



## **EAST SUSSEX FIRE AUTHORITY**

### **SCRUTINY & AUDIT PANEL**

**THURSDAY 2 FEBRUARY 2016 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.	
064.	1.	In relation to matters on the agenda, seek declarations of any disclosable pecuniary interests under Section 30 of the Localism Act 2011.
065.	1.	Apologies for absence.
066.	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).

Item No.	Page No.	
067.	3.	Non-confidential Minutes of the last Scrutiny & Audit Panel meeting held on 3 November 2016 (copy attached).
068.	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 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.
069.	9.	Appointment of External Auditors – report of the Assistant Director Resources / Treasurer (copy in Minute Book).
070.	13.	External Audit Update (includes draft EA Plan for 2016/17 and Fee Letter) – report of the Assistant Director Resources / Treasurer (copy in Minute Book).
071.	15.	2016/17 3 <sup>rd</sup> Quarter Performance Results – report of the Deputy Chief Fire Officer (copy in Minute Book).
072.	25.	Corporate Projects Progress – report of the Deputy Chief Fire Officer (copy in Minute Book).
073.	27.	2016/17 3 <sup>rd</sup> Quarter Corporate Risk Register review – report of the Assistant Director Resources / Treasurer (copy in Minute Book).
074.	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.

**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 3 November 2016.**

**Members Present:** Councillors Buchanan, Galley, Lambert, Peltzer Dunn, Penn, Scott, and Taylor.

Councillors Barnes and Howson also attended the meeting.

**Also present:**

Mr. G. Walsh (Chief Fire Officer), Ms. D. Whittaker (Deputy Chief Fire Officer), Mr. M. Andrews (Assistant Chief Fire Officer), Ms. L. Woodley (Deputy Monitoring Officer), Mr. D. Savage (Assistant Director Resources / Treasurer), Mr. P. King (Ernst & Young Auditors), and Mrs. S. Klein (Clerk).

054. **DISCLOSABLE PECUNIARY INTERESTS**

054.1 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.

055. **APOLOGIES FOR ABSENCE**

055.1 There were no apologies for absence.

056. **NOTIFICATION OF ITEMS WHICH THE CHAIR CONSIDERS URGENT / CHAIR'S BUSINESS**

056.1 Paul King (Ernst & Young Auditors) was welcomed to the meeting.

057. **NON-CONFIDENTIAL MINUTES OF THE SCRUTINY & AUDIT PANEL MEETING HELD ON 15 SEPTEMBER 2016**

057.1 **RESOLVED** – That the non-confidential minutes of the meeting of the Scrutiny & Audit Panel held on 15 September 2016 be approved as a correct record and signed by the Chair. (Copy in Minute Book).

058. **CALLOVER**

058.1 Members reserved the following items for debate:

059. 2015/16 Annual Audit Letter

060. 2016/17 2<sup>nd</sup> Quarter Performance Results

062. Home Office Publication of Fire & Rescue Service Basket of Goods Data Set

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

059. **2015/16 ANNUAL AUDIT LETTER**

- 059.1 Members considered a report of the Assistant Director Resources / Treasurer that sought their approval, on behalf of the Fire Authority, of the recently published Annual Audit Letter 2015/16. (Copy in Minute Book).
- 059.2 The Chair welcomed Paul King, who explained that the Letter, summarised the external auditor's work relating to 2015/16, and that had already been circulated to all Members of the Authority to meet the statutory deadline of 31 October. Members noted that the audit had progressed smoothly and that the cost of external audit for 2015/16 was £30,766.
- 059.3 Mr. King drew Members' attention to the possible implications of the vote to end the UK's membership of the European Union, including the likely impact on property valuations if confidence in the wider UK property market fell, and the effect on the valuation of defined pension benefit pension obligations.
- 059.4 Mr. King apologised for the confusion around paragraph 2 of page 19 of the Letter, regarding the three major rating agencies action on the UK Sovereign credit rating, and suggested that this paragraph be deleted.
- 059.5 Members noted that Ian Young would be leaving his employment with Ernst Young, and that Kris McGrath would be taking on the engagement manager role for East Sussex Fire Authority.
- 059.6 **RESOLVED** – That the recently published Annual Audit Letter 2015/16 be approved, on behalf of the Fire Authority.

