

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 3 APRIL 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

48. PRESENT:

Councillor

J Morgan (Chair)
B Morgan (Deputy Chair)
E Galsworthy
A Jones
M Powell
K Critchley

Left

Blaenau Gwent
Rhondda Cynon Taf
Merthyr Tydfil
Torfaen
Monmouthshire
Newport

APOLOGIES:

C Hawker
C Smith
P Drake
D Ali

Caerphilly
Bridgend
Vale of Glamorgan
Cardiff

OFFICERS PRESENT: ACFO A Thomas – Head of Service Delivery; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Mr G Thomas – Head of Finance & Procurement; Sarah Watkins – Head of Service Performance and Communications; Steve Rossiter – Head of Business Fire Safety; Ms Vicky Davies – TIAA; Mr Mark Jones – Wales Audit Office.

49. DECLARATIONS OF INTEREST

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

50. CHAIR'S ANNOUNCEMENTS

The Chair observed that this was the last meeting for this municipal year, 2016/17 and wished to thank all officers who have worked so well on behalf of the South Wales Fire and Rescue Service and all members for their friendship and support, in particular, Deputy Chair Barrie Morgan. The Chair confirmed that this will be her last meeting as Chair, and wished everyone the very best for the future.

Councillor Powell expressed her thanks and advised that the Chair had made all feel very welcome; she will be missed.

The Deputy Chair reiterated thanks, and expressed his sadness at the fact the Chair will not be returning.

51. MINUTES OF PREVIOUS MEETINGS

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

- FAPM Meeting held on 5 December 2016.
- Finance, Asset & Performance Management Working Group held on 3 October 2016.

52. BUSINESS FIRE SAFETY PRESENTATION

The Head of Business Fire Safety gave an overview of the Business Fire Safety Department and the specialist roles within the Department.

Members noted the contents of the presentation and the important work that is carried out by the Business Fire Safety Team. The Chair thanked Mr Rossiter for a very informative presentation.

RESOLVED THAT

Members noted the important work that is carried out by the Business Fire Safety Team.

53. WALES AUDIT OFFICE ANNUAL AUDIT LETTER 2015/16

The Treasurer gave an introduction to the Wales Audit Officer Annual Letter 2015/16.

Mr M Jones, Wales Audit Officer answered questions from the Members.

RESOLVED THAT

Members resolved to accept the Wales Audit Office Annual Audit Letter 2015/16.

54. TREASURY MANAGEMENT STRATEGY 2017/18

The Treasurer introduced the Treasury Management Strategy 2017/18 for Members information, which had already been approved by the Fire and Rescue Authority.

RESOLVED THAT

- 54.1 Members resolved to note that the Fire & Rescue Authority approved the capital programme and related capital financing contained in the report
- 54.2 Note the treasury management strategies and indicators in support of the above
- 54.3 Approve the Minimum Revenue Provision (MRP) policy to be adopted by the Authority for 2017/18; and
- 54.4 Provide approval for the Treasurer to update the strategies and policies in line with changing economic forecasts and information as necessary throughout the year.

55. REVENUE MONITORING REPORT 2016/17

Members received the Revenue Monitoring Report for 2016/17 which provides detail of the annual revenue budget and associated information for the year ending 31 March 2017.

RESOLVED THAT

Members resolve to note the content of the report and to approve the virement.

56. CAPITAL MONITORING REPORT 2016/17

The Head of Finance and Procurement presented the Capital Monitoring Report which provides detail of the total capital budget for the year, expenditure to date and a forecast outturn position.

RESOLVED THAT

Members resolved to note the progress of the capital schemes, approve alternations identified in Appendix 1 and note the associated funding streams.

57. WAO AUDIT PLAN 2017

Mr M Jones, Wales Audit Office, gave the background to the 2017 Audit Plan for the South Wales Fire and Rescue Service.

The Chair thanked Mr Jones and his team for all their hard work through what has been a difficult year.

