

**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,  
REVIEW AND AUDIT COMMITTEE AT ITS NEXT MEETING**

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

**DYDD LLUN, 25 GORFFENNAF 2011  
MONDAY, 25 JULY 2011**

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

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

**11.00 – 13.05**

**90% PRESENOLDEB/ATTENDANCE**

**Presennol yn y Cyfarfod/Present at Meeting:**

**IS-GADEIRYDD/VICE CHAIRMAN: J Dudley  
IS-GADEIRYDD/VICE CHAIRMAN: M Pepper**

**AELODAU/MEMBERS: Cyng/Cllrs: M Williams, JJ J Davies,  
J Holmes, C Philpott, P Smith, H Morris,  
P James**

**YMDDIHEURIADAU/APOLOGIES: None received**

**YN BRESENNOL /IN ATTENDANCE: D Daycock, C Davies, J Cameron,  
Karen Jones, J Maunder, S Flather,  
C Margetts**

**1 APOLOGIES FOR ABSENCE**

None were received

**2 DECLARATION BY MEMBERS OF ANY PERSONAL AND 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**

The Chair announced the recent passing of Councillor Pearl Llewellyn's husband following a long illness. Members held a minutes silence as a sign of respect and asked that a letter of condolence be sent to Councillor Llewellyn on behalf of the Fire Authority.

**4 TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> APRIL 2011**

The minutes of the meeting held on 18<sup>th</sup> April 2011 were received and approved as a true record.

**5 TO CONSIDER MATTERS ARISING FROM THE MINUTES**

**6 – Business Report – April – December 2010**

In response to a query, the Director of Risk confirmed that all retained duty system vacancies had been filled and that the names of suitable applicants were kept on file for future consideration.

**7 – Scrutiny Review Programme**

The Head of Corporate Communications and Member Support informed Committee that she had recently met with Officers of Brecon and Pembrokeshire National Parks to discuss arranging a joint Scrutiny training initiative, a proposal which was supported by Members

**10 – Internal Review of the Authority's Corporate Governance**

It was noted that the Clerk was currently undertaking a review of the Authority's Constitution and it was anticipated that a report would be presented to Members in the Autumn.

**6 TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 1<sup>st</sup> JUNE 2011**

The minutes of the meeting held on 1st June 2011 were received and approved as a true record. There were no matters arising from the minutes.

## **7 TO RECEIVE THE BUSINESS PLANNING REPORT 2010 - 2011**

The Head of Planning and Performance introduced the Business Planning Report 2010 – 2011 which highlighted the progress made against the objectives in individual business plans. A summary of key areas was provided for consideration in addition to comprehensive information on progress within each Command and Department and the following areas were highlighted:

The Commands had undertaken significant community safety and collaborative initiatives which helped to identify vulnerable members of the community and it was noted that Home Fire Safety Check focus was for higher risk individuals with Commands developing local partnerships to assist in this targeting.

The focus on staff development had seen significant improvement in terms of reducing risk critical skills gaps and a centrally managed recording system had improved the monitoring of Command skill profiles. The introduction of the Individual Development Review (IDR) had served to streamline the Personal Performance and Development Review process, particularly for retained duty system stations.

Projects to develop the Earlswood Training Centre and to provide a *Minerva* Training suite had been completed and arrangements for sharing training facilities with North Wales FRS were in place. Members asked that an update be provided for the Powys Members on the current progress with the new Fire Station at Llandrindod Wells and T/Assistant Chief Fire Officer Cameron agreed to provide this.

In response to a query, Members noted that following a risk assessment the majority of 13.5 ladders had been replaced with shorter models although a number remained in suitable locations. Stations had been asked to produce a business plan in terms of their requirements and it was noted that these could be looked at again if requirements changed within any particular area.

Members asked if the Service Delivery Reports could be presented in a more standardised format as at present each Command highlighted different aspects of their work. A request was also made to have figures in respect of staff reported numerically, rather than as a percentage which could be misleading and it was agreed that this information would be provided. In response it was noted that although the report was viewed in terms of what each Command achieved, it was important to note that all individual Commands had their own differing primary targets and pressures on which they would focus.

### ***RESOLUTION***

***It was RESOLVED***

***That the report be noted.***

## **8 TO RECEIVE A REPORT ON THE SERVICE'S OPERATIONAL LEARNING SYSTEM**

The Director of Risk presented a report on the Operational Learning System which provided the Service with information to deal with learning opportunities that were identified from various sources.

