



PERFORMANCE REVIEW AND SAFETY COMMITTEE

15 JULY 2022 at 11:00 am

MEMBERS PRESENT:

Councillors, Davies, May, Nutland, Payne (Chair).

1. ELECTION OF CHAIR FOR THE MUNICIPAL YEAR

It was proposed by Cllr Davies and seconded by Cllr Nutland that Cllr Payne be elected Chair of the Performance, Review and Scrutiny Committee (PRSC) for the 2022-2023 municipal year. There was a vote, and it was:

RESOLVED – that Cllr Payne be elected Chair of the PRSC for the municipal year.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Eddy, and Cllr Monk

Noted that Cllr Ali was not in attendance.

3. EMERGENCY EVACUATION PROCEDURES

The ACFO explained the emergency evacuation procedures for the room/building.

4. DECLARATION OF INTERESTS

There were no declarations of interest.

5. PUBLIC ACCESS

None received for this meeting.

6. CHAIR'S BUSINESS

1. The Chair made a statement regarding the continuing need to be sensible due to COVID-19. To reduce the need for press or public to attend in person, the meeting would be recorded and uploaded to the AFA website.
2. The Chair explained the voting system for the meeting, i.e., votes against a motion would be recorded first, followed by abstentions, then votes in favour.

Members and Officers introduced themselves.

7. MINUTES OF THE MEETING OF THE PERFORMANCE REVIEW AND SCRUTINY COMMITTEE HELD ON 21 APRIL 2022.

It was moved by Cllr Payne and seconded by Cllr Nutland that the Minutes be approved as a correct record.

RESOLVED -

That the Minutes of 21 April 2022 be approved as an accurate record of the meeting.

8. PERFORMANCE REPORT

The Committee received a report of the Corporate Performance Manager (CPM) outlining the performance of the organisation against targets for the period April to May of financial year 2022/23 and the Performance Report for 2021/22.

The key points summarised in the report were:

Prevention:

1. Two of the four fire indicators are on target. Accidental dwelling fires are meeting target despite high numbers in April. Incidents were lower in May.
2. Deliberate vehicle fires are just off target due to high numbers in May, particularly in the Weston-Super-Mare area.
3. Deliberate secondary fires are just off target due to high numbers in April, however, numbers have reduced in May.
4. Just off target for completing Home Fire Safety Visits and have exceeded target for delivering educational packages. As numbers of visits are increasing there is confidence that the end of year target will be met.

Protection:

1. The targets for call challenging Malicious False Alarms and for reducing attendance at False Alarms in business premises have been met.

Response:

1. All response indicators including answering of 999 calls are on target. The number of 999 calls received and the number of incidents attended are both up 4% compared to last year. (95.2% on target).
2. Sickness level for Corporate Staff is on target. Sickness for WT Uniform and Control Staff is off target. In line with national guidance, sickness recording relating to absences due to COVID-19 have been reintroduced and recorded in the reported data. These figures were previously recorded separately, but national guidance is to now include them. As the number of people absent with COVID-19 is still quite high this is adversely impacting on the data.

Improve our Service:

1. The Health and Safety and Environmental metrics are reported quarterly, and progress will be updated at the next meeting.
2. The new indicator for Revenue Budget and variance against the Plan is on target with zero % variance.

Invest in our Staff:

1. The Performance and Development Reviews (PDRs) for staff are off target with 86% being in date (the target is 95%). A PDR is in date if no more than 365 days have elapsed since it was last completed. A report ran on 1 July for data up to the end of June indicated that 93% (647 out of 697) of PDRs had been completed. It was recognised that this was an area for improvement.

Performance Report:

1. The Performance Report has been updated to add more general information about how Avon Fire & Rescue Service (AF&RS) uses its resources. It was highlighted that there two errors in the report on Page 14. The Table title should read 2021-2022, and the section Ensuring Fairness and Promoting Diversity should indicate an upward arrow for requires improvement (not inadequate as presently shown).
2. In response to a note made for recording vehicle incidents at high speed in the meeting 21 April 2022, the CPM presented information relating to two incidents.

