

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 on:

Monday, 11 July 2022 at 1000 hours

**In person at South Wales Fire & Rescue Service Headquarters,
Forest View Business Park, Llantrisant, CF72 8LX**

or

Remotely via Microsoft Teams - <https://bit.ly/Fire-Rescue-Authority-Meeting-11-07-22>

Please ensure you join the meeting 15 minutes prior to meeting time

**Any issues please contact
01443 232000 and ask for Member Services**

A G E N D A

1. Apologies for Absence
2. Roll Call
3. 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.

4. Chairperson's Announcements

| | | |
|--------|--|-----|
| 5. | To receive the minutes of; | |
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| | • Local Pension Board Committee held on 31 January 2022 | 29 |
| | • Finance, Asset & Performance Management Scrutiny Group held on Monday 7 February 2022 | 35 |
| | • HR & Equalities Committee held on Monday 28 February 2022 | 39 |
| | • Finance, Audit & Performance Management Committee held on Monday 7 March 2022 | 45 |
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| 9. | Forward Work Programme for Fire & Rescue Authority 2022/2023. | 235 |
| 10. | To consider any items of business that the Chairperson deems urgent (Part 1 or 2). | 243 |

Signature of Monitoring Officer:



MEMBERSHIP

Councillors:

| | | |
|---|-----------|--------------------|
| J | Morgan | Blaenau Gwent |
| P | Ford | Bridgend |
| M | Hughes | Bridgend |
| C | Elsbury | Caerphilly |
| A | Hussey | Caerphilly |
| C | Wright | Caerphilly |
| D | Ali | Cardiff |
| K | Carr | Cardiff |
| S | Melbourne | Cardiff |
| D | Naughton | Cardiff |
| | | Cardiff |
| D | Isaac | Merthyr Tydfil |
| S | McConnel | Monmouthshire |
| M | Powell | Monmouthshire |
| M | Nuaimi | Newport |
| T | Watkins | Newport |
| S | Bradwick | Rhondda Cynon Taff |

| | | |
|---|---------|--------------------|
| G | Holmes | Rhondda Cynon Taff |
| D | Parkin | Rhondda Cynon Taff |
| A | Roberts | Rhondda Cynon Taff |
| S | Evans | Torfaen |
| S | Malson | Torfaen |
| I | Buckley | Vale of Glamorgan |
| P | Drake | Vale of Glamorgan |

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING HELD ON MONDAY 28 MARCH 2022 AT 1030 HRS IN MEETING ROOM 8 OR REMOTELY VIA STARLEAF

43. PRESENT:

| Councillor | Left | Authority |
|---------------------------|----------|--------------------|
| D T Davies (Chair) | | Caerphilly |
| S Bradwick (Deputy Chair) | | Rhondda Cynon Taff |
| M Colbran | | Merthyr Tydfil |
| D De'Ath | | Cardiff |
| P Drake | | Vale of Glamorgan |
| C Elsbury | 1100 hrs | Caerphilly |
| S Evans | | Torfaen |
| G Holmes | 1205 hrs | Rhondda Cynon Taff |
| A Hussey | | Caerphilly |
| H Jarvie | | Vale of Glamorgan |
| S Malson | | Torfaen |
| D Naughton | | Cardiff |
| A Roberts | | Rhondda Cynon Taff |
| V Smith | | Monmouthshire |
| M Spencer | | Newport |
| H Thomas | | Newport |
| D White | | Bridgend |

APOLOGIES:

| | |
|---------------|-------------------------|
| D Ali | Cardiff |
| L Brown | Monmouthshire |
| S Morgans | Rhondda Cynon Taff |
| R Shaw | Bridgend |
| J Williams | Cardiff |
| DCO S Chapman | Monitoring Officer |
| ACFO D Rose | Dir of Service Delivery |

ABSENT:

| | |
|-----------|---------------|
| W Hodgins | Blaenau Gwent |
| A Lister | Cardiff |

OFFICERS PRESENT:- CFO H Jakeway, Temporary DCFO R Prendergast – Director of Technical Services, ACO A Reed – Director of People Services, Temporary ACO G Thomas – Director

of Corporate Services, Mr C Barton – Treasurer, Mrs S Watkins – Deputy Monitoring Officer & Head of Corporate Support, Mrs L Mullan – Temporary Head of Finance, Mr N Selwyn – Audit Wales Officer, Mr W Thomas – Head of Service Performance & Communications, SM R Smart – Staff Officer (Observer)

44. DECLARATIONS OF INTEREST

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

Councillors Evans and Malson declared a personal interest in Action No. 20/21-32 which related to New Inn Fire Station.

The Chair provided a brief overview of the process which would be carried out in order for Members to consider Agenda Item 7.vii 'Independent Pay Review – Principal Officers Remuneration'. He advised that Officers would leave the meeting room beforehand so that the item could be discussed by Members.

45. CHAIR'S ANNOUNCEMENTS

- **RETIREMENT OF DCO SALLY CHAPMAN**

The Chair reminded Members that Deputy Chief Officer Sally Chapman had been on an extended period of sick leave, and it was with regret that the Independent Registered Medical Practitioner had advised that Sally's ongoing ill health was preventing her from returning to the workplace or fulltime employment.

The Chair reported that Sally had been an excellent Monitoring Officer over the years and had ensured that the governance and scrutiny of the Fire Authority had been first class. Her knowledge of local government and governance arrangements had been second to none and the Chair stated he would miss her advice, guidance, and commitment.

The Chief Fire Officer had informed the Chair and Deputy Chair that the post of Assistant Chief Officer Corporate Services was now vacant, and the Authority's Appointment Committee would need to complete a selection interview for the post, so the Chief

Fire Officer would present a paper to the Fire Authority post the Annual General Meeting in June.

The Chair advised that Sally's medical retirement would commence on Monday, 16 May, and on behalf of Members he wished Sally all the very best for the future and hoped that her condition would improve with time.

- **PRE-ELECTION PERIOD**

The Chair reminded Members that they had officially entered the Pre-Election period and guidance had been issued by T/ACO Geraint Thomas. In relation to decision making within the Fire & Rescue Authority, the position remained that it was 'business as usual' unless there were very good reasons why this should not be the case.

- **NJC PAYSCALES (GREEN BOOK)**

The Chair was pleased to report that following negotiations between the employer and trade union sides of the National Joint Council, NJC pay-scales (Green Book) had been agreed for the 2021/2022 year. The increase was 1.75% on all pay points applicable from 1 April 2021.

- **VISIT BY DEPUTY MINISTER FOR SOCIAL PARTNERSHIP**

The Chair was pleased to report that Hannah Blythyn MS, the Deputy Minister for Social Partnership, would visit Cardiff Gate Training & Development Centre on 7 April. She would meet with the Chair, Deputy Chair, and Chief Fire Officer, prior to attending the passing out parade of the latest Wholetime Recruits course.

- **THE INDEPENDENT REMUNERATION PANEL FOR WALES**

The Chair advised that Independent Remuneration Panel for Wales had issued its final report which was effective from 1 April, 2022. The only change from the draft which was reported to the Fire Authority in December was the inclusion of a new section on Corporate Joint Committees. Should Members require a copy of

the full report then they should contact ACO Geraint Thomas who would provide an electronic copy.

- **EMAILS**

The Chair reminded Members that emails issued regarding operational incidents were for Fire & Rescue Authority Members information and should not be circulated wider than the intended audience.

- **THANK YOU ADDRESS TO MEMBERS AND STAFF**

The Chair informed Members that as it was the last Fire & Rescue Authority meeting before the elections in May, he would like to thank all Members for their dedicated service and the commitment they had given to South Wales Fire & Rescue Authority over the last five years. A report was on the agenda which outlined the fantastic work and achievements during that period. He took the opportunity to wish all those Members standing for election the very best of luck, and to those who were not standing the very best wishes for their future endeavours. He thanked all staff and Members for the service they had given to their local communities and to the whole of South Wales.

- **HM QUEEN'S AWARD OF THE MBE**

The Chair reminded Members that he had been awarded the Member of the Order of the British Empire MBE in Her Majesty the Queen's Birthday Honours list 2020. Regrettably as he was unable to attend a Royal residence to receive his medal, he celebrated receiving it from the Lord Lieutenant of Mid Glamorgan Professor Peter Vaughan at Headquarters on Thursday, 24 March, 2022.

He wished to thank all Members and staff for their continued support and for providing such a memorable evening. He highlighted he was especially pleased that DCO Sally Chapman was well enough to attend the event.

- **RETIREMENT ANNOUNCEMENT**

The Chair took the opportunity to announce his retirement from the Fire & Rescue Authority after 10 years as Chairman, and 23 years

as a Member. He took the opportunity to thank all staff and Members for their valuable support throughout his chairmanship, and advised that a chairman was only as good as his Officers and Members.

Members thanked the outgoing Chair for his constant support and leadership throughout his tenure as Chairman.

- **RECENT FIRE INCIDENT**

The Deputy Chair informed Members of a recent large building fire which had occurred in Rhondda Cynon Taff, as well as a number of grass fires over the Unitary Authority area, and wished to thank the Chief Fire Officer and all operational crews for their quick response and professionalism in tackling the fires.

