

**Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.**

## **FIRE & RESCUE AUTHORITY SUMMONS**

### **SOUTH WALES FIRE & RESCUE AUTHORITY**

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 18 December 2017 at 1030 hours.**

## **A G E N D A**

1. Apologies for Absence

2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.

3. Chairman's Announcements

4. To receive the minutes of;

- |   |    |
|---|----|
| • Finance, Asset & Performance Management Working Group meeting held on 13 March 2017 | 5  |
| • Local Pension Board meeting held on 3 July 2017                                     | 9  |
| • HR & Equalities meeting held on 17 July 2017  | 13 |
| • FAPM Meeting held on 11 September 2017  | 19 |

•	Fire & Rescue Authority meeting held on 25 September 2017	25
5.	Update on Actions	37
6.	<b>REPORTS FOR DECISION</b>	39
6.i	Wales Audit Office Annual Improvement Report 2016/17	41
6.ii	Half Yearly Health Check on Performance and Strategic Objectives 2017/2018	61
6.iii	Corporate Risk Register 2017 – Half Yearly Review of Strategic Risk	85
6.iv	Revenue Budget Estimate 2018/19	93
6.v	Treasury Management Mid Term Review Report 2017/18	109
6.vi	Report Requesting Amendment to Policy for Using Delegations	125
6.vii	Health, Safety and Wellbeing Annual Report 2016/2017	129
7.	<b>REPORTS FOR INFORMATION</b>	151
7.i	Summary of the National Issues Committee Meeting	153
7.ii	Wales Audit Office Annual Audit Letter 2016/17	157
7.iii	Independent Remuneration Panel for Wales' Draft Annual Report – February 2018	163
7.iv	Report on Fire Medical Response Pilot	173
7.v	Report on the Principal Officer Temporary Appointments	185
7.vi	Members Attendance from April 2017	187
7.vii	Forward Work Programme	197

8. To consider any items of business that the Chairman deems urgent (Part 1 or 2) 203

Signature of Proper Officer:



**MEMBERSHIP**  
**Councillors:**

D	Ali	Cardiff	H	Joyce	Cardiff
S	Bradwick	Rhondda Cynon Taff	S	Evans	Torfaen
K	Critchley	Newport	A	Roberts	Rhondda Cynon Taff
H	Thomas	Newport	M	Phillips	Cardiff
D T	Davies	Caerphilly	J	Harries	Rhondda Cynon Taff
R	Crowley	Vale of Glamorgan	G	Thomas	Blaenau Gwent
C	Elsbury	Caerphilly	P	Wong	Cardiff
K	Gibbs	Merthyr Tydfil	S	Pickering	Rhondda Cynon Taff
K	McCaffer	Vale of Glamorgan	L	Brown	Monmouthshire
A	Hussey	Caerphilly	A	Slade	Torfaen
D	Naughton	Cardiff	C	Smith	Bridgend
D	White	Bridgend	V	Smith	Monmouthshire



**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE FINANCE, ASSET & PERFORMANCE**  
**MANAGEMENT WORKING GROUP MEETING**  
**HELD ON MONDAY, 13 MARCH 2017 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**25. PRESENT:**

**Councillor**

**Left**

J Morgan (Chair)	Blaenau Gwent
K Critchley	Newport
E Galsworthy	Merthyr Tydfil
E Hacker	Vale of Glamorgan
C Hawker	Caerphilly
C James	Bridgend
A Jones	Torfaen
B Morgan	Rhondda Cynon Taf
M Powell	Monmouthshire
V Smith	Monmouthshire

**APOLOGIES:**

D Ali	Cardiff
P Drake	Vale of Glamorgan
S Pickering	Rhondda Cynon Taf
C Smith	Bridgend

**OFFICERS PRESENT:** DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Mrs S Watkins – Head of Service Performance & Communications; Mr W Thomas – Statistical & Risk Manager; GM S Cole – Operational Risk Management; ACFO R Prendergast – Director of Technical Services

**26. DECLARATIONS OF INTEREST**

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

**27. CHAIR'S ANNOUNCEMENTS**

The Chair expressed condolences on behalf of the Working Group to ACFO A Thomas following the recent loss of his father.

## **28. MINUTES OF PREVIOUS MEETING**

The minutes of the Finance, Asset & Performance Management Working Group meeting held on Monday, 3 October 2016, were received and accepted as a true record of proceedings.

## **29. SCRUTINY OF ACCIDENTAL DWELLING FIRES**

The Statistical & Risk Manager presented for Members' scrutiny a report which provided details of accidental dwelling fires attended in South Wales during the period 2011/12 to 2015/16.

### **RESOLVED THAT**

Members noted the content of the report and agreed to continue to monitor the number of accidental dwelling fires as reported within the Fire & Rescue Authority Performance Management reports.

## **30. SCRUTINY OF SPECIAL SERVICE CALLS**

The Statistical & Risk Manager presented for Members' scrutiny a report which provided details of the Special Service Calls attended in South Wales during the period 2011/12 to 2015/16.

### **RESOLVED THAT**

Members noted the content of the report and agreed to continue to monitor the number of Special Service Calls attended, as reported within the Fire & Rescue Authority Performance Management reports.

## **31. OPERATIONAL EQUIPMENT ASSET MANAGEMENT PLAN 2017-2021**

The Group Manager - Operational Risk Management provided Members with an update on the Operational Equipment Asset Management Plan for 2017-2021.

### **RESOLVED THAT**

Members noted the content of the report.

## **32. SCRUTINY OF HIGH CORPORATE RISKS**

The Deputy Chief Officer presented Members with detail of the seven significant risks currently on the Risk Register.

## **RESOLVED THAT**

Members noted and agreed the validity of the high corporate risks presented.

### **33. FUEL MANAGEMENT REPORT**

The Deputy Chief Officer provided Members with an overview of the progress made to the recording and management of fuel usage in the Service, following the previous negative internal audit reports received.

## **RESOLVED THAT**

- 33.1 Members noted the progress made on the implementation of the Fuel Management System and the process improvements.
- 33.2 Members agreed to the continuation of work to develop the electronic recording of fuel card usage at forecourt pumps and to integrate the information to the Fleet Management System.
- 33.3 Members approved the installation of a fuel tank and pump at the Headquarters site.
- 33.4 Members agreed that fuel usage and management be included as an area for review in the Internal Audit Annual Plan for 2017/18.

### **34. FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Working Group's Forward Work Programme.

## **RESOLVED THAT**

Members noted the conclusion of the Forward Work Programme for the Finance, Asset & Performance Management Working Group for 2016/17.





**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE LOCAL PENSION BOARD MEETING**  
**HELD ON MONDAY, 3 JULY 2017 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**22. PRESENT**

<b>Councillor</b>	<b>Left</b>	
S Bradwick (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
H Joyce		Cardiff
M Phillips		Cardiff
G Stacey		Rhondda Cynon Taf
V Smith		Monmouthshire
D King		Retained Firefighters' Union
R Prendergast		Prospect
A Psaila (arrived at 1055 hrs)		Fire Brigades Union

**OFFICERS PRESENT:** ACO P Haynes – Director of People Services; DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Mr M Malson – Head of Human Resources.

**23. DECLARATIONS OF INTEREST**

Each Member declared a personal non-prejudicial interest in each agenda item which affected their Authority.

**24. CHAIR'S ANNOUNCEMENTS**

- The Chair nominated Cllr V Smith to take the role of Deputy Chair of the Local Pensions Board. All Members present concurred, and Cllr Smith was duly elected Deputy Chair of the Local Pensions Board.

- **Firefighters' Modified 2006 Scheme**

The Chair informed Members that under the Firefighters' Modified 2006 Scheme, the HMRC requested Fire & Rescue Authorities to confirm whether pension arrears were subject to PAYE, and requested a response on the following by 31 July 2017:

- Potential PAYE errors on the payment of pension arrears;
- Tax relief on the pension contributions paid in order to count historical service.

The Chair confirmed that Officers are progressing the request.

- **Firefighters' Modified 2006 Scheme**

The Chair advised Members that the various firefighters' pension schemes identify the constituent parts of pensionable pay in different ways. Through the Service's trade union consultation mechanism, acknowledgement has been received which recognises that the 1992 Scheme members who are temporarily promoted will have that arrangement as pensionable; while the 2015 Scheme members will not. There is no discretion in the 2015 Scheme to enable temporary promotion to become pensionable.

- **Annual Pension Statements – Year ending March 2017**

The Chair informed Members that last year, due to the introduction of a new payroll system partly way through the year, firefighters' annual benefit statement production experienced difficulties, and the pension administrator had to report a delay to the Pensions' Regulator. The Pensions' Regulator decided not to take action over the breach.

This year, the Service has provided its pension administrator with a complete data set to allow it to facilitate the printing and distribution of annual benefit statements before the end of August deadline.

## **25. MINUTES OF PREVIOUS MEETING**

The minutes of the Local Pension Board meeting held on 3 July 2017 were received and accepted as a true record of proceedings.

The Chair noted for the purpose of the new Board Members that the last meeting of the Local Pension Board scheduled for 30 March 2017 was not quorate and did not therefore take place.

## **26. LOCAL PENSION BOARD – TERMS OF REFERENCE AND DELEGATED AUTHORITIES**

The Director of People Services provided Members with an overview of the Board's Terms of Reference and Delegated Authorities, which will assist in the provision of scrutiny on all aspects of the Authority's constituent pension schemes.

Following a question and answer session, the Director of People Services confirmed that Members will be in receipt of training, advice and on-going support to assist in fulfilling the obligations of the Board.

The Director of People Services also advised Members of the legal requirement to provide an equal balance of Trades Unions and Employers' side representation, which made it unnecessary for all Members to attend

each meeting. Attendance at meetings will be determined in advance of each meeting by prior liaison with Members.

## **RESOLVED THAT**

Members agreed to note the content of the Local Pension Board's Terms of Reference and Delegated Authorities.

### **27. FIREFIGHTERS' PENSION SCHEMES – SOUTH WALES FIRE & RESCUE AUTHORITY**

The Director of People Services informed Members that the Public Service Pension Act 2013 (PSPA 2013) set out the arrangements for the creation of schemes for the payment of pensions and other benefits. The PSPA 2013 gives power to the Pensions' Regulator to operate a system of independent oversight of the operation of these schemes.

Under the terms of the PSPA 2013, the Fire & Rescue Authority is the recognised Scheme Manager and as such needs to identify through which mechanism it intends to fulfil its role and obligations.

This report provides an update on the matters relating to the Fire & Rescue Authority's management of the Firefighters' Pension Scheme 1992 (FPS 1992); the Firefighters' Pension Scheme (Wales) 2007 (FPS 2007); and the new Firefighters' Pension Scheme (Wales) 2015 (FPS 2015).

## **RESOLVED THAT**

Members agreed to accept the information contained in the report and agreed to consider monitoring reports on an annual basis.

### **28. FIREFIGHTERS' PENSION SCHEME 1992**

The Director of People Services presented a report which identified the background to the Firefighters' Pension Scheme 1992 and sets out the key features and significant points for the information of the Local Pension Board Members.

A question and answer session ensued regarding firefighter fitness levels, and Members were advised of the support available in maintaining these levels through the Service's Occupational Health Unit.

## **RESOLVED THAT**

28.1 Members agreed to note the key features of the Firefighters' Pension Scheme 1992.

- 28.2 Members acknowledged the Board's responsibility in relation to the governance and scrutiny for the Fire & Rescue Authority's management of the Firefighters' Pension Scheme 1992.

## **29. FIREFIGHTERS' PENSION SCHEME 2007**

The Director of People Services presented a report which identified the background to the Firefighters' Pension Scheme 2007, as it is commonly called, and sets out the key features and significant points for the information of the Local Pension Board Members.

### **RESOLVED THAT**

- 29.1 Members agreed to note the key features of the New Firefighters' Pension Scheme 2007, as appended to the report.
- 29.2 Members acknowledged the Board's responsibility in relation to the governance and scrutiny for the Fire & Rescue Authority's management of the Firefighters' Pension Scheme 2007.

## **30. FIREFIGHTERS' PENSION SCHEME (WALES) 2015**

The Director of People Services presented a report which identified the background to the Firefighters' Pension Scheme (Wales) 2015, as it is commonly called, and sets out the key features and significant points for the information of Local Board Members.

### **RESOLVED THAT**

- 30.1 Members agreed to note the key features of the Firefighters' Pension Scheme (Wales) 2015, as appended to the report.
- 30.2 Members acknowledged the Board's responsibility in relation to the governance and scrutiny for the Fire & Rescue Authority's management of the newest Firefighters' Pension Scheme (Wales) 2015.

## **31. FORWARD WORK PROGRAMME 2017/18**

The Director of People Services presented the Forward Work Programme for municipal year 2017/18. Members were informed of their entitlement to request matters to be included in the Forward Work Programme for future attention by the Local Pension Board.

### **RESOLVED THAT**

Members accepted the Forward Work Programme for 2017/18

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES MEETING**  
**HELD ON MONDAY, 17 JULY, 2017 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**1. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S Pickering (Chair)		Rhondda Cynon Taff
D Ali (Deputy Chair)		Cardiff
S Bradwick		Rhondda Cynon Taff
R Crowley		Vale of Glamorgan
C Elsbury	11:50 hrs	Caerphilly
S Evans		Torfaen
K Gibbs		Merthyr Tydfil
A Hussey		Caerphilly
K McCaffer		Vale of Glamorgan
D Naughton		Cardiff
G Thomas		Blaenau Gwent
H Thomas		Newport
P Wong		Cardiff

**APOLOGIES:**

D Thomas	Torfaen
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**ABSENT:**

C Smith	Bridgend
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**OFFICERS PRESENT:-** ACO P Haynes – Director of People Services, Mr C Powell – Deputy Monitoring Officer, Mr M Malson – Head of HR, AM I Greenman – Head of Training & Development, Mr A Jones – Employee Relations Manager, Ms J Nancarrow – Absence Management Manager, Ms K Jeal – Budget & Data Control Manager, Ms G Goss – Recruitment & Assessment Manager, Ms C Baldwin – Welsh Language Officer, Ms C Wood-Duffy – Equality & Diversity Officer

## **2. WELCOME ADDRESS**

The new Chair warmly welcomed Members and Officers to the first HR & Equalities meeting for the Municipal Year 2017/2018.

Following a request by the Chair, each Member provided a formal introduction.

## **3. DECLARATIONS OF INTEREST**

Each Member declared a personal non-prejudicial interest in each agenda item which affected their Authority.

## **4. CHAIR'S ANNOUNCEMENTS**

### **NATIONAL JOINT COUNCIL CIRCULAR NJC/8/17 – INCLUSIVE FIRE SERVICE GROUP – IMPROVEMENT STRATEGIES**

Each Member was provided with a copy of the National Joint Council Circular NJC/8/17 Improvement Strategy. The Chair advised that Members and Officers would need to provide a formal response to the document by 28 July 2017, and that arrangements to compose a response were being progressed.

### **ATTENDANCE AT AN INTERNAL DISPUTES RESOLUTION PANEL (IDRP) PROCEDURE**

The Chair informed the HR & Equalities Committee that 4 Members were required to sit on an IDRP. Members were advised that they would shortly receive an e-mail requesting expressions of interest, and were assured that the Members selected would receive full training and guidance throughout the procedure, with the Panel being supported by a nominated Barrister.

## **5. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 27 March, 2017, were received and accepted as a true record of proceedings.

## **6. GOVERNANCE AND ADMINISTRATION OF PUBLIC SERVICE PENSION SCHEMES**

The ACO People Services informed Members that the purpose of the presented report was to inform them of the factors affecting the governance of Firefighter Pension Schemes, and their roles and responsibilities as scheme managers.

### **RESOLVED THAT**

Members agreed to accept the information contained within the report, and to receive additional monitoring reports on a regular basis.

## **7. FIREFIGHTERS' PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2017/2018**

The ACO People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority was the recognised Scheme Manager for Firefighters Pension Schemes, and as such would need to identify through which mechanism it intended to fulfil its role and obligations.

Members were advised that the Welsh Government issued regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. The e-mails and circulars would cover a variety of areas, including all aspects of Firefighters Pension Schemes, and would have to be noted or actioned as appropriate. The presented report set out the current requirement for Firefighters Pension Schemes managerial and administrative actions.

### **RESOLVED THAT**

- 7.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and e-mails received throughout 2017/2018.
- 7.2 Following a question and answer session on the Firefighters Pension Scheme Fund current deficit, Members agreed to note the actions that had been implemented for each of the circulars.

## **8. REPORT ON HUMAN RESOURCES & OCCUPATIONAL HEALTH DEPARTMENT STRUCTURE AND FUNCTION**

The Head of HR delivered an electronic presentation to Members and provided a detailed report on the current structure and functions established within the Human Resources & Occupational Health Department.

Each HR Manager provided Members with a brief overview of their individual section composition and roles within the HR department:-

- Employee Relations
- Attendance Management
- Recruitment & Assessment
- Budget & Data Control
- Equality & Diversity
- Welsh Language
- Occupational Health Services

### **RESOLVED THAT**

- 8.1 Members agreed to note the contents of the report and presentation.
- 8.2 Following a question and answer session on the Occupational Health Budget, individual sections within the HR department, and the high Firefighters retirement profile, Members acknowledged the streams that were being progressed.
- 8.3 Following a request by Members, Officers agreed to provide further information on how the Service would interact with individuals online who had hearing difficulties.

The Chair and Members thanked Officers for their excellent presentation and report.

The HR Managers withdrew from the meeting at 11:40 hrs.



## **9. SOUTH WALES FIRE & RESCUE SERVICE – OVERVIEW OF TRAINING & DEVELOPMENT DEPARTMENT**

The Head of Training & Development provided Members with an overview of the Training & Development department, and identified the organisational structure and functions established within, in order to facilitate the range of training.

Councillor Elsbury left the meeting at 11:50 hrs.

### **RESOLVED THAT**

Following Members consideration of the content of the report, and lengthy discussion on attacks on Firefighters, they agreed to endorse the content of the report.

## **10. PROPOSED NEW COMPARTMENT FIRE BEHAVIOUR TRAINING (CFBT) PROJECT AT CARDIFF GATE TRAINING & DEVELOPMENT CENTRE**

The Head of Training & Development delivered an electronic presentation to Members on the proposed new Compartment Fire Behaviour Training (CFBT) project at Cardiff Gate Training & Development Centre, and introduced the individual training managers.

### **RESOLVED THAT**

Following a question and answer session which included the topics of noise levels and the possibility of external funding, Members agreed to note the content of the electronic presentation on the proposed new Compartment Fire Behaviour Training (CFBT) project at Cardiff Gate Training & Development Centre.

At the conclusion of the presentation Members were given a tour of the facility and access to a range of demonstrations and practical activities.

## **11. FORWARD WORK PROGRAMME**

The ACO People Services presented the Forward Work Programme for 2017/2018.

**RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2017/2018.

**12. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 or 2)**

There were no items of urgent business.

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING HELD ON MONDAY 11 SEPTEMBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 1. PRESENT:

Councillor	Left	
K Critchley (Chair)		Newport
A Roberts (Deputy Chair)		Rhondda Cynon Taff
L Brown		Monmouthshire
R Crowley		Vale of Glamorgan
S Evans		Torfaen
K Gibbs		Merthyr Tydfil
A Hussey	Arrived 10:50	Caerphilly
D White	Arrived 10:45	Bridgend

#### APOLOGIES:

H Joyce	Cardiff
G Thomas	Blaenau Gwent

#### ABSENT:

**OFFICERS PRESENT:-** DCO S Chapman – Monitoring Officer, Mr C Barton – Treasurer, AFCO A Thomas – Director of Service Delivery, ACO P Haynes – Director of People Services, Mr G Thomas – Head of Finance & Procurement, Mr C Powell – Deputy Monitoring Officer, Ms S Watkins – Head of Service Performance & Communications, Mr J Maddock – TIAA Internal Auditor, Mr M Jones – Wales Audit Officer

#### 2. DECLARATIONS OF INTEREST

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

### **3. CHAIR'S ANNOUNCEMENTS**

#### **WELCOME ADDRESS**

The Chair welcomed Members and Officers to the first meeting of the Finance, Audit & Performance Management Committee for the Municipal Year 2017/2018. He stressed that politics would not play a role in running the Committee, and highlighted the importance of Members making every effort to attend future meetings.

### **4. MINUTES OF PREVIOUS MEETING**

The minutes of the previous Finance, Audit & Performance Management meeting held on 3 April, 2017, were received and accepted as a true record of proceedings.

### **5. REVENUE OUTTURN 2016/2017**

For the benefit of new Members, the Head of Finance & Procurement provided a formal introduction. He presented a report to Members which outlined the revenue outturn position, subject to the external audit process, for the financial year end 2016/2017, and the resultant impact on reserves.

Following a lengthy question and answer session on abbreviations within the report, Reserves, and maintaining recruitment levels, the Deputy Chief Officer provided a brief overview of the On-Call Firefighters project, and assured Members that they would receive updates on the issue at future meetings.

#### **RESOLVED THAT**

Members agreed to receive and note the outturn position and deployment of the net revenue surplus and usable reserves.

### **6. CAPITAL OUTTURN REPORT 2016/2017**

The Head of Finance & Procurement presented a report which provided Members with the capital outturn position for the year

ended 31 March 2017, the financing arrangements, and the budget slippage required to complete capital schemes in 2017/2018.

Following a question and answer session on land acquisitions, the purchasing of vehicles, the Joint Control Centre at Bridgend, and the tri-party project, the Deputy Chief Officer provided Members with an overview of the Service's Risk Modelling tool, and risk profile for the areas where Stations could be sited.

## **RESOLVED THAT**

- 6.1 Members agreed to note the report.
- 6.2 Members approved the budget slippage as detailed in Appendix 1 attached to the report.

## **7. STATEMENT OF ACCOUNTS 2016/2017**

The Head of Finance, and Treasurer, informed Members that the Appointed Auditor was required to give his opinion on the financial statements for the year ended 31 March 2017. The presented report considered the statutory ISA260 report (draft), the final statement of accounts, and the letter of representation required by the auditor.

The Wales Audit Officer took the opportunity to present a brief update report on the Statement of Accounts 2016/2017, and the recommendations included within the report.

## **RESOLVED THAT**

- 7.1 Members agreed to receive the amended ISA260 report of the Appointed Auditor.
- 7.2 Members agreed to receive the amended Statement of Accounts, with a view for formal approval of the updated version by the full Fire & Rescue Authority
- 7.3 Members agreed to note the letter of representation prior to completion by the Treasurer and Chair on behalf of the Fire & Rescue Authority.

- 7.4 Following lengthy discussion on the recommendations by the Wales Audit Officer in the previous year's report, Officers agreed to provide Members with a separate report with a progress update on the recommendations.

## **8. REPORT ON HEALTH CHECK OF PRIORITY ACTIONS AND Q1 PROGRESS AGAINST THE STATUTORY PI'S**

The Head of Service Performance & Communications presented a report which would give assurance to Members of the Fire & Rescue Authority and Senior Management within South Wales Fire & Rescue Service, on progress towards achievement of the Priority Actions agreed for 2017/2018, as at Quarter 1.

### **RESOLVED THAT**

Members reviewed the performance details and statistical data for 2017/2018 contained within the presented report, and agreed to note the content.

## **9. REVENUE MONITORING REPORT 2017/2018**

The Head of Finance & Procurement informed Members that the Revenue Monitoring report provided details of the annual revenue budget and associated information for the year ending 31 March, 2018.

### **RESOLVED THAT**

- 9.1 Members agreed to note the content of the report.

- 9.2 Members agreed to approve the virement.

## **10. CAPITAL MONITORING REPORT 2017/2018**

The Head of Finance & Procurement informed Members that the Capital Monitoring report provided details of the capital budget for the year, capital transactions to date, and a forecast position as at 31 March, 2018

## **RESOLVED THAT**

- 10.1 Members agreed to note the budget and progress of capital schemes, approved the alterations identified in Appendix 1, and noted the associated funding streams.
- 10.2 Members approved the energy efficiency projects outlined in paragraph 2.1.5 within the report, with funding to be drawn from the Change Management Reserve.

## **11. 2016/2017 ANNUAL TREASURY MANAGEMENT REVIEW**

The Treasurer presented a report for Members to consider the results of Treasury Management activities for the year ending 31 March 2017, in accordance with the Authority's approved Treasury Management Strategy.

## **RESOLVED THAT**

Members agreed to recommend that the Fire & Rescue Authority note the Annual Treasury Management Review for 2016/2017, and approve the actual 2016/2017 prudential and Treasury Indicators set therein.

## **12. MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND RESERVES STRATEGY UPDATE**

The Treasurer presented a report to Members which included an update of the Medium Term Financial Strategy of the Authority, together with its reserve strategy.

## **RESOLVED THAT**

- 12.1 Members agreed to note the content of the report.
- 12.2 In order to agree a timeframe to approve the Budget, Members agreed to attend a further meeting, and would utilise the Finance, Audit & Performance Management Working Group meeting on 9 October, 2017.

The Chair congratulated the Treasurer on presenting the complex report.

### **13. INTERNAL AUDIT REPORT**

The Internal Auditor updated Members upon progress being made against the Internal Audit Plan 2017/2018.

#### **RESOLVED THAT**

Following a question and answer session on the Station Visits internal audit, Members agreed to note the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.

### **14. FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme for 2017/2018.

#### **RESOLVED THAT**

Members accepted the Forward Work Programme for 2017/2018.

### **15. 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.



## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING HELD ON MONDAY 25 SEPTEMBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 16. PRESENT:

<b>Councillor</b>	<b>Authority</b>
D Ali	Cardiff
S Bradwick	Rhondda Cynon Taff
L Brown	Monmouth
K Critchley	Newport
R Crowley	Vale of Glamorgan
D T Davies	Caerphilly
C Elsbury	Caerphilly
S Evans	Torfaen
A Hussey	Caerphilly
H Joyce	Cardiff
D Naughton	Cardiff
M Phillips	Cardiff
S Pickering	Rhondda Cynon Taff
A Roberts	Rhondda Cynon Taff
C Smith	Bridgend
V Smith	Monmouth
G Stacey	Rhondda Cynon Taff
G Thomas	Blaenau Gwent
H Thomas	Newport
D White	Bridgend
K Gibbs	Merthyr

#### **APOLOGIES:**

P Wong	Cardiff
K McCaffer	Vale of Glamorgan
D Thomas	Torfaen

**OFFICERS PRESENT:** CFO H Jakeway, DCO S Chapman – Monitoring Officer, ACFO R Prendergast – Director of Technical Services, ACO P Haynes – Director of People Services, Mr C Barton – Treasurer, Mr C Powell – Deputy Monitoring Officer, Mr G Thomas – Head of Finance & Procurement, Ms Sarah Watkins,

Head of Service Performance and Communications, Mr M Jones, Welsh Audit Office, Station Manager Tony Jackson - Staff Officer (observing), Watch Manager Rhydian Jones, Training Delivery (observing)

## **17. DECLARATIONS OF INTEREST**

The Principal Officers, the Deputy Monitoring Officer and the Head of Finance & Procurement declared an interest in Agenda Item No. (6.v) National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services – Joint Circular to confirm agreement in respect of the Pay Award for 2017 and advised they would be leaving the room during the presentation and consideration of this item.

## **18. CHAIRMAN'S ANNOUNCEMENTS**

### **18.1 Fire Medical Response Trials and National Pay Update**

It was with disappointment the Chair advised that, following the Fire Brigades' Union recent rejection of the Employers' 2% pay award, the Fire Medical Response Trials that were operating at a number of stations within South Wales have now ceased and that the FBU are advising all members not to engage further with the trials at this time.

The Chair advised that the Employers' side of the National Joint Council (NJC) had previously advised that the Fire Brigades' Union would be consulting its membership on the pay offer, with a recommendation to accept.

The consultation closed on 13<sup>th</sup> September 2017, at which time they advised that the outcome was to reject the offer. Furthermore, that the FBU would advise its members to no longer continue with work undertaken through the NJC trials. The trials within South Wales ceased on Monday 18<sup>th</sup> September 2017

He also advised that the FBU Executive Council Officer for Wales has stated they do not wish to respond to cardiac arrests, whilst discussions are ongoing.

V Smith expressed regret at this decision, on behalf of the communities within Monmouthshire.

The Chief Fire Officer advised that members will receive a report at the Fire Authority meeting in December, detailing number and types of calls responded to as part of the FMT trial.

## **18.2 Relocation of Fire Control**

The Chair confirmed that it is the intention that South Wales Control will relocate to the Joint Public Service Centre within Police HQ, Bridgend, on 4<sup>th</sup> October 2017, with Mid and West Wales Control relocating on 11<sup>th</sup> October 2017.

A meeting is being held on Friday 29 September 2017, where a definite decision will be made. Members will be kept updated.

## **18.3 UK & World Extrication Competition**

The Chair was pleased to advise South Wales Fire and Rescue Service's extrication team from Bridgend retained their national championship title after competing at the United Kingdom National Rescue Challenge in Hull. This double success in consecutive years has never been achieved by any team before and came just a week after the team also became world champions at the world extrication competition in Romania.

The Challenge, which was held at the KCOM Stadium in this year's City of Culture, saw three extrication teams from South Wales Fire and Rescue Service (SWFRS), as well as a trauma team, take on the very best 30 rescue teams from across the UK. The extrication teams came were Bridgend, Porthcawl and the Dragons.

Following their World Rescue Champion title, the Bridgend Extrication team was again awarded the Best UK Vehicle Rescue Team, with individual team awards going to Station Manager Andrew Morgan, who was placed second in the Best Officer in Charger category, along with second placed UK Technical Team of Watch Manager Allyn Hosey, Watch Manager Mark Isles and Firefighter Matthew Leman.

The Best Medics title again went to Watch Manager Roger Magan and Crew Manager Les Evans who also have the honour of being

recognised as the best medics in both the World and the United Kingdom Challenges this year.

All teams competed to an extremely professional level and were all positioned highly in the overall standings.

In recognition of their success, the 2018 United Kingdom Rescue Challenge had been awarded to South Wales Fire and Rescue Service and will be held at a venue in Cardiff in September 2018. This will be the second time the Service has been awarded the honour of hosting this prestigious event.

The Chair wished to extend congratulations to all team members on behalf of the Fire & Rescue Authority and commented that it shows the standard that exists within the Service. The team members will be present at the Presentation Evening being held 9<sup>th</sup> November 2017, to which he encouraged all members to attend.

#### **18.4 Firefighters' Memorial Service held Sunday 10<sup>th</sup> September 2017**

The Chair extended his thanks to Councillor White and Councillor Ali for their attendance at the Firefighters' Memorial Service held in London on Sunday 10<sup>th</sup> September 2017. He added that the event is held every year, and encouraged members to attend.

#### **18.5 FAPM Working Group Meeting, Member Training, 2<sup>nd</sup> October 2017 and Meeting Venues and Start times**

The Chair reminded members of the FAPM Committee of their agreement at their last meeting that all members of the committee would attend the next meeting of the FAPM working group on the 9<sup>th</sup> October 2017 in order that further detailed work on budget preparation could be carried out.

Also, he advised that the Member Training Session scheduled for the 2<sup>nd</sup> October 2017 will be at Headquarters. Due to one external speaker at this event, the start time for this session has been brought forward to 10.00am. The session will finish by 1300 hours.

However, to aid clarity following a little early confusion, and in line with the Authority's standing orders, all Authority meetings and

committees commence at 1030 hours at headquarters, unless otherwise stated.

The Chair stressed the importance of attending these training sessions and hope to see all there.

### **18.6 Retirement of Director of Human Resources**

The Chair advised that this will be the last Fire & Rescue Authority meeting for Mr P Haynes, Director of People Services, who has advised of his intention to retire.

On behalf of the Fire Authority the Chair thanked him for his 11 years of service and wished him a very long, happy and healthy retirement. The Chair added that his extensive knowledge and expertise on pension and tax issues will be missed.

Mr Haynes thanked the Chair and commented that the decision to retire was very difficult. He has enjoyed working for the Fire & Rescue Authority, who have proven to be a very good, supportive employer and he wished them all the very best for the future

### **18.7 Fire Cadets Launch**

The Chair reminded members of the Fire Cadet Launch being held this evening (25 September 2017), and hoped to see as many members there as possible.

## **19. MINUTES**

Members considered the minutes of the following meetings, which were agreed by those members who were in attendance at the individual meetings:

- Local Pension Board Meeting held on 21 November 2016
- FAPM Meeting held on 5 December 2016
- HR & Equalities Meeting held on 16 January 2017
- Fire & Rescue Authority Meeting held on 13 February 2017
- Standards Committee Meeting held on 6 March 2017
- HR & Equalities Meeting held on 3 April 2017
- Annual General Meeting held on 12 June 2017

**RESOLVED THAT**

Members resolved to note the contents of the minutes.

**20. UPDATE ON ACTIONS**

The Deputy Chief Officer presented the 'Update on Outstanding Issues Arising from Previous Fire & Rescue Authority Meetings' for members' information.

**RESOLVED THAT:**

Members resolved to note the contents of the document.

**21. END OF YEAR HEALTH CHECK ON PERFORMANCE AND STRATEGIC OBJECTIVES 2016/17**

The Deputy Chief Officer presented the report which gives assurance to members and senior management on progress towards achievement of the Strategic Objectives and performance of the Strategic Performance indicators for 2016/17 as at the end of the financial year.

L Brown reiterated concern and regret that Fire Medical Calls have been ceased. The Chair added that it is of concern, but unfortunately it was a decision made by the FBU.

**RESOLVED THAT**

Members resolved to accept the performance and statistical data for 2016/17 contained within the report.

**22. CORPORATE RISK REGISTER 2016/17 – QUARTER 4 REVIEW**

The Deputy Chief Officer presented the report and gave the background to the strategic risks within the Corporate Risk Register, and the subsequent management of the risks.

**RESOLVED THAT**

Members resolved to agree the validity of the strategic risks contained within the Corporate Risk Register for 2016/17.

## **23. STATEMENT OF ACCOUNTS 2016/17**

The Treasurer presented the ISA260 Report, Statement of Accounts for 2016/17 and the letter of representation required by the Auditor, for members' consideration.

He advised that a mechanism will be put in place to ensure FAPM members can monitor from year to year.

Mr M Jones, Wales Audit Office (WAO) gave the detail to the report from WAO and answered questions from members.

The Treasurer advised that the timetable for the submission for the annual accounts is being brought forward nationally. This will require the Fire & Rescue Authority to produce the Statements of Accounts for 2018/19 earlier, hence, will require them to be submitted to the respective July meeting.

### **RESOLVED THAT**

Members resolved to:

23.1 Note the content of the ISA260 report of the Appointed Auditor

23.2 Approve the amended final Statement of Accounts

23.3 Note the letter of representation prior to the completion by the Treasurer and Chairman

## **24 2016/17 ANNUAL TREASURY MANAGEMENT REVIEW**

The Treasurer presented the results of the Treasury Management activities for the year ending 31 March 2017, for members' consideration.

### **RESOLVED THAT**

Members resolved to note the Annual Treasury Management Review for 2016/17 and approve the actual 2016/17 prudential and treasury indicators set therein.

## **25. NATIONAL JOINT COUNCIL FOR BRIGADE MANAGERS OF LOCAL AUTHORITY FIRE AND RESCUE SERVICES – JOINT CIRCULAR TO CONFIRM AGREEMENT IN RESPECT OF THE PAY AWARD FOR 2017**

Principal Officers, the Deputy Monitoring Officer and the Head of Finance & Procurement left the room.

The Director of Human Resources presented the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circular, for members' determination.

The Director of Human Resources advised of his intention to leave the room whilst members deliberated; the Chair and members requested he stay, due to the fact he is retiring.

The Chair commented on the anomaly in pay for the three Chief Fire Officers within Wales, commenting that the pay scale against population bands did not appear to be equitable. The Director of Human Resources advised that both Mid and West Wales and North Wales would be in lower population bands. Also, Mid and West Wales have introduced performance related payments. He cautioned against the general application of such payments, advising that there could be significant pay, tax and pension implications for the Fire & Rescue Authority, depending on which firefighter pension scheme an officer was assigned to.

### **RESOLVED THAT**

The members resolved to:

25.1 Note the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circular which confirms agreement has been reached in respect of the Pay Award for 2017

25.2 Agree the 2017 National Joint Council Pay Award, dated 27<sup>th</sup> July 2017, in relation to the staff identified within the Fire & Rescue Authority's Annual Pay Policy.

## **26. MEDIUM TERM FINANCIAL STRATEGY (MTFS) AND RESERVES STRATEGY UPDATE**



The Treasurer presented the report on the Medium Term Financial Strategy and Reserves Strategy which had also been considered by FAPM at their meeting on 11 September 2017.

The Treasurer confirmed that members will receive a training seminar on the MTFS at their training event on 2<sup>nd</sup> October 2017.

