

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



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

**COFNODION CYFARFOD Y PWYLLGOR
ADOLYGU PERFFORMIAD A PHOLISI
MINUTES OF THE PERFORMANCE AND
POLICY REVIEW COMMITTEE**

**DYDD LLUN, 10 IONAWR 2005
MONDAY, 10 JANUARY 2005**

**PENCADLYS Y GWASANAETH TÂN
HEOL LLWYN PISGWYDD, CAERFYRDDIN
FIRE SERVICE HEADQUARTERS,
LIME GROVE AVENUE, CARMARTHEN**

PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN: Mrs F M Jones

IS-GADEIRYDD/VICE CHAIRMAN:

AELODAU/MEMBERS: Cyng/Cllrs: J J J Davies, D R James,
C Morgan, Mrs C Philpott

YN BRESENNOL /IN ATTENDANCE: D G Sullivan

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: Mrs P Spender,
T E Evans

1 DECLARATION BY MEMBERS OF ANY PERSONAL INTEREST

None were declared

2 TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 18TH OCTOBER 2004

The Minutes of the meeting held on 10th October 2004 were received and approved

3 TO CONSIDER ANY MATTERS ARISING

Item 4 - To Receive And Consider The Performance Management Report For The Period April To June 2004

The Deputy Chief Fire Officer referred to discussions at the last meeting concerning the suggestion that the Fire Authority send letters to the leaders of the six Constituent Authorities emphasising the need to include sprinkler systems in all new Local Authority buildings. He reported that he would be discussing this issue with North and South Wales Fire Authorities with a view to arranging a co-ordinated approach to all Local Authorities in Wales.

4 TO RECEIVE AND CONSIDER THE PERFORMANCE MANAGEMENT REPORT FOR THE PERIOD APRIL TO SEPTEMBER 2004

The latest available quarterly return, which identified the Service's performance against national Performance Indicators, was received and considered. The Clerk reported that he was in the process of rescheduling the timing of future meetings of the Performance and Policy Review Committee to enable the time lag between that and the Performance and Policy Board meetings to be less, thus allowing more up to date figures and reports to be submitted to the full Fire Authority.

RESOLUTION

It was RESOLVED that

The report on Performance Management for the period April to September 2004 be received and noted

5 TO RECEIVE AND CONSIDER A REPORT ON THE STRATEGIC REVIEW OF THE TRAINING AND DEVELOPMENT DEPARTMENT

Divisional Officer John Wilson attended the meeting to present the strategic review of the Training and Development Department which had been commissioned to ensure that:

- i) The training strategy and policy objectives met the needs of the Authority

- ii) The training provided was consistent with the corporate needs of the authority.
- iii) The service was being delivered efficiently and at the least, cost commensurate with the level of quality provided.
- iv) Alternative means by which the service might be delivered to be identified and considered.

The review would be carried out adopting the principles of Best Value and would include applying the 4 C's of Best Value which were Challenge, Compare, Consult and Compete.

DO Wilson reported that the outcome of the review would be included in the Authority's Annual Business and Performance Plans. A series of meetings had been held to establish the key areas for improvement and a project plan incorporating these and other targets had been compiled for members' approval. As part of the Review, questionnaires had been circulated to all staff asking for their evaluation and comments on the training and development currently provided.

A newsletter had been produced and distributed via the internal E-mail system advising all personnel that the review had commenced and to keep them aware of developments. It was also intended to serve as an invitation to encourage staff to contribute to the review process by attendance at meetings and to return the questionnaires previously circulated.

Reference was made to the decision made at the July meeting that Members be nominated to the review team, and it was confirmed that Councillors D R James, J D A Thompson and either G G Clement or Mrs C Philpott (as Chair / Vice Chair respectively of Personnel committee) would be consulted during the Review process.

Councillor C Morgan drew attention to the fact that no Member from Neath Port Talbot was represented on the Personnel Committee.

The Clerk reminded Members that this had been previously highlighted but at that time Members had not wished to make any changes. He suggested that the two Group Leaders met to discuss and put forward any necessary changes in order to ensure representation from each Constituent Authority.

RESOLUTION

It was RESOLVED that

- i) The Strategic review of the Training and Development Department be approved***
- ii) The current membership of the Personnel Committee would be discussed by the Group Leaders to ensure representation from each Constituent Authority***

6 TO RECEIVE AN UPDATE ON THE REVIEW OF THE FINANCE AND ADMINISTRATION DEPARTMENTS

A review of the Finance and Administration departments was currently being undertaken by the Deputy Chief Fire Officer where temporary staffing arrangements had been in place for a considerable length of time. The three Members nominated to the review Team, Councillors C Morgan, T E Evans and J J J Davies would be consulted on the outcome to date with the final proposals expected in March 2005.

RESOLUTION

It was RESOLVED

To consult and discuss with the three Authority Members on the team, the proposals which had arisen from the review to date.

7 TO RECEIVE A VERBAL UPDATE ON THE REVIEW OF CATERING

A Review of Catering services was currently being undertaken and a detailed report would be submitted to Members for consideration at the next meeting.

RESOLUTION

It was RESOLVED

That a report on the Review of Catering services would be submitted for discussion at the next meeting.