060. **2016/17 2<sup>ND</sup> QUARTER PERFORMANCE RESULTS**

- 060.1 Members considered a report of the Chief Fire Officer that presented the second quarter performance results for 2016/17 and provided them with a summary of Service performance information. (Copy in Minute Book).
- 060.2 Members noted that, in comparison to last year, overall performance for the second quarter of 2016/17 had declined, particularly in fires, and eight indicators were reporting a greater than 10% decline in performance against the second quarter for 2015/16. The Chief Fire Officer informed Members that the decline in performance had been discussed by the Corporate Management Team, who were seeking to identify any underlying trend, and whether the decline was likely to be on-going.
- 060.3 The Chief Fire Officer explained that, although there had been an increase in accidental dwelling fires for the second quarter 2016/17 compared to the second quarter 2015/16, there had been an 11% reduction in Accidental Dwelling Fires so far this year; the level of damage was also reducing, along with the need for firefighter intervention.

- 060.4 Members noted that the target of a minimum of 10,000 Home Safety Visits per year was also far from being met. The new electronic booking system was still bedding-in and Borough Commanders had been tasked with increasing their activity levels in this area. The Chief Fire Officer reminded Members of the proposals previously put forward to install sprinklers in high risk premises with vulnerable people. Discussions with the City of Brighton & Hove were well-developed, along with the proposal to provide sprinklers in social housing
- 060.5 Members also noted that, although response times had improved significantly in some areas during this quarter, this had led to a reduction in other areas of activity. The Assistant Director Safer Communities had been tasked with addressing performance management and ensuring that Borough Commanders were clear about their targets and responsibilities.
- 060.6 Councillor Peltzer Dunn was concerned that the target to reduce the number of deliberate fires was unfair on the Service. He asked whether this could be influenced by cooperation with the Police and successful prosecutions, which might act as a deterrent to other arsonists. The Chief Fire Officer confirmed that the Service had successfully worked with the Police in the past, but that dry weather conditions and a large increase in the number of deliberate fires at HM Prison Lewes had added to the number of deliberate fires during this quarter.
- 060.7 Councillor Scott thanked the Chief Fire Officer for the prompt response of the Service to the recent fires in Lewes – at County Hall and at HM Prison. He was surprised that prisoners were allowed to smoke in their cells, giving them access to lighters, matches and other smoking materials, and expressed concern for the safety of firefighters who had to fight fires at the prison.
- 060.8 The Deputy Chief Fire Officer explained that the Home Office was the regulatory body for Her Majesty's Prisons, not the Fire Authority, but that local crews carried out visits to the prison to familiarise themselves with the layout, etc. She confirmed that HM Prison Lewes had a higher than average number of fires and that aggression towards staff was increasing – she had requested more information about the riots at the prison during the previous weekend. The DCFO also confirmed that the European Court of Justice was looking at removing the right of prisoners to smoke in their cells, and that pilot studies were underway in South Wales and South West England.
- 060.9 Councillor Howson raised the issue of 'defective' smoke alarms, and Members were reminded that these should not be removed, as they would still be working, and the supplier would replace them in accordance with the Service's contract. The Assistant Chief Fire Officer would look into the issue of those householders who had not yet been contacted.

