



EAST SUSSEX FIRE AUTHORITY

SCRUTINY & AUDIT PANEL

THURSDAY 18 SEPTEMBER 2014 at 10.00 hours

MEMBERS

East Sussex County Council

Councillors Buchanan, Galley, Lambert, Taylor and Wincott.

Brighton and Hove City Council

Councillors Carden, Deane and Peltzer Dunn.

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

AGENDA

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| 916. | 1. | In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011. |
| 917. | 1. | Apologies for absence. |
| 918. | 1. | Notification of items which the Chair considers urgent and proposes to take at the end of the agenda / Chair's business items. |

(Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing they must state the special circumstances which they consider justify the matter being considered urgently).

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| <u>919.</u> | 5. | Non-confidential Minutes of the last Scrutiny & Audit Panel meeting held on 11 July 2014 (copy attached). |
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920. 2. Callover
- The Chair 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 Chair 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.
921. 11. 2013/14 External Auditor's Audit Report (ISA 260) and Statement of Accounts – joint report of the Chief Fire Officer & Chief Executive and Treasurer (copy attached).
922. 13. 2013/14 Review of progress with Partnerships – report of the Chief Fire Officer & Chief Executive (copy attached).
923. 17. 2013/14 Environmental Issues – Annual Outturn – report of Councillor Barnes, Member Lead for Service Support (copy attached).
924. 29. 2013/14 Fatal Accidental Fire Review – report of the Chief Fire Officer & Chief Executive (copy attached).
925. 55. 2013/14 Annual Statement of Operational Assurance – report of the Chief Fire Officer & Chief Executive (copy attached).
926. 59. 2014/15 1st Quarter Performance Results – report of the Chief Fire Officer & Chief Executive (copy attached).
927. 65. 2014/15 1st Quarter Outturn Results – Corporate Projects – report of the Chief Fire Officer & Chief Executive (copy attached).
928. 67. 2014/15 1st Quarter Corporate Risk Register Review – joint report of the Chief Fire Officer & Chief Executive and Treasurer (copy attached).
929. 2. 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.
930. 77. Confidential Minutes of the last Scrutiny & Audit Panel meeting held on 11 July 2014 (copy attached). (Exempt categories under paragraphs 3 and 7 of the Local Government Act 1972).

931. 81. Independent Review into management actions following IMD investigation – confidential report of the Chief Fire Officer & Chief Executive (copy attached). (Exempt categories under paragraphs 1 and 3 of the Local Government Act 1972).
932. 93. Sussex Control Centre (SCC) Accommodation review – joint confidential report of the Chief Fire Officer & Chief Executive and Treasurer (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).

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

EAST SUSSEX FIRE AUTHORITY

Minutes of the meeting of the SCRUTINY & AUDIT PANEL held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne, at 10:00 hours on Friday 11 July 2014.

Members Present: Councillors Barnes, Buchanan, Carden, Hawtree, Lambert, Peltzer-Dunn, Taylor and Wincott.

N.B. Councillor Barnes attended the meeting in place of Councillor Galley, and Councillor Hawtree attended as the Green Group member, having been nominated by the Deputy Monitoring Officer in consultation with the relevant Group spokesperson.

Also present: Councillors Howson and Pragnell.

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), Ms. L. Woodley (Deputy Monitoring Officer), Mr. D. Savage (Treasurer), Mr. W. Tricker (Head of Procurement & Finance), Mrs. L. Ridley (Head of Performance Management), Mr. P. King (Ernst & Young Auditors), Mr. I. Young (Ernst & Young), Mr. R. Banks (Internal Audit), Mr G Neale (Internal Audit) and Mrs. A. Bryen (Clerk).

903. **DISCLOSABLE PECUNIARY INTERESTS**

903.1 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.

904. **ELECTION OF CHAIRMAN**

904.1 **RESOLVED** – That Councillor Lambert be appointed Chair of the Panel for the ensuing year.

905. **APOLOGIES FOR ABSENCE**

905.1 An apology for absence was received from Councillor Galley.

906. **ANY OTHER NON-EXEMPT ITEMS CONSIDERED URGENT BY THE CHAIR/ CHAIR'S BUSINESS**

906.1 There were no urgent items for consideration.

906.2 The Chair welcomed Paul King and Ian Young from Ernst & Young, the Fire Authority's external auditors, and Russell Banks and Gary Neale, the Fire Authority's Internal Auditors, to the meeting.

907. **NON-CONFIDENTIAL MINUTES OF THE LAST SCRUTINY AND AUDIT PANEL MEETING HELD ON 15 MAY 2014**

907.1 **RESOLVED** – That the non-confidential minutes of the meeting of the Scrutiny & Audit Panel held on 15 May 2014 be approved as a correct record and signed by the Chair. (Copy in Minute Book).

908. **CALLOVER**

908.1 Members reserved the following items for debate:
913. Member Lead Arrangements for 2014/15

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

909. **INTERNAL AUDIT ANNUAL REPORT AND OPINION FOR THE PERIOD 1 APRIL 2013 – 31 MARCH 2014**

909.1 Members had considered a report of the Treasurer that introduced the report of East Sussex County Council's (ESCC) Head of Assurance, as East Sussex Fire Authority's (ESFA) Head of Internal Audit. (Copy in Minute Book).

909.2 On the basis of the audit work completed, East Sussex County Council's (ESCC) Head of Assurance, as East Sussex Fire Authority's (ESFA) Head of Internal Audit, was able to provide reasonable assurance that the Fire Authority had in place an adequate and effective framework of governance, risk management and internal control for the period 1 April 2013 to 31 March 2014. Individual reports on the systems evaluated by internal audit included recommendations to enhance controls and management had drawn up action plans to implement these recommendations.

909.3 Members' attention was drawn to the weaknesses in control identified by internal audit i.e. procurement and contracting and in IMD management controls, as well as the additional number of audit days commissioned to cover particular areas of concern on behalf of Corporate Management Team and this Panel, and the decision taken to defer some work into 2014/15. Information was also provided on Internal Audit's performance against their agreed targets and their compliance with the Public Sector Internal Audit Standards (PSIAS).

909.4 **RESOLVED** – That
(i) the Internal Audit Service's opinion on the Fire Authority's internal control environment for 2013/14 be noted; and
(ii) the Fire Authority's system for internal audit had proved effective during 2013/14.

910. **INTERNAL AUDIT STRATEGY AND PLAN**

910.1 Members had considered a report of the Treasurer that provided an Internal Audit Plan for East Sussex Fire Authority covering the period 1 April 2014 to 31 March 2015. (Copy in Minute Book).

910.2 East Sussex County Council (ESCC) had provided the internal audit service to East Sussex Fire Authority (ESFA) since 1 April 1997. This service was usually delivered based on a standard annual budget of 70 audit days.

910.3 Members had also considered the proposed Internal Audit Strategy and Plan for 2014/15 which had been produced on a risk basis, following consultation with the Treasurer, Principal Officers, Deputy Monitoring Officer and the Fire Authority's external auditor, Ernst and Young, as well as a revised Audit Charter which was annexed to the Strategy and Plan.

910.4 **RESOLVED** – That

- (i) the 2014/15 Internal Audit Strategy and Plan be approved; and
- (ii) the updated Audit Charter be approved.

911. **ASSESSMENT OF THE CORPORATE FRAMEWORK AND ANNUAL GOVERNANCE STATEMENT FOR 2013/14**

911.1 Members had considered a joint report of the Chief Fire Officer & Chief Executive, Monitoring Officer and Treasurer that set out how the Fire Authority had assessed the effectiveness of its governance arrangements and which sought approval of the Annual Governance Statement in line with the Accounts and Audit Regulations 2011. (Copy in Minute Book).

911.2 The Annual Governance Statement provided an opportunity for the Authority to assess and report transparently to the public how it ensured that it was doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

911.3 The Authority was required to conduct an annual review of the effectiveness of its system of internal control and to prepare an annual governance statement in accordance with proper practices to accompany its Statement of Accounts. The production of an Annual Governance Statement was the final stage of an on-going process of review of the Authority's governance arrangements including risk management and internal control.

911.4 The Authority's corporate governance framework was underpinned by a number of key documents and processes. The sources of assurance in place for each of the main policies and strategies that made up the Authority's corporate governance framework had been reviewed and any need for improvement that had been identified was set out within the Annual Governance Statement.

911.5 Evidence showed that the Authority continued to have in place good arrangements for corporate governance and that they were working effectively. The Annual Governance Statement would be reviewed by the Authority's external auditors Ernst & Young LLP as part of their audit of the 2013/14 accounts.

- 911.6 **RESOLVED** – That
- (i) the level of assurance provided to Members through this report and the Authority’s governance framework and processes be confirmed as satisfactory;
 - (ii) no additional significant governance issues have been identified that should be included in the Authority’s Annual Governance Statement; and
 - (iii) the Annual Governance Statement be approved to be signed by the Chair of this Panel and the Chief Fire Officer & Chief Executive.

912. **2013/14 - 4TH QUARTER PERFORMANCE RESULTS**

912.1 Members had considered a report of the Chief Fire Officer & Chief Executive that presented the 4th quarter performance indicator results for 2013/14. (Copy in Minute Book).

912.2 The report contained the Quarter 4 performance indicator results for 2013/14, compared with the results for the same quarter in 2012/13. In terms of the overall performance for 2013/14, of the Fire Authority’s priority areas, three were on target, one was within 10% of the target and one was off target. The result for the expenditure per head of population would not be available until later in the year when the accounts were closed and finalised. The performance outcome summary and an exceptions report were presented to the Panel.

- 912.3 **RESOLVED** – That
- (i) the 2013/14 performance results for Quarter 4 as set out in the report and Appendix A, be noted; and
 - (ii) the information included within the exceptions report set out as Appendix B, be noted.

913. **MEMBER LEAD ARRANGEMENTS FOR 2014/15**

913.1 Members considered a joint report of the Chief Fire Officer & Chief Executive and the Monitoring Officer that sought nominations for Member Leads. (Copy in Minute Book).

913.2 Member Lead arrangements were established in 2009/10 and had worked reasonably effectively since that time. In 2013 the number of lead members was deemed to be high and the numbers were rationalised from 18 to 5. It was recognised that the workloads of the different streams had varied, and the number of Member Leads for such a small Authority was now disproportionate, and the same outcomes could be achieved with a smaller number.

913.3 **RESOLVED** – That the following Member Leads be appointed:

Directorate	Lead Member	Lead Principal Officer
Response & Resilience Prevention & Protection	Councillor C Theobald Councillor C Hawtree	DCFO Gary Walsh
Equality & Diversity	Councillor P Pragnell Councillor S Powell	DCFO Gary Walsh and ACO Cheryl Rolph
People and Organisational Development (to include Staff and Member Development)	Councillor C Butler	ACO Cheryl Rolph
Support Services to include Environmental and Sustainability	Councillor J Barnes	ACFO Gary Ferrand
Sussex Control Centre	Councillor P Howson	ACO Cheryl Rolph

914. **EXCLUSION OF THE PRESS AND PUBLIC**

914.1 **RESOLVED** – That item no. 915 be exempt under paragraphs 3 and 7 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly are 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 any action taken or to be taken in connection with the prevention, investigation and prosecution of crime.

The meeting concluded at 11:35 hours.

Signed

Chair

Dated this

day of

2014

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**

Date: **18 September 2014**

Title: **External Auditor's Audit Report (ISA 260) and Statement of Accounts 2013/14**

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

Purpose of Report: **To present the results of the External Auditor's Results Report (ISA 260) and to report an unqualified opinion on the Authority's 2013/14 Statement of Accounts.**

RECOMMENDATION: The Panel is asked to:

- (i) note the External Auditor's Audit Report (ISA 260);
- (ii) authorise the Treasurer to sign the formal letter of representation to the External Auditor; and
- (iii) approve the Statement of Accounts for publication.

MAIN ISSUES

1. The Authority's External Auditor, Ernst & Young, is obliged to produce an Audit Results Report (ISA 260) which reports formally on the outcome of the audit of the Authority's financial statements. The ISA 260 is appended as Appendix A, as a separate document.
2. As a result of the audit, Ernst & Young expects to issue an unqualified opinion and has not identified any material issues to be reported to Members. It is pleasing to note that Ernst & Young has made no recommendations for improvement as a result of its audit of the accounts, and raised no specific issues which require a response in the Letter of Representation. A set of accounts is appended as Appendix B, as a separate document, and reflects some simplification and streamlining in line with CIPFA's 'Telling the Story' initiative.
3. The ISA 260 confirms that the Authority has in place proper arrangements for securing value for money.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
8 September 2014

Duncan Savage
TREASURER

EAST SUSSEX FIRE AUTHORITY

Panel **Scrutiny & Audit**
Date: **18 September 2014**
Title: **2013/14 Review of progress with Partnerships**
By: **Chief Fire Officer & Chief Executive**
Purpose of Report: **To advise the Panel of the outcome of the review of partnerships completed for 2013/14 and other changes affecting partnerships.**

RECOMMENDATION: The Panel is asked to note the report.

MAIN ISSUES

1. The Fire Authority is involved in a range of partnerships to meet the needs of our local communities. Chief amongst these is in Community Safety where the range and scope of partnerships continues to increase, reflecting the Authority's aim to achieve safer and more sustainable communities. The universal reduction in budgets has helped focus organisations on more effective partnership working and has given this Service more opportunities to work collaboratively.
2. ESFRS Home Safety Visits have always been partnership focused with referrals to other Authorities a key outcome. The recent award of a grant by the Department of Health to further develop and enhance our innovative Volunteer-led Health & Wellbeing visits is providing new and exciting partnership opportunities involving greater collaborative working with Public Health and the Clinical Commissioning Groups.
3. ESFRS continues to take a lead role in coordinating road safety across East Sussex, working in partnership with County, District and Borough councils, Sussex Police, SECAMB, the Sussex Safer Roads Partnership and the Institute of Advanced Motorists as we strive to reduce anti-social driving and the number of people killed and seriously injured.
4. Every partnership is evaluated annually by the ESFRS Lead. As part of this evaluation, Borough Commanders have been assessing their capacity to support partnerships in light of reducing resources and competing demands. The effective management of partnership working is critical at a strategic level. As a result of the evaluation process, it has been established that the Fire Authority currently has a total of 78 partnerships that focus upon community safety issues, an increase of 24 partnerships over the year, demonstrating the importance that organisations place on effective and targeted partnership working.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
29 August 2014

1. **INTRODUCTION**

- 1.1 The Fire Authority has been involved with a range of partnerships including National and Regional Partnerships (CFOA); Regional Fire & Rescue Partnerships; Local Authority Partnerships; Local Strategic Partnerships (LSPs); Community Safety Partnerships (CSPs); joint or shared services; joint commissioning and procurement /supply partners and service delivery partnerships to meet the needs of our local communities.
- 1.2 The Community Safety agenda within our area is based upon a range of partnership activity which may involve using partners to refer vulnerable people to us; joint working; partner sponsored activities undertaken by our personnel or jointly agreed, to which partners contribute resources and work to achieve common goals. This area of partnership working has increased significantly over the last 24 months with a greater emphasis of reduced duplication of effort. ESFRS is very much leading the way in this area with Home Safety Visits and Health & Wellbeing visits delivering key health and social care benefits with targeted messages as well as referring relevant cases to partners to reduce risk.
- 1.3 Many of the station and borough level partnerships that ESFRS is involved in are specific to their own areas and range in focus from vulnerable members of the community to high risk locations. Monthly Joint Action Group meetings, where partners within each Community Safety Partnership provide interventions for issues relating to their published priorities, will tackle diverse problems such as vulnerable empty premises, anti-social behaviour and hot spots where deliberate fire setting is a concern, demonstrating the effectiveness of multi-agency collaborative working.
- 1.4 The broader County level partnerships tackling such issues as domestic abuse, modern slavery, drug and alcohol are supported at the Centre with appropriate resources being provided from the Community Risk Management Department.
- 1.5 Similarly, the coordination of road safety across East Sussex is provided from HQ resources but individual Borough based activities and campaigns are undertaken by local staff under the direction of each Borough Commander.
- 1.6 ESFRS has continued to develop its partnerships with Public Health in both Brighton & Hove and East Sussex to target key risk areas including smoking, alcohol and obesity. Senior figures within Public Health have recognised the ability of the Fire & Rescue Service to help support and deliver important messages and refer people in appropriate cases to work towards reducing the increasing burden on public services whilst also reducing the risk of fire within target groups.
- 1.7 The Community Risk Management Department has continued to develop the number of partnerships involving the elderly, minority groups, rough sleepers and those vulnerable due to their situation. The development of these partnerships demonstrates the Service's continuing commitment to work collaboratively with new partners to seek to identify risk groups within the community.
- 1.8 Other partnerships, such as the recent collaboration with NHS Blood and Transplant provide a wider platform and increased opportunities to promote particular services.

