

## **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 11.45 hours on Friday 11 July 2014.**

**Members Present: Councillors Barnes, Hawtree, Howson (Chairman), Lambert, Pragnell, Theobald and Wincott.**

N.B. Councillor Wincott attended the meeting in place of Councillor Scott having been nominated by the Deputy Monitoring Officer in consultation with the relevant Group spokesperson.

### **Also present:**

Mr. D. Prichard (Chief Fire Officer & Chief Executive), Mr. G. Walsh (Deputy Chief Fire Officer), Mr. G. Ferrand (Assistant Chief Fire Officer), Mrs. C. Rolph (Assistant Chief Officer - People & Organisational Development), Mr. D. Savage (Treasurer), Mr. W. Tricker (Head of Finance & Procurement), Miss L. Woodley (Deputy Monitoring Officer) and Mrs. K. Ward (Clerk).

### **945. DISCLOSABLE PECUNIARY INTERESTS**

945.1 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.

### **946. ELECTION OF CHAIRMAN**

946.1 **RESOLVED** – That Councillor Howson be appointed Chairman of the Panel for the ensuing year.

### **947. APOLOGIES FOR ABSENCE**

947.1 Apologies for absence were received from Councillors Powell and Scott.

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

948.1 There were no urgent items for consideration.

### **949. NON-CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES PANEL MEETING HELD ON 15 MAY 2014**

949.1 **RESOLVED** – That the minutes of the meeting held on 15 May 2014 be approved as a correct record and signed by the Chairman. (Copy in Minute Book).

### **950. CALLOVER**

950.1 Members reserved the following items for debate:

- 951. 2013/14 Provisional Revenue and Capital Outturn
- 953. ICT Transformation Programme
- 954. Sussex Control Centre – Progress Report

951. **2013/14 PROVISIONAL REVENUE AND CAPITAL OUTTURN**

- 951.1 Members considered a report of the Treasurer that contained the provisional revenue and capital budget outturn for 2013/14 along with an updated analysis of reserves and balances. (Copy in Minute Book).
- 951.2 The provisional Revenue Budget outturn for 2013/14 was underspent by £647,000 comprising underspends of £51,000 within Service Delivery, £407,000 within Service Support, £59,000 within People and Organisational Development, £244,000 within Corporate Services and £4,000 within Finance.
- 951.3 The underspends reflect a range of savings in Corporate Services and Support Services which have been removed from the 2014/15 budget as part of the agreed non-operational savings for 2014/15, a small net underspend on Service Delivery and Operational budgets and project slippage primarily in IMD. Officers recommended that the underspend be transferred to balances, £275,000 as a carry forward for slipped projects and £372,000 to the Capital Programme Reserve as previously approved by the Fire Authority in February 2014.
- 951.4 The overall Capital Programme was projected to be under planned spending by £410,000. The current year's Capital Programme and spending profile was projected to be underspent by £2,985,000. This was made up of two main elements; schemes which have been delivered under budget or have been removed as no longer necessary which have resulted in a savings of £410,000 and; schemes that have been delayed and the spend slipped into 2014/15 and these total £2,575,000. The majority of the slippage related to two major partnership schemes, Newhaven Fire Station and Sussex Control Centre.
- 951.5 Councillor Hawtree asked Officers to explain the level of underspend within the IMD budget. The Assistant Chief Fire Officer informed Members that there had been a number of projects that had not been progressed over the past year. The Chief Fire Officer & Chief Executive added that staff time had been taken up with other projects such as the Sussex Control Centre and that combined with a reduction in staff numbers had unfortunately meant some projects had slipped.
- 951.6 **RESOLVED** – That
- (i) the provisional 2013/14 Revenue outturn be noted;
  - (ii) the provisional 2013/14 Capital Programme outturn be noted;
  - (iii) the actual use of reserves be noted;
  - (iv) the shortfall in 2013/14 budget savings was managed within the overall revenue underspend be noted; and
  - (v) the transfer of the 2013/14 revenue underspend to earmarked reserves as set out in paragraph 7.1 of the report (i.e. £275,000 of the revenue budget underspend to be transferred into an earmarked reserve to fund the projects listed in Appendix 6 of the report to be drawn down in 2014/15; and the balance of £372,000 to be transferred to the Capital Programme Reserve as agreed by the Fire Authority in February 2014), be approved.

952. **2014/15 REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING**

952.1 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 2014/15 Revenue Budget and Capital Programme as at 31 May 2014. (Copy in Minute Book).