This system demonstrated that the Service was continuously seeking to improve its performance and service delivery and ensured that all events, trends and incidents were captured, recorded and acted upon to maximise learning opportunities and reduce risk.

The following areas of the Operational Learning System were highlighted:

The procedure of using Flexible Duty Officers to attend operational incidents as Reviewing Officers, enabled personnel attending to be provided with feedback to maximise learning opportunities. All reviewed incidents were reported on via the online form which were published on the Service's Business Information Server for personnel to access and learn from their findings.

Incident Decision Logs ensured that the Service and Managers had accurate records of the events, messages & decisions that affected the management of an incident and the reasons for those decisions.

The System Progress Report ensured that items highlighted from major external and internal reports were captured into one single report with any identified gaps being actioned to ensure that the Service had adequate policies and procedures in place.

It was noted that the Operational Risk Management department planned to further develop the Operational Learning System which would enable personnel to access information on incident reviews and national incident reports by having a dedicated site.

### ***RESOLUTION***

***It was RESOLVED***

***That the report be noted.***

## **9 TO RECEIVE A REPORT ON THE NEATH PORT TALBOT COMMAND SCRUTINY EXERCISE**

The Head of Planning and Performance reported that the scrutiny exercise of Neath Port Talbot Command had been undertaken on the 18<sup>th</sup> April 2011 and had been attended by Councillors Jeff Holmes and Myles Pepper.

The Members referred to had been provided with an overview of the Command Structure by the County Commander including a report on the new fire station to

be provided at Gwaun Cae Gurwen and the positive impact this was already having on the local community. Members reflected on the profile of the Command Structure and commented that its performance in terms of the number of incidents attended and the reactive initiatives in place was positive. Focus was given to the wide range of Community Safety work being carried out with detailed information being provided on the partnerships in place with other agencies and the education initiatives across the Command.

The advice, support and inspections undertaken in terms of Business Fire Safety to premises throughout Neath Port Talbot had been reported and Members had been pleased to note the reduction in unwanted fire alarm activations.

Members had discussed the Self Rostered Crewing System at Pontardawe and had been pleased to observe its successful implementation and that a recent review had provided positive outcomes.

The Neath Port Talbot business plan for 2011-2012 had been examined and Members had noted the focus areas for the coming year in terms of rural incident reduction, prioritising HFSC, service delivery and supporting sustainability and the environment. Arrangements for monitoring and communication command objectives had been discussed.

Members commended Officers on the presentation received and were satisfied that all scrutiny focus areas had been addressed.

Following the Scrutiny exercise the following recommendations had been made:

- That Members be invited to attend future large scale exercises if appropriate
- Members asked that consideration be given to evaluating the use of haystack probes for use in all Command areas

Those attending the Scrutiny exercise stressed the importance of Scrutiny and urged all Members to attend the forthcoming programmed Scrutiny Exercises.

## ***RESOLUTION***

***It was RESOLVED***

***That the report be noted.***

### **10 TO RECEIVE THE FOLLOWING WELSH AUDIT OFFICE REPORTS**

The Chair welcomed Lisa Williams from the Wales Audit Office and Victoria de Zouche from KPMG to the meeting

Consideration was given to the following Audit reports:

#### **i Regulatory Programme for Performance Audit April 2011 to March 2012**

Lisa Williams presented the report which laid out the work intended to be undertaken by the Wales Audit Office in terms of its Regulatory Programme for Performance Audit for the 2011-12 financial year.

The work was detailed in a work plan and timetable and would be aligned to the Authority's improvement objectives and tailored accordingly. Officers from the Wales Audit Office would liaise closely with the Authority in developing the Work Plan and it would be reviewed on a quarterly basis.

In response to a question as to whether there would be further opportunities for Members to work more closely with the Wales Audit Office, Lisa Williams responded that she would welcome collaborative working and further discussions would take place as to how this could be achieved.

**RESOLUTION**

***It was RESOLVED***

***That the report be noted***

**ii Financial Audit Outline**

Victoria de Zouche from KPMG, presented the Financial Audit Outline which had been prepared to meet the requirements of auditing standards and proper audit practices. The report provided the Mid & West Wales Fire and Rescue Authority with an outline of the financial audit work required for the 2010-2011 financial statements.

**RESOLUTION**

***It was RESOLVED***

***That the report be noted***

**iii Improvement Assessment including Corporate Assessment Update**

Lisa Williams presented a letter from the Auditor General for Wales which provided an update on the Wales Audit Office Improvement Assessment Process.