- 060.10 Councillor Howson also asked about Business Safety engagement visits to high risk premises and the Chief Fire Officer explained that the Service's duties were defined under the Fire Safety Order. A number of officers were still engaged on work arising from the St Michael's Hospice fire, which was impacting on their availability to carry out other visits to high risk premises, but he stressed that compliance was the responsibility of the Responsible Person for the premises. The Assistant Chief Fire Officer informed Members of the significant national work being carried out on a new short audit form, which was about to go on line and would be smarter, quicker and more efficient than the current ways of collecting data.
- 060.11 Councillor Barnes was worried that the decline in performance was the start of a worrying trend and asked whether there was a difficulty in recruiting Home Safety Advisers as there appeared to be a number of vacancies in Community Safety. The Chief Fire Officer confirmed that officers were investigating whether the loss of a pump in The City was having an impact on the decrease in the number of home safety visits, and a national benchmarking report would be brought to the next meeting of the Panel.
- 060.12 **RESOLVED** – That the 2016/17 performance results for Quarter 2 as set out in the report and complementary separate Appendix A, and the information included within the exceptions report set out in Appendix B. be noted.
061. **2016/17 2<sup>ND</sup> QUARTER CORPORATE RISK REGISTER REVIEW**
- 061.1 Members considered a report of the Assistant Director Resources / Treasurer that reported on the latest quarterly review of Corporate Risk and sought their agreement of the outcomes. (Copy in Minute Book).
- 061.2 **RESOLVED** – That the latest Corporate Risk Register be approved.
062. **HOME OFFICE PUBLICATION OF FIRE & RESCUE SERVICE BASKET OF GOODS DATA SET**
- 062.1 Members considered a report of the Assistant Director Resources / Treasurer that updated them on the Service's position following the publication of national procurement data for the Fire & Rescue service by the Home Office. (Copy in Minute Book).
- 062.2 This comparative data showed the price paid by each Fire & Rescue Service for a basket of commonly purchased goods including Personal Protective Equipment (PPE), uniform, equipment, fleet and IT, and was the start of a broader initiative by the Home Office to analyse procurement spend across the sector as part of the Fire Reform programme.

- 062.3 Members noted that the sector had already taken action to strengthen its approach to procurement through the establishment of a Strategic Commercial Committee (SCC) lead by Ann Millington, Chief Executive of Kent FRS. This Committee will lead efforts to aggregate and consolidate spend and improve collaborative procurement across the sector.
- 062.4 Initial analysis of the national procurement data had indicated that, in the majority of products surveyed, ESFRS was performing well; further analysis would be carried out across those products where the Service was paying above average price to establish what was driving the pricing differential and determine whether there is scope to achieve further savings.
- 062.5 Councillor Galley emphasised the need for the Fire Authority to be proactive and take a lead role in the initiative, to avoid the approach being mandated by the Government.
- 062.6 **RESOLVED** – That the contents of the report and planned remedial actions be noted.
- 063. **EXCLUSION OF THE PRESS AND PUBLIC**
- 063.1 There were no items that, in view of the business to be transacted or the nature of the proceedings, would result in disclosure of exempt information, and which required the exclusion of the press and public.

The meeting concluded at 10:55 hours

Signed

Chair

Dated this

day of

2017



**EAST SUSSEX FIRE AUTHORITY**

**Panel:** Scrutiny & Audit  
**Date:** 2 February 2017  
**Title of Report:** Appointment of External Auditors  
**By:** Assistant Director Resources / Treasurer  
**Lead Officer:** Duncan Savage, Assistant Director Resources / Treasurer

**Background Papers** Scrutiny & Audit Panel meeting 26 May 2016 (Item 026) – Changes to the arrangements for the appointment of External Auditors

**Appendices** A – Options for local appointment – analysis  
 B – Letter from PSAA  
 C – Opt in form

**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** For the Panel to recommend to the Fire Authority its preferred option for the appointment of external auditors from 1 April 2018.

**EXECUTIVE SUMMARY**

Following the abolition of the Audit Commission, the Government appointed Auditors for each local authority by means of a national procurement exercise. The Auditors were appointed with effect from the financial year 2013/2014 on a three-year contract, with an optional extension for a further two years. The parties have agreed to extend the contract which now expires at the completion of the 2017/18 audit.

