

**Shropshire and Wrekin Fire Authority  
Audit and Performance Management Committee  
Meeting at Brigade Headquarters, Shrewsbury  
on Thursday, 7 September 2006 at 5.00 pm**

**AGENDA**

- 1 Election of Chair**  
To elect a Chair for the ensuing year.
- 2 Appointment of Vice-Chair**  
To appoint a Vice-Chair for the ensuing year.
- 3 Apologies for Absence**
- 4 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 before any item, in which they have a prejudicial interest, is discussed.
- 5 Minutes**  
To agree the minutes of the meeting of the Audit and Performance Management Committee, held on 15 June 2006, and that they be signed as a correct record.  
**For decision.** Attached marked **5**.
- 6 Public Questions**  
To receive any questions, statements or petitions, of which notice has been received, from members of the public.
- 7 Audit for the Year Ended 31 March 2006 and Letter of Representation**  
Ms Hughes, Audit Manager Shropshire, will attend to present the Audit Commission's report on the audit for the year ended 31 March 2006. The Chair (in accordance with the authority delegated to him by the Fire Authority at its meeting on 19 July 2006), Chief Fire Officer and Treasurer will then sign the Letter of Representation for the year ended 31 March 2006 required by the Audit Commission.
- 8 Performance Plan 2006 – 08 Direction of Travel Statements Progress Update**  
This report informs Members of the progress to date against the Direction of Travel Statements contained within the 2006 – 08 Performance Plan. **For decision.**  
Attached marked **8**.
- 9 Performance against Best Value Performance Indicators April 2006 to June 2006**  
This report informs Members of the Brigade's performance against nationally prescribed Best Value Performance Indicators for the period 1 April 2006 to 30 June 2006. Please note that the extensive appendices to this report are not attached but can be viewed on the Fire Authority's website via the links provided within the report.  
**For decision.** Attached marked **9**.

- 10 Quality of Service Survey After the Incident 2005/06**  
This report presents to Members the above draft survey recently carried out by Opinion Research Services Ltd. on behalf of the Service and outlines the major results and proposed method for taking forward recommendations for further improvement. Please note that the extensive appendix to this report is not attached but can be viewed on the Fire Authority's website via the link provided within the report. **For decision.** Attached marked **10**.
- 11 Fire and Rescue Performance Framework 2006/07 – Service Assessment**  
Members are requested to note that officers have completed and submitted the required Operational Assurance Self Assessment sought by the Audit Commission. The Self Assessment forms one element of the recently introduced Fire and Rescue Performance Framework 2006/07. **For information.** Attached marked **11**.
- 12 Policy for Reserves, Provisions and Balances**  
This report seeks views on the Fire Authority's policy on reserves, provisions and balances, in order to advise the service and financial planning process for 2007/08 to 2009/10. **For decision.** Attached marked **12**.
- 13 Internal Audit 2005/06 Follow-up Issues**  
This report sets out the actions taken by officers on the outstanding issues in the Internal Auditor's Summary Audit Report of their work last year. **For information.** Attached marked **13**.
- 14 Internal and External Audits: Data, Information Technology and Communications**  
Members are requested to note the developments that have taken place in reinforcing the Service's policies and procedures to secure further improvements in the management of data, information technology and communications. **For information.** Attached marked **14**.
- 15 Progress against the Statement on Internal Control Improvement Plan 2006/07**  
This report informs Members of the progress being made against the Fire Authority's Statement on Internal Control Improvement Plan 2006/07. **For information.** Attached marked **15**.