46. MINUTES OF PREVIOUS MEETINGS

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

- Fire & Rescue Authority meeting held on 14 February 2022
- HR & Equalities Committee meeting held on 24 January, 2022, subject to the following amendment:-
 - Councillor Jarvie was in attendance
- Finance, Audit & Performance Management Committee meeting held on 13 December, 2021
- HR & Equalities Committee meeting held on 1 November, 2021

47. UPDATE ON ACTIONS

The T/ACO Corporate Services provided a brief overview and update on each of the following outstanding actions:- 20/21-32, 20/21-56.6, and 21/22-41.3.5

The ACO People Services also provided a brief overview and update on each of the following outstanding actions:- 21/22-17.3.2, 21/22-17.3.3, 21/22-32.3.3, 21/22-40.3.2

48. REPORTS FOR DECISION

48.1. AUDIT WALES ANNUAL AUDIT SUMMARY 2021

The Audit Wales Officer advised Members that the presented report provided details of the Audit Wales review of the Authority's audit of financial reporting for 2020/2021; continuous improvement arrangements; arrangements to secure value for money; and compliance with the sustainability development principles.

RESOLVED THAT

- 48.1.1 Members unanimously agreed to accept the Audit Wales Annual Audit Summary for 2020/2021.
- 48.2.2 Following a query raised by Members regarding the Corporate Resilience Report, the Wales Audit Officer agreed to send information on improvements to the ACO Corporate Services for circulation to Members.

Councillor Elsbury left the meeting at 1100 hrs.

48.2 ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2020 TO 31 MARCH 2021

The ACO People Services informed Members that South Wales Fire & Rescue Service was required under The Equality Act (2010) (Statutory Duties) (Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

The Annual Equality Report met the South Wales Fire & Rescue Service's legal duty to publish a report that demonstrated the Service's progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and was focused primarily on data, as well as what the organisation had done during the period 1 April 2020 to 31 March 2021.

RESOLVED THAT

Members unanimously agreed to note the content of the report.

48.3. GENDER PAY GAP REPORT

The ACO People Services informed Members that under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities were required to publish Gender Pay Gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication was 30 March, 2022.

RESOLVED THAT

Following a question and answer session, Members unanimously agreed to approve the 2021 Gender Pay Gap report attached to the report at Appendix 1, to be published by 30 March, 2022.

48.4 PROPOSED REFORMS FOR SCRUTINY GROUP

The T/ACO Corporate Services reminded Members that they would be aware that several reports on the proposed reforms and new Terms of Reference for the Scrutiny Group had been presented to the Finance, Asset & Performance Management Scrutiny Group, the Finance, Audit & Performance Management Committee, the HR & Equalities Committee, and the Fire & Rescue Authority, for discussion and consideration.

RESOLVED THAT

- 48.4.1 Following lengthy discussion on various options, a vote was held by Members of 14 votes to 2, and it was agreed that the report to reform the Finance, Asset & Performance Scrutiny Group would be deferred until the new Municipal Year 2022/2023, and would be discussed by Members of the newly formed Fire & Rescue Authority.
- 48.4.2 With reference to presenting specific options, Officers assured Members that a full history of reforming the Finance, Asset & Performance Management Scrutiny Group would be presented in a report to the full Fire &

Rescue Authority before options would be formally considered.

48.5 DELEGATED POWERS

The T/ACO Corporate Services presented a report to Members requesting delegated powers to the Chief Fire Officer and Temporary Director of Corporate Services to ensure urgent or due process items of business continued to be addressed in the run up to and following the Local Government Elections in May 2022, and pending the first meeting of the new Fire & Rescue Authority following the 2022 Annual General Meeting (AGM).

RESOLVED THAT

- 48.5.1 Members unanimously agreed that between the last Fire & Rescue Authority meeting of the Municipal Year, and the first meeting of the Fire & Rescue Authority after the Annual General Meeting, the Chief Fire Officer and Temporary Director of Corporate Services would be given delegated powers to make decisions upon any matters in the interests of the Fire & Rescue Authority which, for reasons of urgency or due process, could not wait until the first meeting of the Fire & Rescue Authority following the Annual General Meeting, following consultation with appropriate Officers, and following the Annual General Meeting, the Chairperson and/or Deputy Chairperson.
- 48.5.2 Members unanimously agreed that decisions taken under the delegated powers would be recorded by the Temporary Director of Corporate Services and reported to the first meeting of the Fire & Rescue Authority following the Annual General Meeting.

48.6 TREASURY MANAGEMENT STRATEGY 2022/2023

The T/Head of Finance presented a report in order for Members to approve the Authority's Annual Treasury Management Strategy.

RESOLVED THAT

Members unanimously agreed to approve the following:-

- The Treasury Management Strategy Statement (TMSS)
- Capital Prudential Indicators and Minimum Revenue Provision (MRP) Policy
- Borrowing Policy and Treasury Indicators / limits
- Annual Investment Strategy (AIS)
- The Treasurer to update Strategies and Policies as necessary throughout the year.

All Officers withdrew from the meeting and left the room before Members considered the following report Agenda Item 7 'Independent Pay review – Principal Officers Remuneration'.

48.7 INDEPENDENT PAY REVIEW – PRINCIPLE OFFICERS' REMUNERATION

The Chair provided a brief overview of the background of the report and confirmed that the review of Brigade Manager/Principal Officers' remuneration was requested by Fire Authority Members following the completion of the Job Evaluation exercise for Green Book employees report to the Authority on 19 July, 2021. It was noted that the South Wales Fire & Rescue Authority Pay Policy document stated that Principal Officers' (PO) remuneration should be reviewed annually by the local Fire & Rescue Authority, and that the HR & Equalities Committee was assigned to consider PO remuneration and report findings to the Fire & Rescue Authority. The National Joint Council for Brigade Managers of Fire & Rescue Services' Constitution and Scheme of Conditions of Service stated there was a two-track approach to determining PO remuneration, as outlined above, and one of these was a local review undertaken by the Fire & Rescue Authority.

RESOLVED THAT

Following lengthy debate, Members unanimously agreed that consideration would be deferred until the new Municipal Year to enable further information and budget implications to be collated and presented.

All Officers returned to the room to continue with the formal meeting.

49. REPORTS FOR INFORMATION

49.1 SOUTH WALES FIRE & RESCUE AUTHORITY SUMMARY REPORT OF ACTIVITY 2017/2022

The Chief Fire Officer presented a report which provided Members with a summary of South Wales Fire & Rescue Service (SWFRS) activity and the outcomes in terms of performance for the duration of the tenure of the current South Wales Fire & Rescue Service Authority (SWFRA).

The Chief Fire Officer took the opportunity to thank the outgoing Chair for his decade of leadership and stated that 23 years as a Member of the Fire & Rescue Authority was to be applauded.

With reference to levying, the Chair was pleased to report that over a 10 year period on average there had been less than a 1% budget increase. This result had made South Wales Fire & Rescue Service an affordable Service for the public. He took the opportunity to thank the Treasurer and his Finance team for all their efforts and hard work in achieving the impressive figures.

| No Yrs | Year | Budget | Increase in contributions | | |
|--------|-------|------------|---------------------------|-------|------------------------|
| 1 | 12-13 | 70,588,366 | -0.80% | | |
| 2 | 13-14 | 71,420,942 | 1.18% | | |
| 3 | 14-15 | 69,955,985 | -2.05% | | |
| 4 | 15-16 | 68,878,577 | -1.54% | | |
| 5 | 16-17 | 69,511,075 | 0.92% | | |
| 6 | 17-18 | 70,206,186 | 1.00% | | |
| 7 | 18-19 | 71,162,672 | 1.36% | | |
| 8 | 19-20 | 71,827,144 | 0.93% | | |
| 9 | 20-21 | 74,879,797 | 4.25% | | |
| 10 | 21-22 | 77,530,089 | 3.54% | | |
| | | | 8.79% | 0.88% | avg inc 12-13 to 21-22 |
| | | | | 8.79% | check |
| 11 | 21-23 | 79,304,057 | 2.29% | | |
| | | | 11.08% | 1.01% | avg inc 12-13 to 22-23 |

6,941,723 Overall increase from 12-13 to 21-22
9.83% % Inc

The chart below summarises the average comparison over the last decade.

RESOLVED THAT

- 49.1.1 Following a question and answer session, Members agreed to note the contents of the report.
- 49.1.2 Members unanimously agreed that it was an impressive report which Officers could advertise and promote to Members of the Senedd, local Members of Parliament, and Chief Executives of each Local Authority.

Councillor Holmes left the meeting at 12:05 hrs.

49.2 ANNUAL SUMMARY OF HR & TRAINING REPORTS 2021/2022

The ACO People Services informed Members of the work that the HR & Equalities Committee had undertaken during the Municipal Year 2021/2022.

RESOLVED THAT

Members agreed to note the work of the HR & Equalities Committee.

49.3. ANNUAL SUMMARY OF LOCAL PENSION BOARD REPORTS 2021/2022

The ACO People Services presented a report which informed Members of the work that the Local Pension Board Committee had undertaken during the Municipal Year 2021/2022.

RESOLVED THAT

Members agreed to note the work of the Local Pension Board Committee.

49.4 STANDARDS COMMITTEE ANNUAL REPORT 2021/2022

The Deputy Monitoring Officer informed Members that as a matter of good corporate governance, it was stated in the 2020/2021 Annual Governance Statement to introduce an annual report on

the work of the Standards Committee to provide the Authority with an update on its activities during each financial year.

RESOLVED THAT

Members agreed to note the contents of the inaugural Standards Committee Annual Report.

Councillor Roberts wished to record her thanks to the outgoing Chair of the Standards Committee, Mr Geoffrey Hughes, for his professionalism and stewardship over the last 11 years.