With effect from the financial year 2018/19, public bodies must appoint their own auditors following a process of competition. This report sets out the requirements to comply with the appointment legislation and recommends a proposed course of action, in particular relating to the future appointment of External Auditors through Public Sector Audit Appointments Limited (PSAA).

The Local Audit (Appointing Person) Regulations 2015 require that the Fire Authority may only make the decision to 'opt-into' the appointing person arrangement by the members of the Fire Authority meeting as a whole.

The current indication from the East Sussex Finance Officers' Association and the Fire Finance Network is that their respective authorities will be supporting the new arrangements and opting-in to the appointing of auditors through the PSAA. The Authority has previously expressed a non-binding interest in opting-in to the PSAA arrangements.

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**RECOMMENDATION:** That the Panel recommends to the Fire Authority that it accepts the Public Sector Audit Appointments (PSAA) invitation to opt-in to the sector-led option for the appointment of external auditors from 1 April 2018.

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## 1. **INTRODUCTION**

- 1.1 The Local Audit and Accountability Act 2014 abolishes the Audit Commission and repeals the Audit Commission Act 1998. Its aim, as stated in DCLG guidance, is to give local bodies the freedom to appoint their own auditors from an open and competitive market and to manage their own audit arrangements, with appropriate safeguards to ensure independence.
- 1.2 This Authority is a “relevant authority” within the scope of the Act. The key accounting and audit obligations will be to keep adequate accounting records and an annual statement of accounts for years ending 31 March and have accounts audited in accordance with the Act by a local auditor appointed under the Act.
- 1.3 The Authority’s current external auditor is Ernst & Young LLP (EY), this appointment having been made under a contract let by the Audit Commission. Following closure of the Audit Commission, the contract is currently managed by PSAA, the transitional body set up by the Local Government Association (LGA) with delegated authority from the Secretary of State CLG. Over recent years, local authorities have benefited from reductions in fees in the order of 50% compared with historic levels. This has been the result of a combination of factors, including new contracts negotiated nationally with the firms of accountants, and savings from the closure of the Audit Commission. The Authority’s external audit fee for 2016-17 is £30,766.
- 1.4 For local government (including fire authorities), these transitional arrangements have been extended to include the audit of the accounts for 2017/18. For the 2018/19 year of audit, the Authority can make its own arrangements to appoint the external auditor. The 2014 Act sets out the framework and requirements within which this appointment can be made. In accordance with the Act, the Authority will need to conclude this appointment by the end of December 2017.
- 1.5 There are 3 options (analysis attached as Appendix A), namely:
- a) Make the appointment direct – with the requirement to have an Auditor Panel to advise the Authority on the selection and appointment of a local auditor; or
  - b) Make the appointment in conjunction with other bodies (e.g. on a regional / sub-regional basis); or
  - c) Make the appointment via a national collective scheme.

## 2. **APPOINTMENT OF EXTERNAL AUDITORS VIA A COLLECTIVE NATIONAL SCHEME**

- 2.1 In July 2016, the Secretary of State for Communities and Local Government specified PSAA as an appointing person under regulation 3 of the Local Audit (Appointing Person) Regulations 2015. This means that PSAA can make auditor appointments for audits of the accounts from 2018/19 of principal authorities that choose to opt into its arrangements. The Local Government Association (LGA) is strongly supportive of this and the PSAA is leading on the development of this national option.