RESOLVED THAT

Members resolved to note the content of the report.

58. INTERNAL AUDITORS ANNUAL REPORT YEAR ENDING 31 MARCH 2017

Ms V Davies, TIAA (Internal Auditors) presented the report summarising the internal audit work that has been undertaken this year.

RESOLVED THAT

Members resolved to note the work and overall opinion of the Internal Auditors for the financial year 2016/17.

59. INTERNAL AUDIT PROGRESS REPORT 2016/17

Ms V Davies, TIAA (Internal Auditors) presented the report which updated members upon progress being made against the Internal Audit Plan for 2016/17.

RESOLVED THAT

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

60. INTERNAL AUDIT ANNUAL PLAN 2017/18

Members received the report which detailed the proposed Internal Audit Annual Plan for 2017/18, and requested Members' approval.

RESOLVED THAT

Members approved the Internal Audit Annual Plan for 2017/18.

61. REPORT ON PROGRESS OF AUDIT, SCHEME AND CIRCULAR ACTION UPDATES AS AT 3 APRIL 2017

Members received the report detailing the latest progress recorded against actions arising from internal audits, Wales Audit Office Thematic Reviews, Operational Assurance peer reviews, corporate schemes and Government circulars, as well as graphical summaries showing all actions ongoing, overdue and completed since 2 July 2012 which were provided for each action.

RESOLVED THAT

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

62. SCRUTINY OF STRATEGIC OBJECTIVES

Members received the scrutiny of strategic objectives within the Strategic Plan for 2016/17.

RESOLVED THAT

Members resolved to note the Strategic Plan 2016/17.

63. CORPORATE RISK REGISTER 2016/17 – QUARTER 3 REVIEW

The Head of Service Performance and Communications presented the Quarter 3 Review report and requested Members consider the risks within the Corporate Risk Register and the management of these risks.

The Deputy Chair queried whether there was a simpler way of indicating risk. The Head of Service Performance and Communications confirmed that currently there is a standard based procedure, but a simpler way to quantify risk can be devised.

RESOLVED THAT

- 63.1 Members viewed the risks contained within the Strategic Corporate Risk Register and agreed their validity; and
- 63.2 Requested that a simpler way of quantifying risk be devised

64. FUEL MANAGEMENT REPORT

The Head of Finance and Procurement gave 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

- 64.1 Members resolved to note the progress made on the implementation of the Fuel Management System and process improvements;
- 64.2 Agreed to the continuation of the work to develop the electronic recording of fuel card usage at forecourt pumps and integrate the information to the Fleet Management System

64.3 Approved the installation of a fuel tank and pump at the Headquarters site; and that

64.4 fuel usage and management be included as an area for review in the Internal Audit Annual Plan for 2017/18.

65. NATO FINANCIAL REPORT

The Head of Service Delivery provided an overview of the costs incurred by South Wales Fire and Rescue Service to deliver a safe and successful NATO Summit and also an overview of the cost recovery.

Some Members expressed their concern in relation to the writing off of such debt with public money.

The Treasurer confirmed that all avenues of recovery had been explored, short of a formal debt recovery process.

It was noted that a similar situation will occur with the UEFA Champions League being held in Cardiff in June 2017.

Members appreciated that the Service had a statutory obligation to respond, but wished to express their concern over the lack of external funding for such events, and the non-recovery of expenditure, particularly when faced with commercial events.

RESOLVED THAT

65.1 Members resolved to note and accept the costs associated with delivering the Fire element of the NATO conference; and

65.2 Approve the formal write off of the debt relating to £50,473 from Gwent Police, but expressed concerns about the fact that expenditure from such events is non recoverable.

66. FORWARD WORK PROGRAMME

Members received the Forward Work Programme for 2016/17.

RESOLVED THAT

Members noted and agreed the Forward Work Programme for 2016/17

67. 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 of the Municipal year, and wished to thank all for their hard work over the years.