

**Tony Kershaw**  
Director of Law and Assurance

If calling please ask for:

Rob Castle on 033 022 22546  
Email: [rob.castle@westsussex.gov.uk](mailto:rob.castle@westsussex.gov.uk)

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

County Hall  
Chichester  
West Sussex  
PO19 1RQ  
Switchboard  
Tel no (01243) 777100



---

29 June 2022

## **Fire & Rescue Service Scrutiny Committee**

A meeting of the Committee will be held at **2.15 pm** on **Thursday, 7 July 2022** at **County Hall, Chichester, PO19 1RQ.**

**The meeting will be available to watch live via the Internet at this address:**

<http://www.westsussex.public-i.tv/core/portal/home>.

**Tony Kershaw**  
Director of Law and Assurance

### **Agenda**

2.15 pm      1.      **Election of Chairman**

The Committee is asked to elect a Chairman for 2022-23 from the committee members listed below.

Cllr Bence, Cllr Boram, Cllr Chowdhury, Cllr Evans, Cllr Milne, Cllr Patel and Cllr Pendleton.

If the election is contested, a secret ballot will be held in accordance with Standing Order 2.17.

2.20 pm      2.      **Election of Vice Chairman**

The Committee is asked to elect a Vice Chairman for 2022-23 from the committee members listed below.

Cllr Bence, Cllr Boram, Cllr Chowdhury, Cllr Evans, Cllr Milne, Cllr Patel and Cllr Pendleton.

If the election is contested, a secret ballot will be held in accordance with Standing Order 2.17.

2.25 pm      3.      **Declarations of Interest**

Committee members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the

meeting.

4. **Minutes of the last meeting of the Committee** (Pages 5 - 8)

The Committee is asked to agree the minutes of the meeting held on 4 March 2022 (cream paper).

5. **Urgent Matters**

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances, including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference, which have emerged since the publication of the agenda.

6. **Responses to Recommendations** (Pages 9 - 10)

The Committee is asked to note the responses to recommendations made at the 4 March 2022 meeting.

2.30 pm

7. **Performance Report Quarter 4**

(a) **Fire and Rescue Service Strategic Performance Report Quarter 4 2021/22** (Pages 11 - 32)

Report by the Chief Fire Officer.

The report provides a context to the Performance and Assurance Framework for the purpose of future scrutiny of the Executive's approach to performance.

(b) **End of March (Quarter 4) Quarterly Performance and Resources Report** (Pages 33 - 54)

A report by the Chief Executive and Director of Finance and Support Services setting out the corporate performance, finance, workforce, risk and capital programme positions as at the end of March 2022.

The Committee is asked to examine the data and supporting commentary for the Performance and Resources report and make any recommendations for action to the relevant Cabinet Member or Scrutiny Committee.

3.35 pm

8. **Priority Programme Update** (Pages 55 - 58)

Report by the Chief Fire Officer.

The report provides an overview of the priority programmes of work during Quarter 4 of 2021/2022 including progress against the People Action Plan, the Improvement Plan and the

Integrated Risk Management Plan Action Plan.

- 4.15 pm 9. **West Sussex Fire & Rescue Service Annual Statement of Assurance** (Pages 59 - 108)

Report by the Chief Fire Officer.

The report outlines the way in which West Sussex County Council and its fire and rescue service delivered the requirements contained in the National Fire and Rescue Framework and the authority's Integrated Risk Management Plan during 2021/2022.

- 4.30 pm 10. **Retained Duty System Task and Finish Group Report** (Pages 109 - 112)

Report by the Chairman of the Retained Duty System Task and Finish Group.

The report summarises the discussion that took place at both Task & Finish Group meetings and summarises the recommendations of the Task & Finish Group.

- 4.40 pm 11. **Work Programme Planning and Possible Items for Future Scrutiny**

The Committee is asked to review its current draft work programme taking into account the Forward Plan of Key Decisions and any suggestions from its members for possible items for future scrutiny.

- (a) **Forward Plan of Key Decisions** (Pages 113 - 114)

Extract from the Forward Plan dated 17 June 2022 – attached.

An extract from any Forward Plan published between the date of despatch of the agenda and the date of the meeting will be tabled at the meeting.

The Committee is asked to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolio.

- (b) **Work Programme** (Pages 115 - 118)

The Committee to review its draft work programme taking into consideration the checklist at Appendix A.

- 4.45 pm 12. **Requests for Call-in**

There have been no requests for call-in to the Scrutiny Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

13. **Date of Next Meeting**

The next meeting of the Committee will be held on 30 September 2022 at 10.30 am at County Hall, Chichester. Probable agenda items include:

- Fire and Rescue Service Strategic Performance Report Quarter 1 2022/23
- End of September 2022 (Quarter 1) Quarterly Performance and Resources Report
- Priority Programme Update

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 15 September 2022.

**To all members of the Fire & Rescue Service Scrutiny Committee**

**Webcasting**

Please note: this meeting is being filmed for live and subsequent broadcast via the County Council's website on the internet. The images and sound recording may be used for training purposes by the Council.

Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.