- 2.2 The PSAA has formally invited the Authority to opt-in to the national scheme for external auditor appointments and a copy of the letter is attached at Appendix B, along with a form of acceptance of invitation (Appendix C), should the Authority decide to join the national scheme. PSAA will make auditor appointments to principal local government bodies that choose to opt-in to the national scheme, for audits of the accounts from 2018/19. PSAA intends to run the scheme in a way that will save time and resources for local public bodies. A collective procurement will secure the best prices, keeping the cost of audit as low as possible for the bodies that choose to opt-in, without compromising on audit quality. Using the scheme will avoid the need for opted-in authorities to:
- establish an audit panel with independent members;
  - manage auditor procurement and cover its costs;
  - monitor the independence of appointed auditors; and
  - manage the contract with the auditor
- 2.3 The timetable for the new arrangements outlining the appointing auditors is contained within the additional information attached to this report, with the closing date for 'opting-in' of 9 March 2017. The auditor appointments for the audit of the accounts of the 2018/19 financial year must be made by 31 December 2017.
- 2.4 Any of the options for appointment can allow for collaborative auditor appointments to be made. This enables the same auditor to be appointed to one or more local authorities who have indicated that they collaborate or work in a partnership and wish to make a collaborative auditor appointment. The appointed auditor would still be individually appointed to each authority and would report to each body separately but having the same auditor would bring potential benefits to the local authorities, for example, processing efficiencies through having common audit practices and supporting document requirements. In its invitation letter (Appendix B) PSAA states that it will consult with bodies that opt in on the appointment of their auditor, most likely from September 2017. They will request information on any joint working or collaboration arrangements that we think should influence the appointment once we have opted in. Officers will provide information on both our collaboration with East Sussex County Council / Orbis, primarily for the provision of financial services, and with other emergency services on a range of services / projects, and discuss with PSAA what the best approach to auditor appointment will be.

### 3. **CONCLUSION**

- 3.1 Opting-in to the national scheme is one choice open to the Authority. PSAA has the support of the LGA, which has worked to secure the option for principal local government bodies to appoint auditors through a dedicated, sector-led national procurement body.

**EAST SUSSEX FIRE AUTHORITY**

**Panel:** Scrutiny & Audit  
**Date:** 2 February 2017  
**Title of Report:** External Audit Update  
**By:** Assistant Director Resources / Treasurer  
**Lead Officer:** Duncan Savage, Assistant Director Resources / Treasurer

**Background Papers:** None

**Appendices:** 1. External Audit Plan 2016/17

**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 inform the Panel of the content of the external audit plan 2016/17

**EXECUTIVE SUMMARY** The attached external audit plan (Appendix 1) sets out the work that the Authority’s external auditors, Ernst & Young LLP (EY), intend to carry out in order to audit the Authority’s 2016/17 accounts and form their judgement on the Authority’s value for money arrangements. EY has not identified any specific risks relating to the Authority’s accounts.

The fee for the 2016/17 audit is confirmed as £30,766 which is in line with the nationally set fee scales and is unchanged from the previous year. It is dependent on a number of factors including the quality and timeliness of the accounts and their associated working papers, and the ability of the external auditors to rely on the work carried out by internal audit.

**RECOMMENDATION:** The Panel is recommended to approve the External Audit Plan for 2016/17



**EAST SUSSEX FIRE AUTHORITY**

**Panel:** Scrutiny & Audit  
**Date:** 2 February 2017  
**Title of Report:** 2016/17 Third Quarter Performance Report  
**By:** Deputy Chief Fire Officer  
**Lead Officer:** Liz Ridley – AD Planning and Improvement

**Background Papers** Performance Indicator Review, Fire Authority 16 June 2016

**Appendices** Appendix A – Quarter 3 Performance Report 2016/17

**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 third quarter performance results 2016/17.

**EXECUTIVE SUMMARY** This report provides Members with a summary of Service performance information for the third quarter of 2016/17.

**RECOMMENDATION** The Panel is asked to note the 2016/17 performance results for Quarter 3 as set out in the report and complementary separate Appendix A.

## 1. **INTRODUCTION**

- 1.1 This report contains the Quarter 3 performance indicator results for 2016/17, compared with the results for the same quarter in 2015/16, and provides projected year-end results.