49.5 WORK OF THE PUBLIC SERVICE BOARDS

The Head of Service Performance & Communications informed Members that South Wales Fire & Rescue Service was a statutory member of the 9 Public Service Boards (PSBs) formed within its administrative area. The report highlighted the work being undertaken by Public Service Boards, and how this impacted upon the work of South Wales Fire & Rescue Service.

RESOLVED THAT

Members agreed to note the contents of the report and to endorse the content of the Wellbeing Plans of their respective Public Service Boards.

49.6 FIRE AUTHORITY & COMMITTEE MEETING DATES FOR 2022/2023

The Deputy Monitoring Officer provided Members with details of the proposed cycle of Fire & Rescue Authority Committee meetings for the Municipal Year 2022/2023.

RESOLVED THAT

- 49.6.1 Members approved the cycle of Fire & Rescue Authority Committee meetings for the Municipal Year 2022/2023.
- 49.6.2 With reference to possible clashes with Agenda meetings, Officers confirmed that these meetings would be reviewed in due course.

49.6.3 Members also noted that two Presentation Evenings would be held in September 2022.

49.7 MEMBER ATTENDANCE 2021/2022

The T/ACO Corporate Services provided Members with a summary of Member attendance for the 2021/2022 Municipal Year.

RESOLVED THAT

Members agreed to note the contents of the report.

49.8. FORWARD WORK PROGRAMME 2021/2022

The T/ACO Corporate Services provided a brief overview of the Forward Work Programme for 2021/2022.

He also took the opportunity to thank the Chair of the Finance, Audit & Performance Management Committee for agreeing to schedule an additional meeting which would be held in April 2022.

RESOLVED THAT

Members agreed to note the Forward Work Programme for 2021/2022.

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

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

The outgoing Chair closed the meeting by thanking all Members and Officers for their support and friendship. Although he was sad to leave the Fire & Rescue Authority he stated that it had been a fantastic journey.

On behalf of the whole Fire & Rescue Service, the Chief Fire Officer thanked the outgoing Chair for his total commitment over the last decade as the Service's Fire Authority Chair. Although

significant challenges had been faced along the way, the Chair had been a stalwart and a Royal Member of the Fire & Rescue Authority.

The outgoing Chair thanked Members and Officers for their kind words.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FIRE & RESCUE AUTHORITY ANNUAL GENERAL MEETING HELD ON MONDAY 13 JUNE 2022 AT 1030 HRS IN MEETING ROOMS 8 OR REMOTELY VIA TEAMS

1. PRESENT:

| Councillor | Authority |
|-------------------|---------------------------|
| D Ali | Cardiff |
| S Bradwick | Rhondda Cynon Taff |
| I Buckley | Vale of Glamorgan |
| K Carr | Cardiff |
| P Drake | Vale of Glamorgan |
| C Elsbury | Caerphilly |
| S Evans | Torfaen |
| G Holmes | Rhondda Cynon Taff |
| A Hussey | Caerphilly |
| D Isaac | Merthyr Tydfil |
| S Malson | Torfaen |
| S-E Melbourne | Cardiff |
| S McConnel | Monmouthshire (via Teams) |
| J Morgan | Blaenau Gwent |
| D Naughton | Cardiff |
| M Al-Nuaimi | Newport |
| D Parkin | Rhondda Cynon Taff |
| M Powell | Monmouthshire |
| A Roberts | Rhondda Cynon Taff |
| C Wright | Caerphilly |

APOLOGIES:

| | |
|----------------------|--------------------------------|
| T/DCFO R Prendergast | Director of Technical Services |
|----------------------|--------------------------------|

ABSENT:

| | |
|-----------------|----------|
| T Watkins | Newport |
| To be confirmed | Bridgend |
| To be confirmed | Bridgend |
| To be confirmed | Cardiff |

OFFICERS PRESENT: CFO H Jakeway, ACFO D Rose - Director of Service Delivery, Temp ACFO N Williams – Director of Technical Services, ACO A Reed – Director of People Services, Mr C Barton – Treasurer, Temp ACO G Thomas – Director of Corporate Support & Monitoring Officer, Mrs S Watkins – Deputy Monitoring Officer

The Monitoring Officer welcomed everybody to the Annual General Meeting and for the benefit of new Members he provided a brief overview of the structure of the meeting.

Following a request by the Monitoring Officer, each attendee provided a formal introduction.

2. DECLARATIONS OF INTEREST

Councillor Holmes declared a personal non-prejudicial interest due to his membership of the Royal Chartered Institute of Surveyors.

3. ELECTION OF CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR THE MUNICIPAL YEAR 2022/2023

The Monitoring Officer requested nominations for Chairperson of the Fire & Rescue Authority. Councillor Bradwick was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Bradwick was duly elected Chair of the Fire & Rescue Authority for the Municipal Year 2022/2023.

The newly appointed Chair responded by delivering a personal address. He thanked Members for their unanimous vote of confidence and stated he was looking forward to the year ahead. He extended a warm welcome to new Members, and took the opportunity to thank outgoing Members for all their hard work and commitment on behalf of the Fire & Rescue Authority, especially to Councillor V Smith, and to the outgoing Chair, Councillor T Davies.

4. ELECTION OF DEPUTY CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR THE MUNICIPAL YEAR 2022/2023

The newly appointed Chair called for nominations for the Deputy Chairperson. Councillor Drake was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Drake was duly elected Deputy Chair of the Fire & Rescue Authority for the Municipal Year 2022/2023.

The newly appointed Deputy Chair thanked Members for their unanimous support.

5. PROPOSED REFORMS FOR SCRUTINY GROUP

The temporary ACO Corporate Services informed Members that they would be aware that several reports on the proposed reforms and new Terms of Reference for the Scrutiny Group had been presented to the Finance, Asset, & Performance Management Scrutiny Group, the Finance, Audit & Performance Management Committee, the HR & Equalities Committee, and the Fire & Rescue Authority, for discussion and consideration.

RESOLVED THAT

- 5.1 Members agreed to consider the options outlined in paragraphs 2.3 to 2.7 to reform the Finance, Asset & Performance Management Scrutiny Group in the new Municipal Year 2022/2023.
- 5.2 Following discussion on the 3 individual options, a vote was carried out by Members of 19 votes to 1 to accept the third option, which was to agree that the Scrutiny Group would consist of 7 Members only, with 3 reserves, and the HR & Equalities Committee would be reduced from 15 to 12 Members.

6. TO AGREE THE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR 2022/2023

The Monitoring Officer provided Members with details of the number of Members required for each Fire & Rescue Authority Committee.

RESOLVED THAT

6.1 Members unanimously agreed that the Finance, Audit & Performance Management Committee should not be politically balanced but comprise of one representative from each constituent Unitary Authority.

6.2 The Chair called for nominations for the following membership of Committees for 2022/2023:-

Finance Audit & Performance Management Committee

| | |
|------------------|--------------------|
| Cllr J Morgan | Blaenau Gwent |
| Cllr C Wright | Caerphilly |
| To be confirmed | Cardiff |
| Cllr M Powell | Monmouthshire |
| Cllr M Al-Nuaimi | Newport |
| Cllr D Parkin | Rhondda Cynon-Taff |
| Cllr S Evans | Torfaen |
| Cllr I Buckley | Vale of Glamorgan |
| Cllr D Isaac | Merthyr Tydfil |
| To be confirmed | Bridgend |

Local Pension Board

| | |
|-----------------|-------------------|
| Cllr J Morgan | Blaenau Gwent |
| Cllr P Drake | Vale of Glamorgan |
| Cllr C Elsbury | Caerphilly |
| Cllr D Naughton | Cardiff |

HR & Equalities

| | |
|-----------------|--------------------|
| Cllr A Roberts | Rhondda Cynon Taff |
| Cllr D Ali | Cardiff |
| Cllr S Malson | Torfaen |
| Cllr A Hussey | Caerphilly |
| Cllr C Elsbury | Caerphilly |
| Cllr D Naughton | Cardiff |
| Cllr K Carr | Cardiff |

| | |
|------------------|--------------------|
| Cllr S Melbourne | Cardiff |
| Cllr S McConnel | Monmouthshire |
| To be confirmed | Bridgend |
| Cllr G Holmes | Rhondda Cynon-Taff |
| Cllr D Parkin | Rhondda Cynon-Taff |

Standards Committee

| | |
|------------------|--------------------|
| Cllr G Holmes | Rhondda Cynon Taff |
| Cllr A Roberts | Rhondda CynonTaff |
| Cllr S Melbourne | Cardiff |

| | |
|------------------|--|
| Mr R J Alexander | Remain as non-elected Independent Member |
| Mr S J Barnes | Remain as non-elected Independent Member |
| Mr G Hughes | Remain as non-elected Independent Member |
| Mr David Fussell | Remain as non-elected Independent Member |
| Dr M Kerbey | Remain as non-elected Independent Member |

7. ELECTION OF CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM ITS COMMITTEE MEMBERS FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Chairperson of the Finance, Audit & Performance Management Committee from among its Members. Councillor S Evans was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor S Evans was duly elected as Chair of the Finance, Audit & Performance Management Committee.

8. ELECTION OF DEPUTY CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM ITS COMMITTEE MEMBERS FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Deputy Chairperson of the Finance, Audit & Performance Management Committee from among its Members. Councillor Morgan was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Morgan was duly elected as Deputy Chair of the Finance, Audit & Performance Management Committee.

9. ELECTION OF CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FROM ITS COMMITTEE MEMBERS FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Chairperson of the HR & Equalities Committee from among the Members of that Committee. Councillor Roberts was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Roberts was duly elected as Chair of the HR & Equalities Committee for 2022/2023.

