



**EAST SUSSEX FIRE AUTHORITY
POLICY & RESOURCES PANEL
THURSDAY 11 APRIL 2013 at 10:00 HOURS**

MEMBERS

East Sussex County Council

Councillors Livings, Ost, Scott, Sparks, Thomas and Waite.

Brighton and Hove City Council

Councillors Pidgeon and Rufus.

You are requested to attend this meeting to be held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne, on Thursday 11 April 2013 at 10:00 hours.

AGENDA

- 872. In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011.
- 873. Apologies for Absence.
- 874. Notification of items which the Chairman considers urgent and proposes to take at the end of the agenda/Chairman's business items.

(Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chairman before the start of the meeting. In so doing they must state the special circumstances which they consider justify the matter being considered urgently).
- 875. To consider any public questions and petitions.
- 876. Non-confidential Minutes of the last Policy & Resources Panel meeting held on 10 January 2013 (copy attached).
- 877. Callover.

The Chairman will call the item numbers of the remaining items on the open agenda. Each item which is called by any Member shall be reserved for debate. The Chairman will then ask the Panel to adopt without debate the recommendations and resolutions contained in the relevant reports for those items which have not been called.

- 878. Revenue Budget and Capital Programme Monitoring & Projected Outturn 2012/13 – joint report of the Chief Fire Officer & Chief Executive and Treasurer (copy attached).
- 879. Draft Key Task Areas for 2013/14 – report of the Chief Fire Officer & Chief Executive (copy attached).
- 880. Future Corporate Performance Targets up to 2015/16 – report of the Chief Fire Officer & Chief Executive (copy attached).
- 881. Sussex Control Centre – progress report – report of the Chief Fire Officer & Chief Executive (copy attached).
- 882. Exclusion of the Press and Public.

To consider whether, in view of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the remainder of the meeting on the grounds that, if the public and press were present, there would be disclosure to them of exempt information. **NOTE:** Any item appearing in the confidential part of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public. A list and description of the exempt categories are available for public inspection at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne, and at Brighton and Hove Town Halls.

- 883. Confidential Minutes of the last Policy & Resources Panel meeting held on 10 January 2013 (copy attached). (Exempt categories under paragraphs 3 and 4 of the Local Government Act 1972).
- 884. Planning to meet the future strategic resourcing gap – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt categories under paragraphs 3 and 4 of the Local Government Act 1972).
- 885. Newhaven Fire Station – Disposal of Fort Road – confidential oral update by the Chief Fire Officer & Chief Executive. (Exempt category under paragraph 3 of the Local Government Act 1972).
- 886. Future provision of East Sussex Fire Authority Financial Services – progress update – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).

ABRAHAM GHEBRE-GHIORGHIS
Monitoring Officer
East Sussex Fire Authority
c/o Brighton & Hove City Council

EAST SUSSEX FIRE AUTHORITY

Minutes of the meeting of the POLICY & RESOURCES PANEL held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne, at 10.00 hours on Thursday 10 January 2013.

Members Present: Councillors Livings (Chairman), Ost, Rufus, Scott, Sparks and Thomas.

Also present:

Mr. D. Prichard (Chief Fire Officer & Chief Executive), Mr. G Walsh (Deputy Chief Fire Officer), Mrs. D. Williams (Assistant Chief Officer – Corporate Services), Mr. D. Savage (Treasurer), Mr. R. Charman (Director of Financial Services), Mr. W. Tricker (Strategic Finance & Procurement Manager), Ms. L. Woodley (Deputy Monitoring Officer) and Mrs. K. Ward (Clerk).

857. DISCLOSABLE PECUNIARY INTERESTS

857.1 It was noted that, in relation to matters on the agenda, no participating Member had any disclosable pecuniary interest under Section 30 of the Localism Act 2011.

858. APOLOGIES FOR ABSENCE

858.1 Apologies for absence were received from Councillor Pidgeon.

859. ANY OTHER NON-EXEMPT ITEMS CONSIDERED URGENT BY THE CHAIRMAN/CHAIRMAN'S BUSINESS

859.1 There were none.

860. TO CONSIDER ANY PUBLIC QUESTIONS AND PETITIONS

860.1 There were none.

861. NON-CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES PANEL MEETING HELD ON 15 NOVEMBER 2012

861.1 **RESOLVED** – That the minutes of the meeting held on 15 November 2012 be approved as a correct record and signed by the Chairman. (Copy in Minute Book).

862. CALLOVER

862.1 Members reserved the following items for debate:

863. Revenue Budget and Capital Programme Monitoring – 2012/13

864. Medium Term Financial Plan 2013/14 to 2017/18 including IRMP

865. Fire Authority Service Planning Processes for 2013/14 and beyond – Draft Revenue Budget 2013/14 and Capital Programme 2013/14 to 2017/18

866. Members Motor Insurance Whilst on Fire Authority Business

862.2 **RESOLVED** – That all other reports be resolved in accordance with the recommendations as detailed below.

863. **REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING – 2012/13**

- 863.1 Members considered a joint report of the Chief Fire Officer & Chief Executive and the Treasurer which reported on issues arising from the monitoring of the 2012/13 Revenue Budget and Capital Programme as at 30 November 2012. (Copy in Minute Book).
- 863.2 The Treasurer advised Members that this was the fourth monitoring report for 2012/13, covering 1 April 2012 to 30 November 2012. The Revenue Budget outturn for 2012/13 was projected to be under budget by £731,000, compared to the £412,000 previously reported in November 2012.
- 863.3 The overall Capital Programme was projected to underspend by £40,000, compared to the overspend of £21,000 reported to the Panel in November. The current year's Programme was projected to be under budget by £1,944,000 against £559,000 previously reported in November, due to slippage on projects from 2012/13 to 2013/14, one of the most significant being the purchase of land at Maresfield which was dependent upon the outcome of the DCLG capital grant bidding process which was not announced until recently. The Panel noted that whilst the ESFRS bid was not successful, our general allocation of Fire Capital Grant was higher than previously projected. The Panel also noted that an amended business case for a capital scheme at Maresfield would be brought to the Panel for consideration in early 2013/14.
- 863.4 Councillor Thomas felt the information was well presented and the Panel wished to express their thanks to the Officers involved in producing the report.
- 863.5 **RESOLVED** – that the Panel note:
- i. the projected 2012/13 Revenue Budget outturn;
 - ii. the projected Capital Programme outturn;
 - iii. the current and planned use of Balances;
 - iv. the contribution of £0.666m to adaptations to Haywards Heath Fire Station to the Capital Programme, funded from the Capital Programme Reserve; and
 - v. the transfer of the remaining transition/collaboration funds of £371,000 in the 2012/13 base budget to Earmarked Reserves.

864. **MEDIUM TERM FINANCIAL PLAN 2013/14 TO 2017/18 INCLUDING IRMP – CONSULTATION OUTCOMES**

- 864.1 Members considered a report of the Chief Fire Officer & Chief Executive that apprised them of the consultation responses to the latest draft Medium Term Plan 2013/14 to 2017/18 for consideration as part of the Fire Authority's medium term strategic policy and resource planning considerations. (Copy in Minute Book).
- 864.2 As part of Medium Term Planning processes, a draft Medium Term Plan, including proposed IRMP issues covering the period 2013/14 to 2017/18, was approved for consultation earlier this year. The key consultation methodologies used were letters to all stakeholders including representative bodies, and on-line survey, and ORS commissioned work including a telephone survey to 500 residents and 3 deliberative focus groups across our local area so that the outcomes could be considered to be broadly demographically representative and inclusive. The 12 week consultation programme ended on 14 December 2012.