## 2. **MAIN ISSUES**

- 2.1 In comparison to last year, overall performance for the third quarter of 2016/17 has declined, particularly in fires, and ten indicators are reporting a decline in performance against quarter three 2015/16. The indicators where performance has declined from the same period last year are:

- (i) The total number of incidents attended, up by 230 incidents on last year.
- (ii) Number of deaths in primary fires, sadly there were two deaths in quarter 3 and we are awaiting confirmation as to whether the fatalities were fire related.
- (iii) The number of injuries, up by 6 on the same period last year.
- (iv) The number of primary fires, a small rise of 13 in the same period last year.
- (v) The number of deliberate fires, up by 50 on last year.
- (vi) The number of Industrial and Commercial fires up by 13 on last year.
- (vii) The number of Home Safety Visits completed down by 395 on the same period last year and the year-end target will be missed by 1,338.
- (viii) The number of working days / shifts lost due to sickness has increased slightly on the previous year.
- (ix) Both the number of Riddor Incidents and workplace related injuries have declined by 2 and 9 respectively.
- (x) The percentage of AFA calls challenged by SCC is down by 6.1%.

- 2.2 The Fire Authority has five priority areas for 2016/17:

- (i) Percentage of HSVs to the vulnerable members of our community has improved on the same period last year.
- (ii) Number of accidental fires in dwellings has improved on last year.
- (iii) Percentage of accidental dwelling fires confined to room of origin has improved on last year.
- (iv) Percentage reduction of automatic fire alarms has also improved.
- (v) Number of working days / shifts lost due to sickness absence for all staff has declined.



# **East Sussex** Fire & Rescue Service

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## **East Sussex Fire & Rescue Service Performance Results Quarter 3 2016/17**

JANUARY 2017



## Our Purpose

### We make our communities safer

We will do this by:

#### Commitment 1: Delivering high performing services

Indicator No.	How will we measure performance?	2015/16 Q3 result	National Quartile Position 2014/15	2016/17 Quarter 3	2016/17 Projected Year end	Direction of travel from 2015/16 result
6	Total number of incidents attended	2,099		2,329	9,325	Declined
7	Number of deaths in primary fires	0		2	3	Declined
8	Number of injuries in primary fires	8		14	24	Declined
1 Priority	No of accidental dwelling fires	154		146	526	Improved
9	Number of primary fires	300		313	1,206	Declined
10	Number of deliberate fires	114		164	743	Declined
11	No of Industrial and Commercial fires	45		53	175	Declined

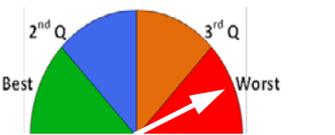
<b>12. First arriving appliance</b>	<b>2014/15 England Average</b>	<b>2014/15 FG2 Average</b>	<b>Q3 2015/16</b>	<b>Q3 2016/17</b>	<b>2016/17 Projected year end</b>
Primary fires	8.7	10	7.4 (293)	7.8 (308)	7.7 (882)
Dwellings	7.7	9.1	7.0 (159)	7.5 (157)	7.1 (429)
with any casualty or rescue	7.5	N/a	6.6 (4)	7.6 (7)	6.9 (14)
without any casualty or rescue	7.8	N/a	7.2 (154)	7.5 (150)	7.1 (415)
Other Buildings	8.5	9.6	6.9 (58)	7.6 (74)	7.6 (207)
Other Residential	7.8	N/a	7.5 (10)	8.2 (15)	7.8 (38)
Non-Residential	8.5	N/a	6.8 (48)	7.4 (59)	7.5 (169)
Road Vehicles	9.7	10.7	8.3 (56)	9.1 (60)	9.2 (184)
Other (Outdoor Primary)	10.4	11.7	7.9 (20)	6.6 (17)	8.7 (60)
RTC Persons trapped / enhanced	N/a	N/a	9.6 (59)	8.2 (35)	8.9 (81)

