



MINUTES OF THE MEETING OF THE PERFORMANCE AND OVERVIEW COMMITTEE held on Wednesday 26 November 2008 at Fire Service Headquarters, Winsford at 9.45 a.m.

PRESENT: Councillors D T Bateman (Chair), Mrs E Moore Dutton, C Oliver, and Independent Member Mr W Ravenscroft.

APOLOGIES: Councillors S Nelson, P Byrne and Mrs N Dolphin

1 PROCEDURAL MATTERS

RESOLVED: That

- [1] the minutes of the Meeting of the Committee held on 9 April 2008, be confirmed as a correct record; and
- [2] the minutes of the Meeting of the Committee held on 3 September 2008 be confirmed as a correct record.

2 PROGRESS REPORT ON 2008-09 INTERNAL AUDIT PLAN

The Head of Finance and Governance presented a report to Members which outlined the initial findings of the newly appointed Internal Auditors, Bentley Jennison. The work of the Auditors related to 2008-09 Internal Audit Plan which was agreed by the Committee at the meeting held on 3 September.

At the meeting of the Committee on 3 September, Members requested that a full report be presented initially, showing the range of emerging issues highlighted by the Auditors. It was agreed that any subsequent reports would present highlighted issues in a more succinct format. Members approved the proposals for future reporting and also noted that the issues would be brought back by the Head of Finance and Governance with plans for officer action.

RESOLVED:

That the report be received and progress against the 2008-09 Internal Audit Plan be noted.

3 PERFORMANCE APPRAISAL AND DEVELOPMENT SCHEME – REVIEW OF SCHEME AND FUTURE DEVELOPMENT

The Deputy Chief Fire Officer, Corporate Services presented a report to Members with the purpose of summarising and informing Members on progress and processes in implementing the Performance Appraisal and Development Scheme (PADS). The Learning and Development Manager outlined the history of the scheme and highlighted future plans to enhance the overall effectiveness of the scheme and move forward.

The PADS had been in operation in Cheshire Fire & Rescue Service Since 2004 and each year had been evaluated by Members of the Committee and by officers. Major changes were seen in 2008 with the advent of electronic returns of the forms.

Members noted that the scheme had maintained its core objectives, as a tool for reviewing employees' performance, setting objectives and identifying learning and development needs.

Members were satisfied with the plans to improve the scheme further, as outlined by the Learning & Development Manager and also noted proposals to take the scheme forward for external accreditation.

RESOLVED: That

- [1] the report be received; and
- [2] Members noted the effectiveness of the current scheme and considered amendments and improvements for future development.

4 URGENT BUSINESS AND EXCLUSION OF THE PRESS AND PUBLIC

Standing Order 3.31 provides that no matter shall be considered at a meeting of the Fire Authority if it is not specified in the Agenda for the meeting unless the Chairman rules that in his opinion the item should be considered as a matter of urgency and specifies the reasons why it is urgent. The ruling, including the reasons for urgency, must be recorded in the Minutes of the meeting.

Any matters brought forward under this item which involve the disclosure of exempt information will be considered in Part 2 of the meeting at the end of the business to be transacted.

- [1] Urgent Business

There were no issues to be considered under urgent business.

- [2] Exclusion of press and public

RESOLVED:

That under Section 100(A)(4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the items of business listed below on the grounds that they involve the likely disclosure of exempt information as

defined in Schedule 12 A to the Act in the paragraphs indicated:

Item	Paragraph	
Changes to HR Personnel	(1)	Information relating to individuals

PART 2 – BUSINESS TO BE DISCUSSED IN PRIVATE

5 HUMAN RESOURCE RE-STRUCTURE

At the request of Members the Deputy Chief Fire Officer Corporate Services, presented a verbal report to Members in relation to a number of personnel changes and restructure within the Human Resource Department.

RESOLVED:

That the verbal report be noted.