10. ELECTION OF DEPUTY CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FROM ITS COMMITTEE MEMBERS FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Deputy Chairperson of the HR & Equalities Committee from among its Members. Councillor Ali was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Ali was duly elected as Deputy Chair of the HR & Equalities Committee for 2022/2023.

11. TO AGREE THE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS AND OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2022/2023

The Monitoring Officer provided Members with a report detailing the nominations required to represent the Fire & Rescue Authority at Working Groups and outside bodies.

RESOLVED THAT

Members agreed the following representations to the Working Groups and outside organisations detailed in Appendix 1 attached to the report:-

Representative to WLGA

Chairperson – Councillor Steven Bradwick

Representative on LGA Fire Committee

Chairperson – Councillor Steven Bradwick

Community Safety Partnership Representatives

| | |
|-----------------|--------------------|
| Cllr C Elsbury | Caerphilly |
| Cllr I Buckley | Vale of Glamorgan |
| Cllr S McConnel | Monmouthshire |
| Cllr T Watkins | Newport |
| Cllr G Holmes | Rhondda Cynon Taff |
| Cllr S Evans | Torfaen |
| Cllr D Isaac | Merthyr Tydfil |
| Cllr J Morgan | Blaenau Gwent |
| To be confirmed | Bridgend |
| To be confirmed | Cardiff |

With reference to the Standing Orders Working Group, the Monitoring Officer took the opportunity to provide a brief overview of current legislation and informed Members that the constitution would be revised in due course.

Representatives on Standing Orders Working Group

| | |
|----------------|--------------------|
| Cllr C Elsbury | Caerphilly |
| Cllr A Roberts | Rhondda Cynon-Taff |
| Cllr M Powell | Monmouthshire |

Representatives on Innovations & Awards Panel

| | |
|-----------------|------------|
| Cllr S Evans | Torfaen |
| Cllr C Wright | Caerphilly |
| Cllr D Naughton | Cardiff |

Representatives on the Scrutiny Group

| | |
|-----------------|------------|
| Cllr C Elsbury | Caerphilly |
| Cllr D Naughton | Cardiff |
| Cllr S Malson | Torfaen |

| | |
|-----------------|------------|
| Cllr A Hussey | Caerphilly |
| Cllr K Carr | Cardiff |
| Cllr T Watkins | Newport |
| To be confirmed | Bridgend |

The Monitoring Officer confirmed that he would write to Members requesting reserves to sit on the Scrutiny Group.

Representatives on Pension Scheme Advisory Board for Wales

| | |
|----------------|--------------------|
| Cllr A Roberts | Rhondda Cynon Taff |
|----------------|--------------------|

Member Champions

| | |
|-----------------|---------------------------------|
| Cllr G Holmes | Property |
| Cllr I Buckley | Community Safety |
| Cllr S Bradwick | Equality, Diversity & Inclusion |
| Cllr S Evans | Fleet & Engineering |
| Cllr D Isaac | Service Delivery |
| Cllr K Carr | Sustainability & Biodiversity |

12. ELECTION OF THE CHAIRPERSON OF THE SCRUTINY GROUP FROM ITS GROUP MEMBERS FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Chairperson of the Scrutiny Group from among the Members of that Group. Councillor Elsbury was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Elsbury was duly elected as Chair of the Scrutiny Group for 2022/2023.

13. ELECTION OF THE DEPUTY CHAIRPERSON OF THE SCRUTINY GROUP FOR THE MUNICIPAL YEAR 2022/2023

The Chair called for nominations for Deputy Chairperson of the Scrutiny Group from among its Members. Councillor Malson was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Malson was duly elected as Deputy Chair of the Scrutiny Group for 2022/2023.

14. TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2022/2023

The Deputy Monitoring Officer provided Members with details of the proposed cycle of Training, Committee and Working Group meetings for the Municipal Year 2022/2023. She took the opportunity to highlight the key events taking place throughout the Municipal Year, and assured Members that all meeting dates would be programmed into individual calendars.

RESOLVED THAT

14.1 Members approved the cycle of Training, Committee and Working Group meetings for the Municipal Year 2022/2023 detailed in Appendix 1 attached to the report.

14.2 Following a request by the Chair, Members unanimously agreed that all meetings would commence at 1000 hrs rather than 1030 hrs.

The Chair also took the opportunity to draw Members attention to the key events taking place throughout the Municipal Year, and urged Members to attend the Passing Out Parades, and the Presentation Evenings taking place in September, as well as the Emergency Services Carol Service.

The Chair also advised Members to support the Fire Cadets within their local area and to attend events whenever possible.

15. TO CONSIDER ANY ITEMS OF BUSINESS THE CHAIR DEEMS URGENT

There were no items of urgent business to discuss.

WELCOME ADDRESS FROM THE CHIEF FIRE OFFICER

The Chief Fire Officer extended a warm welcome to all returning and new Members and stated that he was looking forward to working with them. He assured Members that Officers were available to provide any help and support, especially if they required any information relating to issues within their respective local areas.

The Chair closed the meeting by informing Members that refreshments were available in the Conference Room where official photographs would also be taken.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE LOCAL PENSION BOARD COMMITTEE MEETING HELD ON MONDAY, 31 JANUARY 2022 VIA STARLEAF

26. PRESENT

Councillor

| | |
|--------------------|--|
| S Bradwick (Chair) | Rhondda Cynon Taff |
| L Brown | Monmouthshire |
| V Smith | Monmouthshire |
| D White | Bridgend |
| D King | Fire & Rescue Service Association |
| R Prendergast | Association of Principal Fire Officers |
| S Saunders | Fire Brigade's Union |
| G Tovey | Fire Brigades' Union |
| Catherine Black | Pension Service Manager, Rhondda Cynin Taff CBC |

Apologies

| | |
|--------------|--|
| M Alexander | Fire Brigades' Union |
| Mr I Traylor | Pensions Service Director, Rhondda Cynon Taff CBC |

OFFICERS PRESENT:- ACO A Reed – Director of People Services, Mr C Barton – Treasurer, Mr G Thomas – T/ACO – T/Director - Corporate Services; Mrs K Jeal – Accountant, Pensions & Budget Team

27. DECLARATIONS OF INTEREST

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

28. CHAIR'S ANNOUNCEMENTS

Welcome

The Chair welcomed Catherine Black, Pension Service Manager to the meeting and thanked her for stepping in and representing Ian Traylor.

Queen's New Year's Honours List

The Chair wished to give recognition to former Fire Authority Member Councillor Maureen Powell of Monmouthshire CC for being awarded the British Empire Medal on the Queen's New Year's Honours List. Members wished to pass on their congratulations to Councillor Powell.

29. MINUTES OF PREVIOUS MEETINGS

The minutes of the Local Pension Board Committee held on 18 October 2021 were read and accepted as a true record of proceedings.

30. REPORT TO REVIEW KEY PERFORMANCE INDICATORS AND UPDATE REPORT ON PUBLICATIONS OF ANNUAL BENEFITS STATEMENT

The Pension Service Manager advised Members that the Service Level Agreement (SLA) between South Wales Fire & Rescue Service and Rhondda Cynon Taff County Borough Council sets out the manner in which certain duties and responsibilities are expected to be carried out. A key element of the SLA is the reporting on actual performance activity against the agreed key delivery Service Standards. The report presented included an update on key activity undertaken during the reporting period including performance data for the period 1 April 2021 to 31 December 2021.

RESOLVED THAT

- 30.1 Members noted the performance data included at Appendix 1 attached to the report.
- 30.2 Members noted the relevant pension administrative overview and update included at Appendix 2 attached to the report.

31. FIREFIGHTER PENSIONS – REMEDYING AGE DISCRIMINATION

The Director of People Services reported to Members that in July 2021, the Fire & Rescue Authority, as Scheme Manager, agreed to provide pension options for those individuals who were considered to be in scope for Immediate Detriment (ID), as described in the formal Home Office guidance issued on 10 June 2021. On 8 October 2021 a formal Memorandum of Understanding (MoU) between the Local Government Association (LGA) and the Fire Brigade's Union (FBU) was published and expanded the scope for processing ID cases. Since then, the Home Office guidance has been withdrawn and HM Treasury has published a formal

note in relation to processing cases. A joint statement by the LGA and FBU has also been published. This report was presented to the Fire & Rescue Authority meeting in December 2021, and is shared for information.

RESOLVED THAT

- 31.1 Members noted the content of the report.
- 31.2 Members agreed that work should continue on Immediate Detriment cases as previously agreed, and that work should commence to fully adopt the MoU.
- 31.3 A further report to be presented to Members at the February 2022 Fire and Rescue Authority meeting.

32. THE PENSION'S REGULATOR RETURNS

The Director of People Services provided a report on the completed public service pension scheme returns that were submitted to the Pensions Regulator in relation to the 1992, 2007 and 2015 Firefighters' Pension Schemes.

RESOLVED THAT

- 32.1 Members noted the returns which were shared for information and awareness purposes.

33. PUBLICATIONS, UPDATES, INFORMATION (STANDARD ITEM)

The Director of People Services presented and shared a number of publications, updates and information relating to pensions matters with the Board.

RESOLVED THAT

- 33.1 Members reviewed and noted the publications which were shared for information and awareness purposes.
- 33.2 Future publications be circulated via an electronic link format, in place of hard copies.

