 be confirmed as a correct record.

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. Members were asked to consider adding an item to the work programme in relation to the Service's work under the Regulatory Reform (Fire Safety) Order 2005. The Service was becoming increasingly engaged in prosecution work under the Order and there were risks associated with this type of work.

RESOLVED: That

- [1] the content of the forward work programme be noted; and**
- [2] an item be added to the programme in relation to the Service's prosecution work under the Regulatory Reform (Fire Safety) Order 2005.**

3 INTERNAL AUDIT – PROGRESS REPORT AGAINST AUDIT PLAN 10-11

The Director of Finance and Corporate Planning introduced the Service's appointed Internal Audit representative from RSM Tenon to Members. The Internal Audit representative presented the report to Members which provided a summary of the recent work undertaken by the Internal Audit Team.

The Internal Auditor provided an overview of the content of the report and asked Members to note that there had been no major issues identified that could impact on its annual opinion. She explained that there was only one issue that required attention; namely the Service's Financial Regulations needed to be updated (they had not been reviewed by the planned due date). However the current documents did not require a major update so the risk relating to this issue was not considered to be significant.

Internal Audit had issued the final report in relation to the IT Healthcheck and the executive summary and action plan from this report was included in the progress report as an Appendix. The Chief Fire Officer explained to Members that key recommendations from the report were being considered within the development of the ICT Programme of Change which would be rolled out over the next 1-2 years. Members would receive further details regarding this programme at the forthcoming Members Awaydays in June.

RESOLVED: That

the contents of the Internal Audit – Progress Report against Audit Plan 2010-11 be noted.

4 PROJECT PLAN : MACCLESFIELD

The Head of Department appointed as programme lead made a presentation to Members which provided an update on the project plan relating to the implementation of day crewing plus at Macclesfield Community Fire Station.

The presentation covered the following areas:

Programme Structure

The Service had appointed a Programme Board to oversee the three distinct projects that had been identified. The Programme Board comprised of key Officers involved in the programme with the Assistant Chief Fire Officer taking the sponsor role. The Programme Board had identified the 3 key projects as:

- Human Resources
- Accommodation
- Communications

Detailed project plans were being developed for each of these areas of work.

Internal Stakeholders

A list of key internal stakeholders had been identified for engagement and involvement at relevant points within the programme.

Human Resources

The following key milestones were identified:

- *Expressions of Interest (April 2011)*
It was noted that 47 expressions of interest had been received since the notice was published (28 March 2011).
- *Finalise details of duty systems (June 2011)*
HR would be working closely with the Union representatives to agree the terms and conditions for the new duty system.
- *Advertise Posts (June 2011)*
- *Contracts signed and completed (September 2011)*
This would provide additional capacity for any additional training requirements during the period before the new duty system was implemented.
- *Re-deployment of personnel (February 2012)*
- *New Duty System Starts (April 2012)*

Accommodation Block

The following key milestones were identified:

- *Architects appointed (April 2011)*
Architects had been appointed and would now be working on design options for the new building.
- *Design Agreed (May 2011)*
- *Planning Permission obtained (July 2011)*
- *Ground Broken (September 2011)*
- *External Build Completed (December 2011)*
- *Internal Work completed (Jan 2012)*
- *Handover (Feb 2012)*

Corporate Communications

The key milestones for the Corporate Communications project would be driven by the other project milestones identified and a communications plan was being drawn up which captured the main actions required.

It was proposed that the Performance & Overview Committee would receive updates at each of their meetings and it was anticipated that a verbal update would be appropriate in July and a more comprehensive written report in October when progress on the key milestones would be more advanced.

Members discussed the update provided and the following queries/comments were raised:

A query was raised on what consideration had been given to Equality and Diversity issues in relation to the accommodation block. The Programme Lead explained that the Service would follow planning regulation guidelines in respect of disabled access and also informed Members that the Service's Equality & Diversity Officer sat on the Programme Board to provide input. He commented that the detailed Equality Impact Assessment that had been produced would be reviewed now that project milestones had been identified and programmed in.

A further query was raised on the possibility of using a local firm for the build and Members were assured that this would be a factor in the procurement decision but that it was also important to ensure that the new build project delivered the Service's requirements.

Members discussed the importance of ensuring that the new build accorded with the Service's Environmental Policy and emphasised the need to ensure that the development was sustainable and renewable energy sources were used, where possible.

