

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN
CYMRU**



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

**NOTE: THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE PERFORMANCE, AUDIT
AND SCRUTINY COMMITTEE AT ITS NEXT MEETING**

**COFNODION CYFARFOD Y PWYLLGOR
ADOLYGU AC ARCHWILIO PERFFORMIAD
MINUTES OF THE PERFORMANCE AUDIT AND
SCRUTINY COMMITTEE**

**DYDD LLUN, 30 GORFFENNAF 2012
MONDAY, 30 JULY 2012**

**CANOLFAN HALLIWELL CAERFYRDDIN
HALLIWELL CENTRE CARMARTHEN**

11.00 – 12.45

66% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

IS-GADEIRYDD/VICE CHAIRMAN: T Hennegan

AELODAU/MEMBERS: Cyng/Cllrs: B Mills, D Thomas, K Pearson,
D R Rees-Evans, P Harris, C J Crowley,
J Bayliss, T Richards, G Woodham

YMDDIHEURIADAU/APOLOGIES: J Dudley, P James, K Thomas,
A Harrington

YN BRESENNOL /IN ATTENDANCE: R Smith, D Daycock, E Aitken, C Davies,
K Jones, S Flather, L Williams,
H Thomas, S Coughlan

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Dudley, A Harrington, K Thomas and P James

2 DECLARATION BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS

All Members present declared that they had a personal interest in any business relating to, or affecting their own Constituent Authority.

3 CHAIR'S ANNOUNCEMENTS AND PERSONAL MATTERS

There were none

4 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 26 MARCH 2012

The Clerk reported that due to a change in the Performance, Audit and Scrutiny Committee Membership following the local elections in May 2012, the only current member who had been present at the last meeting held on 26th March 2012 was Councillor Janice Dudley. As Cllr Dudley was absent from the meeting Members agreed that she be asked to confirm the minutes of the last meeting in writing on her return from leave.

RESOLUTION

It was RESOLVED that

The minutes of the meeting held on the 26th March 2012 be approved subject to confirmation in writing by Councillor Dudley

5 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE SPECIAL MEETING HELD ON 6 JUNE 2012

The minutes of the Special meeting held on 6th June 2012 were approved as a true record of proceedings

6 TO RECEIVE A REPORT ON THE NATIONAL FRAMEWORK 2012 ONWARDS

The Chief Fire Officer presented the paper on the National Framework 2012 Onwards which reported on the organisation's position against the expectations contained within the Fire and Rescue National Framework 2012 onwards. It identified the areas where the organisation was compliant and areas where progress against the expectations were not as well defined or developed, and made recommendations to minimise potential risk to the organisation.

The analysis had confirmed that all areas and expectations within the National

Framework Document 2012 onwards were or would be addressed by the organisation through either the strategic objectives contained within the five year Strategic Plan and the Annual Action Plan, or through the initial forward work plan which was being developed through the National Issues Committee.

A brief overview was provided for each chapter which, as well as providing context to the subject matter, provided a narrative of expectations from the Welsh Government.

The following areas were highlighted:

Chapter 1 – Vision, Governance and Relations

This set out the Welsh Government’s vision for Fire and Rescue Authority’s detailing how they engaged with one another, other public bodies, the third sector, the Welsh Government and the public and communities which the Fire and Rescue Authority served.

The recommendation had been made within the report that ‘Fire and Rescue Authorities approach the Minister to make Fire and Rescue Authority attendance at Local Service Boards mandatory’ and the Chief Fire Officer confirmed that work was on going in order to achieve this.

Chapter 2 – Planning and Performance

The twelve expectations within this chapter dealt with improving the quality and availability of the Fire and Rescue Authorities Services and the need to deliver improved services and better outcomes to the people of Wales with the same or less resources.

The recommendation was made, that ‘the Fire and Rescue Authority looked to work with partner agencies to develop a common and collaborative approach to measuring outcomes for multi agency incidents/working’ It was noted that these were areas for further development as there was currently a lack of guidance as to how this could be achieved. It had been recommended that a proposal be made to identify a consistent approach for Fire and Rescue Authority involvement in the Local Authority Single Integrated Plan process for discussion at the new WLGA Fire and Rescue Panel meeting.

In response to a query, the Chief Fire Officer confirmed that difficulties had been experienced with the Fire Service establishing links in certain areas such as Local Service Boards and that there was an inconsistent approach by the different Boards.

