



# Thames Valley Fire Control Service Joint Committee Meeting Thursday 28<sup>th</sup> May 2015

## Minutes

<b>Present:</b>	<p>Councillor Judith Heathcoat (Oxfordshire County Council)</p> <p>Councillor Rodney Rose (Oxfordshire County Council)</p> <p>Councillor Angus Ross (Royal Berkshire Fire Authority)</p> <p>Councillor Paul Bryant (Royal Berkshire Fire Authority)</p> <p>Councillor Roger Reed (Buckinghamshire and Milton Keynes Fire Authority)</p> <p>Councillor Andy Dransfield (Buckinghamshire and Milton Keynes Fire Authority)</p> <p>Nathan Travis (TVFCS Senior User, Deputy Chief Fire Officer, Oxfordshire Fire and Rescue Service)</p> <p>Mick Osborne (Deputy Chief Fire Officer, Buckinghamshire Fire and Rescue Service)</p> <p>Bryan Morgan (TVFCS Senior Responsible Owner, Area Manager, Royal Berkshire Fire and Rescue Service)</p> <p>Greg Smith (TVFCS Senior Responsible Owner, Area Manager, Buckinghamshire and Milton Keynes Fire and Rescue Service)</p> <p>Samantha Chapman (Programme Manager, TVFCS)</p> <p>Paul Southern (Assistant Chief Fire Officer, Royal Berkshire Fire and Rescue Service)</p> <p>Linda Pye (Principal Policy Officer (Democratic Services) (Minutes))</p>	<p>JH</p> <p>RRo</p> <p>AR</p> <p>PB</p> <p>RRe</p> <p>AD</p> <p>NT</p> <p>MO</p> <p>BM</p> <p>GS</p> <p>SC</p> <p>PS</p>
<b>Apologies:</b>	Mat Carlile (TVFCS Senior Responsible Owner, Area Manager, Oxfordshire Fire and Rescue Service)	

	Item	Remarks, decisions and actions	Action
1.	Apologies	An apology for inability to attend the meeting had been received from Mat Carlile.	
2.	Introductions	Introductions of those in attendance were made.	
3.	PSG Minutes and matters arising	The minutes from the Thames Valley Fire Control Service Programme Sponsoring Group (PSG) meeting held on Monday 23 <sup>rd</sup> February 2015 were agreed as a correct record.  There were no matters arising.	

4.	Election of Chairman and Vice-Chairman	<p>Councillor Judith Heathcoat thanked all Councillors and Officers for their hard work in ensuring that the Thames Valley Fire Control Service became operational.</p> <p>Councillor Angus Ross was elected as Chairman of the Thames Valley Fire Control Joint Committee for 2015/16.</p> <p>Councillor Roger Reed was appointed as Vice-Chairman of the Thames Valley Fire Control Joint Committee for 2015/16.</p>	
5.	Chairman's Announcements	<p>Councillor Angus Ross stated that this had been an interesting experience and he was relieved that a successful cutover had been achieved. He thanked Judith Heathcoat as Chair of the PSG for all her hard work.</p> <p>As the Joint Committee was a public meeting he would work on producing a protocol and standard agenda which would need to include items such as declarations of interest, written questions etc. He would check whether provision would need to be made on the agenda for public questions.</p> <p>There were no Members' interests declared, and no written questions had been submitted prior to the start of this meeting.</p> <p>Councillor Angus Ross asked when, where and how a formal opening of the TV Fire Control should take place. It was suggested that it could coincide with the official opening of Newsham Court on 8<sup>th</sup> September 2015 when the Earl of Wessex would be attending although it would be a separate event. However, this date was not suitable for some of the members of the Committee and Councillor Ross agreed that he would liaise with all three Fire Authorities to agree an alternative date.</p>	<p>AR</p> <p>AR</p>
6.	TVFCS Delivery: (a) Cutover to TVFCS (b) Transition from programme delivery to steady state	<p>NT confirmed that successful cutover of the TVFCS had taken place on 21<sup>st</sup>/22<sup>nd</sup>/23<sup>rd</sup> April 2015 and was now running in steady state. There had been a number of bedding in issues which had been managed, and had not impacted on the mobilisation of resources. The main issue had been the monitoring software on the Managers' PCs which was causing the machines to slow down or stop. Discussions were ongoing with Capita to resolve the issues. Other monitoring options were also being considered and an informed decision would be made in the near future as to the way forward.</p> <p>A meeting has been held with representative bodies since cutover. As has previously been planned, the review of the TVFCS function and</p>	

