

**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, 20 CHWFROR 2006  
MONDAY, 20 FEBRUARY 2006**

**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: JJJ Davies, T E Evans,  
C Morgan, D C Prothero,  
J D A Thompson, C Waller

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: D R James,  
Mrs P Spender

YN BRESENNOL /IN ATTENDANCE: Cyng/Cllr: BJ Hall

**1. PERSONAL MATTERS**

Members welcomed the Director of Financial Services, Mrs Liz Aitken, to the meeting. The Chair reported that Councillor D R James was currently in hospital following a recent illness and Members requested that a letter of good wishes be sent to Cllr James on their behalf.

**2. DECLARATION BY MEMBERS OF ANY PERSONAL INTEREST**

None were declared

**3. TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2005.**

The minutes of the meeting held on 21 November 2005 were received and confirmed as a true record.

**4. TO RECEIVE AND CONSIDER THE BEST VALUE PERFORMANCE INDICATOR QUARTERLY MANAGEMENT REPORT**

Members gave consideration to the BVPI Corporate Health and Service delivery indicators, which formed part of the Service's Performance Management reporting methodology. The report was based on the actual performance for the first 9 months of 2005/2006 projected across the year. It was noted that the format had altered slightly with the removal of the amber category in order to reduce ambiguity.

Areas of concern included the figures relating to the number of days/shifts lost due to sickness absence which had risen above target in recent months. The Deputy Chief Fire Officer informed members that there was a similar pattern throughout the Country and that the shift pattern was being looked at in order to identify and improve on the current trend. It was noted that a marked improvement had shown in other areas following changes to their shift patterns and that all efforts were being made within the Service to reduce sickness absence.

Referring to the recent recruitment campaign, Members were pleased to note that the Service had recruited 6 women firefighters which brought the Service within target for the new BVPI 210 which had been introduced for 2005/2006. Reporting on the service delivery indicators relating to fire, the Deputy Chief Fire Officer highlighted the fact that the general trend from 2001/2002 had decreased significantly, which could largely be attributable to the Service's robust policy of home fire safety audits.

**RESOLUTION**

***It was RESOLVED that***

***The Service Performance Management Report be received and noted***

**5. TO RECEIVE AND CONSIDER AN UPDATE ON THE PROGRESS OF THE PERFORMANCE MANAGEMENT FRAMEWORK AND REVIEW**

Members were aware that the Service was in the process of developing a comprehensive Performance Management Framework (PMF) which would be fully demonstrated to Members in their forthcoming Training Seminars which had been arranged for 27<sup>th</sup> February and 20<sup>th</sup> March.

As the project progressed it was noted that audit support was being provided by the Wales Audit Office who were taking great interest in its development and who had prepared a draft report into the implementation of the Services Performance Management system which had been attached for Members' information. It was noted that the key points from this report had been summarised within the attached paper and that the item be included as a standing item on future agendas in order to allow members to monitor progress. Included for Members was a brief update on the current progress of the PMF

**RESOLUTION**

*It was RESOLVED that*

*the report be received and endorsed and be included as a standing agenda item for all future meetings*

**6. TO RECEIVE A REPORT ON THE STRATEGIC REVIEW OF TRAINING**

Members were aware that to ensure that the Authority complied with the Local Government Act 1999 it was obliged to review all functions and services over a five year period. The Strategic Review of Training formed part of this review plan and was commenced in November 2004 with an update presented on the 10<sup>th</sup> January 2005. However due to the illness of key personnel the review had been suspended and reconvened in August 2005 and a progress update had been received by Members on the 5<sup>th</sup> September 2005.

Members gave consideration to the final report of the Strategic Review of Training which would be progressed when resources become available, or had been prioritised within the training budget for 2005/06 or 2006/07. The planned phasing of the implementation over the following 3 years would be presented to members when all the Authority's priorities were considered as part of the budget setting process later in the year.

The recommendations that had a financial impact were highlighted for members' attention. It was noted that in a full year, the impact on the revenue budget could be an additional £193,000, with capital costs in addition of £160,000. The figures presented in the report were broad indications of the resource implications and would be reinforced prior to commitment :

1.1 That the Head of Training and Development liaise with the Premises department as to the current use and upgrade of current training establishments to those found at Haverfordwest to be replicated within the training accommodation portfolio. Potential increase of capital budget of approximately £200,000 (based on similar training accommodation).

1.5 That the current funding £20,000 for personal undertaking assessor awards to be increased to £32,000 for a five year period subsequently returning back to £20,000pa. In line with the service's requirement for supervisory and middle managers to prove competent in their assessor role which is per their relevant role map. This amount may be funded from the current budget; however, planned training would not be progressed by the value of £12,000pa for this period.

2.2 That the service in conjunction with the purchase of an IT system, issued all staff with electronic portfolios, and that any system purchased is robust enough to manage the current and proposed staff numbers following development plans. The cost for an IT system is £25,000 initial purchase provided for in 05/06 budget with an annual license of £15,000 pa additional requirement. In addition £20,000 would also be required to cover licences for RTIX and Vector Command software.

6.2 That an additional Driving Instructor be employed to address current driver training shortage, assist the service in maintaining its legislative compliance, and address future advances in appliance training.  
The cost of the recommendation is approximately £25,000 plus on costs.

7.1 That the establishment of Training and Development be initially increased by 1 ADO to manage the Staff Development team. This would be in addition to current budgets and would have to form part of a budget bid for 2007/2008.  
Total cost £42,000

7.3 To increase the current assessment verification team from its current staffing level to support the increased demand from supervisory and middle managers achieving the assessor award. Total additional cost £65,000 per annum.

8.1 That due to the losses made within Commercial Training that all business ceases. That personnel be released to operational duty. This would have a nil effect on the budget assuming that two personnel replace operational establishment.

## **RESOLUTION**

***It was RESOLVED that***

***the Authority's Strategic Review of Training be approved in principle and progressed as and when resources became available.***

***Where provision has not been made in current budgets, each specific element within the report with a financial implication for future years be presented to Members individually as part of the 2007/2008 budget planning process.***

***All Commercial training activities within the unit cease due to its non-viability.***