- 864.3 The overall results indicated that the proposals set out in the Medium Term Plan have sustained extensive public support. Consultees still believed ESFRS provides value for money to local council taxpayers, and our amended strategic aims were supported. When asked about service prioritisation issues to manage future cuts in available resources, both the telephone survey and the focus group outcomes suggested that the public wished our operational response standards to be protected the most; reducing prevention and protection was also not favoured. Maximising council tax within government limits was the preferred potential partial solution - but reducing staffing costs via different crewing arrangements was seen as a higher priority for the Service to address, along with increasing income from fees and charges and greater partnership working to achieve efficiencies in scale and scope of support services.
- 864.4 Two areas of improvement were identified from the telephone survey:
- i) 25% of residents felt poorly informed about the standard of service they should expect from their Fire & Rescue Service (compared with 40% in 2010/11); and
 - ii) 52% of residents reported feeling poorly informed about what their Fire and Rescue Service spends its money on (compared with 53% in 2010/11).
- 864.5 The Panel's attention was drawn to the conclusions of the Deliberative Focus Groups which were described by ORS in their executive report as follows:

“CONCLUSIONS

52. The public sector spending reductions and ESFRS' funding gap do not lead informed members of the public to suppose that the service should abandon its commitment to prevention work and public education. On the evidence of these three meetings, the public want to retain these important activities and also the focus on the vulnerable and higher risk people. However, the public are ready to see a more differentiated approach developed – with selective targeting of different groups for different kinds of educative and protective initiatives. For instance, there was no support for smoke detectors and free home fire safety checks to continue to be delivered by ESFRS as “free universal benefits” for all households regardless of need or risk; rather the public thought that these initiatives should be delivered on a more rational, targeted basis, reflecting variations in risk levels.

53. The weighting exercise, in which people had to prioritise some key possible options in the context of ESFRS' funding gap shows clearly that the emphasis should not fall wholly on one initiative to the detriment of all the others: the fact that an option is given any weighting at all means that it has some importance.

*54. Therefore, the implication is that ESFRS should **pursue a balanced approach**, giving recognition to at least three of the main ways forward. The public's main priorities are for the ESFRS to consider more **economical duty systems** and to **raise ESFRS council tax**; they do not want to see fire engines reduced and response times lengthened; but they do want to **protect preventive work in the community**, albeit in a more targeted and economical manner.*

*55. Both initially and when the financial situation was understood, there was considerable support for increasing the **ESFRS council tax precept** by 2% - mainly because people thought the current annual payment for Band D households is low and because they understood that the money would go exclusively to the ESFRS.”*

864.6 Members were informed that a more detailed analysis would be prepared on what conclusions might be drawn for further consideration as part of next year's strategic planning processes and a summary would be published in the final version of the Plan for publication by 31 March 2013 along with the appropriate supporting documents.

864.7 **RESOLVED** – That the report be noted.

865. **FIRE AUTHORITY SERVICE PLANNING PROCESSES FOR 2013/14 AND BEYOND – DRAFT REVENUE BUDGET 2013/14 AND CAPITAL PROGRAMME 2013/14 TO 2017/18**

865.1 Members considered a joint report of the Chief Fire Officer & Chief Executive and the Treasurer that presented the draft 2013/14 Fire Authority Service Planning issues for initial consideration prior to formal consideration by the Fire Authority on 17 January 2013. (Copy in Minute Book).

865.2 The Panel considered the draft detailed Service Planning document. The Panel noted that the approved Revenue Budget and Capital Programme would be incorporated into final versions of the 2013/14 Medium Term Plan and the 2013/14 Annual Plan, once the Fire Authority had approved them in February 2013, for subsequent publication. The Fire Authority noted the requirement to set its precept for 2013/14 at its meeting on 7 February 2013.

865.3 The Treasurer advised the Panel on the key implications of all the issues set out in the report including the need to await the remaining information outstanding before any final decisions could be taken on the precept at the February 2013 meeting which included:

- i) the economic outlook and national funding changes;
- ii) a summary of the agreed budget strategy and service priorities for the Fire Authority;
- iii) the details of the draft committed Revenue Budget of £38.932m which is a net reduction £1.610m (-2.74%) on the 2012/13 base budget of £40.030m, a significant proportion of the net savings being achieved through the outcome of the Facing the Challenge proposals £1.325m;
- iv) the implications of the Medium Term Plan which, based upon current presumptions would result in net expenditure reductions of 1.44% to 2014/15, and subsequent increases of 0.38% to 2015/16, 1.79% to 2016/17 and 1.62% to 2017/18;
- v) the implications of the changes arising from the Local Government Finance Settlement consultation information which set out the implications for ESFRS in both 2013/14 and 2014/15 on the proposed figures for Revenue Support Grant; Business Rates Retention, Council Tax Freeze and Transitional Support Grant amounts with the resultant implications upon the council tax requirements for either Option A accepting the CT Freeze Grant or Option B rejecting it in favour of an increase up to the 2% threshold.
- vi) Option A would result in a balanced budget and Option B would result in additional base budget flexibility of £0.183m in 2013/14 with the latter option helping to close the strategic resourcing gap in future years.
- vii) a summary of the latest spending projections against DCLG grant for the Sussex Control Centre

- vii) a summary of the schemes included in the draft Capital Programme 2013/14 to 2017/18 (base year 2012/13); outcomes of the 2013/14 fire capital grant distributions; overall costs over the period along with available capital resourcing and how such resourcing could be applied to meet the phasing of schemes in the Capital Programme
- viii) a summary of available reserves and balances and a new Reserves Policy for the Authority which sets out to explain the differences in the types of reserves held, the reasons for them and levels achieved, and proposes a minimum level of General Reserves set at 8% of Net Budget Requirement.
- ix) a summary of the overall financial implications placed upon the Fire Authority if all of the detailed proposals set out are approved but dependent upon information still outstanding at this stage and whether or not the Fire Authority accept the Council Tax Freeze Grant (resourcing deficit of £2.017m by 2017/18) or reject it in favour of a council tax increase of up to 2% (resourcing deficit of £1.549m by 2017/18).

865.4 Finally, the Treasurer reminded Members of the information still outstanding, the fact that Government Grant figures may yet change after the consultation period ends; the current presumptions made on future council tax increases in the Medium Term projections; the range of risks the Fire Authority remains exposed to, especially as a result of the localisation of council tax support and business rates retention and the need to set a Balanced Budget for 2013/14 as well as considering the medium term resourcing gap faced by the Fire Authority and the uncertainty about funding after 2014/15 until the results of the next Comprehensive Spending Review (CSR13) are known.

865.5 The Chief Fire Officer & Chief Executive advised Members that council tax setting was a matter for them to decide upon. He gave Panel Members a summary of some of the other FRAs likely council tax policy proposals they were progressing in the light of the recent advice given by Brandon Lewis, MP on the Government guidance for FRAs on council tax increases (up to 2% or £5 for lower quartile authorities)

865.6 **RESOLVED** – That the Fire Authority, at its meeting on 17 January 2013, be **RECOMMENDED** to:

- (i) Note the projected expenditure for 2012/13 (Section 2.1).
- (ii) Note the continued Revenue Budget consultations taking place (Section 2.2.3).
- (iii) Approve the committed budget for 2013/14 of £38.932m including provision for pay awards of 1% in 2013/14, price increases of typically 2.5% and net inescapable commitments (Sections 4.2.5, 4.2.7 and 4.2.8).
- (iv) Approve the fees and charges as set out in section 4.2.6 and in Appendix B.
- (v) Note the absence of Service Investment proposals in the 2013/14 Revenue Budget and reasons for their absence as highlighted in Section 4.2.10.
- (vi) Approve the amended Capital Programme for 2012/13 totalling £4.050m and the Capital Programme for 2013/14 totalling £4.150m, as set out in Section 5 and note that there are no related revenue consequences.
- (vii) Approve the Reserves and Balances Policy set out in Appendix F and the proposed level of reserves summarised in Table 15.

- (viii) Defer determining whether or not to accept the Council Tax Freeze Grant until the February 2013 precept setting meeting as detailed budget and resourcing information still needs to be confirmed (covered in Section 7 and Tables 16 and 17.)
- (ix) Note that the format of the Fire Authority's council tax information will be finalised after the decisions made at the Fire Authority meeting on 7 February 2013.
- (x) Note that the detailed recommendations for setting the precept will be included in the final Revenue Budget report to be presented to the Fire Authority at its 7 February 2013 meeting, using the Local Government Finance Settlement and final tax base figures yet to be published.

