

**KENT AND MEDWAY FIRE AND RESCUE AUTHORITY**  
**PLANNING AND PERFORMANCE COMMITTEE**

---

MINUTES of a meeting of the Planning and Performance Committee held at Kent Fire and Rescue Service Headquarters, The Godlands, Tovil, Maidstone on Friday 4 May 2012.

PRESENT:- Mr K A Ferrin MBE (Chairman), Mr H J Craske (Vice-Chairman), Mr R E Brookbank, Mr R B Burgess, Mr A R Chell, Mr L Christie, Mr B R Cope, Mr A V H Gulvin, Mr V B Hewett, Mr P J Homewood, Mr M J Northey, Mr R J Parry and Mr M B Robertson.

OFFICERS:- The Director, Operational Policy and Resilience, Mr S Demetriou; the Director, Service Delivery, Mr S Griffiths; the Director, Finance and Corporate Services, Mr C Kerr; the Head of Policy and Performance, Mr J Finch; the Assistant Director, Service Delivery, Mr S Bone-Knell; the Policy Manager, Planning and Performance, Mr R Stanford-Beale; the Corporate Facilities and Environmental Manager, Mr P Austen; and the Clerk to the Authority, Mr S C Ballard.

**UNRESTRICTED ITEMS**

**25. Minutes**  
*(Item A3)*

RESOLVED that the Minutes of the meeting of the Committee held on 18 October 2011 be approved and signed by the Chairman as a correct record.

**26. Implementing the Outcomes of the Integrated Risk Management Plan 2012/13**  
*(Item B1 - Report by Director, Service Delivery)*

*Mr Gulvin declared, as a Member of Medway Council, a personal interest in the proposed site for a new fire station at Rochester Airport.*

- (1) The Committee received an update on progress with implementation of the decisions on this year's Integrated Risk Management Plan (IRMP) taken by the Authority at its meeting on 15 February 2012. The Committee also considered a proposal in principle to establish a road safety training centre on the proposed site for the new fire station at Rochester Airport.
- (2) RESOLVED that:-
  - (a) the principle of establishing a road safety training centre at the proposed site for the new fire station at Rochester Airport, as described in paragraphs 7-9 of the report, be approved;
  - (b) progress with implementation of the Authority's decisions on this year's IRMP be noted.

**27. Performance Update and Service Performance Targets for 2012/13**  
*(Item B2 - Report by Head of Policy and Performance)*

- (1) The Committee received a report showing how the Authority had performed during 2011/12 against all the strategic service delivery and corporate health performance indicators, and considered the proposed performance targets to be adopted for 2012/13 onwards.
- (2) RESOLVED that:-
  - (a) the strategic performance targets for 2012/13 to 2014/15, as defined in the first section of Appendix 2 to the report, be approved;
  - (b) the other performance targets and indicators for 2012/13 to 2014/15, set out in the second section of Appendix 2 to the report, be noted;

- (c) the possibility of adopting additional targets or indicators for 2012/13 to 2014/15, as suggested by Members at the meeting, be considered by the Committee at its next meeting;
- (d) the Authority's performance against its targets and indicators during 2011/12, as set out in Appendix 1 to the report, be noted.

**28. Performance Management**

*(Item B3 - Report by Head of Policy and Performance)*

- (1) The Committee considered a proposal for the introduction of a new Service Order for Performance Management including a new Performance Management Policy for the Authority.
- (2) RESOLVED that:-
  - (a) the proposed new Performance Management Policy for the Authority, contained within the Service Order for Performance Management attached as Appendix 1 to the report, be approved;
  - (b) the other contents of the Service Order for Performance Management be noted.

**29. Environmental Update**

*(Item C1 - Report by Director, Operational Policy and Resilience)*

- (1) The Committee received an update on progress with the Authority's environmental projects, including the Smart Meter project; Severe Weather Impact Monitoring System (SWIMS); the response to drought conditions; and other energy-saving initiatives.
- (2) RESOLVED that the contents of the report be noted.

**30. Operational Policy and Resilience Update**

*(Item C2 - Report by Director, Operational Policy and Resilience)*

- (1) The Committee received an update on the work of the Operational Policy and Resilience Branch, including progress on preparing frameworks for Operational Policy and Critical Incidents; the Premises Risk Management project; the Operational Capability Review; managing risk at incidents; marine response; and activity within the Learning and Organisational Development teams.
- (2) RESOLVED that the contents of the report be noted.

**31. Fire Safety Education for Businesses and Safety at Sports Grounds Update**

*(Item C3 - Report by Director, Service Delivery)*

- (1) Members were advised of progress in improving the provision of fire safety education for businesses, and of developments on the Safety Certification arrangements under the Safety of Sports Grounds Act within Kent County Council's area.
- (2) RESOLVED that the contents of the report be noted.

**32. Service Delivery Update**

*(Item C4 - Report by Director, Service Delivery)*

- (1) The Committee received an update on the work of the Service Delivery Branch, including participation in the new Margate Task Force Team; progress on the new Community Engagement Programme with Town and Parish Councils and with the On-Call Recruitment Exercise; details of recent incidents

4 May 2012

of interest; and information about the Community Safety campaigns to be run during the Summer.

- (2) RESOLVED that the contents of the report be noted.

**33. Fire Control Update**

*(Item C5 - Report by Director, Operational Policy and Resilience)*

- (1) The Committee was advised that Phase One of the Fire Control Project (co-location of the Fire and Police Control Rooms at Kent Police Headquarters) had been completed following go-live on 28 March 2012; of progress towards the start of Phase Two (arrangements for disaster recovery facilities); and of receipt of a Government grant towards the upgrading of the Authority's co-located Control function.

- (2) RESOLVED that the contents of the report be noted.

**34. London 2012 Olympic Games – Planning Update**

*(Item C6 - Report by Director, Operational Policy and Resilience)*

- (1) The Committee received an update on the progress of the Authority's preparations for the London 2012 Olympic Games.

- (2) RESOLVED that the contents of the report be noted.