The Programme Lead explained to Members that the issues raised regarding Equality & Diversity, Environment and sourcing locally would be passed on to the Facilities Manager to discuss with the Architects. He also confirmed that a presentation on the new building and its design would be provided to Members during their Awaydays in June.

A Member asked if the Service was confident that the revised duty arrangements would not indirectly discriminate against female firefighters. It was explained that there were the same opportunities for all of the Service's firefighters although the proposed system would not suit everybody. However the Service operated a number of different duty systems which provided a degree of flexibility for Officers. The issue would need to be considered on the programme developed.

The Monitoring Officer added that now that the key milestones had been identified the Programme Board would be identifying the stages where Member input would be required within the programme. The Chair requested that any reports which were identified for submission to Policy Committee be submitted to Performance & Overview Committee initially, wherever possible.

The Chair invited the FBU representative to speak on the process. He commented that the FBU Members had far more concerns than those raised by Members; in particular that the proposed duty system was not family friendly. He also queried how many of the expressions of interest had been received from female firefighters. The FBU felt that the Service was pressing ahead with the proposal before resolving issues around working time regulations and before further consultation with the union representatives on proposed terms and conditions. The FBU also indicated that its members had been asked to express an interest about where they would wish to work in the future if they did not wish to /were not successful in securing a role on the day crewing plus shift system at Macclesfield

The Director of People and Organisational Development explained that a consultation forum was being set up with the FBU specifically to deal with day crewing plus. The Programme Lead added that the expression of interest request was solely about the new day crewing plus duty system. It was not concerned with the future of firefighters that were required to work elsewhere.

**RESOLVED: That
the Programme Update on Day Crewing Plus at Macclesfield Community
Fire Station be noted.**

5. 2010 BONFIRE REPORT

The Head of Community Fire Protection presented Members with the 2010 Bonfire Report that updated Members on the effectiveness of the Service's 2010 bonfire initiatives. The report summarised the preventative and operational activities of Cheshire Fire and Rescue Service and partners during the bonfire period dated 18th October 2010 to 8th November 2010 inclusive.

Members were informed that the bonfire season of 2010 had seen an increase in the number of secondary deliberate fire incidents attended from 193 to 258. It was felt that this was due to a number of factors which included the better weather during the 2010 bonfire period when compared to 2009, and also the day of the week on which the 5th November fell. However Members were asked to note the overall downward trend in secondary deliberate fires during the bonfire period over the last 5 years and that these figures showed a reduction from 445 in 2006 to 258 in 2010.

Members commended the work and agreed that the report highlighted the positive work completed by the Service and its partners.

The Chief Fire Officer also commented on the report. Firstly Members were asked to also thank the Local Authority Officers that were involved in the initiative within their own unitary areas. Secondly he explained to Members that the targeting and analysis tool that had been presented to them at the last meeting was also used to identify where the bonfire incidents were likely to occur. This assisted the Service in flexible resource deployment. Target Response Vehicles (TRVs) were deployed in areas identified as bonfire 'hot spots' which ensured that the main appliances would be available for any larger incidents that occurred.

RESOLVED: That

- [1] the Annual Bonfire Season Report 2010 be noted: and**
- [2] the recommendations contained in the Annual Bonfire Report be supported.**

6. PARTNERSHIPS: ANNUAL REPORT

The Partnerships and Innovations Officer presented the annual Partnerships Report to Members which provided an overview of the Service's partnership activities that have taken place since October 2009.

A review of the Service's partnership arrangements was undertaken as part of Internal Audit's periodic plan for 2009/10. One of the recommendations was to ensure that a relevant committee/group was delegated the responsibility for approving partnership arrangements. It was agreed that the Service Management Team would review any new partnerships on a quarterly basis and that the annual report would be submitted to the Performance and Overview Committee for scrutiny.

The Head of Community Safety explained that collaborative working would be an important feature of service delivery for public services in the future and commented that the work highlighted in the report put the Service in a strong position for future partnership working.

Members discussed the position in respect of the dissolution of the Cheshire Safer Roads Partnership on 31 March 2011 and expressed concern over the lack of a Cheshire wide replacement body to ensure the strategic delivery of road safety in the area. The Head of Community Safety provided an update on the current position in respect of on-going discussions with Local Authorities to work with them on delivering road safety responsibilities.

RESOLVED: That

the Annual Partnerships Report be noted.