

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 4 DECEMBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

16. PRESENT:

Councillor

K Critchey (Chair)
A Roberts (Deputy Chair)
R Crowley
S Evans
A Hussey
D White
H Joyce
G Thomas
Val smith

Left

Newport
Rhondda Cynon Taf
Vale of Glamorgan
Torfaen
Caerphilly
Bridgend
Cardiff
Blaenau Gwent
Monmouthshire

APOLOGIES:

L Brown
K Gibbs

Monmouthshire

OFFICERS PRESENT: Mrs S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Sarah Watkins – Head of Service Performance and Communications; Lisa Mullan, Senior Accountant, Ms Vicky Davies – TIAA; Mr Mark Jones – Wales Audit Office; Mr Ron Price - Wales Audit Office

17. DECLARATIONS OF INTEREST

The Monitoring Officer declared a personal non-prejudicial interest in agenda Item 9, and distributed correspondence received from Merthyr Tydfil Chief Executive.

18. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

19. MINUTES OF PREVIOUS MEETINGS

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

- FAPM Meeting held on 11 September 2017.
- Finance, Asset & Performance Management Working Group held on 3 March 2017.

20. TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2017/18

The Senior Accountant presented the Treasury Management Mid Term Review Report 2017/18 which detailed activities for the period 1 April – 30 September 2017.

RESOLVED THAT

Members resolved to:

- 20.1 Note the report and the treasury activity for the period 1 April – 30 September 2017
- 20.2 Note changes to the investment criteria
- 20.3 recommend approval of the report to the Fire Authority

21. REVENUE MONITORING REPORT 2017/18

The Senior Accountant presented the Revenue Monitoring Report 2017/18 which provided details of the annual revenue budget and associated information for the year ending 31 March 2018.

RESOLVED THAT

Members resolved to agree the content of the report.

22. CAPITAL MONITORING REPORT 2017/18

The Senior Accountant presented the report which gave an overview of the capital budget for the year, capital transactions to date and a forecast position as at 31 March 2018.

The Chair queried the forecast arrangements and how the figures are arrived at. The Treasurer noted his concerns and gave the background to how the figures are produced.

RESOLVED THAT

Members resolved to

- 22.1 note the budget and progress of capital schemes

22.2 approved the alterations identified in Appendix 1 and the associated funding streams.

23. CORPORATE RISK REGISTER 2017/18 – QUARTER 2 REVIEW

The Head of Service Performance and Communications presented the Quarter 2 Review Report in relation to the Corporate Risk Register 2017/18 and the management of these risks and answered questions from members.

RESOLVED THAT

Members resolved to agree the validity of the operational risks contained within the Corporate Risk Register.

24. REVENUE BUDGET ESTIMATE 2018/19

The Treasurer presented the report in relation to the Revenue budget Estimate 2018/19 which advises members on progress towards the revenue budget approval for 2018/19 and sets out the proposed budget consulted on with the 10 constituent authorities, and also included consultation responses received.

After a question and answer session, where members challenged the revenue budget, members accepted the report.

RESOLVED THAT

Members resolved to recommend to the Fire & Rescue Authority a budget be set of £71,162,672 for the financial year 2018/19.

25. REPORT ON PROGRESS OF AUDIT, SCHEME AND CIRCULAR ACTION UPDATES AS AT 4 DECEMBER 2017

The Head of Service Performance and Communications presented the report which detailed latest progress recorded against actions arising from internal audits, Wales Audit Office thematic reviews, operational assurance peer reviews, corporate schemes and government circulars. A graphical summary showing all actions on-going, overdue and completed since 2 July 2012 was also provided for each type of action.

RESOLVED THAT

Members resolved to note the content of the progress report and graphical summaries.

26. AUDIT OF FINANCIAL STATEMENTS REPORT - RECOMMENDATIONS

The Treasurer presented the audit report which is an addendum to financial Statements Report which had been presented to the Fire & Rescue authority on 25 September 2017. The report covers the audit recommendations for both the 2015-16 and 2016-17 financial years.

RESOLVED THAT

Members resolved to note the progress made against the recommendations.

27. WALES AUDIT OFFICE REVIEW OF ASSET MANAGEMENT ARRANGEMENTS 2016/17

Members accepted the report from the Wales Audit Office which concluded that the Authority has complied with its responsibilities relating to financial reporting and use of resources and noted that the Auditor General is satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in the use of resources. Officers from the Wales Audit Office were present to answer questions from members.

RESOLVED THAT

Members resolved to accept the Wales Audit Office Annual Audit Letter 2016/17.