2. PARTNERSHIP EVALUATION

- 2.1. Every partnership is evaluated on an annual basis by the ESFRS Lead, typically the Borough Commander, or for the case of more corporate partnerships the Inclusion and Partnerships Coordinators. As part of the evaluation process Borough Commanders have been assessing their capacity to support partnerships in light of reducing resources and competing demands. Nowhere is this more apparent than in the City where the Borough has worked with the City Council, and others, to identify which of the myriad groups and sub-groups the service will continue to work in partnership with. A comprehensive review of partnerships within the City has resulted in identifying those key partnerships that ESFRS needs to participate in and those that we will not routinely attend but will receive notes of meetings or that we will attend if specifically invited.
- 2.2 The Fire Authority has a business case and evaluation process, approved by the Scrutiny & Audit Panel in March 2010, for all community safety partnerships. This robust business approach is based upon the 3 Es: Economy (minimum levels of input - value for money); Efficiency (effective use of resources allocated to the project) and Effectiveness (measurable outcomes to make a difference to the community).
- 2.3. The outcome of the reviews is shown below:

	Number at 31/3/13	Number Ceased	Number Added	Number at 31/3/14
The City	14	0	8	22
Eastbourne	7	0	0	7
Hastings	4	0	0	4
Lewes	8	0	0	8
Rother	4	0	1	5
Wealden	5	0	1	6
Community Safety Department/ HQ	12	0	14	26
Total change recorded on Partnership register	54	0	24	78

- 2.4 As a result of the evaluation process, it has been established that the Fire Authority currently has a total of 78 partnerships that focus upon community safety issues, an increase of 24 partnerships over the year.
- 2.5 All organisations find it difficult to quantify success in terms of outcomes from partnerships and the Fire Authority is no exception. However, the arrangements in place provide reasonably robust evidence that overall value for money is being achieved with regard to partnership working in terms of measured resource inputs relative to levels of outputs and outcomes achieved. ESFRS, through the Partnership Focus Team chaired by the Deputy Chief Fire Officer, will continue to monitor the impact of its Community Safety activities to ensure that the Service targets resources and delivers value for money.

3. **CONCLUSIONS & WAY FORWARD**

- 3.1 The effective management of partnership working is critical at a strategic level which the Partnership Focus Team (PFT) undertakes. This ensures that Corporate leadership and direction is maintained and performance outcomes can be achieved and that those decisions, in relation to levels of partnership engagement balanced against corporate capacity, can be evidence based.
- 3.2 The challenge over the next few years is for public organisations to manage reducing resources whilst maintaining a commitment to provide good local public services. Partnership and collaborative working is more relevant now than ever before and ESFRS is at the forefront as we continue to develop meaningful partnerships to limit the impact of tightening public spending on frontline community safety services.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
29 August 2014

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**
Date: **18 September 2014**
Title: **2013/14 Environmental Issues – Annual Outturn**
By: **Councillor John Barnes – Member Lead for Service Support**
Purpose of Report: **To advise the Panel on behalf of the Fire Authority on the activities to reduce energy consumption.**

RECOMMENDATION: The Panel is asked to note the outturn for 2013/14 and the related improvements since the last annual update.

MAIN ISSUES

1. This report builds upon the work and activities undertaken over a number of years (starting with the Carbon Trust report of 2004/05), and as such advises on the progress made since the Scrutiny & Audit Panel approved the last annual update in 2013.
2. This report includes an update on the use of fleet fuel and mileage, heating fuels (oil and gas), electricity, waste and water.
3. For the building efficiency and energy consumption elements of this report, the 2013 Display Energy Certificate calculation has changed quite significantly, and this has resulted in a substantial difference in scorings for individual buildings compared to previous years.
4. The broad environmental performance is set out within the report under section 3 with a more detailed view of the main factors being measured within the appendix. For those areas measured the Authority is showing a continued reduction since 2009/10, which over all years exceeds the Authority's climate change indicator – to achieve a 3.5% annual reduction in CO2 emissions. Overall, reductions in greenhouse gas emissions have fallen by 19% over the four year reporting period.
5. As always there are areas for improvement and these have been included within the forward look section of the report.

Councillor John Barnes

MEMBER LEAD FOR SERVICE SUPPORT

13 August 2014

Background Papers

S&A Agenda item 845 - Environmental Issues - progress update (July 2013)

S&A Agenda item 786 - Environmental Issues - progress update (May 2012)

S&A Agenda item 737 - Environmental Issues - progress update (November 2011)

S&A Agenda item 642 - Environmental Issues - progress update (November 2010)

P&R Agenda item 562 - Environmental Issues - progress update (November 2009)

The Assessment of Energy Savings Opportunities Report compiled by the Carbon Trust

Carbon Trust Survey of East Sussex Fire Authority Premises - item 264 (September 2008)

1. **INTRODUCTION**

- 1.1 The Fire Authority is fully committed to achieving the challenges in respect of Climate Change, and this has been reflected with the approval of an Authority indicator (to achieve an annual 3.5% reduction in CO₂ emissions). With the recent improvements to the fleet and property, and the 'sustainability works' planned as part of the capital improvements, the Authority's objective to continue reducing its carbon footprint is exceeding its own target.
- 1.2 The 2013 Guidelines to DECC's Greenhouse Gas (GHG) Conversion Factors for Company Reporting have been used to produce this report, these factors represent the current official set of government emissions factors. Although these tend to alter each year this method offers fair consistency and is a widely used solution to compare year on year energy usage, the factors are used widely across public and private sector organisations.
- 1.3 This report provides an update on the 2013/14 reporting year, on the progress in respect to the carbon footprint and references certain business activities that will continue to impact and improve the Authority's environmental efficiency.

2. **HEADLINE POINTS FROM ENVIRONMENTAL ACHIEVEMENTS IN 2013/14**

- 2.1 The Panel has previously been updated in regard to a variety of energy improvements made since the first Carbon Trust survey in 2004. The substantial improvements to property, ICT and fleet during 2013/14 include:
- a) Full installation and operation of photo-voltaic, solar hot water panels and LED lighting at Crowborough fire station;
 - b) Removal of 8 ICT servers; 4 within the SHQ data centre and 4 at remote sites;
 - c) Introduction of one further Euro 5 appliance¹ into the fleet prior to commencement of Euro 6 in 2015.
 - d) Pool car use has been introduced at HQ and a number of strategic locations across the service to reduce the grey fleet mileage;
 - e) Continued replacement of light vehicles with 'eco tec' (Vauxhall Corsa) light vehicles, which have sub-100g (88g) 'stop start' engines - delivered June 2013;
 - f) Full implementation of energy efficient printers – Canon being the successful supplier of multi-function devices and the new contract has resulted in ultra-efficient printers being rolled out across the Service, with the ability to utilise wholly recycled paper for the first time;

¹ Euro 6 - compared with the previous standard, Euro 6 mainly targets two types of emissions: nitrogen oxides (NO_x) and particulate matter (PM). The limits are far stricter than the previous Euro 5 and older engines. A Diesel Particulate Filter (DPF) is needed to capture the smallest particulates. Euro 6 becomes mandatory for all new heavy trucks from 1 January, 2014.

- g) Implementation of wholly recyclable 'grey' (Steinbeis A4) paper at SHQ (January 2014); and
- h) Continued disposal of appliances and redundant equipment to the charity 'Operation Florian' – 2 appliances donated in 2013/14 resulting in 13 since ESFRS initiated this partnership. The low demand for such vehicles within the UK market would likely result in the Service scrapping such vehicles and equipment.

2.2 The future works planned to commence during 2014/15 will maximise the use of renewable energy as a means of further reducing energy consumption;

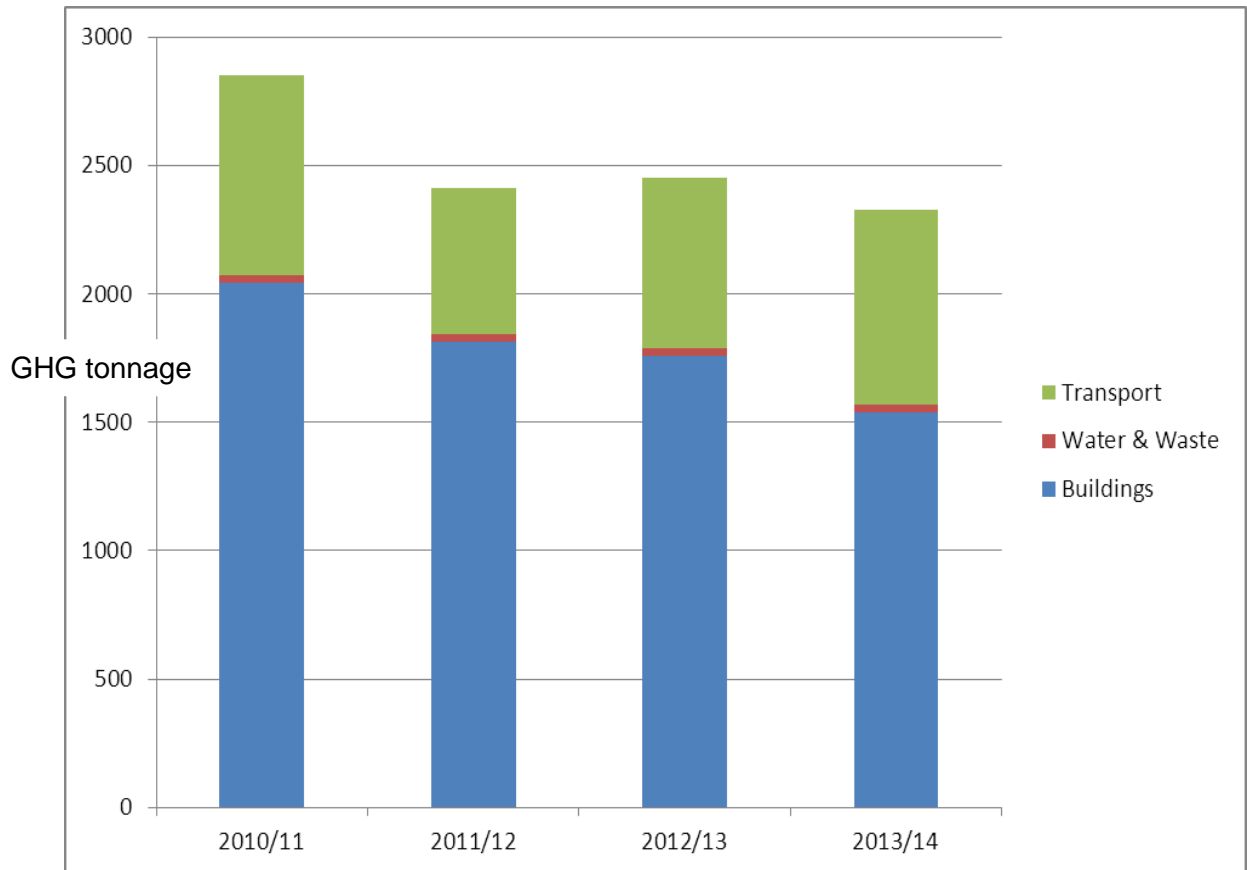
- Capital programme of work following the energy audit – this will introduce a range of renewable energy and energy efficiency measures across the estate;
- Newhaven Fire Station design project will include the provision of renewable energy;
- Service-wide implementation of wholly recycled 'grey' paper for use with the new printers; and
- Light vehicle fleet review – by an independent transport specialist.

3. **PERFORMANCE**

3.1 In overall terms, ESFRS spends an estimated £0.6m per annum on energy. Although consumption is reducing the energy costs are increasing year on year and therefore smarter measures are needed if we are to significantly reduce cost, and the whole Service has to be more aware of the measures needed to reduce the carbon footprint of the organisation and achieve the Authority's performance target.

3.2 For the fourth consecutive year, the Authority is able to report its green performance by using the DEFRA Conversion Factors. This new template makes it easier for officers to convert more accurately and consistently the energy consumption into CO2 or Green House Gas tonnage.

The table below shows a 'like-for-like' comparison when applying the 2013 conversion factors against previous years:



This table shows the Authority is exceeding its own performance indicator 'To achieve a 3.5% reduction in CO2 emissions', this annual target has been exceeded, with a reduction of 19% over the last 4 reporting years.

3.3 **Buildings**

3.3.1 Buildings account for 70 per cent of all our emissions. Appendix 1 shows the carbon footprint for all buildings, as well as the fleet, waste and water.

3.3.2 Display energy certificates (DECs) show the energy performance of a building based on actual energy consumption. They are intended to raise public awareness of the energy use of buildings. Buildings are rated from A to G, with A representing a very efficient building and G representing poor efficiency. DECs are displayed in a prominent place, which is visible to the public.

3.3.3 The Service has DECs for the 26 sites under the Energy Performance of Buildings Directive (DECs) – although this is not a mandatory requirement for all buildings (applicable only to public buildings in excess of 1000m²). The method and calculation changed prior to the current reporting year, this has subsequently led to changes in the ratings for all sites;

	April 2014	April 2013	April 2012	
A 0-25				
B 26-50	7	8	7	
C 51-75	7	10	10	
D 76-100	9	6	6	100 is the benchmark
E 101 - 125	3	2	2	
F 126 - 150			1	
G Over 150				
Av rating	68	66	69	
% change on previous year	-3%	4%	0%	

3.3.4 ESFRS building energy performance assessments are undertaken annually, and the reassessment of buildings for the period 2013/14 was undertaken by independent contractor ‘Energy Team’. This year the assessor reflected changes to the way the building areas are now calculated in the assessment.

3.3.5 As a result of these changes a number of sites performance have fallen, significantly we now have three sites falling into Category E. These are; STC, SHQ and Eastbourne Fire Station. Both STC and SHQ have always been sites where, due to our energy consumption and 24/7 occupancy for SHQ, have resulted in lower performance ratings. However, Eastbourne Fire Station has now fallen below the benchmark. This has been due to change in measurement now being used, but also a significant increase in electrical consumption. More detailed monthly reporting is now being undertaken to understand the reason for the increase.

3.3.6 Electricity and gas consumption equate to 61% of the total ESFRS GHG figure (2325 GHG Tonnes Total); 933 and 483 tonnes respectively for electricity and gas. Therefore, electricity consumption remains our priority for achieving further reductions.

3.3.7 This year the fire authority approved and committed capital expenditure for the Energy Strategy. The first phase of the programme of work is focussed on the installation of Photovoltaic Panels which will generate electricity for our own use, off-setting our current consumption and also generating income through the Feed-In Tariff. The first phase will be delivered over four years and targeted at those sites which have the greatest opportunity for generation and savings. The sites identified within this phase are;

- Bexhill Fire Station
- Uckfield Fire Station
- Preston Circus Fire Station
- Bohemia Road Fire Station
- Hove Fire Station
- Eastbourne Fire Station
- Roedean Fire Station

3.4 **Information Management**

3.4.1 The 'virtualisation' of internally hosted servers is increasing and has the potential to reduce energy costs and consumption by up to 80% by rationalising the number of servers. Most servers and desktops today are in use only 5-15% of the time that they are powered on, yet most hardware consumes a high percentage of the normal power loading, even when idle. The Servers at SHQ are now able to operate at higher temperatures resulting in lower energy output overall – less dependency on air conditioning. 8 internally hosted servers (4 at SHQ and 4 at external sites, including the Fire Safety sites) have been removed from the estate. Some older servers have been replaced with modern and more efficient power consumption units, further reducing the impact on the environment.

3.4.2 The recycling of computer hardware (by Computer Aid International) continues to reduce the amount of waste entering landfill. Importantly, the charity that re-use or recycle these items ensure that all items either recover cost on behalf of the charity or go to a new home. Computer Aid is one such beneficiary, and they provide only the highest quality, professionally refurbished computers and laptops for reuse in education, health, agriculture in developing countries.

3.4.3 Now that the Multi-Functional Devices (MFD/Printers) have been replaced, we have moved forward with this iteration and implemented Uniflow managed/secure print solution which means documents can be held until users are ready to collect – preventing wastage in terms of paper, toner and power resulting in potential energy savings caused by forgotten print jobs. The on-demand technology allows the devices to power up quickly whilst saving energy at the same time. The unit incorporates automatic timers that can shut down devices when idle or at the end of the working day or week. Typical Electricity Consumption (TEC) ratings means that 'sleep mode' reduces consumption to as little as 1W. Paper consumption has been reduced with the implementation of double sided printing as a standard.

3.4.4 In September 2014, the current telephony system will be replaced with LINK Hosted Voice solution. This will introduce new ways of working which are made possible by advances in technology and changes in working environments, working culture and business processes. This off-site hosted solution will further reduce our server estate and offers telephony conferencing and video conferencing, for nominated users offering the opportunity for collaborative working. The long term agenda is to empower people to collaborate; anytime, anywhere and on any device thus reducing the carbon footprint associated with personnel travelling to meetings both internal and external to the Service.

3.5 **Fleet**

3.5.1 Currently, we have a fleet of 176 vehicles, which collectively travel slightly fewer than 1 million miles per year. The nature of much of our Service, as an emergency responder, means that our first priority is to minimise the risks, and social and economic costs caused by incidents. As a result, transport options for operational requirements are limited. Despite this, the Service has made a number of improvements to its fleet and continues to reduce unnecessary fleet mileage by encouraging sharing of vehicles from start-up to destination. There have been some excellent examples of sharing Service vehicles between RDS stations to the East of the County.

3.5.2 The red fleet out-turn for Green House Gases has been calculated using the volume of diesel dispensed at ESFRS fuel tanks in addition to the amount purchased from local petrol filling stations. The records allow us to convert the litres with some accuracy into GHG. This year's calculations show a red fleet Greenhouse Gas increase of 14% compared to the previous year.

3.5.3 The grey fleet (staff using their own vehicle for business journeys) is calculated with less accuracy as this relies on the mileage returns submitted as part of the individual travelling expenses claim forms. This is widely known to convert approximately to GHG using the DECC conversion table. There is no other means of measuring the grey fleet as vehicles are not owned or under the control of ESFRS. Notwithstanding this, the GHG out-turn for grey fleet vehicles continues to reduce.

3.5.4 Steps have been taken to strengthen the 'pool vehicle' provision beyond the initial pilot sites. This 'organised' availability has resulted in staff using Service vehicles rather than their own vehicle. There are additional risks with grey fleet usage and these relate to the Service accepting the health and safety risk of the driver and passenger(s) whilst they drive in their own vehicle.

3.5.5 Once again the 2013/14 year has identified an increase in the red fleet mileage (14%), although this counters all efforts of reducing mileage and fuel consumption it has been caused largely by the reductions in grey fleet mileage – which consequently means more mileage undertaken in the light vehicle fleet, due to the success of the pool car provision.