Following questions from Members the following points were made/clarified -

1. Vehicle fires are recorded as separate incidents if there is more than one ignition source. If there is only one ignition source that spreads to other vehicles this is recorded as one incident.
2. In response to a question where do targets originate? It was explained that benchmarking is outlined on the scorecard, and it is set in family groups (similar Fire and Rescue Services).
3. Appraisal date process was outlined. It was reported that any development requirements within certain competencies are fed back into the annual planning process to increase training.
4. The attendance response time indicator for non-emergency calls was explained as being achieved so quickly as many of the incidents were in highly populated areas close to fire stations.
5. Home Fire Safety Visits are increasing due to the number of partner agency referrals.

6. There is no data recorded for the number of prosecutions for criminal damage relating to deliberate fires. It was agreed that the possibility of a letter requesting information appertaining to prosecutions could be explored. It was noted that the number of this type of incident is low.

The report was moved by the Chair and seconded by Cllr Davies

Resolved

1. That the Performance Report for April to May 2022/23 be noted and approved.
2. That the Scorecard metrics for 2022/23 be noted and approved.

9. TRANSFORMATION PROGRAMME UPDATE

The Committee received a report of the Area Manager, Head of Service Transformation Team (HST) which provided the fifth update on the AFA Transformation Programme.

The key points highlighted were:

1. The Transformation Programme remains on track; however, progress has slowed in some areas. The explanation for the slowing of progress related to the two vacancies within the process and policy teams, the wait for the FireWatch upgrade, and the pending completion of the Office 365 migration.
2. It is noted in Projects Register that there are five work packages that have moved from a RAG status of 'green' to 'amber' (since the last report) and one further work package has been started. Six continue to be 'red', all of which are reliant on the FireWatch upgrade.
3. The Projects Register now contains two additional columns for a Service Leadership Team (SLT) 'Sponsor' and 'Business Lead' to enable closer collaboration between Transformation and key stakeholders. The intention is to document the purpose of each role and propose a stakeholder for each work package, for consideration by the Service Leadership Board (SLB) and SLT. RSM internal report actions 4 completed or near completion.
4. A new Benefits Management Framework has been produced and is now 'live', The Service Transformation Programme is responsible for ensuring that the momentum and corporate synergies already established from the previous successful Improvement Programme continue, so that AF&RS Service becomes a 21st century response, prevention, and protection Service.

Following questions from Members the following points were made/clarified –

1. IT provider has been commissioned to put in place the infrastructure for testing Firewatch, the timeline for testing is outlined in the report. Assurances have been given that the test databases will be up and running by the end of July 2022.

Resolved - That the report be noted.

10. ROUND 2 HER MAJESTY'S INSPECTORATE OF CONSTABULARY AND FIRE & RESCUE SERVICES (HMICFRS) INSPECTION ACTION PLAN

The Committee received a report of the Service Liaison Officer (SLO) providing an update on HMICFRS Inspection Action Plan. The second 'round 2' HMICFRS inspection report was formally tabled following its publication on 15 December 2021. The latest approved version was included as an appendix.

The key points highlighted were:

1. The version of the plan at Appendix 1 was the same as that tabled as a one off on 22 June 2022 Fire Authority meeting in response to Chair's request for all Members to have visibility of the plan. The absence of any further updates was due to the bi-monthly monitoring by SLT, and the lead time involved in the preparation of Committee papers.
2. Progress against 63 individual actions within the Round 2 plan to address the 22 areas of improvement show 17% completed, 40% on going, and 41% yet to be started.
3. It was reported that in the HMICFRS Round 3 inspection programme due to be undertaken in 2023/24 it proposes to move to a common grading approach across FRSs and police inspections and plans to expand its four-tier grading to five and introduce a new judgment of 'adequate'.

Following questions from Members the following points were made/clarified –

1. It was agreed that in November Members briefing that there will be an update on PORIS software and a demonstration.
2. It was proposed to have a feasibility study on how to reach a judgement of 'outstanding' once the characteristics of good performance are available.
3. SLT are giving this plan sufficient priority.