866. **MEMBERS' MOTOR INSURANCE WHILST ON FIRE AUTHORITY BUSINESS**

- 866.1 Members considered a report of the Chief Fire Officer & Chief Executive that provided guidance on the lawful procedure with regard to Members using their own private motor vehicles on Fire Authority business. (Copy in Minute Book).
- 866.2 The law requires car drivers to have motor insurance to use their own vehicles on the public highway. To attend meetings and functions of the Fire Authority, and in common with other local authorities, East Sussex Fire Authority reimburses the travel expenses of its Members.
- 866.3 Members must ensure they are suitably covered for business use if using their own vehicles on Fire Authority business and claiming for mileage. This is a requirement of all local authority Members, staff and, indeed, required for any businesses. In order to ensure the Fire Authority complies with its legal requirements, all Members must now provide evidence that they have business cover insurance if using their own vehicles on CFA business, on an annual basis.
- 866.4 **RESOLVED** – That the need for Members to obtain business mileage insurance cover whilst on Fire Authority business, be noted.

867. **EXCLUSION OF PRESS AND PUBLIC**

- 867.1 **RESOLVED** – That items 868, 869, 870 and 871 be exempt under paragraphs 3 and 4 of Schedule 12A to the Local Government (Access to Information) (Variation) Order 2006 and, accordingly, are not open for public inspection on the grounds that they include information relating to the financial or business affairs of any particular person (including the Authority holding that information), and information relating to any consultation or negotiations, or contemplated consultation or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

The meeting concluded at 12.14 hours.

Signed

Chairman

Dated this

Day of

2013

EAST SUSSEX FIRE AUTHORITY

Panel: **Policy & Resources**

Date: **11 April 2013**

Title: **Revenue Budget and Capital Programme Monitoring & Projected Outturn 2012/13**

By: **Chief Fire Officer & Chief Executive and Treasurer**

Purpose of Report: **To report on issues arising from the monitoring of the 2012/13 Revenue Budget and Capital Programme as at 28 February 2013**

- RECOMMENDATION:**
1. The Panel is asked to note:
 - (i) the projected 2012/13 Revenue Budget outturn;
 - (ii) the projected Capital Programme outturn;
 - (iii) the current and planned use of Balances.

 2. The Panel is recommended to approve:
 - (i) the transfer of £944,000 from the Revenue Budget to Earmarked Reserves; and
 - (ii) the transfer of £462,000 from Earmarked Reserves to General Reserves.
-

MAIN ISSUES

1. This is the fifth monitoring report for 2012/13 covering 1 April 2012 to 28 February 2013. The Revenue Budget outturn for 2012/13 is projected to be under budget by £144,000 compared to the £731,000 previously reported in January 2013 for the period April to November 2012.

2. This report reflects the revised Capital Programme which was approved by the Fire Authority at its meeting on 17 January 2013. The overall Capital Programme is projected to underspend by £33,000, see Appendix 2. The current year's Programme is projected to be under budget by £289,000 due to net slippage on a number of projects from 2012/13 to 2013/14, see Appendix 3.

3. Appendix 1 details the overall Revenue Budget spend and projected outturn.

4. Appendices 2, 3 & 4 present the projected outturn on the Capital Programme over all schemes, the projected spend for the current year and Capital Financing.

5. Appendix 5 details the Balances.

Des Prichard
CHIEF EXECUTIVE & CHIEF FIRE OFFICER
26 March 2013

Duncan Savage
TREASURER

1. INTRODUCTION

- 1.1 The financial information contained in this report is based upon the budget report enquiries as at 28 February 2013, and the projected outturn is shown below and in the summary at the end of this Report at Appendix 1.

2. BUDGET OUTTURN SUMMARY

- 2.1 The table below summarises the change from previously reported 2012/13 Revenue Budget and Capital spending positions.

Projected Outturn

	Last P & R Panel report £,000	This P & R Panel report £,000	Movement £,000
Revenue (see paragraph 3)	(731)	(144)	587
Capital (see paragraph 5)	*	(219)	*

*The capital spending profile was revised at January CFA meeting – therefore there is no prior basis for comparison.

- 2.2 The movement in the projected 2012/13 Revenue Budget outturn is detailed in paragraph 3 below.

3. PROJECTED REVENUE BUDGET OUTTURN – OBJECTIVE LEVEL

- 3.1 The table below represents the projected Revenue Budget at objective level:

Directorate/Budget	Current Budget	Actual to date	Projected Outturn	Variance	Last P&R 10 January 2013
	£,000	£,000	£,000	£,000	£,000
Service Delivery Response	5,489	4,746	5,349	(140)	(10)
Service Delivery Prevention	742	719	738	(4)	(4)
Operational Pay and Pensions	17,956	16,379	17,884	(72)	(294)
Total service delivery/operational budget (60% of total budget)	24,187	21,844	23,971	(216)	(308)
Service Support Estates	1,204	958	1,170	(34)	(89)
Service Support IMD	2,904	2,675	2,855	(49)	(180)
Service Support Fleet	1,989	1,873	1,954	(35)	(107)
Service Support Other	176	149	167	(9)	(2)
Total Service Support budget (16% of total budget)	6,273	5,655	6,146	(127)	(378)
POD HR	738	666	738	0	(3)
POD L & O D	1,959	1,609	1,865	(94)	(8)
Total People & Org Development (7% of total budget)	2,697	2,275	2,603	(94)	(11)
Corporate Services (6% of budget)	2,293	1,606	2,252	(41)	9
PO's (2% of budget)	750	620	750	0	0
Central (9% of budget)	3,830	3,974	4,164	334	(43)
Total	40,030	35,974	39,886	(144)	(731)

- 3.2 **SERVICE DELIVERY:** The projected underspend of £216,000 comprises an underspend of £144,000 in Response and Prevention, and an underspend of £72,000 in Operational Pay and Pensions (previously reported to Panel as £308,000).
- 3.2.1 **Response and Prevention:** The budget is forecast to underspend by £144,000 reflecting the pay award provision not required for Response and Prevention support staff £14,000 and a projected underspend on the Retained budget of £136,000. There is a small overspend of £6,000 on Smoke Detectors. This is after transferring £50,000 of the projected underspend on Smoke detectors to Earmarked Reserves (see table on paragraph 4.3 showing recent transfers to Reserves).
- 3.3 **OPERATIONAL PAY AND PENSIONS:** The operational pay budget is projected to be under budget by £49,000 compared to the underspend of £90,000 reported at the last Panel meeting. Pensions' outturn is projected to be £23,000 under budget, compared to £204,000 reported at the last meeting. This makes a combined projected underspend of £72,000. This reflects the recommended transfer of £200,000 from Pensions and £90,000 from Operational Pay to Earmarked Reserves, (see paragraph 4.3).
- 3.3.1 **Wholetime:** Operational establishment is currently at 413, 8 below establishment as at 28 February 2013. Strength is anticipated to be at 418 at 1 April 2013 compared to an establishment of 416.
- 3.4 **SERVICE SUPPORT:** This budget is forecast to be underspent by £127,000 against the previously reported underspend of £378,000. Details are given in paragraphs 3.4.1 to 3.4.4 below.
- 3.4.1 **Estates:** The Estates budget is projected to underspend by £34,000, previously reported to Panel as a projected underspend of £89,000. This reflects the recommended transfer of £88,000 from the budget to Earmarked Reserves including a reserve for an Estates Condition survey which will now be conducted in 2013/14 (see paragraph 4.3).
- 3.4.2 **Information Management Department:** The IMD budget is projected to underspend by £49,000, previously reported as £180,000. This reflects the recommended transfer of £252,000 to Earmarked Reserves (see paragraph 4.3).
- 3.4.3 **Fleet:** There is a projected underspend of £35,000, which was previously reported to Panel as a projected underspend of £107,000, this reflects the recommended transfer of £54,000 from the budget to Earmarked Reserves (see paragraph 4.3).
- 3.4.4 **Health & Safety:** There is a projected underspend on the health and Safety budget of £9,000 and related to equipment provision not required in 2013/14
- 3.5 **PEOPLE AND ORGANISATIONAL DEVELOPMENT (POD):** The budget is projected to underspend by £94,000. This was previously reported to Panel as a projected underspend of £11,000. This reflects the recommended transfer of £20,000 from the budget to Earmarked Reserves (see paragraph 4.3). The underspend can be attributed to the delegated part of the training budget. The Learning and Organisation Development Manager delegates part of the training budget to other Departmental Managers, who have not utilised the full amount of the budgets allocated.