- 3.5.6 The current light vehicle fleet review will make recommendations on the number, disposition and efficiency of the light vehicle fleet, with a view to rationalising Service vehicles and mileage, and ultimately minimising or eradicating grey fleet mileage altogether.
- 3.5.7 A current ICT innovation, which adds desktop video-conferencing facilities for senior officers, will negate the need to travel to remote sites, thereby reducing mileage and time, lost to travelling.

4. **WASTE**

- 4.1 The Waste Contract was awarded in 2011/12. ESFRS now have recycling provision at all sites. In addition ESFRS also have battery recycling bins situated at all ESFRS sites – this is a free service and ensures that the 9000 batteries procured annually by the Service are safely disposed or recycled through arrangements with a specialist contractor.
- 4.2 The Service continues to be challenged by a lack of detailed information from the waste contractor in respect of the quantity of landfill and recyclable waste collected. As a consequence, this is currently reported on an ‘estimated expected weight’ as opposed to ‘actual weight’. The likely effect of this is that the amount of waste generated by the Service is overstated.

5. **WATER**

- 5.1 We continue our work with the water regulator to reduce the impacts of our use of fire fighting foam and training foam, and improve the efficiency of foam use at incidents and its disposal. The water used for fire fighting is not metered and therefore is not included within this report.
- 5.2 There has been an increase in overall water consumption over the last year, in comparison with the year before. This is primarily caused by increased consumption at the following sites;
- Hove
 - Crowborough
 - Bohemia Road
 - The Ridge
- 5.3 Work has been done to understand the background to these increases;
- a) Hove accommodated a higher number of staff and meetings during 2013/14 as a result of the SCC project team being based on the ground floor, which attributes to the higher water consumption during this period.
 - b) Crowborough underwent remodelling and refurbishment during 2013-14 and the construction works together with the filling of the sprinkler tank will have been attributable for the higher level of water consumption.
 - c) A leak at Bohemia Road was recently identified and repaired which is likely to be the reason for a higher consumption at the site. These sites will require close monitoring to ensure the higher consumption does not continue.

d) There are no reported issues at The Ridge, therefore this site will undergo more detailed monitoring over the coming months to establish whether there is a need for further investigations to be carried out.

5.4 ESFRS signed a new Energy Management agreement for 2013/14 to extend their services to encompass water management. Under this agreement, apart from the procurement of utilities under a framework arrangement, ESCC provide invoice checking, recording of energy usage and exception reporting, which allows us to identify any unusual consumption rates early on and take remedial action.

6. **PROCUREMENT**

6.1 Paper is a substantial consumable for the Service and the Authority, the current paper supply amounts to £1.952 per ream and the 'grey paper (Steinbeis Classic) amounts to £1.89 per ream.

6.2 The Service has significantly reduced consumption of A4 from 40 to 25 reams per week (caused by printer settings defaulting to double-sided). In addition to its excellent environmental credentials, as mentioned above the Steinbeis paper costs 6 pence per ream less than our previous preferred paper and is the most economic paper on the Sussex Consortium contract.

6.3 The Service previously used non-recycled, 'virgin' paper, whereas 'grey paper' is made from 100% household waste and since its full introduction at the SHQ site, we have made a direct contribution to the environment by saving:

Period	Consumption	Environmental saving*			£ Saving
		Water/litre	Power/kWh	Trees/kg	
HQ					
Jan to June 2014	Actual 390	30966	6357	2958	23.4
June 2014 to Apr 15	Projected 990	78606	16137	7425	59.4

7. **FORWARD LOOK**

7.1 In order to sustain and improve the achievements of previous years the Service has planned the following work for 2014/15;

- a) Maximise the use of existing vehicles and implement any relevant efficiencies highlighted by the light vehicle fleet review;
- b) Roll-out 'grey' paper to all sites;
- c) Maximise the new 'voice' technology to reduce fleet mileage by substituting face-to-face meetings with virtual meetings where practicable;
- d) Improve local energy monitoring and manage the performance of local sites to reduce energy costs and consumption;
- e) Improve waste reporting by working with the waste contractor;
- f) Improve water consumption analysis and monitoring via the ESCC agreement; and
- g) Initiate the capital schemes following last year's energy audit.

² Subject to an imminent RPI increase under the Consortium Contract, which will take it to approx £2.00

8. **CONCLUSION**

- 8.1 Overall, the Authority's has surpassed its own environmental performance since setting the target of 3.5% reduction in year-on-year emissions. This has largely been caused by mileage reductions in the fleet and improved building performance resulting in continued reductions in electricity usage. There have been numerous initiatives which, although minor in their own right, have collectively contributed to the overall reduction in emissions. All of which have added to financial reductions over the four years, since first reporting in this more consistent way.
- 8.2 The Service continues to review all business functions and is seeking ways to improve organisational performance whilst achieving environmental improvements, but we recognise that there are areas where much more work and effort is needed, such as water and diesel consumption, and waste management. There are plans in place to improve in these areas. But equally the focus remains on reducing consumption in the 'big-hitting' areas such as electricity and gas.
- 8.3 The forthcoming capital programme of work at the identified sites will add to the Authority's aim of achieving sustainable long-term improvements within its asset base and reductions in regard to the volume of energy it uses and the emissions that are caused by its activities.

APPENDIX 1

Buildings				Based on Direct Factors	Based on Direct Factors
ELECTRICITY					
	ELECTRICITY	2010/11	2011/12	2012/13	2013/14
DEFRA CALCULATOR	AMOUNT USED kWH	2,435,338	2,304,937	2,190,273	2,108,503
TABLE 3C	CONVERSION UNIT	0.54	0.5246	0.52037	0.44238
	GHG KG	1,322,462	1,209,170	1,139,752	932,760
			-9%	-6%	-18%
GAS					
	GAS				
DEFRA CALCULATOR	AMOUNT USED Kwh	3,050,961	2,695,257	2,660,556	2,371,627
TABLE 1C	CONVERSION UNIT	0.20	0.18322	0.2055	0.20379
	GHG KG	621,603	493,825	546,744	483,314
			-21%	11%	-12%
HEATING OIL					
	HEATING OIL				
DEFRA CALCULATOR	LITRES USED	34,000	37,558	23,394	40,277
TABLE 1A	CONVERSION UNIT	2.53	2.5299	2.5443	2.5258
	GHG KG	86,085	95,018	59,521	101,732
			10%	-37%	71%
DIESEL FOR GENERATORS					
	LITRES USED	917	917	900	900
DEFRA CALCULATOR	CONVERSION UNIT	2.5299	2.5299	2.5835	2.5805
TABLE 1B	GHG KG	2,320	2,320	2,325	2,322
			0%	0%	0%
LPG					
	LITRES USED	8,000	7,586	5,993	13,256
DEFRA CALCULATOR	CONVERSION UNIT	1.4884	1.4884	1.5326	1.4906
TABLE 1B	GHG KG	11,907	11,291	9,185	19,759
			-5%	-19%	115%
	Total GHG KG	2,044,376	1,811,624	1,757,528	1,539,887
Buildings	Total GHG Tonnes	2,044	1,812	1,758	1,540
			-11%	-3%	-12%

N.B Heating Oil and LPG calculations are based on the annual volume of energy ordered. As the timing of these orders varies each year, the number of orders being included into each reporting year also varies. For example, an order for heating oil can be made just within the start of the reporting year, equally an order may be placed and received immediately prior to the end of the reporting year, consequently the subsequent year will not require a refill order for some months. This has a tendency to skew the annual consumption figure. Officers are considering other means to level out this reporting to provide a longer term view of consumption with these energies.

Water & Waste					
WATER AND WASTE WATER					
DEFRA CALCULATOR TABLE 9D	WATER USED	7,705	10,584	9,628	11,611
	WATER CONVERSION UNIT	0.30	0.34	0.34	0.34
	GHG KG	2,312	3,598	3,274	3,995
	WASTE WATER USED	7,705	10,584	9,628	11,611
	WASTE WATER CONV. UNIT	0.75	0.70	0.70	0.71
	GHG KG	5,779	7,408	6,740	8,226
	TOTAL WATER GHG KG	8,090	11,007	10,013	12,222
		36%	-9%	22%	
WASTE AND RECYCLING					
WASTE TO LANDFILL					
	VOLUME OF WASTE COLLECTED (T)		84.89	86.20	86.20
	LANDFILL CONVERSION UNIT/TONNE		199	199	199
	GHG KG		16,893	17,154	17,154
RECYCLED WASTE					
	VOLUME OF RECYCLED WASTE (T)		62.20	61.80	61.80
	RECYCLING CONV. UNIT/TONNE		21	21	21
	GHG KG		1,306	1,298	1,298
	TOTAL GHG KG	18,000	18,000	18,452	18,452
			0%	3%	0%
Water & Waste	Total GHG Tonnes	26	29	28	31
			11%	-2%	8%

Transport				Direct Factors	Direct Factors		
				2010/11	2011/12	2012/13	2013/14
DIESEL OIL							
DEFRA CALCULATOR TABLE 1A	DIESEL PROCURED /LITRE AVERAGE			0.90		1.17	
	ANNUAL COST			278,597		289,722	
	LITRES USED			278,598	210,696	246,213	281,270
	CONVERSION UNIT			2.64	2.553	2.5835	2.5805
			735,247.72	537,906.89	636,091.29	725,817.24	
				-27%	18%	14%	
CAR ALLOWANCES							
DEFRA CALCULATOR TABLE 6E	CAR ALLOWANCES AVERAGE 50P/MILE						
	MILEAGE IN YEAR						
	MILES IN YEAR			131,872	99,737	93,833	94,404
	CONVERSION UNIT			0.33	0.32721	0.31332	0.3052
			43,044.34	32,634.94	29,399.76	28,816.28	
		Total GHG KG	778,292	570,542	665,491	754,634	
				-27%	17%	13%	
Transport	Total GHG Tonnes		778	571	665	755	
				-27%	17%	13%	
Combined Total	Total GHG Tonnes		2,849	2,411	2,451	2,325	
				-15%	2%	-5%	

N.B Figures in italics are estimated due to no historic data

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**
Date: **18 September 2014**
Title: **2013/14 Fatal Accidental Fire Review**
By: **Chief Fire Officer & Chief Executive**
Purpose of Report: **To consider details of the fatal accidental fires in East Sussex occurring during 2013/14**

RECOMMENDATION: The Panel is asked to note:

- (i) the report;
- (ii) that all future fire deaths and fires involving serious injuries continue be fully profiled to enable the better targeting vulnerable individuals and groups; and
- (iii) that the Community Risk Management Team continues to engage in partnership activity that reduces the risk to vulnerable people in the community.

MAIN ISSUES

1. There were five dwelling fires resulting in fatalities across East Sussex and the City of Brighton & Hove during the financial year 2013/14, four of the fatalities were deemed to be as the result of accidental fires. This total is a significant reduction on the 12 fatalities reported in 2011/12 and an increase of 1 from last year (2012/13).
2. Greater collaboration with partners in both identifying the risks and identifying those susceptible to fire, officers believe has contributed significantly to sustaining the reduction from the high number recorded in 2011/12.
3. The Community Risk Management Team continues to develop links with organisations to target vulnerable people to further reduce the incidence of fires and therefore fire fatalities and where they do occur, a serious case review is undertaken to identify underlying causes that can be addressed by East Sussex Fire & Rescue Service and/or our partners.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
30 July 2014

Background reports/papers: CMT Paper, Fatal Fire Review, April 2011/12
CMT Paper, Fatal Fire Review, 2012/13
Analysis report detailing fatal fires for the previous 10 years
DCLG data

1. **INTRODUCTION**

- 1.1. It was previously reported that over the last ten years (2002/03 to 2011/12) East Sussex Fire & Rescue Service (ESFRS) had experienced a total of 41 Accidental Fire Deaths. From 2002/03 until 2006/07 ESFRS experienced 15 Accidental Fire Deaths, averaging 3 fatalities per annum.
- 1.2. From 2007/08 to 30/04/2012 ESFRS experienced 26 Accidental Fire Deaths, averaging approximately 5 fatalities per annum. It should be noted that 2008/09 and 2011/2012 were abnormally high, with the rest of that 5 year period averaging 3 per annum, as per the previous 5 years.
- 1.3. In 2011/12 there were 12 fatal dwelling fires, 10 of which were as a result of accidental dwelling fires. In 2012/13 there were 4 fatal fires, of which 3 were fatalities as a result of accidental fires in dwellings. In this reporting year of 2013/14 there were 5 fatal accidental fires of which 4 were fatalities as a result of accidental fires in dwellings.
- 1.4. The Corporate Management Team (CMT) has considered the strategic issues relating to these fire deaths, and a report covering the last 12 years performance was requested, which included accidental and deliberate fire deaths, and to identify the trends and issues that may assist CMT to take a strategic view on performance and interventions to prevent further fatal fires. The previous data reported in 2013 has been amended to include the current 12 year data to 2013/14 and can be found as Appendix A – Fatal Accidental Fires.
- 1.5. Officers from across the Prevention and Protection Directorate drew on recorded data, specific information from each incident, information provided by other Fire and Rescue Services and professional judgement to draw a number of conclusions that it is expected will reduce the risk of people continuing to become victims of fires. This appears to have been the case with a reduction from the previous high of 10 to 3 accidental fire deaths last year and 4 in 2013/14.

2. **FINDINGS OF THE REVIEW**

- 2.1. Accidental dwelling fires across England have fallen from 42,850 in 2001/02 to 28,034 in 2013/14, a reduction of 34.6% on 2001/02 figures. Accidental dwelling fires in the ESFRS area fell from 783 in 2001/2 to 525 in 2013/14, a reduction of 32.9% on 2001/02 and a 5.9% reduction on 2012/13.
- 2.2. The number of fatal accidental dwelling fires across England has also declined from 310 in 2001/02 to 181 in 2013/14, a reduction in 41.6% on 2001/02.
- 2.3. The increase in fatal accidental dwelling fires in 2011/12 across East Sussex and the City of Brighton and Hove was not echoed nationally or regionally and has not continued into 2012/13 or 2013/14 which saw 5 fire deaths, 4 of which were considered to be accidental.

- 2.4. The review considered the key elements associated with the 4 accidental fire deaths in 2013/14 and found that two involved smoking materials, one was electrical and one was possibly dementia related.
- 2.5. Two of the fatalities involved men aged 56 and 69 years who both required home oxygen therapy. One suffered with idiopathic pulmonary fibrosis and the other suffered with chronic obstructive pulmonary disease and had been diagnosed with end-stage emphysema. The cause of both of these fires was the male occupants smoking while using oxygen. Unfortunately despite undertaking HSVs with both these occupants they both continued to smoke and fully understood the dangers of doing so. To date approximately 550 oxygen users have been contacted by ESFRS and have received a HSV. Training is now being delivered by ESFRS staff to the Oxygen technicians and installers to increase their education and awareness when they first visit someone's home.
- 2.6. The third case involved an 87 year old female who lived on her own in a purpose built detached house. The fire was caused by an unattended hair dryer left running with the heat output nozzle adjacent to the bed and pillows causing ignition within the pillows. Unfortunately the female occupant exposed herself to large volumes of smoke and carbon monoxide when she attempted to extinguish the fire and ventilate the room. There is no evidence of any other agency involvement with this lady, despite slight mobility and hearing issues she lived a very independent life with regular support from her family. There were signs of possible dementia issues. She had 3 smoke alarms fitted that all worked and were regularly tested by her son.
- 2.7. The fourth case involved an 89 year old female who lived on her own in a purpose built detached house. The most likely cause of the fire was determined to be an electrical fault occurring somewhere within the electrical intake equipment. Electrical issues are being dealt with on a national level by the Director of Prevention and Protection as the lead officer for the Chief Fire Officers Association. ESFRS will also continue to work with appropriate CFOA groups to influence and lobby for national changes on many of these issues.
- 2.8. A considerable amount of collaboration with Partners was developed following the 10 fatalities in 2011/12 including work with Public Health to reduce smoking and this vast array of preventative partnership work still continues as listed below:
- A new Tobacco Partnership commenced in East Sussex and ESFRS continues to be a key member of the Board.
 - ESFRS and Brighton & Hove Public Health have created a joint working group to develop collaborative working between the two organisations, one strand of which is the Brighton & Hove Tobacco Control Alliance which ESFRS is represented on the steering group.
 - Fire resistant lap cloths continue to be gifted to the most vulnerable smokers. This will reduce the likelihood of smoking materials igniting clothing, bedding or incontinence pads which were contributory factors in previous year's deaths. There have been a number of these lap blankets returned for replacement where the original gift has become damaged through cigarette burns, thereby demonstrating their effectiveness.

- ESFRS continues to work with Trading Standards to support their drive to prevent sales of counterfeit cigarettes. European Union legislation (enacted on 17/11/11) prohibits the sale of cigarettes that do not self-extinguish if left unattended. Counterfeit and smuggled cigarettes do not have this property and therefore pose a risk if dropped on a chair, sofa, bed or clothing.
- ESFRS continues to be represented on the East Sussex County Alcohol steering group which is committed to reduce harmful drinking and alcohol related anti-social behaviour.
- ESFRS works with the alcohol harm reduction team through the joint ESFRS and Brighton & Hove public health working group.
- ESFRS works closely with Action for Change, a charity who works with people who are dependent on alcohol and they refer their clients for Home Safety Visits (HSVs). ESFRS has sponsored alcohol measuring vessels to help people to gauge their alcohol consumption.
- An information sharing agreement was signed between East Sussex Adult Social Care and ESFRS to share their data on people in the County who are in receipt of a care package, whether funded by County, or not, to ensure that the most vulnerable are offered a home safety visit as a priority. The City Council also rose to the challenge of sharing data with ESFRS and every one of their clients receiving care is being asked to consent to a referral to ESFRS for an HSV. In the case of both Councils, all new clients are now asked about consent for referral at the first screening call, resulting in a significant increase in referrals for this key vulnerable group.
- East Sussex Hospitals NHS Trust now considers the fire risk for patients being discharged from hospital as part of their pre-release assessment and refers high risk patients for home safety visits where appropriate.

