

**Minutes of the Meeting of  
Shropshire and Wrekin Fire Authority  
Performance Management Committee  
held at Brigade Headquarters, Shrewsbury,  
on Thursday, 30 March 2006 at 5.00 pm**

**Present:** Councillors Lt Col Allen (Chair), Benyon, Mellings, Lloyd, Picken (Vice-Chair) and Tandy

**1 Apologies for Absence**

Apologies for absence were received from Councillor Mrs Holyoak.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Minutes**

**Resolved:** *that the minutes of the Performance Management Committee meeting, held on 9 January 2006, be approved 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 Order of Agenda**

It was noted that some officers had other business to attend to and would, therefore, need to leave the meeting as soon as possible.

The Chair proposed that the order of the agenda be varied so that the items on Statement on Internal Control Improvement Plan be considered next, followed by the items on Internal Audit and Risk Management Audit Results.

**Resolved:** *that the order of the agenda be varied so that the Statement on Internal Control Improvement Plan be considered as the next item, followed by the items on Internal Audit and Risk Management Audit Results.*

**6 Statement on Internal Control Improvement Plan**

This report advised that the Fire Authority's current Statement on Internal Control (SIC) Improvement Plan was being brought to a close, providing a summary of the improvements, which had been made to the Authority's control systems as a consequence. It also highlighted the need for those pieces of work, which remained uncompleted, to be included in the new SIC Improvement Plan to be created as a result of the Statement on Accounts in June 2006.



Members were informed that the work elements to be carried forward to the new SIC Improvement Plan, namely the Staff Handbook and the Code of Conduct for all staff, were to be produced by the Human Resources Department and that these were being prioritised accordingly. The work on the Service's Business Continuity Planning arrangements was due to be completed during the forthcoming month.

**Resolved:** *that Members note:*

- a) *That the SIC Improvement Plan for 2005/06 was being brought to a close;*
- b) *The improvements made to the Fire Authority's System of Internal Control as a result of the SIC Improvement Plan 2005/06; and*
- c) *That those work items, which remained uncompleted, would be appropriately prioritised in the new SIC Improvement Plan for 2006/07.*

## **7 Internal Audit**

The report of the Treasurer highlighted the progress made on recommendations arising from the Fire Authority's internal audit for 2004/05, and also confirmed the completion of the outstanding risk management element of the audit.

**Resolved:** *that Members:*

- a) *Note the progress made on issues raised as a result of the 2004/05 internal audit; and*
- b) *Note that the outstanding risk management audit had now been completed.*

## **8 Risk Management Audit Results**

The report of the Chief Fire Officer informed Members of the results from the recent Internal Audit review of the Fire Authority's Risk Management System, and the actions being taken to improve those areas of weakness identified.

Members were informed that the Risk Management Training, mentioned at item 1 of the Appendix to the report, had taken place on 29 March 2006, for Policy Group members and other Chairs of meetings, who had risk on their agendas. Officers thanked the Chair of the Performance Management Committee for attending the Training.

**Resolved:** *that Members note:*

- a) *The areas of the Fire Authority's Risk Management System identified as requiring improvement, as recommended by Internal Audit; and*
- b) *The work planned to ensure these improvements be implemented in a timely manner.*

## **9 Performance Plan 2006-08**

The report of the Chief Fire Officer advised of the proposed structure and contents of the Fire Authority's Performance Plan 2006-08, as recently approved by the Strategy and Resources Committee.



The Assistant Chief Fire Officer (ACFO) tabled a Centrelink document entitled 'Strategic Directions', upon which the proposed structure of the Fire Authority's Performance Plan had been based. Members also received a Powerpoint presentation, which showed how the structure of the Performance Plan had been decided. Copies of both are attached to the signed minutes.

Members were particularly interested in how the Fire Authority would help with the reduction of road traffic collisions (RTC's). They were informed that this would be achieved by working closely with partners, and that six open days, focussing on RTCs, were planned, in which Fire Authority Members would be involved.

The ACFO was thanked for the presentation and it was

**Resolved:** *that Members:*

- a) *Note the structure of the two-year Performance Plan 2006-08, as set out in the report;*
- b) *Note the agreed changes to the Fire Authority's Corporate Aims and Objectives;*
- c) *Note the presentation, summarising the activities undertaken by officers to identify factors that might influence and impact upon the Fire Authority's aims and objectives;*
- d) *Note the proposed suite of draft shared priorities; and*
- e) *Instruct officers to present a completed Performance Plan 2006-08, together with the proposed ongoing performance monitoring and management arrangements at the Committee's next meeting (15 June 2006).*

## **10 Performance against Performance Plan 2005/06**

The report of the Chief Fire Officer informed Members of the Brigade's performance in delivering the service objectives set out within the Fire Authority's Performance Plan 2005/06.

Members asked whether, for future meetings, the progress charts, attached as an appendix, could be made clearer by using colour coding, or similar, to show the progress of each of the objectives. Officers agreed to look at ways this could be done.

The Programme Manager brought to the attention of Members the file containing the up-to-date progress of the Brigade's Service objectives and informed them that it would be made available at future meetings of the Fire Authority.

**Resolved:** *that the report be noted.*

## **11 Performance against Best Value Performance Indicators April to December 2005**

The report of the Chief Fire Officer advised of the Brigade's performance against nationally prescribed Best Value Performance Indicators (BVPI's) for the period 1 April to 30 December 2006.

Members' attention was drawn to the table attached at Appendix E. This had been produced for information using the most up-to-date, but unverified, data. Members



agreed that they had found the information useful and requested that the unverified data be included in future reports to the Committee.

**Resolved: that:**

- a) *The report be noted;*
- b) *Members receive future reports that focus on the statistics for which there was little or no improvement and also include a short paragraph of explanation as to why; and*
- c) *Future reports include the unverified data table.*

## **12 2005/06 Expenditure Statistics**

The report of the Treasurer set out the comparative financial information for fire authorities, as reported by the Chartered Institute of Public Finance and Accountancy (CIPFA). This would enable the Fire Authority to consider areas for further investigation with the intention of ensuring that any opportunities for improving performance would be fully explored.

Members tasked the Treasurer with contacting CIPFA to clarify those anomalies identified by the Committee, particularly the figures relating to supplies and service, which did not seem to be correct.

**Resolved: that:**

- a) *The report be noted; and*
- b) *Members request that the Fire Authority assures itself that any potential opportunities for service improvement are followed up, through the Strategy and Resources Committee.*

The meeting closed at 6.50 pm

**CHAIR:**.....

**DATE:**.....