- 3.6 **CORPORATE SERVICES:** There is a projected underspend of £41,000 compared to the previously reported overspend of £9,000. The largest elements of the change in the projected outturn are an underspend on Members Allowances of £18,000; an underspend of £10,000 on support staff pay award; and an underspend on the uniform budget £10,000. This reflects the recommended transfer of a further £35,000 from the Insurance budget underspend into Earmarked Reserves (see paragraph 4.3).
- 3.7 **CENTRAL:** The central budget is projected to overspend by £334,000. This was previously reported to Panel to be underspent by £43,000. The overspend comprises £282,000 severance costs associated with Facing the Challenge staff savings that were to be funded from Earmarked Reserves in 2012/13, £67,000 overspend on the Improvement and Efficiency budget, (formerly called the Collaboration budget), an underachievement of Interest Received on Treasury Management activity of £11,000 and a net underspend of £26,000 on the rest of the Central budget. This takes into account the recommended transfer of £100,000 from the Improvement and Efficiency Budget and £55,000 from the Relocation Expenses budget (see paragraph 4.3).
- 3.8 In summary, the Revenue Budget is projected to underspend by £144,000.

4. **RESERVES**

- 4.1 The table below sets out the opening Reserves at the start of the financial year and the planned and projected use during 2012/13.

Earmarked Reserves	1 April 2012	Transfers 2012/13	31 March 2013
	£,000	£,000	£,000
Earmarked Reserves	2,365	1,018	3,383
Capital Programme Reserve	1,152	1,666	2,818
General Reserves	4,093	(541)	3,552
Total	7,610	2,143	9,753

- 4.2 Appendix 5 sets out the current opening and new use of Reserves for 2012/13, in detail and reflects the transfers to Reserves recommended in this Report.
- 4.3 The table below shows the Revenue Budget transfers to Earmarked Reserves which it is recommended that Members approve at this meeting. In total, it is proposed to transfer £666,000 from the Revenue Budget underspend into the Capital Programme Reserve to support the agreed contribution to the capital costs of adaptations to Haywards Heath Fire Station as part of the Sussex Control Centre Project. In addition, further transfers totalling £240,000 are recommended to be made into a number of other existing earmarked reserves, along with £38,000 into a new reserve for Estates Condition Surveys. As part of our continuing monitoring of reserves we have identified £462,000 held in earmarked reserves which is no longer required and is recommended to be transferred into General Reserves in line with existing Fire Authority Policy.

Budget	£,000	£,000	Paragraph Ref
Ops Pay & Pensions (Pay)	90		3.3
Ops Pay & Pensions (Pensions)	200		3.3
Estates Building Maintenance	50		3.4.1
IMD MDT	80		3.4.2
IMD Firelink	90		3.4.2
IMD Other	82		3.4.2
Fleet	54		3.4.3
POD OD (Pay)	20	666	3.5
Improvement & Efficiency		100	3.8
Insurance		35	3.6
Community Fire Safety		50	3.2.1
Estates Condition Surveys		38	3.4.1
Relocation Expenses		55	3.7
Total New transfers to Earmarked Reserves		944	

5. **CAPITAL PROGRAMME PROJECTS**

- 5.1 Appendix 2 details the revised Capital Programme estimated payments schedule as approved by the Fire Authority at its meeting on 17 January 2013. The overall Capital Programme is projected to be under planned spending by £33,000.
- 5.2 Appendix 3 shows the current year's budgeted and projected capital spend. The Project Managers have advised that £289,000 will not be spent in 2013/14, £269,000 of which is slippage and £20,000 underspend.
- 5.3 **Crowborough Refurbishment:** The Project Manager has advised that the scheme overall is on budget and is planned to take 42 weeks. £302,000 is planned to be spent in 2012/13 and £705,000 in 2013/14 (£12,000 was spent in 2011/12). The current year will show slippage of £194,000, based on the revised spending profile.
- 5.4 **Replacement Cars and Vans:** This scheme has been completed on budget.
- 5.5 **Roedean Drill Tower:** The Project Manager is projecting the scheme to come in on budget.
- 5.6 **Aerial Rescue Pump:** Changes to the specifications have meant that a saving of £16,000 will be achieved over the whole project, but there is requirements for £117,000 more than planned in 2012/13 against the original spend profile.
- 5.7 **Heathfield EA:** The latest information received from the architects managing the scheme suggests a final outturn over the whole project of £111,000 (£1,000 under budget).
- 5.8 **Refurbishment Lewes & Bexhill:** The Project Manager has advised that the Lewes & Bexhill scheme is complete and the final retention payments have been made to the contractors. The scheme has come in on budget against the in-year forecast.
- 5.9 The Project Manager has advised that the final cost for the purchase of **land at Newhaven** will be £719,000 (previously reported £716,000). The in-year spend forecast has a target of £715,000 meaning an overspend of £4,000 against the in-year forecast.

- 5.10 **BA Classroom:** The Project Manager has advised that construction has not yet started and that expenditure will slip into 2013/14. The spend profile has been adjusted to reflect up to £24,000 being spent this financial year 2012/13, £136,000 under planned spending.
- 5.11 The Project Manager has advised that the **Replacement Fuel Tanks** scheme will be £25,000 under planned spending in the current year and will slip into 2013/14, (no change).
- 5.12 Successful negotiations have resulted in the **buy-out of leased vehicles** being reduced from £650,000 to £630,000, an underspend of £20,000.
- 5.13 **Sussex Control Centre (SCC):** The Project Manager has indicated that there will be no more spend in the current year; the scheme will roll over into the next financial year, and the current spend of £246,000 will be funded from the grant that West Sussex County Council are holding.
- 5.14 **The Sussex Control Centre (SCC) adaptations:** The cost of adaptations to Haywards Heath Fire Station for the SCC estimated at £1.332m cannot be met from the SCC grant and, therefore, costs are to be shared equally between ESFRS and WSFRS. The ESFRS contribution of £666,000 has been added to the Capital Programme, to be funded from the Capital Programme Reserve and £666,000 has now been transferred to the Capital Programme Reserve to underpin its sustainability (see paragraph 4.3 for a summary of funding sources).
- 5.15 Appendix 4 shows the recently approved projected resources available to finance the Capital Programme. The rate at which Service Houses are becoming vacant and suitable for disposal has drastically slowed ahead of the 31 March 2015 deadline when all Service houses must be vacated. The Capital Asset Strategy has been updated to reflect this but, in the meantime, the level of other resources available means that the funding strategy does not require revision.

