

Quarterly Summary of Progress within the Improvement Priorities and Core Business for 2008/09

Report of the Chief Fire Officer

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1 Purpose of Report

The report provides Members with an overview of progress and highlights any areas within the Improvement Priorities Programme 2008/09 that are slipping or failing along with the actions taken to resolve the slippage. To report progress on Core Business, a presentation has been included on the Core Value area of Diversity.

2 Recommendations

The Committee is asked to:

- a) Note the progress and any actions taken to manage the delivery of the Improvement Priorities that are slipping/failing; and
- b) Receive the presentation on the Core Business included within the Core Value area, Diversity.

3 Background

The 2008/09 Improvement Priorities contained within this year's Corporate Plan were approved by the Strategy and Resources Committee on 6 March 2008. The Corporate Plan outlines a suite of Improvement Priorities and Core Business activities which support the achievement of the Brigade's Core Values, Strategic Aims and Corporate Objectives. It was agreed by Members on 29 May 2008 at Audit and Performance Management Committee that a quarterly report charting the progress of those Improvement Priorities would report activities by exception only and that Core Business would be presented to Members in a presentation format. This report informs Members of those activities in Quarter 1 (April to June 2008).

4 Progress within the Improvement Priorities

The majority of Improvement Priorities (19 out of 29) were reported as on track with no slippage. Two out of the nineteen reported on track (*7.1 – Implement an environmental management system to international standards (ISO 14001.2004) and 15.1 - Implement an environmental management system to international standards (ISO 14001.2004) as they apply to non-operational work*) have already been completed. Four Improvement Priorities were reported as having not yet started in quarter one, however at the time of writing this report all but one of these is now progressing.

The reasons for slippage have been recorded in the Issue Log (Appendix A) alongside the relevant actions needed to bring the Improvement Priority back on track with timescales for those actions. Out of the five issues raised in quarter one, three have now been closed, two remain open and two further issues have since been added so far in quarter two. The detail of each issue is recorded in Appendix A to this report.

5 Conclusions

In the first quarter a good number of the Improvement Priorities are being delivered on time without any slippage. Where issues have been raised these have been dealt with swiftly and in all but two cases the Improvement Priorities are back on track.

6 Core Business

Detailed progress of the identified Core Business activities is included within the presentation which will cover the Core Value area, Diversity in quarter one.

7 Financial Implications

Financial implications for achieving the Improvement Priorities and Core Business were considered at the planning stage; however any unplanned expenditure would be raised and dealt with via the Issue Log.

8 Legal Comment

There are no direct legal implications arising from this report.

9 Equality Impact Assessment

This report is purely an update on progress to date and so the recommendations within the report have no impact on people. Therefore an Initial Equality Impact Assessment has not been completed for this report.

10 Appendices

Appendix A

Issue Log

Appendix B

Copy of presentation on the Core Business identified under Diversity.

11 Background Papers

Strategy and Resources Committee

6 March 2008, Report 6, Fire Authority Corporate Plan 2008/09

Audit and Performance Management Committee

29 May 2008, Report 15, Improvement Priority Reporting 2008/09 – Audit and Performance Management Committee, 29 May 2008

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	
Capacity	*	Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial		Staff	
Fire Control/Fire Link		Strategic Planning	*
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*

Appendix A to report on
 Quarterly Summary of Progress within the
 Improvement Priorities and Core Business for 2008/09
 Shropshire and Wrekin Fire and Rescue Authority
 Audit and Performance Management Committee
 11 September 2008

Issue Log for Improvement Priorities 2008/09

13-Aug-08

Issue ID	Improvement Priority ID	Directorate	Improvement Priority	Date raised	Issue Description	Action (and any updates)	By whom	By when	Status
1	3.1	CS	Reduce incidence of fire crime	18.6.08	Increase in fire crimes in Telford and Wrekin	Employment of a dedicated Crime Officer. Vacancy being advertised.	Andy Perry	Interview August	Open
2	11.1	PID	Make improvements in our coordinated approach to the recording, provision and use of up-to-date risk information for operational crews/officers	18.6.08	Four weeks delay in project start	No action is needed as end date of project is not affected	n.a.	n.a.	Closed
3	11.2	RES	Manage refurbishment/ relocation of Shrewsbury and Wellington Stations and associated business process improvements	18.6.08	Delay in appointing Project Manager	Issue to be added to the Corporate Risk Register and managed through this process. Meeting arranged to confirm way forward on 14.07.08. Update 13.08.08 - Project to be managed by building consultant rather than employing an individual for this role.	Andy Johnson	14.07.08	Closed
				28.7.08	Risk being reviewed	Though the issue of the delayed appointment of a project manager has been resolved, the project is still delayed whilst a review takes place.			Open
4	17.2	PID	Provide accurate and timely information through the delivery of a performance management system	18.6.08	Data cleanse being undertaken	Stats Officer and DBA to address two minor data cleanse issues prior to presentation which is due to take place at Oswestry at the end of July. Depending on feedback, it is anticipated that the system will be then be rolled out to Wellington and Telford. Update 13.08.08 - Data cleanse issues have now been addressed. Awaiting a date for the presentation to OS. Roll out will depend upon date of presentation.	Kate Langford and Jim Flannery	Full roll out plan to be determined following presentation at OS	Open

