

Shropshire and Wrekin Fire Authority
Audit and Performance Management Committee
Meeting to be held at Brigade Headquarters, Shrewsbury
on Thursday, 13 May 2010 at 2.00 pm

Agenda

1 Apologies for Absence

No apologies for absence have been received.

2 Declarations of Interest

Members are reminded that they should declare any personal and/or prejudicial interests at this point and that they should leave the meeting room before any item, in which they have a prejudicial interest, is discussed.

3 Minutes

Members are asked to agree the minutes of the Audit and Performance Management Committee meeting, held on 18 February 2010, and that they be signed by the Chair as a correct record. Attached marked **3 For decision**

4 Public Questions

Members are asked to receive any questions, statements or petitions, of which notice has been received, from members of the public.

**5 Audit and Performance Management Committee
Terms of Reference**

This report provides details of the Terms of Reference of the Audit and Performance Management Committee, as they appear in the Fire Authority's Members' Handbook, for review by this Committee. Attached marked **5 For decision**

6 Member Role Descriptions

This report asks Members to review the existing Role Descriptions for the Chair and Vice-Chair of the Audit and Performance Management Committee and Member Champion for Risk Management and Audit and make recommendations regarding any additions and / or amendments required to the Fire Authority. Attached marked **6. For decision**

7 Member Champions and Reporting

This report examines the current Member Champion reporting regime and advises of a fundamental review of Member Champion roles. Attached marked **7. For information**

- 8 Internal Audit Annual Report**
The 2009/10 Summary Audit Report from Internal Audit is attached marked **8**.
For information
- 9 Risk Management Group
Internal Audit Progress Monitoring Report**
This report provides Members with an update on the monitoring of recommendations made by Internal Audit that is undertaken by the Risk Management Group. It specifically covers details about the progress made against outstanding recommendations. Attached marked **9 For decision**
- 10 Annual Governance Statement 2009/10 and
Improvement Plan 2010/11**
This report sets out the draft Annual Governance Statement (AGS) and AGS Improvement Plan 2010/11 to be included in the Fire Authority's Final Accounts for 2009/10. Attached marked **10. For decision**
- 11 Review of Treasury Management Arrangements**
This report sets out the current arrangements for review by the Committee, as requested by the Fire Authority in April 2009. Attached marked **11 For decision**
- 12 Summary of Compliments and Complaints 2007/08 to 2009/10**
This report advises Members of summary details regarding the compliments and complaints received during 2009/10, with comparisons to 2007/08 and 2008/09. Attached marked **12. For information**
- 13 Performance**
- 13a Operational Performance Assessment Key Performance Indicators**
This report informs Members of the score, which would be attributed to this Authority for the Key Performance Indicator element of the performance assessment 2009/10, based on current performance, if assessed. Attached marked **13a. For information**
- 13b Performance against Best Value Performance Indicators
April 2009 to March 2010**
This report informs Members of the Brigade's performance against nationally prescribed Best Value Performance Indicators for the period 1 April 2009 to 31 March 2010. Attached marked **13b. For information**
Please note Appendix D is to follow.
- 13c Summary of Progress within the Improvement Priorities for 2009/10**
The purpose of this report is to demonstrate to Members progress on the Fire Authority's Improvement Priorities. Attached marked **13c. For information**
- 13d Retained Duty System Performance Monitoring
December 2009 to March 2010**
This report provides information regarding the ongoing performance of the Retained Duty System in Shropshire. Attached marked **13d. For information**

14 Equality and Diversity

14a Equality and Diversity Steering Group Summary Report

This report provides the Committee with a summary report on the work of the Equality and Diversity Steering Group. Attached marked **14a**.
For information

14b Progress on the Single Equality Action Plan

This report updates Members on the progress of actions identified within the Single Equality Action Plan, which is being monitored through the Directorate Business Plans. Attached marked **14b**. **For information**