- 2.9. In discussions with Partners, Community Risk Management (CRM) staff makes it clear that our definition of vulnerability is inclusive. If a Partner organisation considers a person to be vulnerable by their own Organisation's definition, so will ESFRS and an HSV will be offered on that basis.
- 2.10. The CRM Department has developed an information and referral leaflet and awareness training is being rolled out to National Health Service (NHS) staff. It is clear from the numbers of vulnerable people who would trigger an HSV that a new way of undertaking these visits needs to be developed. This is an on-going piece of work that is being progressed in collaboration with the Hospital Trusts.
- 2.11. ESFRS' statistical search tool, the Cube, is widely used to predict and identify where vulnerable people live, and this information is heavily used to deliver the 10,000 home safety visit target that ESFRS has committed to. Our current target is to ensure that 90% of those we visit are classed as vulnerable. This was increased from 70%. At present we are reaching 91% vulnerability. Three of the four fatalities were within groups that the Cube recognised as being a low fire risk and, therefore, would not have been identified by this method.

- 2.12. Since mid-2012, the Director of Prevention and Protection (DPP) convenes a meeting immediately following a serious or fatal fire to draw together Department Leads, as well as those from outside agencies as necessary to examine the details as known at the time, in order to ensure that any learning points are enacted immediately and any emerging issues are appropriately tackled. This does not replicate or detract from the work undertaken by the Fire Investigator, but ensures that the Service recognises learning experiences and applies them in a timely manner.
- 2.13. Within ESFRS, CRM analysts are inputting the data received from Adult Social Care to seek to change the scope of those defined as being vulnerable. The Cube should then pick up individuals we are at present overlooking, allowing for improved targeting.
- 2.14. For the sake of completeness, it would be appropriate to mention the fifth fatality which occurred in Eastbourne and resulted from a deliberate act. A call was received from Wel Life Line from a 65 year old disabled man who was confined to his bed who said he was going to set fire to his property. Forced entry was made by crews wearing breathing apparatus and found the male occupant deceased in his bed as a result of a deliberate act by the occupier setting light to the bed's mattress.
- 2.15 Training days for Community Safety Advisors (CSAs) and crews have been increased from 2 a year to 4. The training day is now more formally structured and incorporates recent changes to our procedure and reporting. An outside speaker is now included in the session to deliver an input on issues ranging from mental illness to domestic abuse, and identifying risks such as domestic abuse and anti-social behaviour. In addition, training is provided for staff to better understand people's behaviour so that risks such as smoking in a particular location, including the use of an old, fire susceptible chair/sofa can be identified, and solutions offered.
- 2.16 The CRM Department is working more closely with the Communications Team to develop and promote material in newsletters, magazines, leaflets, our website and social media to reduce risk and raise awareness in our key areas, cooking, smoking, alcohol etc. to influence behaviour.
- 2.17 The CRM department is reviewing processes for identifying appropriate situations where a domestic sprinkler solution would be recommended to either the occupier or landlord. The review will consider the mechanisms by which the sprinkler could be funded by landlords or partners.
- 2.18 Community Volunteers are involved in reducing risk. Our Health and Wellbeing visits target the most vulnerable people who have previously had an HSV. These visits will concentrate on a holistic approach to include fire safety, but also to provide information and signposting to other risk areas, such as warm homes, healthy eating, eyesight, slips trips and falls.

2.19 The Department is developing a new piece of work with volunteers to encourage healthy eating, targeting the poor diet and eating habits associated with obesity, a risk area that is associated with accidental dwelling fires and a variety of health problems.

3. **LEGISLATIVE CONTEXT/NATIONAL/REGIONAL POSITION**

3.1 As previously detailed.

4. **CURRENT POSITION FOR ESFRS**

4.1 Re-structure of CSAs and the way they work is currently being consulted upon and implemented. 3 CSAs will be allocated to Brighton & Hove on a temporary basis until the appliance is removed as per the IRMP proposals and amendments made by the Fire Authority.

5. **CONSULTATIONS**

5.1 Not applicable.

6. **CROSS DIRECTORATE ISSUES CONSIDERED (E.G. PEOPLE RESOURCING & TRAINING)**

6.1 Not applicable.

7. **HEALTH & SAFETY ISSUES**

7.1 None.

8. **EQUALITY AND DIVERSITY IMPLICATIONS**

8.1 The introduction of a Partnership and Inclusion Coordinator role within the CRM Department will enhance the work of the Community Risk Analysts in ensuring minority groups and equality and diversity are truly captured. A person has just been recruited to fulfil the same role but exclusively within Brighton and Hove area.

8.2 Cube does not provide any data in respect of gypsy/travellers resident in the area. Borough staff will be aware of sites within their area and must ensure that they are included in the HSV assessments, particularly where vulnerable people, such as the elderly, those with limited mobility and other needs are concerned. Similarly, unregistered migrant workers do not feature within the Cube data, but will also likely be known to Borough staff and should be included in HSV assessments.

9. **IMPACT ASSESSMENTS CONSIDERED**

9.1 Not applicable

10. **POLITICAL**

10.1 There are no political issues apparent from this report.

11. **ENVIRONMENTAL**

11.1 None.

12. **SOCIAL**

12.1 None.

13. **TECHNOLOGICAL**

13.1 Work has just started and the first Project Board meeting was convened for the replacement of the Community Safety Database which will be delivered in 2015.

14. **LEGAL**

14.1 None.

15. **ECONOMIC**

15.2 None.

16. **COMMUNICATION IMPLICATIONS**

16.1 None.

17. **CORPORATE AND SERVICE RISK**

17.1 The significant increase in fatal fire deaths in 2011/12 posed a risk to the reputation of the Service and Fire Authority. With a significant reduction in the number of fatalities this risk has diminished.

18. **FINANCIAL IMPLICATIONS**

18.1 An increase in the number of HSVs resulting in the sharing of County's database has the potential to increase the pressure on the budget for the CRM Department to cater for the fitting of additional smoke alarms as will the provision of other tactics, such as lap blankets. However, many of the properties will already have smoke alarms fitted, either hard wired or battery operated, so not every one of the additional referred premises will result in an extra cost in respect of equipment.

18.2 ESFRS has negotiated agreements with the Sensory Teams in East Sussex and the City for all sensory equipment to be paid for by the Sensory Teams. In the past ESFRS has paid for this equipment.

19. **PERFORMANCE MANAGEMENT ISSUES**

19.1 It is anticipated that CRM performance will be enhanced as a result of the additional work.

20. **CONCLUSIONS**

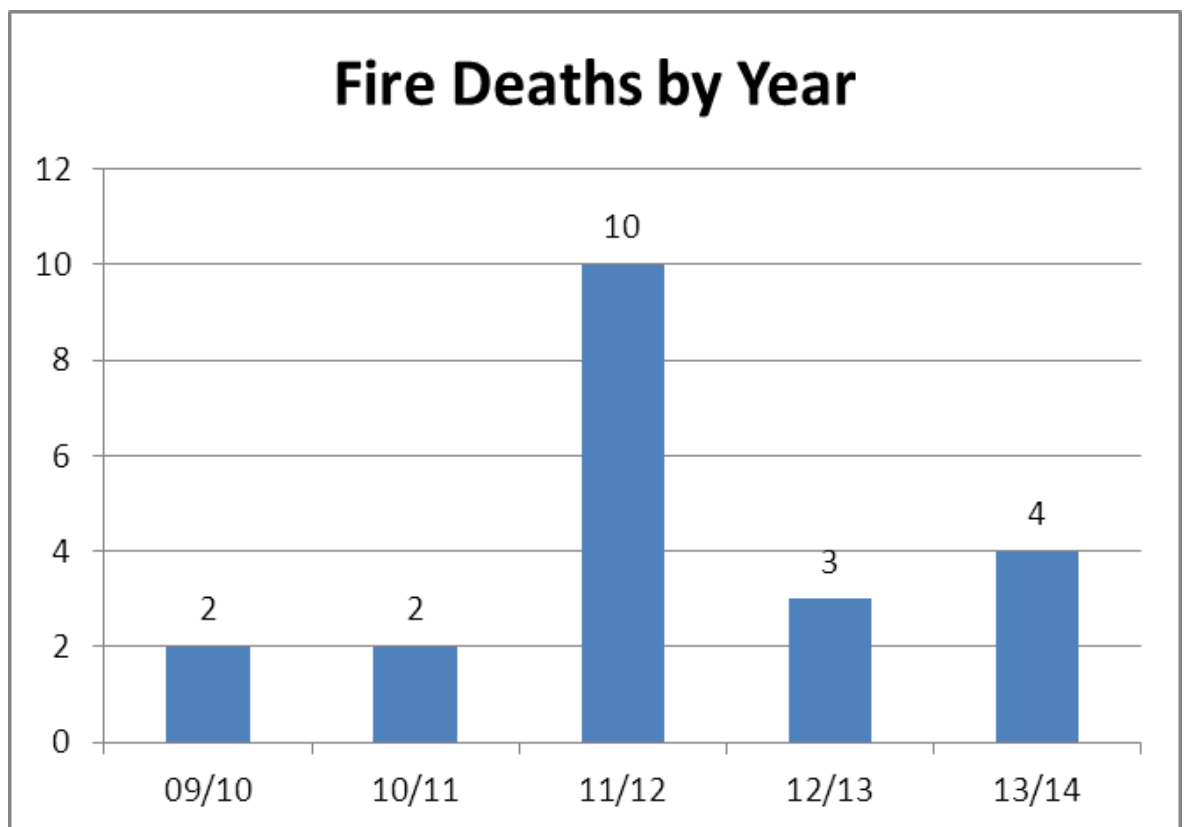
- 20.1 The sustained reduction in accidental fire fatalities from a high of 10 in 2011/12 to 3 and then to 4 in 2013/14 would demonstrate that ESFRS is broadly on the right track. The key to reducing risk lies with effective partnership working which this Service is excelling in, with innovative working agreements and schemes to tackle the most vulnerable groups.
- 20.2 We continue to seek opportunities to share best practice, ensure that other organisations understand the benefits of closer collaboration with this Service and thereby reach out to those who are most vulnerable.
- 20.3 We are confident that we now better understand the complex factors that contributed to the increase in fire deaths over 2011/12 and believe that we are taking the right steps to continue to reduce the likelihood of so many fires resulting in injury and death.

Fatal Accidental Fire Review

N.B. Graphs show data relevant to the most recent 5 years – 2009/10 – 2013/14

12 years - 02/03 - 13/14 most recent 5 years - 09/10 - 13/14

Year	Total	Year	Total
02/03	3	09/10	2
03/04	2	10/11	2
04/05	4	11/12	10
05/06	2	12/13	3
06/07	4	13/14	4
07/08	4	Grand Total	21
08/09	8		
09/10	2		
10/11	2		
11/12	10		
12/13	3		
13/14	4		
Grand Total	48		



12 years - 02/03 - 13/14

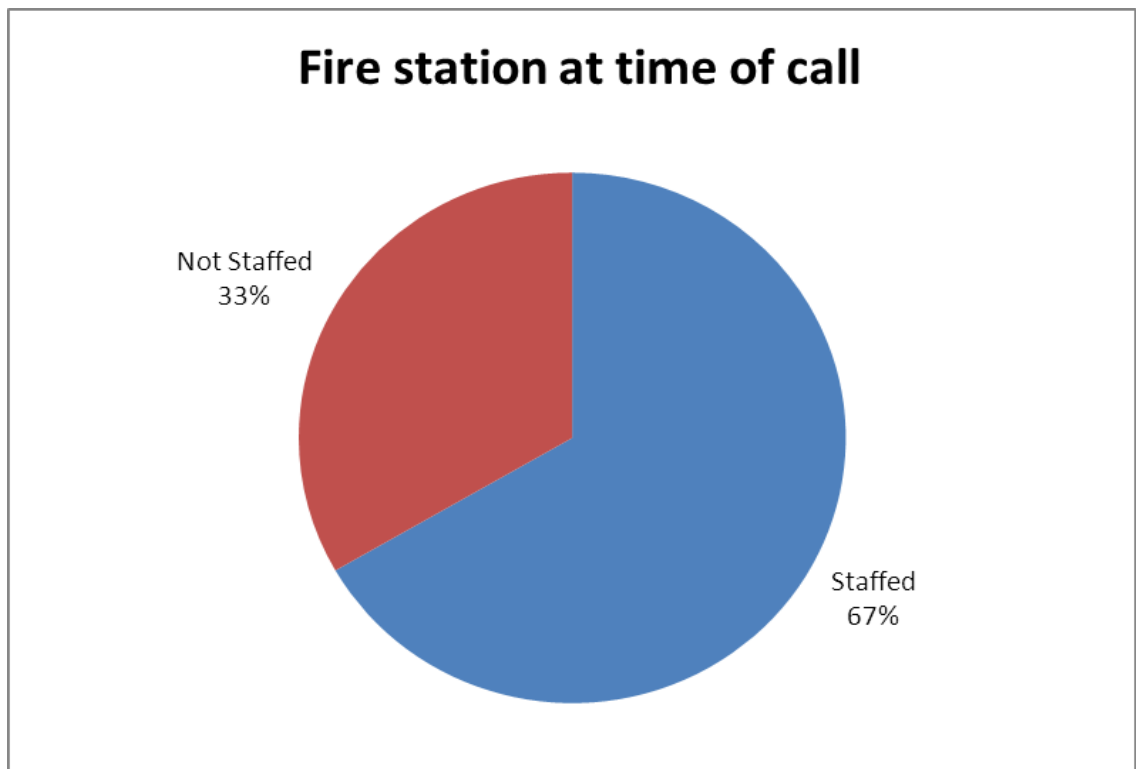
Fire station at time of call	Total
Staffed	14
Not Staffed	34
Grand Total	48

most recent 5 years - 09/10 - 13/14

Fire station at time of call	Total
Staffed	14
Not Staffed	7
Grand Total	21

2013/14 only

Fire station at time of call	Total
Staffed	3
Not Staffed	1
Grand Total	4



most recent 5 years - 09/10 - 13/14

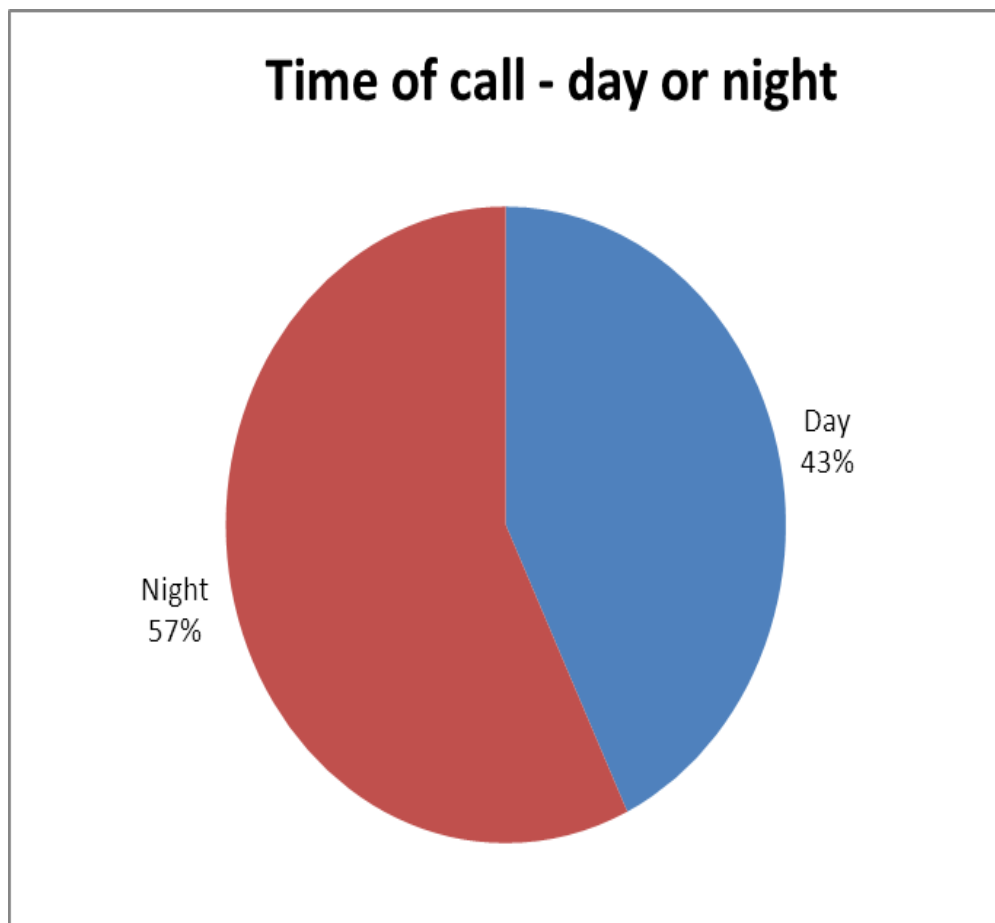
Day or Night Shift	Total
Day	9
Night	12
Grand Total	21