East Sussex Fire & Rescue Service Outturn Projection April 2012 to February 2013

Appendix 1

	Base Budget	Variations	Current Budget	Actual to Date	Projected Outturn	Projected Variance
	£,000	£,000	£,000	£,000	£,000	£,000
Employees	26,029	(69)	25,960	23,191	25,948	(12)
Premises	2,093	(10)	2,083	1,694	2,061	(22)
Transport	1,396	(89)	1,307	1,183	1,277	(30)
Supplies & Services	6,034	(1,153)	4,881	4,238	4,816	(65)
Support Services	527	0	527	74	524	(3)
Capital Financing	2,428	0	2,428	0	2,428	0
Less Income	(1,283)	(34)	(1,317)	(702)	(1,317)	0
Total	37,224	(1,355)	35,869	29,678	35,737	(132)
Treasury Management	(1,594)	4	(1,590)	184	(1,579)	11
Pensions	3,200	(222)	2,978	3,339	2,955	(23)
Total Expenditure	38,830	(1,573)	37,257	33,201	37,113	(132)
Transfer from Balances						
Transfer to Balances	1,200	1,573	2,773	2,773	2,773	0
Total Gross Expenditure	40,030	0	40,030	35,974	39,886	(144)
Financed by:						
Formula Grant	(15,245)	0	(15,245)	(14,446)	(15,245)	0
Council Tax	(24,764)	0	(24,764)	(22,287)	(24,764)	0
Council Tax Collection Fund						
(Surplus)/Deficit	(21)	0	(21)	(19)	(21)	0
	(40,030)	0	(40,030)	(36,752)	(40,030)	0

East Sussex Fire & Rescue Service Capital Programme Monitoring April 2012 to March 2013

Capital scheme	Total approved payments	Spend previous years	Spend 2012/13	Total Spend	Orders placed	To be processed 2012/13	To be Processed future years	Forecast outturn	Variance on approved Budget
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Schemes starting in 2012/13									
Replacement Cars & Vans	23		23	23				23	0
Purchase of Land for Service Requirements	715		719	719				719	4
BA Classroom Maresfield	220		16	16	8		196	220	0
Property Strategy	656		0	0		16	640	656	0
Operational Vehicles lease buy out	650		630	630				630	(20)
Information Management Strategy; SCC	1,120		233	233	13		874	1,120	0
Adaptations to Haywards Heath Fire Station	666		0	0			666	666	0
Total Schemes starting 2012/13	4,050		1,621	1,621	21	16	2,376	4,034	(16)
Continuing schemes starting in previous years									
Combined Aerial Rescue Pump	769	105	449	554			199	753	(16)
Wadhurst Drill Tower	179	179	0	179				179	0
Crowborough Refurbishment	1,019	12	193	205	109		705	1,019	0
Heathfield EA	112	6	90	96	15			111	(1)
Refurbishment Lewes & Bexhill	713	693	20	713				713	0
Total schemes from previous years	2,792	995	752	1,747	124	0	904	2,775	(17)
Total	6,842	995	2,373	3,368	145	16	3,280	6,809	(33)

Capital Spend in 2012/13 – forecast spending at 2012/13 outturn (NOT total project outturn)

Appendix 3

Capital scheme	Budget 2012/13	Actual Spend 2012/13	Orders placed	Still to be Processed in 2012/13	Projected Outturn	Variance on 2012/13 Budget (Slippage)	Variance on 2012/13 Budget (Underspend)
Schemes starting in 2012/13							
Replacement Cars and Vans	23	23			23	0	
Purchase of Land for Service Requirements	715	719			719	4	
BA Classroom Maresfield	160	16	8		24	(136)	
Property Strategy Roedean Drill Tower	16			16	16	0	
Property Strategy Replacement of Fuel Tanks	25				0	(25)	
Operational Vehicles lease buy out	650	630			630		(20)
Information Management Strategy; SCC	280	233	13		246	(34)	
Total Schemes starting 2012/13	1,869	1,621	21	16	1,658	(191)	(20)
Continuing schemes starting in previous years							
Combined Aerial Rescue Pump	332	449			449	117	
Crowborough Refurbishment	496	193	109		302	(194)	
Heathfield EA	106	90	15		105	(1)	
Refurbishment Lewes & Bexhill	20	20			20	0	
Total Schemes starting in previous years	954	752	124	0	876	(78)	0
Total	2,823	2,373	145	16	2,534	(269)	(20)

Capital Resources 2012/13

Appendix 4

	Original Budget	Income Received	Projected Resources	Variance
	£,000	£,000	£,000	£,000
Sussex Control Grant	280		246	(34)
Government Grant	1,203		1,203	0
Capital Receipts	400		0	(400)
Revenue Transfer to Capital Reserves	1,000		1,000	0
	2,883		2,449	(434)
Contribution to Capital Programme Reserve	666		666	0
Contribution from General Reserves (lease buyout)	630		630	0
Total Resources	4,179		3,745	(434)

RESERVES POSITION WITH IN YEAR TRANSFERS 2012/13						
	2012/13 Opening Balance	2012/13 Anticipated Spend	2012/13 Transfer To General	2012/13 Transfer To earmarked	2012/13 Transfer To Earmarked from Rev Bud	2012/13 Closing Balance
	£,000	£,000	£,000	£,000	£,000	£,000
Earmarked Reserves						
Improvement & Efficiency	1,000	0	(282)	0	471	1,189
Wide Area Network	400	0	(400)	0	0	0
San H Communication Equipment	178	0	(178)	0	0	0
Maritime Incident Response Group	150	0	0	0	0	150
Estates Condition Surveys					38	38
Community Safety Smoke detectors					50	50
Insurance Reserve	106	0	0	0	143	249
Technical Fire Safety	95	0	(95)	0	0	0
Community Fire Safety 2014/15	0	0	0	0	150	150
Breathing Apparatus 2014/15	0	0	0	750	0	750
SCC Desktop Provision				85		85
SCC Connectivity				106		106
Mapping Solution				120		120
Coaching for Safer Communities	91	0	(41)	0	0	50
Relocation Expenses for staff vacating Houses	85	0	0	0	55	140
RDS Training	70	0	0	0	0	70
IMD Strategy	55	0	(55)	0	0	0
Outstanding Minor Commitments relating to 2011/12	46	0	(46)	0	0	0
Volunteers Scheme (3 years)	36	0	0	200	0	236
IMD HR system Replacement	30	0	(30)	0	0	0
Community Safety CF	12	0	(12)	0	0	0
Safe Drive	11	0	(11)	0	0	0
Total Earmarked Reserves	2,365	0	(1,150)	1,261	907	3,383
General Fund	4,093		1,150	(1,261)	200	4,182
Operational lease buy-out		(630)				(630)
						3,552
Capital Programme Reserve	1,152		0	0	1,666	2,818
TOTAL ALL RESERVES	7,610	(630)	0	0	2,773	9,753

EAST SUSSEX FIRE AUTHORITY

Panel: **Policy & Resources**
Date: **11 April 2013**
Title of Report: **Draft Key Task Areas for 2013/14**
By: **Chief Fire Officer & Chief Executive**
Purpose of Report: **To advise the Panel of the new 2013/14 Key Task Areas which have had to be built into the Service's latest annual business plans, but also seek the Panel's advice on whether any additional Service Priority areas should be considered for actioning in 2013/14, but bearing in mind the implications upon available corporate capacity.**

RECOMMENDATION: The Panel is asked to advise officers of any further Key Task Areas that should be added to corporate business plans in addition to those approved by Corporate Management Team at its January 2013 meeting.

MAIN ISSUES

1. The Service's latest draft Medium Term Plan contained the list of proposed Key Task Areas up to 2017/18 which were supported as part of the consultation processes.
2. The previous schedule of Key Task Areas (KTAs (main corporate projects)) was also refreshed for potential continued inclusion in our corporate business plans.
3. At its January 2013 meeting, CMT determined that it was appropriate to establish that 4 of the 10 proposed KTAs should be treated as top corporate priorities in 2013/14 due to their critical significance in terms of delivering to our amended Strategic Aim 1:

'To deliver quality services within available resources'

AND bearing in mind that collective corporate managerial capacity in a number of functional areas has been reduced prior to 2013/14 so that effective corporate prioritisation and programme management is now even more critical.

