



## **EAST SUSSEX FIRE AUTHORITY**

### **SCRUTINY & AUDIT PANEL**

**THURSDAY 17 SEPTEMBER 2015 at 10:00 hours**

#### **MEMBERS**

##### **East Sussex County Council**

Councillors Buchanan, Galley, Lambert, Taylor and Wincott.

##### **Brighton and Hove City Council**

Councillors Peltzer Dunn and Penn.

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**

- | Item No.                    | Page No. |  |
|-----------------------------|----------|--|
| 976.                        | 1.       | In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011.  |
| 977.                        | 1.       | Election of Chairman.  |
| 978.                        | 1.       | Apologies for absence.   |
| 979.                        | 1.       | Notification of items which the Chair considers urgent and proposes to take at the end of the agenda / Chairman's business items.<br><br>(Any Members wishing to raise urgent items are asked, wherever possible, to notify the Chairman before the start of the meeting. In so doing they must state the special circumstances which they consider justify the matter being considered urgently). |
| <a href="#"><u>980.</u></a> | 3.       | Non-confidential Minutes of the last Scrutiny & Audit Panel meeting held on 28 May 2015 (copy attached).   |

981. 2. Callover  
The Chairman will call the item numbers of the remaining items on the open agenda. Each item which is called by any Member shall be reserved for debate. The Chairman will then ask the Panel to adopt, without debate, the recommendations and resolutions contained in the relevant reports for those items which have not been called.
982. - 2014/15 External Auditor's Results Report and Statement of Accounts – report of the Treasurer (to follow).
- [983.](#) 9. 2015/16 1<sup>st</sup> Quarter Performance Results – report of the Chief Fire Officer & Chief Executive (copy in Minute Book).
- [984.](#) 19. 2015/16 1<sup>st</sup> Quarter Programme and Project report – report of the Chief Fire Officer & Chief Executive (copy in Minute Book).
- [985.](#) 21. 2015/16 1<sup>st</sup> Quarter Corporate Risk Register review – joint report of the Chief Fire Officer & Chief Executive and Treasurer (copy in Minute Book).
- [986.](#) 31. 2014/15 Statement of Operational Assurance – report of the Chief Fire Officer & Chief Executive (copy in Minute Book).
- [987.](#) 35. Fatal Accidental Fire Review 2014/15 – report of the Chief Fire Officer & Chief Executive (copy in Minute Book).
988. 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.
- [989.](#) 55. Confidential Minutes of the last Scrutiny & Audit Panel meeting held on 28 May 2015 (copy attached). (Exempt category under paragraph 3 of the Local Government Act 1972).
- [990.](#) 57. Miscalculation of Redundancy Payments – confidential report of the Chief Fire Officer & Chief Executive (copy in Minute Book). (Exempt categories under paragraphs 2 and 3 of the Local Government Act 1972).

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

**EAST SUSSEX FIRE AUTHORITY**

**Minutes of the meeting of the SCRUTINY & AUDIT PANEL held at East Sussex Fire & Rescue Service Headquarters, 20 Upperton Road, Eastbourne, at 10:00 hours on Thursday 28 May 2015.**

**Members Present:** Councillors Deane, Galley, Lambert (Chair), Pragnell, Scott, Taylor and Wincott.

N.B. Councillor Pragnell attended the meeting in place of Councillor Peltzer Dunn, and Councillor Scott attended the meeting as the second Labour Group member, having been nominated by the Deputy Monitoring Officer.

**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. R. Banks (ESCC) and Mrs. S. Klein (Clerk).

960. **DISCLOSABLE PECUNIARY INTERESTS**

960.1 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.

961. **APOLOGIES FOR ABSENCE**

961.1 Apologies for absence were received from Councillors Buchanan and Peltzer Dunn.

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

962.1 There were no urgent items for consideration.

963. **NON-CONFIDENTIAL MINUTES OF THE SCRUTINY AND AUDIT PANEL MEETING HELD ON 15 JANUARY 2015**

963.1 **RESOLVED** – That the non-confidential minutes of the meeting of the Scrutiny & Audit Panel held on 15 January 2015 be approved as a correct record and signed by the Chair. (Copy in Minute Book).

964. **CALLOVER**

964.1 Members reserved the following items for debate:

965. External Audit Plan and Update 2014/15

966. Internal Audit Annual Report and Opinion for the period 1 April 2014 – 31 March 2015

968. Contracting & Procurement Follow-Up Audit

972. 2014/15 4<sup>th</sup> Quarter Performance results

964.2 Although item 970 was not called, the Chair drew Members' attention to the requirement to appoint four Members of the Fire Authority to the Pension Board and asked Group Leaders to consider nominations from their Groups.

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

965. **EXTERNAL AUDIT PLAN AND UPDATE 2014/15**

965.1 Members considered a joint report of the Chief Fire Officer & Chief Executive and Treasurer that informed them of the content of the external audit plan 2014/15 and progress to date. (Copy in Minute Book).

965.2 Mr. King explained that the external audit plan set out the work that the Authority's external auditors, Ernst & Young (EY), intended to carry out in order to audit the Authority's 2014/15 accounts and form their judgement on the Authority's value for money arrangements. EY had not identified any specific risks relating to the Authority's accounts and Mr. King reassured Members that the 'Risk of management override' was a generic risk, contained within all local authority audit plans, and not specific to ESFA. Mr. King drew Members' attention to one non-significant risk – medium term financial planning.

965.3 It was noted that the Local Audit and Accountability Act 2014 had closed the Audit Commission and repealed the Audit Commission Act 1998. Councillor Galley was pleased to see that the annual external audit indicative fee for 2015/16 had reduced, largely as a result of the change with the Audit Commission.

965.4 **RESOLVED** – That:

- i) the External Audit Plan for 2014/15 be approved; and
- ii) the external audit fee for 2015/16 be noted.

966. **INTERNAL AUDIT ANNUAL REPORT AND OPINION FOR THE PERIOD 1 APRIL 2014 TO 31 MARCH 2015**

966.1 Members considered a report of the Treasurer that provided an Opinion on East Sussex Fire Authority's internal control environment and reported on the work of Internal Audit for the period 1 April 2014 to 31 March 2015. (Copy in Minute Book).

966.2 Councillor Galley was concerned that the Station audit and inspection arrangements had only received a partial assurance from the internal auditors, and asked what steps management was taking in re-examining its overall approach to this work. Mrs. Ridley confirmed that the Service Transformation Team was considering new arrangements and would be reporting their recommendations for new systems within six months, which would satisfy the matters raised in the audit. The Treasurer explained that the audits and inspections covered financial and operational controls and the CFO&CE confirmed that Borough Commanders had been tasked to report to the DCFO, ensuring that operational records were kept correctly.

966.3 Councillor Galley was also concerned that the Service had only received substantial assurance, rather than full assurance, for accounts payable. The Treasurer confirmed that there had been a small number of issues but these were being addressed and improvements would be reflected in next year's report.

966.4 **RESOLVED** – That:

- i) the Internal Audit Service's opinion on the Fire Authority's internal control environment for 2014/15 be noted; and
- ii) it was considered that the Fire Authority's system for internal audit has proved effective during 2014/15.

967. **INTERNAL AUDIT STRATEGY AND ANNUAL AUDIT PLAN 2015-16**

967.1 Members considered a report of the Treasurer that provided an Internal Audit Plan for East Sussex Fire Authority covering the period 1 April 2015 to 31 March 2016. (Copy in Minute Book).

967.2 **RESOLVED** – That the 2015/16 Internal Audit Strategy and Plan be approved.

968. **CONTRACTING AND PROCUREMENT FOLLOW-UP AUDIT**

968.1 Members considered a report of the Treasurer that provided an update on the outcome of the audit which had been commissioned to follow up on the previous Contracting and Procurement audit. (Copy in Minute Book).

968.2 Councillor Galley asked why the compliance status was amber for 'monitoring contracts appropriately in line with procurement procedures and legislation', and 'goods and services being received in line with contract deliverables'. The CFO&CE gave an example of a contract where individual Stations were ordering independently, which meant that better terms had not been negotiated as the aggregated spend had not been taken into account. The Service was now procuring these goods and services collectively, enabling better terms to be obtained. It was also noted that the Service had amended its procurement arrangements, with the inclusion of a qualified procurement manager, and the revised procurement manual was ready to be published alongside the enactment of the new Constitution in June.

968.3 **RESOLVED** – That the report and the Internal Audit opinion of substantial assurance be noted.

969. **ASSESSMENT OF THE CORPORATE FRAMEWORK AND ANNUAL GOVERNANCE STATEMENT FOR 2014/15**

969.1 Members 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 sought approval of the Annual Governance Statement in line with the Accounts and Audit Regulations 2015. (Copy in Minute Book).

- 969.2 **RESOLVED** – That:
- i) Members were satisfied with the level of assurance provided to them through this report and the Authority’s governance framework and processes;
  - ii) Members had not identified any significant governance issues that should be included in the Authority’s Annual Governance Statement;
  - iii) the Annual Governance Statement be approved to be signed by the Chair of this Panel and the Chief Fire Officer & Chief Executive; and
  - iv) the Local Code of Corporate Governance be approved to replace the existing Manual Note.

970. **FIREFIGHTERS’ PENSION SCHEME – NEW GOVERNANCE REQUIREMENTS**

970.1 Members considered a joint report of the Chief Fire Officer & Chief Executive, Monitoring Officer and Treasurer that advised them of the process for appointing members of the local Pension Board. (Copy in Minute Book).

970.2 **RESOLVED** – That the proposed process for the appointment of employer representatives to the local pension board be approved.

971. **2014/15 4<sup>TH</sup> QUARTER CORPORATE RISK REGISTER REVIEW**

971.1 Members considered a joint report of the Chief Fire Officer & Chief Executive and Treasurer that reported on the latest quarterly review of Corporate Risk and sought their agreement of the outcomes. (Copy in Minute Book).

971.2 **RESOLVED** – That the latest Corporate Risk Register be approved and the Internal Audit opinion of substantial assurance be noted.

972. **2014/15 4<sup>TH</sup> QUARTER PERFORMANCE RESULTS**

972.1 Members considered a report of the Chief Fire Officer & Chief Executive that presented the fourth quarter performance indicator results for 2014/15. (Copy in Minute Book).

972.2 Councillor Galley was impressed with the results in the report but concerned with the high levels of sickness absence. The CFO&CE explained that, with a high proportion of staff being operational firefighters, they may suffer a range of injuries that prevented them from undertaking operational duties and, therefore, being signed off work, whereas a similar injury may not prevent a member of the support services from undertaking their role. With the assistance of the Occupational Health Adviser, the Service was making more use of staff returning to work on ‘light duties’ and he was confident that the number of days lost would start to decline.

972.3 Councillor Scott was informed that the inspections of high risk premises completed included all premises covered within the Fire Safety Order, and included care homes, nursing homes, shops, offices, petrol stations, etc. The Service was liaising with other enforcement agencies, and focussing on supporting businesses to improve their compliance. The DCFO informed Members that the changes made within the Business Safety Department should lead to the targets being met in 2015/16.