5	9.1/ 19.1	HR	Implement the action plan arising from the Cultural Audit	26.6.08	Difficulty in attracting staff to participate in discussions	Three further Cultural Audit Discussions with the consultant have been booked for 31 July. An advert has been featured on the Pink to raise awareness of the sessions. Update 13.08.08 - Only one session was held on 31 July because of a limited response. There are no more plans to hold further sessions. The Consultant is to provide the Steering Group with her final report which will include recommendations for the action plan. This issue is now closed.	Suzanne Levine	31.07.08	Closed
6	4.2	CS	Influence planners, builders and managers of premises to include fire safety as a key issue	27.7.08	Officer responsible has been made a flexi duty officer which reduces his available office hours and reduces his capacity to ensure this initiative.	Officers are currently exploring the recruitment of a part time assistant planner from predicted savings within the budget.	Mike Ablitt	30.09.08	Open

Improvement Priorities and
Core Business 2008/09

Diversity

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Core Values

- Community
- People
- Improvement
- Diversity

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Core Values

- Diversity

We value diversity in the Service and Community by:

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression in the service
- Challenging prejudice and discrimination

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Aims and Objectives

- Each core value is supported by a set of aims and objectives

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Aims and Objectives supporting Diversity

- Aim 5 – Provide a service committed to the highest levels of equality and diversity
 - Objective 18 – Provide and promote an equitable service to the communities of Shropshire and other stakeholders
 - Objective 19 – Provide a just and dignified place of work for all employees, Members and visitors
 - Objective 20 – Recruit promote and retain a workforce representative of the community that we serve



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Improvement Priorities and Core Business

- To achieve these aims and objectives Members have agreed a number of Improvement Priorities
- High level Core Business functions supporting each of the aims and objectives have also been highlighted
- Both the Improvement Priorities and Core Business have been included within the Corporate Plan for 2008/09

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Improvement Priorities and Core Business

- Objective 18 – Provide and promote an equitable service to the communities of Shropshire and other stakeholders

Improvement Priorities

- 18.1 – Carry out equality impact assessments on all service functions and use outcomes for service planning (CS)
- 18.2 – Achieve level 3 of the Equality Standard for Local Government (HRTD)

Core Business

- 18.3 – Continue recruitment and promotion activities to national standards (HRTD)

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Improvement Priorities and Core Business

Progress to date

- 18.1 A 3 year prioritised plan for the completion of Equality Impact Assessments is now in place
- 18.2 Self-Assessment report submitted and assessment booked for 5th August 2008
- 18.3 Recruitment and promotion activities are continuing to national standards except for the retained duty system.

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Improvement Priorities and Core Business

- Objective 19 – Provide a just and dignified place of work for all employees, Members and visitors

Improvement Priorities

- 19.1 – Implement the Action Plan arising from the Cultural Audit (HRTD)
- 19.2 – Create and implement an action plan to deliver the Equality and Diversity Strategy (HRTD)

Core Business

- 19.3 – Support the effective management of the Service's disciplinary and grievance procedures (HRTD)
- 19.4 – Support the continuation of equality and diversity training (HRTD)

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Improvement Priorities and Core Business

Progress to date

- 19.1 Discussion groups ran in May and July. A report to support further development of the action plan is due from the consultant on 2nd September
- 19.2 A report has been produced for July CFA asking Members to delegate creation of the action plan to the Steering Group
- 19.3 This is ongoing. We have also scheduled training for staff in discipline and grievance handling
- 19.4 This is ongoing. Member training has been delivered and further training is planned

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Improvement Priorities and Core Business

- Objective 20 – Recruit promote and retain a workforce representative of the community that we serve

Improvement Priorities

- 20.1 – Recruit, promote and retain a workforce representative of the community that we serve (HRTD)

Core Business

- 20.2 – Continue initiatives to encourage recruitment from under represented groups (HRTD)
- 20.3 – Continue to use National Firefighter Selection Tests (HRTD)

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Improvement Priorities and Core Business

Progress to date

- 20.1 Positive action initiatives continuing to try to attract retained staff e.g. Minsterley
- 20.2 Positive action initiatives continuing to try to attract retained staff e.g. Minsterley
- 20.3 Ongoing

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Improvement Priorities and Core Business

Conclusions

- *There has been some slippage in action planning for the Cultural Audit due to poor levels of interest in attending discussion groups in May. An extra session was held in July and the consultants report is now due in September.*

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Improvement Priorities and Core Business

Questions please?

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