34. UPDATE REPORT FROM SCHEME ADVISORY BOARD (SAB)

The Director of People Services provided an update following the SAB meeting held on 4 November 2021. The discussion focussed on:

- The Public Service Pensions and Judicial Offices Bill had been introduced to the House of Lords in July 2021.
- The Bill required responsible authorities to make the necessary changes to firefighter pension scheme rules, Welsh Ministers were subsequently required to introduce two sets of regulations.
 - Firstly, Prospective Regulations were required to be introduced by 30 March 2022, in order to transfer “protected members” into the 2015 Scheme as of 1 April 2022.
 - Regulations to implement retrospective remedy would be introduced by October 2023.
- The Welsh Government had published its consultation on the proposed amendments to the 2015 Scheme on the 25 October, together with a copy of the draft amending prospective regulations which modified the transitional provisions in the 2015 scheme to transfer “protected members” into the 2015 scheme as of 1 April 2022. A written response had been provided by the Service and will be circulated to LPB Committee Members separately. A working group has been established and Kim Jeal has been nominated to sit on that group.
- The final results of the evaluation of 2016 pensions is expected to reflect previous discussions at SAB, with no significant changes.

The next SAB meeting is scheduled to take place in February.

RESOLVED THAT

Members noted the update provided on the Scheme Advisory Board.

35. FORWARD WORK PROGRAMME FOR LOCAL PENSION BOARD 2021/2022

The Director of People Services presented the Forward work Programme for 2021/2022.

RESOLVED THAT

35.1 Members noted the content of the Forward Work Programme for 2021/2022.

35.2 Members agreed to the postponement of Member training which will be re-scheduled during the new municipal year.

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

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

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP MEETING HELD ON MONDAY, 7 FEBRUARY 2022 AT 1030 HRS VIA STARLEAF

21. PRESENT:

| Councillor | Left | |
|-----------------|----------|-------------------|
| L Brown (Chair) | | Monmouthshire |
| D Ali | | Cardiff |
| G Holmes | | Rhondda Cynon Taf |
| A Hussey | | Caerphilly |
| H Jarvie | 1030 hrs | Vale of Glamorgan |
| S Malson | | Torfaen |
| S Morgans | | Rhondda Cynon Taf |
| D Naughton | | Cardiff |
| R Shaw | | Bridgend |
| V Smith | | Monmouthshire |
| H Thomas | | Newport |
| J Williams | | Cardiff |

ABSENT:

| | |
|-----------|---------|
| M Spencer | Newport |
| A Lister | Cardiff |

OFFICERS PRESENT: Mrs S Watkins – Deputy Monitoring Officer; Mr C Barton – Treasurer; Mrs L Mullan – T/Head of Finance & Procurement; T/DCFO R Prendergast; Mr W Thomas – Head of Service Performance & Communications

22. DECLARATIONS OF INTEREST

No declarations of interest were made.

23. CHAIR'S ANNOUNCEMENTS

There were no announcements from the Chair.

24. MINUTES OF PREVIOUS MEETING

The minutes of the Finance, Asset & Performance Management Scrutiny Group meeting held on 6 December 2021 were received and accepted as a true record of proceedings.

25. 2022/2023 BUDGET CONSULTATION

The Treasurer advised Members that following the Fire Authority's consideration of the draft revenue budget for 2022/23 at its December meeting, it was intended today to provide a summary of the responses to the consultation that followed for the Scrutiny Group's consideration.

Members were informed however that just one, broadly positive formal consultation response had been received from Newport City Council, which confirmed the positive funding uplifts received by all local authorities and recognised that the Fire & Rescue Authority's contribution request was contained within those figures.

In addition, a request had been received from Bridgend County Borough Council for representatives of the Fire & Rescue Authority attend a Council Meeting to present an update of Service activities, including the budget. Arrangements have been made to attend the Council Meeting on 9 March 2022.

The Treasurer agreed to share with Members any further consultation responses received.

The Treasurer confirmed that during consultation, a request was made to the ten constituent authorities to forward the consultation to respective Members to seek wider feedback. Members present today however confirmed that they had not been consulted. Members expressed their disappointment and the Treasurer agreed to forward the consultation email to all Members. The Chair also requested the Treasurer to send a further email to the ten constituent councils' Chief Executives and Treasurers reminding them to consult with Members.

RESOLVED THAT

The consultation response received to date was noted, and the Treasurer requested to consider an appropriate consultation mechanism for next year's budget consultation exercise.

26. DEPARTMENTAL RISK REGISTER – HEALTH CHECK 2021/22 – QUARTER 3

The Head of Service Performance & Communications presented to Members the Departmental Risk Register Report – Quarter 3 Health Check 2021/22, which details the progress made on the management of departmental risks

considered significant but separate to Service-wide risks recorded within the Strategic Risk Register.

In response to Members' queries, clarity was provided around the risk surrounding staffing issues identified under DR JFC002, largely due to recruitment and retention issues; and DR HR05 relating to lack of knowledge of pension legislation due to pension complexities.

The Chair requested information on the number of staff affected by the McCloud judgement to assist in risk assessment of financial consequences. Officers undertook to arrange for this information to be presented at the next meeting of the Local Pensions Board.

RESOLVED THAT

Members noted the content of the report.

27. INITIAL DRAFT ANNUAL GOVERNANCE STATEMENT 2021/22

The Deputy Monitoring Officer presented Members with the initial draft of the Annual Governance Statement which will be embodied within the 2021/22 Statement of Accounts.

The Deputy Monitoring Officer gave assurance that access to the live Critical Incident Team dashboard was limited to members of the Senior Management Team and officer leads of Critical Incident Cells, and was fully compliant with the legislation of the Data Protection Act 2018.

With regard to the provision of volunteer support provided to WAST noted during the pandemic, Members raised the reduction being made by WAST to the number of ambulances based at Monmouth and Chepstow Ambulance Stations.

The Chair made reference to page 42 of the draft report with regard to the review of current scrutiny arrangements and requested that consideration be given to given to a more formal status of the Group by reference as a Scrutiny Committee. The Deputy Monitoring Officer advised that nomenclature will be considered when the terms of reference are reviewed.

RESOLVED THAT

Members considered the content of the draft Statement and taking account of a typographical error accepted the initial draft of the Annual Governance Statement.

28. FORWARD WORK PROGRAMME 2021/22

The Deputy Monitoring Officer provided a brief overview of the Forward Work Programme for 2021/22.

RESOLVED THAT

Members noted the Forward Work Programme for 2021/22.

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

There were no further items that the Chair deemed urgent.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES MEETING HELD ON MONDAY, 28 FEBRUARY, 2022

HELD REMOTELY VIA STARLEAF CONNECTION

33. PRESENT:

| Councillor | Left | Authority |
|--------------------------|-------------|--------------------|
| A Roberts (Deputy Chair) | | Rhondda Cynon Taff |
| D Ali | | Cardiff |
| M Colbran | | Merthyr Tydfil |
| C Elsbury | | Caerphilly |
| S Evans | | Torfaen |
| G Holmes | | Rhondda Cynon Taff |
| A Hussey | | Caerphilly |
| H Jarvie | | Vale of Glamorgan |
| D Naughton | | Cardiff |
| H Thomas | | Newport |

APOLOGIES:

| | |
|-----------------|-------------------|
| P Drake (Chair) | Vale of Glamorgan |
| S Malson | Torfaen |
| R Shaw | Bridgend |
| AM D Loader | Head of Training |

ABSENT:

| | |
|-----------|---------------|
| W Hodgins | Blaenau Gwent |
| A Lister | Cardiff |

OFFICERS PRESENT:- ACO A Reed – Director of People Services, A Jones – Head of HR, GM B Thompson – Group Manager Training, Mrs S Watkins – Deputy Monitoring Officer & Head of Corporate Support

34. DECLARATIONS OF INTEREST

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

35. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements to report.

36. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 24 January, 2022, were received and accepted as a true record of proceedings, subject to the following amendment:-

- Councillor Jarvie was in attendance.

37. REPORTS FOR DECISION

37.1. GENDER PAY GAP REPORT

The ACO People Services informed Members that under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities were required to publish Gender Pay Gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication is 30 March, 2022.

RESOLVED THAT

- 37.1.1 Members unanimously agreed to approve the 2021 Gender Pay Gap report attached to the report at Appendix 1, to be published by 30 March, 2022.
- 37.1.2 Officers agreed to provide Members with further data and analysis on BAME applications at a future meeting.

38. REPORTS FOR INFORMATION

38.1 FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2021/2022

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.

Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. These e-mails and circulars could cover a variety of areas, including all aspects of Firefighters Pension Schemes, and have to be noted or actioned as appropriate.

RESOLVED THAT

- 38.1.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and e-mails that had been received in the year 2021/2022.
- 38.1.2 Members agreed to note the actions that had been implemented for each of the circulars.

38.2 ANNUAL SUMMARY OF HR & TRAINING REPORTS 2021/2022

The ACO People Services presented a report which informed Members of the work that the HR & Equalities Committee had undertaken during the Municipal Year 2021/2022.

RESOLVED THAT

- 38.2.1 Members agreed to note the work of the HR & Equalities Committee.
- 38.2.2 Following a question and answer session on the timeline for reporting on Socio Economic Duty, Members noted that they would receive a report on the first year's performance in the new Municipal Year.

38.3 UPDATE ON LEARNING & DEVELOPMENT PATHWAYS

The Head of HR informed Members that the presented report covered progress made against the Service's new approach to employee development, titled 'Learning & Development Pathways'. The report outlined the individual projects sitting under the pathways banner and potential timelines for implementation.

RESOLVED THAT

Members agreed to note the content of the report.

Officers took the opportunity to congratulate all staff at Cardiff Gate Training & Development Centre on continuing to deliver training courses throughout the Covid pandemic, which was considered a very difficult time for all concerned.