## **RESOLVED THAT**

Members resolved to note and agree the content of the report.

### **27. REPORT ON UPDATED PERFORMANCE INDICATOR TARGETS 2017/2018**

The Deputy Chief Officer presented the report on the Updated Performance Targets 2017/18, for members' consideration, drawing their attention to the updated targets for 'Deaths and injuries arising from all fires' and 'Deaths and injuries arising from all fires which were started accidentally'.

## **RESOLVED THAT**

Members resolved to:

- 27.1 Endorse the Performance Indicators proposed for 2017/18, particularly the updated targets for 'Deaths and injuries arising from all fires' and 'Deaths and injuries arising from all fires which were started accidentally'
- 27.2 Approve its publication onto the South Wales Fire & Rescue Service internet site.

### **28. REPORT ON PROPOSED PRIORITY ACTIONS 2018/19**

The Deputy Chief Officer presented the proposed Priority Actions for 2018/19 for publication in the Service's Annual Improvement Plan - Stage 2, for members' approval.

## **RESOLVED THAT:**

Members resolved to:

- 28.1 Agree the Priority Actions for 2018/19

28.2 Approve these Priority Actions for publication in the “Consultation Document” – Stage 2 of the Annual Improvement Plan on the South Wales Fire & Rescue Service internet site by 31 October 2017.

## **29. EMERGENCY SERVICES MOBILE COMMUNICATIONS PROGRAMME**

The Director of Technical Services presented the report on the Emergency Services Mobile Communications Programme, for members’ information.

C Elsbury expressed concern in relation to the time this has taken to date, and the potential cost to the Fire & Rescue Authority.

L Brown advised that mobile and broadband reception is poor in the Monmouthshire area and expressed concern that the proposed changes could be less reliable than what is in place currently, and felt more consideration was required. V Smith was in agreement.

The Director of Technical Services advised that this should not be the case and that the new system will be at least as good. Also The Joint Emergency Services Group has been lobbying Welsh Government to ensure reception ‘dead spots’ are covered.

### **RESOLVED THAT**

Members resolved to note the implications of the Emergency Services Mobile Communications Programme.

## **30. OPERATION ATEGOL**

The Director of Technical Services presented and gave the background to Operational ATEGOL, which is the Service’s plan to respond to industrial action and any subsequent loss of staff.

### **RESOLVED THAT**

Members resolved to note the report and the principles of the plan for loss of staff.

### **31. AUDIT OF THE SOUTH WALES FIRE & RESCUE AUTHORITY 2017/2018 IMPROVEMENT PLAN**

The Deputy Chief Officer presented the report of the Audit of the South Wales Fire & Rescue Authority 2017/18 Improvement Plan, which advises members of the issue of the Certificate of Compliance for the audit of the Authority's 2017/18 Improvement Plan.

#### **RESOLVED THAT:**

Members resolved to note the issue of the Certificate of Compliance for the audit of the Authority's 2017/18 Improvement Plan which is incorporated into its Strategic Plan 2017-22.

### **32. FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the forward Work Programme 2017/18.

#### **RESOLVED THAT:**

Members resolved to the note the content of the Forward Work Programme.

### **33. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRMAN DEEMS URGENT**

There were no items of business that the Chair deemed urgent.



## AGENDA ITEM NO 5

## UPDATE ON OUTSTANDING ISSUES ARISING FROM PREVIOUS FIRE & RESCUE AUTHORITY MEETINGS

Sally Chapman – DCO  
Huw Jakeway – CFO  
Andy Thomas – ACFO SD

Chris Barton – Treasurer  
Phil Haynes – ACO PS  
Richie Prendergast – ACFO TS

Minute No	Item	Action	Leading Officer	Current Status:
13/14 – 86.6.2	NIC Fire Control Feasibility Study Update	Review the internal funding mechanism to fund the upfront element of the loan	Treasurer	Cost sharing arrangements between SWFRS and MWWFRS have been agreed. Within SWFRS, revenue costs have been absorbed and funded from the budget underspend. Capital costs have been accrued to date as the new Joint Control was not operational at the year end. Treatment of these costs will be agreed with the external auditors once the project agreements are finalised and the project is completed.
15/16 – 33.1	Consultation on the Draft National Framework 2016 Onwards	To invite the Chief Fire & Rescue Adviser to attend a future a meeting to enable him to meet Members.	CFO	Current discussions to secure a suitable date have proved problematic. Given the recent change in Minister and the uncertainty currently surrounding FRA governance reform, it is

Minute No	Item	Action	Leading Officer	Current Status:
				recommended that this action is deferred until the situation becomes clearer. This may coincide with the appointment of a new Fire & Rescue Advisor to WG next year.
15/16 – 40.3.3	Revenue Budget Estimate 2016/17	To present Members with a further report on National Resilience Grants (Revenue) following discussions with both North and Mid & West Wales FRSs.	ACFO TS & Treasurer	Superseded by 2017/18 National Resilience Grant Settlements and Indicative Settlements for 2018/19. Action closed.
17/18 – 18.1	Chairman's Announcements – Fire Medical Response Trials	To advise Members of the outcome of the Fire Medical Response trials following their conclusion in September 2017.	CFO	A report is on the agenda of today's meeting.
17/18 – 27.2	Updated Performance Indicator Targets 2017/18	Publish the Performance Indicator Targets for 2017/18 on the Service's website	DCO	Completed.
17/18 – 28.2	Proposed Priority Actions 2018/19	Publish the approved Priority Actions for 2018/19 in the Consultation Document – Stage 2 of the Annual Improvement Plan on the Service's website	DCO	Completed.

AGENDA ITEM NO 6

**Reports for Decision**





**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 6.i  
18 DECEMBER 2017**REPORT OF THE DEPUTY CHIEF OFFICER****WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT 2016/17****SUMMARY**

This report concludes the Wales Audit Office review of the Authority's delivery and evaluation of services in relation to 2016/17 and whether it believes that the Authority is likely to make arrangements to secure continuous improvement for 2017/18.

**RECOMMENDATIONS**

Members are requested to accept the Wales Audit Office Annual Improvement Report 2016/17 for the Authority.

**1. BACKGROUND**

- 1.1 As Members will be aware under the Local Government (Wales) Measure 2009, the Auditor General must report each year on how the Authority is planning for improvement and delivering its services. This report is the culmination of that work and sets out the progress the Authority has made since the last annual report using the Authority's own self assessment as a baseline.
- 1.2 Members will note that the report summarises the key content of other reports that have been presented to the Fire & Rescue Authority during the last financial year on performance and improvement, many of which were during the preceding municipal year.

**2. THE REPORT**

- 2.1 The Annual Report (attached at Appendix 1) provides an assessment of the Wales Audit Office work and conclusions on a wide variety of issues that they have reviewed as a result of this process. The report itself is a very brief yet positive report which summarises the key findings from the year's reviews.
- 2.2 It is not intended to repeat all of the conclusions within this report but merely to highlight that in short, the report concludes that the Authority is likely to comply with its statutory duty to secure continuous improvement in 2017/18.
- 2.3 During the course of the year, the Auditor General did not make any formal recommendations. However, lower priority issues, known as proposals for improvement, have been identified during their work and

identified in their various staged reports and are all replicated in this report at exhibit 1 for convenience. These will be monitored during the course of their ongoing improvement assessment work and the actions will also appear on the audit action updates that are reported to the Finance, Audit & Performance Management Committee on a regular basis for scrutiny on progress; some of these actions have already been progressed.

- 2.4 The proposals for improvement primarily relate to two areas. The first is improving benchmarking for property assets and recording the actions arising from the strategic property group that consider strategic property issues. The second area relates to lessons learned from incidents to improve public and firefighter safety, which identified eight improvement proposals.
- 2.5 Members will note the Auditor General's conclusions on the Authority having appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources, despite some of the challenges that were encountered during the audit process last year. It is pleasing to note from the Annual Audit Letter for 2016/17 elsewhere on this agenda that many of these issues have now been overcome or are in the process of being addressed. However, the Authority's robust stance on financial planning and budget monitoring has all assisted in budgets only marginally increasing this year and reserves being managed in accordance with the Authority's approved Reserves Strategy. This should provide Members with some reassurance going forward to set the 2018/19 budget.
- 2.6 As Members will appreciate, the report reflects the Authority's own self assessment of its performance to date. This is a credit to staff who continue to deliver an improving service with less resources, and stands the Authority in good stead for meeting the future financial challenges it faces in the year ahead.

### 3. RECOMMENDATION

- 3.1 Members are requested to accept the Wales Audit Office Annual Improvement Report 2016/17 for the Authority.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	Wales Audit Office Annual Improvement Report 2016/17



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

# Annual Improvement Report 2016-17

## South Wales Fire and Rescue Authority

Issued: December 2017

Document reference: 292A2017-18



This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Andy Bruce, Ron Price and Mark Jones under the direction of Jane Holownia.

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The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

Together with appointed auditors, the Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh.

# Contents

## Summary report

2016-17 performance audit work	4
The Authority is meeting its statutory requirements in relation to continuous improvement	4
Recommendations and proposals for improvement	4
Audit, regulatory and inspection work reported during 2016-17	5

## Appendices

Appendix 1 – Status of this report	11
Appendix 2 – Annual Audit Letter	12
Appendix 3 – National report recommendations 2016-17	15

# Summary report

## 2016-17 performance audit work

- 1 In determining the breadth of work undertaken during the year, we considered the extent of accumulated audit and inspection knowledge as well as other available sources of information including South Wales Fire and Rescue Authority's (the Authority) own mechanisms for review and evaluation. For 2016-17, we undertook improvement assessment work at all authorities including improvement planning and reporting. At some authorities, we supplemented this work with local risk-based audits, identified in the Audit Plan for 2016-17.
- 2 The work carried out since the last Annual Improvement Report (AIR), including that of the relevant regulators, is set out in [Exhibit 1](#).

## The Authority is meeting its statutory requirements in relation to continuous improvement

- 3 Based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Authority is likely to comply with the requirements of the Local Government Measure (2009) during 2017-18.

## Recommendations and proposals for improvement

- 4 Given the wide range of services provided by the Authority and the challenges it is facing, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
  - make proposals for improvement – if proposals are made to the Authority, we would expect it to do something about them and we will follow up what happens;
  - make formal recommendations for improvement – if a formal recommendation is made, the Authority must prepare a response to that recommendation within 30 working days;
  - conduct a special inspection, and publish a report and make recommendations; and
  - recommend to ministers of the Welsh Government that they intervene in some way.

- 5 During the course of the year, the Auditor General did not make any formal recommendations. However, a number of proposals for improvement have been made and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports ([Appendix 3](#)) as part of our improvement assessment work.

## Audit, regulatory and inspection work reported during 2016-17

### Exhibit 1 – Audit, regulatory and inspection work reported during 2016-17

Description of the work carried out since the last AIR, including that of the relevant regulators, where relevant.

Issue date	Brief description	Conclusions	Proposals for improvement
<b>Use of resources</b>			
January 2017	<b>Annual audit letter 2015-16</b> Letter summarising the key messages arising from the Auditor General's statutory responsibilities under the Public Audit (Wales) Act 2004 and his reporting responsibilities under the Code of Audit Practice. The Annual Audit Letter is in <a href="#">Appendix 2</a> of this report.	<ul style="list-style-type: none"> <li>The Authority complied with its responsibilities relating to financial reporting and use of resources.</li> <li>I am satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.</li> </ul>	None.



Issue date	Brief description	Conclusions	Proposals for improvement
<b>Local risk-based performance audit</b>			
October 2017	<b>Review of asset management arrangements</b>	<p>Clear and well-defined governance arrangements help the Authority to effectively manage its land and building assets so that they are fit for operational purpose although there is scope to further improve: We reached this conclusion because:</p> <ul style="list-style-type: none"> <li>• clear governance arrangements and plans helps the Authority to deliver its strategic asset management objectives for land and buildings;</li> <li>• buildings are fit for purpose and well maintained and the Service is exploring opportunities to collaborate and co-locate with other emergency services in the future; and</li> <li>• the Authority regularly evaluates its investment in land and buildings but little comparison is made to measure progress with similar organisations.</li> </ul>	<p>P1 Agreeing common measures with the other Welsh Fire and Rescue Authorities to assess key indicators around land and buildings to enable comparison of performance and the identification of developing trends; and</p> <p>P2 Implementing the recommendations made in the internal audit report of November 2016 within the set timescales. The recommendations were</p> <ul style="list-style-type: none"> <li>• an action plan needs to be produced to record and enable monitoring of the work of the Estates Project Review Group; and</li> <li>• a defined process for updating asset and property condition records is not currently in place.</li> </ul>
<b>Improvement planning and reporting</b>			
June 2016	<b>Wales Audit Office annual improvement plan audit</b> Review of the Authority's published plans for delivering on improvement objectives.	The Authority has complied with its statutory improvement planning duties.	None.



Issue date	Brief description	Conclusions	Proposals for improvement
<b>Improvement planning and reporting</b>			
November 2016	<b>Wales Audit Office annual assessment of performance audit</b> Review of the Authority's published performance assessment.	The Authority has complied with its statutory improvement reporting duties.	None.
2015-16 Follow-up work	<p>During 2015-16, we reviewed the Authority's fire safety arrangements to assess the way in which activity was planned; how it was being delivered and, whether the efficiency and effectiveness of activity could be evaluated.</p> <p>The following proposals for improvement were made:</p> <p>P1 At national level develop and agree principles on how to evaluate the success and outcomes of current interventions, events and prevention work that has regard to:</p> <ul style="list-style-type: none"> <li>• relevance – the extent to which interventions produce meaningful outcomes.</li> <li>• capacity and capability – the effective use of resources.</li> <li>• efficiency – a measure of how resources and inputs are converted into results and outcomes.</li> <li>• effectiveness – the extent to which interventions were achieved or are expected to be achieved taking into account their relative importance.</li> <li>• sustainability – continuation of benefits after initial inputs have been completed. The probability of long-term benefits.</li> <li>• value for money – how does one input cost get balanced with other initiative</li> <li>• equalities issues.</li> </ul>	<p>The fire safety arrangements report was accepted by the Authority in December 2016.</p> <p>The two proposals for improvement are included in the Authority's finance, audit and performance committee cycle for monitoring progress and action.</p>	We will continue to monitor progress as part of our 2017-18 improvement assessment.

Issue date	Brief description	Conclusions	Proposals for improvement
<b>Improvement planning and reporting</b>			
2015-16 Follow-up work	<p>During 2015-16, we reviewed the Authority's fire safety arrangements to assess the way in which activity was planned; how it was being delivered and whether the efficiency and effectiveness of activity could be evaluated.</p> <p>The following proposals for improvement were made:</p> <p>P2 At national level, establish arrangements with the Welsh Ambulance Services NHS Trust (WAST) and relevant health boards to identify the extent of unreported injuries resulting from fires to enable identification of potentially vulnerable people or higher risk premises.</p>		

Issue date	Brief description	Conclusions	Proposals for improvement
<b>Reviews by inspection and regulation bodies</b>			
July 2017	<p><b>Chief Fire and Rescue</b></p> <p>During early 2017, the Chief Fire and Rescue Adviser conducted a thematic review: 'Learning lessons to avoid safety critical incidents' – How well do Fire and Rescue Authorities in Wales learn lessons from incidents to improve public and firefighter safety?</p>	<p>A review was undertaken of the three Fire and Rescue Authorities (FRAs) which focused on how well they analysed accidents and near misses, and disseminated lessons learned to their employees. The report highlights areas of good practice and provides recommendations for improvement to ensure FRAs build on the identified learning to continually improve their processes.</p> <p>The <b>full report</b> is available on the Chief Fire and Rescue Adviser's website.</p>	<p>The following recommendations were made:</p> <ol style="list-style-type: none"> <li>1 Once an initial gap analysis has been undertaken following the receipt of learning from an external source, FRAs should ensure that the process is properly recorded. The recording of the decision-making process in relation to adopting, or not adopting, national recommendations is essential.</li> <li>2 FRAs should ensure that risk-critical learning is cascaded through the organisation in a timely manner, focusing on those staff to whom the learning will have the greatest benefit from a risk-reduction perspective.</li> <li>3 FRAs should ensure that the mediums used to communicate learning to various staff groups is appropriate to their needs, clearly set out the reasons for bringing it to their attention and are told in a format and manner that will be retained by the audience. Consideration should also be given to building in a 360-degree approach to inform those raising issues when significant changes are to be made.</li> <li>4 FRAs should look to introduce quality assurance systems that regularly test how well risk-critical learning is received and retained.</li> </ol>

Issue date	Brief description	Conclusions	Proposals for improvement
<b>Reviews by inspection and regulation bodies (continued)</b>			
			<p>5 FRAs should ensure that the wealth of information derived through the Hot Debriefing processes is captured and shared where appropriate.</p> <p>6 FRAs should review their ARA processes to ensure they are fit for purpose and that they feed into the wider processes of capturing organisational learning.</p> <p>7 FRAs should ensure that learning in risk critical environments is maximised through realistic training especially given the decline in 'fire' incidents over the past few years. It is also important that this training is carried out by personnel working together within their normal crews.</p> <p>8 The report highlights a number of areas of good practice and where systems being developed show much potential for the future. It is recommended that these systems and processes, in particular those policies on operational monitoring and assurance, are shared through the NIC to adopt a common approach and to avoid duplication of effort.</p>

# Appendix 1

## Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake a forward-looking annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. Improvement authorities (defined as local councils, national parks, and fire and rescue authorities) have a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'.

The annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement. The assessment is also the main piece of work that enables the Auditor General to fulfil his duties. Staff of the Wales Audit Office, on behalf of the Auditor General, produce the annual improvement report. The report discharges the Auditor General's duties under section 24 of the Measure, by summarising his audit and assessment work in a published annual improvement report for each authority. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether (as a result of his improvement plan audit under section 17) he believes that the authority has discharged its improvement planning duties under section 15.

The Auditor General may also, in some circumstances, carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

## Appendix 2

### Annual Audit Letter

Councillor D T Davies  
 Chair of the South Wales Fire and Rescue Authority  
 Forest View Business Park  
 Llantrisant  
 CF72 8LX

**Reference:** 710A2016

**Date issued:** 24 January 2017

Dear Councillor Davies

### Annual Audit Letter – South Wales Fire and Rescue Authority 2015-16

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

#### The Authority complied with its responsibilities relating to financial reporting and use of resources

It is the Authority's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This Code is based on International Financial Reporting Standards.

On 21 December 2016 I issued an unqualified audit opinion on the financial statements confirming they present a true and fair view of the Authority's and the Pension Fund's financial position and transactions. My report is contained within the Statement of Accounts. The key matters arising from the accounts audit were reported to Fire Authority members on 19 December 2016 through my Audit of Financial Statements Report. The most important audit matters, which the Authority has now resolved or will resolve when it starts to prepare its 2016-17 financial statements, were:

- the poor quality of aspects of the draft financial statements and the supporting records, and their compliance with the CIPFA/LASAAC's Code of Practice;
- the high number of accounting adjustments that were made manually, outside of the Authority's financial ledger;
- the lack of an adequate asset register for the Authority's equipment assets and the lack of a process to identify their disposal; and
- the lack of an up-to-date valuation of one significant property asset.

I issued a certificate confirming that the audit of the accounts has been completed on 21 December 2016.

**I am satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources**

My consideration of the Authority's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General will highlight areas where the effectiveness of these arrangements has yet to be demonstrated or where improvements could be made when he publishes his Annual Improvement Report.

As a result of the issues identified during the audit, we had to carry out a significant amount of additional work, particularly in order to gain sufficient audit assurance over the Authority's non-current assets. Consequently, fees of £27,000 will be charged in addition to the fee estimate of £38,000 set out in the Annual Audit Plan for 2015-16. The fee estimate for 2016-17 will be set within the fee-scale parameters for the fire and rescue authorities, which are set out in the Wales Audit Office's published **Fee Scheme 2016-17**.

Yours sincerely

**Mark Jones**

**For and on behalf of the Auditor General for Wales**

cc. Huw Jakeway, Chief Fire Officer  
Chris Barton, Treasurer



## Appendix 3

### National report recommendations 2016-17

#### Exhibit 3 – National report recommendations 2016-17

Date of report	Title of review	Recommendation
October 2016	<a href="#"><u>Community Safety in Wales</u></a>	<p>The seven recommendations within this report required individual and collective action from a range of stakeholders – the Welsh Government, Home Office Wales Team, police and crime commissioners, public service board members and local authorities:</p> <p>R1 Improve strategic planning to better co-ordinate activity for community safety by replacing the existing planning framework with a national strategy supported by regional and local plans that are focused on delivering the agreed national community-safety priorities.</p> <p>R2 Improve strategic partnership working by formally creating effective community-safety boards that replace existing community-safety structures that formalise and draw together the work of the Welsh Government, police forces, local authorities, health boards, fire and rescue authorities, WACSO and other key stakeholders.</p> <p>R3 Improve planning through the creation of comprehensive action plans that cover the work of all partners and clearly identify the regional and local contribution in meeting the national priorities for community safety.</p> <p>R4 Review current grant-funding arrangements and move to pooled budgets with longer-term funding commitments to support delivery bodies to improve project and workforce planning that focuses on delivering the priorities of the national community-safety strategy.</p> <p>R5 Ensure effective management of performance of community safety by:</p> <ul style="list-style-type: none"> <li>• setting appropriate measures at each level to enable members, officers and the public to judge progress in delivering actions for community-safety services;</li> <li>• ensuring performance information covers the work of all relevant agencies; and</li> <li>• establishing measures to judge inputs, outputs and impact to be able to understand the effect of investment decisions and support oversight and scrutiny.</li> </ul> <p>R6 Revise the systems for managing community-safety risks and introduce monitoring and review arrangements that focus on assuring the public that money spent on community safety is resulting in better outcomes for people in Wales.</p> <p>R7 Improve engagement and communication with citizens through public service boards in:</p> <ul style="list-style-type: none"> <li>• developing plans and priorities for community safety;</li> <li>• agreeing priorities for action; and</li> <li>• reporting performance and evaluating impact.</li> </ul>

Date of report	Title of review	Recommendation
January 2017	<a href="#"><u>Local Authority Funding of Third Sector Services</u></a>	<p>This report made three recommendations, of which two required action from local authorities. <b>Recommendation R3</b> required action from the Welsh Government:</p> <p>R1 To get the best from funding decisions, local authorities and third-sector bodies need to ensure they have the right arrangements and systems in place to support their work with the third sector. To assist local authorities and third sector bodies in developing their working practices, we recommend that local authority and third-sector officers use the <a href="#"><u>Checklist for local authorities effectively engaging and working with the third sector</u></a> to:</p> <ul style="list-style-type: none"> <li>• self-evaluate current third sector engagement, management, performance and practice;</li> <li>• identify where improvements in joint working are required; and</li> <li>• jointly draft and implement an action plan to address the gaps and weaknesses identified through the self-evaluation.</li> </ul> <p>R2 Poor performance management arrangements are weakening accountability and limiting effective scrutiny of third-sector activity and performance. To strengthen oversight of the third sector, we recommend that elected members scrutinise the review checklist completed by officers, and regularly challenge performance by officers and the local authority in addressing gaps and weaknesses.</p>



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**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 6.ii  
18 DECEMBER 2017**REPORT OF THE DEPUTY CHIEF OFFICER****HALF YEARLY HEALTH CHECK ON PERFORMANCE AND STRATEGIC OBJECTIVES 2017/2018****SUMMARY**

This paper will give assurance to the Members of the Fire & Rescue Authority and Senior Management within South Wales Fire & Rescue Service on progress towards achievement of the Strategic Objectives and performance of the Strategic Performance Indicators for the first two quarters of 2017/2018.

**RECOMMENDATIONS**

That Members review the performance details and statistical data for the first two quarters of 2017/2018 contained within this report.

**1. BACKGROUND**

- 1.1 The Welsh Government requires South Wales Fire & Rescue Service to develop Strategic Plans to identify the direction for the Service and address particular areas for improvement. The Service does this by developing a five year Strategic Plan, implementing actions and measuring indicators to enable the Service to achieve these organisational goals.
- 1.2 In 2016/2017, all departments linked actions within their annual department plans to the appropriate Strategic Objectives; this enables us to measure how well we are performing against these objectives by how many of the linked actions are on target and review how the associated indicators are performing.
- 1.3 Quarterly updates are recorded by action owners onto the Service Planning Framework, and staff within the Engagement, Transformation and Performance Team monitor the information and extract reports accordingly.
- 1.4 To further support the performance management framework new National Strategic Indicators were introduced for reporting year 2015/2016. Together these provide data and information to inform and support decision making processes within the Service to target activity and drive improvement. The Statistics and Risk Team monitor the information and extract reports accordingly.

- 1.5 This report will provide our Senior Management Team and Fire & Rescue Authority a half yearly health check on performance against the Strategic Objectives and Strategic Indicators for 2017/2018.

## **2. ISSUE**

- 2.1 For Members' information, going forward taking into account the Well-Being of Future Generations (Wales) Act 2015, the Service has revised the Strategic Plan to include five Strategic Themes as listed below:

ST01 - We will Reduce Risk

ST02 - We will Engage and Communicate

ST03 - We will Nurture Sustainable Resources

ST04 - We will Embrace Technology

ST05 - We will Strengthen Partnerships

- 2.2 Each of these Strategic Themes have a number of Priority Actions that the Service Planning Framework will be monitoring progress against in 2017/2018.
- 2.3 In 2017/2018, the Service had five Strategic Themes. Appendix 1 to this report shows our position in securing the achievement of the Improvement Objectives.
- 2.4 In relation to Strategic Theme 1 to "Reduce Risk", there are three Priority Actions linked to delivering against this objective: PA01 - Reduce the number of deliberate fires; PA02 - Obtaining and sharing information where possible with other agencies to reduce risk and improve community wellbeing; PA03 - Exploring and understanding the reasons behind fire related injuries and, in particular, the increase in 2016/2017. In relation to PA01, there are six actions that are green, one amber and zero red. In relation to PA02, there are 12 green, five amber and zero red actions reported. With regards to PA03 there are four green actions and one amber action. This gives a total of 22 green actions for ST01, with 7 amber and zero red reports. Therefore the majority were on target at Q2.
- 2.5 In relation to Strategic Theme 2 to "Engage & Communicate", there is one Priority Action linked to delivering against this objective: PA04 - Undertaking engagement to obtain views on service delivery, risk and priorities. There are 14 green actions, five amber and zero red. Therefore the majority were on target at Q2.
- 2.6 In relation to Strategic Theme 3 "Nurture Sustainable Resources", there is one Priority Action linked to delivering this objective: PA05 - Ensure that we attract, develop and retain a suitably resilient workforce that reflects our communities and is capable of delivering our services. There

are 64 linked actions that are green, 31 amber, three red and four outstanding reports. Therefore the majority were on target at Q2.

- 2.7 In relation to Strategic Theme 4 “Embrace Technology”, there is one Priority Action linked to delivering this objective; PA06 - Ensuring ICT systems and services available to enable efficiency and support service delivery. There are 33 linked actions that are green, 12 amber and zero red. Therefore the majority were on target at Q2.
- 2.8 In relation to Strategic Theme 5 “Strengthen Partnerships”, there is one Priority Action linked to delivering this objective: PA07 - Working with others to be more efficient and effective. There are 31 linked actions that are green, eight amber, three red and five not reported. Therefore the majority were on target at Q2.
- 2.9 Appendix 2 which is attached is a summary of the Performance Monitoring Report, which reviews the first two quarters of 2017/2018 performance against agreed targets for the seven National Strategic Performance Indicators. It also includes a summary comment for each indicator.
- 2.10 Appendix 2 identifies that two indicators are not expected to achieve the target; four indicators improved in comparison to the first two quarters of last year and are expected to achieve the target; and one of the indicators has improved compared to last year but is in danger of not achieving the target.
- 2.11 The two indicators that are not likely to achieve their target are in relation to Other Special Service Calls and the percentage of dwelling fires confined to the room of origin.
- 2.12 The number of Other Special Service Calls attended during the first two quarters of 2017/2018 increased from 1089 to 1440 (+32.23%) compared to the previous year. The target set at the start of the year (2100) is forecast to be exceeded by the end of the year (2939). Medical incidents first responder account for the majority of this increase and have risen from 46 incidents in the first two quarters of last year to 292 (+534%) this year.
- 2.13 Dwelling fires confined to the room of origin in which they originated are 3.58% lower than the first two quarters of last year. There were 319 dwelling fires between 1 April and 30 September 2017 of which 263 were confined to the room of origin (82.76%). This compares to 297 of 344 (86.34%) last year. The Service is not expected to reach the 86% target set at the start of the year.

- 2.14 Appendix 3 is a Unitary Authority Performance report April 2017 to September 2017. It provides further in-depth analysis of incidents by Unitary Authority area and it includes further detail of the performance of the National Strategic Indicators compared to the previous year.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 This report, the accompanying appendices and the targets themselves have no Equality Risk Assessment impact. The Service Performance and Communications Department and the respective Directorates are working with the performance data to establish any trends and implications that would include equality implications. These will be addressed at that time.
- 3.2 It is the responsibility of the action owners to ensure that Equality Risk Assessments are carried out for their actions in the planning framework.

### **4. RECOMMENDATIONS**

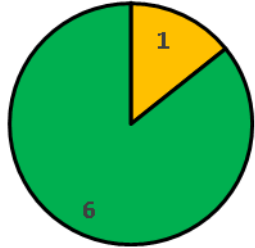
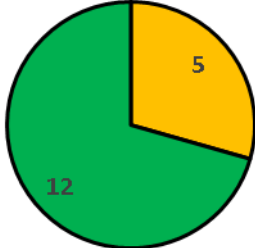
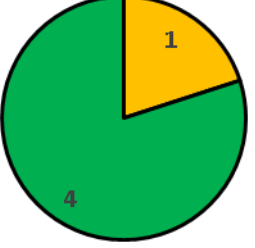
- 4.1 That members review the performance details and statistical data for the first two quarters of 2017/2018 contained within this report.

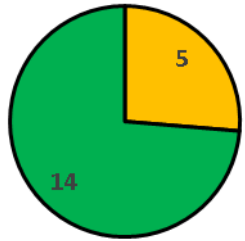
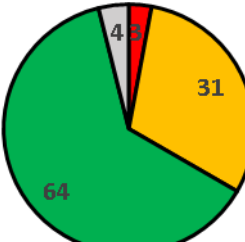
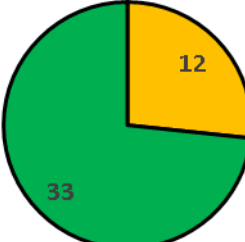
<b>Contact Officer:</b>	<b>Background Papers:</b>
Paul Conway Engagement, Transformation & Performance Officer.	<ul style="list-style-type: none"> <li>• Appendix 1 - Position in securing the achievement of the Strategic Objectives</li> <li>• Appendix 2 - Performance Monitoring Report 2017/2018 (Quarter 1+2)</li> <li>• Appendix 3 - Q1+2 2017/2018 Unitary Authority Performance Reporting</li> </ul>

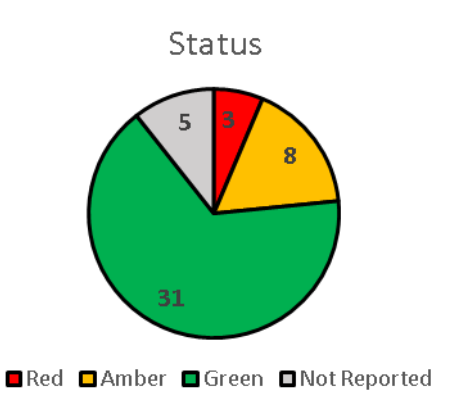


## APPENDIX 1

Position in securing the achievement of the Improvement Objectives 2016/2017

Strategic Theme	Priority Action	Updates	Comment
ST1. Reduce Risk.	PA01 - Reduce the number of deliberate fires.	<p>Status</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Red – 0, Amber – 1, Green – 6</p> <p>Deliberate fires in quarter two have decreased from 1001 in 2016/17 to 901 in 2017/18. This is a decrease of 10%. Against a five year trend our figure for this quarter is the lowest quarter 2 during this 5 year period. The numbers of deliberate refuse fires have fallen from 562 in quarter 2 last year to 530 (-5.69%) this year, and deliberate grass fires have also fallen from 154 last year to 130 (-15.58%) this year. Our work targeting areas with high deliberate vehicle fires has also seen a reduction for Q2 with numbers falling from 146 last year to 109 (-25.34%) this year. We continue to work with the Police to be proactive in this matter.</p>
	PA02 - Obtaining and sharing information where possible with other agencies to reduce risk and improve community wellbeing.	<p>Status</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Red 0 , Amber 5, Green 12</p> <p>The use of the Risk Matrix for 'Safe and Well' visits utilising information shared from other agencies such as Exeter data, Western Power, Health and WIMD continues to be utilised to identify the most vulnerable in our communities to target Risk Reduction activity. This pathway allows for a clear exchange of information leading to robust referral schemes to all partner agencies. Further information sources are being investigated by WAST. The Service continues to be an active partner with fire related issues now embedded on the majority of PSB meetings.</p>
	PA03 - Exploring and understanding the reasons behind fire related injuries and particular the increase in 2015/2016.	<p>Status</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Red – 0, Amber -1, Green 4</p> <p>An overview of the organisation's performance against the strategic indicators was presented to the Senior Management team on 07th August 2017, as part of forward planning for 2018/2019. Particular attention was paid to the data relating to fire injuries where the severity of injuries, fire motives and demographics of those injured was discussed. The Service delivery meetings discussed Q1 data on the week commencing 14th August 2017, where fire injuries were again discussed in detail.</p> <p>Analysis of the Sector Performance Indicators shared between the three Welsh Fire and Rescue Services showed that, despite witnessing higher numbers of fire related deaths and injuries during the previous two years compared to previous years, South Wales Fire and Rescue Service's PI values for fire related deaths and injuries for 2016/17 is the lowest amongst the three Welsh FRS's.</p>

Strategic Theme	Priority Action	Updates	Comment
ST2. Engage & Communicate	PA04 - Undertaking engagement to obtain views on service delivery, risk and priorities.	<p>Status</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Red- 0, Amber – 5, Green – 14</p> <p>Outcomes and learning points from wholetime recruitment campaign &amp; associated engagement activities identified.</p> <p>Commenced engagement with former employees, current employees, communities and job applicants in relation to on call employment with the service.</p> <p>Continued engagement with housing associations and local authorities in relation to high rise premises.</p> <p>Continued engagement with health and education premise owners to reduce Automatic Fire Aalarm (AFA) occurrences.</p> <p>Engagement with staff within the organisation on service user requirements for new system and key areas for early implementation</p> <p>Engagement with Welsh Government and other Welsh FRS's and Family Group 4 in relation to electrical fires to identify trends in our electrical fires.</p>
ST3. Nurture Sustainable Resources	PA05 - Ensure that we attract, develop and retain a suitably resilient workforce that reflects workforce that reflects our communities and is capable of delivering our services	<p>Status</p>  <p>■ Red ■ Amber ■ Green ■ Not Reported</p>	<p>Red – 3, Amber – 31, Green – 64, Not reported – 4 Awaiting Updates</p> <p>On call review continues - initial changes to number of available types of contracts implemented and received positively.</p> <p>Welsh language exam results of staff exemplary.</p> <p>Passing out parade for wholetime recruits course held for new firefighters and number of transferees taken on.</p> <p>Investors in People assessment ongoing with online assessments and interviews being conducted.</p> <p>Structural review of organisation ongoing to consider the future needs of the organisation to deliver an efficient and effective service to the public.</p>
ST4. Embrace Technology	PA06 - Ensuring ICT systems and services available to enable efficiency and support service delivery.	<p>Status</p>  <p>■ Red ■ Amber ■ Green</p>	<p>Red- 0, Amber -12, Green - 33</p> <p>Following a period where there was no progress on the CoreHR Project due to a change in CoreHR project manager the company is no engaged and the next phases of the project are being planned. The first phase of the Asset Management System has been configured and is being tested. Progress on the G2D project continues with a new server version being delivered which will need thorough testing as well as continued development of the new Fire Safety System. New web and email gateways have been installed and configured with the process of delivering secure email agreed by the Security Risk Group. A new remote access system for all staff has been configured and is currently being tested. ICT are providing a high volume of technical support on the Joint Control Project for a planned go-live in October 2017.</p>