972.4 Councillor Wincott was concerned that, although attendance times targets were being met, the direction of travel was declining. He questioned whether the targets were too low. Mrs. Ridley explained that the targets had been set under the Integrated Risk Management Plan around 2004/05, and a lot of work had been undertaken in reducing false alarm calls, which had affected the outcomes against the targets set. The CFO&CE added that the difference in numbers of call-outs and response times in urban and rural areas would also affect the figures, with the urban areas more likely to meet targets. He suggested that Members may wish to consider attendance times and targets at a future Members' Seminar.

972.5 Councillor Deane asked whether there was a correlation between the number of accidental dwelling fires and the number of Home Safety Visits. The DCFO explained that, following the Fire Authority's decision to remove a pump from the City, additional community safety work was being undertaken in the Mile Oak area, and an officer had been seconded to the City Council to help drive forward safety initiatives. There was a similar number of accidental dwelling fires but their intensity and damage caused had fallen, probably as a result of the education provided through Home Safety Visits.

972.6 **RESOLVED** – That:  
i) the 2014/15 performance results for Quarter 4 be noted, as set out in the report and complementary separate Appendix A; and  
ii) the information included within the exceptions report be noted, as set out in Appendix B.

973. **2014/15 4<sup>TH</sup> QUARTER CORPORATE PROJECTS OUTTURN RESULTS**

973.1 Members considered a report of the Chief Fire Officer & Chief Executive that presented the 2014/15 4<sup>th</sup> quarter outturn results on the Corporate Projects. (Copy in Minute Book).

973.2 **RESOLVED** – That the corporate progress made at the end of 4<sup>th</sup> quarter 2014/15 within the context of the other work priorities be noted.

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

974.1 **RESOLVED** – That item number 975 be exempt under paragraph 3 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 and accordingly is not open for public inspection on the grounds that it includes information relating to the financial or business affairs of any particular person (including the authority holding that information).

The meeting concluded at 11:05 hours

Signed

Chair

Dated this

day of

2015





**EAST SUSSEX FIRE AUTHORITY**

**Panel** Scrutiny & Audit  
**Date** 17 September 2015  
**Title of Report** 2015/16 1<sup>st</sup> Quarter Performance Results  
**By** Chief Fire Officer & Chief Executive  
**Lead Officer** Liz Ridley, Head of Performance Management

**Background Papers** N/A

**Appendices** Appendix A – Quarter 1 Performance Report 2015/16

**Implications**

<b>CORPORATE RISK</b>		<b>LEGAL</b>	
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>		<b>POLITICAL</b>	
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>		<b>CORE BRIEF</b>	
<b>EQUALITY IMPACT ASSESSMENT</b>			

**PURPOSE OF REPORT** To present the first quarter performance results 2015/16.

**EXECUTIVE SUMMARY** This report provides Members with a summary of service performance information for the first quarter of 2015/16.

**RECOMMENDATION** Members are asked to note the 2015/16 performance results for Quarter 1 and the complementary separate Appendix A.

## 1. **INTRODUCTION**

- 1.1 This report contains the Quarter 1 performance indicator results for 2015/16, compared with the results for the same quarter in 2014/15 and provides projected year end results against the agreed targets.
- 1.2 The report provides a simple Red, Amber, Green traffic light system.
- 1.3 The Fire Authority has five priority areas:
  - (i) Percentage of HSVs to the vulnerable members of our community
  - (ii) Number of accidental fires in dwellings
  - (iii) Percentage of accidental dwelling fires confined to room of origin
  - (iv) Percentage reduction of automatic fire alarms
  - (v) Number of working days/shifts lost due to sickness absence for all staff
- 1.4 In terms of the overall performance for 2015/16, of the Fire Authority's priority areas, two are on target, one is within 10% of the target, and two are currently projected to miss the target. The performance outcome summary is set out more fully in Appendix A.



**East Sussex**  
Fire & Rescue Service







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**East Sussex Fire &  
Rescue Service  
Performance Results  
Quarter 1  
2015/16**

JULY 2015

# Strategic Aim 1 – To deliver quality services within available resources

## 1.1 Prevent loss of life and injuries in our communities

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
1 Priority	% of Home Safety Visits to vulnerable people	92.4%	This is an ESFRS indicator only, no National data is available for comparison	92.0%	92.0%	90.0%	Yes	Declined
7	Home Safety Visits	2,055		2,173	8,684	10,000	No	Improved
36	% of fires in dwellings with no smoke alarm	24.3%	This is an ESFRS indicator only, no National data is available for comparison	19.3%	19.3%	32.0%	Yes	Improved
9	Number of deaths in primary fires	0		0		Aspirational Target zero fire deaths		Same
11	Deaths in Accidental Dwelling Fires	0		0		Aspirational Target zero fire deaths		Same
10	Number of injuries in primary fires	14		13	52	52	Yes	Improved
12	Injuries in Accidental Dwelling Fires	10		11	44	37	No	Declined
2 Priority	No of accidental dwelling fires	105		149	596	534	No	Declined

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end	Target	Target met	Direction of travel from 2014/15 result
8	Number of primary fires	271		335	1,340	1,244	No	Declined
13a	Deliberate primary fires not in vehicles	33		51	204	159	No	Declined
13b	Deliberate primary fires in vehicles	34		19	76	141	Yes	Improved
14	Deliberate secondary fires	133		114	456	500	Yes	Improved
4a Priority	<b>A reduction of automatic fire alarms (AFA) from the base year result of 2009/10</b>	-35.9%	This is an ESFRS indicator only, no National data is available for comparison	-43.6%	-43.6%	-32.0%	Yes	Improved
4b	% of AFA calls challenged by ESFRS	11.3%	This is an ESFRS indicator only, no National data is available for comparison	10.3%	10.3%	Monitor only	Monitor only	Declined
4c	% of AFA calls turned back by ESFRS	6.9%	This is an ESFRS indicator only, no National data is available for comparison	11.4%	11.4%	Monitor only	Monitor only	Improved
4d	% of AFA mobilised calls to properties covered by the RRO that were classified as a primary fire	3.6%	This is an ESFRS indicator only, no National data is available for comparison	4.0%	4.0%	Monitor only	Monitor only	Declined

## 1.2 Protect our communities against economic, property or heritage loss

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
15	No of fires in non-domestic properties	32		50	200	176	No	Declined
16	Inspections of high risk premises completed	115		56	224	480	No	Declined

### 1.3 Respond effectively and safely to incidents with appropriate planned resources

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
<b>3 Priority</b>	<b>% of accidental dwelling fires confined to room of origin</b>	<b>89.5%</b>	This is an ESFRS indicator only, no National data is available for comparison	<b>91.3%</b>	<b>91.3%</b>	<b>94.0%</b>	<b>No</b>	<b>Improved</b>
18	% of Life Threatening Incidents (LTIs) attended by 1st appliance within 8 minutes	70.9%	This is an ESFRS indicator only, no National data is available for comparison	72.6%	72.6%	60.0%	Yes	Improved
19	% of LTIs attended by 1st appliance within 13 minutes	95.8%	This is an ESFRS indicator only, no National data is available for comparison	90.9%	90.9%	90.0%	Yes	Declined
20	% of LTIs attended by 2nd appliance within 8 minutes	48.9%	This is an ESFRS indicator only, no National data is available for comparison	53.9%	53.9%	50.0%	Yes	Improved
21	% of LTIs attended by 2nd appliance within 13 minutes	85.9%	This is an ESFRS indicator only, no National data is available for comparison	83.0%	83.0%	80.0%	Yes	Declined
22	% of incidents attended within 20 minutes	99.2%	This is an ESFRS indicator only, no National data is available for comparison	98.7%	98.7%	95.0%	Yes	Declined
23	% of LTIs attended by a minimum of 8 crew within 8 minutes	49.9%	This is an ESFRS indicator only, no National data is available for comparison	54.0%	54.0%	50.0%	Yes	Improved
24	% of LTIs attended by a minimum of 8 crew within 13 minutes	86.9%	This is an ESFRS indicator only, no National data is available for comparison	83.1%	83.1%	80.0%	Yes	Declined

## 1.4 Deliver cost effective services, which focus on community risk and customer needs at a price the local community can afford and within available resources

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
6	Expenditure per head of the population	£46.90	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	£45.42	Annual	Annual
34	To achieve a 3.5% reduction in CO2 emissions against 2010/11	N/a	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	14.00%	Annual	Annual
35	Percentage of people satisfied with the service received during the 999 call	N/a	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	Monitor only	Annual	Annual
36	Percentage of people satisfied with the service received at the scene of the incident	N/a	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	Monitor only	Annual	Annual



## Strategic Aim 2 – Ensure a competent, diverse, safe and valued workforce


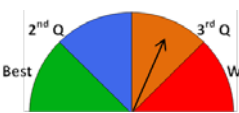


### 2.1 Embed and embrace equality and diversity principles in all that we do

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
24	Achievement of excellence in the Equality Standard in Local	Excellent	This is an ESFRS indicator only, no National data is available for comparison	Excellent	Annual	Monitor only	Annual	Annual
26	Retained (RDS) female firefighters as new entrants	8.7%	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	15.0%	Annual	Annual
27	Minority ethnic staff as new entrants to the FRS	3.6%	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	3.5%	Annual	Annual
28	Disabled employees as new entrants to the FRS	3.6%	This is an ESFRS indicator only, no National data is available for comparison	N/a	Annual	5.0%	Annual	Annual

### 2.2 Attract and retain high calibre and committed staff, and help them develop professional skills and competence to meet our business needs

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
To be developed	Number of operational staff completing development programmes		This is an ESFRS indicator only, no National data is available for comparison	To be developed in 2015/16	To be developed in 2015/16	To be developed in 2015/16	To be developed in 2015/16	To be developed in 2015/16

## 2.3 Maintain and improve the standards of health, safety and welfare of our staff and provide a safe and secure workplace

Indicator No.	How will we measure performance?	2014/15 Q1 result	National Quartile Position 2013/14	2015/16 Quarter 1	2015/16 Projected year end result	Target	Target met	Direction of travel from 2014/15 result
<b>5 Priority</b>	<b>The number of working days/shifts lost due to sickness</b>	<b>1.5</b>	This is an ESFRS indicator only, no National data is available for comparison	<b>2.1</b>	<b>8.4</b>	<b>7.5</b>	<b>No</b>	<b>Declined</b>
29	Number of RIDDOR incidents	2		1	4	12	Yes	Improved
30	Number of injuries sustained by Wholetime and Retained firefighters during operational activities	N/a		N/a	Annual	Monitor only	Annual	Annual
31	Total number of injuries sustained by Wholetime and RDS firefighters during training activities	N/a		N/a	Annual	Monitor only	Annual	Annual
30	Number of workplace reported accidents / injuries	29		37	148	124	No	Declined

**EAST SUSSEX FIRE AUTHORITY**

**Panel** Scrutiny & Audit  
**Date** 17 September 2015  
**Title of Report** 2015/16 1<sup>st</sup> Quarter Programme and Project Report  
**By** Chief Fire Officer & Chief Executive  
**Lead Officer** Liz Ridley, Head of Performance Management

**Background Papers** None

**Appendices** Projects Report is attached as Appendix A.

**Implications**

<b>CORPORATE RISK</b>		<b>LEGAL</b>	
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>		<b>POLITICAL</b>	
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>		<b>CORE BRIEF</b>	
<b>EQUALITY IMPACT ASSESSMENT</b>			

**PURPOSE OF REPORT** To introduce a new Programme and Project Report

**EXECUTIVE SUMMARY** In line with continuous improvement objectives, the report format has been strengthened. It now allows tracking of milestones for each project, as recommended by East Sussex County Council Internal Audit.