38.4 WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2022

The Head of HR informed Members that the presented report provided an overview of the current position with regards to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Fire & Rescue Authority by the Welsh Language Commissioner on 30 September, 2016.

RESOLVED THAT

- 38.4.1 Following a question and answer session on holding public meetings in the medium of Welsh, and potential costs, Members agreed to note the information contained within the report.

- 38.4.2 Officers agreed to provide Members with information on the overall percentage of the workforce who were fluent Welsh speakers.

38.5 RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY

The Head of HR presented a report which provided Members with an update in relation to the ongoing Recruitment, Attraction and Engagement Strategy.

RESOLVED THAT

Following a lengthy question and answer session on recruitment issues and advertising opportunities, Members agreed to note the content of the report.

38.6 UPDATE ON FIREFIGHTER APPRENTICESHIPS

On behalf of the Head of Training, Group Manager Thompson informed Members that in order to deliver the new Level 3 Emergency Fire Service Operations (Wales) Apprenticeships framework, the Welsh Fire & Rescue Services (WFRS) were required to secure the services of a Work-Based Learning (WBL) provider. South Wales Fire & Rescue Service (SWFRS) had secured the services of Cardiff & Vale College (CaVC) in order to achieve this, and would be acting as the sub-contractor for the delivery phase.

RESOLVED THAT

Members agreed to note the content of the report.

39. FORWARD WORK PROGRAMME 2021/2022

The ACO People Services provided Members with the Forward Work Programme for 2021/2022.

RESOLVED THAT

- 39.1 Members agreed the content of the Forward Work Programme for 2021/2022.

39.2 Members also noted that they would receive a formal report on 'Brigade Managers Survey 2020', in the new Municipal Year.

40. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (PART 1 or 2)

There were no items of urgent business to discuss.

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE FINANCE, AUDIT & PERFORMANCE
MANAGEMENT MEETING
HELD ON MONDAY 07 MARCH 2022 AT
IN MEETING ROOM 8 OR REMOTELY VIA STARLEAF

103. PRESENT:

Councillor

Left

| | |
|------------------------|--------------------|
| S Evans (Chair) | Torfaen |
| D White (Deputy Chair) | Bridgend |
| M Colbran | Merthyr Tydfil |
| P Drake | Vale of Glamorgan |
| S Morgans | Rhondda Cynon Taff |
| V Smith | Monmouthshire |
| M Spencer | Newport |

APOLOGIES:

| | |
|----------|------------|
| A Hussey | Caerphilly |
| D De'Ath | Cardiff |

ABSENT:

| | |
|-----------|---------------|
| W Hodgins | Blaenau Gwent |
|-----------|---------------|

OFFICERS PRESENT:- Mrs S Watkins – Deputy Monitoring Officer, Mr C Barton – Treasurer, ACFO D Rose – Head of Service Delivery, Mrs L Mullan – T/Head of Finance, procurement & Property, Mr S Gourlay – TIAA Internal Auditor, Ms G Gillet – Audit Wales

104. DECLARATIONS OF INTEREST

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

The Chair declared an interest in Agenda item 9 which related to planning applications for New Inn Fire Station.

Councillor Morgans declared an interest in Agenda item 9 which related to properties within the Rhondda Cynon Taff Unitary Authority area.

105. CHAIR'S ANNOUNCEMENTS

There were no Chairs announcements.

106. MINUTES OF PREVIOUS MEETING

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

- Finance, Asset & Performance Management Committee meeting held on 13 December, 2021
- Finance, Audit & Performance Management Scrutiny Group meeting held on 06 December, 2021

It was asked if there was clarification on what a Hose Inflation Kit was, ACFO Rose explained that it was used for water rescue and the hose could be inflated for people to use to float with and enabled then to be pulled back to land.

107. REPORTS FOR DECISION

107.1 CIPFA FINANCIAL MANAGEMENT CODE

The Treasurer presented the CIPFA Financial Management Code to Members advising that it is good practice in Financial Management as a response for Authorities to gain assurances. A self-assessment was completed on each of the 7 areas; Leadership, Accountability, Transparency, Standards, Assurance and Sustainability. There are some areas which the Authority could improve but it was identified that there were no non compliances.

The Budget Consultations is sent to each of the 10 UA's and this should be forwarded to all Unitary Members for information, not just Members of the Fire Authority. The Treasurer stated that they will look at how this is done going forward as the feedback has been that Members are not receiving details.

RESOLVED THAT

The Committee confirmed adoption of the Code and noted the comments of the FAMP Scrutiny Group.

107.2 TREASURY MANAGEMENT STRATEGY 2022/23

The Temporary Head of Finance, Procurement and Property presented the Authority's Treasury Management Strategy for 2022/23 and gave a comprehensive overview to members' for consideration.

It was asked that at present Interest rates are low but could rise and would monies be transferred to a higher interest rate account, the T/Head of Finance, Procurement and Property advised that they work with Link who regularly scan the market and consider all options available.

Members enquired whether what is happening in Ukraine and Russia could impact. It was reported that this could have a ripple effect but everything is done within the United Kingdom and there is no foreign borrowing or other.

It was asked if there could be an impact if there is a delay in Grant Funding from WG. The T/Head of Finance, Procurement and Property stated that if they do not receive Funding when expected there would be an issue but WG have now moved from releasing the monies in August to April in line with the financial year. There is an action plan in place that would mitigate any issues that could arise if delayed.

RESOLVED THAT

Members noted the following and recommend for Fire Authority approval:

- The Treasury Management Strategy Statement (TMSS)
- Capital Prudential Indicators and Minimum Revenue Provision (MRP) Policy
- Borrowing Policy and Treasury Indicators / Limits
- Annual Investment Strategy (AIS)
- The Treasurer to update Strategies and Policies as necessary throughout the year.

107.3 REVENUE MONITORING REPORT 2021/22

The T/Head of Finance, Procurement & Property presented the report detailing the Annual Revenue Budget and associated information for the year ending 31 March 2022, and an update of the major changes affecting the Revenue Budget since the last meeting held on 13 December 2021.

It was reported that the forecasted £2 million underspend comprises of a £826k underspend on employee budgets, £286k on non-employee budgets, £231k of additional income and a further £662k of grants since initial budget setting. This is an overall increase of £491k since previous reporting in December.

The Chair asked if Grant Funding could be effected by the underspend, it was advised that the indicators are that it would not.

Councillor Morgan's enquired around what are the third party payments for contractual services. It was advised that there were for legal and property advice and were difficult to predict year on year.

RESOLVED THAT

Members noted and agreed the content of the report.

107.4 CAPITAL MONITORING REPORT 2021/22

The T/Head of Finance, Procurement and Property presented the Capital Monitoring report which provides detail of the Capital Budget, transactions to date and the forecast year end position.

The T/Head of Finance, Procurement and Property gave a comprehensive update on expenditure for Property, VRP, Operational Equipment and ICT Equipment.

Councillor Smith asked if there was any indication why the site at New Inn didn't proceed. ACFO Rose reported that the CFO has written to the Board around lack of dialogue and is awaiting a reply.

RESOLVED THAT

Members noted the budget and progress of the Capital Schemes, approved the alterations identified in appendix 1 and associated movements in funding.

108. REPORTS FOR INFORMATION

108.1 AUDIT ACTIONS REPORT – HEALTH CHECK 2021/22 – QUARTER 3

The Deputy Monitoring Officer presented the report to Members advising that details presented were for the period up until the end of December 2021.

She stated that 13 actions were in date and 13 overdue.

Councillor Smith asked about the Assurance Review of Safeguarding which was red. ACFO Rose advised that this was a recently added strategic action and they were ready to progress now. A Safeguarding

Report will be presented at a future meeting giving an overview to Members.

RESOLVED THAT

Members noted the Audit Actions Report Health Check for Quarter 3 2021/22.

108.2 BUSINESS PLAN ACTIONS REPORT – HEALTH CHECK 2021/22 – QUARTER 3

The Deputy Monitoring Officer presented the report to Members advising that details presented were for the period up until the end of December 2021.

She advised that there were 8 strategic themes and 264 tasks in all of which the vast majority were green / amber and 12 red.

ACFO Rose went through the 7 strategic risk indicators for performance giving an update on each which are all continually reviewed.

The details for each Local Authority will be circulated to Members separately for information.

Cllr Smith asked if the fires reported in Monmouthshire were in any one particular area and that the number of road traffic collisions have increased considerably. ACFO Rose will ask the Group Manager for Monmouthshire to email Cllr Smith to discuss further outside of this meeting.

RESOLVED THAT

Members noted the Business Plans Action Report – Quarter 3.

108.3 DEPARTMENTAL RISK REGISTER REPORT – HEALTH CHECK 2021/22 – QUARTER 3

The Deputy Monitoring Officer presented the report to Members advising that these are separate to the strategic risks and have been identified by Heads of Departments and are reported to FAPM SG.

It was asked about crewing and training being in red. ACFO stated that this was the reported situation at the end of quarter 3 and that now coming out of restrictions numbers have changed. It was managed and supported at the time and has now changed to amber / green.

RESOLVED THAT

Members noted the Departmental Risk Register Report for quarter 3.

108.4 REGISTER OF GIFTS AND HOSPITALITY 2021

The Deputy Monitoring Officer presented the report that provides Members with an overview of the gifts and hospitality offered and accepted or declined that are recorded on the Hospitality and Gifts Register for 2021.

