

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	14 JANUARY 2005	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

IMPROVEMENT AND DEVELOPMENT BOARD

1. PURPOSE OF REPORT

The purpose of this report is to present Members with the minutes of the Improvement and Development Board meeting held on 22 December 2004.

2. BACKGROUND

The Improvement and Development Board has now been formed for some time and it was agreed that all minutes from the meetings of the Board would be submitted to Fire Authority Members for their information. The unadopted minutes of the meeting are attached as Appendix A.

3. REPORT

3.1 The Improvement and Development Board met on 22 December 2004 to update members on :-

- Changes to Home Risk Assessment Scheme.
- Draft Year 2 (2005/2006) Integrated Risk Management Plan – Consultation Process.
- Service Sickness Levels.
- The Fire & Rescue Service National Framework 2005/2006.

3.2 For Members' information the Improvement and Development Board meeting on 1 February 2005 will be updated on the progress made by the Arson Task Force.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

5. PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

6. EQUAL OPPORTUNITIES IMPLICATIONS

There are no equal opportunities implications arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

There are no risk management Implications arising from this report.

8. RECOMMENDATIONS

The Members note the contents of the report and attached minutes.

9. BACKGROUND PAPERS FOR INSPECTION

- Report on Sickness Levels.
- Report on Home Risk Assessments.
- Report on the Fire & Rescue Service National Framework 2005/2006.
- Report on L(I)RMP Consultations.

Paul Woods
CHIEF FIRE OFFICER



NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
Minutes of Improvement & Development Board
 held on
Thursday 4 November 2004
 at 1000 hours
 in the Training Room

Present:	Councillor Graham Jackson	Elected Member – Chair
	Paul Woods	CFO
	Martyn Emberson	DCFO
	Gina Turner	Head of Human Resources and Training
	Frank Swann	ACFO – Information Services
	Neil Colton	ACFO – Safety Services
	Andy Beale	DO – Safety Services
	Steve Jenkins	FOA
	Bob Finch	FBU
	George Ware	Unison
	Carole Andrews	Minutes
Apologies	Councillor Brent Charlesworth	Elected Member
	Kev Meads	FBU
	Martin Smart	FOA

Agenda Item	Previous Minute Item		Action By
1.		APOLOGIES FOR ABSENCE As above.	
2.		MINUTES OF LAST MEETING: 4 November 2004 The minutes were accepted as a true record.	
3.		MATTERS ARISING	
	4.4	Aerial Appliances The building work at Beeston associated with the relocation of the Ariel Ladder Platform has now been completed.	
	4.5	Arson Task Force After the success achieved in the Bestwood area, Members will now be contacted in the Mansfield area, and advised over the next initiative. Chair asked what was in place following the article appearing in the Evening Post. ACO Safety Services replied that the long-term aim was to get communities to take ownership with continued support from the Fire Service, etc.	
	4.7	FSEC It was reported that this is now part of the National Control Project.	

6.

SERVICE SICKNESS LEVELS

The Head of Human Resources explained the background to the paper saying that there was a major problem in sickness levels which was now impacting on service delivery. The paper lays down some possible solutions.

- Sickness Absence Policy Review
- Address individual absence through discipline procedure and Safety Services management
- Need to discuss notification of sickness and how it is recorded/monitored.

It was also said that there is a need to clarify and reinforce the managerial role and make clear the responsibility of District Managers and managers at station level. There is also a question of whether sickness impacts on an individual's ability in regard to secondary employment.

CFO said there is a need to deal with this serious problem as it had already been identified by Members at a previous CFA meeting and is also a performance indicator. The Authority is investing money, ie Westfield and Occupational Health and the situation is getting worse.

Chair asked how we compare with other Authorities. The Head of Information Services replied that we are in the upper quartile and one of the worst offenders. With CPA due we need to show that we are turning this around.