Strategic Theme	Priority Action	Updates	Comment
ST5. Strengthen Partnerships	PA07 - Working with others to be more efficient and effective	<p>Status</p>  <p>■ Red ■ Amber ■ Green ■ Not Reported</p>	<p>Red – 3, Amber – 8, Green – 31. Not reported – 5 – Awaiting Updates</p> <p>We worked with a large number of partners across multiple agencies to ensure service delivery and public safety during the UEFA Champions League and Women's Champions League. Work continues with our partners in MWWFRS and South Wales Police to deliver the Joint Public Service Centre by the projected go live date of October. Current systems testing indicates that this timeline should be achieved.</p> <p>Contracts were awarded on an all Wales basis for the purchase on a phased basis of breathing apparatus by the three Welsh Fire and Rescue Services.</p> <p>A temporary new National Issues Committee Co-ordinator was appointed and work continues in each of the work stream areas.</p> <p>Ad hoc arrangements for the sharing of posts between MWWFRS and SWFRS continue where considered beneficial to both services.</p> <p>Joint control project continues to prepare for delivery in Q3 and is on schedule to go live early November.</p> <p>Shared working agreed with MWWFRS to share expertise in implementing GDPR by sharing post. NIC work continues and new co-ordinator in post</p> <p>Building work agreed for station sharing with WAST at FR station in Barry - works to commence in Q3.</p> <p>Continue to work with other national services and bodies in the aftermath of Grenfell.</p>

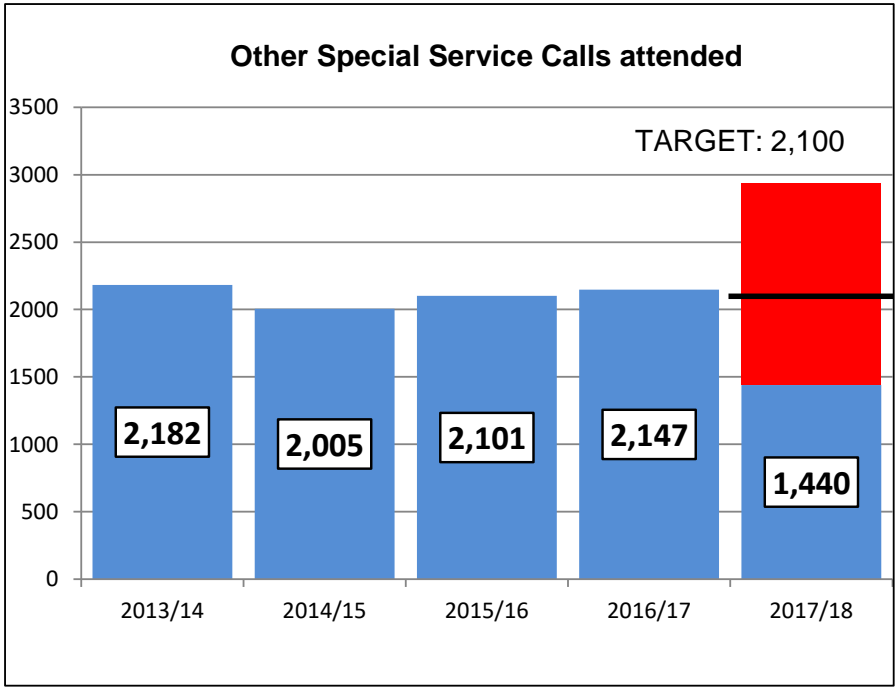
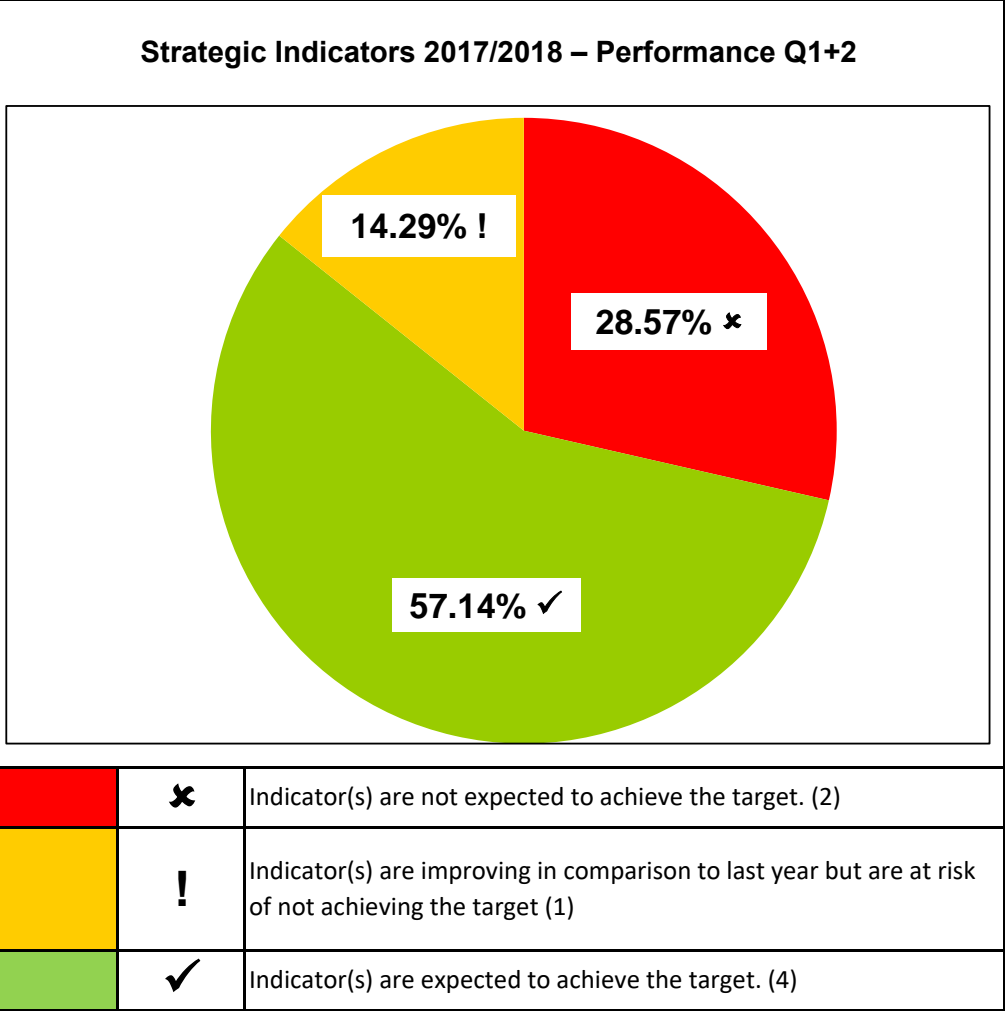
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This is the Performance Monitoring Report for the the first 2 quarters of 2017/18. The report highlights the organisation's performance against the Strategic Indicators set by Welsh Government for the period April 2017 to September 2017.

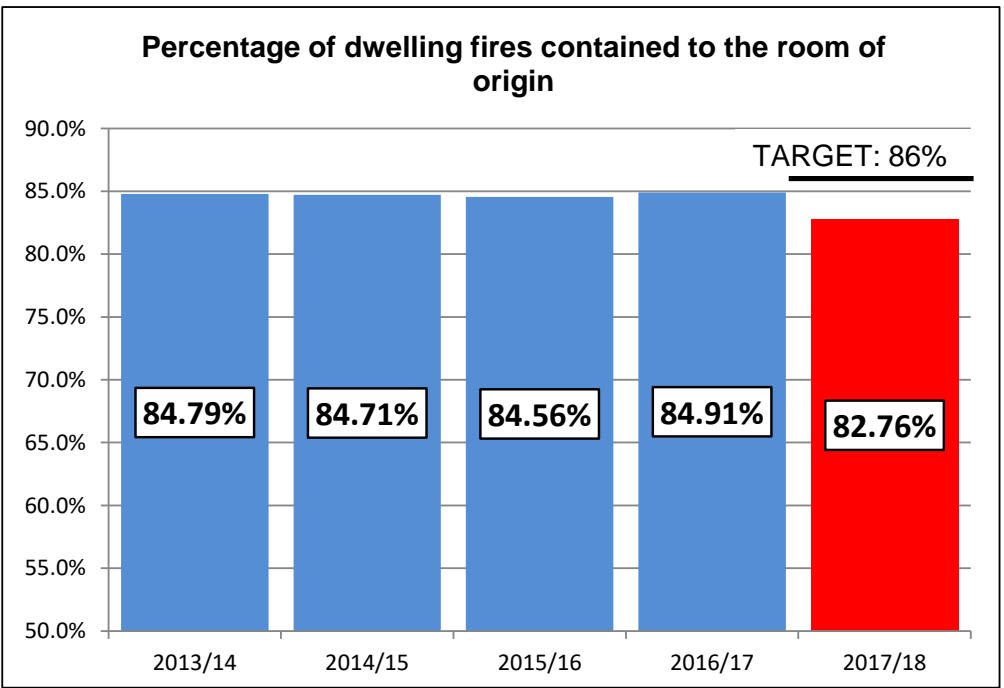
The performance against the indicators within this report cover five years of data, to enable us to demonstrate how the organisation is performing for the communities it serves by showing long term trends in performance.

Following consideration by the Senior Management Team and the Fire and Rescue Authority, the report is made available to the public via the internet.

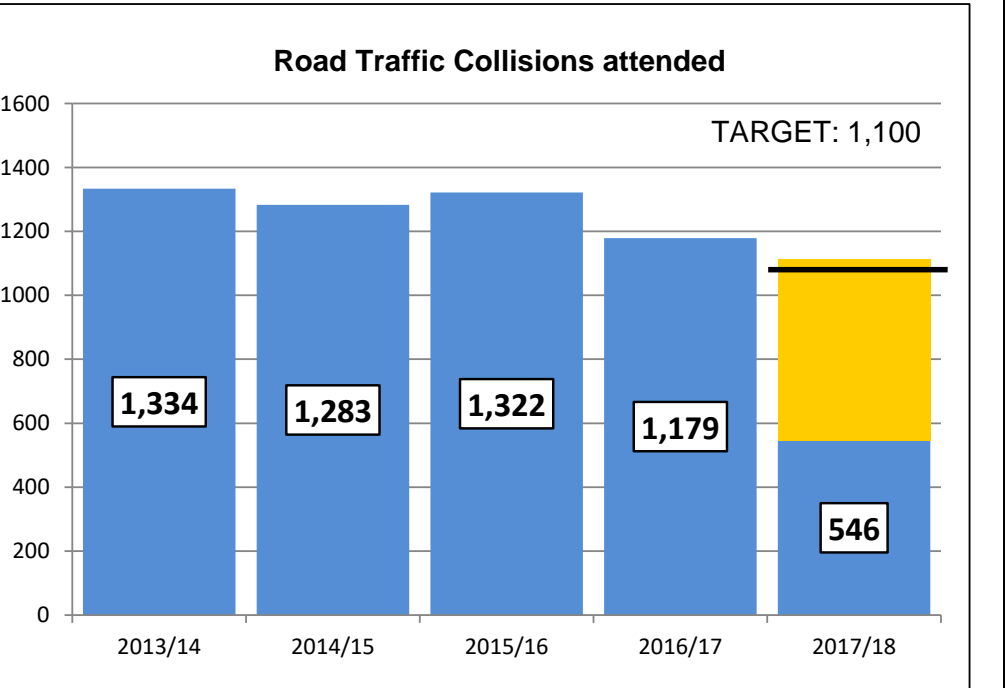
The Service Performance & Communications department co-ordinates and compiles this report on behalf of the Service Delivery Directorate. All information is extracted from updated Directorate quarterly Service Plans and the data sets are maintained and validated by the Statistics and Risk team.



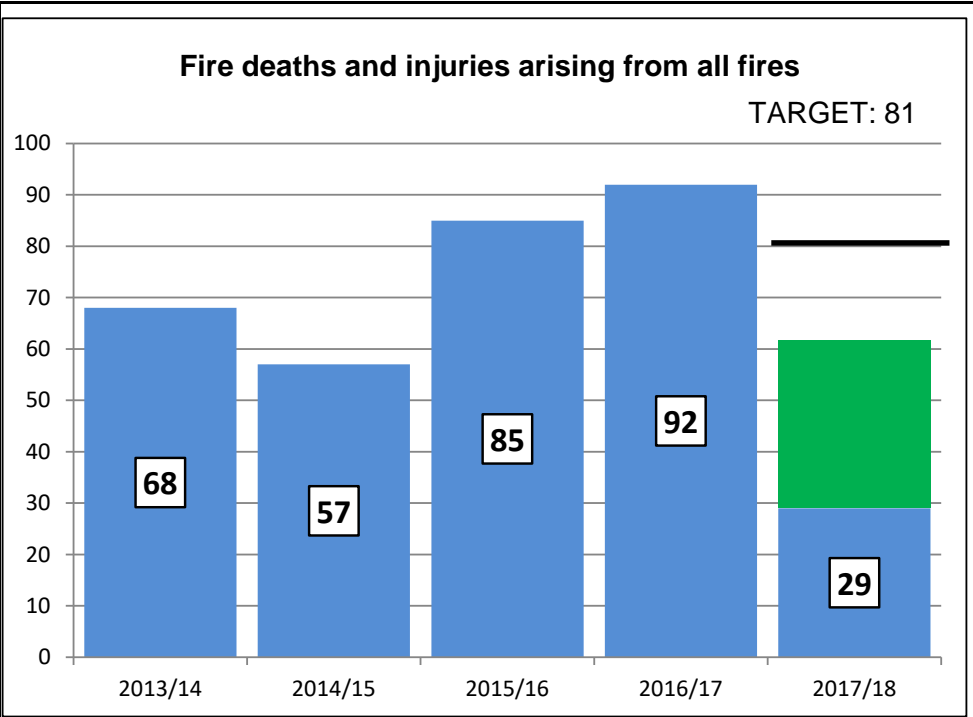
Other Special Service Calls attended have increased from 1,089 to 1,440 (+32.23%) compared to the first 2 quarters of last year. Medical incidents first responder account for the majority of this increase and have risen from 46 incidents in the first 2 quarters of last year to 292 (+534%) this year. The target set at the start of the of the year (2,100) is forecast to be exceeded by the end of the year (2,939).



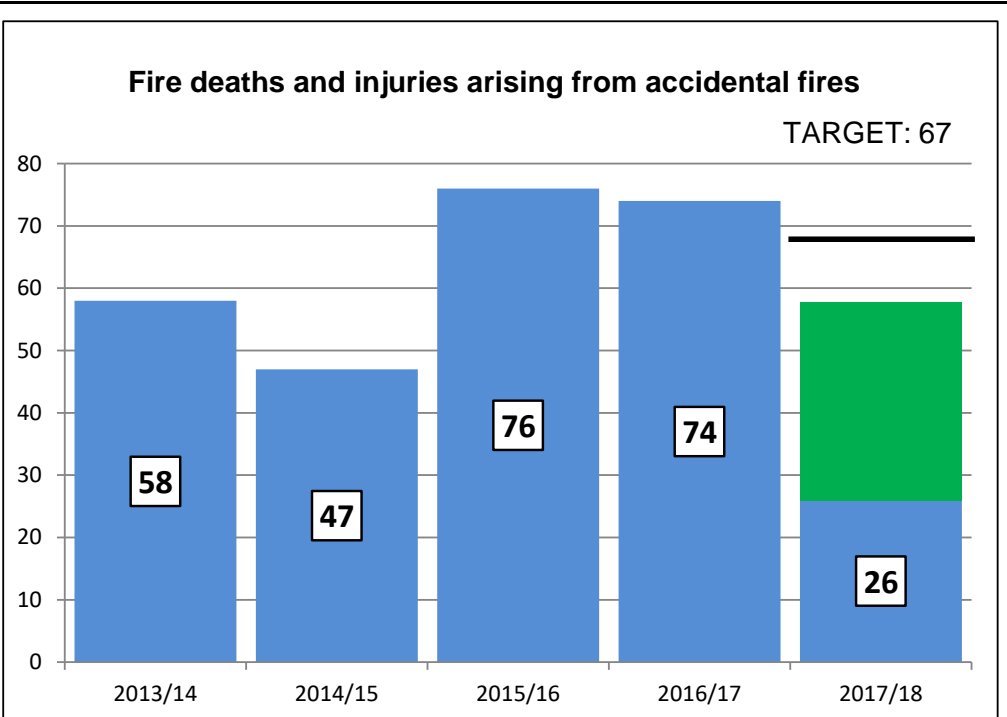
Dwelling fires confined to the room of origin in which they originated are 3.58% lower than the first 2 quarters of last year. There were 319 dwelling fires between 1st April and 30th September 2017 of which 263 were confined to the room of origin (82.76%). This compares to 297 of 344 (86.34%) last year. The service is not expected to reach the 86% target set at the start of the year.



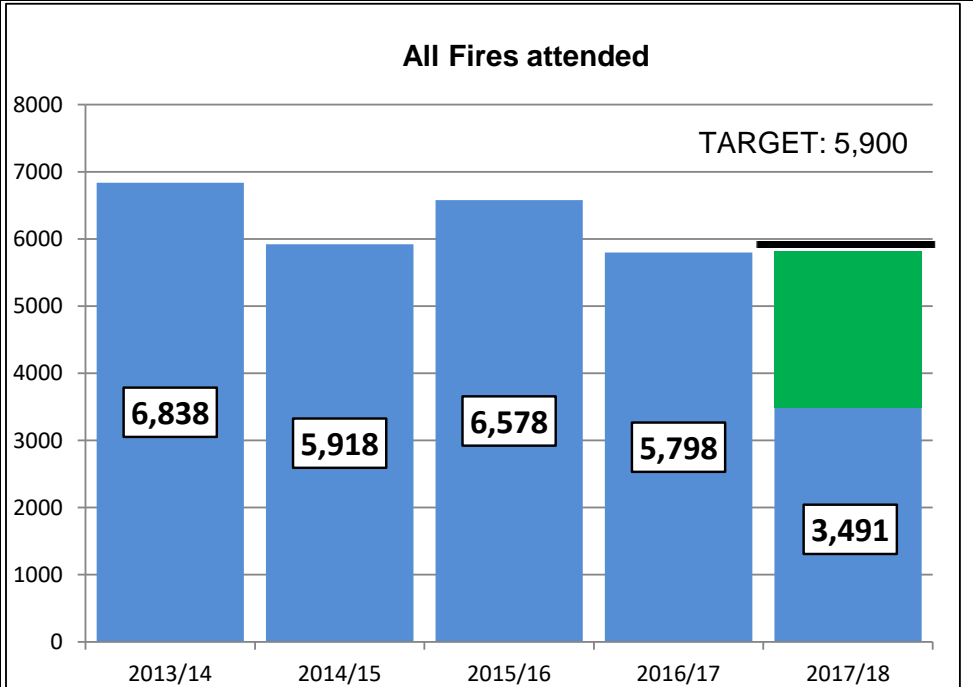
RTCs attended have decreased by 28 (-4.88%) compared to the first 2 quarters of last year. Extrication and release of persons accounted for 100 (18.23%) of 546 total RTCs attended in the first 2 quarters of this year compared to 95 of 574 (16.55%) in the first 2 quarters of last year. The total so far this year is 546, but is forecast to be 1,114 by the end of the year, which will exceed the target set of 1,100. The numbers however are expected to improve compared to last year (1,179).



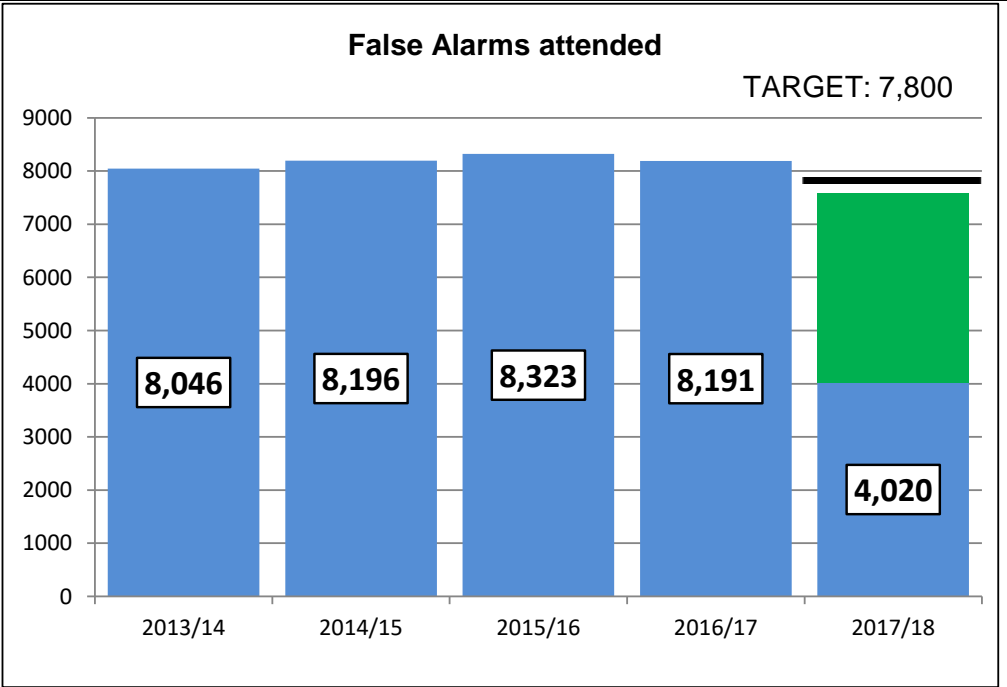
Total fire deaths and injuries have fallen from 44 in the first 2 quarters of last year to 29 this year (-34.09%). Fatalities have reduced from 6 last year to 2 (-66.67%) this year. Serious injuries have fallen from 10 to 6 (-40.00%) and slight injuries have fallen from 28 to 21 (-25.00%) compared to last year. The total so far this year is 29, but is forecast to be 62 by the end of the year, which will be well below the target of 81 set at the start of the year.



Total accidental fire deaths and injuries have fallen from 33 in the first 2 quarters of last year to 26 this year (-21.21%). There have been 2 accidental fatalities in quarter 1 + 2 which was the same as last year. Accidental serious injuries have also stayed the same as last year with 6. Slight injuries have fallen from 25 to 18 (-28.00%) compared to last year. The total so far this year is 26, but is forecast to be 58 by the end of the year, which will be well below the target of 67 set at the start of the year.



Total fires attended have increased by 272 (+8.45%) compared to the first 2 quarters of last year. Grass fires have increased from 681 to 934 (+37.15%) and refuse fires have increased from 1,233 to 1,375 (+11.52%). Refuse fires (1,375) have accounted for 39.38% of all fires attended in quarter 1+2 and grass fires (934) have accounted for 26.75% of all fires attended in quarter 1+2. The 3,491 total fires figure for the year to date is forecast to be 5,818 by the end of the year which, will be below the target of 5,900 set at the start of the year.



False Alarms attended have decreased by 410 (-9.26%) compared to the first 2 quarters of last year. False alarms due to apparatus have fallen from 2,910 to 2,442 (-16.08%) compared to last year. False alarms due to apparatus in hospitals have fallen from 595 last year in quarter 1+2 to 452 (-24.03%) this year. The 4,020 total false alarm figure for the year to date is forecast to be 7,585 by the end of the year, which will be below the target set at the start of the year of 7,800.

\*\*\* Please note that all figures in this report were extracted on 10th November 2017 and are therefore provisional and subject to change, following further data collection and quality assurance

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

# Performance Monitoring Report 2017/2018

April 2017 to Sept 2017

Q1 + Q2

This is the Performance Monitoring Report for the year 2017/18 and it highlights performance for the period April 2017 to September 2017. The report includes:

- Analysis of incident activity levels by Unitary Authority Area (UAA).
  - Details the number and type of incidents that SWFRS have attended in each UAA.

Following consideration by the Senior Management Team and the Fire and Rescue Authority, the report is made available to the public via the internet.

The Service Performance & Communications department co-ordinates and compiles this report on behalf of the Service Delivery Directorate. All information is extracted from updated Directorate quarterly Service Plans and the data sets are maintained and validated by the Statistics and Risk team.

We are continually seeking to improve this report and would welcome comments on additional information or other changes that you would like to see included in the future. Please feel free to contact Neil Herniman on 01443 232775 or Wayne Thomas on 01443 232780 with these comments.



Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1027	145	100	88	74	73	64							544	333	211			- 36
<b>Special Service Calls (SSC)</b>	142	17	14	19	13	13	16							92	50	42			+ 2
SSC - Road Traffic Collisions	55	5	5	3	4	1	5							23	13	10			- 3
SSC - Other	87	12	9	16	9	12	11							69	37	32			+ 2
<b>False Alarms</b>	382	40	31	28	27	30	30							186	99	87			- 6
Malicious False Alarms	9	0	2	0	1	4	3							10	2	8			+ 6
Good Intent False Alarms	177	25	17	12	18	11	9							92	54	38			+ 2
Automatic Fire Alarms	196	15	12	16	8	15	18							84	43	41			- 14
<b>Fires</b>	503	88	55	41	34	30	18							266	184	82			- 32
Deliberate Fires	420	81	47	36	31	25	16							236	164	72			- 22
Accidental Fires	83	7	8	5	3	5	2							30	20	10			- 10
All Fatalities + Injuries	3	0	1	0	0	1	0							2	1	1			0
Accidental Fatalities + Injuries	3	0	0	0	0	1	0							1	0	1			- 1

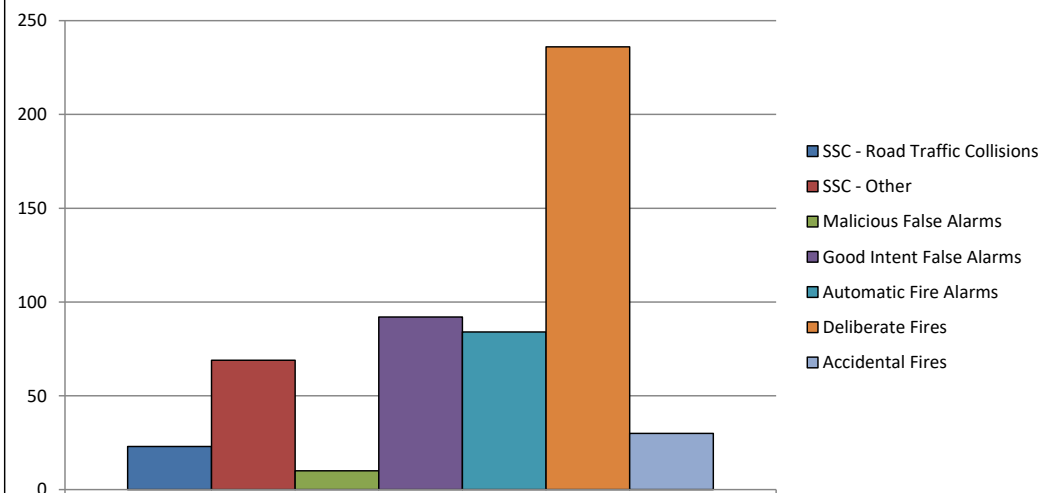
#### Notes

The total number of incidents attended in Blaenau Gwent during the first 2 quarters of 2017/18 was 36 lower (-6.21%) than the same period last year.

The number of deliberate fires attended during the first 2 quarters of 2017/18 was 22 lower (-8.53%) than we attended during the same period of the previous year. Deliberate fires accounted for 236 of 544 total incidents attended during the first 2 quarters of the year (43.48%).

The number of Other Special Service calls attended in Blaenau Gwent during the first 2 quarters of 2017/18 was 2 (+2.99%) higher than the number attended during the same period last year.

Quarter 1 + 2 - 2017/2018



#### Key -

Shows a reduction when compared to a previous period  
Shows an increase when compared to a previous period  
Shows no change when compared to a previous period



## Bridgend County Borough Council

April 2017 to Sept 2017

## Performance Monitoring Report 2017/2018

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1527	170	172	126	135	116	111							830	468	362			- 9
<b>Special Service Calls (SSC)</b>	318	31	29	27	26	29	24							166	87	79			+ 15
SSC - Road Traffic Collisions	113	12	4	7	7	10	13							53	23	30			+ 2
SSC - Other	205	19	25	20	19	19	11							113	64	49			+ 13
<b>False Alarms</b>	786	62	67	65	70	59	56							379	194	185			- 43
Malicious False Alarms	15	4	0	0	1	4	2							11	4	7			+ 4
Good Intent False Alarms	236	28	37	24	27	20	14							150	89	61			- 6
Automatic Fire Alarms	535	30	30	41	42	35	40							218	101	117			- 41
<b>Fires</b>	423	77	76	34	39	28	31							285	187	98			+ 19
Deliberate Fires	261	65	61	27	22	19	19							213	153	60			+ 12
Accidental Fires	162	12	15	7	17	9	12							72	34	38			+ 7
<b>All Fatalities + Injuries</b>	5	0	0	1	0	1	0							2	1	1			- 3
Accidental Fatalities + Injuries	2	0	0	1	0	1	0							2	1	1			0

## Notes

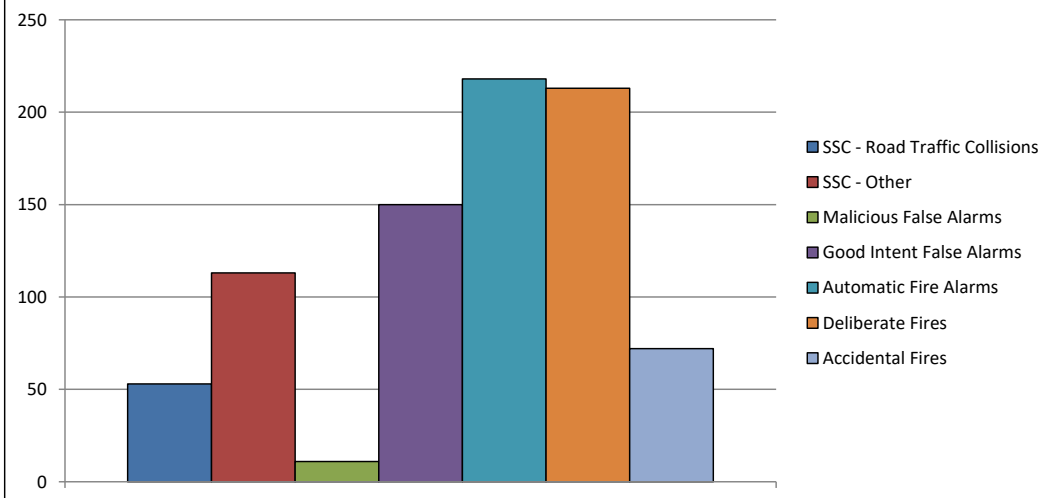
The total number of incidents attended in Bridgend during the first 2 quarters of the year was 9 lower than the number attended during the same period of last year (-1.07%).

The number of false alarms attended during the year so far has decreased by 43 (-10.19%) compared to the same period of last year. The number of automatic fire alarms attended decreased by 41 (-15.83%) while the number of malicious false alarms increased by 4 (+57.14%)

The number of deliberate fires increased by 12 (+5.97%) compared to last year. The total number of accidental fires increased by 7 (+10.77%).

The number of fire fatalities and injuries recorded has decreased by 3 (-60.0%) compared to the same period of last year.

Quarter 1 + 2 - 2017/2018



Cyngor Bwrdeistref Sirol



Key -

Shows a reduction when compared to a previous period  
 Shows an increase when compared to a previous period  
 Shows no change when compared to a previous period

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1738	307	179	170	150	141	114							1061	656	405			- 41
<b>Special Service Calls (SSC)</b>	298	29	30	39	28	39	25							190	98	92			+ 7
SSC - Road Traffic Collisions	125	11	7	12	6	12	11							59	30	29			- 3
SSC - Other	173	18	23	27	22	27	14							131	68	63			+ 10
<b>False Alarms</b>	636	79	51	74	57	53	48							362	204	158			- 19
Malicious False Alarms	35	5	2	8	2	1	2							20	15	5			- 2
Good Intent False Alarms	263	51	30	31	31	25	14							182	112	70			+ 5
Automatic Fire Alarms	338	23	19	35	24	27	32							160	77	83			- 22
<b>Fires</b>	804	199	98	57	65	49	41							509	354	155			- 29
Deliberate Fires	639	183	79	43	53	36	29							423	305	118			- 30
Accidental Fires	165	16	19	14	12	13	12							86	49	37			+ 1
<b>All Fatalities + Injuries</b>	16	4	0	0	1	0	1							6	4	2			+ 5
Accidental Fatalities + Injuries	14	4	0	0	1	0	1							6	4	2			+ 5

#### Notes

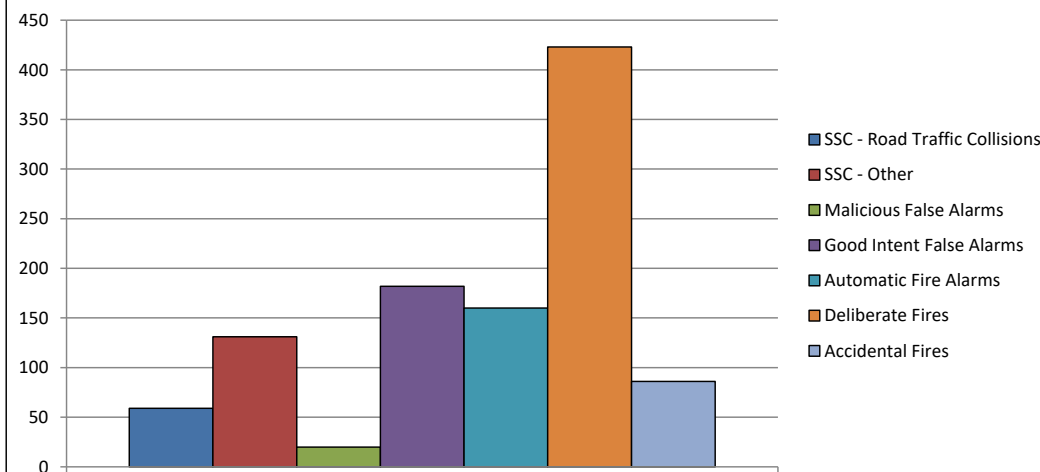
The total number of incidents attended in Caerphilly during the first 2 quarters of 2017/18 was 41 lower than the number attended during the same period last year (-3.72%) .

The number of fatalities and serious injuries for the first 2 quarters of the year has increased from 1 to 6 (+500.00%) compared to the same period last year.

The number of false alarms attended during the year decreased by 19 (-4.99%) compared to the same period of last year. The number of automatic fire alarms attended has decreased by 22 (-12.09%).

The number of fires attended during the first 2 quarters of 2017/18 has decreased by 29 (-5.39%) compared to the same period last year. Deliberate fires account for 423 of the 1061 incidents attended in Caerphilly (39.87%).

Quarter 1 + 2 - 2017/2018



Key -

Shows a reduction when compared to a previous period  
Shows an increase when compared to a previous period  
Shows no change when compared to a previous period



## Cardiff City Council

April 2017 to Sept 2017

## Performance Monitoring Report 2017/2018

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	4070	415	376	373	383	341	317							2205	1164	1041			- 80
<b>Special Service Calls (SSC)</b>	769	69	70	90	79	77	75							460	229	231			+ 42
SSC - Road Traffic Collisions	235	16	19	11	21	16	18							101	46	55			+ 3
SSC - Other	534	53	51	79	58	61	57							359	183	176			+ 39
<b>False Alarms</b>	2299	181	178	179	198	161	162							1059	538	521			- 132
Malicious False Alarms	95	5	9	7	5	6	2							34	21	13			- 16
Good Intent False Alarms	550	63	49	62	59	39	39							311	174	137			- 9
Automatic Fire Alarms	1654	113	120	110	134	116	121							714	343	371			- 107
<b>Fires</b>	1002	165	128	104	106	103	80							686	397	289			+ 10
Deliberate Fires	609	112	95	75	69	65	53							469	282	187			+ 24
Accidental Fires	393	53	33	29	37	38	27							217	115	102			- 14
All Fatalities + Injuries	28	5	2	1	1	1	0							10	8	2			- 2
Accidental Fatalities + Injuries	23	5	1	0	1	0	1							8	6	2			- 3

## Notes

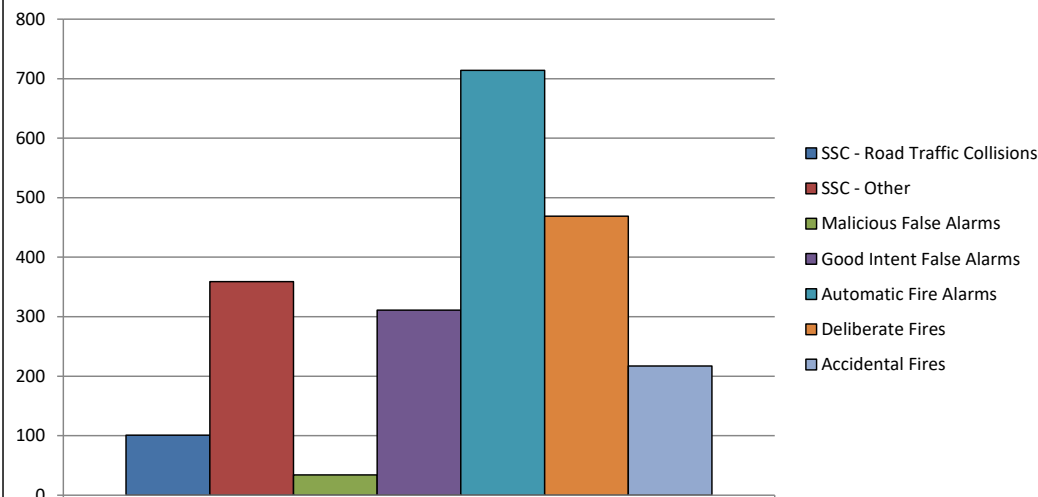
The total number of incidents attended in Cardiff during the first 2 quarters of the year was 80 lower (-3.50%) than during the same period of last year.

