



Report to: *Falkirk Council Scrutiny Committee*

**SUBJECT: RE-ALIGNMENT OF THE FALKIRK AREA FIRE RELATED
QUARTERLY REPORTING CYCLE.**

1. INTRODUCTION

- 1.1 This report seeks the approval of the Falkirk Council Scrutiny Committee to re-align the Falkirk area fire related quarterly reporting cycle to that of the performance cycle of the Scottish Fire and Rescue Service (SFRS).

2. BACKGROUND

- 2.1 At the Falkirk Scrutiny meeting of 13 June 2013 it was agreed that David Flynn, Police Scotland, and Gary Laing, Local Senior Officer (LSO) for the Falkirk and West Lothian area of Scottish Fire and Rescue Service (SFRS), would present performance reports to the Scrutiny Committee on a quarterly basis. The agreed dates for the future reports being;

6 August 2013,
14 November 2013,
13 February 2014

- 2.2 At the Scrutiny Committee meeting held on 6 August the Falkirk and West Lothian LSO presented the Quarter 1 Performance Report. The Performance Report included a caveat that the data contained in the report was unpublished at this time and subject to change through SFRS quality assurance and validation processes.

3. ISSUES

- 3.1 The quarterly reporting periods for the SFRS are,
Quarter 1 April-June,
Quarter 2 July - September,
Quarter 3 October - December
Quarter 4 January- March.
- 3.2 The reporting period starts on the first day of the month and concludes on the last day of the month.
- 3.3 On completion of the reporting period, it take approximately 1 calendar month for the Performance Department of the SFRS, collate, quality assure, validate and publish data for the reporting period.
- 3.4 On receipt of the published performance data, the Falkirk and West Lothian LSO, is required to extract data from published performance reports and draft a Falkirk area performance report that contains the data previously agreed by the Scrutiny Committee. The LSO is also required to add context to the raw published data to provide the Scrutiny Committee with the detail behind the data. Drafting the Falkirk area performance report take approximately 1 week from receipt of the SFRS published data.
- 3.5 In adhering to Falkirk Council governance procedures, reports to be considered by the Scrutiny Committee are required to be received by the Council approximately 3 weeks prior to the committee meeting.
- 3.6 The timeline above indicates that approximately 8 weeks is required from the end of the reporting period to presentation to the Scrutiny Committee.
- 3.7 Using the forthcoming Scrutiny Committee meeting on the 14th of November as an example, the reporting period end is the 30th of September, which allows only 6 weeks between the end of the reporting period and presentation to the Scrutiny Committee.

- 3.8 The Falkirk and West Lothian LSO is acutely aware of the importance of providing the Scrutiny Committee with timely information regarding the performance of the SFRS in the Falkirk area, however an overriding factor is that there must be an assurance that the information presented is quality assured and validated.
- 3.9 To ensure the reports presented to the Scrutiny Committee are both quality assured and validated it is proposed that the Quarter 2 Performance Report is presented to the Scrutiny Committee at its next meeting on the 9th of January, and that the Quarter 3 report is presented to the Committee on the 13th of March
- 3.10 Thereafter, the performance reports will be submitted to the Scrutiny Committee at meeting dates agreed by the Committee allowing an 8 week period after the end of the reporting period.
- 3.11 In developing the proposal outlined in sections 3.9 and 3.10 above cognisance is taken of the Scrutiny Committees decision that “blue light’ performance reports (from Police Scotland and SFRS) will be presented to the Scrutiny Committee on the same date. If the Scrutiny Committee agrees to these proposals, there will be a requirement to re-align the timing of the Quarter 3 Police Scotland Performance Report to the 13th of March. In addition, future Police Scotland performance reporting cycles will be required to follow the timeline indicated in section 3.10. In discussion with a representative of Police Scotland these proposal presents no significant concerns from that organisations perspective.

4. RECOMMENDATION

- 4.1 The Chief Executive of Falkirk Council and The Falkirk Council Scrutiny Committee are invited to:
- a) Note or otherwise the contents of this report,
 - b) Agree or otherwise the proposal to amend the dates for presentation of future Falkirk area performance reports,
 - c) Consider the implications on the performance reporting cycle for colleagues in Police Scotland.

**Gary Laing
Local Senior Officer
Falkirk and West Lothian
November 2013**