Resolved that:

- 1. The progress made against the most recently approved version of AF&RS's HMICFRS inspection action plan (Appendix 1) be noted.**
- 2. The current HMICFRS inspection activity be noted.**
- 3. A feasibility study be conducted on how to reach judgement of 'outstanding' once the characteristics of performance are available from HMIFCFRS**

11. 2021/22 CAPITAL PROGRAMME UPDATE

The Head of Finance presented the report which provided an overview of the 2022/23 to 20024/25 Capital Programme and operational updates for 2022/23 regarding progress on projects.

The key points highlighted were –

1. Majority of information is as per approved programme, there has been an adjustment as noted previously due to the delay of delivery of ancillary vehicles that were initially expected in the last financial year, now due to be delivered in this financial year (valued at £410,000.00).
2. An insight was given to some capital expenditure that has been made in the first few months for the nearly completed Avonmouth development.

Following questions from Members it was confirmed that:

Figures rolled over from previous financial year have been based on what can be achieved.

Resolved - That the 2022/23 to 2024/25 Capital Programme and key issues within the update be noted.

12. GRENFELL TOWER INQUIRY PROGRESS UPDATE

The Committee received a detailed update report on the progress that had been made in respect of the Grenfell Tower Inquiry Phase 1 report and recommendations.

In summary Members noted that:

1. Of the 29 internal actions the overall status remains unchanged with 16 of the internal actions complete and a further thirteen internal actions still in progress. A further review of progress and target completion dates has been completed and seven internal actions have had their target completion dates delayed. Internal action 10 has been delayed by one month until July, whilst the other six have been delayed until December 2022. The primary reason for these delays relates to the procurement and provision of new hardware for the rear of appliances. This device needs to function for several internal departments; therefore, it was important the correct device was chosen as there are significant costs associated. This decision was approved by the ACFO Service Delivery Support at the Incident Command Working Group in April 2022.
2. The second phase of the improved tall buildings training for operational crews has now been completed, with 41 half day sessions having been delivered throughout April and May 2022. This second phase was delivered through face-to-face practical training, with a focus on the new equipment and policies. The third phase of tall buildings training is scheduled for July using local authority high rise residential buildings (HRRB), to provide a realistic environment and bring together the skills and knowledge acquired through phase one (e learning) and phase two (practical input).
It was reported that some new operational information notes had been released: Fires in Tall Buildings, Stairwell Protection, and Fire Survival.
3. Work with Bristol City Council (BCC) to improve site-specific risk information in relation to HRRBs and more specifically the Computer Aided Design (CAD) plans and Premises Information Plates (PIPs) for these, was paused

- due to our previous CAD technician taking another role, a new full time CAD technician has now been appointed, so this work will now continue.
4. Once phase three of the training for the Operational Crews has been completed, there will be a need for operational assurance to review how well it has been received and implemented.

Following questions from Members clarification was received on the fact that

There has been a delay in progress of at least 6 months due to the lack of a CAD Technician

Resolved - That the report be noted.

13. ANNUAL ENVIRONMENTAL REPORT 2021-2022

The Environmental Manager presented the report which provided an update of the Environmental Report 2021-2022.

The key points highlighted were:

1. The Service has fully delivered on the Public Sector Decarbonisation Grant of approximately £824,00.00. Delivering both on time and within budget.
2. Attention was drawn to the key environmental improvements and achievements that are highlighted in the infographics appended to the main Annual Environmental Report on Page 6.
3. During 2021-2022, the Service focused on reducing its carbon emissions in support of the Avon Fire Authority's (AFA) Net Zero Carbon by 2030 commitment, achieving a 21% carbon emissions reduction against the corresponding 20% target for the year.
4. In recognition of achievements the Service has won both the National Clean Energy Award and the National Business Green Leaders Award.
5. The Service has introduced a new Corporate Risk (Environmental Compliance & Net Zero Carbon), which reflects the increasing strategic importance of environmental improvement and protection.
6. Development of an environmental management system which is compliant to ISO14001 which pulls together work strands to ensure they are delivered on time.
7. The impact of the delivered measures is being monitored in accordance with the requirement of the grant. This monitoring will continue for the next three years and will be evaluating the technologies that have been installed, particularly the air source heat pumps, batteries, and solar systems. Early indications are that the predicted energy and carbon reductions are being delivered on, and these are having a significant impact in the overall carbon reductions for this year already.
8. Installation of electric charging points across the estate is nearly complete. The last two sites are scheduled for completion this month.
9. Close to switch on of the district heating supply at Temple Fire Station which has been undertaken by BCC as part of a public sector decarbonisation scheme awarded to them.
10. Continuation of the transition of the fleet to where possible lower emission or zero emission vehicles. There have been significant delays in the global

supply chain around the delivery of electrical vehicles which will impact it slightly.