12 years - 02/03 - 13/14

Day or Night Shift	Total
Day	19
Night	29
Grand Total	48

2013/14 only

Day or Night Shift	Total
Day	2
Night	2
Grand Total	4



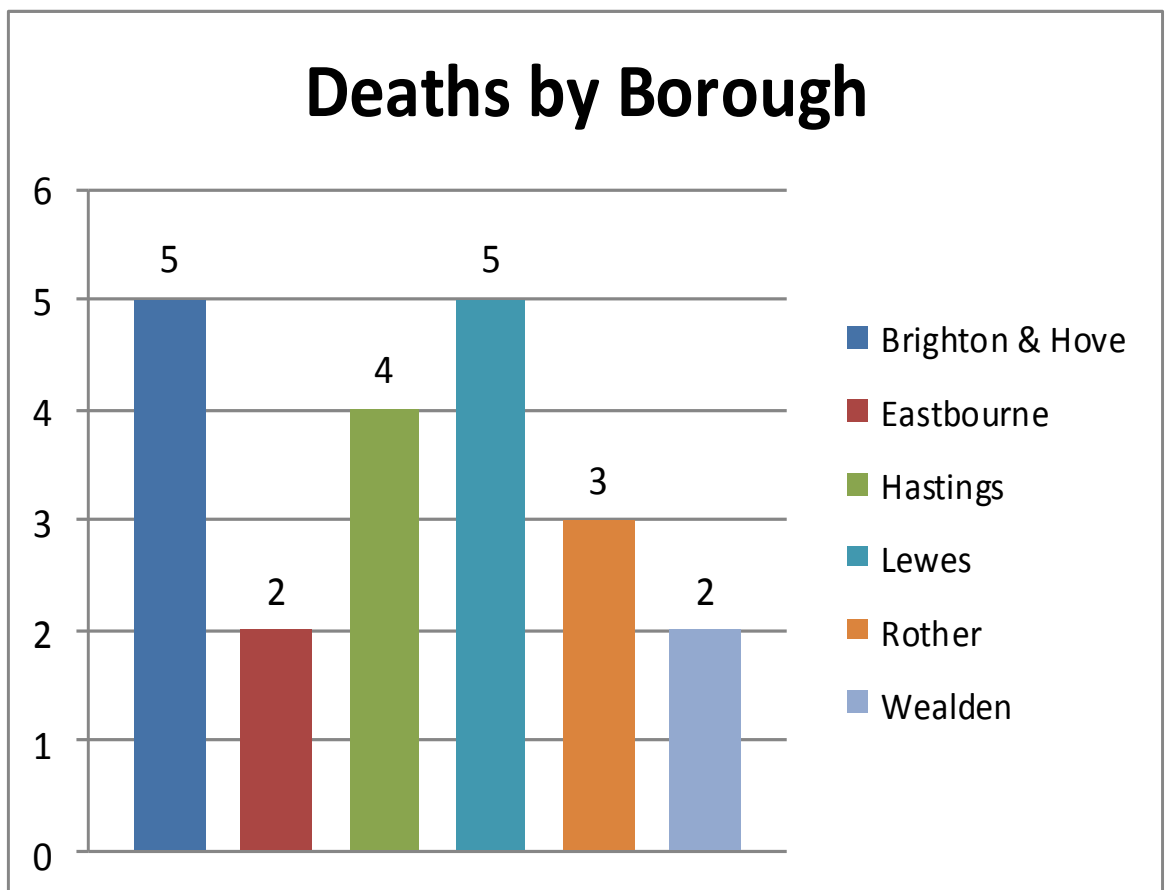
most recent 5 years - 09/10 - 13/14

Borough		Total
Urban	Brighton & Hove	5
	Eastbourne	2
	Hastings	4
Subtotal:		11
Rural	Lewes	5
	Rother	3
	Wealden	2
Subtotal:		10
Grand Total		21

12 years - 02/03 - 13/14

2013/14 only

Borough		Total
Urban	Brighton & Hove	1
	Eastbourne	1
	Hastings	1
Subtotal:		3
Rural	Lewes	1
	Rother	0
	Wealden	0
Subtotal:		1
Grand Total		4



12 years - 02/03 - 13/14

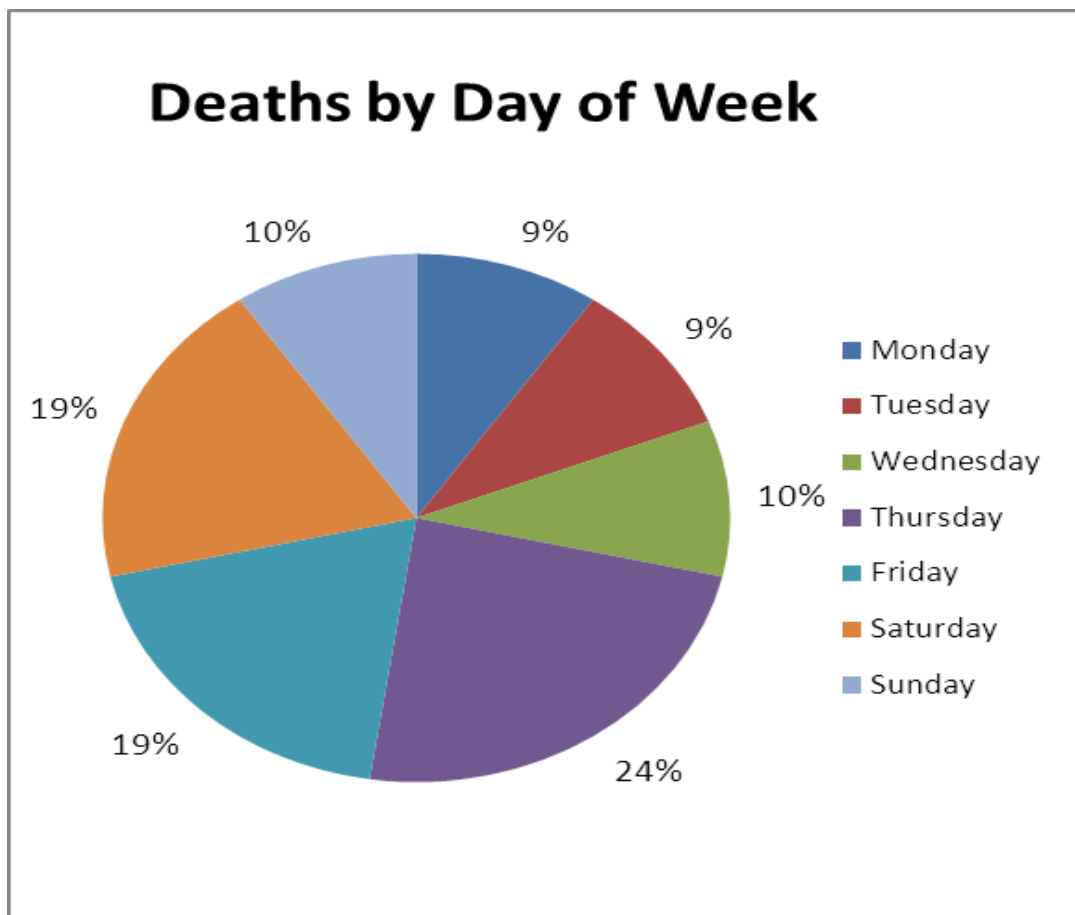
Day of Week		Total
Weekday	Monday	4
	Tuesday	3
	Wednesday	6
	Thursday	9
	Friday	8
Subtotal:		30
W'end	Saturday	12
	Sunday	6
Subtotal:		18
Grand Total		48

most recent 5 years - 09/10 - 13/14

Day of Week		Total
Weekday	Monday	2
	Tuesday	2
	Wednesday	2
	Thursday	5
	Friday	4
Subtotal:		15
W'end	Saturday	4
	Sunday	2
Subtotal:		6
Grand Total		21

2013/14 only

Day of Week		Total
Weekday	Monday	0
	Tuesday	0
	Wednesday	0
	Thursday	1
	Friday	1
Subtotal:		2
W'end	Saturday	1
	Sunday	1
Subtotal:		2
Grand Total		4



12 years - 02/03 - 13/14

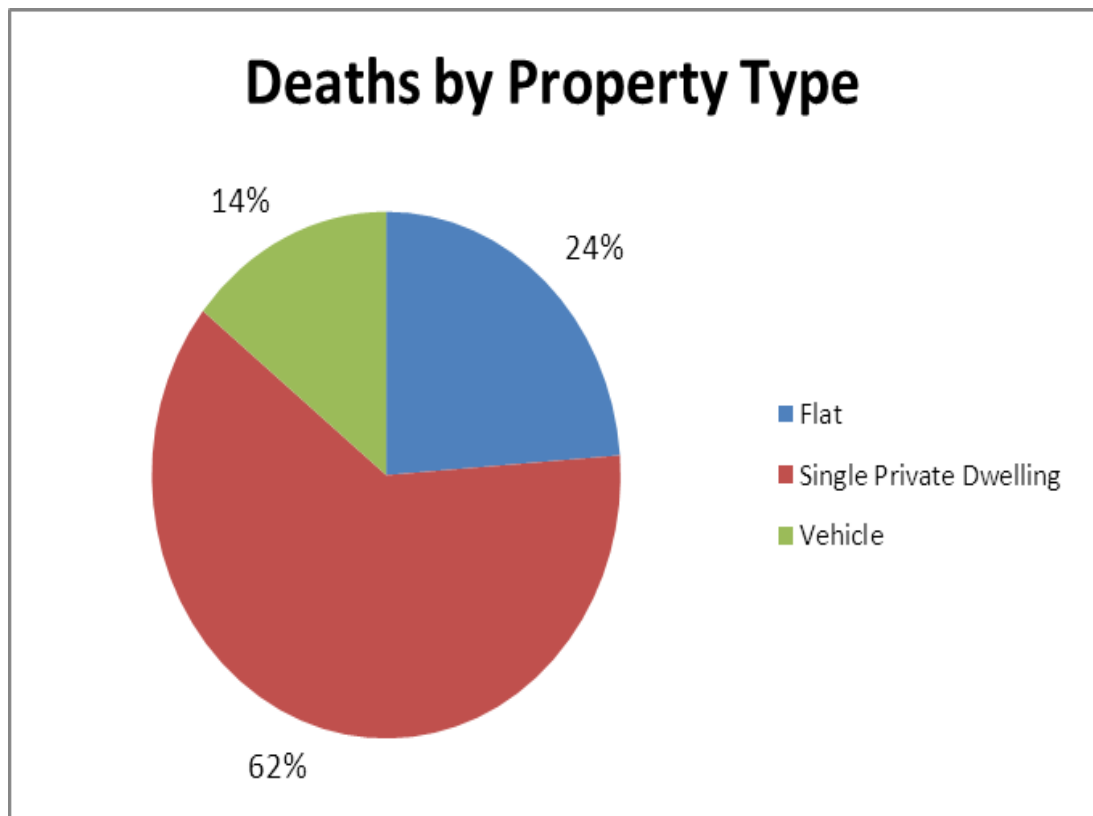
Type of Property	Total
Flat	15
Single Private Dwelling	29
Vehicle	4
Grand Total	48

most recent 5 years - 09/10 - 13/14

Type of Property	Total
Flat	5
Single Private Dwelling	13
Vehicle	3
Grand Total	21

2013/14 only

Type of Property	Total
Flat	1
Single Private Dwelling	3
Vehicle	0
Grand Total	4



12 years - 02/03 - 13/14

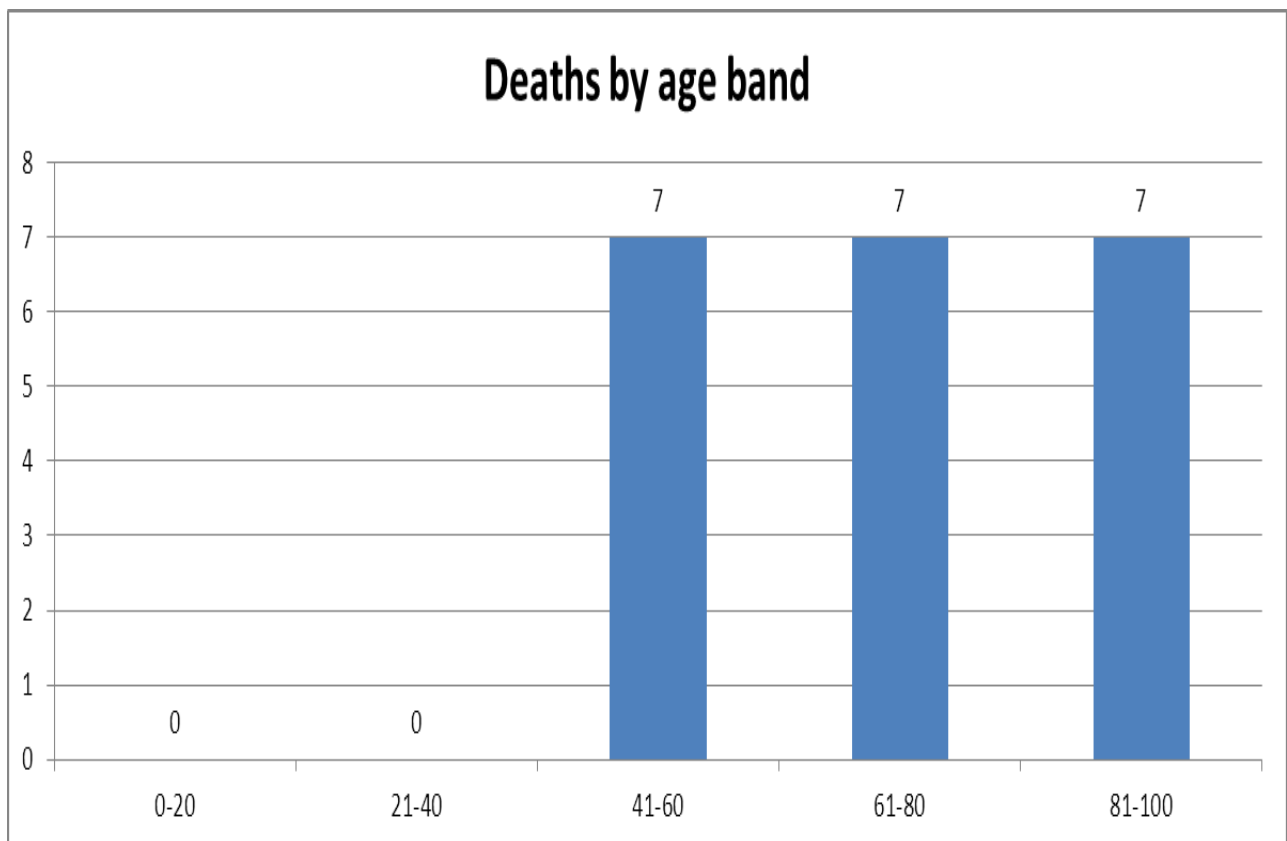
Age Band	Total
0-20	2
21-40	2
41-60	15
61-80	16
81-100	12
unknown	1
Grand Total	48

