



MINUTES OF THE MEETING OF THE PERFORMANCE AND OVERVIEW COMMITTEE held on Wednesday 25 March 2009 at Fire Service Headquarters, Winsford at 10.00 a.m.

PRESENT: Councillors D T Bateman (Chair), P Byrne, Mrs N Dolphin, S Nelson, C Oliver, and Independent Member Mr W Ravenscroft.

APOLOGIES: Councillor Mrs E Moore-Dutton

1 PROCEDURAL MATTERS

RESOLVED: That

- [1] the minutes of the Meeting of the Committee held on 26 November 2009 be approved.

2 PROGRESS REPORT ON 2008-09 INTERNAL AUDIT PLAN

The Head of Finance and Governance introduced a report to Members which provided a progress update on the 2008/2009 Internal Audit Plan. The report had been prepared by Bentley Jennison, who provide the Internal Audit Service.

The Internal Audit Manager – Bentley Jennison, was in attendance at the meeting and provided a summary of the content of the report. The progress report summarised the findings and recommendations arising from eight reviews that had been finalised since the last update which was submitted to the Performance and Overview Committee on 26 November 2008. It was reported that there were no issues arising from the audit work carried out to date that would impact on the Auditors' annual opinion.

The Internal Audit Manager explained that there were three reports that had been issued in draft in respect of Corporate Governance, Key Financial Controls and Fleet Management. The final reports for these three areas would be presented to the next meeting of the Performance and Overview Committee.

Members discussed the content of the report and a query was raised on the Stock Management Audit in relation to the number of items held in stock. The Head of Finance and Governance provided information on the stock ordering system used for stock management. A query was also raised in respect of the capacity of the Fire Service to implement the recommendations contained in action plans in the report and reassurance was provided that this was considered to be part of the 'day job' and that the Service would ensure that there was the capacity to deliver.

Members noted that Officers would report on progress against each of the recommendations made by the Internal Auditor, in line with the Internal Audit Protocol, at the next meeting of the Performance and Overview Committee scheduled for 8 July 2009.

RESOLVED:

That the progress update on the 2008-09 Internal Audit Plan be noted.

3 CONTINUAL PROFESSIONAL DEVELOPMENT (CPD) SCHEME 2008/09

The Deputy Chief Fire Officer, Community Risk Reduction introduced a report to Members which provided an update on the operation of the Continual Professional Development (CPD) Scheme within Cheshire Fire & Rescue Service for 2008/09 (Year 2).

The CPD scheme had been designed to recognise and reward experienced uniformed employees who were able to demonstrate continual professional development over and above that required at 'competent level' under each of the national standards, through assessment of performance against the set criteria.

The implementation of the CPD scheme was reviewed by the Committee at its meeting on 9 April 2008 where a number of recommendations were approved. These recommendations included the use of an appraisal process to capture CPD information from those individuals in receipt of payment, the continuation of the agreed quality assurance processes, a stricter adherence to the timescales and a composite for the random sampling process to remain in place.

Members noted that, as a result of the recommendations, the operation of the CPD scheme had improved in its second year and it was now considered a well-established practice within the Fire Service.

RESOLVED: That

[1] the report be received and the content noted.

4 URGENT BUSINESS

There were no issues to be considered under urgent business.
