

**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, 11 MAI 2015
MONDAY, 11 MAY 2015**

**YSTAFELL CAER, PENCADLYS Y GWASANAETH TÂN, CAERFYRDDIN
CAER SUITE, FIRE SERVICE HEADQUARTERS, CARMARTHEN**

11.00 – 12:30

60% PRESENOLDEB/ATTENDANCE

Presennolyn y Cyfarfod/Present at Meeting:

CHAIR Councillor K Curry

IS-GADEIRYDD/DEPUTY CHAIR:

AELODAU/MEMBERS: Cyng/Cllrs: J Curtice, J Dudley,
W Evans, T Hennegan, R Rees-Evans,
G Tanner, E Thomas, G Walker.

YMDDIHEURIADAU/APOLOGIES: P James, G Jones, K Pearson, T Wilcox,
J Warman, J Williams

YN BRESENNOL /IN ATTENDANCE: E Aitken, D Daycock, M Crennell, R Quin,
K Jones, C Margetts, R Thomas,
A Francis, C Jackson,
K Davies, S Barry (WAO)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Jones, K Pearson, T Wilcox, J Warman and J Williams.

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

A warm welcome was extended to Mr Steve Barry of the Wales Audit Office who was in attendance to present items 9 and 10 of the agenda.

The Chair extended a warm welcome to the Service's newly appointed Deputy Chief Fire Officer, Mr Mick Crennell to his first meeting of the Performance, Audit and Scrutiny Committee meeting.

Committee congratulated Rob Quin on his recent substantive promotion to Assistant Chief Fire Officer.

4 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE PERFORMANCE AUDIT AND SCRUTINY COMMITTEE HELD ON 26 JANUARY 2015

The minutes of the Performance, Audit and Scrutiny Committee meeting held on 26 January 2015 were received and confirmed as a true record of the proceedings, subject to the following amendments:

Page 1, item 1: Cllr J Dudley requested that her name be included on the list of apologies.

Page 6, paragraph 3: Cllr G Walker requested that the term 'unavailable' be changed to 'available'.

Matters Arising from the meeting held on the 26 January 2015

The Corporate Head of Response referred to item 9, page 6, paragraph 3 of the minutes noting that the mobilising procedure for the Small Fires Unit (SFU) had been updated since the last meeting, therefore instances of the SFU putting the second appliance within the area off the run would no longer occur. However it was noted that the SFU would still respond to a prescribed list of secondary fires within the Swansea area to ensure that main pumping appliances would remain available for larger incidents; Community Safety activities; and training events.

In response to a query from Cllr T Hennegan in relation to item 10, page 6, paragraph 3, the Head of Corporate Communications and Business Development confirmed that Members had received a list of community events as part of the consultation report considered by Fire Authority.

5 TO RECEIVE AND NOTE A REPORT ON THE JOINT PUBLIC SERVICE CENTRE PROJECT (JPSCP)

The Corporate Head of Response presented the progress report on the Joint Public Service Centre Project (JPSCP).

Detailed consideration was given to the seven key task areas whereby the following areas of interest were noted:

The Committee were informed that work had commenced on the main collaboration agreement between Mid and West Wales Fire and Rescue Service and South Wales Police, with stakeholder engagement continuing to be a focus area.

Members were delighted to note that the Service had been successful in its application for a £3m invest to save loan. The calculated combined services investment requirement therefore amounted to £1m and consideration was given to the financial breakdown of costings outlined in Appendix 2 of the report, which provided figures for the current financial year in addition to the overall projected costs.

With regard to the capital redevelopment of the site, Members were informed that works were due to commence at the end of May 2015. The internal design of the building would be amended pending a definitive decision from the Welsh Ambulance Service Trust by 9 June 2015 as to whether or not they would be joining the project, however works would continue in the interim.

The Programme Coordinator reported that liquidated damages of £45,000 per month or part of a month had been negotiated through the competitive dialogue stage as it had been identified as a fair and accurate calculation of costs.

Reference was made to the procurement of the command and control system whereby competitive dialogue had commenced with two potential suppliers, both of which would be invited to submit a final tender, thereby enabling the Project team to proceed to award a contract by the end of June 2015.