**RECOMMENDATION** That the Panel notes the report.

## 1. **INTRODUCTION**

- 1.1 Over the next two years, the Service will need to manage a number of larger projects, such as the replacement of existing breathing apparatus and associated equipment (RPE Project), and complex programmes such as IMD Transformation. To ensure that we have the ability to meet these demands, we are continuously improving our capability to deliver major change through improved programme and project monitoring.
- 1.2 As a result, the current programme and format of reporting of projects and programmes has been reviewed by the Head of Performance Management, and the Projects Co-ordinator, to ensure that it is fit for purpose. Suitable project and programme reports are a key management tool and Interplan was found to be not as robust as we need for the future. The new project report has, therefore, been designed to strengthen the information provided to project owners and senior management and the Fire Authority.

## 2. **IMPROVED PROGRESS TRACKING AND COMPLIANCE CHECKS**

- 2.1 Internal Audit has commented that they wish to see clear project milestones and progress being tracked against them. The new report provides this at a summary level, to improve monitoring and to identify early whether a project is on track to achieve its objectives within the planned timeframe.
- 2.2 This quarter, project managers have forecast when they expect to achieve the listed milestones. In future quarters, senior management and Members of the Fire Authority will be able to see at a glance whether project managers have kept to their agreed timelines.
- 2.3 The Compliance section shows the projects' documentation status which forms part of the project management processes being introduced to strengthen project monitoring.
- 2.4 Project Managers may take a little time to adapt to the new reporting and the level of detail required for senior management and the Fire Authority. The report will only improve over time as more information is included and managers get used to the new reporting format.

**EAST SUSSEX FIRE AUTHORITY**

**Panel** Scrutiny & Audit  
**Date** 17 September 2015  
**Title of Report** 2015/16 1<sup>st</sup> Quarter Corporate Risk Register Review  
**By** Chief Fire Officer & Chief Executive and Treasurer  
**Lead Officer** Daryll Luxford, Corporate Risk Support Manager

**Background Papers** Corporate Risk Quarter 4 Report 2014/15 dated 22 May 2015

**Appendices** Appendix A Corporate Risk and RAID Log Scoring Matrix  
 Appendix B Corporate Risk and Project Scoring Identifiers  
 Appendix C Risk Management Mitigation Plans  
 Appendix D Corporate Project Risk Report

**Implications**

<b>CORPORATE RISK</b>	✓	<b>LEGAL</b>	
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>		<b>POLITICAL</b>	
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>		<b>CORE BRIEF</b>	
<b>EQUALITY IMPACT ASSESSMENT</b>			

**PURPOSE OF REPORT** To report on the latest quarterly review of Corporate Risk and agree outcomes.

## EXECUTIVE SUMMARY

1. The Authority has in place established procedures for ensuring that risks are identified and managed for all corporate projects. All high risks identified in the 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 9 or above, these are assessed against a 4x4 scoring matrix as shown in Appendix A with the score identifiers at Appendix B. Reviews of corporate risks take place on a quarterly basis. The latest series of meetings with Corporate Risk Owners was carried out during June 2015 to update risk management action plans and review the position of each risk as shown at Appendix C.
2. Following the audit of Risk Management Arrangements, of which ESFRS received substantial assurance, work is ongoing to implement the recommendations and further embed effective management of our business risks. Workshops are being organised for Heads of Service to establish departmental risks which are not addressed within Service plans and could impact on the achievement of organisational and departmental objectives. One new risk has been identified for quarter 1 2015/16 – Risk no.8 ESFRS relocation from HQ, Eastbourne.
3. Project Teams have commenced reviewing projects and using pre and post mitigation scoring (see Appendix D). This will help identify if the mitigation plans are adequate and appropriate and reduce risk to the individual project.

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

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## CORPORATE RISK REGISTER

Scoring for all Corporate Risk and Project RAID Log

Appendix A

Impact / Likelihood		Moderate (1)	Significant (2)	Serious (3)	Critical (4)
Certain/High (4)		Tolerable (4)	Moderate (8)	Substantial (12)	Intolerable (16)
Very Likely (3)		Tolerable (3)	Moderate (6)	Moderate (9)	Substantial (12)
Low (2)		Tolerable (2)	Tolerable (4)	Moderate (6)	Moderate (8)
Unlikely (1)		Tolerable (1)	Tolerable (2)	Tolerable (3)	Moderate (4)

Corporate Risk and Project Scoring Identifiers

Appendix B

Impact		Moderate	Significant	Serious	Critical
Score		1	2	3	4
Financial		≤ £10000	≤ £100,000	≤ £500,000	≤ £1 m +
Reputation		Damage limitation	Adverse Publicity	Poor Reputation	Complete loss of public confidence
Service Delivery		Would not restrict or service delivery	Could restrict service delivery or restrict delivery of an ESFRS Aim	Could stop service delivery or unable to deliver an ESFRS Aim	Would affect service delivery to our communities

Likelihood		Unlikely	Low	Very Likely	Certain/High
Score		1	2	3	4
Frequency		One case reported in the past 5 years, may re-occur if only limited control measures are not applied and continued monitoring. (0-24% probability)	One or two cases in the past 2 - 5 years or may re occur if not all control measures are not applied within the next 6 months and continue to monitor. (25-49% probability)	One or two cases in past 2 years or expected to happen if controls measures are slow being applied, and failure to monitor progress. (50-74% probability)	One or more cases in past 2 years. Failure to take immediate action could impact on service delivery or safety of personnel/ community. (75-100% probability)

## Appendix C

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post 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 2019/20 and the uncertainty of funding both from year to year and beyond 2015/16 resulting in an unclear service delivery model for the future	4	4	16	<p>1) MTFP updated and rolled forward to 2019/20 taking into account agreed Phase 1 and 2 proposals from Changing the Service, Shaping our Future programme. 2015/16 Budget agreed - funding gap now £1.4m by 2019/20.</p> <p>2) Delivery of savings monitored on a monthly basis - some underachievement in 14/15 due to delay in locality managers and SCC – phasing of savings under review and closer monitoring for 15/16 is being developed.</p> <p>3) Opportunities for further collaboration with public sector partners being examined especially around support services and through Emergency Services Collaboration Project.</p> <p>4) Bids for capital funding for Newhaven and Day Crewed Plus unsuccessful - proposed to use additional revenue contributions to support capital programme over next 3 years approved in budget. Bid for ESCP Joint Transport project successful.</p> <p>5) Ongoing work through ESFOA seeking to maximise income from council tax and non-domestic rates.</p> <p>6) Business Rate Pool approved by CLG.</p> <p>7) Improvement and Efficiency reserve established to fund transformation initiatives.</p> <p>8) Service Transformation Team established to manage delivery of all Phase 3 proposals.</p>	3	3	9 (Moderate)	CFO & CE	Treasurer



Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post Likelihood Score	Current Status (by colour) and total score (Previous score shown)	Corporate Risk Owner	Risk Delivery Manager
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 and a lack of supported infrastructure and systems through fewer and less skilled staff	4	4	16	<p>1. Business critical work to renew or replace risk critical equipment has been identified and costed. CMT have been apprised 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.</p> <p>2. The current ICT staffing model will be sustained but new posts will be added - Operations Engineer posts (x5). Two new engineers will commence June and July 2015 – with the key purpose of supporting the existing infrastructure.</p> <p>3. The IMD Transformation Programme has been presented to CMT with an emphasis on fixing before transforming in order to sustain current business critical systems and 'ready' them for fitness prior to any 3rd party transition. Importantly, the 'fixing' is dependent upon the availability of skilled staff or 3rd parties to deliver – the Dept have initiated a 'freeze' on new developments to ensure the infrastructure is stable and prepared for future procurement of services – implementation of new services/suppliers is now expected Summer 2016.</p> <p>5) The task-sourcing and instatement of new skilled staff remains the highest priority to mitigate this risk.</p>	4	3	12 (Substantial)	ACFO	HoIMD

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post 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	4	4	16	<p><u>Pre go live:</u></p> <ol style="list-style-type: none"> <li>To ensure the project is progressing in alignment with specification and to avoid further delays there is a weekly attendance by project team members to the Remsdaq factory. Also weekly telecom with the MD/CFO&amp;CE.</li> <li>The Factory Acceptance Test (FAT) is now preceded by a joint pre-FAT programme.</li> <li>The Site and User Acceptance Tests will ensure specification and functionality tested after installation at Haywards Heath.</li> <li>Any milestone payments are not triggered until pass of acceptance tests and these are staged.</li> <li>Other FRSS have contract with Remsdaq therefore market pressure to deliver.</li> <li>SCC 'go live' will be subject to sign off by both Senior Users, and the 'switchover' operation will be agreed and validated by 3rd party.</li> <li>Regular monthly progress and financial reporting to SCC Implementation Board, both Management Teams and the Executive Governance Board.</li> <li>Savings target for 2014/15 revised to reflect delays in implementation.</li> <li>Additional resources made available due to extension of the go live date to ensure interim service is maintained in accordance with Section 16, these costs are shared.</li> <li>The project has been subjected to scrutiny facilitated by 3<sup>rd</sup> party – the highlight report and findings are now progressed and monitored by the SCC Implementation Board.</li> </ol> <p><u>Post go live:</u></p> <ol style="list-style-type: none"> <li>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.</li> <li>SCC Operational Governance Board, made up of reps of both Services, 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.</li> <li>ESFRS specific operational and performance matters considered at the monthly Response &amp; Resilience management team meetings.</li> <li>The SCC Watches now operate a revised duty system which is improving SCC efficiency and staffing challenges.</li> </ol>	4	3	12 (Substantial)	ACFO until go live / DCFO post go live	SCC Project Manager until go live / DRR post go live