RESOLVED THAT

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

108.5 INTERNAL AUDIT PROGRESS REPORT AND AUDIT ACTION UPDATE

The Internal Auditor presented a report which updated Members upon the progress being made against the Internal Audit Plan for 2021.

He went through the Assurance review of Core HR, Follow up Review, and Summary Internal Controls Assurance (SICA) with Members. The final report for 2021/22 will be presented at the next meeting in April.

RESOLVED THAT

Members noted the Internal Audit recommendations and work done to date on the Internal Audit Annual Plan 2021/22.

108.6 FORWARD WORK PROGRAMME 2021/2022

The Deputy monitoring Officer provided a brief overview of the Forward Work Programme for 2021/2022.

RESOLVED THAT

Members agreed to note the Forward Work Programme for 2021/2022.

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

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

AGENDA ITEM NO 6

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

Huw Jakeway – CFO
Dewi Rose – ACFO SD
Geraint Thomas – T/ACO CS

Chris Barton – Treasurer
Alison Reed – ACO PS
Richie Prendergast – ACFO TS

| Minute No | Item | Action | Leading Officer | Current Status: |
|--------------|---|--|-----------------|--|
| 20/21-32 | Acquisition of Land to Accommodate the Relocation of New Inn Fire Station | Submit an offer for acquisition of the land conditional on the matters outlined in the report, and proceed with purchase arrangements subject to FAPM agreement up to maximum figure outlined. | T/ACO CS | The vendors of the site have failed to respond to communications of our intent to proceed with a formal offer. CFO has written to owners in an attempt to establish effective communications. Currently considering options with a view to go back to market for alternative site whilst continuing efforts to proceed with offer on the preferred site. |
| 20/21 – 56.6 | Proposed New Terms of Reference for the Scrutiny Committee | Refer back to the Scrutiny Committee, HR & Equalities Committee and FAPM Committee for further detailed consideration of both options | T/ACO CS | The Scrutiny Group's preferred option has been submitted to the HR & Equalities Committee and the |

| Minute No | Item | Action | Leading Officer | Current Status: |
|----------------|---|--|-----------------|---|
| | | presented and provide an update of views to a future meeting of the Fire & Rescue Authority. | | FAPM for consideration, and subsequent recommendation to the Fire Authority. Revised structure of Scrutiny group approved at the Fire & Rescue Authority AGM. Updated Terms of reference to be agreed at the Scrutiny Group meeting in September, prior to approval by the Fire & Rescue Authority. |
| 21/22 – 17.3.2 | Firefighter Pensions – Remedying Age Discrimination : Pension Benefit Options | Provide pension benefit options to the individuals considered to be in scope for Immediate Detriment | ACO PS | At the 14 February 2022 Fire Authority meeting it was agreed that work should continue on Immediate Detriment cases and only if any further legal and / or significant taxation or funding issues are identified prior to settling cases would a report come back to Fire Authority. At the Scheme Advisory Board (Wales) meeting held on 23 February 2022, it was noted that there is a delay in the formal release of the Provision Definition Documents (PDDs) that set out the rationale, policy intent and effect of the technical changes to the Public Service Pensions Schemes (PSPS) |

| Minute No | Item | Action | Leading Officer | Current Status: |
|----------------|--|---|-----------------|---|
| | | | | <p>(effective 01/04/22). In addition, the regulation changes that are required for the retrospective remedy are not yet available</p> <p>Since the last update we have worked with the LGA, Welsh Government and the other Services in Wales to issue Member communications. This has helped to illustrate the impact of the changes to people. We are also working with the Government Actuary's Department on a modeller that will allow individuals to calculate and therefore understand the impact of McCloud at a personal level.</p> |
| 21/22 – 17.3.3 | Firefighter Pensions – Remedying Age Discrimination : McCloud Exercise | Progress exercise to implement the wider remedy work as described in the outcome of the HMT consultation on public service pensions for implementation by October 2023 at the latest. | ACO PS | <p>As set out above, work continues on ID (category 1) cases. These are where an existing employee has submitted their notice of retirement. The groundwork continues on the category 2 cases. These include individuals who have retired from the Service. Resources have been allocated to this work.</p> |

| Minute No | Item | Action | Leading Officer | Current Status: |
|----------------|--|--|-----------------|--|
| 21/22 – 32.3.3 | Living Wage Foundation Accreditation | Gain accreditation of the Living Wage Foundation to enable the Service to become a Real Living Wage employer | ACO PS | The application to become an accredited living wage employer has been approved by the Real Living Wage Foundation and we are now working with the Foundation to explore the impact for those organisations who are contracted to deliver services to us. |
| 21/22 – 40.3.2 | Annual Pay Policy Statement | Publish the 2022/2023 Pay Policy Statement by 31 March 2022. | ACO PS | The Pay Policy statement was approved at the February Fire Authority meeting and will be published on the SWFRS website by 31 March 2022. Completed |
| 21/22 – 41.3.4 | Responses to the Consultation on the Strategic Themes and Objectives for 2022/2023 | Include Community Councils in the consultation strategy and consider targeting younger people in future surveys. | T/ACO CS | Community Councils were included in the stakeholder groups approached. Future reports on consultations will be amended accordingly to reflect this. Completed |
| 21/22 – 41.3.5 | Responses to the Consultation on the Strategic Themes and Objectives for 2022/2023 | Provide Members with the percentage figures relating to members of staff responding to the Being Valued section within the survey. | T/ACO CS | 9.8% of staff (158 people) responded to the survey. Of that, 5.0% (81) responded to the valuing our people section within the survey. 3.6 % (58) of those responded positively or in the |

| Minute No | Item | Action | Leading Officer | Current Status: |
|--------------|---|---|-----------------|--|
| | | | | neutral. 1.4% (23) responded negatively. Completed |
| 21/22 – 48.7 | Independent Pay Review – Principal Officers' Remuneration | Further information and budget implications to be collated and presented for further consideration by Members in the new municipal year, 2022/23. | ACO PS | A further report is on today's agenda. |

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AGENDA ITEM NO 7

Reports for Information

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.i.
11 JULY 2022

REPORT OF THE CHIEF FIRE OFFICER

BROADENING THE ROLE OF FIREFIGHTERS IN WALES – FIRE & RESCUE SERVICE CAPACITY – THEMATIC REVIEW

THIS REPORT IS FOR INFORMATION

REPORT APPROVED BY CFO

REPORT PRESENTED BY CFO HUW JAKEWAY

SUMMARY

This report is an overview of the Thematic Review of the Fire & Rescue Services' capacity and capability to assume a broader role for firefighters in Wales, produced by Mr Dan Stevens, Chief Fire and Rescue Adviser, Welsh Government.

It also provides an update on progress the Service has made since the publication of the thematic review.

RECOMMENDATION

1. That Members acknowledge the thematic review of the Chief Fire & Rescue Adviser into the Welsh fire & rescue services' capacity to carry out work arising from broadening the role of firefighters in Wales.
2. Members note this report and that the Chief Fire & Rescue Adviser's recommendations are being actioned through a Chief Fire Officer commissioned 'Working Group' under the governance of the Service's Operational Co-ordination Group.
3. Members note the update of progress made by the Service.

1. BACKGROUND

- 1.1 In November 2020, the Welsh Government Cabinet approved a proposal to pursue a broader role for the Welsh fire & rescue services (FRSs) in support of the National Health Service (NHS) Wales.
- 1.2 A Broadening of the Role Working Group was convened involving representatives from the fire & rescue services, Welsh Ambulance Service Trust (WAST), Health Boards (HBs), and Welsh Government (WG) officials.

- 1.3 In March 2021, the Deputy Minister for Social Partnership and the then Minister for Health & Social Services informed the Senedd of plans to develop a broader role for the FRSs, in particular to support the NHS in Wales.
- 1.4 The Deputy Minister has recently reiterated Welsh Government's intention regarding broadening the role of firefighters across Wales in her recent Written Statement: National Framework for Fire and Rescue Services: Progress Report, published on 1st April 2022 (Appendix 1)
- 1.5 Discussions between senior FRS and NHS officers had identified clear potential for firefighters in Wales to respond to certain medical emergencies, to people who had fallen but were uninjured, and to help prevent falls in the home.
- 1.6 To provide assurance the three Welsh FRSs have the capacity to carry out any additional work arising from broadening of the role, the Deputy Minister request the Welsh Government's Chief Fire & Rescue Adviser complete a Thematic Review, 'Broadening of the role of the firefighters in Wales', attached to the report as Appendix 2.
- 1.7 The Review made four recommendations to the three Welsh FRSs, two linked to reviewing existing shift systems, one to analyse station work routines, and another to consider increasing functionality of mobilising systems.
- 1.8 Welsh Government have always maintained that their ambition of broadening the role of firefighters in Wales will be done in an inclusive way and in being with their Social Partnership agenda.

2. ISSUES

- 2.1 The three Welsh FRSs have been represented and contributed to the work of the Broadening of the Role Working Group from its inception. Other representatives included Welsh Ambulance Trust (WAST), Health Boards (HBs), and Welsh Government (WG).
- 2.2 The outline specification for broadening of the role of firefighters covers response to out-of-hospital cardiac arrests, response to non-injured fallers and falls prevention.
- 2.3 The Chief Fire & Rescue Adviser for Wales completed a Thematic Review – Broadening of the role of the firefighters in Wales (December 2021), to assure Ministers the three FRSs had sufficient capacity to undertake broadening of the firefighter role without detriment to core functions.

2.4 The Thematic Review focussed on four areas:-

- Analysis of operational utilisation,
- Analysis of pre-programmed non-incident related activity,
- Analysis of actual non-incident off station related activity,
- Analysis of likely activity arising from broadening of the role.

