

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 IONAWR 2017
MONDAY, 30 JANUARY 2017

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

10.00 – 12:25

67% PRESENOLDEB/ATTENDANCE

Presennolyn y Cyfarfod/Present at Meeting:

CHAIR	Councillor E Thomas
IS-GADEIRYDD/DEPUTY CHAIR:	Councillor T Hennegan
AELODAU/MEMBERS:	Cyng/Cllrs: K Curry, S Davies, J Dudley, K Pearson, R Rees-Evans, G Tanner, G Thomas, G Walker,
YMDDIHEURIADAU/APOLOGIES:	P James, J Warman, T Wilcox, J Williams
YN BRESENNOL /IN ATTENDANCE:	M Crennell, D Daycock, R Quin, K Jones, M Harries, R Thomas, I Cray, S Jenkins, C Williams, C Jackson, K Davies, H Pugh (Carmarthenshire County Council)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P James, J Warman, T Wilcox 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.

Councillor G Walker declared a personal interest by way of membership of the Fire Brigades Union.

3 CHAIR'S ANNOUNCEMENTS AND PERSONAL MATTERS

The Chair welcomed Mr K Jones, S Jenkins and C Williams to their first Performance, Audit and Scrutiny Committee meeting in their temporary roles as Director of Resources, Corporate Head of Operational Support and Improvement and Head of Finance, respectively.

A warm welcome was extended to the Authority's internal auditor, Helen Pugh of Carmarthenshire County Council, who was in attendance to present item 5 of the agenda.

The Chair reminded Members that meetings of the full Fire Authority had been scheduled for 6 February 2017 and 20 March 2017.

The Chair reported that Councillor P James was currently in hospital. Committee extended their best wishes to Councillor James for a speedy recovery.

4 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE PERFORMANCE AUDIT AND SCRUTINY COMMITTEE HELD ON 31 OCTOBER 2016.

The minutes of the Performance, Audit and Scrutiny Committee meeting held on 31 October 2016 were confirmed as a true record of proceedings, subject to the following amendments:

Page 3, paragraph 3:- wording to be amended to read 'finalised **by** the end of the week'.

Page 4, paragraph 3:- wording to be amended to read '*In response to a point raised by Councillor G Walker concerning the appropriate policy governing this matter, and a query raised by S Paddison, the Chief Fire Officer explained....*'

Matters Arising

Page 4, paragraph 3: The Deputy Chief Fire Officer and Temporary Director of Resources attempted to clarify to Cllr G Walker that an initial Management Investigation had been invoked, pending the potential need to consider invoking the Discipline Procedure HR 6.19. However, Discipline Procedure HR 6.20 (Head of Paid Service/Chief Officer, Clerk to the Fire Authority/Monitoring Officer and Treasurer to the Fire Authority/Section 151 Officer) had not been invoked as the initial Management Investigation did not cover that particular category of Officer.

Councillor G Walker wished to place on record that he had advised the Chair of the Fire Authority to take legal advice regarding the ruling on Llanelli and Pontardawe Fire Stations in September 2015.

Page 2, Paragraph 1: In response to a request from Councillor K Curry, the Corporate Head of Resources agreed to provide Members with copies of press releases relating to the opening of the Aberystwyth Fire Station to enable Members to further promote the success of the community enterprise initiative.

Page 3, Paragraph 4: In response to a query raised by Councillor G Thomas, Committee Members were informed that it was anticipated that the Statement of Accounts, and associated Letters of Representation and Audit of Financial Statements 2015/16 would be considered at the Fire Authority meeting scheduled for 20 March 2017.

Page 6, Paragraph 5: In response to a query raised by Councillor K Curry, Members received an overview of the collaborative partnership with the Welsh Ambulance Service and the Cariad charity to provide Co-Responder and Defibrillator capability across the Service area. Committee were provided with an update in respect of co-responder training, number of incidents and mobilisation procedures. Members commended the life-saving initiative which was also an example of diversification which would assist in sustaining fire service assets within communities as the number of fire incidents continued to decrease.

Page 7, Item 9, Paragraph 4: In response to a query raised by Councillor K Curry, Members received an overview in respect of progress made with security measures implemented across the Service, including CCTV and electronic building access controls.

5 TO RECEIVE AND NOTE A REPORT ON THE INTERNAL AUDIT PLAN 2016/17

Ms Helen Pugh of Carmarthenshire County Council provided an overview of the audit programme for 2016/17, which would be undertaken over 43 days and would include a review of the Central Financial Management Systems (Creditors, Debtors and Main Accounting), a review of payroll (project progress to date and systems review), Value Added Tax (VAT) and evaluation of the Joint Public Service Centre project. Furthermore, the Internal Auditors would follow up on any actions or recommendations outstanding from the previous audit reports.

In response to comments made by Councillor R Rees-Evans, the Temporary Director of Resources confirmed that the Performance, Audit and Scrutiny Committee would receive additional progress updates on the audit programme which would provide the required level of reassurance to Members.

The Temporary Director of Resources clarified that the Internal Auditors would explore the processes and systems in place for claiming V.A.T, whereas the External Auditors would deal with issues relating to reconciliation of V.A.T.