Number / Reference	Aligned to EFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post Likelihood Score	Current Status (by colour) and total score (Previous score shown)	Corporate Risk Owner	Risk Delivery Manager
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	4	3	12	<p>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 POs on 16/6/14. HoPM/ODWM to feedback PO's views and establish action plan. SMT formed and operating with ongoing review.</p> <p>2) ACO and Head of L&amp;OD to review leadership development to meet evolving and emerging needs. POD strategy being reviewed Q2 2015/16</p> <p>3) ACO and Communications and Marketing Manager to review staff communication strategy to promote effective organisational communications. Work planned for 3rd &amp; 4th qtr of 14/15 POD BP. Completed and will be reviewed 2016.</p> <p>4) Members are to consider proposals for a Talent Management Scheme to address and support mitigations on future risks and succession planning.</p> <p>5) Succession Planning. Review arrangement at senior level qtr 3 2015/16.</p>	3	3	9 (moderate)	CFO & CE	ACO
5 Community	1	<p>Longer term Industrial Action (IA) could impact on the ability to deliver services, impact on the relationships with the workforce and has the potential for reputational damage</p> <p>Short to medium term impact of Action Short of Strike (ASOS)</p>	3	3	9	<p>1) Constant Review of Business Continuity and Industrial Action Contingency Plans.</p> <p>2) Maintain consultation and negotiation with trade unions.</p> <p>3) Maintain effective communications.</p> <p>4) Monitor impact on service delivery.</p> <p>5) CFA advised of progress through regular updates and impact of changing FBU strategy on contingency plans and resilience.</p> <p>6) Impact on training delivery L&amp;OD have provided additional resource to manage training plans and expected long tail during and following IA/ASOS periods.</p> <p>7) Additional communications resource provided to reassure the community and inform staff.</p>	2	3	6 (Moderate)	DCFO	CMT

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post 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	3	3	9	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. Item for consideration at Members Seminar Oct 2015. 2) Utilise a variety of media to support communication strategy. New communications strategy prepared. Completed.	3	2	6 (Moderate)	ACO	Head of Performance /Communications & Marketing 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	4	3	12	1) Support middle and senior managers to ensure regular meetings and engagement with staff and to review feedback from managers. Presentation to Members Seminar 29th Oct 2014. 2) Ensure staff representative bodies are engaged with and informed of emerging issues. 3) Continue to develop communication opportunities including where appropriate, social media and new Communications Strategy. 4) Staff seminars on Day Crewed Plus undertaken. 5) Engagement of staff through Service Transformation Programme Review Leads on ARP, Retained Duty System review and smaller appliance options. 6) Staff briefings and engagement for SHQ relocation proposals.	3	3	6 (Moderate)	CFO & CE	ACO/ Head of Performance /Communications & Marketing Manager

Number / Reference	Aligned to ESFRS Aim	Strategic Risk	Pre Impact Score	Pre Likelihood Score	Pre mitigation scoring	Key Actions	Post Impact Score	Post Likelihood Score	Current Status (by colour) and total score (Previous score shown)	Corporate Risk Owner	Risk Delivery Manager
8 Leadership/ Resource	4,5,7	ESFRS Relocation of Headquarters from Eastbourne to Sussex Police Headquarters at Lewes. Risks include; 1) Implementation project failure – risks not identified, mitigations do not align with risk. 2) Technology not delivered at time of move. 3) Ineffective communications – partners, suppliers and stakeholders not aware. 4) Security risks (loss of equipment, lack of access) caused by physical move. 5) Necessary changes to working practices result in financial and reputational risks. 6) Access and employee facilities not implemented (DSEs, disability, etc). 7) Staffing risk – greater than expected number of key workers leave at short notice. 8) Change in strategic direction (caused by changes in PCC, CFA direction, strategic opportunities with other partners).	3	3	9	<ol style="list-style-type: none"> <li>1) CFA Members and SHQ staff have been fully sighted on the reasons (opportunity and cost) for this relocation and the likely changes in regard to Agile, Technology and dispersal locations.</li> <li>2) Funding for the one off costs of the project both revenue and capital has been agreed</li> <li>3) Following 18 June 2015 an implementation plan will be agreed by CMT and this will mitigate many of the risks, such as security, travel plan, technology, communications and timescales.</li> <li>4) The IMD Transformation Programme is key to delivering the right technology to enable new ways of working at the SHQ and the dispersal sites – this is being led by the ACFO who is also leading the Relocation project – thereby minimising any risk of misalignment.</li> <li>5) An Agile Project Manager will be employed for a fixed term to ensure the Service meets the timescales and implementation challenges in regard Agile and flexible working.</li> <li>6) The CFA and PCC are committed to this collaboration project.</li> </ol>	3	2	6 (Moderate)	CFO&CE	ACFO



**EAST SUSSEX FIRE AUTHORITY**

**Panel** Scrutiny & Audit  
**Date** 17 September 2015  
**Title of Report** 2014/15 Statement of Operational Assurance  
**By** Chief Fire Officer & Chief Executive  
**Lead Officer** Liz Ridley, Head of Performance Management

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

**Appendices** Appendix 1 – Statement of Operational Assurance 2014/15

**Implications**

<b>CORPORATE RISK</b>		<b>LEGAL</b>	✓
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>		<b>POLITICAL</b>	✓
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>		<b>CORE BRIEF</b>	
<b>EQUALITY IMPACT ASSESSMENT</b>			

**PURPOSE OF REPORT** To present the Statement of Operational Assurance 2014/15 for approval.

**EXECUTIVE SUMMARY** The requirement to publish an annual Statement of Operational Assurance is contained within Chapter 3 of the Fire & Rescue National Framework for England. This report presents East Sussex Fire & Rescue Service’s third Statement of Operational Assurance for approval by the Scrutiny & Audit Panel.

**RECOMMENDATION** Members are asked to approve East Sussex Fire & Rescue Service’s Statement of Operational Assurance for formal sign off by the Chair of the Scrutiny & Audit Panel and the Chief Fire Officer & Chief Executive.

## 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 & Rescue Service's Annual Statement of Operational Assurance has taken note of the guidance and is attached as Appendix 1.

## 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, requires that Fire and Rescue Authorities pay heed to the requirements of the Framework.
- 3.2 The Statement of Assurance is used as a source of information on which the Secretary of State bases a biennial report under Section 25 of the Fire and Rescue Services Act 2004. The report, laid on the 3 July 2014, reported full compliance with the Framework by all 46 authorities. The report confirmed that all fire and rescue authorities have:
- Complied with the publication of their annual statement of assurance;
  - Complied with the publication of their updated Integrated Risk Management Plan; and
  - Complied with the national resilience assurance elements.

## 4. **CURRENT POSITION FOR ESFRS**

- 4.1 This is ESFRS's third 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 FRAs 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. **IMPACT ASSESSMENT**

### 5.1 **POLITICAL**

5.1.1 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.

### 5.2 **LEGAL**

5.2.1 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.

## 6. **CONCLUSIONS**

6.1 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, states that 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 FRSs we will ensure we will use any good examples to inform our future Statements.



**EAST SUSSEX FIRE AUTHORITY**

**Panel** Scrutiny & Audit  
**Date** 17 September 2015  
**Title of Report** Fatal Accidental Fire Review 2014/15  
**By** Chief Fire Officer & Chief Executive  
**Lead Officer** Andy Reynolds, Director of Prevention & Protection

**Background Papers** CMT Papers, Fatal Fire Review, 2011/12; 2012/13; and 2013/14

**Appendices** Analysis report detailing fatal fires for the previous 13 years.

**Implications**

<b>CORPORATE RISK</b>	<b>Yes</b>	<b>LEGAL</b>	
<b>ENVIRONMENTAL</b>		<b>POLICY</b>	
<b>FINANCIAL</b>		<b>POLITICAL</b>	
<b>HEALTH &amp; SAFETY</b>		<b>OTHER (please specify)</b>	
<b>HUMAN RESOURCES</b>		<b>CORE BRIEF</b>	
<b>EQUALITY IMPACT ASSESSMENT</b>			

**PURPOSE OF REPORT** To consider details of the fatal fires in East Sussex during 2014/15, and to assess future risks.

**EXECUTIVE SUMMARY**

Fatalities in accidental dwelling fires have significantly reduced from 10 in 2011/12 to just one in 2014/15. The key to reducing risk from fire lies with effective partnership working, innovative working agreements and schemes to identify and work with the most vulnerable groups within both dwellings and non-domestic premises.

**RECOMMENDATION** The Panel is asked to note the report, and:

1. Note that all future fire deaths and fires involving serious injuries continue be fully profiled to provide a wider data pool to enable the better targeting of vulnerable groups; and
2. Note that the Community Risk Management and Business Safety teams continue to engage in partnership activity that reduces the risk to vulnerable people in the community.

## 1. **INTRODUCTION**

- 1.1 The Corporate Management Team (CMT) considers on an annual basis the strategic issues relating to accidental and deliberate fire deaths through an annual report detailing previous years' deaths where trends and issues are identified which may assist CMT to take a strategic view on performance and interventions to prevent further fatal fires.
- 1.2 The report to CMT evolved following an abnormally high number of fatalities in 2011/12 where there were 12 fatal dwelling fires, 10 of which were as a result of accidental dwelling fires. The average number of fire deaths over the last 13 years is approximately 4 fatalities per annum.
- 1.3 Following a detailed investigation into the background of the 2011/12 fatalities a number of actions were taken. These included instigating the annual fire death report, instigating an immediate internal review of serious and fatal fires to identify risk factors which could be immediately remedied, and the development of collaborative work with partners and other agencies to identify vulnerable people who may be at significant risk from fire.
- 1.4 In 2011/12 there were 12 fatal fires, of which 10 were classed as accidental. In 2012/13 there were 4 fatal fires, of which 3 were classed as accidental. In 2013/14 there were 5 fatal fires of which 4 were classed as accidental and in 2014/15 there was one fatality as a result of an accidental dwelling fire.
- 1.5 Detailed data on fatal accidental dwelling fires over the previous 13 years can be found as Appendix A. Note: Whilst the report (Appendix A) provides data for the period 2002/3 to 2014/15, the pie charts and graphs relate to the most recent 5 year period.

## 2. **FINDINGS OF THE REVIEW**

- 2.1 Previous reports to CMT highlighted the collaborative work that was developed post 2011/12 aimed at identifying the higher risk cohort and the key partners who could work with ESFRS to reduce that risk. Important work such as the information sharing agreement with East Sussex Adult Social Care, development of the County Tobacco Partnership aiming at developing innovative ways to support and promote smoking cessation, development of the partnership with the manufacturer and supplier of cooker shut-off devices, and the provision of fire retardant bedding, all played their part in the significant reduction in fatalities in private dwellings from 10 in 2011/12 to one in 2014/15.
- 2.2 This work continues with an emphasis on developing collaboration with Clinical Commissioning Groups to share data on their highest risk patients, to enable ESFRS to offer home safety visits to clients before they reach crisis point or become injured.
- 2.3 The principle of collaboration between services has been demonstrated as being an effective method of targeting high risk clients and this approach continues to be embedded within community safety work across the Service.