4. The agreed schedule is as set out in the Appendix to this report and is built into the Service's 2013/14 corporate business plans.
5. The Panel is also reminded that there are a number of tasks already considered as 'day to day' which have been added into Directorate Business Plans for 2013/14 and are corporate in nature and impact upon key corporate personnel. Directorate Heads have been reminded of the need to consider cross cutting implications for other Directorate staff in their planning preparations and consultations.
6. Before final approval is given to proceed with the 2013/14 corporate business plans, the Panel is asked to advise officers of any further Key Task Areas that it considers should be added to those already approved.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
14 March 2013

2013/14 SERVICE IMPROVEMENT PRIORITIES (KTAs)

Our Improvement Agenda is summarised within our Key Task Areas, which are the main corporate projects for the year. The first four projects take priority over other corporate workloads. It is structured to show the links to the Authority's 2 strategic aims as set out in the table below:

Key Task Areas	Project sponsor	Manager
KTA 01 - Sussex Control Centre Project	DCFO/ACO	Ian Alexander
KTA 02 - Develop Data Warehouse to meet corporate business intelligence needs	ACFO	Einar Arnarson
KTA 03 - Managing the Strategic Funding Gap	CFO&CE	Cheryl Rolph/ Richard Charman
KTA 04 - Review on prevention, protection and response	DCFO	Neal Robinson
KTA 05 - Future of financial services provision for ESFRS	Treasurer	Duncan Savage
KTA 06 - Continued development of Optevia fire safety system	DCFO	Richard Fowler
KTA 07 - Develop Community Interest Company	DCFO	Gary Walsh
KTA 08 - Future development of corporate Information Management services	ACFO	Brenda Guile
KTA 09 - Continue to explore options for increased collaboration with other public sector partners	CFO&CE	Cheryl Rolph
KTA 10 - Implement new Human Resource database	ACO	Geoff Adams

KEY

New Strategic Aim 1 To deliver quality services within available resources
New Strategic Aim 2 To ensure a competent, diverse, safe and valued workforce

CFO&CE Chief Fire Officer & Chief Executive
DCFO Deputy Chief Fire Officer
ACFO Assistant Chief Fire Officer
ACO (POD) Assistant Chief Officer (People & Organisational Development)
Treasurer

EAST SUSSEX FIRE AUTHORITY

Panel: **Policy & Resources**

Date: **11 April 2013**

Title of Report: **Future Corporate Performance Targets up to 2015/16**

By: **Chief Fire Officer & Chief Executive**

Purpose of report: **To present the future corporate performance indicator targets from 2011/12 up to 2015/16 (base line 2010/11) for approval by the Fire Authority for inclusion in the Service's Planning documents**

RECOMMENDATION: The Panel is asked to:

- i) approve the latest strategic performance indicator targets for application in 2013/14 onwards contained in Appendix 1, Table A;
- ii) confirm that the existing 'Top set' of strategic indicators remain for 2013/14, or suggest new ones that they now consider more important; and
- iii) note the performance measures that will be reported as set out in Table B.

MAIN ISSUES

1. In May 2011, the Panel agreed strategic performance indicator targets for application in 2011/12 that covered the five years up to 2015/16. Currently, there are 32¹ strategic performance indicators that are monitored on a quarterly basis. It should be noted that whilst our Medium Term Plan rolls forward each year so the planning period just completed ends in 2017/18, our performance targets are set for a specific five year period and then reviewed fundamentally. As such, the strategic timeframe for these Performance Targets ends in 2015/16 and another five year period of performance measurement would then be expected to commence.
2. Within this strategic timeframe, the indicators and targets are still reviewed annually against projected performance results and discussed with the relevant Directorates. Bearing in mind the outcome of the MTFP consultations which tempered our Strategic Aim within the context of available resources due to the need to manage the strategic resources gap over the next four years and potentially beyond, we are proposing that some targets are flat-lined for the foreseeable future as even these will prove to be exacting targets. Appendix 1 contains an overview of the flat-lined targets that are proposed. If the Panel accepts the proposed changes, 32 indicators will be reported on in 2013/14. Table B summarises the performance measures being reported.

¹ 32 is including the recently included indicators relating to 8ffs attending incidents within 8 and 13 minutes

3. Appendix 2 is attached as a separate appendix for Panel members only and contains the reasons as to why the target has been changed (copies on website/available from Clerk to the Fire Authority). It contains the patterns of performance and shows that in the operational indicators in particular, large reductions have already been achieved and performance is starting to level out.
4. The Panel is asked to approve the targets as proposed on behalf of the Fire Authority as set out in Appendix 1, including confirming the existing 'Top Set' of indicators remain for 2013/14 or suggest new ones that they now consider to be more important.
5. The current priority areas are highlighted below in Appendix 1, Table A. The 6 priority indicators are:
 - Percentage of HSVs to the vulnerable members of our community
 - Number of accidental fires in dwellings
 - Percentage of accidental dwelling fires confined to room of origin
 - Percentage reduction of automatic fire alarms
 - Expenditure per head of the population on the provision of Fire & Rescue Services (Annual indicator)
 - Number of working days/shifts lost due to sickness absence for all staff.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
20 March 2013

**Table A - Overview of five year performance improvement targets from 2011/12 to 2015/16
(order ties in with Strategic Objectives)**

No.	Description	Proposed action now for 2013/14 Targets	Previously agreed action for 2013/14 Targets	Proposed performance improvement target up to 2015/16.
STRATEGIC AIM 1: TO DELIVER QUALITY SERVICES WITHIN AVAILABLE RESOURCES				
Strategic Objective : To prevent loss of life and injuries in our communities				
1	% of HSVs to vulnerable people	Maintain the 70% target of HSVs to the vulnerable members of our community	70% was previously proposed	This target will remain at 70% even with the increase in absolute numbers being retained at 10,000.
2	No of accidental fires in dwellings	Flat-line at 534 for 2013/14.	The previously proposed target for 2013/14 was 499. This was to have produced a decrease in ADFs of 15% by 2015/16	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a 5% reduction in accidental dwelling fires.
3	% of accidental dwelling fires confined to room of origin	Set at 94% for the 5 year period to 2015/16	Set at 94% for the 5 year period to 2015/16	Stay the same
7	No of home safety visits	To remain at 10,000	Target to reduce to 8,000	It had previously been agreed to reduce this target to 8,000 HSVs per year but in light of the Medium Term Plan consultation where the public focus groups asked that prevention work in the community be protected, it has been decided to maintain the number of HSVs that we complete at 10,000 per year.
8	No of Primary fires	Flat-line the target at 1,400	1,366 was the previously agreed target for 2013/14. If this level of reduction was continued to 2015/16 an 18% reduction in primary fires would have been achieved.	Flat-lining the target to the end of the 5 year period in 2015/16 will still produce a 12% reduction in primary fires.
9	No of deaths arising from primary fires	Remaining the same, no more than 6 per year	No more than 6 per year	The same, no more than 6 per year to 2015/16 We no longer refer to this as a target in the reports but refer to: "ESFRS maximum community threshold for fatalities & injuries"

No.	Description	Proposed action now for 2013/14 Targets	Previously agreed action for 2013/14 Targets	Proposed performance improvement target up to 2015/16.
STRATEGIC AIM 1: TO DELIVER QUALITY SERVICES WITHIN AVAILABLE RESOURCES (cont.)				
Strategic Objective : To prevent loss of life and injuries in our communities (cont.)				
10	No of injuries (excl. precautionary checks) arising from primary fires	Flat-line at 79 during 2013/14	There was a previously agreed 5% decrease to 2015/16 in the numbers of injuries experienced at primary fires; The previously proposed maximum community threshold for fatalities & injuries for 2013/14 was 79.	Flat-lining to the end of the 5 year period in 2015/16 will still produce a 2.5% reduction in injuries arising from primary fires. We no longer refer to this as a target in the reports but refer to “ESFRS maximum community threshold for fatalities & injuries”
11	No of deaths arising from accidental fires in dwellings	Remaining the same, no more than 4 per year	No more than 4 per annum	The same - no more than 4 per year to 2015/16
12	No of injuries (excl. precautionary checks) arising from accidental fires in dwellings	Flat-line the target at 48 during 2013/14	There was a previously agreed 10% drop to 2015/16 in the numbers of injuries experienced at primary fires;	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a 5%.reduction in injuries in ADFs fires.
13	No of Deliberate primary fires	Flat-line the target at 442 for 2013/14	The previously proposed target for 2013/14 was 458. This was to have produced a decrease in deliberate primary fires of 20% by 2015/16	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a 15% reduction in deliberate primary fires.
14	No of deliberate secondary fires	Flat-line the target at 821during 2013/14	The previously proposed target for 2013/14 was 828. This was to have produced a decrease in deliberate secondary fires of 5% by 2015/16	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a 4%reduction in deliberate secondary fires.

