**SOUTH WALES FIRE & RESCUE SERVICE**

**MINUTES OF THE FINANCE, AUDIT & PERFORMANCE**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON MONDAY, 2 MARCH 2020 AT 10:30HRS**

**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**35. PRESENT**

**Councillor Arrived Left**

S Evans (Chair) Torfaen

P Drake Vale of Glamorgan

M Colbran Merthyr Tydfil

V Smith Monmouthshire

A Hussey Caerphilly

M Spencer Newport

S Ebrahim 10:48 Cardiff

**APOLOGIES**

J Holt Blaenau Gwent

D White Bridgend

**ABSENT**

J Harries Rhondda Cynon Taff

**OFFICERS PRESENT:** Mrs S Chapman – Deputy Chief & Monitoring Officer**,** Mr C Barton – Treasurer**,** Mr C Williams, Head of ICT, Ms Helen Cargill – TIAA Internal Auditor, Mr N Hollis – WAO.

**36. DECLARATIONS OF INTEREST**

All Members declared a personal non-prejudicial interest in each agenda item that affected their Authority.

**37. CHAIR’S ANNOUNCEMENTS**

There were no announcements from the Chair.

**38. MINUTES OF PREVIOUS MEETING**

The following minutes were received and accepted as a true record of proceedings;

* Finance, Asset & Performance Management Scrutiny Group meeting held on 7 October 2019
* Finance, Audit & Performance Management meeting held on 25 November 2019.

**39. TREASURY MANAGEMENT STRATEGY REPORT**

The Treasurer advised that due to the Senior Accountant being away from the office at present due to a family bereavement, the Treasury Management Strategy report was not available for reporting at this time. The report will be presented at the next Fire Authority meeting scheduled to take place on 30 March.

Members asked for their condolences to be sent.

**40. BUSINESS PLAN ACTIONS REPORT – HEALTH CHECK 2019/20 QUARTER 3**

The Deputy Chief Officer presented the Business Plan Actions Report - Health Check 2019/20 - Quarter 3.

In relation to providing education to our communities, it was confirmed that the Service holds a database containing contact information for vulnerable members of the service area, the information is provided by health boards and other agency partners. Those individuals without social service involvement do, unfortunately, fall through the net, unless they contact us directly.

The Deputy Chief Officer was pleased to report that visits were made by the Service over the weekend of 28 February-1 March to vulnerable people on the Service’s database who were victims of flooding in the Ely area of Cardiff.

In relation to the number of false alarms attended, it was noted that more properties are employing alarm monitoring companies which has resulted in an increase in attendance at such incidents.

It was also noted that the Service will respond to false alarms at hospitals during the hours of 0800-1800 at normal road speed, with a single appliance in attendance, unless a fire is confirmed.

**RESOLVED THAT**

Members noted the content of the report.

**41. DRAFT ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE AND THE DISCHARGE OF THE TERMS OF REFERENCE OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP**

The Deputy Chief Officer summarised the work of the Finance, Audit & Performance Management Committee and its Scrutiny Group for the municipal year 2019/20.

**RESOLVED THAT**

Members considered the report and made slight amendment to paragraph 2.4, prior to reporting to the Fire & Rescue Authority as a summary of the workload carried out by the Committee and Scrutiny Group during the municipal year.

**42. REVENUE MONITORING REPORT 2019/20**

The Treasurer provided details of the annual revenue budget and associated information for the year ending 31 March 2020.

In relation to shared services, it was confirmed that the service does not hold a large debt and recovery service. Payments are, on occasion, overdue, but not substantially.

A discussion arose around automatic meter readings and it was noted that this plan of works is still ongoing. The Service is actively identifying best value for money on meter systems. It was also noted that the heating levels on stations are controlled from a central point.

Members were advised that funding for USAR is received through grant funding resulting in neutral impact. USAR is wholly financed by Welsh Government.

**RESOLVED THAT**

Members noted the report and agreed its content.

**43. CAPITAL MONITORING REPORT 2019/20**

The Treasurer presented the Capital Monitoring report 2019/20 and provided a detailed update on the capital budget, transactions to date and the forecast position at year end.

It was noted that helmets were not included within the purchase of PPE. A separate procurement process will be undertaken for the purchase of helmets as we were not included on the North Wales tender documents.

The following station refurbishment update was provided to Members;

Pontypridd – refurbishment works have commenced on site

Llantwit Major – works completed

Occupational Health Unit – works completed

New Inn – currently establishing if there are potential alternative sites for the station that would better suit our needs.

**RESOLVED THAT**

Members noted the budget and progress of capital schemes, approved the alterations identified in Appendix 1 and associated movements in funding streams.

**44. INTERNAL AUDIT REPORT**

The Internal Auditor updated Members upon progress being made against the Internal Audit Plan 2019/2020.

**RESOLVED THAT**

Members agreed the internal audit recommendations and work completed to date on the Internal Audit Annual Plan and were pleased to note the positive report which was a good reflection of the work undertaken by SWFRS staff.

**45. WALES AUDIT OFFICE – 2020 AUDIT PLAN**

The Wales Audit Officer presented the 2020 Audit Plan which included the Audit of Accounts, Performance Audit, Fees, Audit Team Timetable and Future Developments to his audit work.

The Treasurer wished to bring to Members’ attention a potential discrimination issue in relation to the McCloud Judgement which was discussed at a recent Welsh Government Scheme Advisory Board meeting. A plan is afoot in relation to a remedy, without a remedy the liabilities are unknown. It was noted that this is an issue across many organisations.

**RESOLVED THAT**

Members noted the 2020 Audit Plan.

**46. STRATEGIC RISK REGISTER REPORT**

The Deputy Chief Officer updated Members upon the Strategic Risk Register Health Check - 2019/20 - Quarter 3 Review which outlined progress made on the management of risks identified as at October-December 2019.

It was confirmed that specific emergency plans are in place in relation to the outbreak of the corona virus which include steps the Service will take in the event of loss of staff. A meeting is being held with a number of public service organisations through National Resilience Forums.

The Emergency Services Network was discussed.

**RESOLVED THAT**

Members noted the report.

**47. REGISTER OF GIFTS AND HOSPITALITY**

The Deputy Chief Officer provided Members with an overview of the Gifts and Hospitality recorded on the Hospitality and Gifts Register for 2019/20.

**RESOLVED THAT**

Members noted the contents of the Hospitality and Gifts Register in line with Internal Audit recommendations.

**48. CYBER SECURITY ACCREDITATION UPDATE REPORT**

The Head of ICT provided Members with an update on accreditation progress towards Cyber Essentials Plus/Information Assurance for Small and Medium Enterprises.

**RESOLVED THAT**

Members noted the content of the report.

**49. FORWARD WORK PROGRAMME 2019-20**

The Deputy Chief Officer presented the Forward Work Programme for 2019/20.

**RESOLVED THAT**

Members accepted the Forward Work Programme for 2019/20.

**50. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRMAN DEEMS URGENT (PART 1 OR 2)**

There were no items of urgent business for Members to consider.

At the close of the meeting, the Chair wished to thank SWFRS staff for the comprehensive work undertaken in completing all reports.