

**WEST MIDLANDS FIRE AND RESCUE AUTHORITY**

**21<sup>st</sup> SEPTEMBER 2009**

**1. ANALYSIS OF PROGRESS TOWARDS KEY OBJECTIVES – FIRST QUARTERLY REPORT FOR 2009/2010**

Report of the Chief Fire Officer.

**RECOMMENDED**

- 1.1 THAT the Authority note the progress made in delivering the Departmental and Operations Command Areas' 2009/10 Action Plans.
- 1.2 THAT the Authority note that a detailed review of progress was carried out at the regular meeting with the Lead Members for Performance Management.

**2. PURPOSE OF REPORT**

- 2.1 This report is submitted to provide the Authority with an analysis of progress made towards the delivery of Departmental and Operations Command Areas' 2009/10 Action Plans.
- 2.2 The report also informs the Authority that a detailed review of progress including the reason(s) for non-completion of particular milestones was carried out at the meeting with Lead Members for Performance Management on 18 August 2009.

**3. BACKGROUND**

- 3.1 The Departmental and Operations Command Areas' Action Plans include milestones for the completion of work activity which is part of the delivery of the specific Action Plan objectives.
- 3.2 Appendix 1 provides strategic analysis on the progress and exceptions to date of those milestones which were due for completion within the first quarter of 2009/10. A full report detailing progress made towards the objectives is available on request.

- 3.3 The performance management arrangements include provision for regular meetings with the Lead Members for Performance Management. At those meetings the progress reports can be reviewed in more detail and a Task and Finish Group initiated if appropriate. A detailed review of progress was carried out at the meeting on 18 August 2009.
- 3.4 Appendix 2 details permanent changes to the number of Departmental and Operations Command Areas' Action Plans and the reasons for the changes.

#### 4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment has been carried out and, whilst the report does not raise issues that require a full Equality Impact Assessment to be completed, Departments are responsible for completing an Equality Impact Assessment on their individual objectives/actions contained within their action plans.

#### 5. **LEGAL IMPLICATIONS**

The National Framework document for 2008-11 is given statutory power by the Fire and Rescue Services Act 2004. One of the key requirements in the Framework is performance assessment and the ongoing analysis of data is a key element in support of this requirement.

#### 6. **FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from this report.

### **BACKGROUND PAPERS**

Departmental and Command Action Plans for 2009/2010

VIJ RANDENIYA  
CHIEF FIRE OFFICER

Chief Fire Officer - Policy and Communications

CFO P&C	Total	Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
Qtr 1	1	0	1	0	0	Green		Completed

Corporate Services

Corp Serv	Total	Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
Qtr 1	5	0	4	1	0	Amber	ICT security strategy	Some of the high priority security work has been completed. Other high priority work has been instigated to ensure delivery in line with milestones 3 and 4. Progress in this area has resulted in a slight delay in circulating the paperwork. This will be caught up in the next quarter. The Action Plan remains on target.

Finance and Procurement

Fin & Proc	Total	Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
Qtr 1	3	0	3	0	0	Green		Completed

## Human Resources

HR	Total	Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
Qtr 1	27	3	22	2	0	Blue	3. Provide appropriate training for selected personnel in the operation of powered watercraft	Course Module completed with venue and provider established. Initial delivery program to commence October 2009
						Blue	12. Training for High Volume Pumping Unit and support crews	Program almost completed. Mop up courses in progress.
						Blue	16. Develop promotion processes – leadership capacity	Consultation with Representative Bodies has begun regarding a new Watch Manager process. Initial discussions have taken place to outline new Middle Manager process.
						Amber	13. Restructure of Supervisory Development programme	Milestones 1, 3 and 4 completed. Milestone 2 delayed due to programme size increased universal implementation not achieved this quarter
						Amber	20. Promote flexible working policies	Policy drafted but will be issued following manager training/briefing of their responsibilities

## Technical and Operational Support

Directorate		Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
TOPS								
Qtr 1	11	0	11	0	0	Green		Completed

Performance Assessment and Improvement Team

Directorate		Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
PAIT	Total							
Qtr 1	4	0	3	1	0	Amber	4. Performance Management	<b>Milestones 1 – 4</b> amended due to change in team and organisation structure. Progress still being made.

Operations

Operations	Total	Blue	Green	Amber	Red	Plan No	Plan Title	Reasons for Non Completion of Milestones
Qtr 1	4	0	2	2	0	Amber	1. Road Safety	<b>Milestone 2</b> - All identified Killed and Seriously Injured (KSI) hotspots are known by the Commands across the West Midlands area, however not all Commands have communicated this data to the Councillors responsible for these areas, therefore this milestone is only partly completed.
						Amber	2. Children and Young People	<b>Milestone 3</b> - Initial meeting has been arranged with IT to produce a central booking / co-ordination tool via the Community Fire Safety website. Milestone still outstanding due to leave and other workloads expected completion date Aug 2009

### Overall summary for quarter One

Brigade Summary						Key	
No Plans	Qty	Blue	Green	Amber	Red	Blue	Work and milestones in the plan are ahead of Schedule
Qtr 1	55	3	46	6	0	Blue	
						Green	Fully Completed = All planned work has been completed and progress is as expected at this point in time
Qtr 2	0	0	0	0	0	Green	
						Amber	Largely Completed = One milestone during this or previous quarters not met
Qtr 3	0	0	0	0	0	Amber	
						Red	Partially Completed/Not Started = 2 or more milestones in this or previous quarters have not been completed
Qtr 4	0	0	0	0	0	Red	

The overall summary for the 55 remaining action plans for quarter one equates to 83% are green, 10% are amber, 5% are blue, with none being red.

Directorate and Brigade Summary – Quarterly Monitoring of 2009/2010 Departmental Action Plans

APPENDIX

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Department	Change	Explanation
<b>HR</b>		
25. Equality & Diversity Leadership Modules	Completed	Action Plan 25, has been amalgamated / replaced by Action Plan 27.
<b>Operations Support</b>		
12. Personal Protective Equipment Procurement	Removed	PRINCE2 Project reported on via Programme Support Office
13. Training at Height	Removed	PRINCE2 Project transferred to Finance and Procurement

Department	Plan No.	Plans not reported on, that have milestones due for completion during Quarter One
<b>Performance Assessment Improvement Team</b>		N/A
<b>Human Resources</b>		N/A
<b>Technical and Operational Support</b>		N/A
<b>Operations</b>		N/A
<b>Finance &amp; Procurement</b>		N/A
<b>Corporate Services</b>		N/A