No.	Description	Proposed action now for 2013/14 Targets	Previously agreed action for 2013/14 Targets	Proposed performance improvement target up to 2015/16.
STRATEGIC AIM 1: TO DELIVER QUALITY SERVICES WITHIN AVAILABLE RESOURCES (cont.)				
Strategic Objective: To protect our communities against economic, property or heritage loss				
15	No of fires in non-domestic properties	Flat-line the target at 240 during 2013/14	The previously proposed target was to have produced a decrease in non-domestic fires of 20% by 2015/16	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a 15% reduction in fires in non-domestic properties.
16	Inspections of high risk premises	Staying the same at 700	700	Stay the same
Strategic Objective: To respond effectively and safely to incidents with appropriate planned resources.				
4a	% reduction of automatic fire alarms	20% reduction against the base year of 2010/11	20% reduction against the base year of 2010/11	Stay the same
18	% of Life Threatening Incidents (LTI) attended by 1st appliance within 8 minutes	IRMP standard 60% each year as agreed in the IRMP review 2010	Stay the same	Stay the same
19	% of LTI attended by 1st appliance within 13 minutes	IRMP standard 90% each year as agreed in the IRMP review 2010	Stay the same	Stay the same
20	% of LTI attended by 2 nd appliance within 8 minutes	IRMP standard 50% each year as agreed in the IRMP review 2010	Stay the same	Stay the same
21	% of LTI attended by 2nd appliance within 13 minutes	IRMP standard 80% each year as agreed in the IRMP review 2010	Stay the same	Stay the same
22	% of all incidents that 1 st appliance attended within 20 minutes	IRMP standard 95% each year as agreed in the IRMP review 2010	Stay the same	Stay the same
23	% of LTI attended by 8 firefighters within 8 minutes	These are new indicators reporting against the speed and weight of response	Set at 50%	Set at 50%
24	% of LTI attended by 8 firefighters within 13 minutes	These are new indicators reporting against the speed and weight of response	Set at 80%	Set at 80%

No.	Description	Proposed action now for 2013/14 Targets	Previously agreed action for 2013/14 Targets	Proposed performance improvement target up to 2015/16.
STRATEGIC AIM 1: TO DELIVER QUALITY SERVICES WITHIN AVAILABLE RESOURCES (cont.)				
Strategic Objective: To deliver cost effective services which focus on community risk and customer needs at a price the local community can afford and within available resources				
6	Expenditure per head of the population on the provision of Fire & Rescue Services (Annual indicator)	£48.30 per person	£47.76 per person	Targets are based on the Medium Term Plan and reflect the Service's long term strategy of estimated funding from Central Government grant and local council tax revenue.
31	To ensure community safety services are afforded an increasing proportion of the annual budget spend.			This was a new indicator for 2011/12 and a target will be set next year following the provision of baseline data.
36	% of fires attended in dwellings where no smoke alarm was fitted.	32% for the 5 year period	32% for the 5 year period	Stay the same

No.	Description	Proposed action now for 2013/14 Targets	Previously agreed action for 2013/14 Targets	Proposed performance improvement target up to 2015/16.
STRATEGIC AIM 2: TO ENSURE A COMPETENT, DIVERSE, SAFE AND VALUED WORKFORCE				
Strategic Objective: To embed and embrace equality and diversity principles in all that we do				
26	Retained Duty Staff Female firefighters as new entrants to the FRS	Remaining at 15%	15%	Stay the same
27	Minority ethnic staff as new entrants to the FRS	3.5%	3.5%	Stay the same
28	Disabled employees as new entrants to the FRS	5%	5%	Stay the same
Strategic Objective: To maintain and improve the standards of health, safety and welfare of our staff and provide a safe and secure workplace				
5	No of working days/shifts lost due to sickness absence for all staff	Remaining at 7.5 days	7.5 day per annum	Stay the same. The projected year end result for 2012/13 is currently 8.3 days/shifts lost due to sickness absence per employee
29	No of workplace reported accidents / injuries	Flat-line the target at 124 during 2013/14	The previously proposed target for 2013/14 was 122 This was to have produced a decrease in workplace reported incidents of 5% by 2015/16	Flat-lining the target to the end of the 5 year period in 2015/16 will produce a decrease in workplace reported incidents of 1.6%.
30	No of RIDDOR Incidents	Remaining at 13 RIDDOR incidents for 2013/14	13 RIDDOR incidents for 2013/14	Stay the same - this will produce a 7% reduction in RIDDOR incidents at the end of the 5 year target setting period in 2015/16
34	To achieve a 3.5% reduction in CO2 and greenhouse gas emissions	3.5% reduction	3.5% reduction	Stay the same

Table B– Indicators that are reported as measures

Number	Description
4b	% of automatic fire alarm calls challenged by ESFRS
4c	% of automatic fire alarm calls turned back by ESFRS
4d	% of automatic fire alarm mobilised calls to properties covered by the RRO that were finally classified as a primary fire

EAST SUSSEX FIRE AUTHORITY

Panel: **Policy & Resources**

Date: **11 April 2013**

Title: **Sussex Control Centre – progress report**

By: **Chief Fire Officer & Chief Executive**

Purpose of Report: **To update the Policy & Resources Panel on progress in relation to the Sussex Control Centre (SCC)**

RECOMMENDATION: The Panel is asked to note this report.

MAIN ISSUES

- 1 West Sussex County Council has received planning approval for the works required at Haywards Heath Fire Station, subject to one caveat related to noise levels.
2. Tenders have been received for phase 1 of the building works and the appointment of a contractor is imminent at the time of drafting this report.
3. Consultation with all trade unions on staffing structures and shifts has now commenced and we await their feedback on our proposals.
4. The contract with Remsdaq Ltd has now been finalised and sealed.
5. The financial position is proceeding as estimated and no material concerns from the grant situation are emerging.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
22 March 2013

Appendix A: Project Plan – attached as a separate document
Appendix B: Financial report

1. **PROPERTY/ACCOMMODATION**

- 1.1 West Sussex County Council has received planning approval for the works required at Haywards Heath Fire Station, subject to one caveat related to noise levels associated with standby generators. The Property Team is reviewing this further.
- 1.2 The Tier 2 Audit report on Contractor selection has been received and we are awaiting further information on the breakdown of the costs before we move to the appointment of the Contractor.
- 1.3 The ergonomist visited both Control Rooms in March 2013. The focus will be on interviewing staff about current operations and any concerns with the current layouts etc., discussing existing use of equipment (priorities and frequency of use), looking at team working and supervisor needs, examining the current use of job aids and surveying current storage requirements.
- 1.4 The location of the Secondary Control remains a priority having narrowed down the options to 2 potential sites, Maresfield in East Sussex and Salfords in Surrey. Work continues with trying to achieve a draft outline of the terms Surrey Fire & Rescue Service would be looking for.

2. **PROJECT PLAN**

- 2.1 A high level project plan, attached as a separate document Appendix A, now incorporates all the known timelines from Remsdaq Ltd (the successful contractor for the mobilising system) and we are now concentrating on refining this further by looking at the integration and interfacing issues of the IT systems which are currently in use by both Services and which will need to connect with the Sussex Control Centre.