RESOLUTION

It was RESOLVED

That the report be noted

7 TO RECEIVE A REPORT ON OPERATIONAL ASSURANCE OF SERVICE DELIVERY ARRANGEMENTS 2012 - 2013

The Chief Fire Officer reported that as part of the Welsh Government's assessment of Fire and Rescue Authorities, the Operational Assurance of Service Delivery involved each Fire and Rescue Authority carrying out a self assessment against a centrally provided framework. A Peer Assessment Team (PAT) would then undertake an assessment to report on the accuracy of this self assessment.

Group Manager Karen Jones reported that this year's process would focus on two areas, Protection (Legislative/Business Fire Safety) and the improvements made against recommendations over the previous three years. The PAT on-site assessments for the Authority would take place in the week commencing 22 October 2012. A report on the PAT recommendations would then be presented to the Performance Audit and Scrutiny Committee in January 2013.

RESOLUTION

It was RESOLVED

That the report be noted.

8 TO RECEIVE THE ANNUAL FINANCIAL AUDIT OUTLINE 2011-12

Smitha Coughlan from KPMG, the Service's Financial Auditors was welcomed to the meeting to present the Annual Financial Audit Outline 2011-12.

Ms Coughlan informed members that the Financial Audit Outline had been prepared to meet the requirements of auditing standards and proper audit practices. The Audit provided Mid and West Wales Fire and Rescue Authority with an outline of the Financial Audit work required for the 2011-12 financial statements.

The report outlined the work to be carried out by the Appointed Auditor in order to form an opinion whether:

- the accounts gave a true and fair view of the Authority's financial position;
- the accounts complied with all relevant legislative requirements;
- the accounts had been prepared in accordance with proper accounting practices;
- the Authority had made proper arrangements for securing economy, efficiency and effectiveness in its use of resources; and certified that the audit had been completed in accordance with the Public Audit (Wales) Act 2004.

Ms Coughlan drew Members' attention to the key areas within the report

including the main audit risks and proposed responses and the key milestones from which it was noted that the Annual Audit letter would be finalised in January 2013.

In response to a query about the number of Audits undertaken, the Chief Fire Officer said that the Service welcomed Audits as a means of measuring performance and of making improvements.

RESOLUTION

It was RESOLVED

That the report be noted.

9 TO RECEIVE THE REGULATORY PROGRAMME FOR PERFORMANCE AUDIT 2012 – 13

Lisa Williams from the Wales Audit Office was welcomed to the meeting and presented a report which laid out the work intended to be undertaken by the Wales Audit Office in terms of its Regulatory programme for Performance Audit for the financial year 2012 – 13.

Ms Williams informed members that the Auditor General would carry out an assessment of the Authority's arrangements over a four year period unless there were significant concerns that suggested he should review the arrangements more frequently. This year the Auditors would be following up proposals for improvement set out in previous assessments.

In his letter of 29 March 2012, the Auditor General had set out his proposals for improvement studies which were:

- key themes from improvement and authorities' assessments of their performance
- the effectiveness of scrutiny
- authorities' reviews of governance and preparation of Annual Governance Statements; and
- develop and pilot a review of collaboration.

RESOLUTION

It was RESOLVED

That the report be noted.

10 TO RECEIVE THE PERFORMANCE AND BUSINESS ASSURANCE REPORTS TO JUNE 2012

Group Manager Karen Jones reported that a suite of reports had been developed to capture the Service's performance.

The following three reports presented to Members contained updates on performance up to June 2012:

Departmental and Command Action Plans – Overview of each improvement objective

The report provided a monthly overview on the improvement objectives set out in the Service's Annual Action Plan 2012-2013. The improvement objectives were mirrored within Departments and Commands Action Plans 2012-13 as follows:

- Managing Risk
- Managing People
- Working Together
- Managing Resources
- Managing Performance

Each Head of Department or Command had identified improvement activities within each of the above areas and reported progress on a monthly basis using the Services Performance Management System (Ffynnon).

The report presented the following data:

1. A reflection of the performance trend against the previous reporting period
2. A commentary from each Head of Department or Command providing a percentage, a Red, Amber Green (RAG) status and a brief comment reflecting how their Department or Command had progressed.

In addition to the information being captured, presented and monitored in *Ffynnon*, the report would be circulated on a monthly basis to all Directors and Heads of Department and Command. Formal reporting will be made every three months to the Service Improvement Forum, Policy Board and Performance Audit and Scrutiny Committee.