The number of Other Special Service calls attended during the first 2 quarters of the year was 39 higher (+12.19%) than the same period last year. The number of Road Traffic Collisions attended increased by 3 (+3.06%) compared to the same period as last year.

The number of Automatic Fire Alarm calls attended during the first 2 quarters of 2017/18 has decreased by 107 (-13.03%) compared to the same period of last year.

The number of fires attended during the first 2 quarters has increased by 10 (+1.48%) compared to the same period of last year. Deliberate fires increased by 24 (+5.39%) while accidental fires decreased by 14 (-6.06%).

Quarter 1 + 2 - 2017/2018



Key -

Shows a reduction when compared to a previous period  
 Shows an increase when compared to a previous period  
 Shows no change when compared to a previous period

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	765	117	84	65	93	47	51							457	266	191			+ 10
<b>Special Service Calls (SSC)</b>	142	13	21	20	30	13	19							116	54	62			+ 20
SSC - Road Traffic Collisions	49	4	4	4	10	5	5							32	12	20			+ 7
SSC - Other	93	9	17	16	20	8	14							84	42	42			+ 13
<b>False Alarms</b>	319	34	23	32	32	17	22							160	89	71			- 8
Malicious False Alarms	20	3	0	1	0	0	1							5	4	1			- 2
Good Intent False Alarms	104	19	12	11	16	5	14							77	42	35			+ 9
Automatic Fire Alarms	195	12	11	20	16	12	7							78	43	35			- 15
<b>Fires</b>	304	70	40	13	31	17	10							181	123	58			- 2
Deliberate Fires	241	60	37	8	22	11	9							147	105	42			- 1
Accidental Fires	63	10	3	5	9	6	1							34	18	16			- 1
All Fatalities + Injuries	2	0	0	0	1	0	0							1	0	1			+ 1
Accidental Fatalities + Injuries	2	0	0	0	1	0	0							1	0	1			+ 1

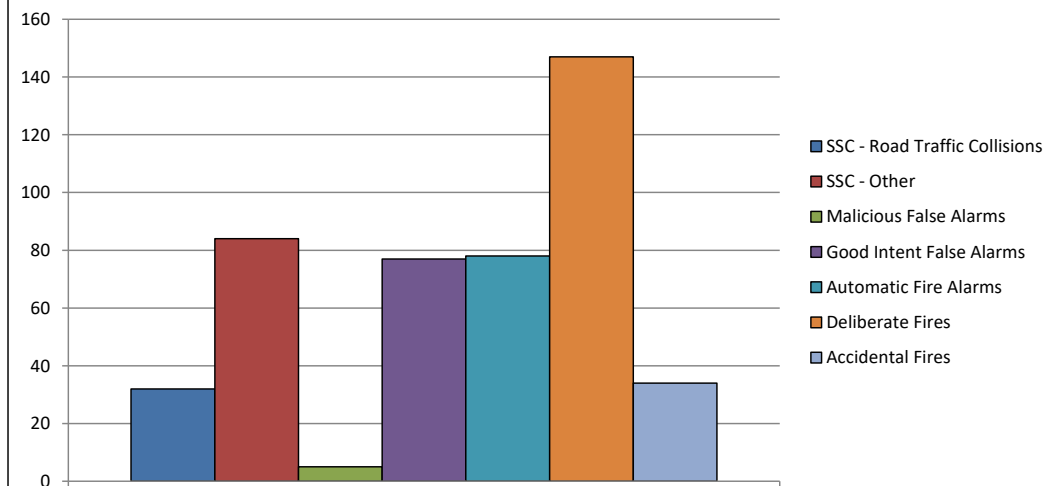
#### Notes

The total number of incidents attended in Merthyr Tydfil during the the first 2 quarters of the year was 10 higher (+2.24%) than during the same period of last year.

The number of automatic fire alarms attended during the the first 2 quarters of 2017/18 was 15 (-16.13%) lower than the number attended during the same period last year.

Deliberate fires account for 147 of the 457 (32.17%) total incidents attended in the first 2 quarters of 2017/18. Total fires have reduced by 2 (-1.09%) compared to the same period as last year.

Quarter 1 + 2 - 2017/2018



Cyngor Bwrdeistref Sirol  
**MERTHYR TYDFIL**  
County Borough Council

Key -

Shows a reduction when compared to a previous period  
Shows an increase when compared to a previous period  
Shows no change when compared to a previous period



## Monmouthshire Council

April 2017 to Sept 2017

## Performance Monitoring Report 2017/2018

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1043	72	94	75	92	73	81							487	241	246			- 68
<b>Special Service Calls (SSC)</b>	278	16	26	21	23	20	19							125	63	62			- 15
SSC - Road Traffic Collisions	87	6	12	7	7	4	8							44	25	19			- 6
SSC - Other	191	10	14	14	16	16	11							81	38	43			- 9
<b>False Alarms</b>	565	42	49	48	47	36	44							266	139	127			- 53
Malicious False Alarms	7	0	2	2	2	0	0							6	4	2			- 1
Good Intent False Alarms	113	14	9	8	12	11	13							67	31	36			+ 1
Automatic Fire Alarms	445	28	38	38	33	25	31							193	104	89			- 53
<b>Fires</b>	200	14	19	6	22	17	18							96	39	57			0
Deliberate Fires	64	3	5	1	10	6	9							34	9	25			+ 7
Accidental Fires	136	11	14	5	12	11	9							62	30	32			- 7
All Fatalities + Injuries	1	0	0	0	0	0	0							0	0	0			- 1
Accidental Fatalities + Injuries	1	0	0	0	0	0	0							0	0	0			- 1

## Notes

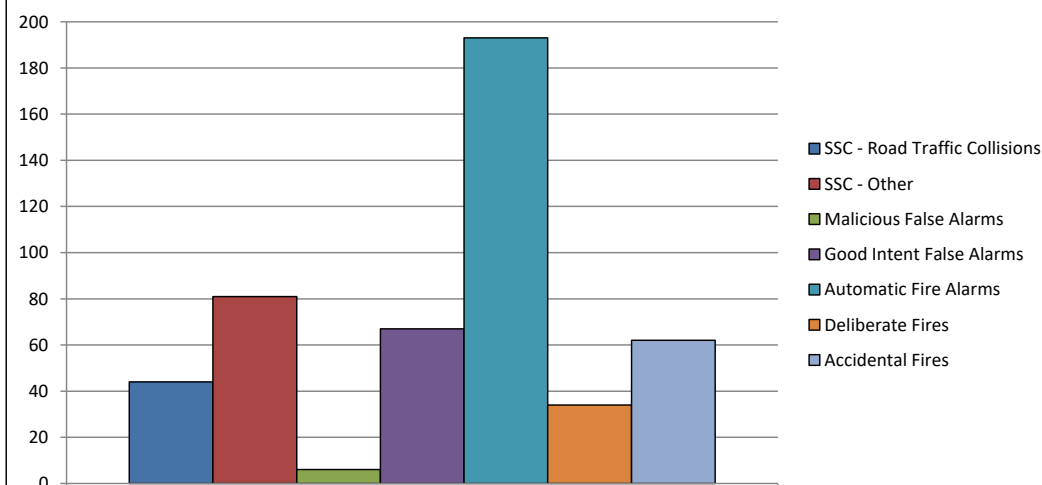
The total number of incidents attended in Monmouthshire during the the first 2 quarters of the year was 68 lower (-12.25%) than during the same period of last year.

The number of false alarms attended during the first 2 quarters was 53 lower (-16.61%) than last year. The number of automatic fire alarms attended during the first 2 quarters was also 53 lower (-21.54%) than the number attended last year.

The number of deliberate fires attended during the first 2 quarters of 2017/18 was 7 higher (+25.93%) than the number attended during the same period last year.

193 of the 487 incidents attended in Monmouthshire during the first 2 quarters of this year were false alarms due to automatic fire alarms (39.63%).

Quarter 1 + 2 - 2017/2018



Key -

Shows a reduction when compared to a previous period  
 Shows an increase when compared to a previous period  
 Shows no change when compared to a previous period

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	2268	238	190	209	191	206	185							1219	637	582			- 62
<b>Special Service Calls (SSC)</b>	357	34	34	37	33	42	36							216	105	111			+ 19
SSC - Road Traffic Collisions	133	7	13	10	9	10	9							58	30	28			- 2
SSC - Other	224	27	21	27	24	32	27							158	75	83			+ 21
<b>False Alarms</b>	977	94	81	98	86	93	91							543	273	270			- 10
Malicious False Alarms	48	3	2	6	3	5	4							23	11	12			+ 4
Good Intent False Alarms	277	38	28	24	17	20	23							150	90	60			- 19
Automatic Fire Alarms	652	53	51	68	66	68	64							370	172	198			+ 5
<b>Fires</b>	934	110	75	74	72	71	58							460	259	201			- 71
Deliberate Fires	746	97	55	61	59	61	45							378	213	165			- 55
Accidental Fires	188	13	20	13	13	10	13							82	46	36			- 16
All Fatalities + Injuries	9	0	0	0	0	1	0							1	0	1			- 7
Accidental Fatalities + Injuries	6	0	0	0	0	1	0							1	0	1			- 4

#### Notes

The total number of incidents attended in Newport during the first 2 quarters of 2017/18 was 62 lower (-4.84%) than the same period as last year.

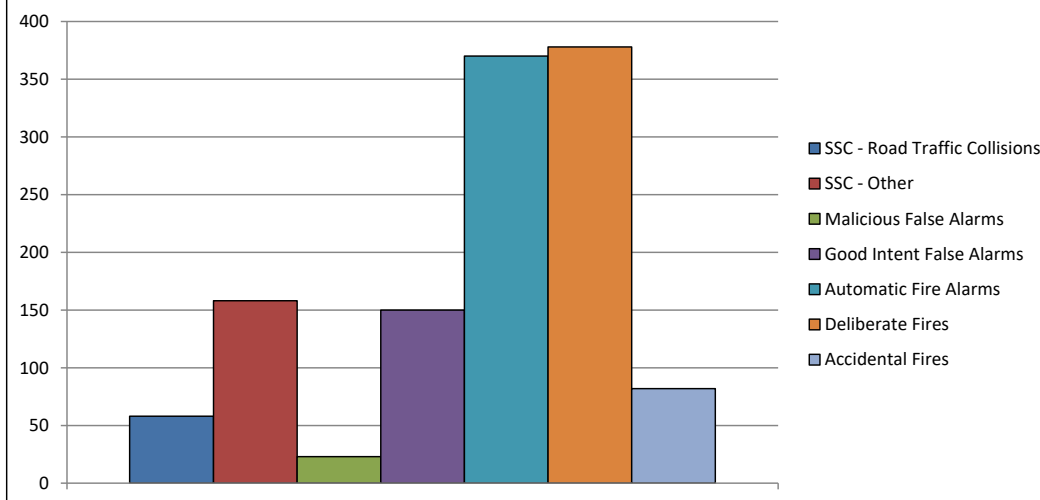
The number of Other Special Service calls attended during the first 2 quarters of 2017/18 was 21 (+15.33) higher than the number attended during last year.

The number of automatic fire alarms attended during the first 2 quarters of the year has increased by 5 (+1.37%) compared to last year.

The number of deliberate fires attended this year has decreased by 55 (-12.70%) compared to last year.

There has been one fire related injury that required a casualty being transported to hospital during the first 2 quarters of this year. There were 8 during the same period last year (-700%).

Quarter 1 + 2 - 2017/2018



Key -

Shows a reduction when compared to a previous period  
Shows an increase when compared to a previous period  
Shows no change when compared to a previous period





Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	2407	377	309	230	208	167	162							1453	916	537			- 26
<b>Special Service Calls (SSC)</b>	472	46	60	46	59	53	45							309	152	157			+ 53
SSC - Road Traffic Collisions	224	20	19	13	18	13	12							95	52	43			- 3
SSC - Other	248	26	41	33	41	40	33							214	100	114			+ 56
<b>False Alarms</b>	1038	96	87	103	62	71	73							492	286	206			- 91
Malicious False Alarms	24	3	3	3	1	2	5							17	9	8			+ 3
Good Intent False Alarms	409	59	47	46	29	20	30							231	152	79			- 19
Automatic Fire Alarms	605	34	37	54	32	49	38							244	125	119			- 75
<b>Fires</b>	897	235	162	81	87	43	44							652	478	174			+ 12
Deliberate Fires	646	215	127	49	62	31	36							520	391	129			+ 11
Accidental Fires	251	20	35	32	25	12	8							132	87	45			+ 1
<b>All Fatalities + Injuries</b>	21	0	2	5	0	0	0							7	7	0			- 4
Accidental Fatalities + Injuries	19	0	2	5	0	0	0							7	7	0			- 2

## Notes

The total number of incidents attended during the first 2 quarters of 2017/18 was 26 lower (-1.76%) than last year.

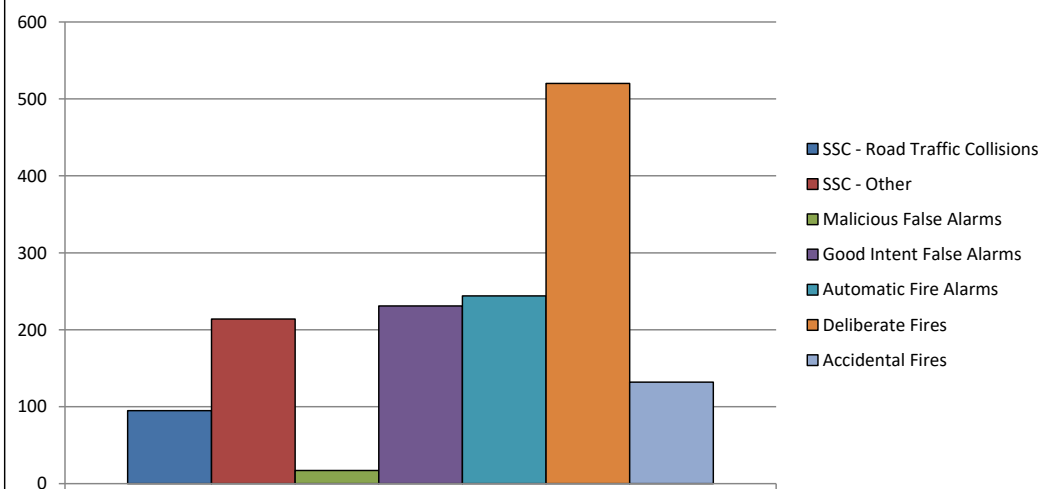
The number of Other Special Service calls attended during the first 2 quarters of 2017/18 was 56 (+35.40%) higher than the number attended during last year.

The number of automatic fire alarms attended during the first 2 quarters of this year has decreased by 75 (-23.50%) compared to last year.

The number of deliberate fires attended during the first quarter has increased by 11 (+2.20%) compared to last year.

Deliberate fires have accounted for 520 of the 1453 incidents (35.79%) attended in Rhondda Cynon Taf during the first 2 quarters of 2017/18.

Quarter 1 + 2 - 2017/2018



Key -

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Shows an increase when compared to a previous period  
Shows no change when compared to a previous period



Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1273	133	100	116	96	102	72							619	349	270			- 123
<b>Special Service Calls (SSC)</b>	205	23	33	17	21	21	11							126	73	53			0
SSC - Road Traffic Collisions	61	3	8	4	7	2	2							26	15	11			- 3
SSC - Other	144	20	25	13	14	19	9							100	58	42			+ 3
<b>False Alarms</b>	689	56	40	61	55	51	41							304	157	147			- 74
Malicious False Alarms	40	3	1	2	4	1	0							11	6	5			- 5
Good Intent False Alarms	165	19	16	12	15	11	12							85	47	38			- 19
Automatic Fire Alarms	484	34	23	47	36	39	29							208	104	104			- 50
<b>Fires</b>	379	54	27	38	20	30	20							189	119	70			- 49
Deliberate Fires	242	34	15	24	15	21	17							126	73	53			- 30
Accidental Fires	137	20	12	14	5	9	3							63	46	17			- 19
All Fatalities + Injuries	2	0	0	0	0	0	0							0	0	0			- 1
Accidental Fatalities + Injuries	2	0	0	0	0	0	0							0	0	0			- 1

#### Notes

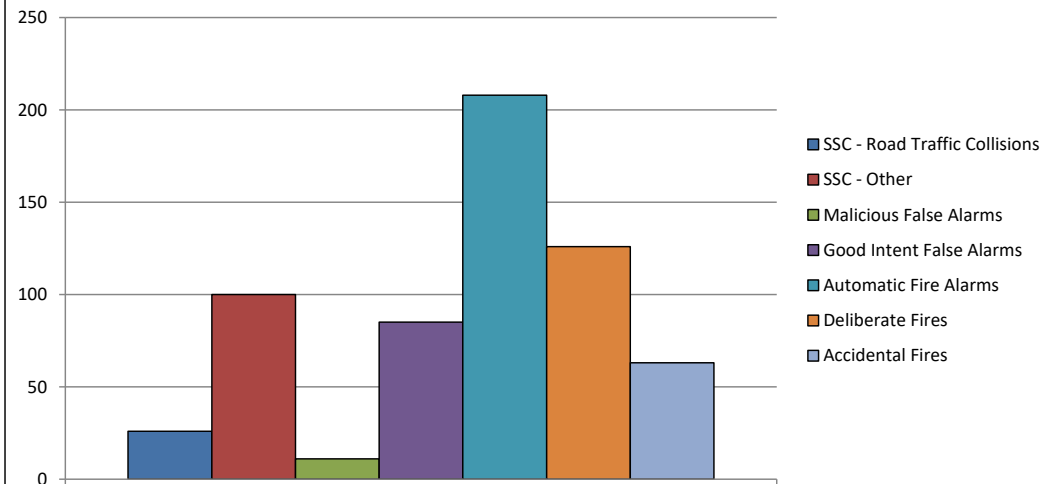
The total number of incidents attended during the the first 2 quarters of 2017/18 was 123 (-16.60%) lower than the number attended during the same period last year.

The number of false alarms attended as a result of automatic fire alarms has decreased by 50 (-19.38%) compared to the same period last year.

The number of deliberate fires attended during the first 2 quarters has decreased by 30 (-19.23%) compared to the same period last year.

There were no fire related deaths or fire related injuries that required a casualty being transported to hospital during the first 2 quarters of this year.

#### Quarter 1 + 2 - 2017/2018



#### Key -

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Shows an increase when compared to a previous period  
Shows no change when compared to a previous period



## The Vale of Glamorgan County Borough Council

April 2017 to Sept 2017

## Performance Monitoring Report 2017/2018

Incident Categories	2016/ 2017	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year Total	Q1	Q2	Q3	Q4	16/17 vs 17/18
<b>Total Incidents</b>	1194	98	107	102	106	98	98							609	307	302			- 36
<b>Special Service Calls (SSC)</b>	344	21	33	29	33	33	34							183	83	100			+ 20
SSC - Road Traffic Collisions	96	6	8	9	6	12	13							54	23	31			+ 10
SSC - Other	248	15	25	20	27	21	21							129	60	69			+ 10
<b>False Alarms</b>	499	43	43	53	34	42	46							261	139	122			- 30
Malicious False Alarms	10	1	0	0	1	1	0							3	1	2			- 1
Good Intent False Alarms	168	22	13	15	10	16	10							86	50	36			- 22
Automatic Fire Alarms	321	20	30	38	23	25	36							172	88	84			- 7
<b>Fires</b>	351	34	31	20	39	23	18							165	85	80			- 26
Deliberate Fires	185	24	24	13	26	14	9							110	61	49			- 17
Accidental Fires	166	10	7	7	13	9	9							55	24	31			- 9
All Fatalities + Injuries	5	0	0	0	0	0	0							0	0	0			- 3
Accidental Fatalities + Injuries	2	0	0	0	0	0	0							0	0	0			- 1

## Notes

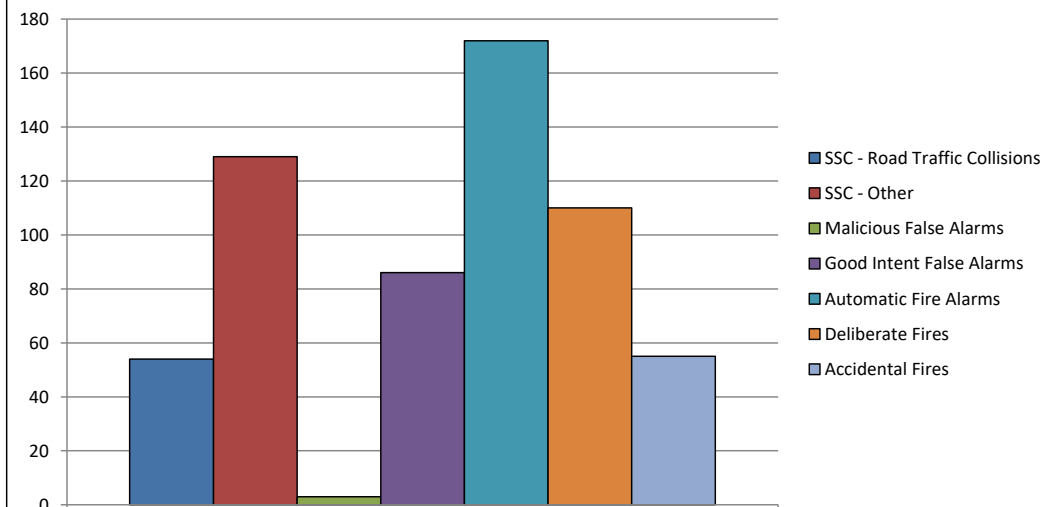
The total number of incidents attended in The Vale of Glamorgan during the first 2 quarters of this year was 36 lower (-5.58%) than last year. False alarms (261) accounted for 42.86% of all incidents attended.

The number of automatic fire alarms attended during the first 2 quarters of 2017/18 was 7 lower (-3.91%) than the number attended during the same period of last year.

The number of deliberate fires attended during the first 2 quarters of 2017/18 was 17 incidents lower (-13.39%) than the number attended during the same period of last year.

There were no fire related deaths or fire related injuries that required a casualty being transported to hospital during the first 2 quarters of this year.

Quarter 1 + 2 - 2017/2018



## VALE of GLAMORGAN



Key -

- Shows a reduction when compared to a previous period
- Shows an increase when compared to a previous period
- Shows no change when compared to a previous period

**Raising Awareness - Reducing Risk**



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.iii  
18 DECEMBER 2017

**REPORT OF THE DEPUTY CHIEF OFFICER****CORPORATE RISK REGISTER 2017 – HALF YEARLY REVIEW OF STRATEGIC RISK****SUMMARY**

To consider the strategic risks within the Corporate Risk Register and the management of these risks.

**RECOMMENDATIONS**

That Members view the strategic risks contained within the Corporate Risk Register and agree their validity.

**1. BACKGROUND**

- 1.1 The Fire and Rescue Service National Framework for Wales and the Wales Programme for Improvement Framework requires Fire & Rescue Services to consider risk management whilst discharging its statutory duties, and take into account the risks facing the organisation when making strategic decisions.
- 1.2 Corporate Risk is an event that has the potential to help or hinder the achievement of a strategic objective or the delivery of core business. All risks are rated as manageable (low), material (medium) or significant (high).
- 1.3 Directors, department heads and team leaders are responsible for identifying risks during the business planning process and taking the appropriate actions to manage or mitigate risk within their areas. Only risks that impact upon the achievement of a strategic objective or delivery of core business are monitored via the Corporate Risk Register.
- 1.4 The Senior Management Team formally reviews the Corporate Risk Register on a regular basis and endorses the inclusion of any new or emerging risks identified.

**2. ISSUE**

- 2.1 During Quarter 2 2016/17, the register was split into strategic and operational risks to enable greater focus. As agreed at this time, detail is provided on the strategic risks only. Operational risks form part of the ongoing Senior Management Team monitoring and scrutiny.

- 2.2 There are currently 9 risks on the Strategic Register; of these 6 are rated significant (high), 2 are material (medium), 1 is manageable (low).
- 2.3 Attached at Appendix A is a diagram showing the overall risk profile of all the live strategic risks according to residual risk score.
- 2.4 Appendix B shows progress updates recorded during Quarter 2 for all strategic risks categorised according to significant, material and manageable.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 It is the responsibility of each risk owner to ensure that appropriate assessment of risk in relation to equality and diversity has been carried out across all relevant supporting activity levels.

### **4. RECOMMENDATIONS**

- 4.1 That Members view the strategic risks contained within the Corporate Risk Register and agree their validity.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Paul Conway Engagement, Transformation & Performance Manager	<ul style="list-style-type: none"> <li>• Appendix A – Risk matrix of all Strategic Corporate Risks by residual score</li> <li>• Appendix B – Strategic Risks updates</li> </ul>

APPENDIX A

Risk matrix of Strategic Corporate risks by residual score

IMPACT	16	32	48	64	80
	8	101 16	190 19b 24	80.6 32	110 40
	4	80.1 8	12	16	09 20
	2	4	6	191 8	10
	120 1	2	3	4	5
	LIKELIHOOD				

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## APPENDIX B

## Significant Strategic Risks (High)

Risk Owner	Ref no	Risk Description	Score	Progress updates
S Chapman	80.6	IF the ICT vision, infrastructure, capacity and capability to facilitate new and improved ways of working are not challenging, robust and sufficient THEN service delivery may be impacted and the change required to secure the future sustainability of the service will not be made.	32	Q1 17/18 - score to remain extant - no change since last review - no decisions yet on structural changes or project work impacting on capacity of managers Q2 17/18 - whilst new structure still not finalised, additional temporary ICT engineer posts appointed to within ICT department, providing additional capacity to deliver the agreed ICT strategy. Residual risk therefore reduced slightly as a consequence of this improved position.
S Chapman	110	IF provision is not put in place to address the new EU Data regulations THEN we will be in breach of the regulations.	40	Q1 17/18 - all Wales group established. Agreed action plan to implement EU regulations. Regular review meetings held to review progress against implementation. Shared post with Mid & West Wales FRS (MWWFRS) to assist implementation process and shared experience. Overseen by Legal Services Officer. Q2 17/18 - work progressing with each directorate on identifying personal data within organisation and policies and procedures that process personal data. Posts beginning to be identified through this process as data processor etc. Work is also underway to identify agreements that the Service has entered into with third parties where data processing is taking place.

Risk Owner	Ref no	Risk Description	Score	Progress updates
H Jakeway	19b	IF we suffered the loss of life/life changing injuries of a member of staff or a member of the public through the commission of our duties THEN potential corporate or criminal liability could ensue. Other consequences that could arise are negative media attention, negative public perception, a loss of trust and confidence of the Management team by staff.	24	Q1 17/18 - risk reviewed and remains extant. Q2 17/18 - risk reviewed - immediate changes to full Pre Determined Attendance (PDA) implemented on Automatic Fire Alarms (AFA's) to high rise buildings where premises had failed panel combustion tests for public reassurance / safety.
H Jakeway	09	IF strategic transformation issues, redundancies or national pay negotiations are seen as adverse THEN there is a risk of industrial action by staff and / or potential loss of experienced staff.	20	Q1 17/18 - risk reviewed - no change. Q2 17/18 - risk reviewed - CFO & Deputy Chair attended Pay Claim mtg. FBU taking employers offer to executive council - offer rejected and trials now suspended. Awaiting next steps; watching brief being kept.
R Prendergast	101	IF the Emergency Services Network does not deliver a replacement for Airwave in a suitable timeframe THEN the service may be compromised in its ability to deliver a secure, efficient, resilient and cost effective communications network.	16	Q1 17/18 - Risk reviewed - national project still subject to delays. Watching brief being kept. Paper to Sept FA meeting. Q2 17/18 - Paper delivered to FA. Still progressing nationally.
R Prendergast	190	IF the Service is not adequately prepared to respond to a Terrorist-related incident THEN risks are presented in terms of the Services ability to ensure effective Firefighter safety, public confidence, public protection and consequential loss of life.	16	Q1 17/18 - risk reviewed, scores remain current. Q2 17/18 - All training against National resilience assets is up to date and assurance provided to WG at All Wales National Assurance Committee (papers available).

### Material Strategic Risks (Medium)

Risk Owner	Ref no	Risk Description	Score	Progress updates
S Chapman	80.1	IF the SOF programme is not managed, planned, resourced and supported effectively THEN the changes required to secure the future sustainability of the service within reduced financial resources will not be delivered.	8	Q1 17/18 - ELT meetings have identified some further areas for SOF review to be scoped out for Quarter 2. RDS review group now fully resourced and making progress against terms of reference. Score to remain extant at current time. Resources against new areas of review to be assessed. Q2 17/18 - risk reviewed. Project management structures remain and have morphed to cover other strategic projects of organisation. Consideration to be given to closing risk down / changing risk for next quarter to reflect change in nature as SOF projects become more mainstreamed and other organisational projects report to project board.
A Thomas	191	There is a risk of theft with the potential for the equipment to fall in the hands of terrorists.	8	Q1- 2017/2018 risk identified as a result of the increased threat level in May 2018 and review of the corporate risk register. Q2 - 2017/2018 risk identified and set up.

### Manageable Strategic Risks (Low)

Risk Owner	Ref no	Risk Description	Score	Progress updates
P Haynes	120	IF legislation relating to pension contributions, employment law and taxation have a negative effect on the composition of our workforce THEN we will face service delivery and financial consequences.	1	Q1 - Members (TNA) in progress. Officers and Members training programme being planned. Invitation from WG to attend GAD and TPR training received. Q2 - Training delivered to officers and LPB & nominated HR & E Committee members. Pension Regulator scheme registration completed.



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.iv  
18 DECEMBER 2017

**REPORT OF THE TREASURER****REVENUE BUDGET ESTIMATE 2018/19****SUMMARY**

This report is to approve the revenue budget estimate for 2018/19 as reported to and recommended by the Finance, Audit & Performance Management Committee on 4 December 2017.

**RECOMMENDATIONS**

That Members approve the contributions budget of £71,162,672 for the financial year 2018/19.

**1. BACKGROUND**

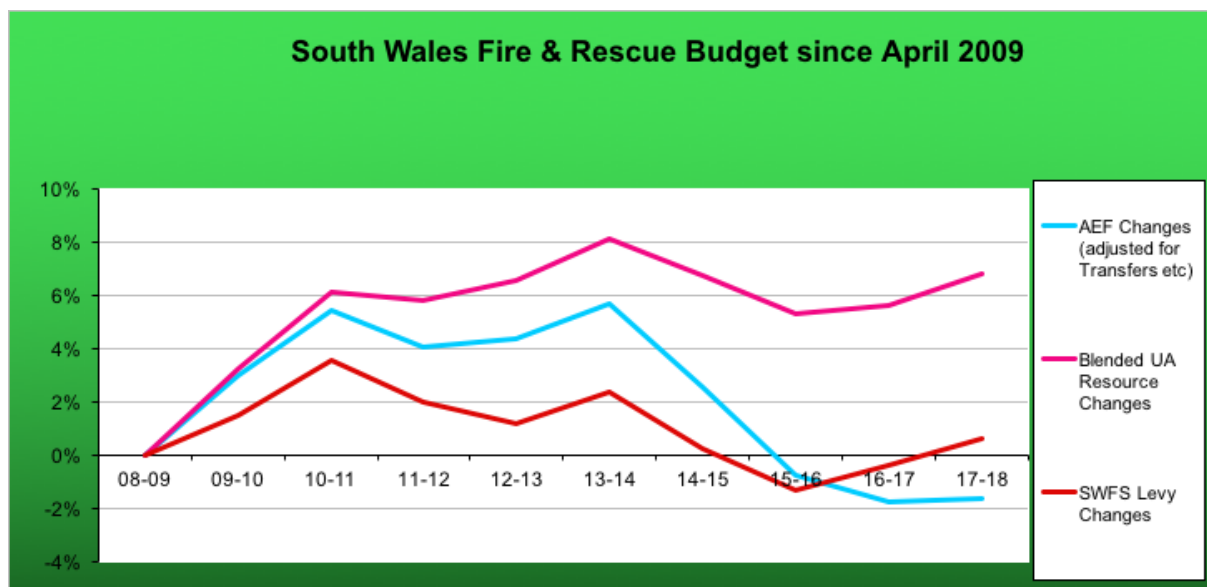
- 1.1. Members will be aware that under the South Wales Fire Services (Combination Scheme) Order 1995 (as amended), the Authority shall:
- 1.2. *“before 31 December in any year submit to each constituent authority an estimate of its net expenses for the next year, and shall subsequently, before 15 February, give notice to each constituent authority of the amount of contribution to be paid by that authority ..... in the next financial year”.*
- 1.3. Following reports to the Fire & Rescue Authority, the Finance, Audit & Performance Management Committee (FAPM) and the Working Group on the Medium Term Financial Strategy and approach to the 2018/19 budget, details of the draft budget were circulated to constituent authorities for consultation.
- 1.4. The FAPM Committee considered the budget proposal and the results of the consultation exercise at its meeting on 4 December 2017 and recommended to the Fire & Rescue Authority that the proposed budget be approved.
- 1.5. Since the commencement of austerity measures some nine years ago, the Fire & Rescue Authority (the Authority) has successfully managed to contain its expenditure whilst maintaining service levels, continuing with service improvements and taking on new burdens. The current year's revenue budget, at £70.2m, equates to the same level of cash spending in 2008/09.
- 1.6. To put this in context, the Welsh Government's recent budget statement indicated that Welsh public sector spending will have reduced by 12% in real terms between 2010 and the end of this decade. This Authority has

delivered significant efficiency savings and absorbed service pressures such that its budget has already reduced by approximately 14% in real terms since 2010.

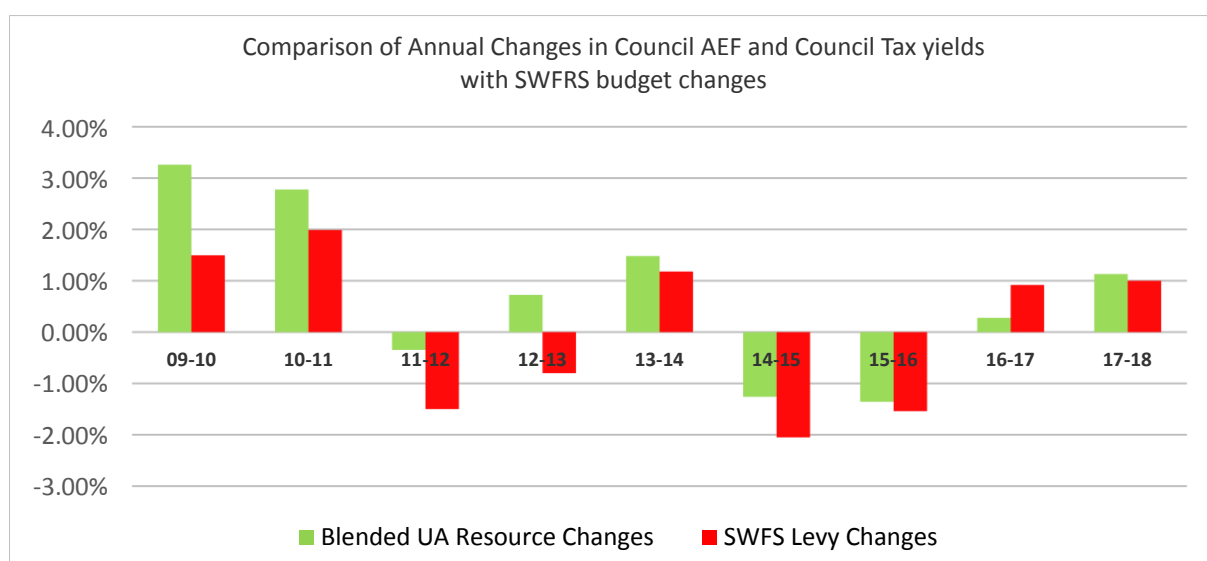
- 1.7. The Authority does not have to finalise its budget until February. However, the Authority approved a timescale aimed at a December approval of the final budget to give certainty to constituent councils at an early stage in their budget cycle.