- 2.4 The detail of every serious incident, near miss or fatality is examined within the Prevention & Protection Directorate to identify what happened and to put in measures to prevent, as much as possible, a repeat of such events. Where other agencies are involved, they are invited to participate in the discussion or to contribute to it, and the outcomes are shared with them. The daily incident summary is analysed in greater detail now, to take account of other intelligence such as home safety visit history, previous incident history, Mosaic household information, deprivation level and FSEC (Fire Services Emergency Cover) rating. This has already led to case meetings with partners to reduce the risk for some individual households.
- 2.5 In respect of the fatality in 2014/15, the victim was an elderly lady who lived on her own in a council owned flat in Peacehaven. The fire was started by smoking materials but the alarm was not raised for some time despite the smoke alarm sounding. The victim had a Lifeline system installed but it was not linked to the smoke alarm and she was unable to summon help through Lifeline for unknown reasons. Following the fire, discussions were held with East Sussex Adult Social Care to review their policy of providing linked smoke alarms to the 4,500 clients who have a county funded Telecare package. Fire awareness training is now being provided to their Telecare assessors.

### 3. **EMERGING RISKS**

- 3.1 Business premises are highly regulated in respect of fire risks and compliance with the relevant regulations falls within the remit of the Business Safety Department. Nonetheless, there have been two fatal fires in non-domestic properties since 2010 (this does not include the recent incident in St Leonards on 11 July 2015).
- 3.2 A resident of Mais House, a Royal British Legion home in Bexhill, died of his injuries following a fire on 16 November 2014 which started as a result of smoking materials. Whilst this was a business premises, and the incident is not classed as an accidental dwelling fire, it was the victim's home. The subsequent investigation within the Directorate utilised the methodology developed following incidents within domestic dwellings, and the subsequent discussion included East Sussex Public Health, to identify ways to support smoking reduction or cessation within these non-domestic premises.
- 3.3 The broader fire investigation resulted in a Regulation 28 letter from the Coroner relating to the flammability of adult clothing and labelling of furniture, including wheelchairs.
- 3.4 Dissemination of information and learning from incidents within non-domestic premises is more challenging than those within dwellings, however, the experience of Mais House demonstrated that other agencies are willing to support ESFRS in reducing fire related incidents.
- 3.5 The Director of Prevention & Protection has written to the 'responsible person' at all care homes in East Sussex and the City of Brighton & Hove during January 2014 and January 2015 highlighting the importance of having adequate fire safety measures, risk assessments and the increased vulnerability of elderly/immobile persons setting themselves alight, with ignition normally caused by smoking materials.

#### 4. **CONCLUSION**

- 4.1 The sustained reduction in accidental dwelling fire fatalities from a high of 10 in 2011/12 to just one in 2014/15 would indicate that ESFRS is on the right track. There is no room for complacency, however, and ESFRS will continue to promote key safety campaigns across all Boroughs to increase awareness of the risk of fire.
- 4.2 The key to reducing risk lies with effective partnership working which this Service has embraced, with innovative working agreements and schemes to identify and work with the most vulnerable groups. This approach is being broadened to include non-domestic premises.
- 4.3 ESFRS will continue to seek opportunities to share best practice and to ensure that other organisations understand the benefits of closer collaboration with this Service.
- 4.4 Reviews of serious and fatal incidents have given us a better understanding of the complex factors that contribute to fire deaths and this indicates that the right steps are being taken to continue to reduce the risk of fires resulting in injury and death.

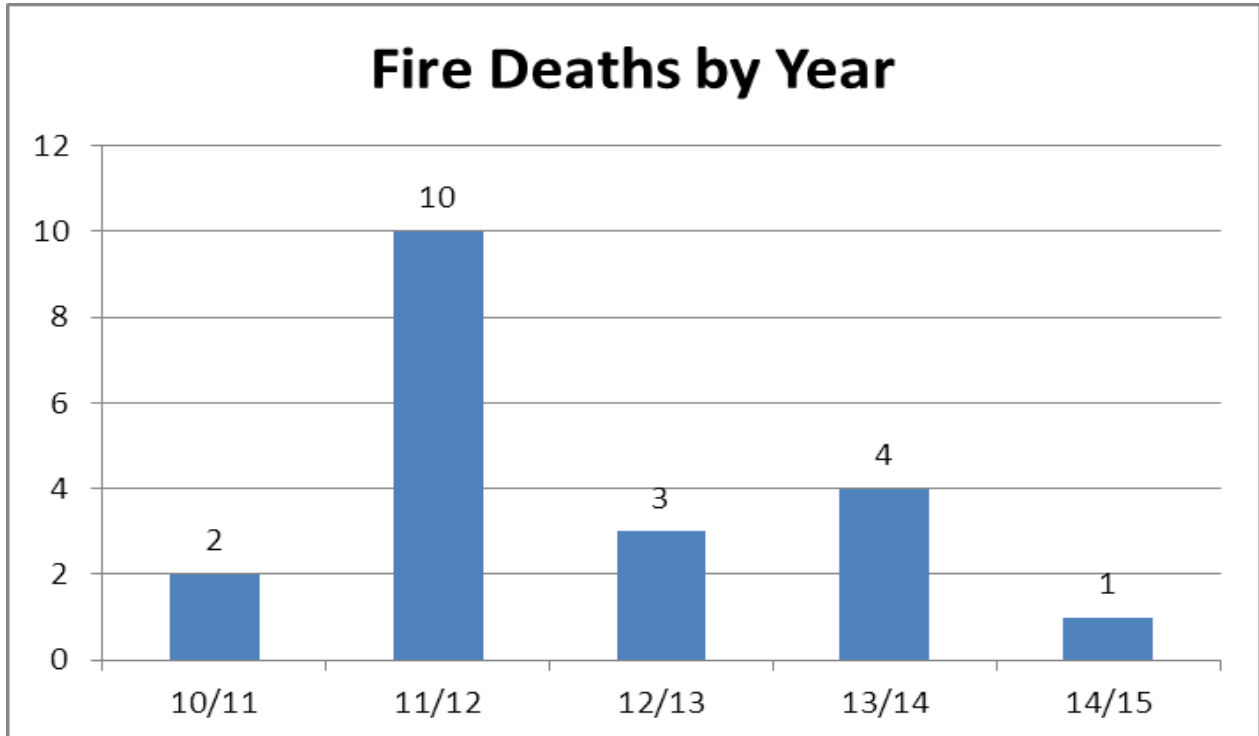
# Appendix A

13 years - 02/03 - 14/15

Year	Total
02/03	3
03/04	2
04/05	4
05/06	2
06/07	4
07/08	4
08/09	8
09/10	2
10/11	2
11/12	10
12/13	3
13/14	4
14/15	1
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Year	Total
10/11	2
11/12	10
12/13	3
13/14	4
14/15	1
<b>Grand Total</b>	<b>20</b>



13 years - 02/03 - 14/15

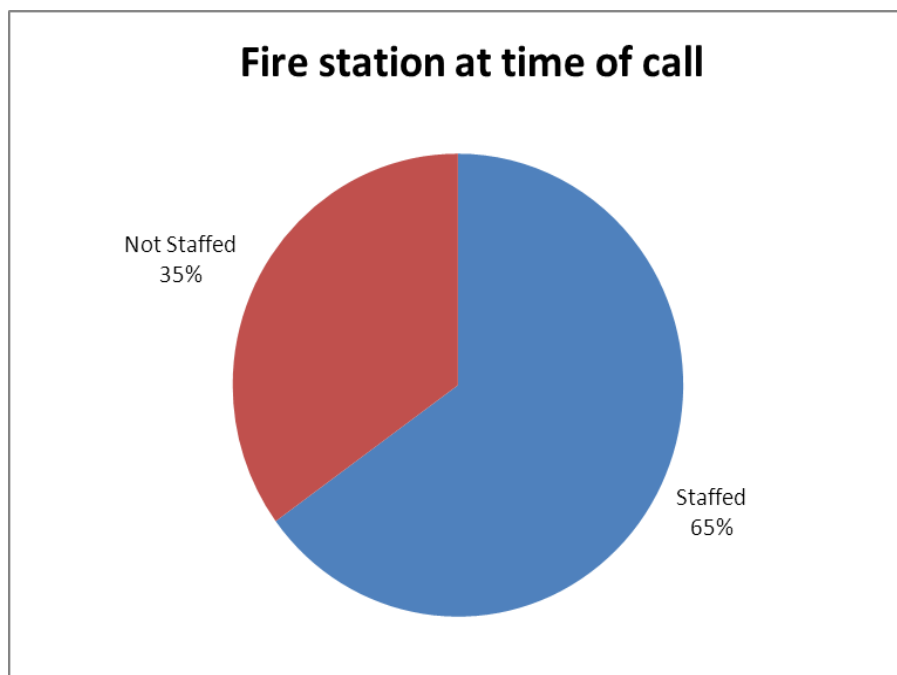
Fire station at time of call	Total
Staffed	35
Not Staffed	14
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Fire station at time of call	Total
Staffed	13
Not Staffed	7
<b>Grand Total</b>	<b>20</b>

2014/15 only

Fire station at time of call	Total
Staffed	1
Not Staffed	0
<b>Grand Total</b>	<b>1</b>





13 years - 02/03 - 14/15

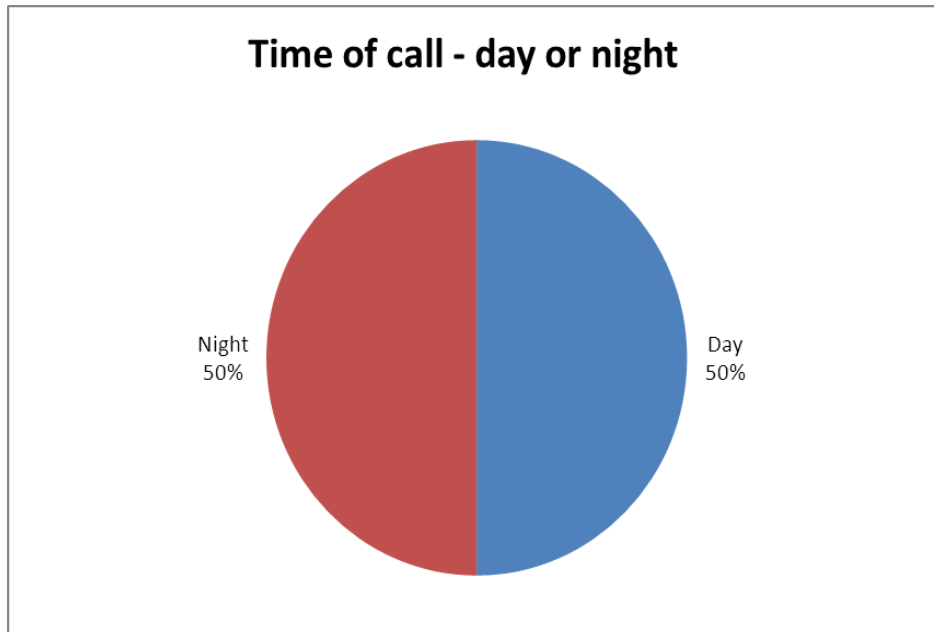
Day or Night Shift	Total
Day	20
Night	29
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Day or Night Shift	Total
Day	10
Night	10
<b>Grand Total</b>	<b>20</b>