952.2 **RESOLVED** – That the following be noted:

- (i) the projected 2014/15 Revenue Budget outturn;
- (ii) the projected Capital Programme outturn;
- (iii) the planned use of reserves; and
- (iv) the monitoring of savings taken in 2014/15.

953. **ICT TRANSFORMATION PROGRAMME**

953.1 Members considered a report of the Chief Fire Officer & Chief Executive which advised the Panel of the intended programme of work to transform the Service's ICT infrastructure and services. (Copy in Minute Book).

953.2 The Service's ICT equipment, systems and applications had increased in both number and complexity over the years hosted on servers managed internally at Service Headquarters. There had been increasing reliance on internal staff to manage and maintain the IT environment who had been constrained by capacity and occasionally lack of skill and capability, to meet the increasingly dynamic and demanding requirements of the business.

953.3 Following a review during 2013/14, the results of which were reported to Corporate Management Team (CMT), it was agreed that there was a need to transform the ICT environment to a more suitable and affordable solution which would meet both the current and future needs of the Service. A programme of work had been progressing that may result in all ICT services being managed externally.

953.4 CMT had agreed to progress an initiation stage in advance of agreeing a full programme of transformation of ICT. This had resulted in the development of a plan to deliver the transformation programme and set out the context, aim and scope for delivery.

953.5 It had been agreed that a fully managed service may be the preferred outcome with options ranging from fully managed service provided by a single provider, a managed service from multiple suppliers or a managed service from a single supplier acting as a managing agent. The programme of work would identify which model would be most advantageous and which supplier would be best suited to deliver within the preferred model.

953.6 Councillor Barnes asked Officers to be more ambitious in their plans and consider options such as integrating with or "piggy backing" off larger organisations. He didn't feel it would be appropriate to be reliant on commercial organisations and that Officers should fully map the functions so that any supplier could grasp how the Service worked and what its requirements were.

953.7 Councillor Hawtree expressed concern that outsourcing could expose the Service to risk. The Chief Fire Officer & Chief Executive advised Members that the involvement of a specialist firm would provide valuable guidance on the needs and requirements of the Service in moving forward and help find the best strategic outcomes, as well as delivering considerable savings.

953.8 **RESOLVED:** That

- (i) the intended course of action as set out within the report be noted with particular emphasis to be given by Officers to partnership working; and
- (ii) the transfer of up to £400,000 in total from within the existing IMD budget to fund the transformation work be approved.

954. **SUSSEX CONTROL CENTRE**

954.1 Members considered a report of the Chief Fire Officer & Chief Executive which provided an update on the progress and financial position of the Sussex Control Centre Project. (Copy in Minute Book).

954.2 The Sussex Control Centre (SCC) had been live at Haywards Heath since 21 May 2014. Both legacy systems continued to perform and the Project Team was now fully focussed on the delivery of the new mobilising system.

954.3 The next stages of the project fell primarily into 4 areas; data provision, acceptance tests, installation and training. Data provision had to be completed before Factory Acceptance Test which was during week commencing 21 July. Installation would take part in 2 phases due to it taking place in a fully operational control environment (August and late September). Training was scheduled for September and October.

954.4 To the end of May 2014 £1.98m had been spent on shared costs with further commitments of £0.02m and further anticipated spend of £0.37m.

954.5 The forecast spend for grant funded expenditure now stood at £3.62m, and exceeded the value of the grant by £0.02m. Spend to the end of May 2014 stood at £2.29m with another £0.88m approved to be spent.

954.6 **RESOLVED:** That the report be noted.

955 & 956. **EXCLUSION OF PRESS AND PUBLIC**

955/6.1 **RESOLVED** – That item 957 be exempt under paragraphs 3 & 4 of Schedule 12A to the Local Government (Access to Information) (Variation) Order 2006 and, accordingly, is not open for public inspection on the grounds that it includes information relating to the financial or business affairs of any particular person (including the Authority holding that information) and information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holder under, the authority.

**PART 2**

957. **CONFIDENTIAL MINUTES OF THE MEETING OF THE POLICY & RESOURCES PANEL HELD ON 15 MAY 2014 (EXEMPT CATEGORIES UNDER PARAGRAPHS 3 AND 4 OF THE LOCAL GOVERNMENT ACT 1972)**

957.1 **RESOLVED** – That the confidential minutes of the meeting held on 15 May 2014 be approved as a correct record and signed by the Chairman. (Copy in Minute Book).

The meeting concluded at 12.45 hours.

Signed

Chairman

Dated this      Day of

2014