



**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

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**Agenda No:**

**Date:** 19 December 2008

**Purpose of Report:**

To report to Members on the business and actions of the Performance Monitoring Committee meeting 5 December 2008.

## CONTACT OFFICER

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## 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 held on Friday 5 December 2008 are attached to this report at Appendix B. The following summarises the main points of the papers discussed at the meeting.
- 2.2 The Committee were first asked to consider a report which sought their endorsement of the Chief Fire Officer's decision to undertake a peer review for the Operational Assessment of Service Delivery, with the proposed review taking place in January 2009 using Excellence in Business as the external provider. It was resolved that the report be noted and the Committee endorsed the review. It was further resolved that the outcomes of the peer review and any actions arising from it are brought back to the Performance Monitoring Committee to ensure ongoing performance improvement.
- 2.3 A further report proposed that the Performance Monitoring Committee lead a review of the current performance indicators relating to the equality and diversity agenda. In order to address the issues contained within the report it was recommended that a Member/Officer working group be established to review the current performance indicators and make recommendations for their revision. This recommendation was endorsed, along with the composition of the working group and it was further agreed that the Chair of the Performance Monitoring Committee should be the Elected Member representative on the group. The Committee also endorsed the recommendation that the working group report back to the Performance Monitoring Committee, having consulted with the Strategic Equalities Board and the Audit Commission, their recommendations for monitoring equalities issues at the next meeting of the Committee.
- 2.4 The Direction of Travel Self-Assessment was the focus of an additional report presented to the Committee. Due to the timeframes given by the Audit Commission, the self-assessment was submitted to the Committee in retrospect. That said however, this is to be addressed in 2009 with the self-assessment to be approved by Members before submission. It was agreed that the Performance Monitoring Committee was the correct Committee to perform this role and that, dependent on timeframes, this may require an extra meeting of the Committee being called at short notice. On this basis both recommendations in the report were therefore endorsed.
- 2.5 The Committee were also presented with a report updating on how the Nottinghamshire and City of Nottingham Fire Authority performed in Quarter 1

2008/09, against its national indicators (Nis) and best value performance indicators (BVPIs). The report outlined the aggregated targets at Service level and depicted how the organisation is performing against its statutory indicators. Performance compared to targets was 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 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.

2.6 A number of high performing areas were highlighted to the Committee, these included:

- NI33a – Deliberate Primary Fires;
- NI33b – Deliberate Secondary Fires;
- NI49i – Primary Fires;
- NI49iii – Non-Fatal Casualties;
- BVPI 142iii – Accidental Dwelling Fires;
- BVPI 207 – Fires in Non Domestic Premises;
- BVPI 17 – Uniformed Staff from Ethnic Minority Communities.

2.7 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 2b – Quality of Race Equality Scheme;
- BVPI 11i – Top 5% of Earners that are Women;
- BVPI 11ii – Top 5% of Earners from Ethnic Minority Communities;
- BVPI 11iii – Top 5% of Earners with a Disability.

2.8 It was resolved that the report be noted and the Chief Fire Officer continue to monitor the Service's overall performance.

2.9 The final report before the Committee presented Members with the outcomes of the review of under performance against the BVPI8 – payment of invoices in 30 days. The report highlighted the problem areas which had been identified and the actions of management in continuing to improve performance against this indicator. It was resolved that the contents of the report 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	05 December 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>	<b>Y</b>	<b>N</b>	<i>NEGATIVE IMPACT</i>	<i>POSITIVE IMPACT</i>
Race		<b>X</b>		
Gender		<b>X</b>		
Disability		<b>X</b>		
Religion or Belief		<b>X</b>		
Sexuality		<b>X</b>		
Age		<b>X</b>		

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

**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: 05 December 2008



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

**PERFORMANCE MONITORING COMMITTEE**

**MINUTES**

of the meeting held on **5 DECEMBER 2008** at Fire and Rescue Services Headquarters, Bestwood Lodge, Arnold, Nottingham, from 10.00 am to 11.00 am

**Membership**

- Councillor M Wood (Chair)
- ^ Councillor J Hempsall
- ^ Councillor P Henshaw
- ^ Councillor J O'Riordan
- Councillor T Spencer
- Councillor Pettengell (Substitute for Councillor Hempsall)

Members absent are marked ^

**4 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hempsall, O'Riordan and Henshaw.

**5 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**6 MINUTES**

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

## **7 PEER REVIEW OF THE OPERATIONAL ASSESSMENT OF SERVICE DELIVERY**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, seeking endorsement by the Performance Monitoring Committee of the Chief Fire Officer's decision to undertake a peer review for the Operational Assessment of Service Delivery (OASD) prior to scrutiny.