2014/15 only

Day or Night Shift	Total
Day	1
Night	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

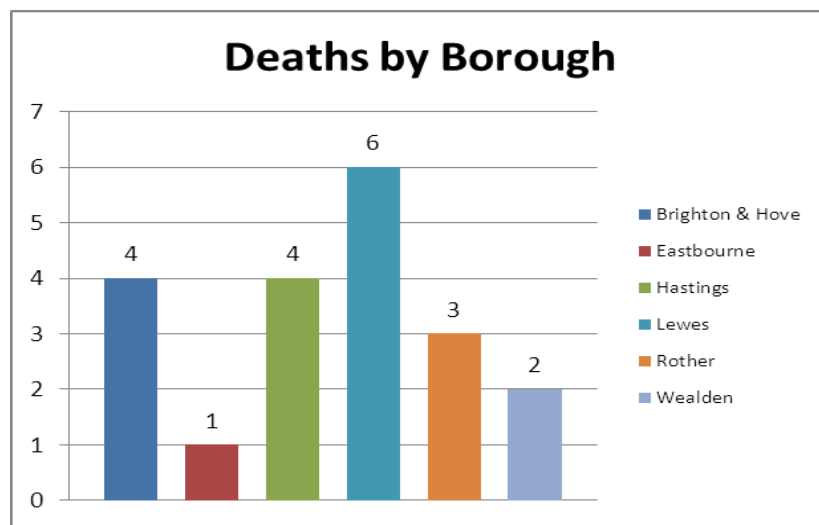
Borough		Total
Urban	Brighton & Hove	12
	Eastbourne	7
	Hastings	8
Subtotal:		27
Rural	Lewes	9
	Rother	6
	Wealden	7
Subtotal:		22
Grand Total		49

most recent 5 years - 10/11 - 14/15

Borough		Total
Urban	Brighton & Hove	4
	Eastbourne	1
	Hastings	4
Subtotal:		9
Rural	Lewes	6
	Rother	3
	Wealden	2
Subtotal:		11
Grand Total		20

2014/15 only

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



13 years - 02/03 - 14/15

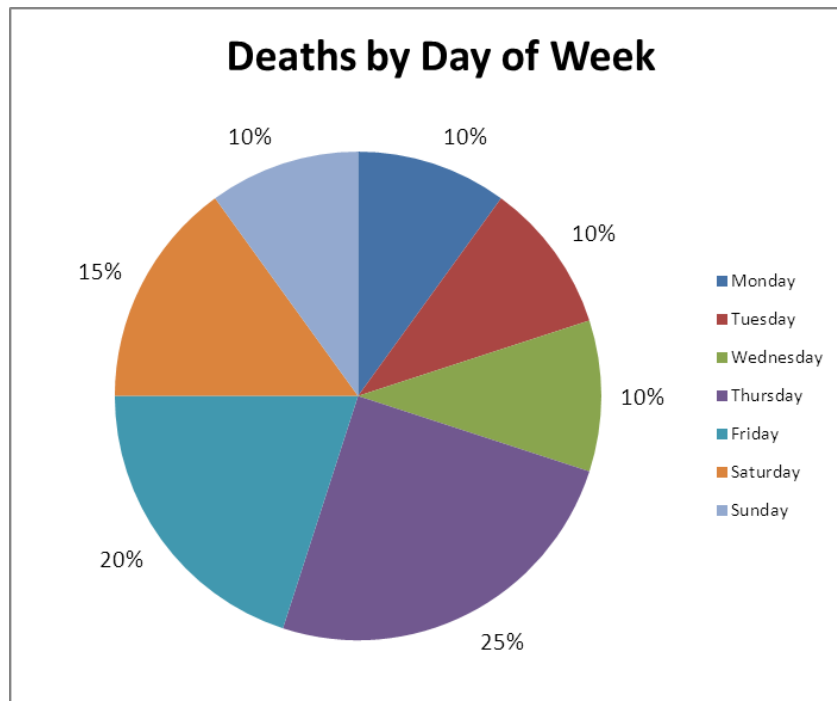
Day of Week		Total
Weekday	Monday	4
	Tuesday	3
	Wednesday	7
	Thursday	9
	Friday	8
Subtotal:		31
W'end	Saturday	12
	Sunday	6
Subtotal:		18
Grand Total		49

most recent 5 years - 10/11 - 14/15

Day of Week		Total
Weekday	Monday	2
	Tuesday	2
	Wednesday	2
	Thursday	5
	Friday	4
Subtotal:		15
W'end	Saturday	3
	Sunday	2
Subtotal:		5
Grand Total		20

2014/15 only

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



13 years - 02/03 - 14/15

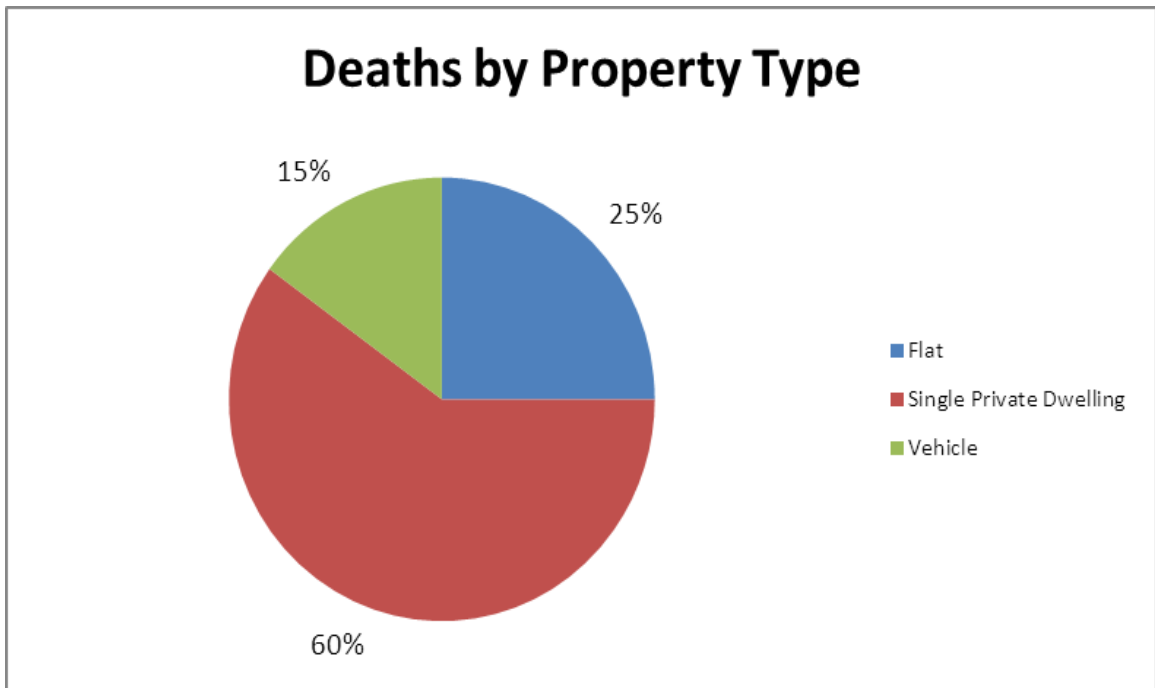
Type of Property	Total
Flat	16
Single Private Dwelling	29
Vehicle	4
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Type of Property	Total
Flat	5
Single Private Dwelling	12
Vehicle	3
<b>Grand Total</b>	<b>20</b>

2014/15 only

Type of Property	Total
Flat	1
Single Private Dwelling	0
Vehicle	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

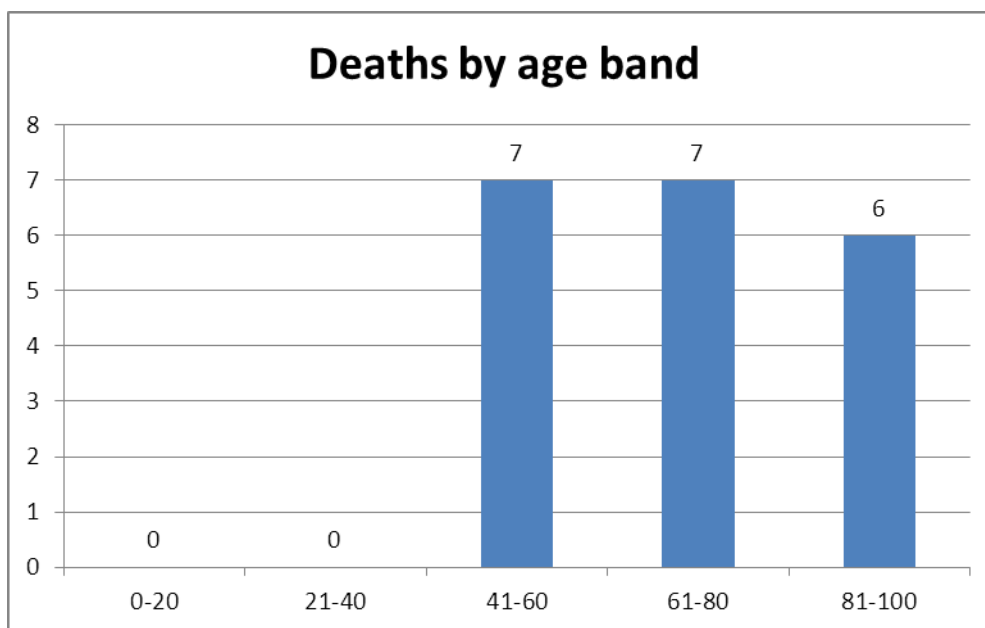
Age Band	Total
0-20	2
21-40	2
41-60	15
61-80	17
81-100	12
unknown	1
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Age Band	Total
0-20	0
21-40	0
41-60	7
61-80	7
81-100	6
<b>Grand Total</b>	<b>20</b>

2014/15 only

Age Band	Total
0-20	0
21-40	0
41-60	0
61-80	1
81-100	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

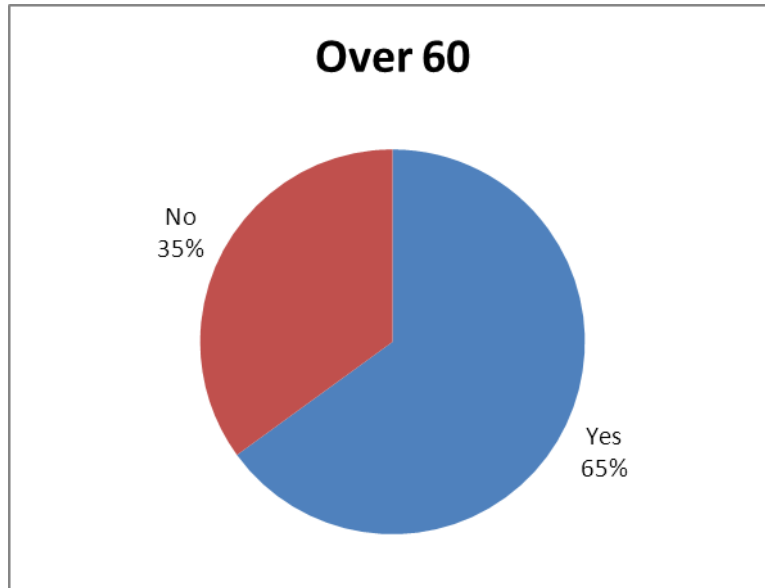
Over 60	Total
Yes	29
No	19
unknown	1
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Over 60	Total
Yes	13
No	7
<b>Grand Total</b>	<b>20</b>

