

MERSEYSIDE, LANCASHIRE AND CUMBRIA FIRE & RESCUE SERVICES

Minutes of the Executive Board meeting (01/13) to discuss the North West Fire & Rescue Services
PFI Project held at Kendal Fire Station
on Thursday 9th May 2013

Present:

Mr. D. Harrison	-	Cumbria
Mr. K. Mattinson	-	Lancashire
Mr. K. Timmins	-	Merseyside
Mr. C. Schofield	-	Project Manager
Mrs.J. Guy	-	Project Co-ordinator

ACTION

1 Apologies for Absence

There were no apologies.

2 Minutes of the Meeting held on 13th August 2012

The minutes were agreed as a true and accurate record.

3 Matters Arising

There were no matters arising.

4 Progress Report

The Executive Board considered reports PFI/02/13 and PFI/03/13 covering progress in the periods August - December 2012 and January – April 2013. Appropriate issues were highlighted and discussed.

5 Performance & Unavailability Deductions

A breakdown of payments and deductions for 2012/13 was given to the Executive Board to consider for each Authority. Justine to re-circulate spreadsheet with correct totals.

JG

6 Audit Report

The Executive Board considered an Audit Report produced by Liverpool City Council which tested contract management arrangements, including performance management, payment procedures and the collection of charges due from other Authorities by MFRS. The conclusion from the report was that a high level of assurance could be provided that there are effective controls in place to manage the monitoring of the project and the payments made.

7 North West FRS PFI Project Liaison Group

The Executive Board noted the minutes from the PFI Project Liaison Group meetings held on the following dates:

14th January 2013, 19th February 2013, 19th March 2013 and 16th April 2013.

8 **North West FRS PFI Project Progress Meetings**

The Executive Board noted the minutes from the Monthly Progress meetings held on the following dates:

12th February 2013, 12th March 2013 and 9th April 2013.

Particular items in respect of PLG and Progress meetings were highlighted and discussed including, Black testing, energy monitoring, snagging process, service standards at ROC, cleaning standards, BBW restructure changes, wall scratch protection and issues with nesting birds.

9 **Independent Certifier Report**

The Executive Board noted the Independent Certifier's report dated April 2013.

10 **Compensation Events**

The Executive Board were updated on the latest situation reference logged Compensation Events by Colin.

11 **Risk Log**

The latest schedule of new and high risks was noted. No further changes were proposed.

12 **Station Security Policy**

The Executive Board noted the station security policy produced by Lancashire FRS with advice from Willis. This can now be used on behalf of the three Authorities.

13 **Facility Agent Role**

Colin highlighted the change in bank lenders to BBFR for NWFRS Project contract and the subsequent change in Facility Agent. The Executive Board noted that there is no direct contractual relationship between the Authorities and the banks. Colin to provide schedule of lenders and their proportions.

14 **Appointment of Insurance Broker**

A letter was provided by BBFR reference their change of Insurance Broker from JLT to Willis. There should be no implication for the Authorities arising from this.

15 **Key Performance Indicators**

The Executive Board considered a schedule of possible KPI's to be arranged by BBW. Dominic highlighted that it would be more beneficial to receive outcome based KPI's. Colin and Justine to investigate and update the schedule of KPI's in liaison with BBW. Colin to ask Bob Nixon to check what KPI's CCC Property department produces.

16 **Assurance Training**

The Executive Board considered report PFI/01/13. It was agreed that it would benefit the three Authorities if a joint assurance training course could be arranged, subject to final confirmation from Keith , Colin will arrange.

ACTION

CS

**CS/JG
CS**

**KM
CS**

17 Annual Service Report

A draft annual service report was noted and once the report has been finalised it will be presented to the Executive Board.

18 Aquamist

The Executive Board considered a verbal report by the Project Director concerning allegations that had been made about the performance of the misting system provided on the new stations and the action being taken to check the systems. The Executive Board agreed that the Authorities require a letter from BBFR confirming that the misting systems have been verified. Colin to request from BBFR.

19 Project Team of the Year

The Executive Board were advised that NWFRS PFI Project have been shortlisted for the award for Project Team of the Year in the Partnerships Awards 2013. Colin Schofield and Andy Groom will be attending the Awards Ceremony on behalf of the Project on 23rd May 2013.

20 Opening Ceremonies

The Opening Ceremonies for Merseyside Phase 2 Fire Stations have been arranged for Belle Vale on 5th September, Birkenhead on 12th September and Southport will be the final Opening Ceremony on 3rd October which will include invitations to all involved in the project over the three Authorities.

Keith to check whether Burnley will involve a Royal Opening Ceremony.

21 Any Other Business

No Other Business.

22 Date of Next Meeting

It was agreed that meeting arranged for 21st August will be cancelled and another meeting is to be arranged for 3rd October at Southport Fire Station before Opening Ceremony, time to be confirmed.

ACTION

CS

KM

CS/JG