

<p><b>Notes of the Policy Planning Forum</b></p>
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**5<sup>th</sup> March, 2007 at 9.30 a.m.**  
**at Fire Service Headquarters, Birmingham**

**Present:**        **Members of the Authority**

Councillors Alden, Birbeck, Coughlan, S Davis, Douglas-Maul, Eustace, Foster, Gazey, Hinton, Hogarth, Howard, Hussain, Idrees, Jackson, Jones, Rogers, Ross, Ryder, Singh, Spence, Stevenson, Tagger and Ward;  
Mr Topliss.

**Officers:**        **West Midlands Fire Service**

Chief Fire Officer – F Sheehan;  
Assistant Chief Officers – A Brandon;  
R Deeks.

**Clerk to the Authority**

N Sharma, S Phelps, S Hancock and G Wythes.

**Treasurer to the Authority**

L Bateman, P Farrow, A Petersen and J Massey.

**Apologies:**        Councillors G Davies and Mulhall.

4/07        **Recruitment of the Director of Human Resources**

Roger Armitage and Alwyn Ray of Hays Consultants provided a brief primarily aimed at Members of the Appointments Committee and their substitutes, outlining the process to be employed in the recruitment process for the post of the Director of Human Resources, which was due to be advertised shortly.

5/07        **Internal Audit Update**

Members received a presentation outlining the activity of Sandwell Council's Internal Audit Service on fire service work during 2006/07. Sixteen audits had been programmed; eight were complete and six were in hand.

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21 recommendations had been made arising from this programme of audit work, all of which had been accepted by management and measures had been taken to address the issues identified.

Only one assessment of 'limited assurance' had been made, in respect of audit of absence management procedures, as a result of which a working group had been set up to come up with recommendations to improve management information.

(Meeting ended at 11.20 am)

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