## **2. LOCAL GOVERNMENT SETTLEMENT**

- 2.1 The draft Welsh Government budget was released on 3 October 2017 and the draft local authority settlement on 10 October 2017. It included a 0.5% average cash reduction in like for like government support for local authorities in Wales. For the 10 constituent authorities in South Wales, the average settlement reduced by 0.42% with only Cardiff City Council seeing an increase and some authorities at the floor (-1%) introduced by Welsh Government. The final settlement is planned for December.
- 2.2 The Chancellor presented the UK budget on 22 November. Whilst additional spending was announced in many different policy areas, Welsh Government have indicated that much of the consequential within Wales was of a capital nature and that which was not was unlikely to significantly impact budget proposals for the coming year.
- 2.3 The Authority is required to determine an estimate of its net expenses for the coming year based on the needs of the communities of South Wales. The financial resources available to constituent councils from the local government settlement and local council tax is not a specific factor in this budget decision. However, in setting its budget, the Authority has always sought to be mindful of the need to keep such expenses affordable in the context of the general economic climate in which it and its funding partners operate. The following charts demonstrate the extent to which the Authority has achieved this aim since the credit crunch of 2009.



- 2.4 The budget for the Authority in 2017/18 is in cash terms still close to the level of 2008/09. This is significantly below the combined level of Aggregate External Finance (AEF) and local taxation available to councils over the same period.



- 2.5 Since 2008/09, the Authority's budget has remained at a comparatively lower level than the equivalent change in net resources available to the constituent councils.
- 2.6 As implied within the charts above, AEF is not the only source of funding available to councils to meet expenditure. Councils also raise local taxation to fund services. As AEF has been restricted throughout the economic downturn, the balance of funding has been changing with local taxation representing a greater proportion of councils' net revenues. In 2017/18, local taxation represented around  $\frac{1}{4}$  of the net resources available.

- 2.7 It is not possible to know what decisions councils will take around council tax next year but previous analysis of known historical average changes in yield show an average increase of around 4.7%. This increase is derived not only from increased rates of tax but also from increases in the tax base and better collection rates. Commentary from local authority representatives following the settlement indicates that council tax will again increase disproportionately to meet the demand to fund services and possibly up to the cap of 5%.
- 2.8 It is the combined effect of changes in AEF and this yield from council tax which determines the net resources available to local councils. Allowing for the cost of council tax benefits, the draft settlement combined with a 4.7% increase in council tax yields would represent a 0.8% increase in net resources across the councils in South Wales.

### 3. POPULATION DATA CHANGES

- 3.1 The Fire Combination Order determines total population as the basis on which contributions are shared amongst the constituent councils. Each year, Welsh Government sources mid-year estimates of population from the Office of National Statistics (ONS) as part of the local government settlement process. The population data therefore not only determines the relative amounts constituent councils contribute towards fire services but also drives how much cash each council derives from the local government settlement process.
- 3.2 The table below shows the change in population data and the cash value of contributions which are shifted **before** any consideration of a change in the Fire & Rescue Authority budget. This year has again seen a significant shift of the population data which is also reflected in the local government settlement.

Unitary Authority	17/18 contribution £	17/18 population No.	18/19 population No.	population change		contribution change	
				No.	%	£	%
Bridgend	6,602,717	142,450	142,862	412	0.29%	-3786	-0.06%
Vale of Glamorgan	5,939,124	128,133	128,280	147	0.11%	-13,750	-0.23%
Rhondda Cynon Taf	11,033,480	238,042	238,482	440	0.19%	-17,776	-0.16%
Merthyr Tydfil	2,743,065	59,180	59,219	39	0.07%	-7,693	-0.28%
Caerphilly	8,378,145	180,754	181,027	272	0.15%	-16,360	-0.20%
Blaenau Gwent	3,221,013	69,492	69,433	-58	-0.08%	-13,824	-0.43%
Torfaen	4,259,494	91,896	91,991	95	0.10%	-10,342	-0.24%
Monmouthshire	4,300,798	92,787	92,931	144	0.15%	-8,227	-0.19%
Newport	6,870,789	148,234	148,729	495	0.33%	-859	-0.01%
Cardiff	16,857,561	363,693	366,959	3,266	0.90%	+92,617	0.55%
<b>Total</b>	<b>70,206,186</b>	<b>1,514,661</b>	<b>1,519,913</b>	<b>5,251</b>	<b>0.35%</b>	<b>0</b>	<b>0.00%</b>



- 3.3 The table above demonstrates that the largest cash changes are Cardiff (increase of £93k) and RCT (decrease of £18k). This is an unsurprising outcome as Cardiff was the one authority with a positive financial settlement due to its increasing population share. It must again be stressed that these impacts are not within the control of the Authority and at the constituent council level, they add or subtract from any budget determination that the Authority makes.

#### 4. THE BUDGET PROCESS

- 4.1 The proposed budget has been formulated from the approved 2017/18 budget taking into account a number of factors, including:

Factor	Activity
Identifying and challenging cost pressures within the base budget	<ul style="list-style-type: none"> <li>• Services have been requested to identify cost pressures</li> <li>• Such pressures have been challenged and excluded where an alternative existed</li> <li>• A corporate assessment of the impact of employee cost changes has been undertaken</li> </ul>
Identifying and challenging inflation indices	<ul style="list-style-type: none"> <li>• Where inflation is contractual and no other supply option is available, inflation is included</li> <li>• Where inflation is more general in nature, services will be expected to absorb cost increases through general efficiency or local savings initiatives</li> <li>• In the vast majority of cases, budgets are cash limited</li> </ul>
Reviewing the projected out-turn for 2017/18	<ul style="list-style-type: none"> <li>• The projected underspend in 2017/18 has informed the budget production</li> <li>• Further identification of savings has been undertaken following the completion of the year end accounts</li> <li>• Where underspends are likely to continue, reductions in budget are assumed</li> </ul>
Reviewing and confirming projects aimed at producing savings	<ul style="list-style-type: none"> <li>• Existing projects have been verified together with assessed timescales for delivery</li> <li>• Where projects are unlikely to deliver to target, other mitigation has been considered</li> <li>• Ongoing project development is taking place to address future budget savings</li> </ul>

- 4.2 The result of this work has been to identify cost pressures and budget reductions in arriving at the proposed budget for 2018/19.

- 4.3 One of the biggest variables in the budget formulation is the assumed level of pay increases. This budget is constructed on the following assumptions:

	<b>2017/18</b>	<b>2018/19</b>
Grey Book	2%*	3%
Green Book	1%	1%

\* Only 1% was built into the 2017/18 original budget which effectively means a 4% increased provision is necessary in 18/19

The grey book (firefighters) pay inflation is based on the rejected offer made by the local government employers. If there is any reason to alter these assumptions then clearly, the budget may require adjusting up or down accordingly. It is not certain what the timing of any announcements or decisions in this regard may be at present. The green book (non-uniformed) inflation was based on the existing public sector pay cap. Within the last week, the employers have offered a 2% settlement for 18/19 with higher increased on lower spinal points. Whilst this represents an increase beyond that provided in the budget estimate, the magnitude of this increase is much less than the grey book and it is suggested that the increase be absorbed in year for 18/19. The base for future budgets will need to be adjusted once firm figures are available

- 4.4 Staffing budgets have traditionally been underspent mainly resulting from difficulties in recruitment to replace leavers and retirees. There have also been particular problems in recruiting and retaining on-call fire fighters due to the changing nature of employment and also a general shift in societal patterns of living and working. Whilst it is possible to factor into the budget an allowance for some aspects of this budget underspend (£500k has been built in to these projections relating to staff turnover), it is also recognised that there are initiatives underway to ensure that recruitment and retention levels are balanced with the existing need for fire cover and other emergency responses.
- 4.5 A number of budget reductions have been implemented following the review of last year's outturn. These included savings identified in fleet, pension costs, overtime and allowances and capital financing.
- 4.6 Invest to save projects are being implemented to reduce ongoing costs. These include the joint fire control project based in South Wales Police HQ in Bridgend but also several projects aimed at reducing energy costs including the installation of low cost LED lighting across the estate, renewal of heating and air conditioning systems and better building management solutions including remote monitoring and control.

- 4.7 A number of the projects which emerged from the Fire Cover Review have not been able to be implemented at this stage due to ongoing consideration of potential sites and this work is ongoing
- 4.8 The Authority has maintained a contingency budget for some years. However, given the consistent good record of financial management and underspending, together with the adequate level of balances currently held, it is reasonable to consider removing the current provision of £250k per annum.
- 4.9 Budgets have been challenged by senior officers and Members of the Finance, Asset & Performance Management Working Group in order to provide appropriate scrutiny of the proposed budget. Particular consideration of the Authority's various plans and strategies has been a factor in deciding where budget is allocated.
- 4.10 Key themes within current plans have been used to ensure that budget resource allocation decisions are cognisant of areas for investment and savings. One area of growth which has been identified to date is the need to consolidate the existing ICT provision of the Authority given the significant challenges and projects within the Authority's plans. Accordingly, £200k provision has been made in the base budget to achieve these aims. It is possible that further investment will be required to deliver other projects and improvements and wherever possible, this investment will be met from savings and one off reserves. Further reports will be brought forward in due course if such investment is identified.

## 5. SPECIFIC GRANTS

- 5.1 The Authority relies on specific grants and contributions from Welsh Government to fund a number of risk reduction and other initiatives. It is important for Members to note that the Authority has no control over the value or extent of such grant funding and as such, the impact of reductions can only be considered as decisions are imposed from elsewhere. A summary of the grant approvals in the current year is shown below.

<b>External Funding 2017/18</b>	<b>£000</b>
PFI Training Facility	1,161
Community Risk Reduction Initiatives	525
Urban Search and Rescue (USAR)	826
National Resilience	571
Firelink	632
Crown Premises Inspector	60

- 5.2 In previous years, late grant announcements have made setting the budget difficult. Regardless of grant funding, the Authority has always been minded to continue with important risk reduction activities as these facilitate reduced spending on response activity and of course save lives. Current indications are that such grant reductions will not occur next year but formal grant approvals are not yet confirmed.

## 6. CONSULTATION

- 6.1 It is not unusual for the Authority to receive both formal and informal correspondence from the constituent authorities in the lead up to the budget process. Such correspondence and responses are included at Appendix 2 to the report. Should any responses be made after the agenda has been issued, Members will be informed of the content at the Authority meeting.

## 7. ESTIMATE FOR 2018/19

- 7.1 Members are now recommended to confirm the revenue budget estimate. The table below summarises the revenue budget movement from current year to next. A detailed breakdown of the estimated budget is provided at Appendix 1.

	£000	% change
Net Budget 2017/18	70,206	-
Indexation (as assessed in MTFS) – Pay	2,031	2.89%
Indexation (as assessed in MTFS) – Non-pay	506	0.72%
Provision for reduction of specific funding (see section 5 of the report)	0	0.0%
Budget reductions, absorbed inflation provision and savings	(1,580)	(2.25%)
<b>Budget 2018/19</b>	<b>71,163</b>	<b>1.36%</b>

- 7.2 In the event that this budget was approved, the resultant contributions would be as shown below.

Council	2017/18 contribution £	2018/19 contribution £	Change	
			£	%
Bridgend	6,602,713	6,688,835	86,118	1.30%
The Vale of Glamorgan	5,939,104	6,006,101	66,977	1.13%
Rhondda Cynon Taf	11,033,506	11,165,782	132,302	1.20%
Merthyr Tydfil	2,743,057	2,772,639	29,574	1.08%
Caerphilly	8,378,145	8,475,706	97,561	1.16%
Blaenau Gwent	3,221,030	3,250,883	29,870	0.93%
Torfaen	4,259,480	4,307,043	47,549	1.12%
Monmouthshire	4,300,778	4,351,053	50,255	1.17%
Newport	6,870,807	6,963,525	92,736	1.35%
Cardiff	16,857,566	17,181,105	323,544	1.92%
<b>Total</b>	<b>70,206,186</b>	<b>71,162,672</b>	<b>956,486</b>	<b>1.36%</b>

- 7.3 As stated earlier, the variation in the percentage change at the constituent authority level is entirely caused by the changing population data, data which is also used to determine the level of funding provided to councils in the Welsh Government settlement. The Authority cannot influence or change the population basis of the distribution.

## 8. FINANCIAL IMPLICATIONS

- 8.1 These are fully identified in the body of the report.

## 9. EQUALITY RISK ASSESSMENT

- 9.1 The recommendations of this report will, if adopted, result in reduced revenue budgets in real terms for 2018/19 over the equivalent amounts for the current year. This will represent a continuous period of real terms reductions.
- 9.2 The Medium Term Financial Strategy which flows from the Improvement Plan and is the cornerstone in budget construction has been designed to ensure there is no reduction in the quality of front line service delivery.
- 9.3 There are no equality implications resulting directly from this report. Each element of the revenue budget will have undergone equality and diversity risk assessments by the responsible budget holder as part of the budget planning process.

**10. RECOMMENDATIONS**

10.1 That Members approve the contributions budget of £71,162,672 for the financial year 2018/19.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance & Procurement	<ul style="list-style-type: none"><li>• Medium Term Financial Strategy</li><li>• Local Government Revenue Settlements</li></ul>

## Appendix 1

## Revenue Budget 2018/19

Expenditure/Income Head	£
Direct Employee Costs	47,642,161
Indirect Employee Costs	8,261,344
Repair & maintenance	697,800
Lease costs - Occ Health unit	74,800
Grounds maintenance	50,000
Cleaning	421,500
Rates, Rent, Leases etc.	1,151,000
Water	42,000
Energy	588,000
Security	120,000
Telephones/Communications	1,423,000
Training	1,495,681
Seminars/Conferences	50,600
Furniture & equipment	61,132
Operational equipment	260,000
Other equipment	97,200
RTC (scrap vehicles)	55,000
Fitness/training equipment	70,000
Equipment repair & maintenance	148,125
Fire Ground consumables (foam)	20,000
I.C.T.	767,469
Clothing & Uniforms	370,075
Photocopying, printing and stationery	113,400
Postage & freight	17,200
Advertising (vacancies, etc.)	164,200
Licences	75,870
Literature /Books / subscriptions	156,554
Catering and supplies	58,500
Other supplies and services	25,360
Insurances	1,014,245
Fleet	1,253,802
Contracted Services	869,996
Capital Costs and Leasing	4,643,389
Contingency	0
<b>Total Expenditure</b>	<b>72,259,403</b>
Income	1,096,731
<b>Net Budget</b>	<b>71,162,672</b>





**Appendix 2****Email from RCT in response to the Budget Consultation**

From: Bradshaw, Christopher [mailto:Christopher.D.Bradshaw@rctcbc.gov.uk]  
Sent: 08 November 2017 11:05  
Subject: RE: South Wales Fire & Rescue Authority Budget and Contributions 2018/19

FAO Chris Barton – Treasurer of SWFRS

Chris,

Thank you for the letter setting out SWFRS budget proposals for 2018/19. The Council Leader, Cllr Andrew Morgan, set out clearly in his letter to the Chair of the SWFRS, Cllr Tudor Davies, last week the Council's position in respect of future budget contributions to the SWFRS.

I have discussed your letter with Cllr Morgan and we can confirm that the budget proposals set out in your letter, of a 1.2% increase in respect of RCTCBC, would be supported by the Council.

Thank you for continuing to adopt a pragmatic and prudent approach to setting the Council's SWFRS budget contributions.

Regards  
Chris Bradshaw

T: 01495 355001 DX: 43956 Ebbw Vale

E: Michelle.Morris@blaenau-gwent.gov.uk

Our Ref./Ein Cyf. MM / JLC / 006

Your Ref./Eich Cyf.

Contact:/Cysylltwch â: Michelle Morris



30<sup>th</sup> November 2017

Chris Barton  
 South Wales Fire & Rescue Service HQ  
 Forest View Business Park  
 Llantrisant  
 Pontyclun CF72 8LX

Dear Mr Barton,

**South Wales Fire & Rescue Authority Budget and Contributions 2018/2019**

I refer to your letter dated 7<sup>th</sup> November 2017, concerning the above.

I note your comments concerning the impact of population changes in the settlement, the pay pressures you are facing and the planned use of reserves on an invest to save basis.

In terms of population change and the impact on the distribution of the annual charge, I am familiar with the impact that population increase/decreases can have on the distribution formula either by absolute population changes or relative population changes. I note the perverse benefit that the small reduction in Blaenau Gwent's population has on the relatively small increase in levy for 2018/2019.

I welcome the Fire Authority's proposed mitigation of cost pressures, limiting the overall increase in the levy for 2018/2019 to 1.36%.

Yours sincerely

*Michelle Morris*

**Michelle Morris**  
**Managing Director**



Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn cyfathrebu gyda chi yn eich dewis iaith, dim ond i chi rhoi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.  
 The Council welcomes correspondence in Welsh and English and we will communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

**Municipal Offices**  
 Civic Centre  
 Ebbw Vale  
 NP23 6XB

**Swyddfeydd Bwrdeisiol**  
 Canolfan Dinesig  
 Glyn Ebwy  
 NP23 6XB

*a better place to live and work*  
*lle gwell i fyw a gweithio*

Gareth Chapman CSTJ., DL., LL.M., MBA., CMgr., DipLG., CCMI., Solicitor  
Chief Executive/Prif Weithredwr

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Cyngor Bwrdeistref Sirol  
**MERTHYR TYDFIL**  
County Borough Council

Croesawn ddebu yn Gymraeg a fydd gohebu yn y Gymraeg ddim yn arwain at oedi.

Rhowch wybod inni beth yw'ch dewis iaith â.e Cymraeg neu'n ddwyieithog

We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay.

Let us know your language choice if Welsh or bilingual.

Croesawn alwadau yn y Gymraeg  
We welcome calls in Welsh

Chris Barton  
Treasurer  
South Wales Fire and Rescue Authority  
Forest View Business Park  
Llantrisant, Pontyclun  
CF72 8LX

Dyddiad/Date: 1<sup>st</sup> December 2017

Eîn Cyf./Our Ref.:

Eich Cyf./Your Ref.:

Gofynnwch am/Please ask for:

Llinell Uniongyrchol/Direct Line:

e-bost/email:

Gareth Chapman

(01685) 725000

[chief.executive@merthyr.gov.uk](mailto:chief.executive@merthyr.gov.uk)

Dear Mr Barton,

### **South Wales Fire and Rescue Authority Budget and Contributions 2018/19**

I refer to your letter dated 7<sup>th</sup> November 2017 in respect of the South Wales Fire and Rescue Authority's revenue budget proposals for the 2018/19 financial year.

I note the proposed increase in contribution for the constituent Local Authorities of 1.36% (£956,486) and for Merthyr Tydfil County Borough Council in particular of 1.08% (£29,574). I respectfully request that the Fire and Rescue Authority reconsider this proposal, for one more closely reflecting the Provisional Settlement received by Local Authorities.

The Provisional Local Government Settlement for Wales for 2018/19 shows a reduction of 0.42% for the Fire and Rescue Authority's constituent Local Authorities (£8.461 million) and a reduction of 1% for Merthyr Tydfil (£906,000). This is in addition to previous years' budget reductions and has an adverse impact on the services this Council provides to the community.

If the Fire and Rescue Authority applied the provisional revenue settlement reduction of 1% to the proposed contribution for Merthyr Tydfil for 2018/19 this would equate to circa £57,000, not an insignificant amount.

Local Authorities are currently finalising their 2018/19 budget plans and would have anticipated a decrease in the Fire and Rescue Authority contribution for both 2018/19 and future years within their Medium Term Financial Plans. Merthyr Tydfil was/is faced with identifying circa £5 million of budget reductions for 2018/19 and circa £20 million over the

*Merthyr Tudful*  
*... lle i fod yn falch ohono*

*Merthyr Tydfil*  
*... a place to be proud of*

Gareth Chapman CSTJ., DL., LL.M., MBA., CMgr., DipLG., CCMI., Solicitor  
Chief Executive/Prif Weithredwr

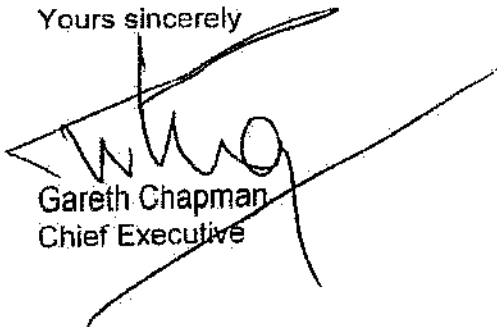
four year period 2018/19 to 2021/22, resulting in extremely difficult decisions and a reduction in service provision for customers.

I note your comments in respect of the Pay Award but Local Authorities also have to bear pay increases including the application of the National or Foundation Living Wage.

I would also be grateful if the Fire and Rescue Authority could provide indications of future proposed contributions to assist Local Authorities with medium term financial planning.

In summary I respectfully request that the Fire and Rescue Authority reviews its budget plans and reconsiders its proposal to increase Local Authority contributions for the 2018/19 financial year.

Yours sincerely



Gareth Chapman  
Chief Executive

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.v  
18 DECEMBER 2017

**REPORT OF THE TREASURER****TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2017/18****SUMMARY**

The Treasury Management Mid-Term Review Report provides an update on the Authority's treasury activities for the period 1 April – 30 September 2017.

**RECOMMENDATION**

The Fire Authority is asked to undertake the following;

- Note the report and the treasury activity for the period
- Approve changes to the investment criteria.

**1. BACKGROUND**

- 1.1 The Fire & Rescue Authority approved the Treasury Management Strategy Statement (TMSS) for 2017/18 on 13 February 2017. The TMSS sets out the reporting framework for monitoring performance and compliance of treasury management activities. Appendix 1 presents the detailed statutory and regulatory reporting requirements contained within the TMSS.
- 1.2 In accordance with the internal scrutiny protocol, the Finance, Audit & Performance Management Committee (FAPM) will receive this initial report in order to make a recommendation to Fire & Rescue Authority.

**2. ISSUE**

- 2.1 The Treasury Management Mid-Term Review Report is attached as Appendix 1 and has been prepared in consultation with Link treasury advisers.
- 2.2 The report contains performance and information for the 6 months leading up to 30 September 2017 on agreed prudential and treasury management indicators. Treasury procedures and subsequent reporting are intended to limit the Authority's exposure to unforeseen and unbudgeted financial consequences and to ensure that treasury management activity has been conducted in accordance with legislation and the agreed strategy.

**3. FINANCIAL IMPLICATIONS**

- 3.1 The financial implications of treasury activities have been factored into the Authority's budgeting processes and reporting cycles.
-

**4. LEGAL IMPLICATIONS**

4.1 The Authority is required to comply with the requirements of the Local Government Act 2003 and to have regard to both the Welsh Government (WG) guidance and the CIPFA Code when determining its treasury management policy, strategies and reporting regime.

**5. EQUALITY RISK ASSESSMENT**

5.1 There are no equality implications resulting directly from this report.

**6. RECOMMENDATION**

- 6.1 The Fire Authority is asked to undertake the following;
- 6.1.1 Note the report and the treasury activity for the period
  - 6.1.2 Approve changes to the investment criteria

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance & Procurement	TMSS 17/18 TM Outturn Report 16/17 Revenue/Capital Monitoring Reports Link Service information

## Appendix 1

## 1 Background

The Authority operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer term cash flow planning to ensure the Authority can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Authority risk or cost objectives.

Accordingly, treasury management is defined as:

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

## 2 Introduction

The Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2011) was adopted by this Authority on 13 February 2017.

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Authority's treasury management activities.
  2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Authority will seek to achieve those policies and objectives.
  3. Receipt by the full Authority of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report (stewardship report) covering activities during the previous year.
  4. Delegation by the Authority of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
-

5. Delegation by the Authority of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Authority the delegated body is the Finance, Audit & Performance Management (FAPM) committee.

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2017/18 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Authority's capital expenditure (prudential indicators);
- A review of the Authority's investment portfolio for 2017/18;
- A review of the Authority's borrowing strategy for 2017/18;
- A review of any debt rescheduling undertaken during 2017/18;
- A review of compliance with Treasury and Prudential Limits for 2017/18.

#### Key Changes to the Treasury and Capital Strategies

A change to the minimum rating criteria to a short term rating of F2 and a long term rating of BBB+ for investment counterparties. This will enable us to include NatWest as a counter party to accommodate short term cash surpluses.

---



### 3 Economics and interest rates

#### 3.1 Economics update

**UK.** After the UK economy experienced strong growth in 2016, growth in 2017 has been disappointingly weak; quarter 1 came in at only +0.3% (+1.7% y/y) and quarter 2 was +0.3% (+1.5% y/y) which meant that growth in the first half of 2017 was the slowest for the first half of any year since 2012. The main reason for this has been the sharp increase in inflation, caused by the devaluation of sterling following the referendum, feeding increases in the cost of imports into the economy. This has caused, in turn, a reduction in consumer disposable income and spending power and so the services sector of the economy, accounting for around 75% of GDP, has seen weak growth as consumers cut back on their expenditure. However, more recently there have been encouraging statistics from the manufacturing sector which is seeing strong growth, particularly as a result of increased demand for exports. It has helped that growth in the EU, our main trading partner, has improved significantly over the last year. However, this sector only accounts for around 11% of GDP so expansion in this sector will have a much more muted effect on the average total GDP growth figure for the UK economy as a whole.

The Monetary Policy Committee (MPC) meeting of 14 September 2017 surprised markets and forecasters by suddenly switching to a much more aggressive tone in terms of its words around warning that Bank Rate will need to rise. The Bank of England Inflation Reports during 2017 have clearly flagged up that they expected CPI inflation to peak at just under 3% in 2017, before falling back to near to its target rate of 2% in two years time. Inflation actually came in at 2.9% in August, (this data was released on 12 September), and so the Bank revised its forecast for the peak to over 3%. This marginal revision can hardly justify why the MPC became so aggressive with its wording; rather, the focus was on an emerging view that with unemployment falling to only 4.3%, the lowest level since 1975, and improvements in productivity being so weak, that the amount of spare capacity in the economy was significantly diminishing towards a point at which they now needed to take action. In addition, the MPC took a more tolerant view of low wage inflation as this now looks like a common factor in nearly all western economies as a result of increasing globalisation. This effectively means that the UK labour faces competition from overseas labour e.g. in outsourcing work to third world countries, and this therefore depresses the negotiating power of UK labour for some sectors at least. However, the Bank was also concerned that the withdrawal of the UK

from the EU would effectively lead to a decrease in such globalisation pressures in the UK, and so would be inflationary over the next few years.

It therefore looks very likely that the MPC will increase Bank Rate to 0.5% in November or, if not, in February 2018. The big question after that will be whether this will be a one off increase or the start of a slow, but regular, increase in Bank Rate. As at the start of October, short sterling rates are indicating that financial markets do not expect a second increase until May 2018 with a third increase in November 2019. However, some forecasters are flagging up that they expect growth to improve significantly in 2017 and into 2018, as the fall in inflation will bring to an end the negative impact on consumer spending power while a strong export performance will compensate for weak services sector growth. If this scenario were to materialise, then the MPC would have added reason to embark on a series of slow but gradual increases in Bank Rate during 2018. While there is so much uncertainty around the Brexit negotiations, consumer confidence, and business confidence to spend on investing, it is far too early to be confident about how the next two years will pan out.

**EU.** Economic growth in the EU, (the UK's biggest trading partner), has been lack lustre for several years after the financial crisis despite the European Central Bank (ECB) eventually cutting its main rate to -0.4% and embarking on a massive programme of quantitative easing (QE). However, growth picked up in 2016 and now looks to have gathered ongoing substantial strength and momentum thanks to this stimulus. GDP growth was 0.5% in quarter 1 (2.0% y/y) and 0.6% in quarter 2 (2.3% y/y). However, despite providing massive monetary stimulus, the ECB is still struggling to get inflation up to its 2% target and in August inflation was 1.5%. It is therefore unlikely to start increasing until possibly 2019.

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### 3.2 Interest rate forecasts

The Authority's treasury advisor, Link Asset Services, has provided the following forecast:

	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Mar-20
<b>Bank rate</b>	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.50%	0.50%	0.75%	0.75%
<b>5yr PWLB rate</b>	1.50%	1.60%	1.70%	1.70%	1.80%	1.80%	1.90%	1.90%	2.00%	2.00%
<b>10yr PWLB rate</b>	2.20%	2.30%	2.30%	2.40%	2.40%	2.50%	2.50%	2.60%	2.60%	2.70%
<b>25yr PWLB rate</b>	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%	3.20%	3.20%	3.30%	3.30%
<b>50yr PWLB rate</b>	2.70%	2.70%	2.80%	2.80%	2.90%	2.90%	3.00%	3.00%	3.10%	3.10%

Note: Bank rate increased to 0.5% 2 November following a MPC vote

Link Asset Services undertook its last review of interest rate forecasts on 9 August after the quarterly Bank of England Inflation Report. There was no change in MPC policy at that meeting. However, the MPC meeting of 14 September revealed a sharp change in sentiment whereby a majority of MPC members said they would be voting for an increase in Bank Rate "over the coming months". It is therefore possible that there will be an increase to 0.5% at the November MPC meeting. If that happens, the question will then be as to whether the MPC will stop at just withdrawing the emergency Bank Rate cut of 0.25% in August 2016, after the result of the EU withdrawal referendum, or whether they will embark on a series of further increases in Bank Rate during 2018.

The overall balance of risks to economic recovery in the UK is currently to the downside but there are huge variables over the next few years, Brexit being one and what form this will take.

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- UK economic growth and increases in inflation are weaker than we currently anticipate.
- Weak growth or recession in the UK's main trading partners - the EU and US.
- Geopolitical risks in Europe, the Middle East and Asia, which could lead to increasing safe haven flows.
- A resurgence of the Eurozone sovereign debt crisis.
- Weak capitalisation of some European banks.
- Monetary policy action failing to stimulate sustainable growth and to get inflation up consistently to around monetary policy target levels.

The potential for upside risks to current forecasts for UK gilt yields and PWLB rates, especially for longer term PWLB rates include: -

- The pace and timing of increases in the Fed. Funds Rate causing a fundamental reassessment by investors of the relative risks of holding bonds as opposed to equities and leading to a major flight from bonds to equities.
- UK inflation returning to significantly higher levels causing an increase in the inflation premium inherent to gilt yields.

#### 4. Treasury Management Strategy Statement and Annual Investment Strategy update

The Treasury Management Strategy Statement (TMSS) for 2017/18 was approved by this Authority on 13 February 2017. The underlying TMSS approved previously requires revision in the light of economic and operational movements during the year. The proposed changes and supporting detail for the changes are set out below:

A change to the minimum rating criteria to a short term rating of F2 and a long term rating of BBB+ for investment counterparties. This will provide flexibility in widening the range of potential counter parties available to the Authority and allow use of NatWest bank to help manage short term cash surpluses in addition to existing arrangements.

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## 5 The Authority's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Authority's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

### 5.1 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

	2017/18 Original Estimate £000	Current Position £000	2017/18 Revised Estimate £000
<b>Total capital expenditure</b>	8,155	1,727	5,004

*Since drafting the TMSS,*

*capital investment plans have been altered to more realistically match investment with the resources required to progress and manage the investment. The biggest change to the figures is the delay in commencing the build phase of the CFBT facility at Cardiff Gate and details of this have been reported in the capital monitoring reports to FAPM.*

### 5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the Authority by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Expenditure	2017/18 Original Estimate £000	Current Position £000	2017/18 Revised Estimate £000
<b>Total capital expenditure</b>	8,155	1,727	5,004
Financed by:			
Capital receipts	0	0	0
Capital grants	0	0	0
Capital reserves	2,980	0	600
Revenue	200	200	896
<b>Total financing</b>	<b>3,180</b>	<b>200</b>	<b>1,469</b>
<b>Borrowing requirement</b>	<b>4,975</b>	<b>1,527</b>	<b>3,508</b>

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g Requirement (CFR), External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying external need to borrow for capital purposes. It also shows the expected debt position over the period, which is termed the Operational Boundary.

#### Prudential Indicator – Capital Financing Requirement

The estimated Capital Financing Requirement (CFR) has not materialised due to delays in completing capital investment within original time frames.

#### Prudential Indicator – the Operational Boundary for external debt

	<b>2017/18 Original Estimate £000</b>	<b>2017/18 Revised Estimate £000</b>
<b>CFR</b>	47,175	44,722
<b>Net movement in CFR</b>	1,859	384
Borrowing	45,000	45,000
Other long term liabilities*	10,000	10,000
<b>Total debt (year end position)</b>	<b>55,000</b>	<b>55,000</b>

\* On balance sheet PFI schemes and finance leases etc.

#### 5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purpose\*. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2017/18 and next two financial years. This allows some flexibility for limited early borrowing for future years. The Authority has approved a policy for borrowing in advance of need which will be adhered to if this proves prudent.

	<b>2017/18 Original Estimate £000</b>	<b>2017/18 Revised Estimate £000</b>
Borrowing	36,309	33,809
Other long term liabilities* OLTL	4,780	4,780
<b>Total debt</b>	<b>41,089</b>	<b>38,589</b>
<b>CFR* (year-end position)</b>	<b>47,175</b>	<b>44,722</b>
<b>Under/ (over) borrowed position</b>	<b>6,086</b>	<b>6,133</b>

balance sheet PFI schemes and finance leases etc.

\* Includes on

The Treasurer reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited, and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It should reflect the maximum borrowing requirement and some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. There are no changes to this indicator as demonstrated above, revised estimates in debt and OLTL's, are not anticipated to exceed indicators;

<b>Authorised limit for external debt</b>	<b>2017/18 Original Indicator</b>	<b>Current Position</b>
Borrowing	50,000	
Other long term liabilities*	12,000	4,780
<b>Total</b>	<b>62,000</b>	

\* Includes  
on balance  
sheet PFI

*schemes and finance leases etc.*

## 6 Investment Portfolio 2017/18

In accordance with the Code, it is the Authority's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Authority's risk appetite. As shown by forecasts in section 3.2, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current Bank Rate 0.50%. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

The Authority held £15.701 million of investment deposits and £11.724 million held in a Barclays current account as at 30 September 2017 (8 million of investment deposits and £6.488 million in the current account at 31 March 2017) and the investment portfolio yield for the first 6 months of the year is 0.32% which is relatively competitive in the current investment context.



## Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest Long Term Rating	Historic Risk of Default
Barclays Bank Plc	11,723,691	0.25%		Call	A-	0.000%
Barclays Bank Plc	4,000	0.25%		Call	A-	0.000%
National Westminster Bank Plc	3,701,221	0.01%		Call	BBB+	0.000%
Lloyds Bank Plc	5,000,000	0.45%		Call95	A	0.015%
Lloyds Bank Plc	2,000,000	0.50%		Call175	A	0.027%
Lloyds Bank Plc	5,000,000	0.50%		Call175	A	0.027%
<b>Total Investments</b>	<b>£27,428,912</b>	<b>0.32%</b>				<b>0.010%</b>

Spending on capital schemes has not materialised as expected in addition to a large receipt of backdated pension funding and both have impacted the level of cash reserves. Consequently cash surpluses have been placed in notice accounts which attract more favourable investment rates although terms are not more than 365 days. Whilst notice accounts are not as liquid as straight forward call accounts, they enjoy short dated terms to ensure cash flow can be managed.

As a result of the above, approved limits within the Annual Investment Strategy were breached in aggregate during the first 6 months of 2017/18 as investment deposits exceeded £10 million although it is important for Members to note that the counterparty limits were maintained and the risk was spread throughout the investment portfolio.

The Authority's budgeted investment return for 2017/18 is £55k, and performance for the year to date is in line with the budget of £55k.

#### Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS requires amendment to include UK banking institutions with a rating of BBB+ as is the case with NatWest above. Members will note the enhanced creditworthiness signified by the blue colour rating amongst the above investments (the remainder of which are red). Whilst this appears to contradict the lower rating of BBB+, the colour rating reflects the support enjoyed by government backed institutions.

## 7 Borrowing

The Authority's closing capital financing requirement (CFR) for 2017/18 £44,722m. The CFR denotes the Authority's underlying need to borrow for capital purposes. If the CFR is positive the Authority may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. Table 5.4 shows the Authority has borrowings of £33,809m and has utilised £1.7m of cash flow funds in lieu of borrowing. This is a prudent and



cost effective approach in the current economic climate but will require ongoing monitoring in the event that upside risk to gilt yields prevails.

It is anticipated that borrowing will not be undertaken during this financial year and capital investment will be supported by surplus cash flows.

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## 8 Debt Rescheduling

Debt rescheduling opportunities have been very limited in the current economic climate and no debt rescheduling has therefore been undertaken in the current financial year.