11. Progressing work to transition the firefighting foam presently used to a more biodegradable and environmentally benign foam.
12. Working to embed environmental protection and best practice at operational incidents and operational response in line with National Operational Guidance.
13. Working with colleagues across the service to develop a combined impact assessment digital tool. This will mean that all future business decisions will be subject to a mandatory series of impact assessments which consider people, data protection, environment, communities, and assurance of legal compliance.

Following questions from Members the following points were made/clarified –

1. It was explained that the foam the Service is intending to use is fluorine free. There is a slight change in performance compared to that presently used, the Technical Services Manager is researching this to ensure that it meets all requirements.
2. In response to a question regarding electric vehicles it was explained that the Service was not looking to procure electric fire appliances in the current budget.
3. It was agreed that both the items relating to single use plastics, and the transition to fluorine free foam should be amended in the report to reference that work had started on these.
4. It was reported that the trajectory will not be linear to reach net zero by 2030.

Resolved - That the report be noted.

14. COLLABORATION AND PARTNERSHIP WORKING UPDATE

The CPM provided the Committee with an update on Collaboration and Partnership working undertaken by the Service since its last submission (January 2022).

The key points highlighted in the report were:

Collaboration Framework and Toolkit:

1. The Members were informed that the framework underpins the strategy and will detail the approach to collaborative working. There will also be a further underpinning procedural guidance for Collaboration Leads so that activities are planned, evaluated, and closed in a consistent manner.
2. Work is continuing to update the toolkit. Collaboration Leads will no longer have to complete paper, or e-mail forms. They will be able to plan collaborative activities from anywhere on any device.
3. Introduction of metrics to ensure collaborative activities are kept under review.
4. Evaluations will be conducted annually, and the indication status will be published on the collaborative register.
5. Also being published on the register will be the effectiveness rating for each collaborative activity at the point of the last evaluation.

6. A full report of the toolkit will be provided at the next Collaboration & Partnership Working update, scheduled for January 2023.

Combined Scoping Impact Assessment:

1. The Combined Scoping Impact Assessment (CSIA) is a digital tool that helps make informed decisions based on the likely impact of work and ensures compliance with our legal requirements. Importantly, it ensures consideration is given to people, the environment, and the communities when key decisions are being made about the work that is done.
2. All future collaborations will include the mandatory completion of a CSIA during the collaboration planning process, this will be written into the new framework.
3. All CSIAs will be reviewed, and where necessary updated during each collaboration's annual evaluation.
4. All existing collaborations will include the retrospective completion of a CSIA during the next formal evaluations, to ensure these collaborations comply with risk assessment requirements.

Collaborations in Planning:

1. The Service is currently collaborating with a number of partners on the production of three new Memorandum of Understanding (MOUs) to support Joint Emergency Services Interoperability Principles (JESIP) relating to working at height, the sharing of live information produced by Service drones, and multi-agency cross border exercising.
2. A full update on existing collaborations will be provided to Members in the next Committee meeting papers (January 2023)

Third Party use of Avon Fire & Rescue Service (AF&RS) premises:

1. Work is underway to improve how the Service manages its informal collaboration arrangements, including third party use of premises. This will be achieved by ensuring completion of the appropriate documentation, risk assessments and evaluation of these arrangements.

Following questions from Members,

It was confirmed that in the next update there will be more detail regarding digital information.

Resolved - That the report be noted.

15. DATE OF NEXT MEETING

Resolved -

That the next meeting of the PR&SC take place on 7 October 2022 at 10.30am.

The meeting closed at 12:35 pm

Chair