<b>13. Second arriving appliance</b>	<b>2014/15 England Average</b>	<b>2014/15 FG2 Average</b>	<b>Q3 2015/16</b>	<b>Q3 2016/17</b>	<b>2016/17 Projected year end</b>
Primary fires	N/a	N/a	9.8 (185)	11.3 (193)	11.1 (506)
Dwellings	N/a	N/a	9.5 (131)	10.3 (121)	9.9 (312)
with any casualty or rescue	N/a	N/a	10.5 (4)	12.8 (6)	12 (12)
without any casualty or rescue	N/a	N/a	9.5 (127)	10.2 (115)	9.9 (300)
Other Buildings	N/a	N/a	9.9 (42)	11.9 (56)	11.2 (147)
Other Residential	N/a	N/a	10.2 (7)	12.5 (15)	9.3 (28)
Non-Residential	N/a	N/a	9.9 (35)	10.3 (41)	11.6 (119)
Road Vehicles	N/a	N/a	12.9 (9)	16.5 (13)	16.8 (28)
Other (Outdoor Primary)	N/a	N/a	13.3 (3)	17.8 (3)	21.5 (19)
RTC Persons trapped / enhanced	N/a	N/a	13.2(59)	14 (33)	13.3 (76)

## We make our communities safer

**We will do this by:**

### Commitment 2: Educating our communities

Indicator No.	How will we measure performance?	2015/16 Q3 result	National Quartile Position 2014/15	2016/17 Quarter 3	2016/17 Projected Year end	Direction of travel from 2015/16 result
<b>2 Priority</b>	<b>% of Home Safety Visits to vulnerable people</b>	<b>90.7%</b>	This is an ESFRS indicator only, no National data is available for comparison	<b>91.4%</b>	<b>90.7%</b>	<b>Improved</b>
14	Undertake 10,000 Home Safety Visits	2,555		2,160	8,662	Declined
15	Number of safe and well visits conducted	N/a	This is an ESFRS indicator only, no National data is available for comparison	103	603	New Indicator
16	Inspections of high risk premises completed	44		143	296	Improved
17a	Number of business safety engagement events	N/a	This is an ESFRS indicator only, no National data is available for comparison	14	24	New Indicator
17b	Number of attendees at business safety engagement events	N/a	This is an ESFRS indicator only, no National data is available for comparison	413	751	New Indicator

## We make our communities safer

We will do this by:

### Commitment 3: Developing a multi-skilled, safe and valued workforce

Indicator No.	How will we measure performance?	2015/16 Q3 result	National Quartile Position 2014/15	2016/17 Quarter 3	2016/17 Projected Year end	Direction of travel from 2015/16 result
3 Priority	The number of working days/shifts lost due to sickness not to exceed 7.5 per employee	2.6	This is an ESFRS indicator only, no National data is available for comparison	2.7	9.9	Declined
18	Number of RIDDOR incidents	0		2	7	Declined
19	Number of workplace reported accidents / injuries	18		27	81	Declined

## We make our communities safer

We will do this by:

### Commitment 4: Making effective use of our resources

Indicator No.	How will we measure performance?	2015/16 Q3 result	National Quartile Position 2014/15	2016/17 Quarter 3	2016/17 Projected Year end	Direction of travel from 2015/16 result
<b>4 Priority</b>	<b>A 32% reduction of automatic fire alarms (AFA) from the base year result of 2009/10</b>	<b>-36.9%</b>	This is an ESFRS indicator only, no National data is available for comparison	<b>-38.1%</b>	<b>-37.4%</b>	<b>Improved</b>
20	% of AFA mobilised calls to properties covered by the RRO that were classified as a primary fire	1.9%	This is an ESFRS indicator only, no National data is available for comparison	1.6%	2.1%	Improved
21	% of AFA calls challenged by SCC	11.8%	This is an ESFRS indicator only, no National data is available for comparison	5.7%	7.0%	Declined
<b>5 Priority</b>	<b>% of accidental dwelling fires confined to room of origin</b>	<b>92.9%</b>	This is an ESFRS indicator only, no National data is available for comparison	<b>93.2%</b>	<b>92.9%</b>	<b>Improved</b>



