

No.	LGA suggested improvement	Authority agreed action	Progress update	Status
1	<p>Revisit the critical success factors for the Governance Review which was conducted in 2017 and resulted in the reduction in the number of Authority Members from 30 to 18. These factors should then form the basis of a self-evaluation exercise, providing the Authority with an opportunity to recognise and celebrate success, identify opportunities for future learning and move forward from a position of strength.</p>	<p>The peer review was the exercise to ensure that the critical success factors were achieved. Assurance has been achieved through the LGA peer review process.</p> <p>Democratic Services Team to: Strengthen and clarify the Authority terms of reference to include updates within section 4.6 of this report (Report to the Authority 30 September 2019, LGA Peer Review of the Authority's governance arrangements).</p>	<p>The Authority's terms of reference were updated and approved at the February 2020 Authority meeting.</p>	<p>Complete</p>
2	<p>Collectively define what scrutiny means to the Authority and consider how this can be most effectively delivered, without over complicating or adding to the existing committee structures.</p>	<p>Democratic Services Team to: Update the Members handbook to include: <i>Scrutiny is the responsibility of all Authority Members. The overall objective of scrutiny is to aid improvement. Member seminars and working groups are the principal mechanisms for Members of this Authority to oversee and scrutinise; through monitoring, examination and questioning of decisions, actions and performance.</i></p>	<p>An update has been made to the Members' Handbook at the following link https://www.dwfire.org.uk/fire-rescue-authority/members-handbook/about-the-authority/</p>	<p>Complete</p>

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3	Widen the Member Working group, currently established to review performance reporting practices and processes, to review the name of the Local Performance and Scrutiny committees to align more appropriately to its role and function.	<p>Retain the current branding for the Local Performance & Scrutiny Committees.</p> <p>Democratic Services Team to:</p> <p>Set up a Member Working group for Local Performance & Scrutiny Chairs to meet, reporting to the Authority; with oversight (if required) by the Authority Chair or Vice Chair.</p>	A meeting for the LPS Chairs was organised for immediately after the February 2020 Fire Authority meeting. Subsequent meetings will be organised by Democratic Services upon request.	Complete
4	Ensure that there is an effective feedback loop in place which sets out how local performance issues, that are raised via the LPS Committee, are escalated to other bodies such as the Authority, Finance & Governance Committee (F&G), (now Finance & Audit), or directly with Senior Officers, and then fed back to the local committees and the Members raising the matter.	<p>Strengthen the six-monthly Local Performance & Scrutiny Chair updates at the Authority meetings by using a standardised proforma report.</p> <p>Where items are identified by the Authority for action the Authority will determine the route for its progression.</p> <p>Democratic Services Team to:</p> <p>Create a draft proforma report to be circulated to Local Performance & Scrutiny Chairs for recommendation and approval of the Authority Chair. Proformas to be used from December 2019.</p>	A proforma was approved by the Authority Chair and is provided to LPS Chairs following LPS meetings to support their preparations for updates at Authority meetings.	Complete

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5	<p>Identify other Authorities where Member development is strong and look to review and understand notable practice in this area and further support</p> <p>Members in taking ownership of their personal and collective development</p>	<p>Democratic Services Team to:</p> <p>Complete a Members' skills audit to understand Member development requirements for 2020 onwards.</p> <p>Offer Member development sessions after Authority meetings, like the arrangements currently in place for Finance & Audit Members. A programme of sessions to be in place from April 2020.</p> <p>Review the use of technology for Member development. For example, recording sessions so that Members can access the training they are unable to attend.</p>	<p>A Members skills audit was undertaken during January 2020.</p> <p>The delivery of the Member Development Programme will commence from June 2021.</p> <p>Member development sessions run through Teams will be recorded and sent to Members who were unable to attend.</p>	<p>Complete</p> <p>Progressing</p> <p>Progressing</p>
6	<p>Review the structure, style and governance process for the Statement of Assurance.</p>	<p>Democratic Services to:</p> <p>Update the Authority's terms of reference to include approval of the Statement of Assurance and Annual Governance Statement from September 2020.</p> <p>Rename the Finance & Governance Committee to Finance & Audit (from December 2019) aligned to reflect their references.</p> <p>Head of Strategic Planning & Corporate Assurance to update the style of the Statement of Assurance in consideration of the potential public audience.</p>	<p>The Authority's terms of reference was updated and approved at the February 2020 Fire Authority meeting</p> <p>The Committee has been renamed</p> <p>A plain English review is complete prior to the publication of the Statement of Assurance, to ensure it is appropriate for the audience.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>