RESOLUTION

It was RESOLVED that the report be noted.

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

The Corporate Head of Response presented a report to Members on the Joint Public Service Centre Project (JPSCP). Members were informed that although significant progress had been made to date, there had been a delay in the go live date for the Command and Control system, which was attributable to Capita's failure to deliver the software requirements as specified within the contract. This had subsequently resulted in failure of the first cycle of Site Acceptance Testing.

The Corporate Head of Response explained that a separate Command and Control System purchased by North Wales Fire and Rescue Service was due to go live on 21 March 2017 and accordingly, this may further delay the go live date for Mid and West Wales Fire and Rescue Service due to the need to ensure appropriate resilience and business continuity arrangements for the risk-critical element of service delivery.

Members' attention was drawn to Appendix 1 of the report whereby Committee was provided with a financial summary of expenditure and, of particular interest to Members was the staff costs. An overview of the financial reimbursement claimed from Capita was also provided, in line with the contract's terms and conditions.

In response to Members' concerns regarding the delayed timings of the project and associated impact on the health and wellbeing of affected staff, the Corporate Head of Response assured Committee that communication with staff was considered a key element within the project.

RESOLUTION

It was RESOLVED that the Performance, Audit and Scrutiny Committee note the progress of the project.

7 TO RECEIVE AND NOTE THE PERFORMANCE AND IMPROVEMENT PROGRESS REPORT – QUARTER 3 2016/17

The Deputy Chief Fire Officer presented the Performance and Improvement Progress Report – Quarter 3 2016/17.

Members were provided with an overview of progress made on Performance Indicators for the reporting period 1st October 2016 – 31 December 2016. Committee was pleased to note the overall downward trend in the number of incidents attended, including fires (accidental, deliberate and non-domestic), road traffic collisions, false alarms and hoax calls, all of which could be attributed to robust implementation of Service procedures and proactive community safety initiatives. A number of Member queries were addressed, as follows:

The Deputy Chief Fire Officer confirmed that the reporting mechanism for 2017/18 would incorporate Cllr Rees-Evans' comments relating to reporting of co-responder incidents.

In response to a request from Councillor K Curry, the Deputy Chief Fire Officer confirmed that further intelligence data in respect of the occurrence of fires would be provided to Members by way of an annual summary. The Head of Corporate Communication and Business Development further informed Members that, at the request of Members, meetings could be set up with each Head of Response who could provide risk profiling information pertinent to each area. Councillor G Walker referred to the Welsh Government's 'Pathfinder' programme, which provided statistical information on incidents.

Members' attention was drawn to Part 2 of Appendix 1 of the report, whereby the Deputy Chief Fire Officer provided Committee with a synopsis of progress made against each of the Authority's 12 improvement objectives, together with an explanation of how each objective enabled the Service to meet its strategic priorities. Members were pleased to note that significant progress had been made within each improvement objective, with 11 being allocated a green status and 1 an amber status, which was within overall progress tolerance.

In response to comments made by Councillor K Pearson, the Deputy Chief Fire Officer confirmed that target project completion dates would be incorporated into the report which may provide clarification on the progress made according to each project deadline.

Following a question from Councillor T Hennegan relating to the Welsh Housing Quality Standard, the Corporate Head of Prevention and Protection reported that the Service worked closely with Constituent Authorities to ensure adequate fire safety provisions within council owned properties.

At the suggestion of Councillor R Rees-Evans, the Deputy Chief Fire Officer confirmed that the matrix would be reviewed to consider whether Objective 9 had an impact on Service Delivery.

In respect of Objective 12, a discussion ensued on the imminent introduction of a new concept compact fire appliance which had been developed in conjunction with manufacturers to better suit the geography and restricted access issues within some rural areas. The Deputy Chief Fire Officer confirmed that the vehicle would be deployed for extended periods at stations across the Service area to help assess its capability and potential value.

Committee were provided with an update on progress made against the Service's corporate projects, as set out in Part 3 of Appendix 1 of the report, in terms of the Safe, Well and Independent Living project, Emergency Services Mobile Communications Programme and Northern Workshops project.

RESOLUTION

It was RESOLVED that the Performance, Audit and Scrutiny Committee note the report and progress made to date.

8 TO RECEIVE AND NOTE THE BUSINESS RISK REGISTER UPDATE REPORT TO JANUARY 2017

The Corporate Head of Prevention & Protection presented the Business Risk Update Report to January 2017 to the Committee.

Members were provided with an overview of the Business Risk Register Decision Log (Appendix C) and the eight identified risks.

A summary of the latest considerations by the Business Risk Management Group (BRMG) for each of the risks contained within the Business Risk Register Decision Log was given to Members. It was noted that 6 risks relating to Regulatory Body Compliance, Industrial Relations, Change/Risk Management, Business Continuity/Interruption, Procurement and Security remained on the same amber status and the Attendance Management and Road Risk remained on the same green status.

RESOLUTION

It was RESOLVED that the report be noted.

9 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 any other business. The meeting closed at 12:25.