

Essex Fire Authority

Essex County Fire and Rescue Service



MEETING

**Audit, Governance and Review
Committee**

AGENDA ITEM

11

MEETING DATE

12th July 2017

REPORT NUMBER

EFA/093/17

SUBJECT

Joint Governance of Police and Fire & Rescue in Essex – Transition Update

REPORT BY

Office of the Police and Crime Commissioner

PRESENTED BY

Adam Kendall – Police and Fire Governance Transition Programme Manager

1. PURPOSE OF THE REPORT

This paper provides an update to the Audit, Governance and Review Committee on the progress towards implementing the proposed joint governance of Police and Fire & Rescue Services in Essex.

2. RECOMMENDATIONS

Members are asked to:

1. Note the key transition activities which are planned to be undertaken to ensure a smooth transition to the new governance model. The new governance model is subject to the Home Secretary's approval of the Local Business Case.
2. Note the progress in delivering the transition activities.

3. LOCAL BUSINESS CASE APPROVAL

The Local Business Case was submitted to the Home Secretary on the 19th May 2017. The final documentation is available to Members on the PCC's website:

<http://www.essex.pcc.police.uk/localcaseforchange>

The Home Office have confirmed that the Essex Local Business Case is in the Ministerial submissions system. We expect to hear a response very soon.

The PCC will advise the Essex Fire Authority of the Home Secretary's decision at the earliest opportunity, once he has received confirmation of the decision.

4. TRANSITION ACTIVITY

In advance of a decision by the Home Office, the Office for the PCC has commenced initial work in planning for the transition. This work reports into the Emergency Services Strategic Governance Board which is chaired by the PCC and includes the Chair of the Fire Authority, the Acting Chief Fire Officer and the Chief Constable. The transition planning is being undertaken in close discussion and liaison with senior officers from ECFRS and Essex Police. A Transition Working Group has been established to take this work forward.

The aim of the transition programme (assuming the Home Office approve the decision) is to ensure a smooth as possible transfer to the new PCC Fire and Rescue Authority. A detailed project plan has been developed, setting out what will need to be undertaken to enable these priorities to be achieved.

Key activities identified in the project plan include:

- Constitution - Develop a revised EFA constitution to reflect the new legislation and statutory order.
- Governance Structure - Review existing board structure and identify the appropriate structure to support the PCC-style FRA in their role of effectively governing ECFRS. This will need to be fed into the new constitution.
- Statutory Roles - Develop the role of the Statutory Chief Officers under a revised governance model. This will need to be fed into the new constitution.
- Scheme of Delegation - Develop a new PCC-style FRA Scheme of Delegation to the senior officers of the ECFRS.
- Governance Meetings - Review the existing planned business of the FRA, and realign work to the new governance structure including setting a series of meeting dates for the new boards which will support the PCC FRA.
- Formation of Police, Fire and Crime Panel - Liaison with Essex County Council's Secretariat team regarding the development of the revised Terms of Reference for the new Police Crime and Fire Panel.
- Staff Formal Consultation - Undertake a formal consultation of all staff on their transfer to the PCC-style FRA.
- Communication Plan - Develop an internal communication plan for activity supporting the roll out of the new governance model.

The transition plan and the progress against are reported monthly to the Emergency Services Strategic Governance Board.

5. TRANSITION PROGRESS

A summary of the progress which has been made against the key deliverables is included in **Appendix A**.

6. RISK MANAGEMENT IMPLICATIONS

A risk register is review at each Strategic Governance Board.

7. FINANCIAL IMPLICATIONS

The costs for the preparation of the Local Business Case and any preparation for transition have been met by the Office of the Police and Crime Commissioner.

8. LEGAL IMPLICATIONS

The Local Business Case has been prepared under enabling provisions included with the Policing and Crime Act 2017.

9. USE OF RESOURCES IMPLICATIONS

Officers and staff from ECFRS, and the Office of the PCC are contributing to preparing for the transition.

10. EQUALITY IMPLICATIONS

There are no direct equality implications within the report.

An Equality Impact Assessment was completed as part of the Local Business Case.

APPENDIX A – KEY TRANSITION PROGRESS UPDATE

Title	Description	Status	Update	Proposed Completion Date
Constitution	Develop a revised EFA constitution to reflect the new legislation and statutory order	In Progress	Work has commenced to review the new legislation and the existing constitutions of both the OPCC and EFA. This will be progressed to a draft constitution once the content of the draft Statutory Instrument has been made available.	31 st August 2017
Governance Structure	Review existing board structure and identify the appropriate structure to support the PCC-style FRA in their role of effectively governing ECFRS. This will need to be fed into the new constitution	In Progress	<p>The PCC has indicated that to support his decision making the following boards are created.</p> <ul style="list-style-type: none"> • Fire & Rescue Performance & Resources Board • Fire & Rescue Audit Committee • Fire & Rescue Strategic Board <p>The terms of reference and the mapping of responsibilities from the existing FRA committees are currently in progress.</p>	31 st July 2017
Statutory Roles	Develop the role of the Statutory Chief Officers under a revised governance model. This will need to be fed into the new constitution	In Progress	Work has commented on defining and developing the role of the statutory officers. This is being fed into the draft constitution.	31 st July 2017
Scheme of Delegation	Develop a new PCC-style FRA Scheme of Delegation to the senior officers of the ECFRS.	Not Started	The work has not commenced to review the Scheme of Delegation; however there are no concerns over our ability to meet the deadline.	31 st August 2017
Governance Meetings	Review the existing planned business of the FRA, and realign work to the new governance structure including setting a series of meeting dates for the new boards which will support the PCC FRA.	Not Started	The work has not commenced to review realign the planned business of the FRA, however there are no concerns over our ability to meet the deadline.	31 st August 2017
Formation of Police, Fire and Crime Panel	Liaison with Essex County Council's Secretariat team regarding the development of the revised Terms of Reference for the new Police Crime and Fire Panel.	In Progress	<p>An initial meeting was held for members of the Police and Crime Panel, and Essex Fire Authority to discuss the different skills which would be required.</p> <p>The responsibility for the panel sits with ECC.</p>	30 th September 2017

Title	Description	Status	Update	Proposed Completion Date
Staff Formal Consultation	Prepare and undertake a formal consultation of all staff on their transfer to the PCC-style FRA.	In Progress	Initial meetings held between ECFRS HR Team and OPCC Staff. Project plan has been developed to deliver a staff transfer under COSOP. There is preparatory work underway to enable the staff consultation to commence following a decision from the Home Office. PCC has confirmed that there will be no changes to staff terms and conditions.	31 st August 2017
Communication Plan	Develop an internal communication plan for activity supporting the roll out of the new governance model.	In Progress	Regular engagement between the communications leads of ECFRS and OPCC have ensured that staff comms has been timely. A communications plan has been developed to align with the Staff Consultation.	30 th September 2017