

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



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

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

**DYDD LLUN, 17 TACHWEDD 2008
MONDAY, 17 NOVEMBER 2008**

**PENCADLYS Y GWASANAETH TÂN
HEOL LLWYN PISGWYDD, CAERFYRDDIN**

**FIRE SERVICE HEADQUARTERS,
LIME GROVE AVENUE, CARMARTHEN**

11.00AM – 12.15PM

PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

IS-GADEIRYDD/VICE CHAIRMAN: P James

IS-GADEIRYDD/VICE CHAIRMAN: J Dudley

AELODAU/MEMBERS: Cyng/Cllrs: C Philpott, J Holmes,
C Crowley, R Lewis, C Morgan,
G Phillips, P Llewellyn,

YMDDIHEURIADAU/APOLOGIES T Tudor

YN BRESENNOL /IN ATTENDANCE: L Aitken, A Howells, P Bates, R Rees,
D Swan

1. DECLARATION BY MEMBERS OF ANY PERSONAL INTEREST

None were declared

2. TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 6th OCTOBER 2008

The minutes of the meeting held on 6th October 2008 were received and approved as a true record.

3. TO CONSIDER A REPORT ON THE WALES AUDIT OFFICE SERVICE JOINT RISK ASSESSMENT 2008

Station Manager D Swan presented the report which provided an update on areas highlighted as being of 'high' risk in the Service joint risk assessment report and indicated the current position against these risks as identified by the risk owners.

The following areas were highlighted:

Firelink Digital Radio System:

The Director of Resources and Procurement reported that the wording in this item required clarification, and requested that it be made clear that the Authority would not be liable for funding the Firelink system

Appointment of an Equalities Officer:

Members expressed concern that the term 'Equalities' could be ambiguous as it covered a wider area of responsibility that was perhaps perceived at first glance. It was agreed that the topic area be re-worded in order to avoid future confusion

RESOLUTION

It was RESOLVED that

The report be received and noted

4. TO RECEIVE A REPORT ON WELSH PERFORMANCE INDICATORS AND PERFORMANCE MANAGEMENT REPORT APRIL – SEPTEMBER 2008

Consideration was given to the reports on Wales Performance Indicators which formed part of the Service's Performance Management reporting methodology.

Planning and Performance Manager, Robert Rees reported that this was the first year Services in Wales had been able to report on the new indicators and as such no comparison data was currently available from North and South Wales Fire and Rescue Services. As had previously been agreed with the Welsh Assembly Government, the Service had calculated indicator values retrospectively for 2007/08 to provide comparison data where possible.

Of the 14 Corporate Health Indicators which were reported on, 11 were on target with three not reaching the target set, although Members were aware that the Indicators had been set at very challenging levels.

Of the Service Delivery Indicators, 21 were on target with 7 showing a negative trend from last year's reporting. It was difficult to draw significant conclusions from the data as it was the first year these indicators had been applied to the Service. Some of the data was provisional due to migration issues in Service Control caused by the introduction of the Firelink Program to the Service and as these were resolved more inference could be drawn from the data.

Items FRS/RRC/C/002 (i), (ii) and (iii) related to the percentage of malicious calls received which were attended or not; although these were projected to be off target due to the nature of the indicator, a full year of data was needed for a realistic comparison. The number of hoax calls received by Service Control in this period was slightly up on last year and this was being monitored closely.

FRS/RRC/C/003(i) (false alarms caused by automatic fire detection – non domestic) was up on last year's performance although the Service had a number of initiatives specifically designed to reduce the unwanted fire alarms further with significant statistical evidence being provided to Commands to support a focussed response to problem premises.

FRS/RRC/S/004(i) and (iii) (delivery of HFSC'S) were off target, however it was noted that the figures quoted were provisional and only accounted for HFSCs entered onto the Terrian database up to 20/09/08. These figures were monitored monthly by County Commanders as part of their regular Command performance meetings. A four year plan was in place where the HFSC's would all be logged onto the CorVu system where a clearer picture would emerge.

Members were pleased to note that the Service was in the top 25% of the UK Performers.

RESOLUTION

It was RESOLVED that

The report be received and noted

5. TO RECEIVE A REPORT ON THE BUSINESS PERFORMANCE MANAGEMENT REPORT APRIL – SEPTEMBER 2008

Members gave consideration to the Performance Management Report, which highlighted objectives in individual business plans that were currently off target. The paper reported on the second quarter performance for the year 2008/09.

All County Commands had looked at their acceptable skill gaps and had increased the targets accordingly which meant that some Commands were shown off target for Effective and Empowered People, which would improve

over the reporting year as progress was made against these skill gaps.

RESOLUTION

It was RESOLVED that

The report be received and noted

6. TO RECEIVE A REPORT ON SCRUTINY OF DEPARTMENTAL BUSINESS PLANS

At the Special meeting of Performance Review and Audit Committee on 6th October 2008, Members had resolved to continue with the Scrutiny of Departmental Business Plans as had been carried out during January and February 2008 and had agreed the scrutiny areas they wished to focus upon.

A number of difficulties had arisen primarily in terms of Members' availability due to diary clashes with existing commitments which had meant that some of the Scrutiny meetings had yet to take place but these were now scheduled to be completed by the end of the week.

A full report would be compiled for consideration at the February meeting of PRAC.

RESOLUTION

It was RESOLVED that

- ***The progress of the next phase of the scrutiny of Departmental Business Plans be noted***
- ***Arrangements be made for future Scrutiny meetings to be held immediately following scheduled Committee meetings if at all possible.***

7. TO RECEIVE A REPORT ON PROPOSED LOCAL GOVERNMENT (WALES) MEASURE

Assistant Chief Fire Officer Paul Bates reported that the Welsh Assembly Government was proposing to reform elements of the statutory basis for service improvement by Local Authorities (including FRA's) in Wales by introducing a new Local Government (Wales) Measure. The fundamental purpose of the measure was to reform and replace the current regime in primary legislation (Best Value Legislation) and to put the WPI process on a statutory basis.

The paper outlined the principal implications to the Service, and the way in which the measure would be developing.

WAG was consulting on specific aspects of the proposed measure and a

response which was largely supportive of the new measure, would be drafted.

RESOLUTION

It was RESOLVED that the report be received and noted

8. TO RECEIVE THE INTERNAL AUDIT REPORT ON THE PAYROLL REVIEW AND THE CREDITORS REVIEW

The Chair welcomed Meirwyn Thomas from the Internal Audit Department at Carmarthenshire County Council who presented the Internal Audit Reports on the review of the Payroll and Creditors.

Mr Thomas guided Committee through the action plan and recommendations of both reports and said that no fundamental weaknesses had been found. He commended the Finance department as having made year on year improvements

RESOLUTION

It was RESOLVED that the report be received and noted

9. TO RECEIVE THE BUSINESS RISK MANAGEMENT REPORT

Following on from a desk top review of business risks within the Service during June 2008 the outcomes had been discussed at the October meeting of the Business Risk Management Group and a discussion held around the risk register rating applicable to the identified risks. The Business Risk Management Group had also established a defined Agenda for future meetings which would help to focus the Group's attention on specific areas of risk.

RESOLUTION

It was RESOLVED that the report be received and noted

10. TO RECEIVE A REPORT FROM THE EXTERNAL AUDITOR

The Chair welcomed Gilbert Lloyd of KPMG, the Authority's External Auditor's to the meeting. He reported that the Final Accounts had been signed off by Anthony Snow of the Wales Audit Office on 14th November 2008 and that he was currently finalising the Annual Audit Letter which would be presented to the Fire Authority at their meeting on 1st December.