The meeting was informed that with the up to date figures of the last three months accounted for, the trend is actually increasing and that in a large number of individual cases the pattern is clear with statistics showing that it is career based and not linked to industrial action. It was also pointed out that 93% of sickness was undisclosed. Questions were raised if part of this could be put down to the difficulties associated with the recording of sickness on MIS system. This is to be examined.

The FBU representative requested full consultation on any new procedures proposed. He said that the FBU were also concerned with sickness levels but would want to see any action to be fair and not punitive. It was confirmed that any proposals would go through the Panel process in the normal way.

The Unison representative stated that whilst he realised that this involved uniformed personnel at the moment, but if in the future if there was any impact on non-uniformed personnel then he would hope that the same consistency would be given.

It was decided that a full report would go to the January meeting of the Personnel Committee. No names would be included in the report.

Head of
Human
Resources

4.

CHANGES TO HRA SCHEME

The ACO Safety Services explained that this report had been requested at the last meeting and he had expanded it to inform members of IDB of the agreements made with City and County Councils. He took the meeting through the report explaining the background to the scheme's change of name here in Nottinghamshire.

He went on to explain that Notts now fit only ten-year smoke alarms. Chair asked how this is monitored. A database has been created in Information Services which will flag up when a battery is due to be changed which will trigger a letter/visit. The organisation can cross map and identify when a fire has occurred in a premise where which we have fitted with a smoke alarm. This does however rely on the accuracy of the FDR1 report. There have been 5 or 6 instances to date.

The report highlights problems in the current referral scheme from Social Services with a possible solution of a single point of contact being identified at Social Services to enable a fast-track of issues for vulnerable clients. Efforts were being made to try and get a robust evaluation of work carried out in the form of 'dip' sampling and that they would be looking to do repeat visits looking for knowledge retention and behavioural change.

CFO said that he was not convinced the upturn is down solely to our intervention and that we need a statistician to look properly at figures. We also need to do an analysis using GIS to check that we are targeting the right areas.

Chair said that it would be a good idea to produce something to send out to Members in January/February indicating localised achievements on a District/City/Borough basis. A document similar to this has already been prepared by Safety Services for CPA.

ACO
Safety
Services

It was agreed that this be kept at a regularly six monthly item for IDB.

The FBU asked if the forms could be amended to reflect the change in name. This was agreed.

ACO
Safety
Services

5.

DRAFT YEAR 2 L(I)IRMP CONSULTATION PROCESS

The ACO Information Services introduced a report and said that this would also go to the next CFA meeting but with more detail.

It was reported that response to the Plan was up with more public feedback being received. The reply paid postcard system seems to have worked although there has been criticism of the questionnaire even though this was vetted by the PR Office. It was noted that the FBU had used their own questionnaires. A formal response had been received from the Representative Bodies.

Members to receive copies of feedback letters before January 14 meeting.

ACO
Information
Services

7.

**THE FIRE & RESCUE SERVICE
NATIONAL FRAMEWORK 2005/06**

The report gives an analysis of the Framework document and identifies key elements that have been updated. It appears that the document is much more explicit this year.

Remotely Monitored Fire Alarm Systems Policy – The meeting was informed that a representative from Nottinghamshire was part of the CFOA Implementation and Guidance Working Group which first met in October and have a scheduled meeting for January and that he will be able to give feedback to IDB from that meeting. The policy is due for implementation in April 2005.

A particular issue was the consideration that Occupational Health arrangements should operate on a regional basis and that the delivery of training should be reviewed through the RMB.

Nottinghamshire Fire & Rescue Service are already putting into place the measurements for the new Performance Indicators outlined in Appendix F.

It was agreed that the report be adapted accordingly and taken to the February meeting of the CFA.

ACO
Information
Services

8.

ANY OTHER BUSINESS

Arson Task Force – report on progress to next IDB meeting.

ACO SS

Framework Paper – paper on differences to be taken to February meeting of CFA.

ACO IS

9.

Date of Next Meeting

The next meeting will be on 1 February 2005 at 1000 hours in Committee Room C at County Hall.