3. **HUMAN RESOURCE ISSUES**

- 3.1 Consultation has now commenced with the Fire Brigades' Union, UNISON and the Fire Officers' Association, on proposals in relation to the staffing structure, posts and roles, shift patterns and hours of working.
- 3.2 The consultation process will last for 6 weeks, ending in the middle of April, and we are currently running staff briefing sessions in both Services. Whilst the release of the proposals has been helpful in one sense, as staff now have access to all the information, nonetheless, this remains a period of worry and concern for them over job security and changes to their working arrangements.
- 3.3 Transitional arrangements for pay for the West Sussex staff have now been communicated. Currently, WSCC employees are paid on the 24th of each month and, in order to move to the ESFA arrangements, it has been proposed that ESFA remunerate by paying a one-off payment of 3 weeks' salary to be paid on 24 May 2013 and a further week's salary will be paid on the ESFA payroll run on 31 May 2013. From June, the usual arrangements will apply.

4. **PROCUREMENT AND TECHNICAL**

- 4.1 The Contract was finalised on 11 March 2013, a signed copy was received from Remsdaq Ltd on 18 March and the contract has now been sealed.
- 4.2 The Project Team has now been expanded to include all the technical support needed from both Services, as it is important to ensure the majority of the work associated with technical aspects is completed to meet the installation date at Haywards Heath. This has to be completed by October/November in order to ensure that time available for staff training is appropriate for an emergency service function.

5. **COMMUNICATIONS**

- 5.1 As previously reported, we continue to support the delivery of the communications strategy.

6. **FINANCE AND FUNDING**

- 6.1 A financial report is attached as Appendix B.

7. **CONCLUSION**

- 7.1 The Project remains on track to achieve a 'go-live' date of no later than 31 March 2014. A considerable amount of work is now being undertaken with all the work stream areas at maximum output.
- 7.2 Control staff in both Services continue to be under considerable pressure due to the proposals, whilst they are continuing to deliver an emergency service function.

**APPENDIX B
SCC FINANCIAL REPORT**

1. Shared Costs

- 1.1 The Project Board have previously agreed to appoint an Ergonomist to the project, with contract award, for £27,000, being agreed at the last Project Board meeting. A Request for Authority to Spend has been received to confirm the appointment of the Ergonomist agreed at the previous meeting, which the Project Board are asked to approve.
- 1.2 The cost of £27,000 takes the total shared costs agreed to £1.49m. The position to the end of February 2013 is detailed below:

SHARED	Revenue		Capital		TOTAL
	2012/13	2013/14	2012/13	2013/14	
	£	£	£	£	£
Commissioning of Actica for project support in the development of the technical specification for the MCC system.	9,984				9,984
Adaptations to Haywards Heath Fire Station				1,332,000	1,332,000
Actuaries (Hymans) commissioned to evaluate pensions options	26,280				26,280
Independent legal advice on procurement	3,900				3,900
To provide a dedicated Principal Officer to the SCCP from 1 May 2012 until September 2013.	64,238	27,530			91,768
Ergonomist	27,000				27,000
TOTAL COMMITTED / SPENT	131,402	27,530	0	1,332,000	1,490,932
East Share	65,701	13,765		666,000	745,466
West Share	65,701	13,765		666,000	745,466

- 1.2 The resources required to ensure the success of the Project continue to be reviewed and work continues on a resourcing plan. All these costs are met equally by the two parties. There is also anticipation that there may be decommissioning costs associated with the existing control facilities. There is no provision in the grant allocation and consequently any costs that do arise are anticipated to be treated as a shared cost
- 1.3 The process for reimbursements between the two services has already been agreed and will commence in the following weeks.

2. Grant Funding

2.1 Two Requests for Authority to Spend have been received, revising the SAN H position and a request for back-fill of technical posts in West for the implementation process and these have been approved by the Project Board. Additionally Remsdaq have now signed the Contract for the mobilising system at a price of £1.09m and this has been shown as committed expenditure in the financial statement, bringing the committed expenditure to £2.35m to the end of February 2013. A summary is shown in the table below; with a detailed analysis included in Annex 1 to Appendix B.

Item	TOTAL Budget	TOTAL Actual to date	TOTAL Budget remaining
	£	£	£
FUNDED BY GRANT			
MDT SUB TOTAL	910,000	760,000	150,000
CONTROL ROOM SUB TOTAL	1,402,000	1,094,266	307,734
COMMUNICATION SUB TOTAL	200,000	0	200,000
SAN H SUB TOTAL	313,000	265,011	47,989
STAFF SUB TOTAL	775,000	230,564	544,436
GRANT FUNDED EXPENDITURE	3,600,000	2,349,841	1,250,159

2.2 The Contract with Remsdaq is £105,000 less than expected, in part due to the reduction in workstations. As the Contract Award was approved by the political processes of both services it has been included in the analysis.

Warren Tricker
7 March 2013

Annex 1 to Appendix B

Item	Revenue Budget	Capital Budget	TOTAL Budget	Revenue Actual to date	Capital Actual to date	TOTAL Actual to date	Revenue Budget remaining	Capital Budget remaining	TOTAL Budget remaining
			£			£			£
FUNDED BY GRANT									
Station End Equipment	0	150,000	150,000	0	0	0	0	150,000	150,000
Station end equipment in West	0	150,000	150,000	0	150,000	150,000	0	0	0
MDTs in East #1 (MDT Project)	17,100	246,700	263,800	17,100	246,700	263,800	0	0	0
MDTs in East #2 (SCC Project)	17,900	183,300	201,200	17,900	183,300	201,200	0	0	0
Printers in West	0	18,000	18,000	0	18,000	18,000	0	0	0
MDT hardware in West	35,000	92,000	127,000	35,000	92,000	127,000	0	0	0
MDT SUB TOTAL	70,000	840,000	910,000	70,000	690,000	760,000	0	150,000	150,000
Procurement of Mobilising System and ICCS plus associated hardware	0	1,200,000	1,200,000	0	1,094,266	1,094,266	0	105,734	105,734
Control Room Furniture	0	50,000	50,000	0	0	0	0	50,000	50,000
Integration of mobs system to existing FRS applications	152,000	0	152,000	0	0	0	152,000	0	152,000
CONTROL ROOM SUB TOTAL	152,000	1,250,000	1,402,000	0	1,094,266	1,094,266	152,000	155,734	307,734
Main System MPLS Network link between FRS	0	100,000	100,000	0	0	0	0	100,000	100,000
Buddy system - MPLS Network link between FRS	0	100,000	100,000	0	0	0	0	100,000	100,000
COMMUNICATION SUB TOTAL	0	200,000	200,000	0	0	0	0	200,000	200,000

Item	Revenue Budget	Capital Budget	TOTAL Budget	Revenue Actual to date	Capital Actual to date	TOTAL Actual to date	Revenue Budget remaining	Capital Budget remaining	TOTAL Budget remaining
			£			£			£
SAN H, SDR router for secondary control, config and dynamic talk groups, excavation costs	91,902	213,000	304,902	0	0	0	91,902	213,000	304,902
SAN - H Survey	8,098	0	8,098	8,098	0	8,098	0	0	0
8-port Variant A SAN H interface to the Airwave network	0	0	0	0	256,913	256,913	0	(256,913)	(256,913)
Airwave data (provisional)	0	0	0	0	0	0	0	0	0
SAN H SUB TOTAL	100,000	213,000	313,000	8,098	256,913	265,011	91,902	(43,913)	47,989
Project Team - unallocated	61,936	0	61,936	0	0	0	61,936	0	61,936
J. Scotland - HR lead	48,064	0	48,064	48,064	0	48,064	0	0	0
Redundancy Payments	300,000	0	300,000	0	0	0	300,000	0	300,000
Implementation Team - unallocated	365,000	0	365,000	0	0	0	365,000	0	365,000
West Sussex technical staff back-fill	0	0	0	182,500	0	182,500	(182,500)	0	(182,500)
STAFF SUB TOTAL	775,000	0	775,000	230,564	0	230,564	544,436	0	544,436
GRANT FUNDED EXPENDITURE	1,097,000	2,503,000	3,600,000	308,662	2,041,179	2,349,841	788,338	461,821	1,250,159