Consideration was given to the fire operational assurance processes which had identified opportunities for further collaboration and smarter ways of working, in particular with the harmonisation of pre-determined attendances across the Service and Force areas.

The Corporate Head of Response reported that discussions were ongoing with relevant Representative Bodies in relation to the introduction of proposed shift crewing systems.

In response to a query from Cllr T Hennegan, the Head of Corporate Communications and Business Development confirmed that a site visit for Authority Members had been scheduled as part of the Member Training and Development Programme for 2015/16. Furthermore, the visit would be scheduled around a committee meeting, which would also be held at the joint centre in Bridgend, if possible.

The Programme Coordinator, in response to a query raised by Cllr J Dudley, confirmed that a Training Manager had been seconded in order to develop a transition plan which would identify a range of training sessions, including joint familiarisation training for staff.

Cllr W Evans commended the sterling work of all involved with the project.

In response to a query from Cllr T Hennegan the Corporate Head of Response provided an overview of the shared Incident Command and Control System platform with South Wales Policy, which had prevented project delays of up to 12 months and resulted in cost savings in the region of £400,000.

Following a query from Cllr G Walker, Members were informed that changes to costings arising from the withdrawal of North Wales Fire and Rescue Service from the procurement process could not be quantified as they related to changes in economies of scale. It was noted, however that North Wales Fire and Rescue Service had reimbursed their proportion of legal fees emanating from the project.

RESOLUTION

It was RESOLVED that the Performance, Audit and Scrutiny Committee note the report.

6 TO RECEIVE THE PERFORMANCE AND BUSINESS ASSURANCE REPORTS TO APRIL 2015

The Head of Corporate Communications and Business Development presented a quarterly suite of reports which had been developed to capture the Service's performance. Four documents were provided as Appendices to the report and included updates on performance up to April 2015. The Committee gave consideration to the updates provided on each Appendix, and the following observations were made:

Appendix 1 - Departmental/Command Action Plans 2014-15

Members were referred to Appendix 1 of the report which contained a commentary from each Head of Department or Command using a Red, Amber Green (RAG) status to reflect how their Department or Command had progressed. Members were informed that of the 55 improvement activities, 1 activity had been identified as not being on target but within the permissible tolerance range.

Committee considered the key areas of performance and a number of areas requiring further clarification were addressed.

Appendix 2 - Performance Report

The Head of Corporate Communications and Business Development reported that of the 34 statutory and core performance indicators which measured performance on corporate health and service delivery, the Service was on target or within target tolerance on 17 of the indicators. The 17 indicators that were not within target tolerance related to sickness, number of accidental dwelling fires, fire deaths and injuries, hoax calls attended and smoke alarms that had not been activated.

Members were pleased to note that the level of sickness absence had decreased by approximately 13% during the year. It was further noted that the number of fires had decreased by approximately 11% compared with the previous year, with the number of deliberate fires projected to have reduced by 14%.

The Head of Corporate Communications and Business Development highlighted that of the 8 fire deaths reported during the year, 6 had occurred in accidental dwelling fires, with the remaining 2 having occurred from deliberate fires.

Councillor J Curtice highlighted an error on page 4 of Appendix 2, in that the number of fire injuries should total 70. The Head of Corporate Communications agreed to amend accordingly.

In response to a query raised by Councillor J Dudley the Director of Operational Support and Improvement agreed to circulate a breakdown of fire deaths according to area for Members.

A discussion ensued regarding a recent fire incident, whereby the Chair put forth a suggestion of the Service exploring the possibility of placing fire alarms outside certain buildings which would allow neighbours to alert the emergency services should the occupants be unable to do so.

Members discussed the Service's prevention strategy whereby Committee emphasised the importance of data sharing with other agencies as a means of reducing the number of fire incidents. The Director of Operational Support and Improvement provided Committee with an overview of ongoing initiatives to improve data sharing opportunities, including the JIGSAW and DEIT projects. Councillor G Walker referred to the SAIL Data Sharing initiative in England, and agreed to forward relevant information to officers for further exploration.