**EAST SUSSEX FIRE AUTHORITY**

**Panel:** Scrutiny & Audit  
**Date:** 2 February 2017  
**Title of Report:** Corporate Projects Progress Report  
**By:** Deputy Chief Fire Officer  
**Lead Officer:** Liz Ridley, Assistant Director, Performance & Improvement

**Background Papers:** None

**Appendix:** Report attached as Appendix 1.

**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** For information

**EXECUTIVE SUMMARY**

1. **Sussex Control Centre (SCC)** – Service Level agreements and level of provision have now been defined and are in final agreement stage. The project action plan in relation to external report is in progress and assurance visits with the project are underway from January 2017.
2. **Information Management Department (IMD) Transformation** – The new outsourced service was successfully launched on 18 November 2016. telent and ESFRS continue to work closely to expedite delivery for Milestone 1 completion. The new Information Technical Governance (ITG) function has been formed with personnel now successfully transitioned into the new roles.
3. **Service HQ (SHQ) Relocation** – Progress has been made with the dispersal sites now ready for works to be carried out, change control process in place and Lewes fire station expanded into the programme through this process. Contractors have been procured and works at Eastbourne are ready to commence following decant of staff to HQ. The Relocation Move Plan has been developed to inform the process. Continued regular meetings with work streams and with the Programme Manager ensure tasks are being completed.
4. **Bridging the Savings Gap** – being actively monitored by programme owner, to ensure financial savings are captured.

5. **Emergency Services Mobile Communication Programme (ESMCP)** – Project manager to be appointed In January 2017 (joint West/East post). South East coordinator replacement due in February 2017. First tri-Service meeting held on 10 January 2017.
6. **Respiratory Protective Equipment (RPE)** – Contract for RPE awarded and the Project team are now co-ordinating various work streams.
7. **Firewatch** – Phase 1 is being finished, Phase 2 is held until Q4 because of the volume of other project work currently in train.
8. **Customer Relationship Management (CRM) for Community Safety** – on hold due to IMD Transformation work.
9. **Procurement cards** – Projected dates have been revised. Temporary resource now in place, which will enable the project to resume.

**Note re IRMP**

The IRMP work areas consist of some items that will become projects, and some that will be reviews. Early work is progressing in at least one area; Projects Co-ordinator assisting John Owen and Mark Webb in preparatory work.

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**RECOMMENDATION:** The Panel is asked to note the contents of the report.

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**EAST SUSSEX FIRE AUTHORITY**

**Panel:** Scrutiny & Audit  
**Date:** 2 February 2016  
**Title of Report:** 2016/17 Third Quarter Corporate Risk Register Review  
**By:** Assistant Director Resources / Treasurer  
**Lead Officer:** Daryll Luxford – Risk & Security Officer

**Background Papers:** 2016/17 First Quarter Corporate Risk Register Review  
 2016/17 Second Quarter Corporate Risk Register Review

**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 (Risks, Assumptions, Issues, and Dependencies) logs are now collated and reported to Corporate Management Team (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 November 2016 to update risk management action plans and review the position of each risk as shown at Appendix C.

2. Two new Risks were approved for inclusion onto the Corporate Risk Register. Risk 11 ESMCP and Risk 12 Pensions Administration.
3. Risk Plan no.10, Operation Tin, was approved for removal from the risk register.
4. It was agreed by CMT that from Quarter 4 under the heading Key Actions, where an action was not complete a target date would be added.
5. Directorate / functional risks which score 9 or above will be reported to CMT from the fourth quarter report and shown within a separate appendix. Assistant Directors are currently progressing plans within their respective directorates.
6. All project plans (Appendix D) have been reviewed to ensure the pre-scoring and post scores are appropriate. Some post scores are expected to reduce during the next quarter as mitigations implemented start to impact on risks identified.

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**RECOMMENDATION**

The Scrutiny & Audit Panel is recommended to approve the latest Corporate Risk Register.

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