



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

PERFORMANCE MONITORING COMMITTEE OUTCOMES

Report of the Chair of the
Performance Monitoring Committee

Agenda No:

Date: 5 September 2008

Purpose of Report:

To report to Members on the business and actions of the Performance Monitoring Committee meeting of 18 July 2008.

CONTACT OFFICER

Name : Andrew Beale
Assistant Chief Fire Officer
Tel : (0115) 967 0880
Email : andrew.beale@notts-fire.gov.uk

Media Enquiries Contact : Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

1. BACKGROUND

As part of the revised Governance arrangements the Authority have delegated key responsibilities for Performance Monitoring to the Performance Monitoring Committee. As part of those delegated responsibilities, the Chair of the Performance Monitoring Committee and the Management lead report to the Authority on its business and actions.

2. REPORT

- 2.1 The minutes of the meeting of the Performance Monitoring Committee held on Friday 18 July 2008 are attached to this report at Appendix B. The following summarises the main points of the paper discussed at the meeting.
- 2.2 The Committee was in receipt of the final quarter's performance statistics, which show the aggregated targets at Service level and depicts how the organisation is performing against its statutory indicators. Performance compared to targets is demonstrated, as well as performance compared to the previous year and the previous two years. This allows for an overall snapshot of how the organisation is performing in specific areas. All best value performance indicators (BVPIs) require an appropriate commentary from the manager responsible. These responses detail what actions are being taken and if there are any significant issues which need to be considered in relation to the overall totals.
- 2.3 A number of high performing areas were highlighted to the Committee, these included:
- BVPI 142ii – All Primary Fires;
 - BVPI 143ii – Injuries in Accidental Dwelling Fires;
 - BVPI 206i, ii, iii and iv – Deliberate Fires;
 - BVPI 207 – Fires in Non Domestic Premises;
 - BVPI 17 – Uniformed Staff from Ethnic Minority Communities.
- 2.4 Additionally, there were a number of areas where performance is currently below target and the Committee were updated on strategies to be put in place to address these issues. The areas concerned relate to:
- BVPI 2a – Level of Equality Standard;
 - BVPI 2b – Quality of Race Equality Scheme;
 - BVPI 11ii – Top 5% of Earners from Ethnic Minority Communities;
 - BVPI 11iii – Top 5% of Earners with a Disability;
 - BVPI 210 - % Women Firefighters.
- 2.5 Members were pleased to note the decrease in short-term sickness absence of uniformed staff. They agreed that the focus should now be on reducing short-term levels among non-uniformed staff and overall long-term sickness.

- 2.6 There were concerns however, regarding equality and diversity, particularly with regard to the difficulty in recruiting more female and black minority ethnic personnel. Members were also concerned about the high number of undisputed invoices which remained unpaid after 30 days and how the procurement process was delivered.
- 2.7 It was resolved that the report be noted and the Chief Fire Officer continue to monitor the Service's overall performance. It was further resolved that the Heads of Finance and Procurement be made aware of the Committee's concerns about the procurement process and the high number of late invoice payments, and that the Head of Finance and Resources produce an in-depth study on the procurement process and submit a report to a future meeting. Finally, it was resolved that the intention to maintain current arrangements for performance data collection and monitoring for the year 2008/09 be noted.

3. FINANCIAL IMPLICATIONS

All financial implications were considered as part of the original reports submitted to the Performance Monitoring Committee.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

All human resources and learning and development implications were considered as part of the original reports submitted to the Performance Monitoring Committee.

5. EQUALITY IMPACT ASSESSMENT

An equality impact assessment has been undertaken and concludes that there are no implications arising from this report. The Equality Impact Assessment is attached as Appendix A to this report.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

The monitoring of performance will be an essential part of the Service's development. The Comprehensive Performance Assessment and associated audit processes will continue to scrutinise the Service's overall performance. Failure to act on poor performance could lead to intervention.

9. RECOMMENDATIONS

That Members note the contents of this report and the business undertaken by the Performance Monitoring Committee.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Councillor Malcolm Wood
CHAIR OF PERFORMANCE MONITORING COMMITTEE

INITIAL EQUALITY IMPACT ASSESSMENT

<i>Section</i>	<i>Manager</i>	<i>Date of Assessment</i>	<i>New or Existing</i>
SMT	ACFO Beale	29 July 2008	N/A
Name of Report to be assessed		PERFORMANCE MONITORING COMMITTEE OUTCOMES	
1. Briefly describe the aims, objectives and purpose of the report.		To provide an update to the Fire and Rescue Authority on the business and actions of the Performance Monitoring Committee	
2. Who is intended to benefit from this report and what are the outcomes?		Members of the Fire and Rescue Authority, in updating them on the activities and actions of the Performance Monitoring Committee	
3. Who are the main stakeholders in relation to the report?		Fire and Rescue, Strategic Management Team, Representative Bodies, staff members and all stakeholders	
4. Who implements and who is responsible for the report?		Corporate Services, in particular, the Performance Team	

5. Please identify the differential impact in the terms of the six strands below. Please tick yes if you have identified any differential impacts. Please state evidence of negative or positive impacts below.

<i>STRAND</i>	Y	N	<i>NEGATIVE IMPACT</i>	<i>POSITIVE IMPACT</i>
Race		X		
Gender		X		
Disability		X		
Religion or Belief		X		
Sexuality		X		
Age		X		

6. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?	Y	N	7. Should the policy/service proceed to a full impact assessment?	Y	N
					x

I am satisfied that this policy has been successfully impact assessed. I understand the impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Signed (completing person): ACFO Andrew Beale

Date: 29 July 2008



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

PERFORMANCE MONITORING COMMITTEE

MINUTES

of the meeting held on **18 JULY 2008** at Fire and Rescue Services Headquarters, Bestwood Lodge, Arnold, Nottingham, from 10.00 am to 10.50 am

Membership

Councillor M Wood (Chair)
Councillor J Hemsall
Councillor P Henshaw
Councillor J O'Riordan
Councillor T Spencer

1 DECLARATIONS OF INTERESTS

No declarations of interests were made.

2 MINUTES

RESOLVED that the minutes of the last meeting held on 18 April 2008, copies of which had been circulated, be confirmed and signed by the Chair.

**3 BEST VALUE PERFORMANCE INDICATORS - PERFORMANCE -
QUARTER 4 2007/08**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. Appendix 1 with the full Best Value Performance Indicator (BVPI) data and a chart with Key Performance Indicators (KPIs) for April to June 2008 were circulated at the meeting. Members requested that, in future, papers be circulated in sufficient time for them to fully consider the contents.

Members were pleased to note the decrease in short-term sickness absence of uniformed staff. They agreed that the focus should now be on reducing short-term levels among non-uniformed staff and overall long-term sickness.

There were concerns over equality and diversity, particularly with regard to the difficulty in recruiting more female and black minority ethnic personnel.

The KPIs for April to June 2008 showed a significant fall in the number of fire and road fatalities and members were informed that defibrillators were being 'rolled out' to all appliances.

During discussion, members expressed concern over the high number of undisputed invoices which remained unpaid after 30 days and how the procurement process was delivered.

RESOLVED

- (1) that the report be noted and the Chief Fire Officer continue to monitor the Service's overall performance;**
- (2) that the Heads of Finance and Procurement be made aware of this Committee's concerns about the procurement process and the high number of late invoice payments;**
- (3) that the head of Finance and Resources produce an in-depth study on the procurement process and submit a report to a future meeting;**
- (4) that the intention to maintain current arrangements for performance data collection and monitoring for the year 2008/09 be noted.**