It was reported that in line with the suggestions which had been made in the Audit Office's Annual Improvement Report in January 2011, the Authority had recognised the need to develop performance and outcome measures, and workshops were being run over the summer facilitated by the Wales Audit Office to further develop the Authority's approach. It was noted that further workshops were planned for 2012 – 13.

**RESOLUTION**

***It was RESOLVED***

***That the report be noted***

**11 TO RECEIVE A REPORT ON THE INSPIRE WALES AWARD**

It was noted that Mid and West Wales Fire and Rescue Service had won first place at the Inspire Wales Awards for its innovative work in promoting the use of Welsh in the workplace in the strongly contested 'Welsh in the Workplace' category at the awards ceremony run by the Institute of Welsh Affairs. The award had been presented by S4C presenter Angharad Mair, after the Service beat 29 entrants from across Wales and placed on a shortlist of three finalists.

The Service had to support its application with evidence of activities and projects implemented, including its 'Tân Y Ddraig – Dysgu Cymraeg' in-house Welsh language courses for staff. This was followed up with an interview before a judging panel who asked some searching questions.

The 'Welsh in the Workplace' category had been created to acknowledge organisations within the private and public sectors who had taken active steps to promote and increase the use of the Welsh language within their organisation, resulting in a positive impact.

***RESOLUTION***

***It was RESOLVED***

***That the report be noted***

**12 TO RECEIVE THE WELSH PERFORMANCE INDICATOR REPORT APRIL 2010 – MARCH 2011**

The Head of Planning and Performance reported on performance information for April 2010 – March 2011 set against the Welsh Performance Indicators and it was noted that a further report on dwelling fire fatalities for Quarter 4 would be discussed separately later in the meeting as an exempt item.

It was reported that the Service had a total of 14 reportable Corporate Health Indicators of which 7 (50%) were on target with another 3 showing within tolerance. The remaining 4 indicators were off target and these related to issues of sickness absence which were reported in detail at the People and Organisational Development Committee.

Of the 28 reportable Service Delivery indicators, 15 (54%) were currently on target, with another 8 being within tolerance. The five indicators which were off target related to accidental dwelling fire fatalities, deliberate fire setting and smoke alarm activation.

It was noted that challenging long term targets had been set by the Authority on

all of the Statutory and Core Indicators in order to focus on delivering visible improvements in these areas.

**RESOLUTION**

***It was RESOLVED***

***That the report be noted.***

**13 TO RECEIVE A REPORT ON THE PERFORMANCE INDICATOR FRAMEWORK FOR 2011 ONWARDS**

The Head of Planning and Performance reported that a revised framework for Statutory, Core and Local Performance Indicators had been provided by the Welsh Government following a review of arrangements and consultation and which had been effective from 2011-2012 onwards.

The suite of Statutory and Core Performance Indicators (PI) introduced by the Assembly Government for 2007/2008 had been reviewed by the PI Working Group who identified the need to improve the set of indicators. This had resulted in a formal consultation on future arrangements for performance reporting which had been undertaken between November 2010 and January 2011. The report provided Members with a summary of the changes in terms of reporting Statutory and Core Indicators and on the Service's arrangements for developing local performance information from 2011-2012 as reported in the W-FRS Circular (2011) 04 provided in March 2011.

Performance information would continue to be reported to the Service Improvement Forum, Policy Board and PRAC according to the Performance Reporting Cycle and this reporting would evolve as local indicators were developed and the Service performance management system *Ffynnon* would be utilised to bring together the information.

Members noted that the Annual Action Plan would report on the Statutory Indicators and Core indicators and other local performance information would be used to supplement this reporting.

**RESOLUTION**

***It was RESOLVED***

***That the report be noted***

**14 It was resolved, that pursuant to section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the reason, that if they were present, it was likely that there would be disclosure to them of exempt information within the description of Schedule 12A(1) to the Local Government Act 1972, namely information relating to a particular individual**

**15 TO RECEIVE A REPORT ON ACCIDENTAL DWELLING FIRE FATALITIES  
JANUARY – MARCH 2011**

The Director of Risk provided information on the four accidental dwelling fire fatalities which had occurred during the last quarter of the 2010-2011 reporting period.

This report had been provided to supplement the accidental dwelling fire fatalities figures reported in the Welsh Performance Indicator Report and provided information on a range of factors for each incident along with the action taken by the Service in response to this.

The four accidental dwelling fire fatalities occurred between January and March 2011, bringing the total to 6 for the 2010-2011 reporting period. This had been reduced from 7 during the previous reporting year but was still off the Service's challenging target.

**RESOLUTION**

*It was RESOLVED that*

*The report be noted*