most recent 5 years - 09/10 - 13/14

Age Band	Total
0-20	0
21-40	0
41-60	7
61-80	7
81-100	7
Grand Total	21

2013/14 only

Age Band	Total
0-20	0
21-40	0
41-60	1
61-80	1
81-100	2
Grand Total	4



12 years - 02/03 - 13/14

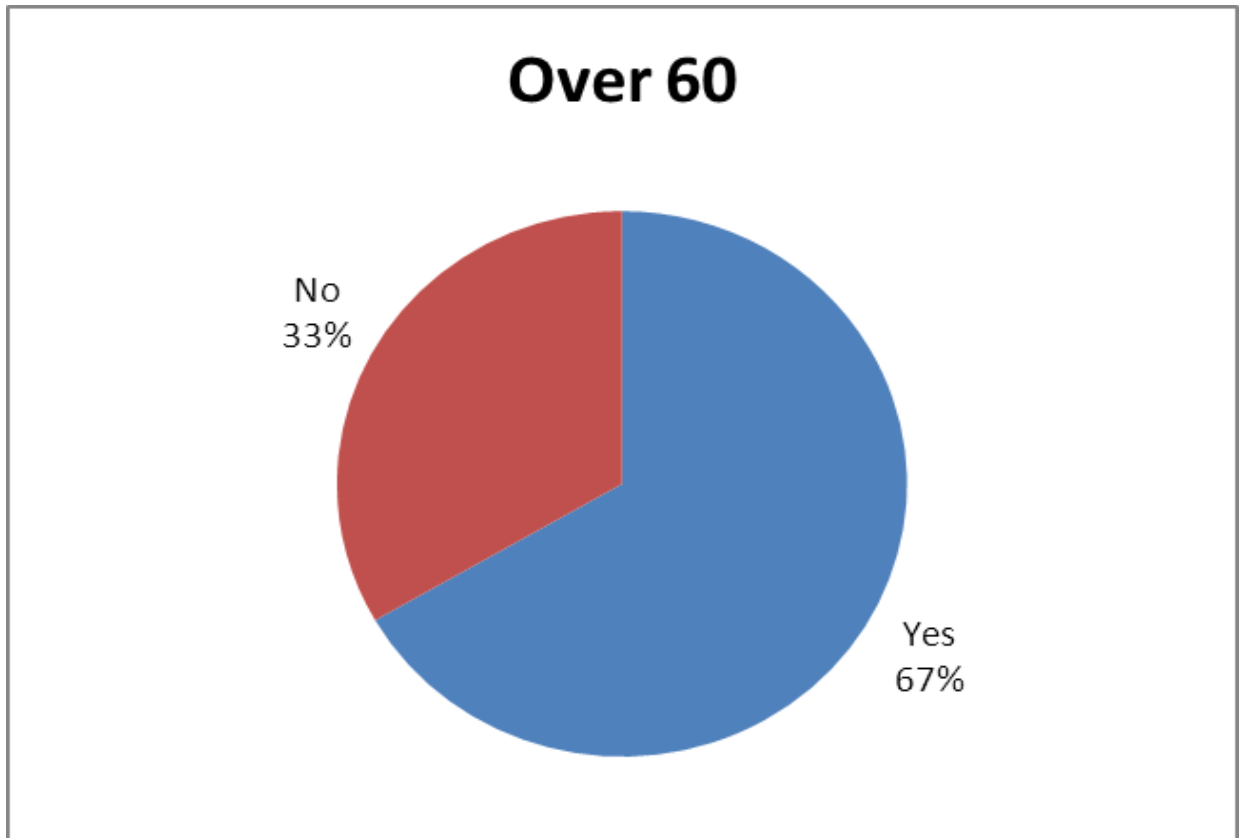
most recent 5 years - 09/10 - 13/14

2013/14 only

Over 60	Total
Yes	28
No	19
unknown	1
Grand Total	48

Over 60	Total
Yes	14
No	7
Grand Total	21

Over 60	Total
Yes	3
No	1
Grand Total	4



12 years - 02/03 - 13/14

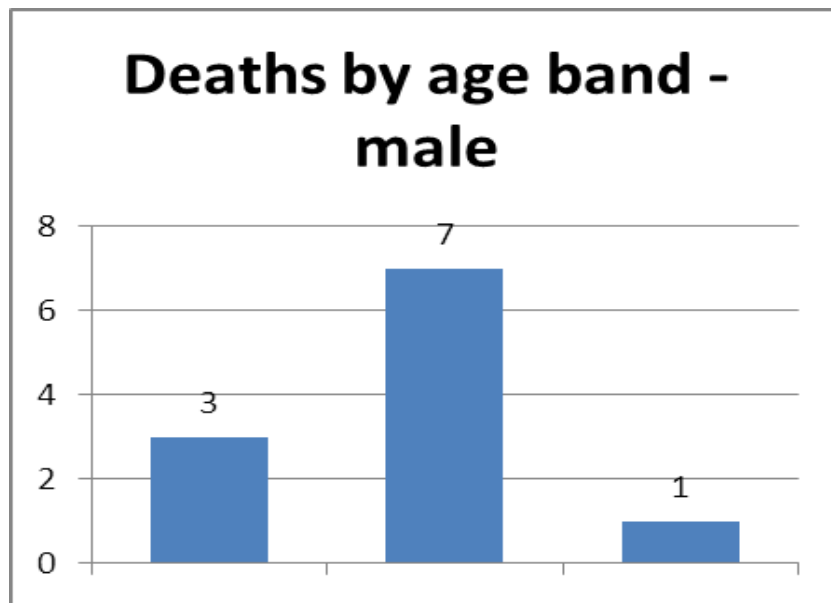
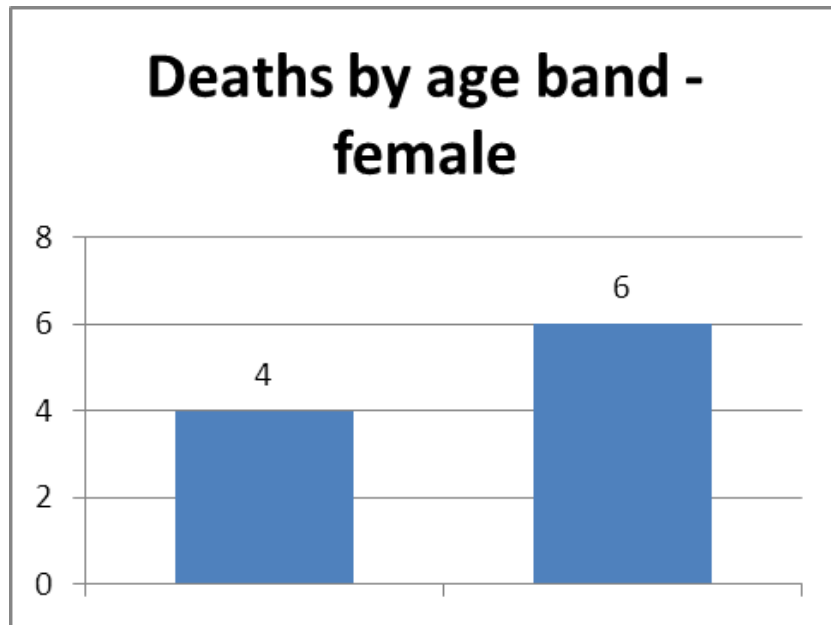
most recent 5 years - 09/10 - 13/14

2013/14 only

Age Band by Gender		Total
Female	41-60	7
	61-80	8
	81-100	10
Subtotal:		25
Male	0-20	2
	21-40	2
	41-60	8
	61-80	8
	81-100	2
	unknown	1
	Subtotal:	
Grand Total		48

Age Band by Gender		Total
Female	41-60	4
	81-100	6
Subtotal:		10
Male	41-60	3
	61-80	7
	81-100	1
Subtotal:		11
Grand Total		21

Age Band by Gender		Total
Female	81-100	2
	Subtotal:	
Male	41-60	1
	61-80	1
Subtotal:		2
Grand Total		4



12 years - 02/03 - 13/14

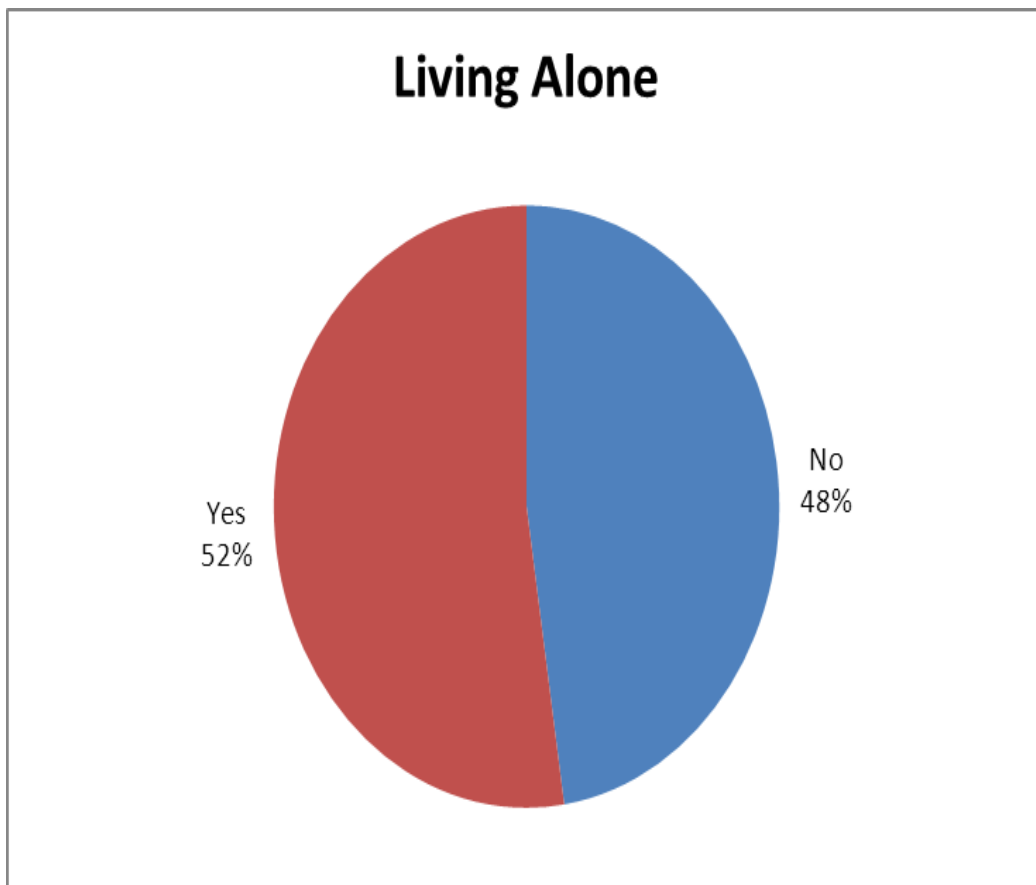
Lived Alone? (By Gender)		Total
No	Female	8
	Male	11
No		19
Yes	Female	17
	Male	12
Yes		29
Grand Total		48

most recent 5 years - 09/10 - 13/14

Lived Alone? (By Gender)		Total
No	Female	5
	Male	5
No		10
Yes	Female	5
	Male	6
Yes		11
Grand Total		21

2013/14 only

Lived Alone? (By Gender)		Total
No	Female	0
	Male	2
No		2
Yes	Female	2
	Male	0
Yes		2
Grand Total		4



12 years - 02/03 - 13/14

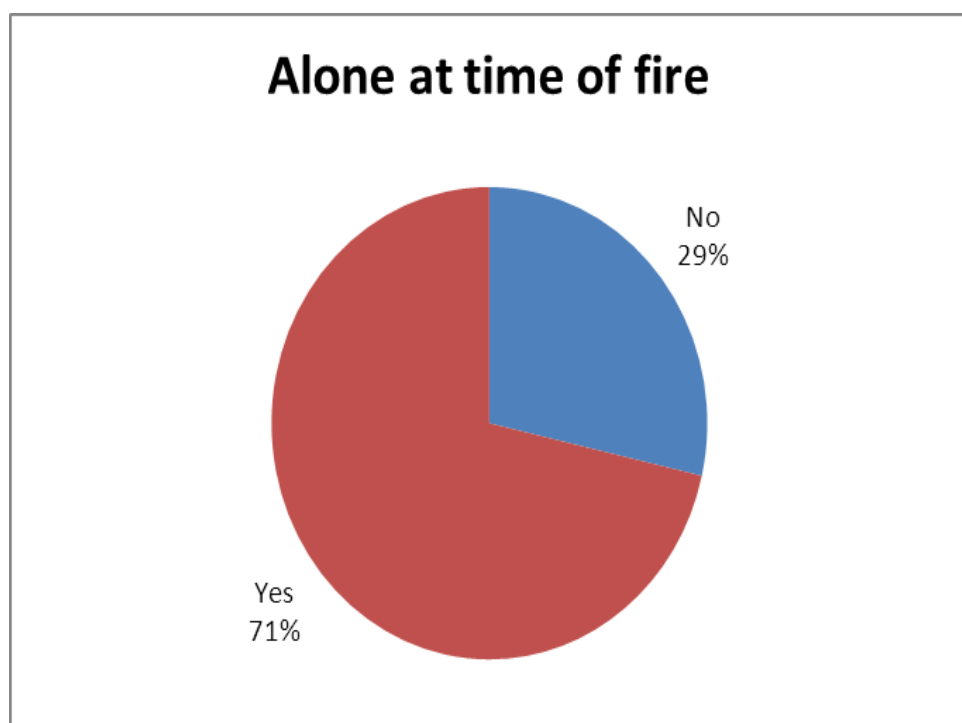
Alone at the time? (By Gender)		Total
No	Female	4
	Male	11
No		15
Yes	Female	20
	Male	12
		32
Unknown	Female	1
	Male	0
		1
Yes		33
Grand Total		48

most recent 5 years - 09/10 - 13/14

Alone at the time? (By Gender)		Total
No	Female	2
	Male	4
No		6
Yes	Female	8
	Male	7
Yes		15
Grand Total		21

2013/14 only

Alone at the time? (By Gender)		Total
No	Female	0
	Male	2
No		2
Yes	Female	2
	Male	0
Yes		2
Grand Total		4



12 years - 02/03 - 13/14

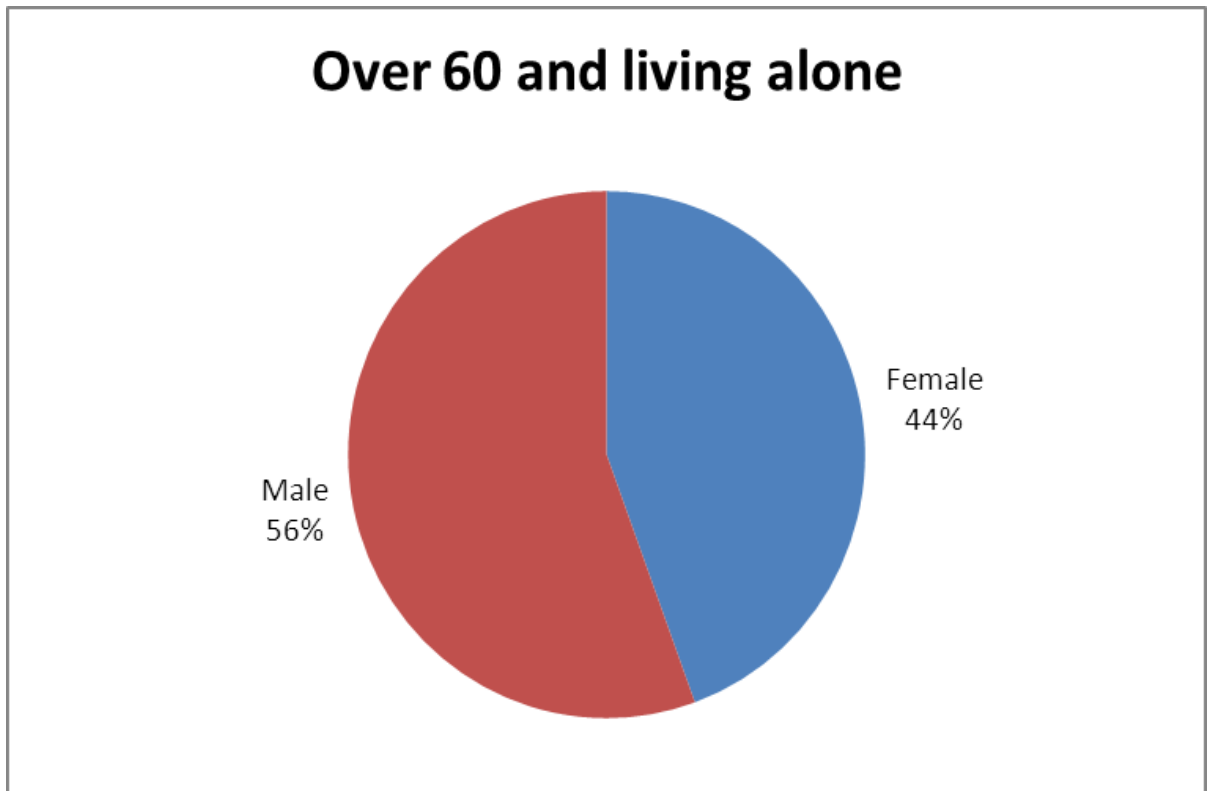
Over 60 and living alone	Total
Female	15
Male	7
Grand Total	22

most recent 5 years - 09/10 - 13/14

Over 60 and living alone	Total
Female	4
Male	5
Grand Total	9

2013/14 only

Over 60 and living alone	Total
Female	2
Male	0
Grand Total	2



most recent 5 years - 09/10 - 13/14

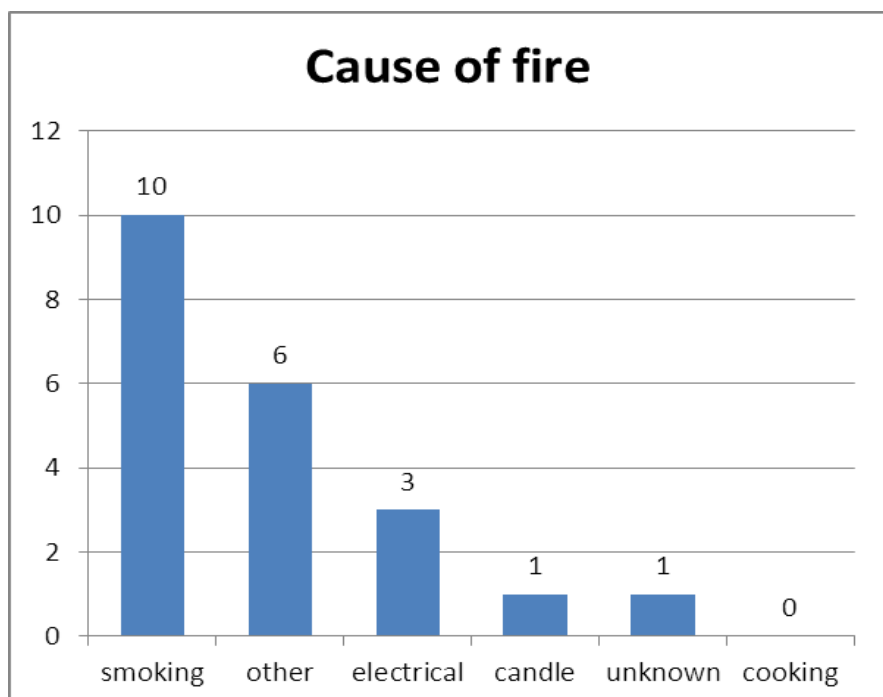
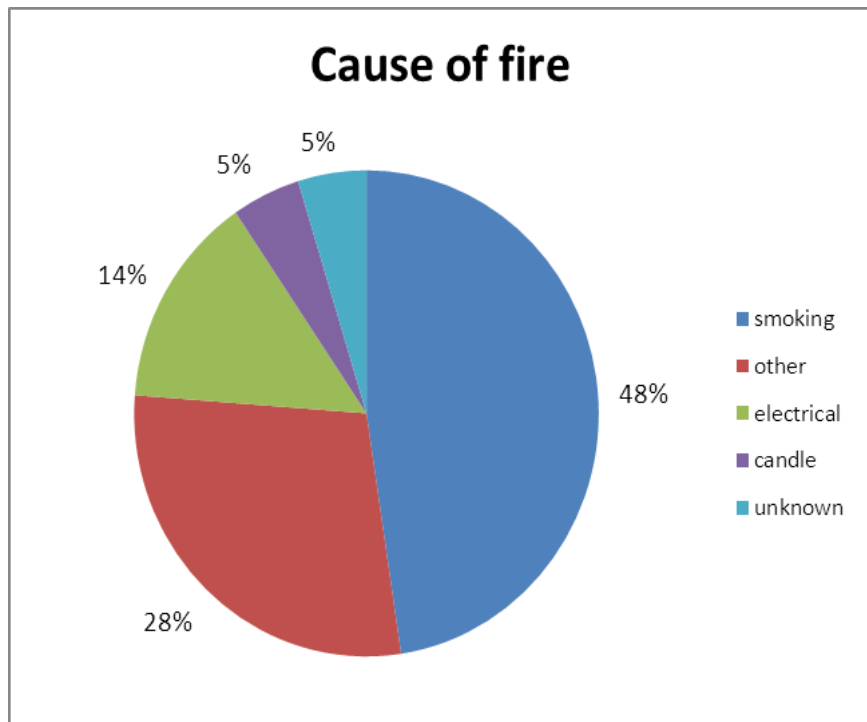
12 years - 02/03 - 13/14