2014/15 only

Over 60	Total
Yes	1
No	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

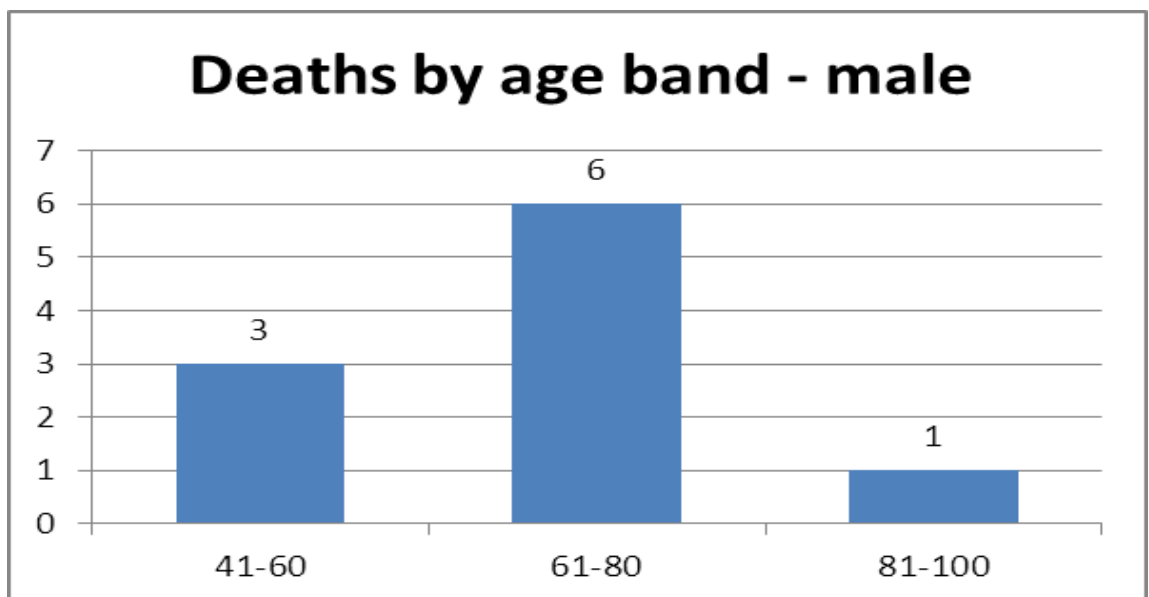
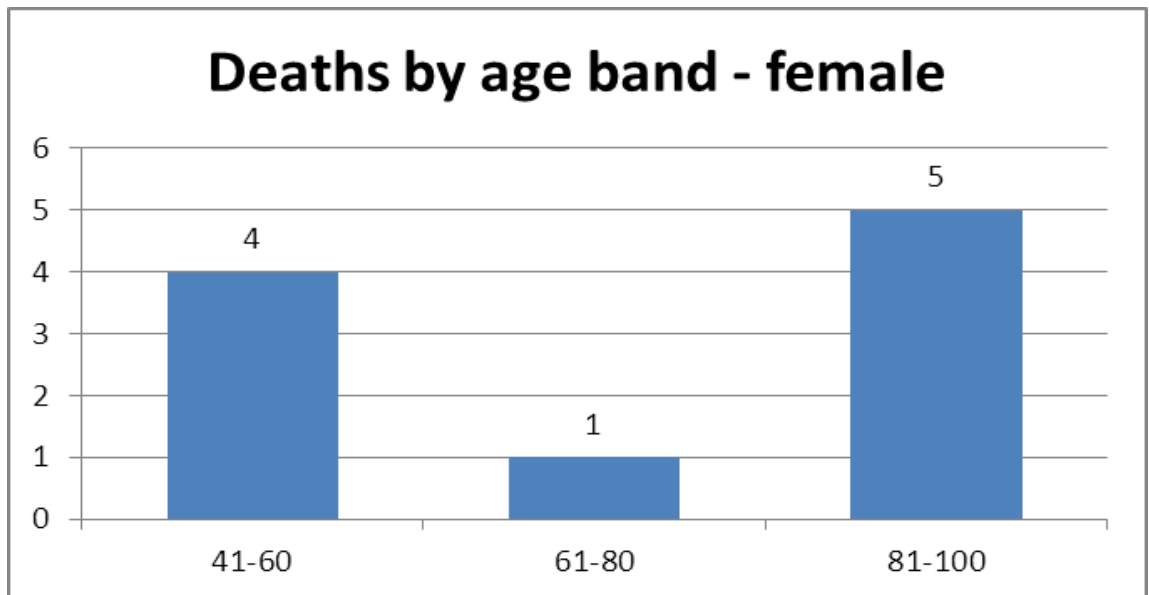
most recent 5 years - 10/11 - 14/15

2014/15 only

Age Band by Gender		Total
Female	41-60	7
	61-80	9
	81-100	10
Subtotal:		26
Male	0-20	2
	21-40	2
	41-60	8
	61-80	8
	81-100	2
	unknown	1
	Subtotal:	
Grand Total		49

Age Band by Gender		Total
Female	41-60	4
	61-80	1
	81-100	5
Subtotal:		10
Male	41-60	3
	61-80	6
	81-100	1
Subtotal:		10
Grand Total		20

Age Band by Gender		Total
Female	61-80	1
Subtotal:		1
Male		
Subtotal:		0
Grand Total		1



13 years - 02/03 - 14/15

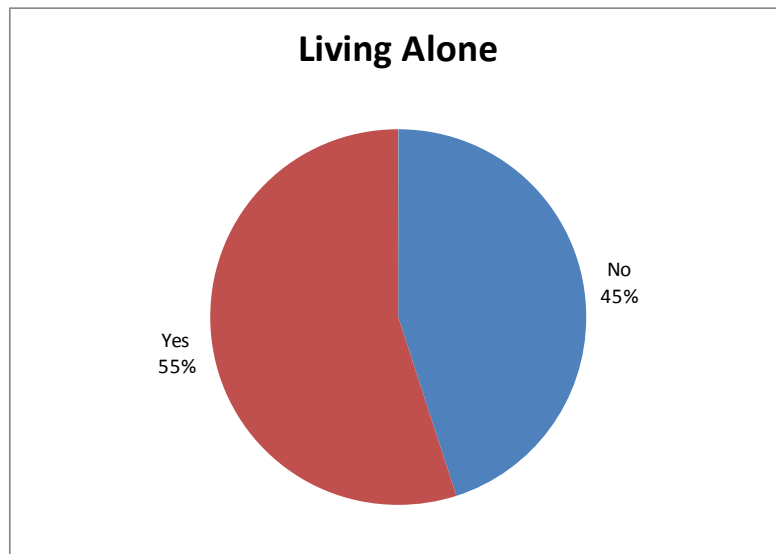
Lived Alone? (By Gender)		Total
No	Female	8
	Male	11
No		19
Yes	Female	18
	Male	12
Yes		30
<b>Grand Total</b>		<b>49</b>

most recent 5 years - 10/11 - 14/15

Lived Alone? (By Gender)		Total
No	Female	5
	Male	4
No		9
Yes	Female	5
	Male	6
Yes		11
<b>Grand Total</b>		<b>20</b>

2014/15 only

Lived Alone? (By Gender)		Total
No	Female	0
	Male	0
No		0
Yes	Female	1
	Male	0
Yes		1
<b>Grand Total</b>		<b>1</b>





13 years - 02/03 - 14/15

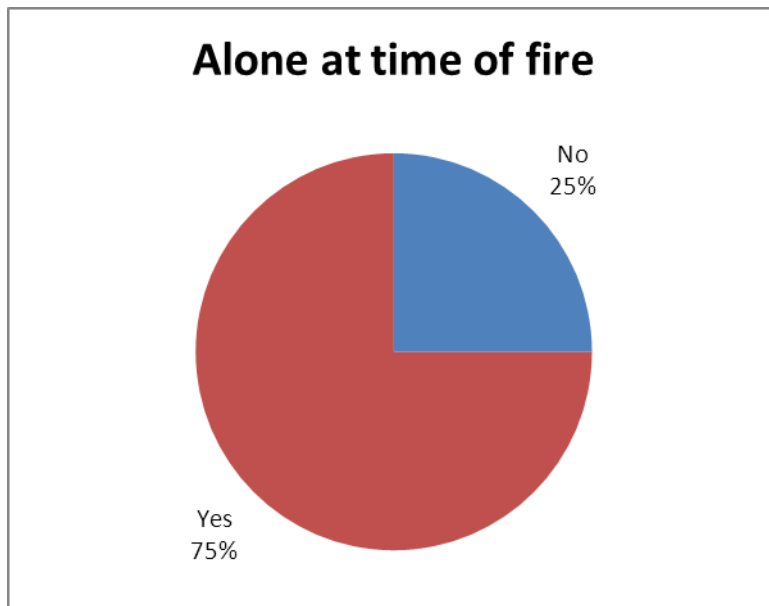
Alone at the time? (By Gender)		Total
No	Female	4
	Male	11
<b>No</b>		<b>15</b>
Yes	Female	21
	Male	12
		<b>33</b>
Unknown	Female	1
	Male	0
		<b>1</b>
<b>Yes</b>		<b>34</b>
<b>Grand Total</b>		<b>49</b>

most recent 5 years - 10/11 - 14/15

Alone at the time? (By Gender)		Total
No	Female	2
	Male	3
<b>No</b>		<b>5</b>
Yes	Female	8
	Male	7
		<b>15</b>
<b>Yes</b>		<b>15</b>
<b>Grand Total</b>		<b>20</b>

2014/15 only

Alone at the time? (By Gender)		Total
No	Female	0
	Male	0
<b>No</b>		<b>0</b>
Yes	Female	1
	Male	0
		<b>1</b>
<b>Yes</b>		<b>1</b>
<b>Grand Total</b>		<b>1</b>



