

**Minutes of the inaugural Meeting of  
Shropshire and Wrekin Fire Authority  
Performance Management Committee  
held at Brigade Headquarters, Shrewsbury,  
on Monday, 9 January 2006 at 5.00 pm**

**Present:** Councillors Lt Col Allen, Benyon, Mrs Holyoak, Mellings, Picken and Tandy

## **1 Election of Chair**

It was proposed by Councillor Picken and seconded by Councillor Benyon

That Councillor Allen be elected Chair of the Performance Management Committee to hold office until the meeting of the Performance Management Committee immediately following the Annual Meeting of the Fire Authority.

There being no other nominations, Councillor Allen was duly elected Chair.

## **2 Appointment of Vice-Chair**

It was proposed by Councillor Tandy and seconded by Councillor Mellings

That Councillor Picken be appointed Vice-Chair of the Performance Management Committee to hold office until the meeting of the Performance Management Committee immediately following the Annual Meeting of the Fire Authority.

There being no other nominations, Councillor Picken was duly appointed Vice-Chair.

## **3 Apologies for Absence**

No apologies for absence had been received.

## **4 Declarations of Interest**

There were no declarations of interest.

## **5 Public Questions**

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

## **6 Order of Agenda**

It was noted that, because of the re-scheduled date and time of the meeting, some officers had other business to attend to and would 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 Internal Audit and the Statement on Internal Control Improvement Plan Progress be considered next.

**Resolved:** *that the order of the agenda be varied so that the items on Internal Audit and the Statement on Internal Control Improvement Plan be considered as the next items on the agenda.*

## 7 Internal Audit

The report of the Treasurer set out the scope and nature of the Fire Authority's internal audit, reported on the 2004/05 audit findings and also reported on the performance of internal audit. The Assistant Chief Fire Officer tabled the Performance Plan 2005/06 and the Auditor's Report on the Best Value Performance Plan 2004/05 (copies of which are attached to the signed minutes).

The Principal Accountant updated Members on progress since the report had been produced in December and reported further on the three recommendations, which had been considered more fundamental within the audit report. Members were informed that the Risk Management Audit, which was not completed during 2004/05, was due to start on 10 January 2006.

In response to a question from Members the Principal Accountant advised that the majority of minor recommendations had already been, or were currently being dealt with.

**Resolved:** *that Members:*

- a) *Note the current strategy for delivering internal audit;*
- b) *Note the issues raised and the action being taken; and*
- c) *Note the general satisfaction with internal audit performance notwithstanding the delays that have occurred with some aspects of the work.*

Members received, as a tabled document, the Annual Audit Letter 2004/05 that had been produced by the Audit Commission (a copy of which is attached to the signed minutes). They were informed that the Letter had been put on the Brigade's website before 31 December 2005, as requested by the Audit Commission.

Members asked why the Authority had scored only 2 for 'Resources and value for money'. Officers explained that this was because the Authority did not have a medium term financial strategy in place when the Comprehensive Performance Assessment had been carried out. This was now being addressed but difficulties remained, because of the uncertainty surrounding Government funding. Medium term had been confirmed as between 5 and 10 years.

Members highlighted that the terms of reference of the Committee needed to be amended to include specific reference to audit responsibilities. The Committee and Administration Manager informed Members that a report would be taken to the next full Authority meeting requesting this amendment and also a reduction in the quorum of the Committee.



## **8 Statement on Internal Control Improvement Plan Progress**

The report of the Chief Fire Officer, advised Members of the progress made to date on the Statement on Internal Control (SIC) Improvement Plan 2005/06.

**Resolved:** *that Members:*

- a) *Note the progress made towards completion of the Fire Authority's SIC Improvement Plan 2005/06; and*
- b) *Note that such progress reports would be brought to the Committee quarterly.*

## **9 Performance against Best Value 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.

The Assistant Chief Fire Officer gave a short demonstration to Members on the proposed on-line Performance Plan, which would be published for Members on the Brigade's website. The website gave Members access to further information on the various Service Objectives and progress made. Members agreed the system and commented that it was a good way to be kept updated.

Members requested that they be updated specifically on those service objectives that had a gold priority ranking or short completion dates and that the Committee be informed of any objectives that had not achieved their proposed completion date. Officers agreed to develop a matrix, containing the required information, to be presented at future Performance Management Committee meetings.

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

## **10 Performance Against Best Value Performance Indicators April to September 2005**

Members received a report of the Chief Fire Officer, informing them of the Brigade's performance against nationally prescribed Best Value Performance Indicators (BVPI's) for the period 1 April to 30 September 2005.

The Assistant Chief Fire Officer brought Members' attention to Appendix B of the report and explained that the statistics showed trends, which were seasonal, coincided with school holidays and increased in the winter because of chimney fires.

Members requested that attention should be focused on statistics that were not showing improvement and that explanations, comments, reasons and information on how improvement was to be made should be included in future reports. At the request of the Chief Fire Officer, it was also agreed that Members would be advised when significant improvements in results had been achieved within the deadlines set.

**Resolved:** *that:*

- a) *The report be noted; and*
- 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.*



## 11 Future Meetings

A schedule of Proposed Dates for Meetings 2006/07 was tabled (a copy of which is attached to the signed minutes) and the dates agreed by Members.

**Resolved:** *that Members agree the dates as set out on the tabled document, Proposed Dates for Meetings 2006/07.*

The meeting closed at 6.05 pm

CHAIR:.....

DATE:.....