2013/14 only

Cause of Fire	Total
smoking	21
other	9
candle	8
electrical	7
cooking	2
unknown	1
Grand Total	48

Cause of Fire	Total
smoking	10
other	6
electrical	3
candle	1
unknown	1
cooking	0
Grand Total	21

Cause of Fire	Total
smoking	2
electrical	1
other	1
Grand Total	4



12 years - 02/03 - 13/14

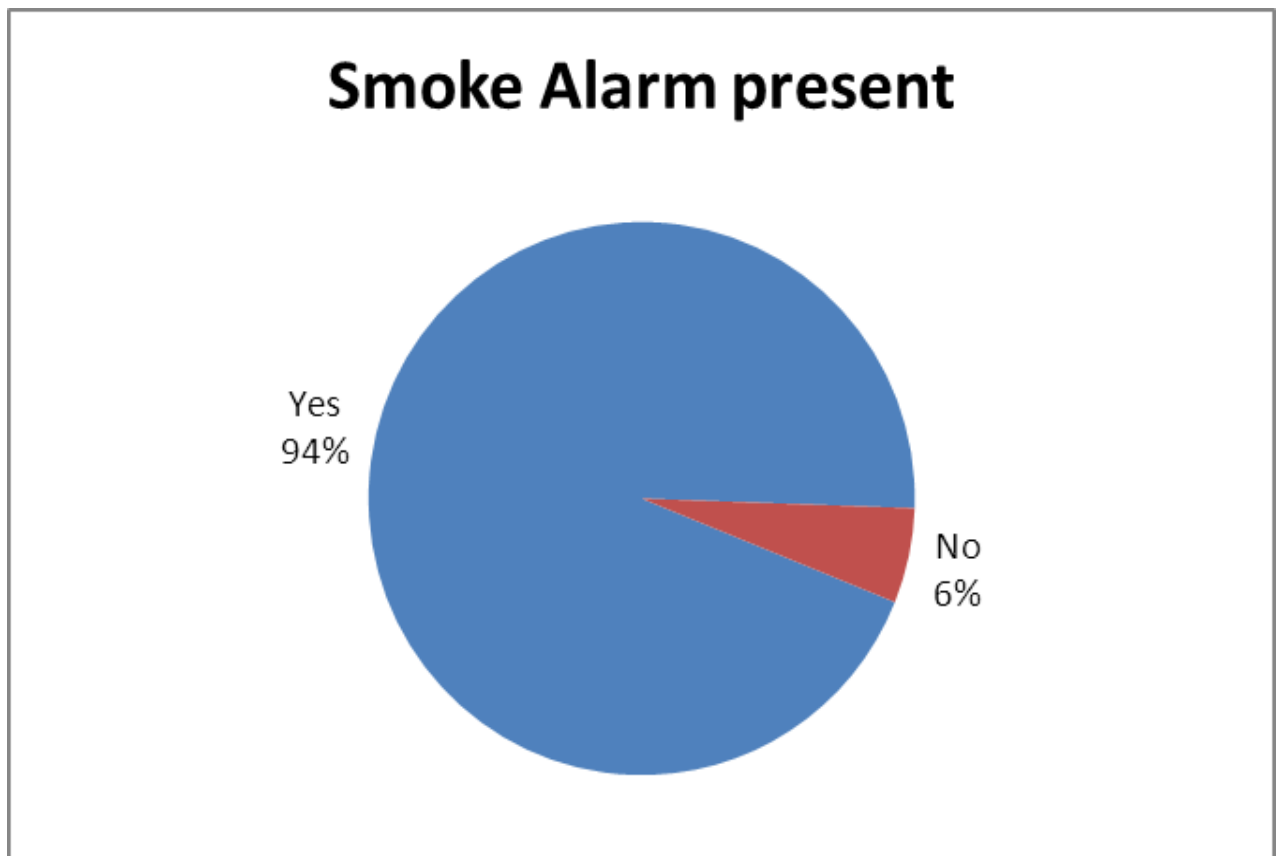
Smoke Alarm	Present	Raised Alarm
Yes	32	14
No	9	
Unknown	7	
Grand Total	48	14

most recent 5 years - 09/10 - 13/14

Smoke Alarm	Present	Raised Alarm
Yes	17	7
No	1	
Unknown	3	
Grand Total	21	7

2013/14 only

Smoke Alarm	Present	Raised Alarm
Yes	3	1
No	0	
Unknown	1	
Grand Total	4	1

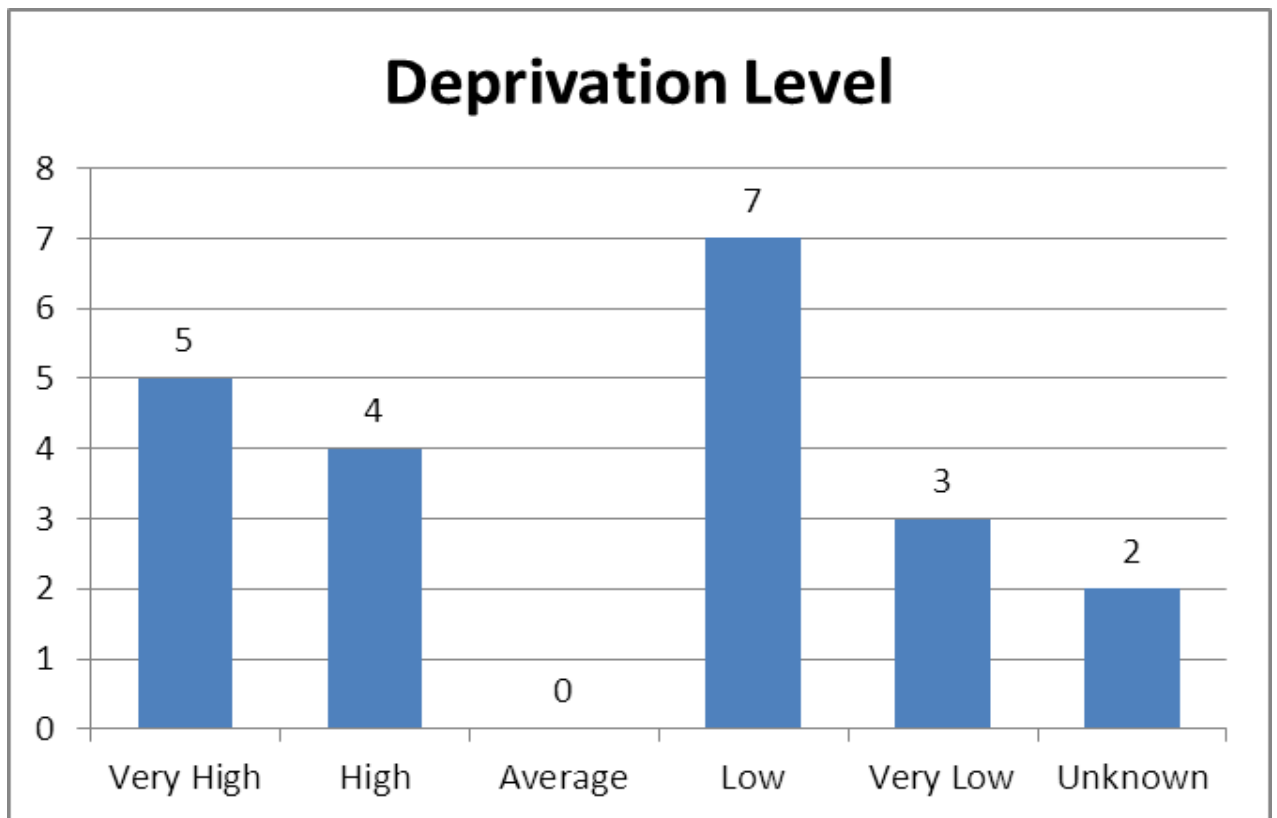


most recent 5 years - 09/10 - 13/14

Deprivation Level	
Very High	5
High	4
Average	0
Low	7
Very Low	3
Unknown	2
Grand Total	21

2013/14 only

Deprivation Level	
Very High	1
High	0
Average	0
Low	3
Very Low	0
Unknown	0
Grand Total	4

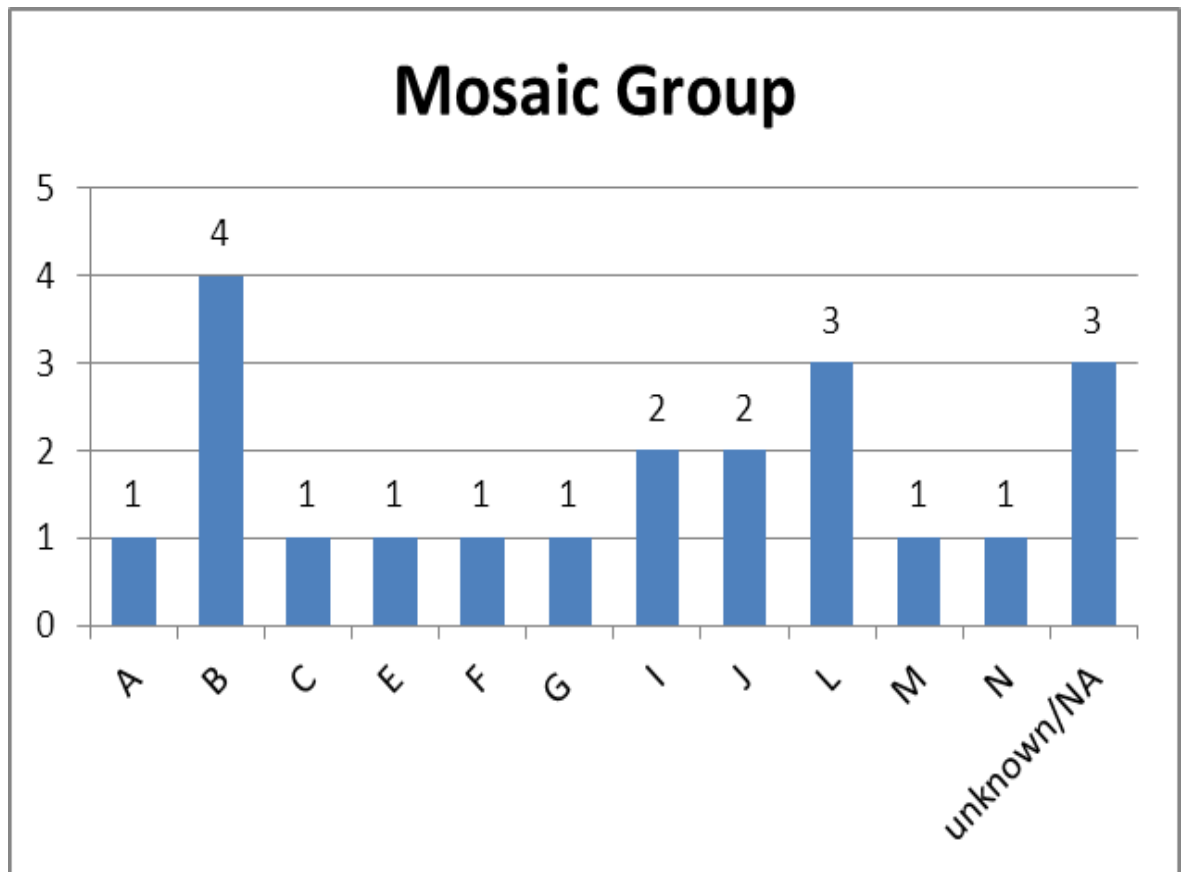


most recent 5 years - 09/10 - 13/14

2013/14 only

Mosaic Group	
A	1
B	4
C	1
E	1
F	1
G	1
I	2
J	2
L	3
M	1
N	1
unknown/NA	3
Grand Total	21

Mosaic Group	
A	1
B	1
C	1
N	1
Grand Total	4



12 years - 02/03 - 13/14

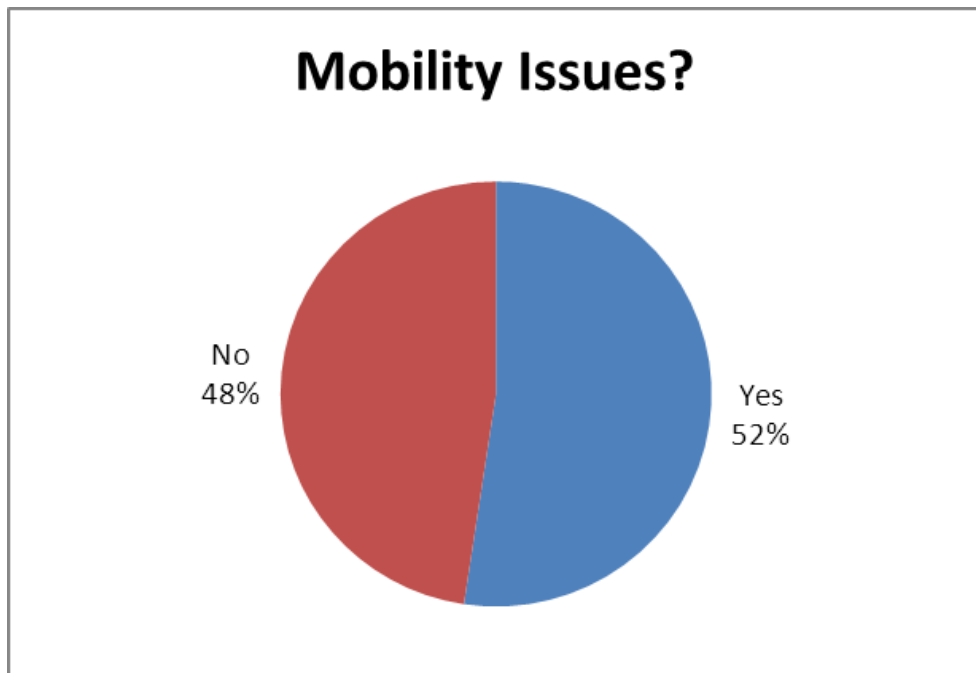
most recent 5 years - 09/10 - 13/14

2013/14 only

Mobility Issues?	Total
Yes	22
No	26
Grand Total	48

Mobility Issues?	Total
Yes	11
No	10
Grand Total	21

Mobility Issues?	Total
Yes	4
No	0
Grand Total	4



EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**
Date: **18 September 2014**
Title: **2013/14 Annual Statement of Operational Assurance**
By: **Chief Fire Officer & Chief Executive**
Purpose of Report: **To present the Statement Of Operational Assurance for approval**

RECOMMENDATION: Members are asked to approve East Sussex Fire & Rescue Service's Statement of Operational Assurance.

MAIN ISSUES

1. Section 21 of the Fire and Rescue Services Act 2004 provides the statutory authority for the Fire and Rescue National Framework for England and requires FRAs to have regard to the Framework in carrying out their functions. In line with this, the Framework requires FRAs to provide assurance on financial, governance and operational matters and in doing so they must publish an Annual Statement of Assurance.
2. The Statement of Assurance is seen by Government as an important measure that will ensure that FRAs provide local scrutiny arrangements and access to a range of information to help communities influence, and be assured of the robustness of, local delivery arrangements
3. The production of the Statement of Assurance ensures that we comply with the requirements set out in the Fire and Rescue National Framework for England. The DCLG guidance document requires that the Statement of Assurance is signed off by an elected member of the relevant authority who is able to take responsibility for its contents. The guidance states that it is up to the individual authority to ensure that this is done by an appropriate person (or persons) who can approve it on behalf of the authority.
4. East Sussex Fire and Rescue Service's annual Statement of Assurance is attached as Appendix A. The Fire Authority is asked to approve the document for formal approval and sign off by the Chairman and the Chief Fire Officer and Chief Executive.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
18 August 2014

Background papers: Guidance on statements of assurance for fire and rescue authorities in England, Department for Communities and Local Government May 2013.

1. **INTRODUCTION**

- 1.1 Section 21 of the Fire and Rescue Services Act 2004 provides the statutory authority for the Fire and Rescue National Framework for England and requires FRAs to have regard to the Framework in carrying out their functions. In line with this, the Framework requires FRAs to provide assurance on financial, governance and operational matters and in doing so they must publish an Annual Statement of Assurance.

2. **MAIN ISSUES COVERED BY THE REPORT**

- 2.1 The Statement of Assurance is seen by Government as an important measure that will ensure that FRAs provide local scrutiny arrangements and access to a range of information to help communities influence, and be assured of the robustness of, local delivery arrangements.
- 2.2 In May 2013 the Department for Communities and Local Government issued light touch guidance as to what should be contained in Fire Authorities Operational Assurance Statements.
- 2.3 East Sussex Fire and Rescue Service's annual Statement of Operational Assurance has taken note of the guidance and is attached as Appendix A.

3. **LEGISLATIVE CONTEXT/NATIONAL/REGIONAL POSITION**

- 3.1 The requirement to publish an annual Statement of Operational Assurance is contained within Chapter 3 of the Fire and Rescue National Framework for England. Section 21 of the Fire and Rescue Services Act 2004, Fire and Rescue Authorities must pay heed to the requirements of the Framework.
- 3.2 The Statement of Assurance will also be used as a source of information on which to base the Secretary of State's biennial report under Section 25 of the Fire and Rescue Services Act 2004.