The Chair welcomed Julie Rankin to the meeting and invited her to give advice and feedback on the Fire Authority's proposed self assessment and peer review in preparation for the OASD, which would be required by the Audit Commission in April 2009 as part of the Comprehensive Area Assessment (CAA). In particular, guidance was given on Organisational and Area Assessments and the importance of the quality of data which should be evidence based.

### **RESOLVED**

- (1) that the report be noted;**
- (2) that the peer review of the Fire Service in January 2009 by 'Excellence in Business' be endorsed;**
- (3) that the outcomes of the peer review and any actions arising from it be submitted to this committee to ensure ongoing performance improvement;**
- (4) that Julie Rankin be invited as appropriate to future meetings of this Committee to give feedback and guidance on the peer review and self assessment.**

## **8 EQUALITY AND DIVERSITY PERFORMANCE INDICATORS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, proposing a review of the current performance indicators relating to the equality and diversity agenda, to determine a robust performance framework for equality and diversity. As the Best Value Performance Indicators (BVPI) for Race Equality and the Local Government Equality Framework would be deleted, it was recommended that a member/officer working group be established to review the current performance indicators and make recommendations for their revision.

### **RESOLVED**

- (1) that the report be noted.**
- (2) that the a member/officer working group to review the performance indicators be established comprising:**
  - 1 Elected Member from Performance Monitoring Committee;**
  - Chief Fire Officer (as member of the Strategic Equalities Board);**
  - Equality and Diversity Officer;**
  - Service Performance Manager;**



- **Human Resources (Corporate);**
- (3) that Councillor Wood be appointed to the working group;**
  - (4) that the working group, having consulted with the Strategic Equalities Board and the Audit Commission, report its recommendations for monitoring equalities issues to the next meeting of this Committee.**

## **9 DIRECTION OF TRAVEL SELF ASSESSMENT**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, which presented the Direction of Travel self assessment document which had been submitted to the Audit Commission in September 2008.

Members were informed that this report had been submitted to them retrospectively due to the timeframe imposed by the Audit Commission, which had prevented the Committee from considering this previously. For 2009, the Fire Authority intended to present it to members for approval prior to submission to the Audit Commission, and asked for agreement to hold an extraordinary meeting if necessary.

The Committee asked Julie Rankin for advice on refining the self assessment for 2009. She informed them that, although changes were coming and it was not clear yet what they would be, there would still be a requirement to manage performance and organisational resources, and the Comprehensive Area Assessment would be more outcome-focused than the Comprehensive Performance Assessment. The importance of the use of benchmarks and parameters, comparisons with other Fire and Rescue Services and the impact of crime on their performance indicators, showing the challenges the Service faced in certain areas, was highlighted. Sources of data needed to be shown as well as quality and this needed to be SMART (Specific, Measured, Agreed, Realistic and Timed).

The focus should be on being more robust and confident to achieve 'improving well' status.

The Committee thanked Julie for her input and agreed on the importance of partnership working with the City and County Councils.

### **RESOLVED**

- (1) that the report be endorsed;**
- (2) that the future self assessment submission be approved by the Performance Monitoring Committee prior to submission;**
- (3) that the an extra meeting be arranged, if required, to approve the self assessment prior to submission.**

**10 NATIONAL INDICATORS – BEST VALUE PERFORMANCE INDICATORS PERFORMANCE UPDATE – QUARTER 1 2008/09**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing an update on how Nottinghamshire and City of Nottingham Fire and Rescue Authority had performed in Quarter 1 of 2008/09 against its National Indicators and BVPIs.

Members were pleased to note a reduction in deliberate and accidental fires and non-fatal casualties but recognised the need for significant improvements to be made to meet next year's stretch targets, particularly with hard to reach groups. There was also difficulty obtaining information from hospitals regarding injuries and treatments.

**RESOLVED that the report be noted and the Chief Fire Officer continue to monitor the Service's overall performance.**

**11 BEST VALUE PERFORMANCE INDICATOR 8 – PAYMENT OF INVOICES IN 30 DAYS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, informing members of the outcomes of the review of under performance of BVPI 8 undertaken by the Head of Finance and Resources.

**RESOLVED that the report and the actions of management in continuing to improve performance against this indicator be noted.**