28. INTERNAL AUDIT REPORT

The Monitoring Officer introduced the report which updates members upon progress being made against the Internal audit Plan 2017/18. The Internal Auditors gave an overview of the recommendations

RESOLVED THAT

Members resolved to note the internal audit recommendations and work completed to date on the Internal Audit annual Plan.

29. WALES AUDIT OFFICE REVIEW OF ASSET MANAGEMENT ARRANGEMENTS 2016/17

The Wales Audit Officer presented the report into the Wales Audit Office review of the Authority's asset management arrangements in relation to 2016/17 and gave an overview of the suggestions made where it believes that the Authority can make improvements for 2017/18. He confirmed that the report is very positive, and the Authority should be proud, as it acknowledges the improvement the Service has made over the last year despite reducing budgets.

RESOLVED THAT

Members resolved to accept the Wales Audit Office Asset Management Arrangements for 2016/17.

20. FORWARD WORK PROGRAMME

Members received the Forward Work Programme for 2017/18.

RESOLVED THAT

Members noted and agreed the Forward Work Programme for 2017/18

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

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

The Chair formally closed the last meeting and thanked all for their attendance.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT WORKING GROUP MEETING HELD ON MONDAY, 9 OCTOBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

35. PRESENT:

Councillor	Left	
K Critchley		Newport
S Bradwick		Rhondda Cynon Taff
S Evans		Torfaen
A Roberts	11:50	Rhondda Cynon Taff
V Smith		Monmouthshire
D Naughton		Cardiff
G Thomas		Blaenau Gwent
H Joyce	11:50	Cardiff

APOLOGIES:

L Brown		Monmouthshire
R Crowley		Vale of Glamorgan
D Thomas		Torfaen
G Stacey		Rhondda Cynon Taff
A Hussey		Caerphilly

OFFICERS PRESENT: DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr N Corrigan – Property Strategy Manager; Mr A Humphreys – Building Facilities Manager; Mr G Thomas – Head of Finance & Procurement

36. DECLARATIONS OF INTEREST

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

37. CHAIR'S ANNOUNCEMENTS

The Chair advised of a change to the order of the agenda, we will hear item 9 prior to election of lead Members of each Asset Group.

38. MINUTES OF PREVIOUS MEETING

The minutes of the Finance, Asset & Performance Management Working Group meeting held on Monday, 13 March 2017, were received and accepted as a true record of proceedings.

39. MEDIUM TERM FINANCIAL STRATEGY

The Treasurer provided a presentation updating Members upon the Medium Term Financial Strategy.

RESOLVED THAT

Members noted the Medium Term Financial Strategy.

40. REVENUE & CAPITAL BUDGET SETTING 2018/19

Members received a presentation from the Treasurer in relation to Revenue and Capital Budget setting 2018/19. The Treasurer also updated Members on the discussions held with the Leaders and Chief Executives of the Unitary Authorities.

RESOLVED THAT

Members noted the content of the presentation and thanked the Treasurer.

41. ELECTION OF LEAD MEMBER OF EACH ASSET GROUP

The Deputy Chief Officer requested nominations from Members of the Finance, Audit and Performance Management Working Group to carry out scrutiny on key areas within the Capital Programme.

RESOLVED THAT

The following Members agreed to lead on the scrutiny of key areas within the Capital Programme:-

- Councillor V Smith Land & Buildings
- Councillor A Roberts ICT
- Councillor S Evans Fleet & Engineering
- Councillor D Naughton Operational & Personal Issue Equipment

42. PREPARATION OF CAPITAL BUDGET SETTING 2018/19

The Treasurer updated Members on the Capital Budget Setting for 2018/19/

RESOLVED THAT

Members noted the presentation.

43. REVIEW OF PROPERTY STRATEGY, BUDGET & PLANNING ASSUMPTIONS & PROGRESS

Members received an update from the Property Strategy Manager on the land and buildings review which included an update on the property strategy, asset headings, project updates and joint emergency services collaborative initiatives.

The Buildings Facilities Manager also presented the energy consumption at all stations, Headquarters, Control and Occupational Health Unit for 2016/17 and gave an explanation of the disparity in energy consumption at stations.

The Property Strategy Manager delivered an electronic presentation on the Review of Property Strategy, Budget and Planning Assumptions and Progress against the Plan and consideration of sustainability and environmental issues

RESOLVED THAT

Members noted the presentation and thanked the Property Strategy Manager and the Building Facilities Manager for their comprehensive updates.

44. ASSET MANAGEMENT STRATEGY

The Deputy Chief Officer informed Members of the Property Strategy being applied to the Authority's property assets.

RESOLVED THAT

Members noted the key strategies and how they are being delivered.

45. FORWARD WORK PROGRAMME

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

RESLVED THAT

Members accepted the Forward Work Programme for the Finance, Asset & Performance Management Working Group.