4. **CURRENT POSITION FOR ESFRS**

- 4.1 This is ESFRS's second statement of Operational Assurance and has been written in order to ensure compliance with the DCLG's guidance document. The DCLG has indicated what should be included in statements of assurance, but it allows FRS the flexibility to tailor the format and presentation. The guidance states that 'it is for fire and rescue authorities to decide how to best present the information with their communities in mind'.

5. **CONSULTATIONS**

- 5.1 The statement is a refresh of last year and therefore no further consultation has taken place.

6. **CROSS DIRECTORATE ISSUES CONSIDERED (E.G. PEOPLE RESOURCING & TRAINING)**

6.1 None arising from this report.

7. **HEALTH AND SAFETY ISSUES**

7.1 None arising from this report.

8. **EQUALITY AND DIVERSITY IMPLICATIONS**

8.1 None arising from this report

9. **IMPACT ASSESSMENT**

9.1 **POLITICAL**

The production of the Statement of Assurance ensures that we comply with the requirements set out in the Fire and Rescue National Framework for England. The DCLG guidance document requires that the statement of assurance is signed off by an elected member of the relevant authority who is able to take responsibility for its contents. The guidance states that it is up to the individual authority to ensure that this is done by an appropriate person (or persons) who can approve it on behalf of the authority.

9.2 **ENVIRONMENTAL**

None arising from this report.

9.3 **SOCIAL**

The purpose of the Statement of Assurance is to ensure that fire and rescue authorities are accountable for the Services they provide to the communities they serve.

9.4 **TECHNOLOGICAL**

The Statement of Assurance will need to be available on our website.

9.5 **LEGAL**

The production of the Statement of Assurance ensures that we comply with the requirements set out in the Fire and Rescue National Framework for England.

9.6 **ECONOMIC**

None arising from this report

10. **COMMUNICATION IMPLICATIONS**

10.1 None arising from this report

11. **CORPORATE AND SERVICE RISK**

11.1 None arising from this report

12. **FINANCIAL IMPLICATIONS**

12.1 None arising from this report, other than officer time in compiling the statement.

13. **CONCLUSIONS**

13.1 The requirement to publish an annual Statement of Operational Assurance is contained within Chapter 3 of the Fire and Rescue National Framework for England. Section 21 of the Fire and Rescue Services Act 2004, Fire and Rescue Authorities must pay heed to the requirements of the Framework. The publication of this statement ensures we meet that requirement. When other statements are available for other FRS we will ensure we will use any good examples to inform our future statements.

13.2 It was the intention to merge the requirements of the annual Statement of Assurance with other legislative requirements placed on us through the production of an Annual Governance Statement, however, it as the statement is so long, it seems prudent to keep them separate at this stage to enable each document to fulfil its specific purpose.

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**

Date: **18 September 2014**

Title of Report: **2014/15 First Quarter Performance Results**

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

Purpose of report: **To present the first quarter performance indicator results for 2014/15.**

RECOMMENDATION: The Panel is asked to:

- i) note the 2014/15 performance results for Quarter 1 as set out in the report and complementary separate Appendix A; and
 - ii) consider the information included within the exceptions report set out as Appendix B.
-

MAIN ISSUES

1. This report contains the Quarter 1 performance indicator results for 2014/15, compared with the results for the same quarter in 2013/14.
2. The report provides a simple Red, Amber, Green traffic light system. Where particular indicators show two or more reds, Appendix B summarises the explanations from the relevant responsible officers in relation to the variances in performance.
3. The Fire Authority has five priority areas:
 - 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
 - Number of working days/shifts lost due to sickness absence for all staff
4. In terms of the overall performance for 2014/15, of the Fire Authority's priority areas, four are on target and one is within 10% of the target. The performance outcome summary is set out in Appendix A attached as a separate document, with an exceptions report set out as Appendix B.

5. The Panel is reminded that our strategic performance indicator targets continue to expect performance improvement across the entire Service. However, in many areas, it is also accepted that both the rate and scope of future improvement is slowing, and some of our targets for 2014/15 and the future trends reflect this position. In some areas, performance improvement will prove ever harder to achieve without smarter targeting of risk and community need. This is where the Service is striving to ensure all available information and tools at our disposal achieve even tighter targeting of services to the most vulnerable in our local communities in future years.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
14 July 2014

APPENDIX A

EXCEPTIONS REPORT – QUARTER 1 2014/15			
Indicator	Commentary	Actions to be taken	Responsible Officer
7. Home Safety Visits	1,961 Home safety visits were completed in quarter 1 2014/15; this is against a target of 2,500.	An element of this may be due to a delay in paperwork being returned to HQ and input on the system. The Director of Response and Resilience is working with the Head of Community Risk Management to identify further referral sources and work is underway to process referrals provided by partner agencies.	Director of Response and Resilience

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**

Date: **18 September 2014**

Title: **2014/15 – 1st quarter Outturn Results Corporate Projects**

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

Purpose of Report: **To present the 2014/15 1st quarter outturn results on the Corporate Projects.**

RECOMMENDATION: Members are asked to note the corporate progress made at the end of 1st Quarter 2014/15 within the context of the other work priorities.

MAIN ISSUES

1. Since September 2011, the Corporate Management Team has reported progress on Corporate Projects through the Interplan system. Accordingly Appendix A, attached as a separate document, contains the 1st quarter results for 2014/15 at a strategic summary level.
2. Currently there are 12 Corporate Projects. Of these, 11 are progressing on or close to schedule and 1 is behind schedule.
3. The attached Appendix contains the Interplan system report, which is in a 'reader-friendly' format and with a colour code to identify whether Corporate Projects are progressing to schedule. The column headed 'Target' shows the target expected at the end of the quarter, as profiled by the relevant Project Manager, and the column headed 'Complete' shows the estimated completion against the target at the first quarter stage. The report also includes 'SMART' (Specific, Measurable, Achievable, Relevant and Timely) comments from the relevant Project Manager on the progress of each Project.
4. The Panel is asked to note the corporate progress made at the end of the 1st Quarter 2014/15, within the context of the other organisational work priorities being undertaken.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
22 July 2014

EAST SUSSEX FIRE AUTHORITY

Panel: **Scrutiny & Audit**

Date: **18 September 2014**

Title: **2014/15 1st Quarter Corporate Risk Register Review**

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

Purpose of Report: **To report on the latest quarterly review of the Corporate Risk and agree outcomes**

RECOMMENDATION: The Panel is asked to approve the latest Corporate Risk Register.

MAIN ISSUES

1. Following agreement at the CMT meeting on 24 September 2013 to change the corporate risk process, and CMT participation at the corporate risk workshop on 18 October 2013 to create a new corporate risk register, initially seven revised/new strategic risks were agreed to be raised. These new risks were created for the 4th Quarter 2013/14.
2. Reviews of corporate risks take place on a quarterly basis. The latest series of meetings with Corporate Risk Owners was carried out during June 2014 to update risk management action plans and review the position of each risk as shown at Appendix C. The Panel is asked to note that all risk management action plans have been updated following individual reviews for each risk owner to monitor and review each action plan in line with Service key task areas and other service delivery objectives.
3. The new corporate risk process is intended to ensure that the key strategic risks that the Authority faces are identified and effectively managed. The structure of the register aims to be clear, transparent and dynamic in risk monitoring and more clearly linked to the delivery of the Authority's strategic outcomes. It will ensure the Scrutiny & Audit Panel is better informed, and, therefore:
 - Risks are aligned to an ESFRS 'Aim'
 - Revised Risk Scoring/Matrix/Register format (Appendix A)
 - Scrutiny & Audit Panel, CMT and senior managers will be better informed for decision making
 - Increased movement of risks within the register, based on completion of tasks
 - Adds real value to the business impact on strategic direction

4. The Authority already has in place established procedures for ensuring that risks are identified and managed for all corporate projects. All high risks identified in these Project RAID logs are now collated and reported to CMT to allow any themes to be identified and risks to be escalated to the corporate risk log as necessary. At Appendix D is a summary of the Project RAID Log for all risks scored 6 or above, these are assessed against a 3x3 scoring matrix as shown in Appendix C. There are links from these high scoring project risks to existing Corporate Risks 2, 3 and 5. No additional themes or issues for escalation to the Corporate Risk Register have been identified.
5. An internal audit review of risk management arrangements is due to commence during quarter 2, and this will assist the Authority in further developing its risk management arrangements, both at corporate level and below,, and refreshing the existing Risk Management Strategy.

Des Prichard
CHIEF FIRE OFFICER & CHIEF EXECUTIVE
14 July 2014

Duncan Savage
TREASURER

Contact Officer – Daryll Luxford, Corporate Risk Support Manager



**Appendix A
Revised Scoring for Corporate Risks**

Likelihood \ Impact	Impact				
	Minor (1)	Moderate (2)	Serious (3)	Critical (4)	Catastrophic (5)
Very High (5)	Moderate (5)	Substantial (10)	Substantial (15)	Intolerable (20)	Intolerable (25)
High (4)	Tolerable (4)	Moderate (8)	Substantial (12)	Intolerable (16)	Intolerable (20)
Significant (3)	Tolerable (3)	Moderate (6)	Moderate (9)	Substantial (12)	Substantial (15)
Low (2)	Tolerable (2)	Tolerable (4)	Moderate (6)	Moderate (8)	Substantial (10)
Very Unlikely (1)	Tolerable (1)	Tolerable (2)	Tolerable (3)	Tolerable (4)	Moderate (5)


**Appendix B
Project RAID LOG Scoring Matrix**



	Probability	Impact	Score
1	Unlikely to happen.	Low impact - will not affect project progress or deliverables.	High impact - will seriously disrupt project, cause significant extra cost or delays, severely affect the quality of the project's deliverables or greatly restrict its scope.
2	Fairly likely to happen.	Medium impact - may slow progress, cause more cost, affect the quality of the deliverables or somewhat restrict the scope of the project.	
3	Certain, very likely to happen.	High impact - will seriously disrupt project, cause significant extra cost or delays, severely affect the quality of the project's deliverables or greatly restrict its scope.	



Appendix C

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Key Actions	Impact Score	Likelihood Score	Current Status (by colour) and total score. (Previous score shown)	Corporate Risk Owner	Risk delivery manager
1 Financial	4	Failure to identify and deliver savings to meet the expected funding gap to 2018/19 and the uncertainty of funding both from year to year and beyond 2015/16 resulting in an unclear service delivery model for the future	<ol style="list-style-type: none"> 1) MTFP updated and savings target of £7.1m agreed July 2013 2) Non-operational and operational (Phase 1) savings approved Dec 2013 and built into 2014/15 budget and MTFP 3) 2014/15 budget approved - outstanding savings gap £2.4m 4) Phase 2 proposals agreed after consultation June 2014 which are estimated to save up to £1.6m 5) Opportunities for further collaboration with public sector partners being examined 6) Bids for funding to be made against CLG Fire Transformation Fund 7) ESFOA work on LCTSG scheme, Single Person's Discount, Empty Homes Review and pooling seeking to maximise income from council tax and non-domestic rates. 8) Improvement and Efficiency reserve established to fund transformation initiatives 9) Programme management arrangements being developed to manage delivery of all Phase 1-3 proposals.1 	3	3	<p style="text-align: center;">9 (Moderate) Previous qtr (12)</p> 	CFO & CE	Treasurer
2 Technology	4	a) Sustained Technological failure and b) failure to deliver organisational change as a result of a lack of a robust and effective modern ICT infrastructure	<ol style="list-style-type: none"> 1) Business critical work to renew or replace risk critical equipment has been identified and costed. CMT have been appraised of these tasks and have supported the work (Jan 2014 CMT meeting), the critical works will be completed throughout the current financial year, with the intention of minimising disruption and inaccessibility of core Systems whilst this work proceeds. 2) The current ICT estate and staffing model will be sustained until a new operating model is delivered. The options under review include commercial and shared service opportunities and will seek to provide an affordable, secure, resilient and fully accessible ICT infrastructure. It is hoped to transition to a new state within 18 months from the appointment of the 3rd party support, which commenced August 2014. 	4	3	<p style="text-align: center;">12 (Substantial)</p> 	ACFO	ACFO

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Key Actions	Impact Score	Likelihood Score	Current Status (by colour) and total score. (Previous score shown)	Corporate Risk Owner	Risk delivery manager
3 Partnership	4	Sussex Control Centre does not deliver effective mobilisation service or planned savings	<ol style="list-style-type: none"> 1) Regular monthly recorded meetings with Remsdaq 2) Successful Factory acceptance, Site and User acceptance tests will ensure specification and functionality tested at all stages 3) Milestone payments are not triggered until pass of acceptance tests and are staged. 4) Other FRS have contract with Remsdaq therefore market pressure to deliver 5) Remsdaq sub contractors are established in sector and are proven working systems 6) SCC Executive Governance Board meets quarterly to monitor the SCC and performance including budget performance and review Section 16 agreements 7) SCC go live will be subject to sign off by both Senior Users 8) Regular monthly financial reporting to SCC Project Board, Management Teams and Governance Boards 9) Savings target for 2014/15 revised to reflect delay in implementation 	3	4	<p style="text-align: center;">12 (Substantial)</p> <p style="text-align: center;">↔</p>	ACO until go live / DCFO post go live	SCC Project Manager until go live / DRR post

			<p>Post go live</p> <ol style="list-style-type: none"> 1) Section 16 and SCC Concept of Operations provide the strategic operational framework for the SCC, including arrangements under which call handling, mobilisation and related functions are discharged. 2) SCC Operational Governance Board, made up of representatives of both East and West Sussex FRS, meets monthly to ensure that the Joint Control is effective, efficient and resilient and that any issues and areas of concern are reported and acted upon 3) ESFRS specific operational and performance matters considered at the monthly Response & Resilience management team meetings 4) A previously agreed review of shift times and proposed mid-shift begins in February to consider options for further improving SCC efficiency. 	4	2	<p>8 (Moderate)</p> 		
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4 Leadership	4	Failure to effectively lead/manage the service through a period of significant change as a result of lack of corporate capacity, management competences and poor staff engagement	<ol style="list-style-type: none"> 1) Undertake a review and realignment of corporate references and engage with Heads of Service/Function to review middle and senior managers' responsibilities and accountabilities. Review undertaken and presented to PO's on 16/6/14. HoPM/ODWM to feedback PO's views and establish action plan. 2) ACO and Head of L&OD to review leadership development to meet evolving and emerging needs TBC once finalised 3) ACO and Communications and Marketing Manager to review staff communication strategy to promote effective organisational communications. Work planned for 3rd & 4th qtr of 14/15 POD BP 	3	2	6 (Moderate) 	CFO & CE	ACO
5 Community	1	Longer term Industrial Action could impact on the ability to deliver services, impact on the relationships within the workforce and has the potential for reputational damage	<ol style="list-style-type: none"> 1) Constant Review of Business Continuity and Industrial Action Contingency Plans 2) Maintain consultation and negotiation with trade unions 3) Maintain effective communications 4) Monitor impact on service delivery 5) CFA advised of progress through regular updates and impact of changing FBU strategy on contingency plans and resilience 	3	3	9 (Moderate) 	DCFO	DP&P

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Key Actions	Impact Score	Likelihood Score	Current Status (by colour) and total score. (Previous score shown)	Corporate Risk Owner	Risk delivery manager
6 Communication	3	Key stakeholders including the public, members, employees and partners are insufficiently informed about/engaged in the difficult choices the Authority faces	<ol style="list-style-type: none"> 1) ACO, Head of Performance Management and Communications and Marketing Manager to work with the Chairman, Vice Chair and the Fire Authority to engage with local communities, local authority partners, agencies and other organisations. 2) Utilise a variety of media to support communication strategy 	3	2	8 (Moderate) 	ACO	Head of Performance Management/ Communications Manager
7 Resource	6	Failure to maintain staff morale, motivation and attitudes will adversely impact on service delivery/ performance and the ability to successfully deliver service transformation/ ESFRS change programme	<ol style="list-style-type: none"> 1) Support middle and senior managers to ensure regular meetings and engagement with staff and to review feedback from managers. 2) Ensure staff representative bodies are engaged with and informed of emerging issues. 3) Continue to develop communication opportunities including where appropriate, social media. 	4	2	8 (Moderate) 	CFO & CE	CMT

**Appendix D
Summary ESFRS Corporate Level RAID Log**

Risks Scoring 6 or above on project RAID logs Project	Description	Probability (1-3)	Impact (1-3)	Score (Pxl)	Action Required / Mitigation	Owner
Data Warehouse	Risks include: Staffing, skills. Quality of information from Remsdaq to DW team. Lack of disaster recovery plans	3	3	9	17th June 2014: We can meet the deadline if we employ an experienced and effective contractor. Advised could take up to 3 weeks to get a contractor up to speed , Remsdaq responding but Application Programme Interface documentation is still awaited, back-up installed but storage arrays yet to be actioned off-site	ACFO / Project Board
Business Intelligence System	Risks include: Timing of change in ESFRS operating system to Windows 7 may impact the choice of system for Business Intelligence. IMD staffing	2	3	6	Update 16th June 2014: Windows 7 now making good progress with implementation commencing end of October 2014, if IMD continues to commit same resources. Update 12th May 2014: Probability decreased to 2	Head of Performance
JESIP	Industrial action impacts one or more pre-arranged training events.	3	2	6	Have built in a slippage period to allow catch-ups and make the schedule more robust.	JESIP Delivery Lead
Firewatch Development	Update 27th March 2014: Delay occurred. Problems resulting from Firewatch upgrade to 7.5 interrupt this project.	3	2	6	Update 16th June 2014: Reviewed and confirmed. 27th March 2014: Availability module can go in without the latest software version, but PDR Pro and retained pay functionality replacement assessment cannot take place.	Head of Human Resources

