

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING HELD ON MONDAY 8 APRIL 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

55. PRESENT:

Councillor

Left

S Evans (Chair)
L Davies
A Hussey
D White

Torfaen
Merthyr Tydfil
Caerphilly
Bridgend

APOLOGIES:

L Brown
R Crowley
S Ebrahim
A Roberts

Monmouthshire
Vale of Glamorgan
Cardiff
Rhondda Cynon Taff

ABSENT:

J Collins
K Critchley

Blaenau Gwent
Newport

OFFICERS PRESENT:- DCO S Chapman – Monitoring Officer, Mr C Barton – Treasurer, ACFO D Rose – Director of Service Delivery, ACO A Reed – Director of People Services, Mr G Thomas – Head of Finance & Procurement, Ms S Watkins – Head of Business Support & Deputy Monitoring Officer, Mr S Gourlay – TIAA Internal Auditor, Ms A Butler - WAO

56. DECLARATIONS OF INTEREST

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

57. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

58. MINUTES OF PREVIOUS MEETING

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

- Finance, Asset & Performance Management Scrutiny Group meeting held on 14 January, 2019
- Finance Audit & Performance Management meeting held on 28 January, 2019

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

The Head of Business Support summarised the work of the Finance, Audit & Performance Management Committee and its Scrutiny Group for the municipal year 2018/19.

RESOLVED THAT

Members considered the report and agreed its content for reporting to the Fire & Rescue Authority as a summary of the workload carried out by the Committee and Scrutiny Group during the municipal year, following slight amendment to paragraph 2.6.7 of the report.

60. REVENUE MONITORING REPORT 2018/2019

The Head of Finance and Procurement presented the Revenue Monitoring Report 2018/19 and provided details of the revenue budget and associated information for the year ending 31 March 2019.

RESOLVED THAT

Members noted the report and agreed its content.

61. CAPITAL MONITORING REPORT 2018/2019

The Head of Finance and Procurement presented the Capital Monitoring Report which provided detail of the capital budget, transactions to date and the forecast year end position as at 18 February 2019.

RESOLVED THAT

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

62. INTERNAL AUDIT REPORT

The Deputy Chief Officer provided Members with updates upon progress being made against the Internal Audit Plan 2018/2019.

RESOLVED THAT

Members noted the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.

63. INTERNAL AUDITORS' ANNUAL REPORT YEAR ENDING 31 MARCH 2019

The Internal Auditor summarised the Internal Audit work undertaken this year.

RESOLVED THAT

Members noted the work and overall opinion of the Internal Auditors for the financial year 2018/2019.

64. INTERNAL AUDIT ANNUAL PLAN 2019/2020

The Internal Auditor reported on the Internal Audit Annual Plan 2019/2020 for Members' approval.

RESOLVED THAT

Members approved the Internal Audit Annual Plan for 2019/2020.

65. REPORT ON PROGRESS OF AUDIT, SCHEME AND CIRCULAR ACTION UPDATES AS AT 31 DECEMBER 2018

The Deputy Chief Officer reported on the latest progress recorded against actions arising from Internal Audits, Wales Audit Office Thematic Reviews, Operational Assurance Peer Reviews, Corporate Schemes and Government Circulars at Appendix 1. The scorecard showed the performance of each action through a RAG status.

RESOLVED THAT

Members noted the contents of the progress report and graphical summaries.

66. WALES AUDIT OFFICE AUDIT PLAN

The Wales Audit Officer presented the 2019 Audit Plan which included the Audit of Accounts, Performance Audit, Fees, Audit Team Timetable and Future Developments to her audit work.

RESOLVED THAT

Members noted the content of the report.

67. WALES AUDIT OFFICE ENQUIRIES TO 'THOSE CHARGED WITH GOVERNANCE' – DRAFT RESPONSE

The Head of Finance and Procurement advised Members upon the draft response to the Wales Audit Office paper on 'Those Charged with Governance' when approving financial statements.

RESOLVED THAT

Members agreed to the response as detailed within Appendix 1 of the report.

68. ANNUAL AUDIT LETTER – SOUTH WALES FIRE & RESCUE AUTHORITY 2017-18

The Deputy Chief Officer presented the Annual Audit Letter – South Wales Fire & Rescue Authority 2017-18.

RESOLVED THAT

Members noted the Annual Audit Letter – South Wales Fire & Rescue Authority 2017-18.

69. REPORT ON THE PROGRESS OF RECOMMENDATIONS MADE IN THE FIRE COVER REVIEW OF 2014

The Director of Service Delivery presented the report which detailed the latest progress recorded against recommendations made during the last Fire Cover Review of 2014 which will enable officers to align service strategy for the next 5-10 years.

RESOLVED THAT

Members noted the contents of the progress report and agreed to recommend to the Fire Authority to accept the recommendations contained within the report at their 29 April 2019 meeting.

70. BUSINESS PLAN ACTIONS REPORT – HEALTH CHECK 2018-19 QUARTER 3

The Deputy Chief Officer reported on the Business Plan Actions Report – Health Check – 2018-19 Quarter 3 which included;

- Working with others to protect our communities from harm or the risk of harm.
- Developing more efficient and effective ways of engaging and communicating with our communities about our services.
- Ensuring we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future.
- Reduce our service's impact upon the environment to ensure future sustainability.
- Ensuring we use technology to enable efficient and improved service delivery.
- Working with our public service boards to support local communities.

RESOLVED THAT

Members noted the content of the report.

71. STRATEGIC RISK REGISTER 2018-19 – QUARTER 3 REVIEW

The Deputy Chief Officer updated Members upon the Strategic Risk Register 2018-19 – Quarter 3 Review which outlined progress made on the management of risks identified as at October-December 2018. Members were advised that a risk relating to Brexit had been included in strategic risks.

RESOLVED THAT

Members noted the content of the report.

72. REGISTER OF GIFTS AND HOSPITALITY

The Deputy Chief Officer provided Members with an overview of the Gifts and Hospitality recorded on the Gifts and Hospitality Register for 2018.

RESOLVED THAT

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

72.2 Members agreed to receive the Gifts and Hospitality Register Report on an annual basis.

73. FORWARD WORK PROGRAMME

The Deputy Chief Officer presented the Forward Work Programme for 2018/2019.

RESOLVED THAT

Members accepted the Forward Work Programme for 2018/2019.

74. 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.