

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
End of September 2023 (Quarter 2) Quarterly Performance and Resources Report	6 March 2024	Requests further information on whether the increase in fire safety audits leads to an increase of unsatisfactory fire safety audits	Chief Fire Officer		West Sussex Fire & Rescue Service has a Risk Based Inspection Programme (RBIP) for its proactive fire safety workloads, as required by the national framework document. The RBIP identifies those premise types where should a fire occur, there could be a catastrophic loss of life, such as Hospitals, Care Homes, Hotels etc. Through targeting these types of premises, the WSFRS Protection Team can ensure that those Responsible Persons are effectively managing the protective and preventative measures within the premises.	Completed for 17/6/24

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>When we find unsatisfactory aspects during our inspections, we take the necessary actions to ensure that RBIP is brought back up to the level of compliance where we would expect it to be. However, whether or not they will suffer a fire is not quite as linear, in that fires can and do unfortunately still occur in even the best run premises, but that may not actually be a significant failure of Fire Safety. This is because the world of Fire Protection (rather than Fire Prevention) is actually built upon the premise that a fire will start within a building, and therefore there has to be suitable systems to enable people to become aware of the</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>fire, and follow carefully laid down procedures to leave the building safely, and for the building to stand up to the products of combustion for as long as it takes to get everyone out of the building. So perhaps the best way to look at whether our fire safety activities are being successful is actually to consider the number of persons that are hurt or killed in fires within commercial premises, or where those fires grow beyond the room of origin.</p> <p>We also have a more reactive element to our work such as responding to the sharing of intelligence from partner</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>Regulators such as Environmental Health, Local Authority Housing, Border Agency etc, as well as through fire safety complaints from members of the public. These types of shared intelligence are far more likely to lead us into an environment where fire safety is not being managed effectively, by virtue of it is being brought to our attention because someone else thinks that there is likely to be an issue. The vast majority of such premises are not premises that feature on our RBIP, because whilst they could suffer a fire, and that fire cause death or serious injury, they are generally in premises that would not lead to</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>catastrophic loss of life. This is because it is simply not possible to be in every single commercial premises within the county, and therefore we have to prioritise. Equally the way that the Regulatory Reform (Fire Safety) Order 2005 is written, it makes the person with control of the premises responsible for its safe operation and minimising the risk, because it recognises that the FRS simply will never have the resources to be everywhere and checking everyone is compliant.</p> <p>We also have a dynamic intelligence aspect to our RBIP, in that where we become aware of a premises</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>type that could actually represent a slightly higher than normal risk, we can then reprioritise those premises above those that we would normally be dealing with on a day-to-day basis through the RBIP. We would undertake a body of work across that environment and at the end of it either identify that the risk has been dealt with and can be removed from our reinspection processes, or they will be added to the RBIP in its own right, and then we will move them into a cycle of reinspection every 3-5 years depending upon the risk that the premises pose.</p>	
End of September	6 March 2024	Requests a breakdown of areas within West Sussex	Chief Fire Officer		Since increasing the number of retained	Completed for 17/6/24

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
2023 (Quarter 2) Quarterly Performance and Resources Report		so the service can target recruitment for retained staff			<p>liaison officers (RLOs) within the service delivery support team, the service has been able to allocate additional resource to target recruitment in specific areas of West Sussex. The service has focused on assisting recruitment efforts by implementing a "Have a Go Day" initiative. This initiative allows the service to showcase the different skills required to become a firefighter. This helps to support individuals that want to apply by ensuring they are fully aware of the standard they will have to reach to be successful.</p> <p>Using data from the newly implement People &amp; Culture</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>dashboard from the Data, Analytics and Reporting Team, we can see the attrition rate for the service and at each station. Stations that have the highest variance, are in a location that will impact our attendance time or have a management rationale for recruiting, e.g. due to projected leavers are prioritised for recruitment.</p> <p>The inaugural event was held at Midhurst, a station benefitting significantly from our COG team and county crewing initiative. This event, jointly organised by Midhurst and Petworth Fire Stations, aimed to bolster recruitment efforts collaboratively.</p>	



Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>The success of the Midhurst and Petworth event has led to the replication of similar joint ventures across the county at various stations, including Shoreham, Arundel, and Lancing. Future events are scheduled for next month at East Grinstead alongside Turners Hill., following the same successful format. Additionally, for those unable to attend a specific event, opportunities will be available at other stations to ensure we capture all interested parties.</p> <p>The organisation of the event was led by the RLOs and unit leaders, ensuring both operational readiness and effective event management.</p>	

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>Promotional efforts included digital media messages and posters distributed throughout the local area. Additionally, an RLO conducted an interview on BBC Radio Sussex to further promote the event. A particularly successful element was the use of QR-coded posters, allowing individuals to easily access and complete recruitment information from home. The success rate of these QR codes has been notably high.</p> <p>The success of this initiative utilising the newly created People &amp; Culture dashboard to focus resource will not be immediate due to the length of time it takes from initial application to</p>	

<b>Topic</b>	<b>Meeting (date raised)</b>	<b>Recommendation</b>	<b>Responsible Officer/ Member</b>	<b>Follow up</b>	<b>Response/Progress/ Deadlines</b>	<b>Status</b>
					recruitment, training and finally riding on the fire engine. However, the service now has the structure in place to enable the continual review of recruitment within the service.	
End of September 2023 (Quarter 2) Quarterly Performance and Resources Report	6 March 2024	Asks the service to consider if sickness due to work related and non work related sickness, including those who have left the service on ill health, can be considered jointly with Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) figures without identifying individuals	Chief Fire Officer		In the last five years we have had seven uniform (grey book) staff who have left the service due to ill health under capability.	Completed for 19 June 2024
End of September 2023 (Quarter 2) Quarterly Performance and Resources Report	6 March 2024	Asks that the service reviews the RIDDOR key performance indicator to one that reflects RIDDOR incidents	Chief Fire Officer		Whilst this isn't currently a core measure that is reported on regularly into FRSSC, it is one of a host of service measures that sit underneath the core measures to help	Completed for 17/6/24

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					support the organisation manage risk effectively. The service proposes to re-look at this core measure next year in discussion with the FRSSC to ensure scrutiny of risk within the FRS is effective.	
Performance and Resources Report - Quarter 3 2023/24	6 March 2024	The Committee asks the service to consider how it can look at value for money going forward, possibly on an annual basis	Chief Fire Officer		<p>The service is currently working towards several different solutions to help support its ability to demonstrate value for money. Regular inspections by HMICFRS with a focus on value for money also help the service to benchmark against other FRS.</p> <p>Other measures include the creation of a dashboard that will collate a range of data to allow comparison year on year, in</p>	Completed for 17/6/24

Topic	Meeting (date raised)	Recommendation	Responsible Officer/ Member	Follow up	Response/Progress/ Deadlines	Status
					<p>addition to the potential of utilising a benchmarking app that will compare us to other FRS' in areas such as incident numbers, types of incidents and Ff injuries.</p> <p>Finally, 2024, will be the first year that West Sussex FRS has to produce and publish their annual productivity and efficiency plan. The service is currently drafting this plan and moving forwards will give consideration as to how value for money could feature.</p>	