		<p>performance will commence which will also identify if there is under- or over-provision of staff and provide evidence for future consideration of demand-led crewing.</p> <p>A number of projects had been held back into Phase 4 of the programme such as the Interfaces with Firewatch. Officers were currently working with Capita to agree a delivery date and NT confirmed that an amount of money had been held back until the outstanding elements of the programme had been completed, and outstanding payments to Capita would be phased as additional elements are delivered. AR asked for an update to be provided for the next meeting. BM confirmed that the same process would be followed as previously for any issues in that they would be fed into the Co-ordination Group through the Control Performance report and the Joint Committee would then be presented with the issue resolution.</p> <p>PB suggested that one future agenda item should be the longer term plans for upgrades to systems in the Control Room.</p> <p>AD felt that it was crucial that the Joint Committee looked at ways of cutting costs as budgets would be squeezed. AR stated that the major cost item was in relation to how many people were required to run the Control Room. BM confirmed that it was proposed to undertake a review and to visit other Control Rooms to see how they were run. AD felt that the review should not be rushed into as it would be necessary to allow staff to bed in. There might also be opportunities to reduce the number of staff through natural wastage. NT advised that consideration would also be given to taking on additional work/business to generate income. AR confirmed that he would like to see a future agenda item on possible income streams.</p>	<p><b>NT</b></p> <p><b>LP/FR</b></p> <p><b>LP/FR</b></p>
7.	Steady state legal agreement, Joint Committee Terms of Reference	<p>RRe referred to page 64 item 12.2 of the legal agreement in relation to Minutes. It seemed to say that no discussion would take place on the minutes apart from the accuracy but there might be matters arising. It was agreed that matters arising could be included as a separate item on each agenda.</p> <p>AR stated that the agreement did not specify whether AOB items would be pre-determined or free. AD felt that it was reasonable to raise issues at the meeting but that anything which required a decision should be provided in</p>	

		advance.	
8.	TVFCS Budget	<p>It was noted that the TVFCS budget would be set and agreed by all three authorities. Discussion took place as to what would happen should one authority not agree or be able to pay their percentage of the budget. SC advised that the process would be as set out in the legal agreement and the proposed budget would go through the Co-ordinating Group on to the Joint Committee and final sign off would be through each of the three Fire Authority meetings.</p> <p>It was agreed that a budget variance statement would be provided for each Joint Committee meeting in order that budgets could be monitored.</p>	
9.	Performance reporting	<p>SC advised that historical reports would also be provided for the first year in order that a direct comparison could be made with the performance information from the new Control Room. Stats would also match so that it was easier to compare data on a like for like basis. AD was concerned around sickness which had seemed to be an issue in RBFRS. BM confirmed that there had been one or two cases in the past in relation to possible redundancy situations which had had an impact on sickness rates. The management and awareness of sickness absence had changed and it was therefore hoped that an improvement would be seen going forward.</p> <p>NT noted that mobilisation times were improving as staff got used to the system.</p>	
10.	Any Other Business (a) Next meeting	<p>Type of Minutes – It was agreed that verbatim minutes would not be required – concise notes would suffice.</p> <p>Briefings – It was suggested that a briefing meeting might be required for sensitive items if this was a public meeting. Chair would call a pre-meeting briefing if it was felt necessary.</p> <p>Risk Register – Discussion took place as to whether a risk register was required and how that would be resourced. The Co-ordination Group was asked to come up with a solution around the contents of the risk register and how it would be managed.</p> <p>Councillors to provide suitable photographs of themselves to Fayth Rowe, for collation and framing.</p> <p>Next meeting to be booked for 9<sup>th</sup> September 2015 1400, at Calcot, pre-briefing if required at 1300.</p>	<p><b>AR</b></p> <p><b>CO-ORDINATION GROUP</b></p> <p><b>JH/RRo AD/RRe AR/PB</b></p>

			<b>LP/FR</b>
11.	Visit to TVFCS Control	Members of the Joint Committee visited the new Thames Valley Fire Control.	

*(The meeting closed at 3.25pm)*