## 9 Other

### 1. **Revised CIPFA Codes**

*The Chartered Institute of Public Finance and Accountancy, (CIPFA), is currently conducting an exercise to consult local authorities on revising the Treasury Management Code and Cross Sectoral Guidance Notes, and the Prudential Code. CIPFA is aiming to issue the revised codes during November with changes affecting future reporting to and on behalf of members*

### 2. **MIFID II**

*The EU has now set a deadline of 3 January 2018 for the introduction of regulations under MIFID II. These regulations will govern the relationship that financial institutions i.e. banks, conducting lending and borrowing transactions will have with local authorities from that date. This will have little effect on this Authority apart from having to fill in forms sent by each institution dealing with this authority and for each type of investment instrument we use apart from for cash deposits with banks and building societies.*

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## APPENDIX 2: Approved countries for investments

*Clients may wish to draw the attention of members to any changes to their approved list of countries for investments since their last report to members.*

*Based on lowest available rating*

### AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

### AA+

- Finland
- Hong Kong
- U.S.A.

### AA

- Abu Dhabi (UAE)
- France
- U.K.

### AA-

- Belgium
- Qatar

**THIS PAGE IS CORRECT AS AT 30.9.17**

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.vi  
18 DECEMBER 2017

**REPORT OF THE DEPUTY CHIEF OFFICER****REPORT REQUESTING AMENDMENT TO POLICY FOR USING DELEGATIONS****SUMMARY**

In September 2016, following various reports on different disposal options available to the Authority and Officer and WECTU advice, the Fire & Rescue Authority agreed delegations to Officers relating to the policy for disposal of end of life appliances and vehicles and redundant equipment to charities through FIRE AID.

Since this time, it has become apparent that the uptake of vehicles and equipment through FIRE AID has not been at the level we expected. As a consequence, it has not been possible to dispose of assets within the required timescales and therefore it is requested that the policy for the disposal of vehicles and equipment is enhanced to allow more flexibility, as described within the report.

**RECOMMENDATIONS**

That suitable vehicles are offered initially for secure disposal through FIRE AID but where no interest in the vehicle is generated within a reasonable time, alternative secure disposal methods be pursued.

That suitable vehicles are disposed of through appropriate competitive means to ensure best value is secured for the Authority.

That suitable equipment is offered initially for disposal through FIRE AID but where no interest in the equipment is generated within a reasonable time, alternative appropriate disposal methods be pursued.

That suitable equipment is disposed of through appropriate competitive means to ensure best value is secured for the Authority.

**1. BACKGROUND**

- 1.1 In September 2016, the Fire & Rescue Authority approved the donation of end of life appliances and equipment to charities through FIRE AID. Formed in 2012, FIRE AID and its founding members have donated equipment to over 30 countries, and some of the more recent countries that have been supported include Nepal, Bangladesh, India, Pakistan, South Africa, Zimbabwe, Ukraine, Macedonia, Kenya, Russia, Ghana, Liberia and Moldova.

- 1.2 Established with core funding from the UK Department for International Development in recognition of the vital role carried out by UK fire services in donating equipment and training to communities in need, FIRE AID is formally recognised and endorsed by the Chief Fire Officers' Association.
- 1.3 FIRE AID operates by providing a database that allows fire services to indicate what items they have for responsible donation and when those items will be available. These can then be requested by charities.
- 1.4 Since the decision to use FIRE AID for the charitable disposal of our end of life assets, we have had success with equipment donations:
  - Defibrillators have been donated through FIRE AID to the Welsh Charity, Cariad, who will be putting them in public places for use by our communities across South Wales.
  - Gas tight suits have also been donated which would have had to go to landfill or cost us £18,000 to dispose of ethically.
- 1.5 We have placed four appliances on the database, however we have had no queries for any of them for the 4 months they have been on there.

## **2. ISSUE**

- 2.1 The appliances that have been placed on the database are stored in the rear yard of Fire & Rescue Service Headquarters. The storage space for vehicles is limited and whilst they are in our care there is a requirement to ensure they are serviceable.
- 2.2 Our fire appliances are subject to a quarterly inspection and failure to undertake this inspection would result in them falling out of legislation. This means that any vehicles we keep on the FIRE AID database for extended periods will fall into a state of disrepair.
- 2.3 We have a further five appliances reaching their end of life in December, which will have an impact on the storage room we have for vehicles.
- 2.4 In addition, we have a number of non-operational vehicles within the Service that would be suitable for disposal by auction or other competitive method when they are subject to renewal or end of life disposal, thereby generating an income to the Authority without presenting the security risk to the wider public detailed in the WECTU advice relating to operational vehicles.
- 2.5 The delegations granted to specific Officers at the meeting on 13 February 2017 were very generic and provided for Officers exercising

their delegations to dispose of vehicles and equipment in accordance with approved policies and procedures, ie the policies and procedures approved at that meeting.

- 2.6 However, taking into account the issues identified above, it is recommended that the disposal policy of the Authority is amended to be as follows:

2.6.1 Suitable vehicles are offered initially for secure disposal through FIRE AID but where no interest in the vehicle is generated within a reasonable time, alternative secure disposal methods be pursued.

2.6.2 Suitable vehicles are disposed of through appropriate competitive means to ensure best value is secured for the Authority.

2.6.3 Suitable equipment is offered initially for disposal through FIRE AID but where no interest in the equipment is generated within a reasonable time, alternative appropriate disposal methods be pursued.

2.6.4 Suitable equipment is disposed of through appropriate competitive means to ensure best value is secured for the Authority.

- 2.7 These amendments would allow continued secure disposal of appliances in line with WECTU advice, even if the Service was unable to secure disposal via FIRE AID within a reasonable time, yet overcome the storage and maintenance issues that have already accrued. The amendments would also facilitate some limited income generation where appropriate, thereby making best use of the Authority's resources.

### **3. RECOMMENDATIONS**

- 3.1 That suitable vehicles are offered initially for secure disposal through FIRE AID but where no interest in the vehicle is generated within a reasonable time, alternative secure disposal methods be pursued.

- 3.2 That suitable vehicles are disposed of through appropriate competitive means to ensure best value is secured for the Authority.

- 3.3 That suitable equipment is offered initially for disposal through FIRE AID but where no interest in the equipment is generated within a reasonable time, alternative appropriate disposal methods be pursued.

- 3.4 That suitable equipment is disposed of through appropriate competitive means to ensure best value is secured for the Authority

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.vii

18 DECEMBER 2017

**REPORT OF THE ASSISTANT CHIEF FIRE OFFICER - TECHNICAL SERVICES****HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2016/2017****SUMMARY**

The Health, Safety and Wellbeing report for 2016/17 provides a summary of the key activities undertaken and the performance of South Wales Fire and Rescue Service in the area of Health and Safety.

**RECOMMENDATIONS**

Members accept the report on the performance of South Wales Fire & Rescue Service in the area of Health, Safety and Wellbeing.

Members note the overall success achieved during 2016/17 in the delivery of an environment that is supportive of the Health, Safety and Welfare of staff.

Members endorse and support the range of initiatives underway to proactively and reactively support the Health, Safety and Wellbeing of staff employed by South Wales Fire & Rescue Authority.

**1. BACKGROUND**

- 1.1 The annual report offers a common format to review performance of the South Wales Fire and Rescue Service over a five year period. It also provides data to assist with the development of safety policies and procedures.
- 1.2 The Health and Safety performance of the Service is monitored by the enforcing authority, the Health and Safety Executive (HSE) and other external agencies. The report provides information for these bodies against agreed standards.
- 1.3 Although the accident statistics provide a reactive measure, the data enables Service Managers to identify trends, establish additional control measures and identify opportunities for improvement.

**2. ISSUE**

- 2.1 The Health and Safety report covers the period from 1 April 2016 to 31 March 2017. The report indicates statistical returns on accidents and injuries during this period. Additionally, the report indicates initiatives undertaken to ensure legal compliance and the creation as far as

reasonably practicable of a safe working environment for the Service's personnel.

- 2.2 There were 11 Reports of Injuries Diseases and Dangerous Occurrences (RIDDOR 2013) during the year, an increase of 2.
- 2.3 The total number of reported accidents for 2016/2017 has decreased on the previous year by 10 from 82 to 72. This reduction has occurred despite a more proactive approach by our Health and Safety Team in reinforcing the importance of accident reporting.
- 2.4 The number of injuries which have resulted in an individual being off work for between 1 and 7 days in 2016/2017 has increased from 6 to 9 with a total of 33 days being lost as a consequence.
- 2.5 The number of injuries which have resulted in an individual being off work for over 7 days in 2016/2017 has reduced from 13 to 10 with a total of 522 days being lost as a consequence.
- 2.6 There were 2 major injuries reported for the period of 2016/2017 with a total of 92 days lost as a consequence. Whilst this is an increase on last year it is still a notable performance for an Emergency Service that responded to almost 17,315 emergency incidents during the year.
- 2.7 There was an increase in the total number of days lost in 2016/2017 to 647 although the majority of these can be attributed to just 5 on duty injuries.
- 2.8 The number of instances of near miss reports has increased from 19 to 30 in 2016/2017. This is in accordance with our aim to improve the frequency and reporting of safety events. This continues an upward trend in reporting and is consistent with our desire for an improvement in our Health and Safety culture.
- 2.9 The National Issues Committee work stream on Health and Safety has enabled us to benchmark performance across the Fire Sector in Wales although this work is still at an early stage.
- 2.10 All workplace inspections for 2016/2017 were conducted in accordance with Service Policy.
- 2.11 South Wales Fire and Rescue Service are proactive in supporting a variety of Health and Wellbeing initiatives targeted towards addressing mental health challenges in the workplace and are the only FRS in the UK currently signed up to the HSE Helping Britain Work Well Campaign.

- 2.12 The provision of Health and Safety based training has continued during 2016/2017 although a revised training strategy to improve Health and Safety awareness will be launched shortly.
- 2.13 Positive Representative Body consultation and engagement are undertaken via the Health and Safety Committee which meets quarterly. This engagement has resulted in two areas of significant progress over 2016/2017 namely the roll out of personal respirators and the improvement of manual handling training.
- 2.14 The key plans and projects for Health and Safety are identified for 2017/2018.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial implications as a result of this report.

### **4. HEALTH AND SAFETY IMPLICATIONS**

- 4.1 As identified within the report to help ensure legislation is complied with and a positive Health and Safety culture is maintained.

### **5. EQUALITY RISK ASSESSMENT**

- 5.1 The report contains no adverse issues that would impact on equality.

### **6. REPRESENTATIVE BODY CONSULTATION**

- 6.1 There are no Representative Body consultations required as a result of this report however contents and performance will be discussed at the next Health and Safety Committee.

### **7. RECOMMENDATIONS**

- 7.1 Members accept the report on the performance of South Wales Fire & Rescue Service in the area of Health, Safety and Wellbeing.
- 7.2 Members note the overall success achieved during 2016/17 in the delivery of an environment that is supportive of the Health, Safety and Welfare of staff.
- 7.3 Members endorse and support the range of initiatives underway to proactively and reactively support the Health, Safety and Wellbeing of staff employed by South Wales Fire & Rescue Authority.

Contact Officer:	Background Papers:
ACFO Richard Prendergast Director of Technical Services	Annual Report 2016-2017

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

## Annual Health, Safety and Wellbeing Report 2016/17



## Summary Statement from Director for Health and Safety

### Assistant Chief Fire Officer Richard Prendergast

South Wales Fire and Rescue Service is a diverse and dynamic Emergency Service. We recognise that our people are our most valuable asset and they are at the heart of everything we do and deliver. The very nature of an Emergency Service means that at times staff are expected to work in dangerous and unpredictable environments. Our firefighters often operate in pressurised, unpredictable situations when attempting to save life and mitigate emergencies. Our responsibilities to our staff extend far further than operational incidents and include all of our support functions, such as Administration, Fleet, Training and Community Engagement.

It is the duty of all staff to ensure that our safe systems of work and personal protective equipment are used and furthermore that we work together to ensure the Health and Safety of each other, visitors to our sites and the public in general. I firmly believe that an embedded Health and Safety culture is not only good for our people, but also good for the Service and this can only be achieved when all stakeholders work together with a common purpose.

I would like to thank all of you for your support in continuing to make South Wales Fire and Rescue Service a safer place to work and in particular those of you who have engaged in our Health and Safety Committee and acted as Representative Body Safety Representatives.



Richard Prendergast  
ACFO Technical Services

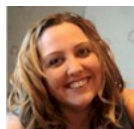
## Introduction

SWFRS submit to the Fire Authority the Health and Safety report for the year 2016/17. The report is a summary of Health and Safety activities and performance from across the Service covering the period from April 1<sup>st</sup> 2016 – March 31<sup>st</sup> 2017.

In addition to the statistical information, the report contains reference to other work carried out within the Health and Safety field. This incorporates work undertaken as part of the National Issues Committee (NIC) involving the three Fire and Rescue Services in Wales, including the work completed in collaboration with the Representative Bodies.



Martin Hole  
Health and Safety Manger



Joanna Wilcox  
Health and Safety Officer



Clare Lyons-Jones  
Health and Safety Officer



Holly Quarmby  
Health and Safety Administration

As the Health and Safety team we aim to do our best to prevent and protect all employees and visitors from accident and injury. We are here to support and assist with any and all Health and Safety queries or problems.

*“ Invest in your safety, invest in yourself “*





## Executive Summary

The Health and Safety performance of South Wales Fire and Rescue Service continues to be of a high standard and the number of accidents and incidents remains at a low level.

This report indicates that although there was a slight increase in reported incidents up 4 to a total of 100 for 2016/17 compared to 96 in 2015/16 there was in fact a decrease in the number of injuries to our personnel - 72 for the year compared to 82 in the previous reporting year.

There were 11 Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 during this year compared to 9 in 2015/16 .

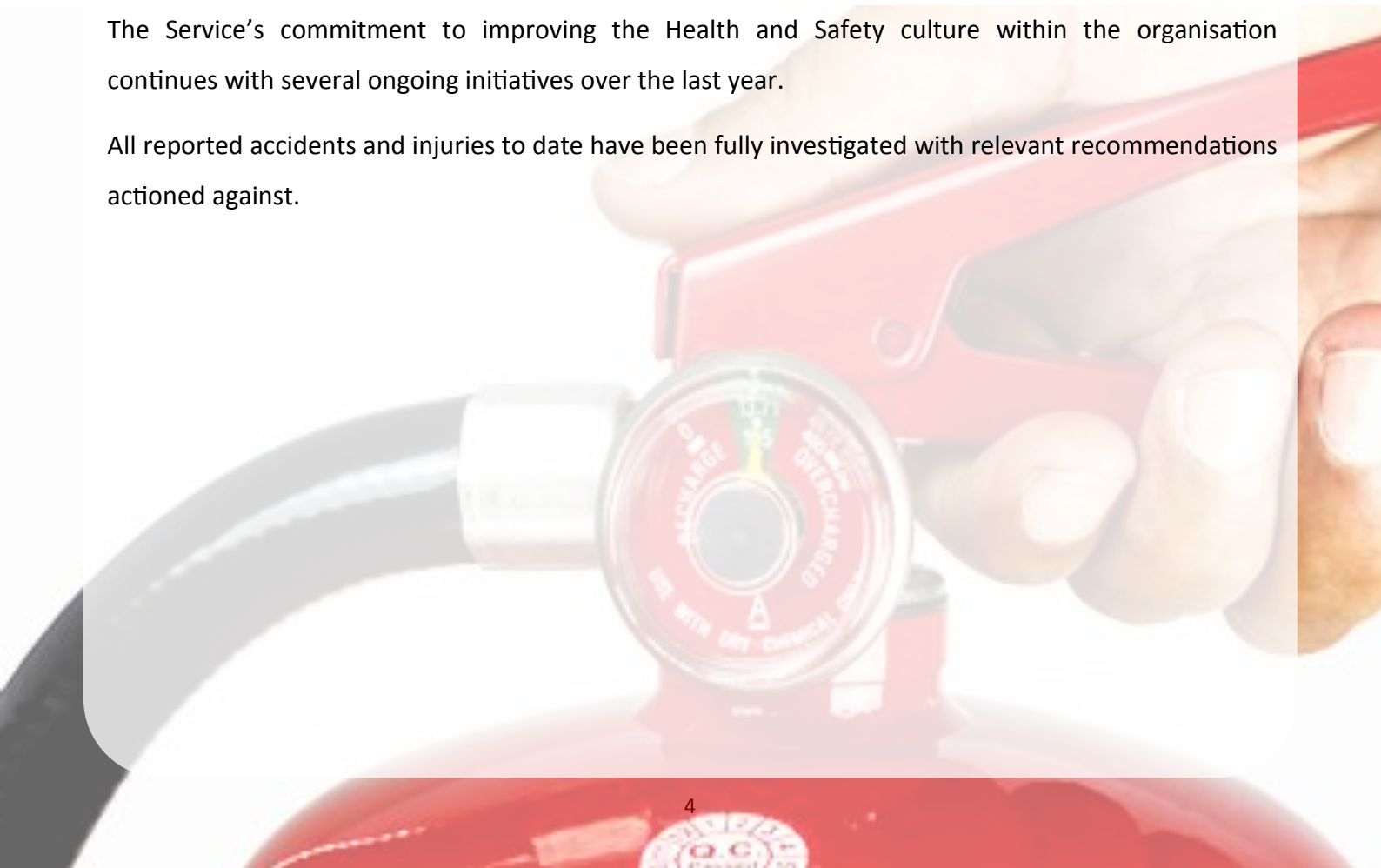
There were 2 Major Injuries reported in 2016/17:

- An individual was climbing into the Argocat at a wildfire incident and received a high pressure injection injury when the branch operated on the fogging unit.
- During station training an individual wearing a gas tight suit tripped over a casualty and injured their wrist.

We have completed significant training this year on reporting of accidents and near misses to coincide with a Policy review and the introduction of easier to use reporting forms. As a result we believe that this increased level of reporting is a positive outcome following the training undertaken.

The Service's commitment to improving the Health and Safety culture within the organisation continues with several ongoing initiatives over the last year.

All reported accidents and injuries to date have been fully investigated with relevant recommendations actioned against.

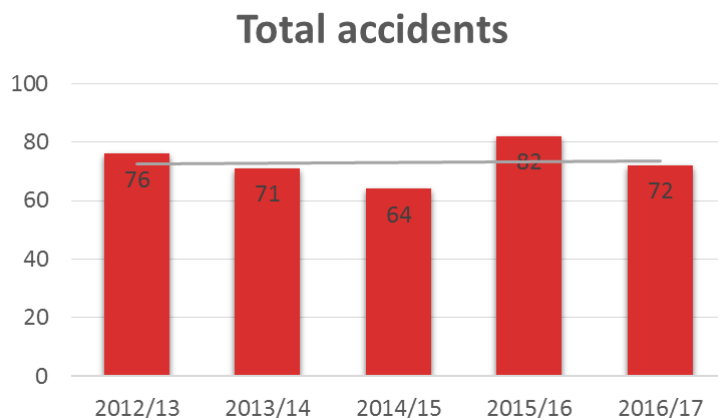




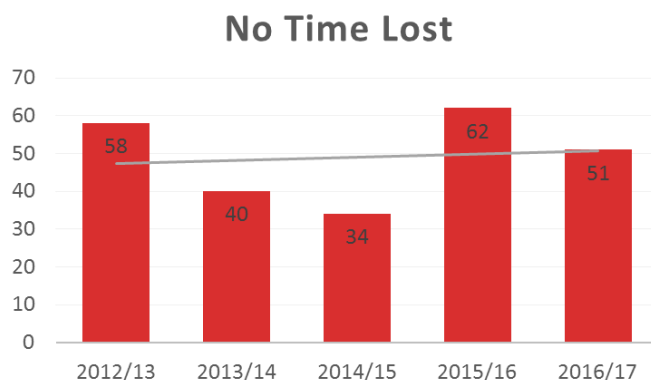
## Total Accidents and Days Lost to Injuries—5 year graphical comparison

Accident and incident data is collected over several areas including no time lost, 1-7 days lost, over 7 days lost and major. This is in accordance with the regulatory bodies (Health and Safety Executive) requirements.

### Total Accidents

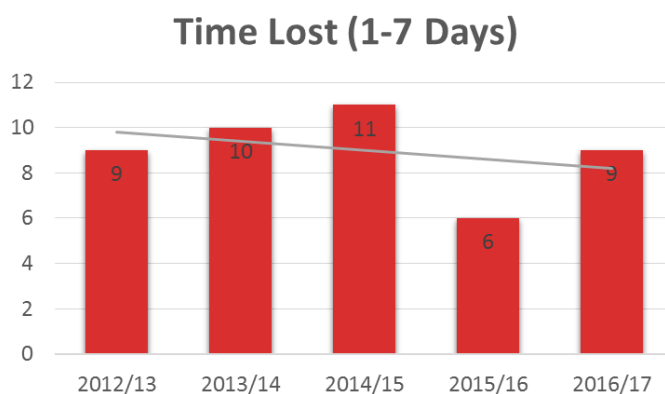


Total accidents for the year of 2016/17 was 72, all these were investigated and resulted in a range of recommendations put in place, such as Safety Flash Reports, Procedural Alerts, reviewed risk assessments and local control measures.



**Days Lost = 0**

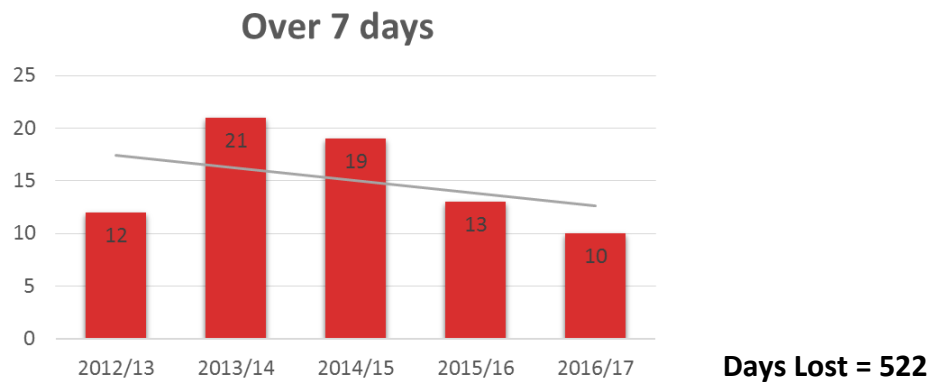
We had 51 accidents where no days were lost, which suggests these accidents were of a less serious nature.



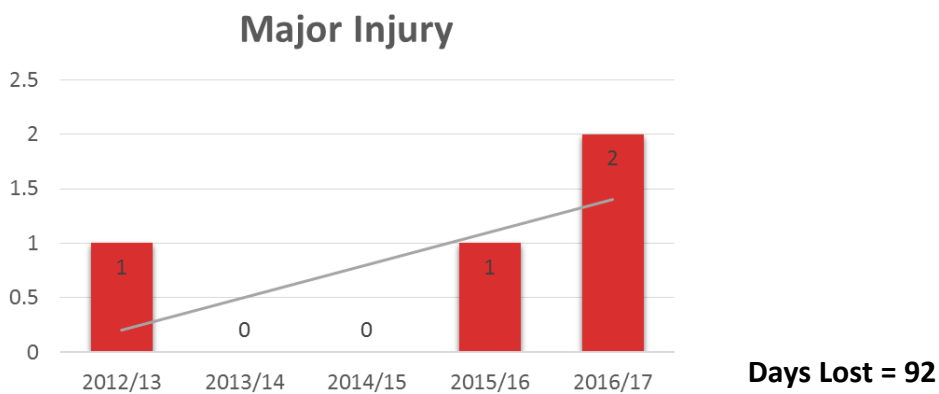
**Days Lost = 33**

Two of these were due to back injuries, (1/2 days lost). Three accidents were due cuts and abrasions (3,6,3 days lost) - RTC extrication, while spreading door, sprung up and hit FF under the chin as holding door. One accident resulted in a fracture (7days lost) cracked a rib pulling a dummy up the ladder. 3 sprains and strains (5,5,1 days lost) one from physical training, two training during drill—fire house.

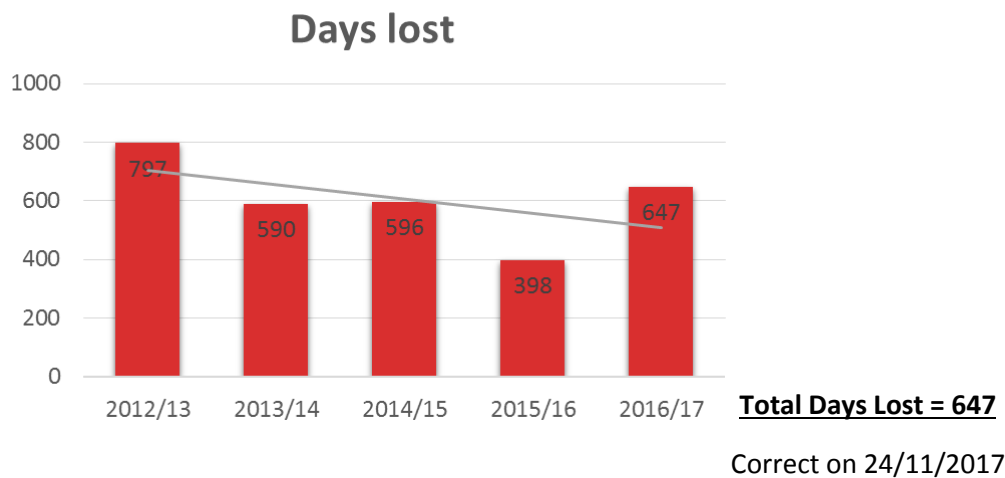
Accidents and Injuries Days Lost to Sickness



Three were aches and pains injuries (127/10/86) two of these injuries are main contributors to the overall days lost. Three sprains and strains (122,13,8) Slipped of fuel pump step, stepped back into hydrant pit, moving vehicle following RTC. Gym accident 38 days lost, another 38 day lost cut and swollen knuckle working in water. Plus two injuries that were originally reported as fractured ankles, but resulted in ligament damage (21/59 days lost). Four of these injuries account for the majority of the total days lost.



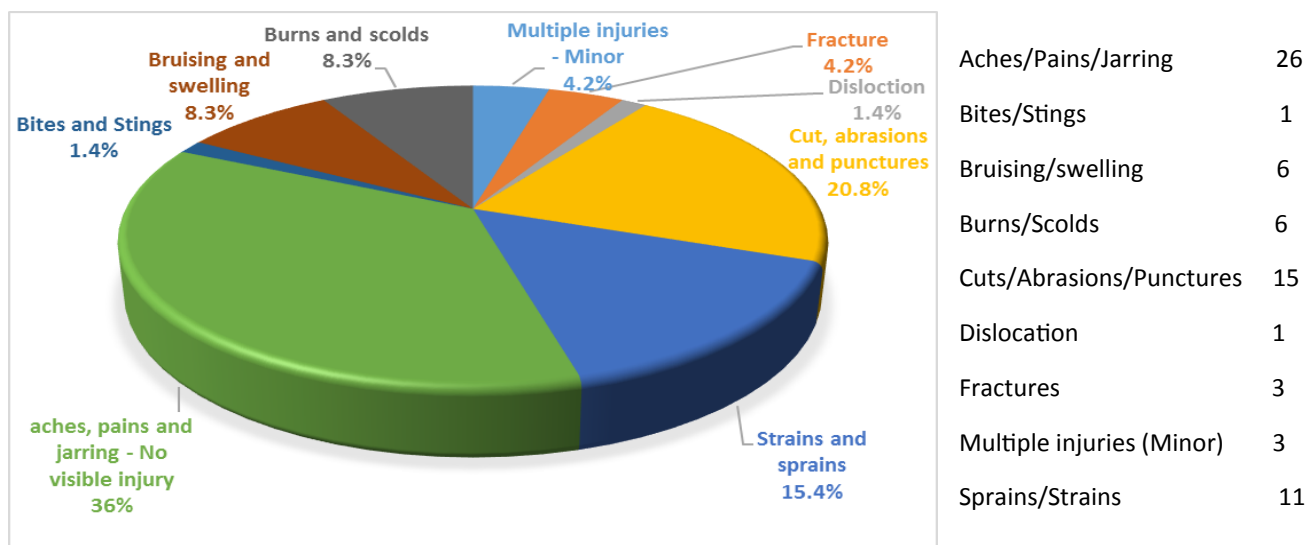
The total number of days lost to injuries caused in both major incidents were 33 for the Argocat accident and 59 for the station training accident involving a gas tight suit.



Total days lost for the year of 2016/17 was 647 and the five yearly average for total reported days lost is currently 606. The majority of these days lost came from 5 accidents and injuries on duty.

## Accident and Incidents

By injury type



The above chart shows a breakdown of injury types for the year 2016/17, as identified the highest injury type was aches, pains, jarring - no visible injury, followed by cuts, abrasions and punctures.

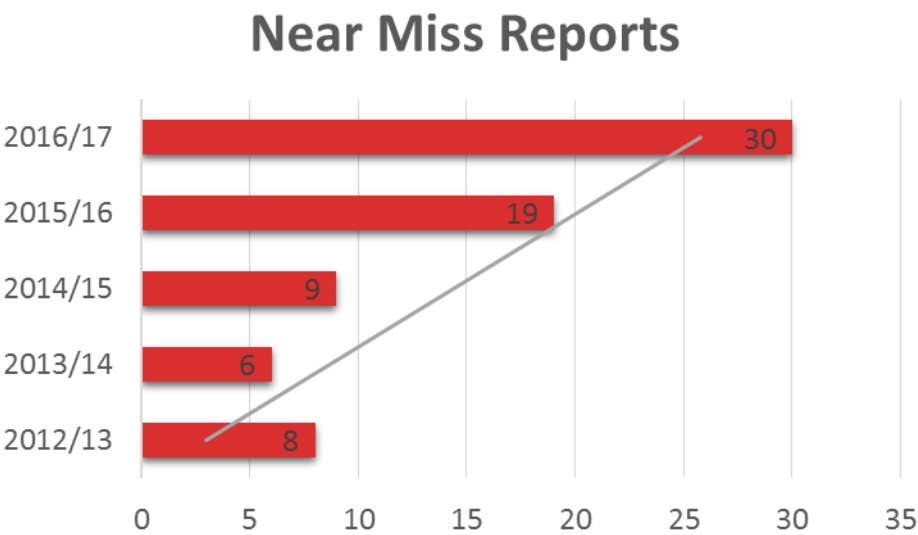
Five year comparison by Unitary Authority:

Unitary authority	2012/13	2013/14	2014/15	2015/16	2016/17
Bridgend	6	7	7	9	16
Vale of Glamorgan	2	4	5	2	3
Torfaen	3	7	1	4	0
Blaenau Gwent	6	4	1	2	4
RCT	10	12	8	10	5
Merthyr	2	3	1	1	3
Monmouthshire	2	3	1	1	1
Newport	3	6	6	11	5
Caerphilly	6	5	12	5	4
Cardiff	11	11	11	17	9
<b>Station total</b>	<b>51</b>	<b>62</b>	<b>53</b>	<b>62</b>	<b>50</b>
CGTC	5	1	3	12	11
FRSHQ	5	2	5	6	8
Fleet	4	1	0	0	1
Control	6	1	1	0	1
Other	2	1	1	0	1
YFF	2	3	1	2	0
<b>Total</b>	<b>75</b>	<b>71</b>	<b>64</b>	<b>82</b>	<b>72</b>

Near Miss

Defined by the HSE as “an unplanned event which does not cause injury and/or damage, but could have done so”.

There were thirty near misses reported during the year, all of which were fully investigated with satisfactory remedial action being taken for each occurrence where there was an identified need.



If we embrace the quote *“a near miss reported today, is the accident that doesn’t happen tomorrow”* then we’ve potentially prevented 30 additional accidents this reporting year.



## All Wales Statistics

2016/17 was the first year we have been able to obtain information from the other two Services in Wales to allow benchmarking. The below table contains initial data collected. All three Services have agreed to look at ways of producing more meaningful data going forward.

2016/17 Total reported number of accidents - All Wales			
	SWFRS	MWWFRS	NWFRS
Total number of staff:	1571	1285	898
WT	49	33	17
Day Crew	N/A	N/A	4
On Call	11	21	27
Support	10	4	10
Recruit/Trainee	2	0	0
<b>Employee total:</b>	<b>72</b>	<b>58</b>	<b>58</b>
YFF	0	0	0
Non Fire & Rescue Service	4	5	6
<b>Total:</b>	<b>76</b>	<b>63</b>	<b>64</b>
<b>Accidents per 100 Employees:</b>	<b>4.84</b>	<b>4.90</b>	<b>7.13</b>
<b>Total number of Near Misses</b>	<b>30</b>	<b>48</b>	<b>45</b>
<b>Total number of RIDDOR</b>	<b>11</b>	<b>16</b>	<b>10</b>



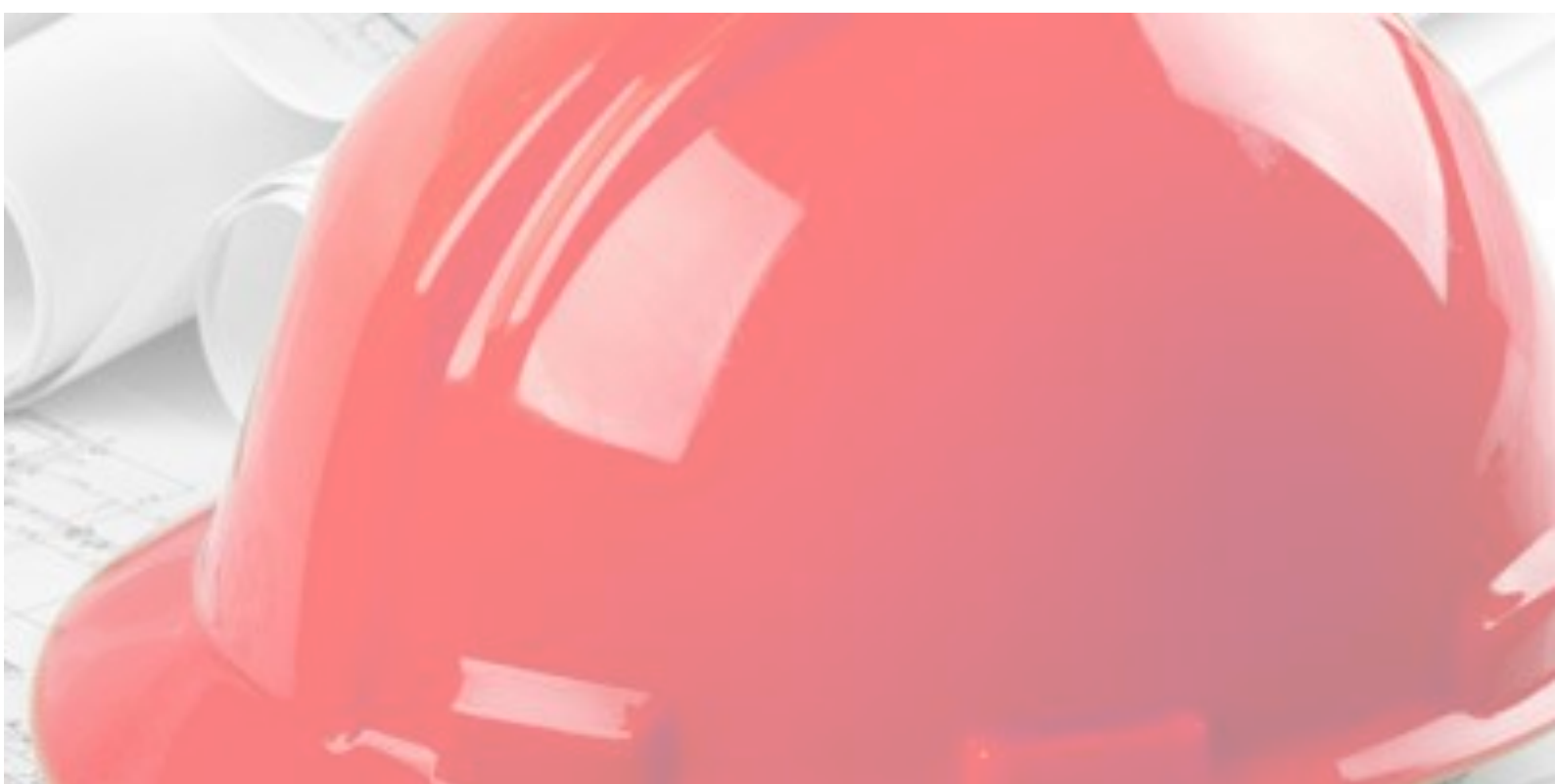
## Workplace Inspections

In order to manage Health, Safety and Wellbeing effectively, the Service relies on proactive and reactive systems to monitor levels of performance.

Inspections of the workplace provide a measure of safety attitudes and possible sources of hazards from which a structured approach to workplace Health and Safety management can be developed.

Inspections can help identify if policy, organisation and systems are actually achieving the right results and helps inform how reliable and effective our systems are.

A total of 77 inspections were required in the year 2016/17 all of which were completed with exception to those premises undergoing new builds and refurbishments, whom were exempt from the programed inspection for the year. However, these premises underwent inspection by Property Services as part of the Contractors sign off procedure.