13 years - 02/03 - 14/15

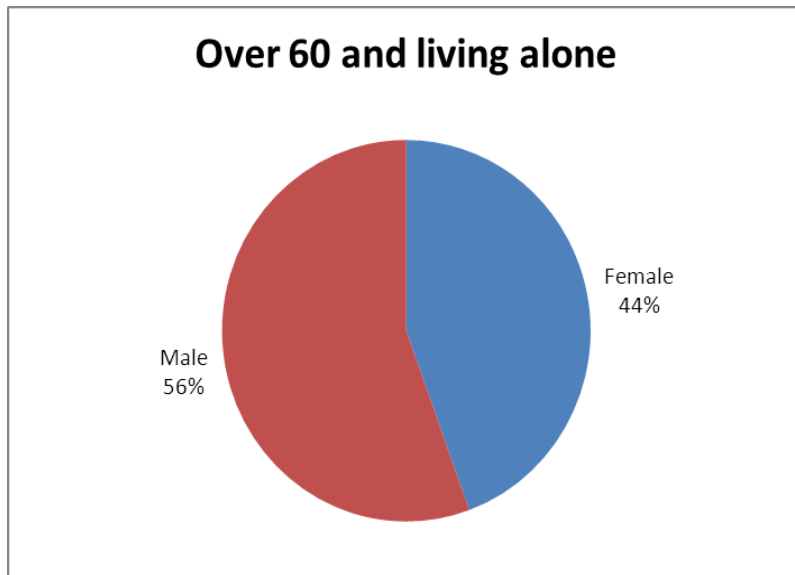
Over 60 and living alone	Total
Female	16
Male	7
<b>Grand Total</b>	<b>23</b>

most recent 5 years - 10/11 - 14/15

Over 60 and living alone	Total
Female	4
Male	5
<b>Grand Total</b>	<b>9</b>

2014/15 only

Over 60 and living alone	Total
Female	1
Male	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

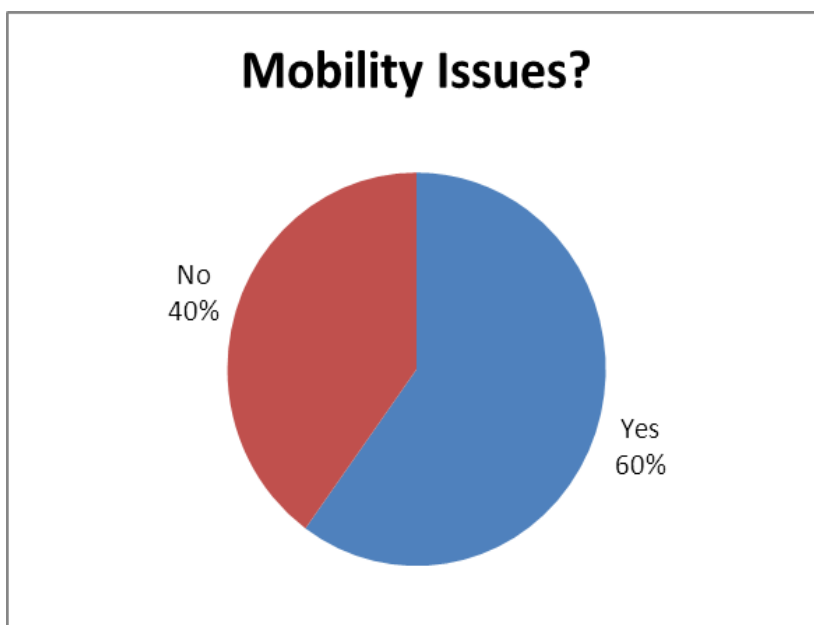
Mobility Issues?	Total
Yes	23
No	26
<b>Grand Total</b>	<b>49</b>

most recent 5 years - 10/11 - 14/15

Mobility Issues?	Total
Yes	12
No	8
<b>Grand Total</b>	<b>20</b>

2014/15 only

Mobility Issues?	Total
Yes	1
No	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

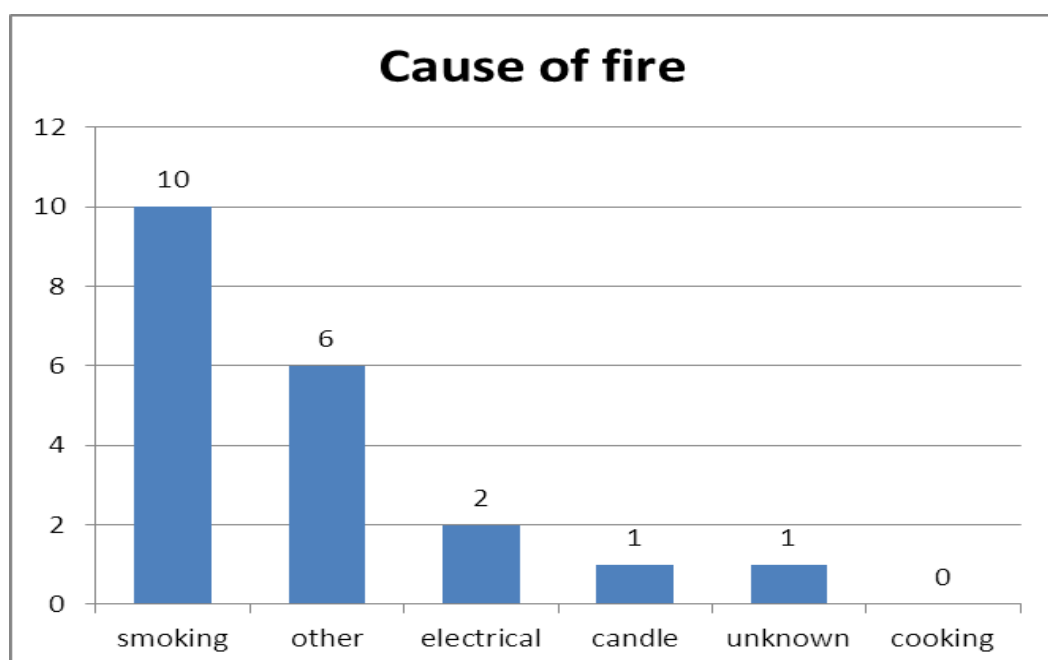
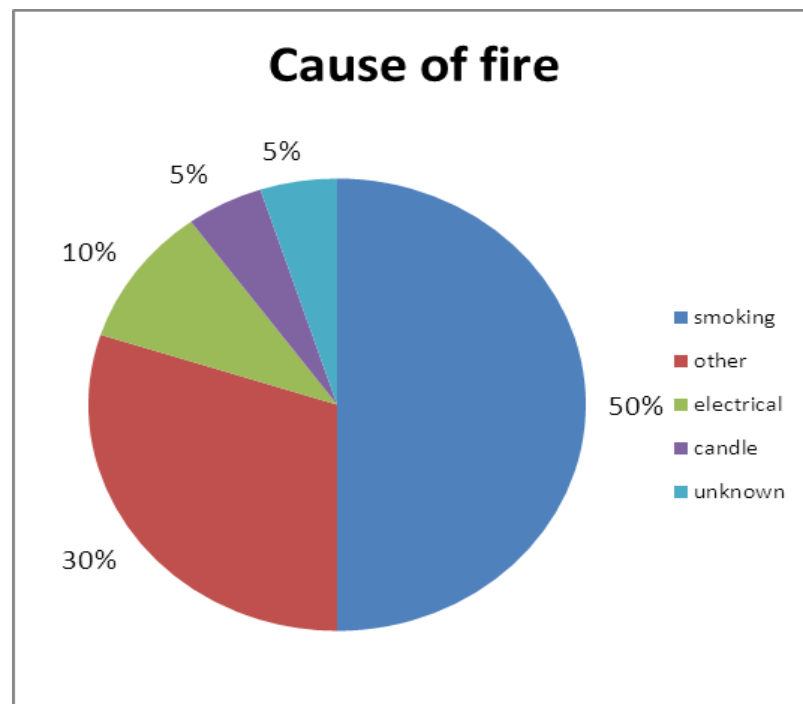
most recent 5 years - 10/11 - 14/15

2014/15 only

Cause of Fire	Total
smoking	22
other	9
candle	8
electrical	7
cooking	2
unknown	1
<b>Grand Total</b>	<b>49</b>

Cause of Fire	Total
smoking	10
other	6
electrical	2
candle	1
unknown	1
cooking	0
<b>Grand Total</b>	<b>20</b>

Cause of Fire	Total
smoking	1
electrical	0
other	0
candle	0
cooking	0
unknown	0
<b>Grand Total</b>	<b>1</b>



13 years - 02/03 - 14/15

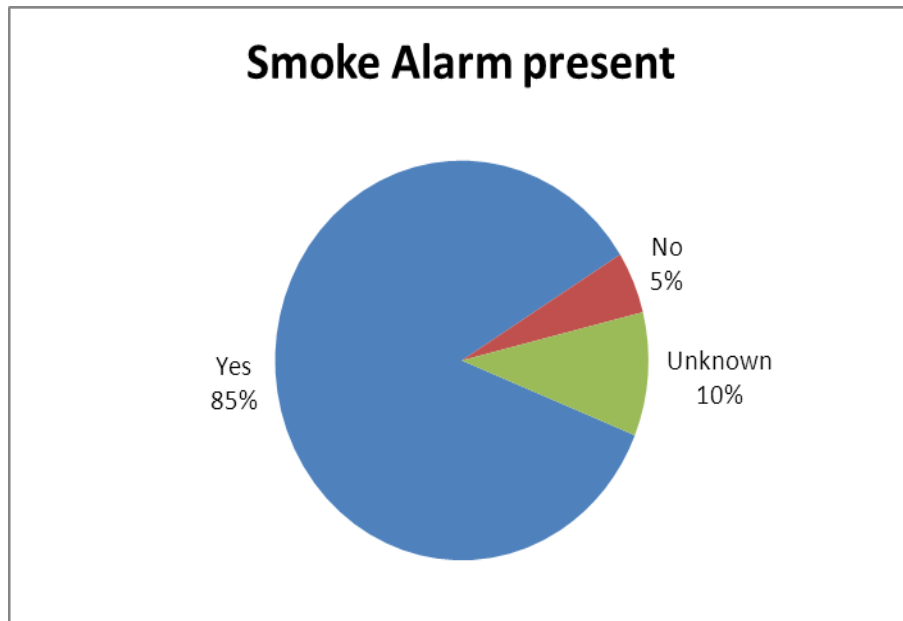
Smoke Alarm	Present	Raised Alarm
Yes	34	14
No	9	
Unknown	6	
<b>Grand Total</b>	<b>49</b>	<b>14</b>

most recent 5 years - 10/11 - 14/15

Smoke Alarm	Present	Raised Alarm
Yes	17	6
No	1	
Unknown	2	
<b>Grand Total</b>	<b>20</b>	<b>6</b>

2014/15 only

Smoke Alarm	Present	Raised Alarm
Yes	1	0
No	0	
Unknown	0	
<b>Grand Total</b>	<b>1</b>	<b>0</b>



most recent 5 years - 10/11 - 14/15

2014/15 only

Deprivation Level	
Very High	4
High	4
Average	1
Low	7
Very Low	2
NA	2
<b>Grand Total</b>	<b>20</b>

Deprivation Level	
Very High	0
High	0
Average	1
Low	0
Very Low	0
Unknown	0
<b>Grand Total</b>	<b>1</b>

