

# **WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

## **MINUTES OF A MEETING OF THE AUDIT COMMITTEE HELD AT FIRE SERVICE HEADQUARTERS, BIRKENSHAW, ON 10 SEPTEMBER 2010**

Present: Councillor D Ridgway (in the chair and as substitute for Councillor D Gray), V Binney (as substitute for Councillor M Jamil), P Booth, J Illingworth (Agenda item nos 9 – E17 only, Min nos. 9 - 17 refer), M Khan and B Smith (as substitute for Councillor T Hardwick)

Apologies: Councillors D Gray, T Hardwick and M Jamil

In attendance :	Mr M Wilkinson	-	Standards Committee chair
	Graham Kettles	-	Audit Commission
	Simon Straker	-	Internal Audit

Due to the absence of the Committee Chair and Vice Chair, Councillor Ridgway was appointed as Chair of the meeting by those Members present.

### **1 MINUTES OF THE LAST MEETING**

#### **RESOLVED**

That the Minutes of the meeting held on 18 June 2010 be signed by the Chair as a correct record.

### **2 URGENT ITEMS**

None.

### **3 EXCLUSION OF THE PUBLIC – SECTION 100A, LOCAL GOVERNMENT ACT 1972**

#### **RESOLVED**

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public and press were present during this item, there would be disclosure to them of exempt information of the descriptions specified.

<b>AGENDA ITEM NO.</b>	<b>TITLE OF REPORT</b>	<b>MINUTE NUMBER</b>	<b>Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972</b>
E17	Risk Management and Business continuity	17	Paragraph 3 – financial or business affairs

#### **4 DISCLOSURES OF INTEREST**

There were no disclosures of interest in any matter under discussion at the meeting.

#### **5 MINUTES OF THE REGIONAL MANAGEMENT BOARD**

##### **RESOLVED**

That the Minutes of a meeting of the Regional Management Board held on 29 July 2010 be noted.

#### **6 INTERNAL AUDIT QUARTERLY REVIEW**

Consideration was given to a report of the Chief Finance Officer which advised of the progress made by internal audit from April – August 2010.

It was reported that all areas examined by audit during this period had received a minimum of adequate assurance. The key recommendations contained within the report relating to Creditors, Key Controls and Treasury Management had been actioned by management.

##### **RESOLVED**

That the report be noted.

#### **7 OLDER PEOPLE'S MYSTERY SHOPPER RESULTS**

The Director of Corporate Services submitted a report which advised Members of the feedback from the Older People's Mystery Shopping exercise which had been undertaken in Bradford District.

It was reported that all the mystery shoppers rated the customer service as "excellent" at each of the participating fire stations.

##### **RESOLVED**

- (i) That the report be noted; and
- (ii) That, in response to a query from Councillor Khan, enquiries be made of the Older People's partnership to ascertain how language issues would be tested in such exercises.

## **8 HOME FIRE SAFETY CHECKS – ANNUAL SURVEY**

The Director of Corporate Resources presented a detailed report which advised of the feedback from the Home Fire Safety Check follow-up survey 2009 / 10. Fifty questionnaires had been distributed on a monthly basis and, during 2009 / 10, the response rate had been 37% , of which 99.5% of which were from respondents who had been satisfied with the Home Fire Safety Check.

A number of areas had been identified for improvement which included the following;

- Reduction in the number of residents who had to wait more than 5 weeks for the check to be undertaken following initial contact
- Increased promotion of fire safety measure – particularly with the over-50 age group
- Increased percentage of visits where a fire safety leaflet is left with the resident

Members commented about the removal of the national key indicators and whether this would impact on the collection of data. The Deputy Chief Fire Officer responded that a number of authorities used the same company for the provision of services relating to the survey – their respective results would continue to be made available to this Authority.

### **RESOLVED**

That the report be noted.

## **9 SCHOOL FIRE SAFETY VISITS – ANNUAL SURVEY**

Consideration was given to a report of the Director of Fire Safety and Community Relations which informed Members of the feedback from the school fire safety visit survey 2009 / 10.