## Health and Wellbeing Initiatives

In October 2016 South Wales Fire and Rescue Service signed up to the Health and Safety Executive (HSE) Helping Great Britain Work Well campaign. The campaign's aim was to look at Health and Wellbeing provision throughout the UK. SWFRS were the only FRS in the UK to sign up to the HSE's three year plan. We also pledged our support for the *"time to change Wales"* initiative, clearly declaring our intention to tackle mental health stigma and discrimination. Our colleague support team continues to provide support to all members of the Service, whilst our Post Critical Incident Support Initiative provides awareness, education and specialist support:

We have also

- Established a partnership with the University Hospital of Wales (UHW) providing psychiatric/ psychological assessment and therapy of staff with mental health problems e.g. stress, anxiety, post traumatic stress etc.
- In October for World Mental Health Day, SWFRS's Occupational Psychotherapist completed sessions on mindfulness and anxiety symptom control.
- Our Occupational Health Nurse complemented this by completing a YouTube video titled 'Tips on Mindfulness'.
- The Service engaged in a Employee Assistance Program with 'Care First' offering advice and counselling to all staff free of charge.
- Roll out of personal issue respirators, following consultation with the Representative Bodies and relevant risk analysis, SWFRS decided to move ahead with personal issue respirators rather than the paper face masks which are historically used throughout the UK FRS's.
- Air sampling took place at our Penarth Station and this is being rolled out to a further 4 locations in 2017/18

Initiatives planned for 2017/18 include:

- The Mind Blue Light Programme.
- A Health and Wellbeing survey for the Service.
- Post Critical Incident Support including the provision of training sessions to all Tactical Officers/ Managers looking at signs and symptoms and what to look for.
- On the road Heart Awareness offering cholesterol, blood glucose and blood pressure checks.
- Heat Stress awareness program to look at what control measures can be provided to reduce the risk to heat stress to crews working and training in hot environments.





## Training Provision

### Inductions:

A total of 91 members of staff attended an induction course in 2016/17.

### IOSH Training:

There were 3 IOSH Managing Safely courses undertaken in 2016/17 with a total of 23 people attending.

### Fire Marshals:

There were 2 Fire Marshal training courses run in 2016/17 with a total of 16 people attending.

### First Aid:

There were 53 Trauma Care courses run in 2016/17 with a total of 317 people attending including 6 new first aiders identified for headquarters.

### Food Hygiene and Kitchen safety:

There was one food hygiene and kitchen safety course run in 2016/17 with 10 station based cooks attending.

### Critical Incident Team Training:

Operation Redkite regarding MTFA and a Business Continuity Exercise looking at Industrial Action were both run in 2016/17 to test the Services Critical Incident Team over a range of different scenarios.





## Consultation and Engagement

The Safety Committee was very active throughout the year meeting quarterly as planned. During this period numerous Health and Safety issues were discussed with practical suggestions/solutions being forthcoming. Directorate safety groups deal with 'local' safety issues and can refer any unresolved issues to the main safety committee. The quarterly Health and Safety Committee Meetings were held in:

April 16, July 16, October 16 and February 17.

In addition the Service continued its engagement with the Representative Bodies by committing resources to engage with the station based Safety Representatives following on from the good engagement work which saw the appointment of nine new Safety Reps in 2015/16. The quarterly FBU Operations Health and Safety Meeting were held on March 16, June 16, September 16 and December 16.

SWFRS continued to engage with our Wales counterparts allowing us to share best practice as well as safety critical information. The three Services meet as part of the NIC Health and Safety Working Group and the Health and Safety Practitioners Group:

March 2017 (Practitioners)

February 2017 (NIC)

December 2016 (Practitioners)

November 2016 (NIC Engagement Event)

September 2016 (NIC)

July 2016 (Practitioners)

May 2016 (Practitioners)

April 2016 (NIC)

## Progress against Health and Safety Projects, Plans and Objectives

The Health and Safety Team were involved in two major Service wide projects which took place in 2016/17 alongside Operational Risk Management and Training and Development departments. Firstly, a project that led to the issuing of quality personal respirators to all operational staff, in place of basic dust masks. Secondly we were involved in sourcing Manual Handling Training which included the identification and procurement of lifting aids which can be used when dealing with bariatric rescues, this initiative is ongoing and supported by the bariatric working group.

In 2016 SWFRS was approached by the HSE to take part in their Helping Great Britain Work Well campaign. The Health and Safety Team worked closely with Occupational Health (OH) and a 3 year plan was developed looking at improving the uptake of OH Services, this now forms part of the HSE Campaign of which SWFRS were the only UK Fire and Rescue Service to join at the start of this programme.

In March 2017 the Service was audited by Des Tidbury, Chief Fire and Rescue Advisor and Kevin Pottinger, Assistant Fire and Rescue Advisor from Welsh Government as part of a Thematic Review into 'learning lessons to avoid safety critical incidents'.

In November 2016 a National Issues Committee (NIC) Middle Managers Engagement Event was held in Mid Wales. The NIC Health and Safety Group held sessions within the event and following feedback from all areas covered the Health and Safety Sessions were voted as the most informative and interactive on the day, a result we are proud of.



## Key plans and projects for 2017/18

The SWFRS Health and Safety Team business plans have been set for the year 2017/18 and include the following:

- Continue with the collaborative Work Planning with MWWFRS and NWFRS in order to adopt and share best practice and provide a more efficient all Wales Health and Safety service.
- Devise and implement an H&S Training Plan for relevant groups of staff (new entrants, Supervisory Manager, Middle Manager, and Strategic Manager) and specialisms e.g. accident investigation and Health and Safety Officers.
- Review the delivery of proactive toolbox talks and audits to stations and departments in order to ensure that maximum effectiveness is achieved.
- Review and refresh the full suite of risk assessments.

The Health and Safety Team continues to work collaboratively with our counterparts in MWWFRS and NWFRS and a new National Issues Committee (NIC) Action Plan has been identified for the year 2017/18 and include the following:

- An agreement on H&S Training Standards to be adopted by the 3 FRS's and policy agreement to reflect this.
- Agreement to develop common reporting of H&S statistics with the NIC Group
- Recognition of the stake held by Health Safety and Wellbeing Teams in minimising Occupational Road Risk
- Develop an appropriate channel for gathering and disseminating National Operational Learning (NOL).

Safety representatives collaboration will continue in 2017/18 with planned quarterly Operations Safety Reps meetings and Safety Committee meetings as well as an initiative looking at Near Miss reporting and how we can engage staff members - the aim is to see an increase in the number of reports being received in the coming years.

The Health and Safety Team will be working closely with the Services Occupational Health Unit to continue with the HSE Helping GB Work Well Campaign initiatives.



## Further information

For any further information please contact Martin Hole:

Martin Hole

Health and Safety Manager

[m-hole@southwales-fire.gov.uk](mailto:m-hole@southwales-fire.gov.uk)

*Prepare and prevent, don't repair and repent*



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**South Wales**  
Fire and Rescue Service



AGENDA ITEM NO 7

**Reports for Information**





**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.i  
18 DECEMBER 2017

**REPORT OF THE DEPUTY CHIEF OFFICER****SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING****SUMMARY**

This report updates Members on the outcomes of the September 2017 meeting of the Fire & Rescue Services' All Wales National Issues Committee.

**RECOMMENDATION**

That Members note the content of the National Issues Committee summary report.

**1. BACKGROUND**

- 1.1 The National Issues Committee meeting was held on 26 September 2017 at Llandrindod Wells and the following report summarises the content of the meeting.

**2. NEW CHAIR**

- 2.1 The outgoing Chair, Councillor D T Davies, recorded his thanks to Members and Officers for their support and co-operation over the past 5 years, and nominated Councillor Rowland Rees Evans as his successor who was duly elected Chairman of the National Issues Committee for a two-year term. The Chairs of South Wales and North Wales FRSs are both appointed Deputy Chairs of the National Issues Committee.

**3. NATIONAL ISSUES COMMITTEE DEVELOPMENT EVENTS**

- 3.1 Following a discussion over the Middle Managers event held in October 2016 and the plans for another event this year, it was agreed that an event for Senior Managers would be held in January or February 2018. The date is dependent on receiving the Fire & Rescue Service Consultation document for discussion. Mr Kilpatrick indicated that the consultation is nearing completion and expected it to be available from November 2017.

**4. EUROPEAN UNION GENERAL DATA PROTECTION REGULATIONS**

- 4.1 The DCO of South Wales FRS reminded the Members that all data protection legislation in the European Union Member States would be replaced by the European Union General Data Protection Regulations on 25 May 2018.

- 4.2 The workstream will continue to meet to consider implications of the regulations and to share their knowledge and expertise to plan for its introduction to ensure any data risks are mitigated

## **5. PROGRESS OF KEY COLLABORATIVE AREAS**

### **5.1 Joint Public Service Centre Project (JPSCP) Update**

5.1.1 The CFO of South Wales FRS updated the Members on the progress in the implementation of the South Wales Joint Public Service Centre Project (JPSCP). Due to issues identified during testing and subsequent problems apparent during the run up to switching over to the Vision 5 software supplied by Capita, the project had been delayed from its revised February 2017 go live date to October 2017.

5.1.2 It was envisaged that a revised go live date of 4 October 2017 would see a phased relocation to the JPSCP but due to some additional software issues, this was further delayed by a week. Consequently, South Wales FRS staff relocated to the Joint Public Service Centre on 11 October and Mid & West Wales FRS staff relocated on 18 October. There are still some issues with the software but all emergency calls are being received and crews are being mobilised.

5.1.3 The North Wales FRS's new Command & Control (C&C) software went live on 21 March 2017 with no major issues identified. The project is now focusing on the replacement platform for radio and telephony shared with North Wales Police.

### **5.2 Emergency Services Mobile Communications Programme (ESMCP) – Airwave Replacement**

5.2.1 The DCFO of North Wales FRS updated the Committee on the progress of the ESMCP. It was noted that the transition to ESN would not commence in 2018 but the revised delivery plan was expected by the end of 2017.

5.2.2 The Committee noted that strong communication links are in place with the Joint Emergency Service Group (JESG) ESMCP Business Change Lead and her team, including the Fire Regional Implementation Manager and the Wales Emergency Service Network (ESN) User Group. It was noted that the JESG is also involved with other emergency services in Wales and is therefore encouraging collaborative working to achieve operational and financial benefits.

### **5.3 Increasing the Diversity Profile of Operational Firefighters Across the Fire & Rescue Services in Wales (Equality Act 2010 – Protected Characteristics)**

5.3.1 The CFO of North Wales FRS informed the Committee that in accordance with guidance from the Welsh Government, all three Services are increasing their efforts and focus on encouraging applications from people from within the protected characteristic groupings to broaden the diversity profile of the workforce.

5.3.2 The number of recruits from these groups are disappointingly low, therefore the Services are collaborating to review the entire recruitment process and potentially change the point at which engagement is made. It was noted that some Services are offering women-only engagement days to improve recruitment from this group of potential applicants.

5.3.3 It was noted that the People Organisational Development Group would be tasked to identify and use the information collated in each Service to benchmark the drop-out rate of firefighter recruits to provide an All Wales position for discussion.

### **5.4 Business Safety Group Progress Against Business Plan**

5.4.1 The DCO of South Wales FRS outlined the current business plan of the Welsh Business Fire Safety Group, which incorporates the eight workstreams, namely: Training and Development; Policy and Procedures, Legal and Compliance; Health & Social Care; Social Housing; Business Liaison; Technical Standards; and Heritage and Outdoor Events.

### **5.5 All Wales Operational Assurance**

5.5.1 The CFO of South Wales FRS updated the Committee on the progress made by the All Wales Operational Assurance Group with regards to phases one and two of the Self-Assessment programme. A training programme by the Welsh Audit Office is being held in early 2018 for members of the Operational Assurance Group to help ensure a high degree of consistency is achieved across all three Services and all focus areas.

## **6. COLLABORATION BETWEEN FIRE & RESCUE AUTHORITIES AND HEALTH & SOCIAL SERVICES IN WALES**

- 6.1 The CFO of Mid & West Wales FRS brought a discussion paper to the meeting to develop a collaboration project to target Prevention; Supporting People to Stay or Return Safely to their Own Home; Community Resilience and Emergency Medical Response, with the seven Health Boards and the Welsh Ambulance Service NHS Trust.
- 6.2 It was agreed that an additional Community Risk Reduction workstream would be developed to address these collaboration areas with the exception of the emergency medical response, which would be addressed by the Operations Group. It was acknowledged that the ongoing discussions around pay would have a bearing on progress made within this area.

## **7. EQUALITY RISK ASSESSMENT**

- 7.1 There are no equality impacts arising from the report. Equality considerations will be an integral part of each project area and considered by the relevant project lead.

## **8. RECOMMENDATION**

- 8.1 That Members note the content of the National Issues Committee summary report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Conrad Hancock NIC Programme Co-ordinator	Minutes of NIC meeting of 26 September 2017

**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.ii  
18 DECEMBER 2017**REPORT OF THE DEPUTY CHIEF OFFICER****WALES AUDIT OFFICE ANNUAL AUDIT LETTER 2016/17****SUMMARY**

This report summarises the Wales Audit Office Annual Audit Letter 2016/17 and concludes that the Authority has complied with its responsibilities relating to financial reporting and use of resources and that the Auditor General is satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

**RECOMMENDATIONS**

That Members note the Wales Audit Office Annual Audit Letter 2016/17 for the Authority.

**1. BACKGROUND**

- 1.1 As Members will be aware under the Public Audit (Wales) Act 2004 and the Code of Audit Practice, the Auditor General must report each year on how the Authority has complied with its responsibilities relating to financial reporting and use of resources, and whether he is satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

**2. THE ANNUAL AUDIT LETTER**

- 2.1 The Annual Audit Letter (attached at Appendix 1) provides an assessment of the Wales Audit Office work and conclusions on a wide variety of issues that they have reviewed as a result of this process. The letter itself is very brief, and is largely based upon the content of the Statement of Accounts and Audit of Financial Statements report that Members considered in detail at their December Fire & Rescue Authority meeting.
- 2.2 This report is not intended to repeat all of the conclusions of the ISA 260 report or the Annual Audit Letter. The Letter highlights that the audit team found a number of issues that required additional work for 2016/17.
- 2.3 The Auditor General confirms that he provided an unqualified audit opinion on the Authority's 2016/17 financial statements, confirming that they present a true and fair view of the Authority's and the Pension Fund's financial position and transactions. Furthermore, the Auditor General concludes the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

2.4 Within the Annual Audit Letter this year, the Auditor General does raise the issue of an increased fee for this year’s audit as a consequence of increased work described above. The additional costs of £3,711 are not substantial, especially in comparison to 2015/16 and reflect the improvements made which were highlighted in the Audit recommendations report earlier on the agenda.

3. **RECOMMENDATION**

That Members note the Wales Audit Office Annual Audit Letter 2016/17 for the Authority.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	Wales Audit Office Annual Audit Letter 2016/17



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Please contact us in Welsh or English.

Cysylltwch â ni'n Gymraeg neu'n Saesneg.

Councillor D T Davies  
Chair of the South Wales Fire and Rescue Authority  
Forest View Business Park  
Llantrisant  
CF72 8LX

**Reference:** 273A2017-18

**Date issued:** November 2017

Dear Councillor Davies

## Annual Audit Letter – South Wales Fire and Rescue Authority 2016-17

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

### The Authority complied with its responsibilities relating to financial reporting and use of resources

It is the Authority's responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a Statement of Accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This Code is based on International Financial Reporting Standards.

On 27 September 2017 I issued an unqualified audit opinion on the 2016-17 accounting statements confirming they present a true and fair view of the Authority's and the Pension Fund's financial position and transactions. My report is contained within the Statement of Accounts. The key matters arising from the accounts audit were reported to the members of the Fire Authority on 25 September through my *Audit of Financial Statements Report*<sup>1</sup>. The most important audit matters were:

- A significant number of errors in the financial statements and their compliance with the CIPFA Code of Practice.
- The lack of a clear audit trail and supporting documentation in key areas such as the year-end financial ledger and pension payments.
- The Fire Fighter Pension Fund accounted for pension payments relating to May 2016-April 2017 in the 2016-17 accounting statements, instead of those relating to April 2016-March 2017. As a result, there were unadjusted misstatements in the accounting statements. However, these did not impact on the audit opinion.

I issued a certificate confirming that the audit of the accounts has been completed on 27 September 2017.

### **I am satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources**

My consideration of the Authority's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. The Auditor General will highlight areas where the effectiveness of these arrangements has yet to be demonstrated or where improvements could be made when he publishes his Annual Improvement Report.

As a result of the issues identified during the audit and reported to the Authority on 25 September 2017, we had to carry out some additional work. These issues centred on the quality of the accounting statements and the supporting records.

<sup>1</sup> <http://www.southwales-fire.gov.uk/English/aboutus/FA/Documents/2017-09-25%20Agenda%20No%206.iii%20-%20Appendix%201%20-%20ISA260%20-%20SWFRA%20Audit%20of%20Financial%20Statements%20Report%20FINAL.pdf>



Consequently, fees of £3,711 will be charged in addition to the fee estimate of £57,022 set out in the 2017 Audit Plan. The fee estimate for 2017-18 will be set within the fee-scale parameters for the fire and rescue authorities, which are to be set out in the Wales Audit Office's published *Fee Scheme 2018-19*.

Yours sincerely

A handwritten signature in blue ink, consisting of the letters 'MJ' followed by a horizontal line.

Mark Jones

**For and on behalf of the Auditor General for Wales**

cc. Huw Jakeway, Chief Fire Officer  
Sally Chapman, Deputy Chief Officer  
Chris Barton, Treasurer and Section 151 Officer



**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.iii  
18 DECEMBER 2017**REPORT OF THE DEPUTY CHIEF OFFICER****INDEPENDENT REMUNERATION PANEL FOR WALES' DRAFT ANNUAL REPORT – FEBRUARY 2018****SUMMARY**

This report brings to Members' attention the relevant sections of the Independent Remuneration Panel for Wales' Draft Annual Report that relate to payments to Members of Welsh Fire & Rescue Authorities.

**RECOMMENDATIONS**

That Members note the extract of the Independent Remuneration Panel's Draft Annual Report, attached at Appendix 1, which provides details of payments to Members of Welsh Fire & Rescue Authorities.

**1. BACKGROUND**

- 1.1 As Members will be aware, the Local Government (Wales) Measure 2011 gave powers to the Independent Remuneration Panel for Wales to determine and review the remuneration of Members of Local Authorities, National Park Authorities, Fire & Rescue Authorities and Town & Community Councils.
- 1.2 The Panel is also required to produce an Annual Report and consult on this prior to its issue. The Panel has now issued its draft report, and the relevant extract for Members is attached at Appendix 1 to this report.
- 1.3 Members will note that the proposals for Councillors' remuneration for Fire & Rescue Authority duties recommend minimal increase for the 2018/19 municipal year.

**2. EQUALITY RISK ASSESSMENT**

- 2.1 There are no equality impacts arising directly as a result of the draft report as the report is intended to apply to all Elected Members equally regardless of protected characteristics. Additionally, the Independent Remuneration Panel will be responsible for undertaking their own equality risk assessment of the implications of their report prior to its publication in February 2018.

**3. RECOMMENDATION**

- 3.1 That Members note the extract of the Independent Remuneration Panel’s Draft Annual Report, attached at Appendix 1, which provides details of payments to Members of Welsh Fire & Rescue Authorities.

Contact Officer:	Background Papers:
Sally Chapman Deputy Chief Officer	Independent Remuneration Panel for Wales’ Draft Annual Report

## APPENDIX 1

## 8. Payments to Members of Welsh Fire and Rescue Authorities

### Structure of Fire and Rescue Authorities

8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.

8.2 FRAs comprise of elected Members who are nominated by the Principal Councils within the Fire and Rescue Service area.

8.3 The structure of the each of the 3 FRAs is set out in Table 5

Table 5: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council - 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the framework as set out in Section 9.

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

### **Basic and Senior Salaries**

- 8.6 The Panel has previously determined that the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and that the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations.
- 8.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.
- 8.8 Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.
- 8.9 The Panel determined that the remuneration of an FRA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.
- 8.10 The Panel determined that the remuneration of an FRA deputy chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary.

- 8.11 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.
- 8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have. The Panel is minded to consider this further during 2016/17.

### **Additional Senior Salaries**

- 8.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to FRAs as reflected in the following principles
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
  - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
  - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

### **Local Pension Boards**

- 8.14 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 33 or 34 cannot be used exclusively for this role.
- 8.15 The Panel has made the following determinations:

<b>Determination 31: The basic salary for FRA ordinary members shall be £1,745</b>
<b>Determination 32: The senior salary of the chair of an FRA shall be £10,445</b>
<b>Determination 33: An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.</b>
<b>Determination 34: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.</b>

<b>Determination 35: Members must not receive more than one FRA senior salary.</b>
<b>Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility</b>
<b>Determination 37: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.</b>

**The Panel’s determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.**



## 9. Payments to co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities<sup>1</sup>

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid.
- 9.3 The determinations are set out below:

**Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).**

**Table 6:** Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council committees	£198 (4 hours and over) £99 (up to 4 hours)

**Determination 39: Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.**

**Determination 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).**

<sup>1</sup> This section does not apply to co-opted members of community and town councils.

**Determination 41: The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.**

**Determination 42: Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), premeetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.**

**The Panel's determinations on Travel and Subsistence, Reimbursement of costs of care and Family Absence are now set out in separate sections of this Annual Report.**

## 10. Reimbursement of Costs of Care

- 10.1. This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. A similar, but permissive, provision for Community and Town Councils is given in section 13
- 10.2. The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of Costs of Care

**Determination 43: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.iv

18 DECEMBER 2017

REPORT OF THE ASSISTANT CHIEF FIRE OFFICER DIRECTOR OF  
SERVICE DELIVERY

**REPORT ON FIRE MEDICAL RESPONSE PILOT****SUMMARY**

To consider the Fire Medical Response (FMR) Pilot final report.

**RECOMMENDATIONS**

That Members receive and note the report.

**1. BACKGROUND**

- 1.1 The Fire Medical Response (FMR) pilot was developed to provide an emergency response to support the 'chain of survival' on behalf and in support of the Welsh Ambulance Service Trust (WAST), responding to four main clinical call types (Cardiac Arrest, Unconsciousness, Obstructed Airway and Severe Haemorrhage), and where fire service responders would be adding most value with their trauma training.
- 1.2 The pilot was planned to run for a 14 month period from the end of December 2015 until the end of February 2017. Following an extension, the pilot ended on 18th September 2017.
- 1.3 The attached report summarizes data on calls received, incidents attended and casualty outcomes during the period of pilot.

**2. ISSUE**

- 2.1 382 calls were received by SWFRS under the FMR pilot between 24<sup>th</sup> December 2015 and 17<sup>th</sup> September 2017.
- 2.2 Crews from eight stations attended 250 incidents as part of the pilot
- 2.3 Crews interacted with 149 casualties during the project, with 72 taken to hospital with injuries and 22 given first aid at scene only or a precautionary check was recommended. 94 casualties were therefore either transferred to hospital, treated at scene or recommended a precautionary check during the pilot.
- 2.4 A total of 136 casualties were recorded in the four main clinical call types identified in the project brief.

- 2.5 SWFRS crews performed CPR at 36 incidents during the period, with the casualty being successfully resuscitated on 11 occasions (30.5%). Crews provided Oxygen at 90 incidents during the period (61.6% of casualties), with the casualty being successfully resuscitated on 68 occasions (75.5%).

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications.

### **4. EQUALITY RISK ASSESSMENT**

- 4.1. This report and the accompanying Background Paper have no ERA impact.

### **5. RECOMMENDATIONS**

- 5.1 That Members note the final report on the Fire Medical Response (FMR) Pilot.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Thomas Director of Service Delivery	Fire Medical Response (FMR) Pilot – Final Report 15/11/17.



## APPENDIX 1

# Fire Medical Response (FMR) Pilot – Final Report

**Periodicity: December 2015 to September 2017**

**Report Date: 15<sup>th</sup> November 2017**

The Fire Medical Response (FMR) pilot was developed to provide an emergency response to support the 'chain of survival' on behalf and in support of the Welsh Ambulance Service Trust (WAST), responding to four main clinical call types (Cardiac Arrest, Unconsciousness, Obstructed Airway and Severe Haemorrhage), and where fire service responders would be adding most value with their trauma training. The pilot was planned to run for a 14 month period from the end of December 2015 until the end of February 2017. Following an extension, the pilot ended on 18<sup>th</sup> September 2017. This final report summarizes data on calls received, incidents attended and response outcomes.

## Summary

- **382 calls were received between December 2015 and September 2017.**
- **250 incidents were attended (65.4% of calls received).**
- **Crews interacted with 149 casualties during the project, with 72 taken to hospital with injuries and 22 given first aid at scene only or a precautionary check was recommended.**
- **During the project, an average of 12 incidents were attended per month.**

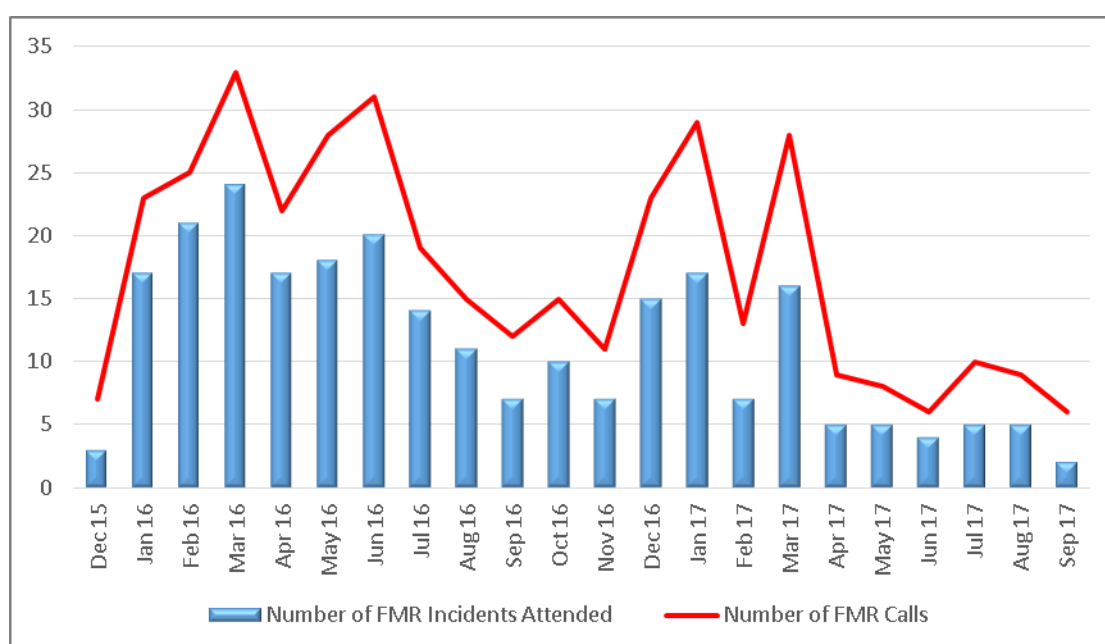


Figure 1 - FMR calls received and attended (Dec 2015 - Sep 2017)

The difference in calls received to calls attended is either due to:

- Ambulance resource became available before mobilisation of the Fire Service crews
- The call was re-categorised to a lower call type, such as red to amber



The table below shows the monthly breakdown of FMR calls. The first FMR call was recorded on 24<sup>th</sup> December 2015 and the last call on 17<sup>th</sup> September 2017, with a total of 382 calls received during this period. 250 incidents were attended (65.4% of calls received).

Of the 132 calls which were not attended, 59 were recalls (44.7% of calls not attended), no action was taken on 48 calls (36.3%), 17 were redirected (12.8%) and 8 were challenged (6%).

Month	Number of FMR Calls	Number of FMR Incidents Attended	% of FMR Calls Attended
Dec 15	7	3	42.9%
Jan 16	23	17	73.9%
Feb 16	25	21	84.0%
Mar 16	33	24	72.7%
Apr 16	22	17	77.3%
May 16	28	18	64.3%
Jun 16	31	20	64.5%
Jul 16	19	14	73.7%
Aug 16	15	11	73.3%
Sep 16	12	7	58.3%
Oct 16	15	10	66.7%
Nov 16	11	7	63.6%
Dec 16	23	15	65.2%
Jan 17	29	17	58.6%
Feb 17	13	7	53.8%
Mar 17	28	16	57.1%
Apr 17	9	5	55.6%
May 17	8	5	62.5%
Jun 17	6	4	66.7%
Jul 17	10	5	50.0%
Aug 17	9	5	55.6%
Sep 17	6	2	33.3%
<b>TOTAL</b>	<b>382</b>	<b>250</b>	<b>65.4%</b>

Table 1 - FMR calls received and attended (Dec 2015 - Sep 2017)





## 1 Incident Breakdown

### Nature of incidents attended

All calls considered in this report were initially recorded as having the incident type 'Medical Response' and assigned an FMR incident tag by Control. In total, 382 calls were received during the pilot period and 250 incidents were attended.

The incident type and primary function of SWFRS crews recorded on the Home Office Incident Recording System (IRS) for all incidents attended are shown below:

Incident Type	Total	% of total
No action required	95	38.0%
Chest Pain / Cardiac Arrest / Heart condition	73	29.2%
Breathing difficulties / impairment / Respiratory arrest	47	18.8%
Unconscious, fitting or unresponsive	12	4.8%
Collapse	7	2.8%
False Alarm	6	2.4%
Other	6	2.4%
Choking	2	0.8%
Lift person	1	0.4%
Over Border incident	1	0.4%
<b>TOTAL</b>	<b>250</b>	<b>100.0%</b>

*Table 2 - Incident types attended (Dec 2015 - Sep 2017)*

- The six incidents recorded as 'Other' comprised of two drugs overdoses, two head injuries, one wrist laceration and one childbirth.
- Over border incident – Monmouth crew attended an incident in Gloucester FRS area.
- Of the six false alarms recorded, three were attended by Chepstow and one each by Abergavenny, Duffryn and Treharris.
- Five incidents were attended by officers only – two in Chepstow, two in Treharris and one in Monmouth station area. Crews from stations were stood down from these calls.



Stations summary

Eight stations participated in the pilot project. The number of incidents attended by crews from each is detailed below.

Station	TOTAL INCIDENTS	% of total	No Action	Action	% Where Action Taken
Abergavenny	48	19.2%	22	26	54.2%
Duffryn	42	16.8%	19	23	54.8%
Chepstow	40	16.0%	7	33	82.5%
Monmouth	39	15.6%	12	27	69.2%
Penarth	34	13.6%	13	21	61.8%
Caldicot	23	9.2%	7	16	69.6%
Treharris	16	6.4%	12	4	25.0%
Usk	3	1.2%	0	3	100.0%
Officers	5	2.0%	3	2	40.0%
TOTAL	250	100.0%	95	155	62.0%

Table 3 - Incidents attended by station (Dec 2015 - Sep 2017)

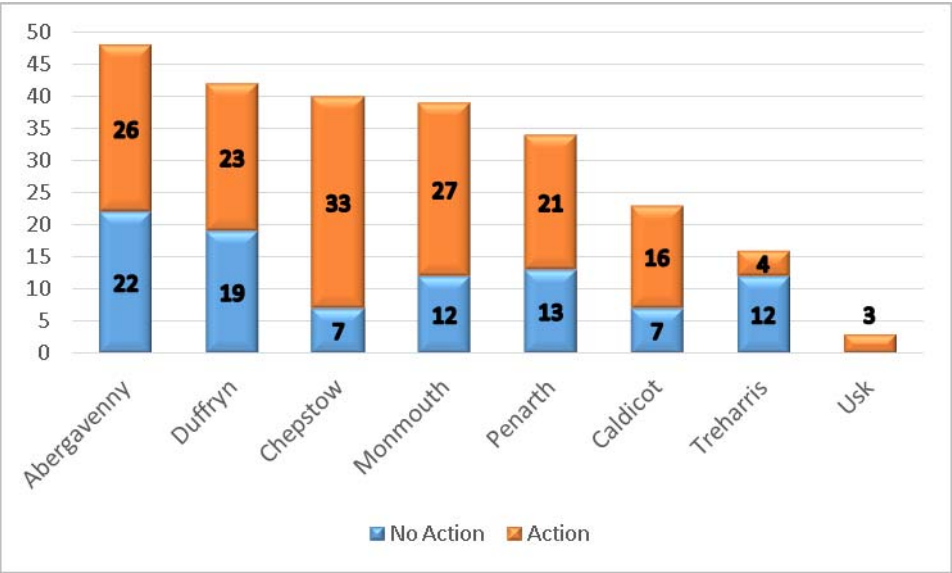


Figure 2 - Number of incidents attended by station and action taken/not taken (Dec 2015 - Sep 2017)

Overall 62% of incidents attended required action by SWFRS. The highest number of incidents were attended by Abergavenny (n=48) with 54.2% resulting in action being taken. The lowest number of incidents attended was Usk with 3, all of which required action by SWFRS.

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

Where no action was required by FRS personnel, paramedic and/or ambulance had arrived on scene first or no action had been taken prior to handing over the casualty to WAST.

For incidents attended by officers only, no action was required in three cases.



Average response times by station are shown below. The average response time by crews for all incidents attended was 08:21.

Station	Average Response Time (min:sec)	Total Incidents Attended
Abergavenny	07:05	48
Caldicot	09:38	23
Chepstow	08:51	40
Duffryn	07:58	42
Monmouth	09:11	39
Penarth	06:30	34
Treharris	11:59	16
Usk	08:17	3
ALL INCIDENTS ATTENDED BY STATIONS	08:21	245

Table 4 - Average response time by station (Dec 15 - Sep 17)



## 2 Casualty Interaction – Nature and outcomes

As previously noted, the FMR pilot was developed to provide an emergency response to four main clinical call types (Cardiac Arrest, Unconsciousness, Obstructed Airway and Severe Haemorrhage).

*NB: One over border incident was attended in Gloucester FRS area by Monmouth station which is excluded from the following statistics. Vision record shows that the casualty was a 78 year old female in cardiac arrest. CPR and BVM assistance was provided, but casualty deceased.*

SWFRS interacted with casualties at 148 incidents. The age and gender profile of all casualties is shown in the table below. Two persons were recorded at one incident where SWFRS were called to a woman in labour – mother and baby boy recorded. Over half of all casualties were aged 65+ (52.3%, n=78), and almost two thirds were male (60.4%, n=89). Males aged 65+ accounted for 30.2% of all casualties (n=45).

Casualty Age	Female	Male	Total	% of all casualties
<5	2	7	9	6.0%
5-15	2	1	3	2.0%
16-24	2	3	5	3.4%
25-34	1	4	5	3.4%
35-44	3	7	10	6.7%
45-54	7	9	16	10.7%
55-64	7	13	20	13.4%
65-74	10	17	27	18.1%
75-84	11	17	28	18.8%
85+	12	11	23	15.4%
Not known	2	1	3	2.0%
<b>TOTAL</b>	<b>59</b>	<b>90</b>	<b>149</b>	<b>100.0%</b>

Table 5 - Casualty age and gender (Dec 2015 - Sep 2017)

### 2.1 Nature of Injury

Referring to the four main incident types that were the original focus of the FMR pilot, the medical incident type recorded on IRS shows 136 casualties in these categories (91.2% of casualties).

Nature of injury	Total casualties
Cardiac arrest	73
Obstructed airway (inc breathing difficulties)	49
Unconsciousness	12
Hemorrhage	2
<b>TOTAL MAIN INCIDENT TYPES</b>	<b>136</b>
Other	13
<b>TOTAL</b>	<b>149</b>



Table 6 - Casualty nature of injury (Sep 2015 - Dec 2017)

- SWFRS crews performed CPR at 36 incidents during the period, with the casualties being successfully resuscitated on 11 occasions (30.5%). All persons successfully resuscitated were transferred to hospital.
- Crews provided Oxygen at 90 incidents during the period (61.6% of casualties), with the casualty being successfully resuscitated on 68 occasions (75.5%). 48 casualties went to hospital with slight or serious injuries, first aid was given at scene only to 15 casualties and a precautionary check recommended for five casualties.
- A defibrillator was used by crews at 27 incidents, successfully resuscitating the casualty at 5 incidents (18.5%). All persons successfully resuscitated were transferred to hospital.
- A BVM resuscitator was used at 5 incidents, with one casualty being transferred to hospital with injuries. The other four casualties were unsuccessfully resuscitated.
- Multiple equipment/interventions were used at 29 incidents. CPR plus one or more equipment items were employed at 21 incidents and CPR / Oxygen / Defibrillator / BVM combined were used at one incident.