Appendix 3 - Business Assurance Progress Report

The Head of Corporate Communications and Business Development reported that all 12 actions identified as part of the Authority's external scrutiny arrangements were currently on target.

Appendix 4 - Corporate Projects Update

The Head of Corporate Communications and Business Development provided a summary of the 24 corporate projects reported against, 19 of which were on target and 5 of which were off schedule but within the acceptable tolerance level.

RESOLUTION

It was RESOLVED that Members note the report and the progress made to date.

7 TO RECEIVE AND NOTE A REPORT ON THE BUSINESS RISK REGISTER UPDATE REPORT TO APRIL 2015

The Director of Operational Support and Improvement presented the Business Risk Register Update Report to April 2015 to the Committee.

The Director of Operational Support and Improvement informed Members that the Risk Register was updated in a flexible manner according to the requirements of the Service and a total of 9 Business Risks were currently captured by the Risk Register. Each risk had been reviewed by the Business Risk Management Group and allocated a definitive 'Risk Ranking' value, as follows: 0 Very High Risk, 0 High Risk, 8 Medium Risk, and 1 Low Risk.

Committee were informed that of the 9 identified business risks during the last review of the register, 5 risk ratings had been reduced, 1 had been increased and 3 remained unchanged.

Members were then provided with an overview of Appendices A-C, which outlined the areas of risk, the methodology used, and the rationale and audit trail for the allocated risk ranking value.

Councillor R Rees-Evans commended the report which outlined the Authority's effective risk managements arrangements.

RESOLUTION

It was RESOLVED that Members note the content of the Report and acknowledge the ongoing progress to both identify and manage matters of business risk affecting the Service.

8 TO RECEIVE AND NOTE A REPORT ON COMPLIMENTS AND COMPLAINTS FOR THE PERIOD 1 APRIL 2014 TO 31 MARCH 2015

The Head of Corporate Communications and Business Development provided Committee with an overview of the Compliments and Complaints report for the period 1 April 2014 – 31 March 2015, which had been prepared in line with the Code of Corporate Governance. Members were informed that the figures had been updated since the report had been circulated, and it was confirmed that a

total of 41 complaints had been received and investigated during the reporting period, 18 of which were determined as 'upheld', 18 of which were 'not upheld', 4 complaints were withdrawn and 1 complaint was ongoing.

The Head of Corporate Communications and Business Development drew Members' attention to the 39 compliments received during the reporting period, which provided a valuable tool in identifying best practice and acknowledging the sterling work of the Service.

In response to a query raised by Councillor W Evans, the Head of Corporate Communications and Business Development reported that enhanced systems were now in place to improve the recording of expressions of interest.

RESOLUTION

It was RESOLVED that the Performance Audit and Scrutiny Committee note the report on Compliments and Complaints.

9 TO RECEIVE AND NOTE THE 2015 AUDIT PLAN

Mr S Barry of the Wales Audit Office presented Committee with the Audit Plan for 2015 which had been prepared to meet the requirements of auditing standards and proper audit practices. Committee gave consideration to the outline of the financial and performance audit work required for the 2015-16 financial statements set out at Appendix 1 of the report. Mr Barry highlighted the content of the 2015/16 performance audit work programme outlined in exhibit 5 whereby it was noted that Fire Authorities would be consulted about which study would be applied to Fire Authorities in terms of income generation, Local Authority funding of third sector services or the effectiveness of local community safety partnerships.

Attention was drawn to the estimate audit fee set out at exhibit 6 whereby Committee were provided with an outline of the fee scales and fee setting process and informed that further information could be found on the Wales Audit Office website. Members were pleased to note that there had been a slight reduction in the proposed fees for 2015/16.

RESOLUTION

It was RESOLVED that Members note the report.

10 TO RECEIVE AND NOTE A REPORT ON THE WALES AUDIT OFFICE PERFORMANCE AUDIT PROGRAMME 2014-15 FEE UPDATE

Mr S Barry of the Wales Audit Office presented Committee with the updated Audit Programme Fees for the 2014-15 audit, which included the proportion of performance audit fees that had been committed to each element of work.

RESOLUTION

It was RESOLVED that Members note the report.

- 11 **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.

The meeting closed at 12:30.