

**Non-Exempt Minutes of the Meeting of
Shropshire and Wrekin Fire and Rescue Authority
Audit and Performance Management Committee
held in the Oak Room, Headquarters, Shrewsbury
on Thursday, 29 January 2015 at 2.00 pm**

Present

Members

Councillors Mrs Bould, Hurst-Knight, Dr Jones (Chair), Kiernan, Mellings (Vice-Chair) and Roberts

Officers

Chief Fire Officer, Assistant Chief Fire Officer, Treasurer, Head of Operations, Company Manager, Planning and Performance Manager and Executive Support Officer

External Bodies

Mr Seddon (Audit Services, Shropshire Council)

The Chair welcomed Councillor Roberts, who had replaced Councillor Bennett on the Fire Authority. The Committee thanked Councillor Bennett for his contributions to the meetings.

1 Apologies for Absence

Apologies for absence had been received from Councillor Adams.

2 Disclosable Pecuniary Interests

The Chair reminded Members that they must not participate in the discussion of, or voting on, any matter, in which they had a Disclosable Pecuniary Interest, and that they should leave the room prior to the commencement of the debate on any such matter.

Councillors Kiernan and Mellings declared a Disclosable Pecuniary Interest in items 9 and 12, as Directors of Shropshire Fire Risk Management Services.

Both Members had been granted a dispensation by the Standards Committee, which allowed them to take part in the discussion of, and vote on, matters, relating to Shropshire Fire Risk Management Services, providing that legal opinion considered the participation to be appropriate. Items 9, 12a and 12b fell within the dispensation, as they provided merely historic data. As item 12c required the Committee to make a decision, Councillors Kiernan and Mellings undertook to leave the room before the discussion of, and vote on, the item began.

3 Non-Exempt Minutes

Members received the non-exempt minutes of the Audit and Performance Management Committee meeting, held on 6 November 2014.

It was proposed by Councillor Mellings, seconded by Councillor Hurst-Knight and, with Councillor Roberts abstaining, as he had not been present at the meeting, it was

Resolved that the non-exempt minutes of the Audit and Performance Management Committee meeting, held on 6 November 2014, be agreed and signed by the Chair as a correct record

4 Public Questions

No questions, statements or petitions had been received from members of the public.

5 Audit and Performance Management Committee Proposed Work Plan 2015 / 2016

This report put forward a 2015 / 2016 Work Plan for the Audit and Performance Management Committee for consideration and approval by Members. The report also reviewed implementation of the activities listed in the previous year's Work Plan.

It was proposed by Councillor Mrs Bould, seconded by Councillor Hurst-Knight, and

Resolved that the Committee approve the Audit and Performance Management Committee Work Plan 2015 / 2016, attached as an appendix to the report, without amendment

6 Internal Audit Plan 2015/16

This report reviewed the programme of audit work for the period 2015/16 and recommended that the Fire Authority approve changes to the programme, as set out in the report.

Councillor Mellings referred to the Computer Services audit and asked if 5 days were sufficient in 2015/16, given that the number of days had been increased in 2014/15. The Assistant Chief Fire Officer (ACFO) explained that 5 days was felt to be sufficient, as implementation of the issues identified in last year's audit was nearing completion.

It was proposed by Councillor Mellings, seconded by Councillor Hurst-Knight, and

Resolved that the Committee recommend that the Fire Authority approve the programme of audits for 2015/16, as set out in the report

7 Annual Governance Statement 2014/15 Improvement Plan

This report summarised the progress made to date against the improvements contained in the Annual Governance Statement (AGS) Improvement Plan 2014/15.

Councillor Mellings referred to IRN 2 – Service Transformation Programme (STP) and asked if the report to the Committee in April would take the format of a presentation or a report. The Planning and Performance Manager (PPM) responded that his intention was to bring a report to the Committee. The ACFO explained that Members will receive a one-hour training session on service transformation on the day of the February Fire Authority meeting. She added that a benefits capture exercise was currently being undertaken in relation to the STP.

It was proposed by Councillor Kiernan, seconded by Councillor Roberts, and

Resolved that the Committee note the progress made against each of the improvements contained in the AGS Improvement Plan 2014/15

8 Public Value Performance Measures April 2014 to January 2015

This report presented a summary of the Service's performance for the period April 2014 to January 2015.

The ACFO explained that, to date, five of the six public value measures were on target. Measure 1b – the first fire engine will arrive with a minimum competent crew on 100% of occasions was still not being achieved. This was due to issues with fitness assessments and the measure was currently under review.

Councillor Hurst-Knight asked if the issues related to a particular station. The ACFO replied that they were not. There were two stations where the target had been missed, because of operational reasons, but work on the indicator had identified the stations where there were issues and these had been rectified.

Councillor Mellings asked what officers' thoughts were with regard to target setting for the coming year. The Chief Fire Officer (CFO) explained that the issue had been discussed by the Service Management Team and it had been agreed that the five-year trends for the indicators would be used to inform decisions about whether to adjust targets or not.

It was proposed by Councillor Dr Jones, seconded by Councillor Roberts, and

Resolved that the Committee note the report

9 Shropshire Fire Risk Management Services Ltd. Performance Reporting

This report provided information on the performance of the Fire Authority controlled company, Shropshire Fire Risk Management Services (SFRMS).

The appendix to this report contained exempt information and would, therefore, be considered in closed session at item 12.

The Company Manager advised that the Fire Industry Association complaint to the European Commission was ongoing. The Chief Fire Officers Association was preparing a response to the challenge on behalf of the fire authorities concerned. He said that additions had been made to the SFRMS literature, which made the connection to Shropshire Fire and Rescue Service clear.

It was proposed by Councillor Dr Jones, seconded by Councillor Mrs Bould, and

Resolved that the Committee:

- a) Note the report; and
- b) Consider, in closed session, the performance measures put forward in the revised Business Plan, attached at exempt paper 12c

10 Local Government Act 1972

It was proposed by Councillor Roberts, seconded by Councillor Hurst-Knight, and

Resolved that, under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involved the likely disclosure of exempt information, as defined by the provisions of Part I of Schedule 12(A) to the Act, by virtue of Paragraph 3

11 Exempt Minutes (Paragraph 3)

Members received the exempt minutes of the Audit and Performance Management Committee meeting, held on 6 November 2014.

It was proposed by Councillor Hurst-Knight, seconded by Councillor Mellings and, with Councillor Roberts abstaining, as he had not been present at the meeting, it was

Resolved that the exempt minutes of the Audit and Performance Management Committee meeting, held on 6 November 2014, be agreed and signed by the Chair as a correct record

12 Shropshire Fire Risk Management Services Ltd. (Paragraph 3)

The Committee received the following appendices to report 9, which contained exempt information:

- 12a** Financial Statements; and
- 12b** Performance Information and Commentary.

It was proposed by Councillor Roberts, seconded by Councillor Hurst-Knight and

Resolved that the Committee note exempt papers:

12a Financial Statements

12b Performance Information and Commentary

At this point (2.30 pm) Councillors Kiernan and Mellings left the meeting before the discussion of, and vote on, item 12c began.

It was proposed by Councillor Mrs Bould, seconded by Councillor Roberts, and

Resolved that the Committee agree the revised performance measures set out in the Business Plan

The meeting closed at 2.40 pm.

Chair.....

Date.....