Overall the feedback had been positive and an action plan had been established which would address those areas where respondents were not entirely satisfied with the arrangements for the visits.

### **RESOLVED**

- (i) That the report be noted; and
- (ii) That the issues raised by one specific school and proposed resolutions be reported in greater detail to a future meeting.

## **10 QUALITY OF SERVICE SURVEY**

The Director of Corporate Resources submitted a report which advised Members of the feedback from the Quality of service survey 2009 / 10 which had been undertaken on a monthly basis in locations where there had been recent fire activity.

It was reported that 99% of respondents (domestic and commercial) had expressed satisfaction with the service they received.

#### **RESOLVED**

That the report be noted.

### **11 PROTECTION ACTIVITIES – CUSTOMER SURVEY**

Members considered a report of the Director of Fire Safety and Community Relations which reported on the outcome of the 2010 Customer Survey of Protection Activities.

It was reported that 89.7% of those surveyed considered the visit by the inspecting officer to be of benefit to them and their business.

#### **RESOLVED**

That the report be noted.

### **12 PERFORMANCE INDICATORS OUTTURN FIGURES 2009 / 10 AND TARGETS**

The Director of Corporate Resources submitted a report which informed Members of the Authority's performance indicator outturn figures for 2009 / 10.

It was reported that the collation of data for certain key indicators would continue to be monitored within this Authority. However, there was no guarantee that other comparator authorities would share the same information. The only target which had not been achieved during 2009 / 10 was reported as being the number of fatalities per 100,000 population – accidental dwelling fires.

#### **RESOLVED**

That the report be noted.

### **13 PERFORMANCE MANAGEMENT ACTIVITY REPORT**

The Director of Corporate Resources submitted a report informing Members of the Authority's performance against key indicators and of its performance in comparison with other Metropolitan Fire and Rescue authorities. The report referred specifically to those areas where the Authority was not achieving its targets as follows;

- Arson incidents
- Health and Safety ( injury accidents)

Members were advised that the incidences of arson had followed a downward trend but had not achieved target due to the dry weather during the summer period and associated proliferation of grass fires.

The number of injury accidents, whilst not achieving target, still continued in a downward trend.

## **RESOLVED**

That the report be noted.

## **14 IMPROVEMENT PLAN**

Consideration was given to a report of the Director of Corporate Resources which updated Members on the progress made to date on the Authority's Improvement Plan.

It was reported that significant progress had been made in the majority of areas.

## **RESOLVED**

That the report be noted.

## **15 AUDIT COMMISSION ANNUAL GOVERNANCE REPORT AND AUDIT OPINION**

The Chief Finance Officer submitted a report which presented the Audit Commission's Annual Governance report following the audit of the Authority 2009 / 10 statement of accounts.

It was reported that the consideration of the report would enable the Audit Commission to issue an opinion on the accounts of the Fire Authority.

During the course of the Audit the Auditors recommended one change to the statement of accounts and a number of presentational changes to the supporting statements. These changes were agreed with the Chief Finance Officer and the statement of accounts amended.

## **RESOLVED**

- (i) That the report be noted; and
- (ii) That the signed letter of representation be delivered to the District Auditor.

## **16 REVISED STATEMENT OF ACCOUNTS 2009 / 10**

Consideration was given to a report of the Chief Finance Officer which re-presented the statement of accounts 2009 / 10 for approval following the completion of the audit and receipt of the Annual Governance report.

### **RESOLVED**

That the revised Statement of Accounts 2009 / 10 be approved.

## **17 RISK MANAGEMENT AND BUSINESS CONTINUITY**

(This item was considered as exempt information under Schedule 12 A (3) of the Local Government Act 1972 – business or financial affairs)

Consideration was given to a report of the Director of Corporate Resources which sought approval of the updated Risk Management Matrix.

### **RESOLVED**

That the Risk Management Matrix (as attached as an annex to the report now submitted) be approved.

Chair