Referring to areas showing a red status, Officers reported that they viewed these areas as a means of highlighting issues which required attention and which allowed them to put alternative processes in place.

Performance Indicators - Performance against targets set for Strategic and Core Indicators

The report provided performance information as at June 2012 which was projected for the 2012-2013 reporting period. The Authority set challenging long term targets for improvement against all of the Statutory and Core Indicators in

order to focus on delivering visible improvements in these areas.

The Service recorded Corporate Health Indicators for sickness absence and for Retirement through ill health. It was noted that sickness absence was significantly improved from the previous reporting period but was projected to be slightly off target.

Strategic and Core Indicators on the number of fires attended were generally showing good performance with a projected 30% reduction on all fires attended in comparison with last year. This improvement was also reflected in deliberate fires. Accidental dwelling fires were projected to be slightly over the challenging target set but remained within tolerance.

Progress for the first few months of the reporting period showed areas of significant improvement and this information would be projected to reflect annual performance with the projection providing a more accurate estimate of performance as the year progressed.

The Service had reported a total of 38 statutory and core performance indicators which measured performance on corporate health and service delivery. The service remained within target tolerance on 30 (79%) of the indicators. The 8 indicators that were not within target tolerance related to ill health retirement, fire injuries and one element of smoke alarm ownership.

The primary objective for the Service remained to reduce the number of accidental fire deaths and injuries and the progressive work on community risk reduction initiatives along with the continual development of operational skills for front line staff developed a balanced strategy for the improvements in this area.

Business Assurance Report – Progress against key audit proposals

The Business Assurance update provided a summary of progress and recommendations that had been made as part of the external scrutiny arrangements for the Authority.

Annual Improvement Report 2012

The Wales Audit Office provided the Annual Improvement Report in January 2012 to reflect their overall audit of Service improvement with proposals for improvement being provided within the report.

Peer Assessment Report 2011-2012

As part of their Operational Assurance process, the Peer Assessment Team provide recommendations within their report published in December 2011.

The report update provided:

- A percentage complete against the action to date
- A Red/Amber/Green (RAG) subjective status on the action
- A comment summarising progress against the action.

More detailed information on the actions being undertaken against each proposal was recorded by the action owner.

RESOLUTION

It was RESOLVED

That the report be noted.

11 TO RECEIVE A REPORT ON THE SCRUTINY EXERCISE OF CARMARTHENSHIRE COMMAND

Group Manager Karen Jones reported that a scrutiny exercise had been undertaken in March 2012 to assess the effectiveness of prevention, protection and intervention within the communities of Carmarthenshire Command. It was noted that the Scrutiny Team had consisted of Councillor M Pepper, Councillor J Dudley, Councillor M Williams, and Councillor J Holmes.

The Carmarthenshire Command management team had provided Scrutiny Members with a comprehensive overview of improvements and planned activities along with achievements and current intervention processes delivered throughout Carmarthenshire

Members had held a pre-meeting to consider the briefing documents and identified areas of focus. The County Commander had provided a summary of the Command's key activities for 2012/13. This was supported by members of the Command management team.

Members had been provided with the Carmarthenshire Command Area Plan containing key activities based on the Services Annual Action Plan 2012-2013. Members were provided with a comprehensive account of the Carmarthenshire Commands activities over the last 12 months, with particular focus on the crewing arrangements at Llanelli Fire Station.

RESOLUTION

It was RESOLVED

That the report be noted

12 TO RECEIVE A REPORT ON FIRE AUTHORITY SCRUTINY - PROGRAMME REFRESH

Scrutiny of Service processes and Service delivery are undertaken by Members of the Fire Authority according to a scrutiny schedule. Due to the significant changes in Fire Authority Membership since May 2012, training on scrutiny

techniques was being arranged for Members on 10 September 2012.

As a result the required Scrutiny exercises scheduled in the interim period have had to be postponed and a revised scrutiny schedule for the coming year would be presented to the Performance Audit and Scrutiny Committee at its meeting scheduled for 15 October 2012.

RESOLUTION

It was RESOLVED

That the report be noted

- 13 TO CONSIDER ANY OTHER ITEM OF BUSINESS THAT BY REASON OF SPECIAL CIRCUMSTANCES, THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100(B)(4) OF THE LOCAL GOVERNMENT ACT 1972**

There were no items of urgent business