2.2 Casualty Outcomes

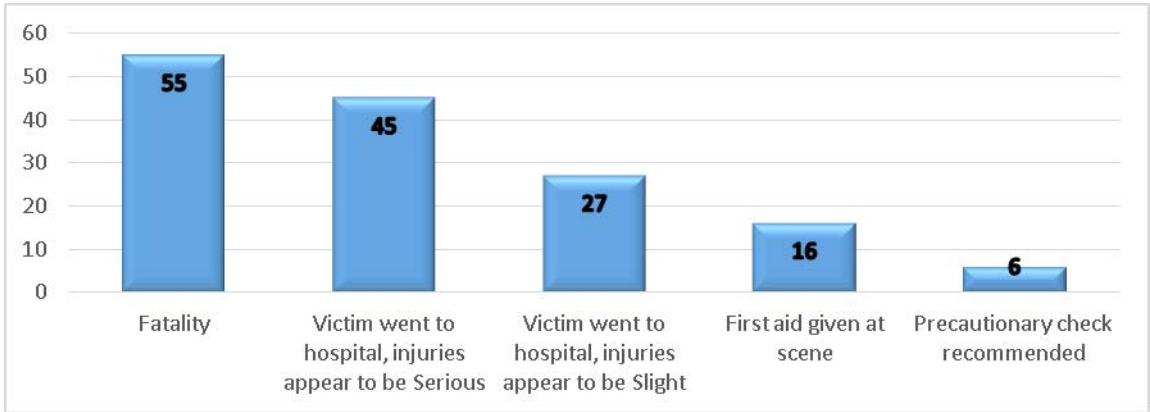


Figure 3 - Casualty outcome (Dec 2015 - Sep 2017)

- 94 casualties (63.0%) were transferred to hospital, treated at scene or recommended a precautionary check.
- Of 55 incidents which unfortunately resulted in a fatality, one or more intervention was used by SWFRS on 37 occasions (67.2% of fatality incidents). Of the remaining 18 fatalities, WAST / police were in attendance prior to SWFRS at 11 incidents.
- SWFRS attended 36 incidents where no medical interventions were employed. 18 of these (50%) were fatalities on arrival or declared by WAST on their arrival, all recorded as Chest Pain / Cardiac Arrest / Heart condition.

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**South Wales**  
Fire and Rescue Service

- It should be noted that SWFRS provided additional non-medical assistance to WAST personnel, including manual lifting, lighting and extrication at some instances.





**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.v  
18 DECEMBER 2017

**REPORT OF THE CHAIRMAN****REPORT ON THE PRINCIPAL OFFICER TEMPORARY APPOINTMENTS****SUMMARY**

Following the announcement from the Director of People Services of his retirement this report summarises the temporary and interim arrangements that the Chief Fire Officer is making to ensure the post of Assistant Chief Officer – People Services is covered.

**RECOMMENDATION**

Members note the arrangements that will be made following the retirement of the Director of People Services.

**1. BACKGROUND**

- 1.1 At its meeting held on 25 September 2017 the Fire & Rescue Authority received notification that the Director of People Services intends to retire on the 31 December 2017.
- 1.2 The proposed temporary arrangements have been discussed with the Chair and Deputy Chair of the Authority and the Chair of HR&E Committee.

**2. ISSUES**

- 2.1 Following the retirement of the Assistant Chief Officer – People Services the following temporary arrangements will be enacted:
- 2.2 Mark Malson appointed as Acting Assistant Chief Officer – People Services, with some substantive functions being distributed between the Assistant Chief Fire Officer Technical Services and the Treasurer.
- 2.3 The Treasurer will assume a temporary responsibility for the strategic pension issues and will be the lead officer on the Scheme Advisory Board. This will require an increase of 18 days per annum.
- 2.4 Andrew Jones appointed as Acting Head of Human Resources (HR).
- 2.5 In making these provisions the Fire & Rescue Service has been able to retain sufficient personnel at Principal Officer level to facilitate the delivery of all functional roles.

- 2.6 The temporary arrangements should be extended to ensure effective business continuity until such time that the Fire & Rescue Authority is in a position to reach a decision on the appointment of a permanent replacement for the Assistant Chief Officer – People Services.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 An Equality Risk Assessment has been undertaken to assess whether there is any potential impact on individuals and groups relative to the protected characteristics arising from the proposed continuation of the previously agreed temporary employment arrangements.
- 3.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel at this time and that the conditions would be revisited at such time that a decision is reached on the appointment of a permanent replacement.

### **4. FINANCE**

- 4.1 In normal terms temporary appointments on a like for like basis do not produce a substantial financial saving. However, with some of the previous responsibilities being temporarily removed a saving of £12,272 per annum can be achieved.

### **5. RECOMMENDATION**

- 5.1 Members note the arrangements that will be made following the retirement of the Director of People Services.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Huw Jakeway Chief Fire Officer	

## Fire Authority Members Total Attendance (Percentage) 2017/18

Attendance between 12/06/2017 to 04/12/2017

Members		R = Requisite   P = Present   A = Apologies   Ab = Absent No Apologies Received																			
		Totals					FAPM					Totals					Totals				
		FA					P					HR&E					Working Group				
		R	P	A	Ab	T	R	P	A	Ab	T	R	P	A	Ab	T	R	P	A	Ab	T
1.	Cllr D T Davies	1	100%	0%	0%	1	0				0	0				0	0				0
2.	Cllr S Bradwick	1	100%	0%	0%	1	0				0	2	100%	0%	0%	2	1	100%	0%	0%	1
3.	Cllr D Ali	1	100%	0%	0%	1	0				0	2	100%	0%	0%	2	0				0
4.	Cllr H Joyce	1	100%	0%	0%	1	2	50%	50%	0%	2	0				0	0				0
5.	Cllr D Naughton	1	100%	0%	0%	1	0				0	2	100%	0%	0%	2	1	100%	0%	0%	1
6.	Cllr M Phillips	1	100%	0%	0%	1	0				0	0				0	0				0
7.	Cllr P Wong	1	0%	100%	0%	1	0				0	2	100%	0%	0%	2	0				0
8.	Cllr C Smith	1	100%	0%	0%	1	0				0	2	50%	0%	50%	2	0				0
9.	Cllr D White	1	100%	0%	0%	1	2	50%	0%	50%	2	0				0	0				0
10.	Cllr K Critchley	1	100%	0%	0%	1	2	100%	0%	0%	2	0				0	0				0
11.	Cllr H Thomas	1	100%	0%	0%	1	0				0	2	50%	0%	50%	2	0				0
12.	Cllr S Pickering	1	100%	0%	0%	1	0				0	2	100%	0%	0%	2	0				0
13.	Cllr A Roberts	1	100%	0%	0%	1	2	100%	0%	0%	2	0				0	0				0
14.	Cllr G Stacey	1	100%	0%	0%	1	0				0	0				0	1	0%	100%	0%	1
15.	Cllr D Thomas	1	0%	100%	0%	1	0				0	2	0%	100%	0%	2	1	0%	100%	0%	1
16.	Cllr S Evans	1	100%	0%	0%	1	2	100%	0%	0%	2	2	100%	0%	0%	2	1	100%	0%	0%	1
17.	Cllr V Smith	1	100%	0%	0%	1	0				0	0				0	1	100%	0%	0%	1
18.	Cllr L Brown	1	100%	0%	0%	1	2	50%	50%	0%	2	0				0	1	0%	100%	0%	1
19.	Cllr G Thomas	1	100%	0%	0%	1	2	50%	50%	0%	2	2	50%	50%	0%	2	0				0
20.	Cllr C Elsbury	1	100%	0%	0%	1	0				0	2	50%	50%	0%	2	0				0
21.	Cllr A Hussey	1	100%	0%	0%	1	2	100%	0%	0%	2	2	100%	0%	0%	2	0				0
22.	Cllr R Crowley	1	100%	0%	0%	1	2	100%	0%	0%	2	2	50%	50%	0%	2	0				0
23.	Cllr K McCaffer	1	0%	100%	0%	1	0				0	2	100%	0%	0%	2	0				0
24.	Cllr K Gibbs	1	100%	0%	0%	1	2	50%	50%	0%	2	2	50%	50%	0%	2	0				0
25.	Cllr J Harries	0				0	0				0	0				0	0				0
26.	Cllr A Slade	0				0	0				0	0				0	0				0

Fire Authority Members Total  
Attendance 2017/18

R = Requisite   P = Present   A = Apologies   Ab = Absent No Apologies Received																										
Members		Totals FA					Totals FAPM					Totals HR&E					Totals Working Group Combined					Totals Training Days				
		R	P	A	Ab	T	R	P	A	Ab	T	R	P	A	Ab	T	R	P	A	Ab	T	R	P	A	Ab	T
1.	Cllr D T Davies	1	1	0	0	1	0				0	0				0	0				0	3	2	1	0	0
2.	Cllr S Bradwick	1	1	0	0	1	0				0	2	2	0	0	2	1	1	0	0	1	5	3	2	0	0
3.	Cllr D Ali	1	1	0	0	1	0				0	2	2	0	0	2	0				0	5	3	2	0	0
4.	Cllr H Joyce	1	1	0	0	1	2	1	1	0	2	0				0	0				0	5	2	2	1	0
5.	Cllr D Naughton	1	1	0	0	1	0				0	2	2	0	0	2	1	1	0	0	1	3	3	0	0	0
6.	Cllr M Phillips	1	1	0	0	1	0				0	0				0	0				0	5	4	1	0	0
7.	Cllr P Wong	1	0	1	0	1	0				0	2	2	0	0	2	0				0	3	2	1	0	0
8.	Cllr C Smith	1	1	0	0	1	0				0	2	1	0	1	2	0				0	3	0	2	1	0
9.	Cllr D White	1	1	0	0	1	2	1	0	1	2	0				0	0				0	3	2	1	0	0
10.	Cllr K Critchley	1	1	0	0	1	2	2	0	0	2	0				0	0				0	3	2	1	0	0
11.	Cllr H Thomas	1	1	0	0	1	0				0	2	1	0	1	2	0				0	3	2	0	1	0
12.	Cllr S Pickering	1	1	0	0	1	0				0	2	2	0	0	2	0				0	3	1	1	1	0
13.	Cllr A Roberts	1	1	0	0	1	2	2	0	0	2	0				0	0				0	3	0	0	3	0
14.	Cllr G Stacey	1	1	0	0	1	0				0	0				0	1	0	1	0	1	4	0	4	0	0
15.	Cllr D Thomas	1	0	1	0	1	0				0	2	0	2	0	2	1	0	1	0	1	3	2	1	0	0
16.	Cllr S Evans	1	1	0	0	1	2	2	0	0	2	2	2	0	0	2	1	1	0	0	1	3	2	1	0	0
17.	Cllr V Smith	1	1	0	0	1	0				0	0				0	1	1	0	0	1	5	5	0	0	0
18.	Cllr L Brown	1	1	0	0	1	2	1	1	0	2	0				0	1	0	1	0	1	3	1	2	0	0
19.	Cllr G Thomas	1	1	0	0	1	2	1	1	0	2	2	1	1	0	2	0				0	3	2	1	0	0
20.	Cllr C Elsbury	1	1	0	0	1	0				0	2	1	1	0	2	0				0	3	0	1	2	0
21.	Cllr A Hussey	1	1	0	0	1	2	2	0	0	2	2	2	0	0	2	0				0	3	3	0	0	0
22.	Cllr R Crowley	1	1	0	0	1	2	2	0	0	2	2	1	1	0	2	0				0	3	3	0	0	0
23.	Cllr K McCaffer	1	0	1	0	1	0				0	2	2	0	0	2	0				0	5	3	2	0	0
24.	Cllr K Gibbs	1	1	0	0	1	2	1	1	0	2	2	1	1	0	2	0				0	3	1	2	0	0
25.	Cllr J Harries	0				0	0				0	0				0	0				0	0				0
26.	Cllr A Slade	0				0	0				0	0				0	0				0	0				0

## Annual General Meeting - Members Attendance 2017/18

		R = Requisite   P = Present   A = Apologies Received   Ab = Absent No Apologies		Totals				
Members		AGM 12/06/17		AGM				
		R	P	R	P	A	Ab	T
1.	Cllr D T Davies	Yes	P	1	1	0	0	1
2.	Cllr S Bradwick	Yes	P	1	1	0	0	1
3.	Cllr D Ali	Yes	P	1	1	0	0	1
4.	Cllr H Joyce	Yes	P	1	1	0	0	1
5.	Cllr D Naughton	Yes	P	1	1	0	0	1
6.	Cllr M Phillips	Yes	P	1	1	0	0	1
7.	Cllr P Wong	Yes	A	1	0	1	0	1
8.	Cllr C Smith	Yes	P	1	1	0	0	1
9.	Cllr D White	Yes	P	1	1	0	0	1
10.	Cllr K Critchley	Yes	P	1	1	0	0	1
11.	Cllr H Thomas	Yes	P	1	1	0	0	1
12.	Cllr S Pickering	Yes	P	1	1	0	0	1
13.	Cllr A Roberts	Yes	P	1	1	0	0	1
14.	Cllr G Stacey	Yes	P	1	1	0	0	1
15.	Cllr D Thomas	Yes	P	1	1	0	0	1
16.	Cllr S Evans	Yes	P	1	1	0	0	1
17.	Cllr V Smith	Yes	P	1	1	0	0	1
18.	Cllr L Brown	Yes	P	1	1	0	0	1
19.	Cllr G Thomas	Yes	P	1	1	0	0	1
20.	Cllr C Elsbury	Yes	P	1	1	0	0	1
21.	Cllr A Hussey	Yes	P	1	1	0	0	1
22.	Cllr R Crowley	Yes	P	1	1	0	0	1
23.	Cllr K McCaffer	No						
24.	Cllr K Gibbs	No						
25.	Cllr J Harries	No						
26.	Cllr A Slade	No						
Totals				22	21	1	0	1

Fire Authority - Members Attendance 2017/18

Members	R = Requisite		P = Present		A = Apologies		Ab = Absent No Apologies Received				Totals				
	FA 10/07/2017 - CLLD		FA		FA		FA		FA		AGM				
	R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	T
1. Cllr D T Davies	Cancelled		Yes	P							1	1	0	0	5
2. Cllr S Bradwick	Cancelled		Yes	P							1	1	0	0	5
3. Cllr D Ali	Cancelled		Yes	P							1	1	0	0	5
4. Cllr H Joyce	Cancelled		Yes	P							1	1	0	0	5
5. Cllr D Naughton	Cancelled		Yes	P							1	1	0	0	5
6. Cllr M Phillips	Cancelled		Yes	P							1	1	0	0	5
7. Cllr P Wong	Cancelled		Yes	A							1	0	1	0	5
8. Cllr C Smith	Cancelled		Yes	P							1	1	0	0	5
9. Cllr D White	Cancelled		Yes	P							1	1	0	0	5
10. Cllr K Critchley	Cancelled		Yes	P							1	1	0	0	5
11. Cllr H Thomas	Cancelled		Yes	P							1	1	0	0	5
12. Cllr S Pickering	Cancelled		Yes	P							1	1	0	0	5
13. Cllr A Roberts	Cancelled		Yes	P							1	1	0	0	5
14. Cllr G Stacey	Cancelled		Yes	P							1	1	0	0	5
15. Cllr D Thomas	Cancelled		Yes	A							1	0	1	0	5
16. Cllr S Evans	Cancelled		Yes	P							1	1	0	0	5
17. Cllr V Smith	Cancelled		Yes	P							1	1	0	0	5
18. Cllr L Brown	Cancelled		Yes	P							1	1	0	0	5
19. Cllr G Thomas	Cancelled		Yes	P							1	1	0	0	5
20. Cllr C Elsbury	Cancelled		Yes	P							1	1	0	0	5
21. Cllr A Hussey	Cancelled		Yes	P							1	1	0	0	5
22. Cllr R Crowley	Cancelled		Yes	P							1	1	0	0	5
23. Cllr K McCaffer	Cancelled		Yes	A							1	0	1	0	5
24. Cllr K Gibbs	Cancelled		Yes	P							1	1	0	0	5
25. Cllr J Harries	Cancelled		No												
26. Cllr A Slade	Cancelled		No												
Totals											24	21	3	0	5

## Finance, Audit & Performance Management - Members Attendance 2017/18

Members		R = Requisite   P = Present   A = Apologies Received   Ab = Absent No Apologies								Totals				
		FAPM 11/09/17		FAPM 04/12/17		FAPM 29/01/18		FAPM 23/04/18		FAPM				
		R	P	R	P	R	P	R	P	R	P	A	Ab	T
1.	Cllr D T Davies	No		No										
2.	Cllr S Bradwick	No		No										
3.	Cllr D Ali	No		No										
4.	Cllr H Joyce	Yes	A	Yes	P					2	1	1	0	4
5.	Cllr D Naughton	No		No										
6.	Cllr M Phillips	No		No										
7.	Cllr P Wong	No		No										
8.	Cllr C Smith	No		No										
9.	Cllr D White	Yes	P	Yes	Ab					2	1	0	1	4
10.	Cllr K Critchley	Yes	P	Yes	P					2	2	0	0	4
11.	Cllr H Thomas	No		No										
12.	Cllr S Pickering	No		No										
13.	Cllr A Roberts	Yes	P	Yes	P					2	2	0	0	4
14.	Cllr G Stacey	No		No										
15.	Cllr D Thomas	No		No										
16.	Cllr S Evans	Yes	P	Yes	P					2	2	0	0	4
17.	Cllr V Smith	No		No										
18.	Cllr L Brown	Yes	P	Yes	A					2	1	1	0	4
19.	Cllr G Thomas	Yes	A	Yes	P					2	1	1	0	4
20.	Cllr C Elsbury	No		No										
21.	Cllr A Hussey	Yes	P	Yes	P					2	2	0	0	4
22.	Cllr R Crowley	Yes	P	Yes	P					2	2	0	0	4
23.	Cllr K McCaffer	No		No										
24.	Cllr K Gibbs	Yes	P	Yes	A					2	1	1	0	4
25.	Cllr J Harries	No		No										
26.	Cllr A Slade	No		No										
Total										20	15	4	1	4

HR & Equality - Members Attendance 2017/18

Members	R = Requisite   P = Present   A = Apologies Received   Ab = Absent No Apologies						Totals				
	HR&E 17/07/17		HR&E 20/11/17		HR&E 05/02/18		HR&E				
	R	P	R	P	R	P	R	P	A	Ab	T
1. Cllr D T Davies	No		No								
2. Cllr S Bradwick	Yes	P	Yes	P			2	2	0	0	3
3. Cllr D Ali	Yes	P	Yes	P			2	2	0	0	3
4. Cllr H Joyce	No		No								
5. Cllr D Naughton	Yes	P	Yes	P			2	2	0	0	3
6. Cllr M Phillips	No		No								
7. Cllr P Wong	Yes	P	Yes	P			2	2	0	0	3
8. Cllr C Smith	Yes	Ab	Yes	P			2	1	0	1	3
9. Cllr D White	No		No								
10. Cllr K Critchley	No		No								
11. Cllr H Thomas	Yes	P	Yes	Ab			2	1	0	1	3
12. Cllr S Pickering	Yes	P	Yes	P			2	2	0	0	3
13. Cllr A Roberts	No		No								
14. Cllr G Stacey	No		No								
15. Cllr D Thomas	Yes	A	Yes	A			2	0	2	0	3
16. Cllr S Evans	Yes	P	Yes	P			2	2	0	0	3
17. Cllr V Smith	No		No								
18. Cllr L Brown	No		No								
19. Cllr G Thomas	Yes	P	Yes	A			2	1	1	0	3
20. Cllr C Elsbury	Yes	P	Yes	A			2	1	1	0	3
21. Cllr A Hussey	Yes	P	Yes	P			2	2	0	0	3
22. Cllr R Crowley	Yes	P	Yes	A			2	1	1	0	3
23. Cllr K McCaffer	Yes	P	Yes	P			2	2	0	0	3
24. Cllr K Gibbs	Yes	P	Yes	A			2	1	1	0	3
25. Cllr J Harries	No		No								
26. Cllr A Slade	No		No								
Total							30	22	6	2	3



## Finance, Asset & Performance Management Working Group - Members Attendance 2017/18

Members	R = Requisite   P = Present   A = Apologies Received   Ab = Absent No Apologies						Totals				
	WG 09/10/17		WG 15/01/18		WG 21/05/18		WGC				
	R	P	R	P	R	P	R	P	A	Ab	T
1. Cllr D T Davies	No										
2. Cllr S Bradwick	Yes	P					1	1	0	0	3
3. Cllr D Ali	No										
4. Cllr H Joyce	No										
5. Cllr D Naughton	Yes	P					1	1	0	0	3
6. Cllr M Phillips	No										
7. Cllr P Wong	No										
8. Cllr C Smith	No										
9. Cllr D White	No										
10. Cllr K Critchley	No										
11. Cllr H Thomas	No										
12. Cllr S Pickering	No										
13. Cllr A Roberts	No										
14. Cllr G Stacey	Yes	A					1	0	1	0	3
15. Cllr D Thomas	Yes	A					1	0	1	0	3
16. Cllr S Evans	Yes	P					1	1	0	0	3
17. Cllr V Smith	Yes	P					1	1	0	0	3
18. Cllr L Brown	Yes	A					1	0	1	0	3
19. Cllr G Thomas	No										
20. Cllr C Elsbury	No										
21. Cllr A Hussey	No										
22. Cllr R Crowley	No										
23. Cllr K McCaffer	No										
24. Cllr K Gibbs	No										
25. Cllr J Harries	No										
26. Cllr A Slade	No										
Total							7	4	3	0	3

Standards Committee - Members Attendance 2017/18

Members	R = Requisite   P = Present   A = Apologies Received		Ab = Absent No Apologies		Totals				
	Standards		05/03/18		HR&E				
	R		P		R	P	A	Ab	T
1. Cllr D T Davies									1
2. Cllr S Bradwick									1
3. Cllr D Ali									1
4. Cllr H Joyce									1
5. Cllr D Naughton									1
6. Cllr M Phillips									1
7. Cllr P Wong									1
8. Cllr C Smith									1
9. Cllr D White									1
10. Cllr K Critchley									1
11. Cllr H Thomas									1
12. Cllr S Pickering									1
13. Cllr A Roberts									1
14. Cllr G Stacey									1
15. Cllr D Thomas									1
16. Cllr S Evans									1
17. Cllr V Smith									1
18. Cllr L Brown									1
19. Cllr G Thomas									1
20. Cllr C Elsbury									1
21. Cllr A Hussey									1
22. Cllr R Crowley									1
23. Cllr K McCaffer									1
24. Cllr K Gibbs									1
25. Cllr J Harries									1
26. Cllr A Slade									1
Total									1

## Local Pension Board – Members Attendance 2017/18

Members	R = Requisite   P = Present   A = Apologies Received   Ab = Absent No Apologies						Totals				
	LPB 03/07/17		LPB 16/10/17		LPB 26/02/2018		MD				
	R	P	R	P	R	P	R	P	A	Ab	T
1. Cllr D T Davies	No		No								
2. Cllr S Bradwick	Yes	P	Yes	P			2	2	0	0	3
3. Cllr D Ali	Yes	P	No				1	1	0	0	3
4. Cllr H Joyce	Yes	P	No				1	1	0	0	3
5. Cllr D Naughton	No		No								
6. Cllr M Phillips	Yes	P	Yes	P			2	2	0	0	3
7. Cllr P Wong	No		No								
8. Cllr C Smith	No		No								
9. Cllr D White	No		No								
10. Cllr K Critchley	No		No								
11. Cllr H Thomas	No		No								
12. Cllr S Pickering	No		No								
13. Cllr A Roberts	No		No								
14. Cllr G Stacey	Yes	P	No				1	1	0	0	3
15. Cllr D Thomas	No		No								
16. Cllr S Evans	No		No								
17. Cllr V Smith	Yes	P	Yes	P			2	2	0	0	3
18. Cllr L Brown	No		No								
19. Cllr G Thomas	No		No								
20. Cllr C Elsbury	No		No								
21. Cllr A Hussey	No		No								
22. Cllr R Crowley	No		No								
23. Cllr K McCaffer	No		Yes	P			1	1	0	0	3
24. Cllr K Gibbs	No		No								
25. Cllr J Harries	No		No								
26. Cllr A Slade	No		No								
Total							10	10	0	0	3

# Fire Authority Training Days -

Members		R = Requisite		P = Present		A = Apologies		Ab = Absent		No Apologies Received		Totals								
		FA TRG		LPB TRG		LPB TRG		FA TRG		LPB TRG		FA TRG		FA TRG		MD				
		10/07/17		13/09/17		29/09/17		02/10/2017		11/10/2017 - CLLD		27/11/17		05/03/18						
		R	P	R	P	R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	T
1.	Cllr D T Davies		Yes	P	No		No		Yes	A	Cancelled	Yes	P			3	2	1	0	7
2.	Cllr S Bradwick		Yes	P	Yes	A	Yes	P	Yes	A	Cancelled	Yes	P			5	3	2	0	7
3.	Cllr D Ali		Yes	P	Yes	A	Yes	P	Yes	A	Cancelled	Yes	P			5	3	2	0	7
4.	Cllr H Joyce		Yes	P	Yes	A	Yes	A	Yes	Ab	Cancelled	Yes	P			5	2	2	1	7
5.	Cllr D Naughton		Yes	P	No		No		Yes	P	Cancelled	Yes	P			3	3	0	0	7
6.	Cllr M Phillips		Yes	P	Yes	P	Yes	P	Yes	P	Cancelled	Yes	A			5	4	1	0	7
7.	Cllr P Wong		Yes	P	No		No		Yes	P	Cancelled	Yes	A			3	2	1	0	7
8.	Cllr C Smith		Yes	A	No		No		Yes	Ab	Cancelled	Yes	A			3	0	2	1	7
9.	Cllr D White		Yes	P	No		No		Yes	A	Cancelled	Yes	P			3	2	1	0	7
10.	Cllr K Critchley		Yes	P	No		No		Yes	A	Cancelled	Yes	P			3	2	1	0	7
11.	Cllr H Thomas		Yes	P	No		No		Yes	Ab	Cancelled	Yes	P			3	2	0	1	7
12.	Cllr S Pickering		Yes	P	No		No		Yes	A	Cancelled	Yes	Ab			3	1	1	1	7
13.	Cllr A Roberts		Yes	Ab	No		No		Yes	Ab	Cancelled	Yes	Ab			3	0	0	3	7
14.	Cllr G Stacey		Yes	A	Yes	A	Yes	A	Yes	A	Cancelled	No				4	0	4	0	7
15.	Cllr D Thomas		Yes	P	No		No		Yes	P	Cancelled	Yes	A			3	2	1	0	7
16.	Cllr S Evans		Yes	A	No		No		Yes	P	Cancelled	Yes	P			3	2	1	0	7
17.	Cllr V Smith		Yes	P	Yes	P	Yes	P	Yes	P	Cancelled	Yes	P			5	5	0	0	7
18.	Cllr L Brown		Yes	P	No		No		Yes	A	Cancelled	Yes	A			3	1	2	0	7
19.	Cllr G Thomas		Yes	P	No		No		Yes	P	Cancelled	Yes	A			3	2	1	0	7
20.	Cllr C Elsbury		Yes	A	No		No		Yes	Ab	Cancelled	Yes	Ab			3	0	1	2	7
21.	Cllr A Hussey		Yes	P	No		No		Yes	P	Cancelled	Yes	P			3	3	0	0	7
22.	Cllr R Crowley		Yes	P	No		No		Yes	P	Cancelled	Yes	P			3	3	0	0	7
23.	Cllr K McCaffer		Yes	P	Yes	P	Yes	P	Yes	A	Cancelled	Yes	A			5	3	2	0	7
24.	Cllr K Gibbs		Yes	P	No		No		Yes	A	Cancelled	Yes	A			3	1	2	0	7
25.	Cllr J Harries		No		No		No		No		Cancelled	No								
26.	Cllr A Slade		No		No		No		No		Cancelled	No								
27.	Mr Geoffrey Hughes		Yes	A	No		No		No		Cancelled	No				1	0	1	0	7
28.	Ms Anne Jones		Yes	P	No		No		No		Cancelled	No				1	1	0	0	7
29.	Dr Mark Kerby		Yes	P	No		No		No		Cancelled	No				1	1	0	0	7
Total																88	49	28	9	7

### FORWARD WORK PROGRAMME FOR FIRE & RESCUE AUTHORITY 2017/18

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
Each meeting following the NIC meeting	Update Report on the work of the NIC	To keep Members up-to-date with the work of the NIC	DCO  Contact Officer: Sally Chapman	
As appropriate when amendments required	Updating Constitutional Documents	To ensure that the constitutional documents of the Authority remain up-to-date and reflecting the requirements and practices of the organisation	DCO  Contact Officer: Sally Chapman	
10 July 2017	Financial Governance	To seek Members approval to respond to WAO enquiries in relation to financial governance enquiries	Treasurer  Contact Officer: Geraint Thomas	Completed. Presented at the Members' Training Day
<del>10 July 2017</del> 25 Sept 2017	Strategic Risk	To advise Members of the Strategic Risks of the Organisation and how these are being treated, managed or reduced.	DCO  Contact Officer: Sarah Watkins	Completed
<del>10 July 2017</del> 25 Sept 2017	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2017-18 Improvement Plan	DCO  Contact Officer: Sally Chapman	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
	<b>Annual Reports:</b>			
<del>10 July 2017</del> 25 Sept 2017	End of year Health Check on Performance and Strategic Objectives 2016/17	To advise Members of end of year performance against agreed targets and to advise Members of the end of year health check position in securing the achievement of the Strategic Objectives	DCO  Contact Officer: Sarah Watkins	Completed
<del>10 July 2017</del> <del>25 Sept 2017</del> 18 Dec 2017	Health & Safety Annual Report 2016/17	To advise Members of Health and Safety performance of the organisation	ACFO TS  Contact Officer: Martin Hole	On agenda
<del>10 July 2017</del> 25 Sept 2017	Pay Claim	Update of FBU Claim submitted and timeline for negotiations & tribunal claim	ACO PS  Contact Officer: Phil Haynes	Completed
<del>10 July 2017</del> 25 Sept 2017	Operational Resilience	To advise Members of the Service's contingency plans that it has in place	ACFO TS  Contact Officer: R Prendergast	Completed
<del>10 July 2017</del> 25 Sept 2017	Update on Renewal of Airwave	To advise Members of the current position	ACFO TS  Contact Officer: R Prendergast	Completed
25 Sept 2017	Report on proposed Priority Actions 2018/19	To advise Members of the proposed Priority Actions 2018/19 and to seek authority to enter into public consultation on these	DCO  Contact Officer: Sarah Watkins	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
25 Sept 2017	Update on MTFs and Reserves Strategy	To update Members on the Financial strategy and reserves strategy of the Authority prior to considering the report on the 2018/19 budget setting strategy	Treasurer  Contact Officer: Chris Barton	Completed
25 Sept 2017	Budget Strategy 2018/19	To obtain clarification upon the political steer for the budget strategy for 2018/19 budget setting process	Treasurer  Contact Officer: Chris Barton	Completed
25 Sept 2017	Statement of Accounts (Revenue and Capital) for 2016/17 budget	To seek Members' approval for publication of the Statement of Accounts	Treasurer  Contact Officer: Geraint Thomas	Completed
25 Sept 2017	Treasury Management Outturn 2016/17	To advise Members of the year end treasury management position	Treasurer  Contact Officer: Chris Barton & Geraint Thomas	Completed
18 Dec 2017	WAO Annual Improvement Report	To advise Members of the key issues emanating from the annual report and to provide an opinion on adequacy and effectiveness of the organisation and its potential to improve, its approach to risk management, control and governance processes based on the WAO work undertaken during the year, including data quality & PIs, HR work, a Framework update, whistleblowing and forward planning.	DCO  Contact Officer: Sally Chapman	On agenda

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
18 Dec 2017	Half Yearly Health Check of Performance and Review of Strategic Themes	To advise Members of performance against agreed targets and achievement of Strategic Themes at the mid-way point through the year	DCO  Contact Officer: Sarah Watkins	On agenda
18 Dec 2017	Half Yearly Review of Strategic Risk	To keep Members advised of the Strategic Risks of the Organisation and how these are being treated, managed or reduced.	DCO  Contact Officer: Sarah Watkins	On agenda
18 Dec 2017	Estimated Revenue & Capital Budget determination for 2018/19	To consider consultation responses and to set the recommended budget determination for consideration by Fire Authority in December	Treasurer  Contact Officer: Geraint Thomas	On agenda
18 Dec 2017	Treasury Management Mid Term Report 2017/18	To advise Members of the mid year position in relation to our treasury management	Treasurer  Contact Officer: Geraint Thomas	On agenda
18 Dec 2017	Independent Remuneration Panel for Wales' Draft Annual Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales	DCO  Contact Officer: Sally Chapman	On agenda
18 Dec 2017	Fire Medical Response Trials	To advise Members of the outcome of the Fire Medical Response Trials within the South Wales area following their conclusion in September 2017	CFO  Contact Officer: Huw Jakeway	On agenda
12 Feb 2018	KPI Target Setting 2018/19	To set the targets for the following financial year	ACFO SD  Contact Officer: Sarah Watkins	



<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
12 Feb 2018	Report on Responses to the consultation of the draft rolling Strategic Plan and Priority Actions 2018/19	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan	DCO  Contact Officer: Sarah Watkins	
12 Feb 2018	Pay Policy Statement 2018/19	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance	ACO PS  Contact Officer: Phil Haynes	
12 Feb 2018	Treasury Management Strategy 2018/19	To secure Members' approval to the adoption of the Treasury Management Strategy 2018/19	Treasurer  Contact Officer: Geraint Thomas	
26 March 2018	Annual Report of the work of the Finance, Audit & Performance Management Committee & its working group during 2017/18	To advise Members of the work of the committee	DCO  Contact Officer: Sally Chapman	
26 March 2018	Annual Report of the work of the HR & Equalities Committee during 2017/18	To advise Members of the work of the committee	ACO PS  Contact Officer: Phil Haynes	
26 March 2018	Annual Report of the Work of the Pensions Committee 2017/18	To advise Members of the work of the committee	ACO PS  Contact Officer: Phil Haynes	
26 March 2018	Wellbeing Plans	To consider a report of the FAPM Committee of our PSBs' Wellbeing Plans and how these impact upon SWFRS's own Strategic Plan	DCO  Contact Officer: Sarah Watkins	

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
26 March 2018	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards	ACO PS  Contact Officer: Phil Haynes	

Huw Jakeway – CFO  
 Sally Chapman – DCO  
 Phil Haynes – ACO People Services  
 Andrew Thomas – ACFO Service Delivery  
 Richie Prendergast – ACFO Technical Services  
 Mark Malson – T/ACO People Services

Chris Barton – Treasurer  
 Geraint Thomas – Head of Finance & Procurement  
 Dewi Rose – Head of Operations  
 Calvin Powell – Head of Business Support  
 Sarah Watkins – Head of Service Performance & Communications  
 Andrew Jones – T/Head of Human Resources

## AGENDA ITEM NO 8

**To consider any items of business that the Chairman deems urgent  
(Part 1 or 2)**



1.	Apologies for Absence	
2.	Declarations of Interest	
	Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.	
3.	Chairman's Announcements	
4.	To receive the minutes of;	
	<ul style="list-style-type: none"> <li>Finance, Asset &amp; Performance Management Working Group meeting held on 13 March 2017</li> <li>Local Pension Board meeting held on 3 July 2017</li> <li>HR &amp; Equalities meeting held on 17 July 2017</li> <li>FAPM Meeting held on 11 September 2017</li> <li>Fire &amp; Rescue Authority meeting held on 25 September 2017</li> </ul>	<p>5</p> <p>9</p> <p>13</p> <p>19</p> <p>25</p>
5.	Update on Actions	37
6.	<b>REPORTS FOR DECISION</b>	39
6.i	Wales Audit Office Annual Improvement Report 2016/17	41
6.ii	Half Yearly Health Check on Performance and Strategic Objectives 2017/2018	61
6.iii	Corporate Risk Register 2017 – Half Yearly Review of Strategic Risk	85



6.iv	Revenue Budget Estimate 2018/19	93
6.v	Treasury Management Mid Term Review Report 2017/18	109
6.vi	Report Requesting Amendment to Policy for Using Delegations	125
6.vii	Health, Safety and Wellbeing Annual Report 2016/2017	129
7.	<b>REPORTS FOR INFORMATION</b>	151
7.i	Summary of the National Issues Committee Meeting	153
7.ii	Wales Audit Office Annual Audit Letter 2016/17	157
7.iii	Independent Remuneration Panel for Wales' Draft Annual Report – February 2018	163
7.iv	Report on Fire Medical Response Pilot	173
7.v	Report on the Principal Officer Temporary Appointments	185
7.vi	Members Attendance from April 2017	187
7.vii	Forward Work Programme	197
8.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	203