

ROYAL BERKSHIRE FIRE AUTHORITY



COMMITTEE	AUDIT AND GOVERNANCE COMMITTEE
DATE OF MEETING	30 JULY 2020
SUBJECT	QUARTERLY PERFORMANCE REPORT 2019-20 QUARTER 4 (JANUARY TO MARCH 2020) AND QUARTER 3 (OCTOBER TO DECEMBER 2019)
LEAD OFFICER	KATIE MILLS
LEAD MEMBER	N/A
EXEMPT INFORMATION	NONE
ACTION	TO NOTE

1. **EXECUTIVE SUMMARY**

- 1.1 To provide Audit & Governance Committee with an overview of the Royal Berkshire Fire and Rescue Service (RBFRS) third and fourth quarters (October 2019 to March 2020) performance for the 2019/20 financial year.

2. **RECOMMENDATION/S**

That the Audit & Governance Committee:

- 2.1 **NOTE** the performance against Service Provision and Corporate Health measures for the targets agreed by the Fire Authority for 2019/20.
- 2.2 **NOTE** the progress made on the two priority programmes.
- 2.3 **NOTE** the position of corporate risk.
- 2.4 **DISCUSS** and **AGREE** any further actions, if appropriate.

3. **REPORT**

- 3.1 The quarterly performance report supports the Performance Management Framework which provides structure and governance that will enable RBFRS to measure, monitor and manage outputs and outcomes in a timely manner, allowing the organisation to respond and make informed decisions to ensure that statutory obligations and the Fire Authority's Strategic Commitments are successfully delivered.

- 3.2 Following data capture, review and analysis, the quarterly performance report is presented to the Strategic Performance Board whose purpose is to lead, support and monitor the effective delivery of the Strategic Objectives by monitoring and reviewing performance across the four Quadrants. The report is signed off by the Senior Leadership Team prior to oversight and scrutiny at Audit and Governance committee.
- 3.3 The attached reports provide an overview of performance for the third and final quarters (October to December 2019 and January to March 2020) of the 2019/20 financial year. They report performance in four key areas:
- 3.4 Quadrant one - Service Provision - This section groups together all data, information and measures from across the organisation which will allow members to monitor how RBFRS are doing at delivering its statutory obligations and any internal services provided between teams, departments and functions.
- 3.5 Quadrant two - Corporate Health - This section brings together all data, information and measures from across the organisation, which will allow members to monitor how RBFRS are managing key resources, e.g. People and Finance.
- 3.6 Quadrant three - Priority Programmes (People Strategy, Capital Projects and IRMP) - This section brings together all data, information and measures that will allow members to monitor progress of work designed to deliver a defined outcome which is different to or improves on current working practices, policies and procedures in support of delivering against the strategic commitments and corporate plan 2019-23.
- 3.7 Quadrant four - Corporate Risk - This section groups together all data and information from across the organisation that provides an assessment of corporate risks that may impact on service delivery. This section will also include data and information from audit monitoring.
- 3.8 The Performance Report for quarter three was due to be brought to the Audit and Governance Committee meeting scheduled for March. This meeting did not take place due to the developing COVID-19 pandemic. Therefore quarter three and quarter four performance reports are presented to this meeting together.

4. CONTRIBUTION TO STRATEGIC COMMITMENTS

- 4.1 Commitment 1 – We will provide education and advice on how to prevent fire and other emergencies.
- 4.2 Commitment 2 – We will ensure a swift and effective response when called to emergencies
- 4.3 Commitment 3 - We will provide advice, consultation and enforcement in relation to fire safety standards in buildings.
- 4.4 Commitment 4 – We will seek opportunities to contribute to a broader safety, health and wellbeing agenda, whilst delivering our core functions.

- 4.5 Commitment 5 – We will ensure that Royal Berkshire Fire and Rescue Service provides good value for money.
- 4.6 Commitment 6 – We will work with Central Government and key stakeholders in the interests of the people of Royal Berkshire.

5. FINANCIAL IMPLICATIONS

- 5.1 This report provides RBFA financial information under the corporate health quadrant.

6. LEGAL IMPLICATIONS

- 6.1 There are no legal implications arising from this report

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 This report provides RBFRS equality and diversity information under the corporate health quadrant.

8. RISK IMPLICATIONS

- 8.1 This report provides RBFRS corporate risk information under the risk quadrant.

9. CONSISTENCY WITH DUTY TO COLLABORATE

- 9.1 This report provides information on RBFRS performance measures and targets, as such there are no identified areas for collaboration.

10. PRINCIPAL CONSULTATION

- 10.1 The Chief Fire Officer was consulted during preparation of this report.
- 10.2 The Head of Finance and Procurement was consulted on the content of this report.

11. BACKGROUND PAPERS

- 11.1 Annual Plan 2019/20

12. APPENDICES

- 12.1 Q3 (Appendix A) and Q4 (Appendix B) Performance Report

13. CONTACT DETAILS

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