2.5 The analysis considered data covering three financial years (up to and including 2019/20) from a selected number of stations with differing duty systems (wholetime shift, wholetime day crewed, and On-Call), and with historical high levels of incident activity.

2.6 The Review identified four recommendations for the three Welsh FRSs to consider, two linked to reviewing existing shift systems, one to analyse station work routines, and another to consider increasing functionality of mobilising systems.

2.7 The Written Statement (December 2021 – Appendix 3) from the Deputy Minister for Social Partnership, outlines an expectation for Fire & Rescue Authorities to consider the findings of the review carefully, and to take all appropriate action arising from it.

2.8 The Written Statement also confirms the Deputy Minister and their officials have already discussed these issues with the Fire Brigades' Union and with other Representative Bodies, and they will continue to work with them and the Welsh FRSs with a wider aim of broadening the Welsh FRSs role, suggesting Fire & Rescue Authorities agree any changes to working practices with firefighters and their Representative Bodies, in a clear spirit of social partnership.

2.9 The recommendations contained within the Fire Adviser's report is being considered by a 'Working Group' commissioned by the Chief Fire Officer (Terms of Reference - Appendix 4), which has appropriate representation from across the Service, including engagement from the Fire Brigades' Union. This Working Group is due to present their findings in the Autumn 2022.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|-----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | Yes |
| Socio Economic Duty | Yes |
| Sustainability/Environment/Carbon Reduction | No |

| | |
|---|-----|
| Safeguarding | Yes |
| Consultation and Communications | Yes |
| Consultation with Representative Bodies | Yes |
| Impact Assessment | No |

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|----|------------------------------|-----|
| Legal | No | Data Protection / Privacy | No |
| Financial | No | Health, Safety and Wellbeing | Yes |
| Procurement | No | Governance & Audit | No |
| Corporate Risk | No | Service Policy | No |
| Information Management | No | National Policy | no |

3.3 Resources, Assets and Delivery

| | |
|---|-----|
| Human Resource and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | Yes |
| Procurement | No |
| Budget Revenue/Capital | No |

4. EVALUATION & CONCLUSIONS

- 4.1 There are no Equality Impacts arising from the report. However, implementation of Welsh Government's ambition would require a full Impact Assessment and activities would require a suite of Health and Safety risk assessments.

5. RECOMMENDATIONS

- 5.1 Members acknowledge the thematic review of the Chief Fire & Rescue Adviser into the Welsh fire & rescue services' capacity to carry out work arising from broadening the role of firefighters in Wales.
- 5.2 Members note this report and that the Chief Fire & Rescue Adviser's recommendations are being actioned through a Chief Fire Officer's commissioned 'Working Group' under the governance of the Service's Operational Co-ordination Group.
- 5.3 Members note the update of progress made by the Service.

| | |
|--------------------------|---|
| Contact Officer: | CFO Huw Jakeway |
| Background Papers | <p>Appendix 1 – Written Statement: National Framework for Fire and Rescue Services: Progress Report</p> <p>Appendix 2 – Chief Fire & Rescue Adviser Thematic Review 2021</p> <p>Appendix 3 – Deputy Minister’s Written Statement</p> <p>Appendix 4 – Terms of Reference of the Chief Fire Officers commissioned working group</p> |

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Written Statement: National Framework for Fire and Rescue Services: Progress Report

Hannah Blythyn MS, Deputy Minister for Social Partnership

First published:

1 April 2022

Last updated:

1 April 2022

The Fire and Rescue Services Act 2004 requires me to report at least every two years on the extent to which Fire and Rescue Authorities (FRAs) have acted in accordance with our most recent National Framework for Fire and Rescue Services, which was published in 2016. I last published a progress report in February 2020 on how well the Fire and Rescue Services had acted in accordance with the National Framework. Shortly after the publication of this report, Wales, and indeed the whole world was subjected to the unprecedented challenge of the COVID-19 pandemic. The pandemic has clearly dominated and governed the way in which we have all lived over the past two years. It has created significant challenges for everyone, including our public services.

As a result of these exceptional circumstances, I believe we are best placed to focus on how well the FRAs have performed and adapted to the ever-changing challenges of the pandemic.

The FRAs have, throughout the pandemic, continued to react swiftly, effectively and professionally, and have adapted their services well to ensure the safety of their staff and the communities they serve. Front-line emergency response has been maintained at the same high standards that we would normally see. To achieve this, the FRAs prioritised all emergency calls, undertook full Covid risk assessments and provided additional PPE to firefighters to ensure the safety of their workforce and the public.

During the pandemic, although there were regional variations, overall the incidence of dwelling fires reduced significantly to another all-time low, despite home working and the increased time families spent at home during lockdowns. This reflects the investment we and the FRAs have made in domestic fire safety in recent years, although there is plainly no room for complacency on this issue. The number of road traffic collisions also declined, perhaps not surprisingly, as a result of homeworking and travel restrictions. Deliberate fire-setting also fell during the reporting period for which the FRAs deserve credit for their sustained multi-agency approach to preventing deliberate fire-setting via the *Dawns Glaw* Task Force and through consistent and targeted public safety messaging.

The FRAs have also continued to deliver a wide range of community safety initiatives. Although many face to face initiatives were temporarily suspended, the FRAs adapted well. They prioritised home safety checks for those most vulnerable to dwelling fires, and adopted a triage system on an all Wales basis to assess whether face to face visits were required. They worked with local authorities to enable continued delivery of education via the Hwb and other school platforms. For those at greatest risk, the FRAs conducted the necessary risk assessments and provided full PPE to protect both firefighters and the

public. In lower-risk cases, the FRAs provided advice to householders by telephone or online, and supplied free home fire safety equipment by post or delivery direct to the doorstep. Business fire safety inspections were also undertaken remotely where possible and telephone advice provided to high risk establishments such as care homes. By prioritising in this way, the FRAs were able to ensure those at greatest risk within the community continued to be protected, and had specific site visits to ensure safe systems were being maintained. The FRAs have now started to evaluate these approaches to determine how far they can be adopted on a continuing basis. These innovative approaches have helped reduced costs and carbon emissions, which I welcome.

The pandemic has also clearly demonstrated the value and necessity of public services working together. COVID-19 meant that the stations in Mid and West Wales which respond to medical incidents on behalf of the Welsh Ambulance Service Trust (WAST) could no longer do so. However, all three of the FRAs continued to provide support to WAST and the wider NHS. Some 450 firefighters and other staff volunteered to drive ambulances, and transport vulnerable individuals for their Covid vaccinations. In addition, the FRAs utilised several of their mass decontamination units at hospitals, where they served as temporary COVID-19 triage facilities. Though this support was not needed on a large scale, the FRAs demonstrated their commitment to public safety through their willingness to respond swiftly to assist the NHS if and when required.

To achieve all of this, the FRAs clearly had to continue to keep their workforce as safe as possible, through rigorous application of COVID control measures, development of bespoke risk assessments and provision of appropriate PPE. I am pleased to report that they did so successfully. Absence levels within the Service have been largely manageable throughout the pandemic, although there were some acute pressures during the Omicron wave. Indeed, total sick absence among firefighters fell during 2020-21.

The FRAs have also adapted their governance arrangements to reflect the pandemic. Investment in IT systems allowed FRA meetings to be conducted effectively on a remote basis in line with the Local Authorities Regulations 2020. This has also reduced travel costs and carbon emissions. By the nature of their work the majority of staff are still required to be present at their workplace, but for some members of staff remote/agile working offers the prospect of a more efficient and sustainable way of working in the future.

Overall, I am pleased to report that the FRAs have been successful in assisting other partners throughout a global pandemic, whilst also providing a service in line with the priorities set out in the National Framework, despite the considerable challenges they have faced. I would like to personally thank all staff for their continued dedication to the role in this unprecedented time. The FRAs have continued to provide an efficient service and have demonstrated a high level of resilience to the challenges seen over the past two years. Adapting the response and prioritising emergency activity and protection of the most vulnerable members of society has undoubtedly ensured that our communities have remained safe from the risk of fire and other emergencies.

However, there are significant challenges ahead. What the pandemic has taught is that the value of working together needs to be sustained. The Fire and Rescue Service has the scope and potential to support the NHS. Working together is something that needs to be developed, sustained and embedded on an ongoing basis and we would expect FRAs to continue to work collaboratively with the Welsh Government, firefighters' unions and other representative

bodies to realise this. FRAs should also act on the findings of the review of working patterns which our Chief Fire and Rescue Advisor published in December last year.

Separately, the lessons of the Grenfell Tower fire, which of course occurred after the current Framework was published, still need to be fully learned and applied; and while I am happy that the FRAs have been fully engaged in this work, profound change is still needed in how we ensure fire safety in large residential buildings. Action is needed also to ensure FRAs attain our ambition of net zero carbon emissions by 2030; again, while some good work has already been done, more is needed, in particular relating to vehicle emissions. We will continue to work with the FRAs and with firefighters' representative bodies in pursuit of these and other positive outcomes. I will reflect these in the next iteration of the National Framework, which I aim to publish by the end of 2022/23.

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Llywodraeth Cymru
Welsh Government



Broadening of the role of firefighters in Wales

2021 Thematic Review report by the
Chief Fire and Rescue Advisor and
Inspector for Wales

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Introduction and background

In November 2020, the Welsh Government Cabinet approved a proposal to pursue a broader role for the Fire and Rescue Service (FRS) in support of the NHS. Following this approval, a Broadening of the Role Working Group was convened involving representatives from the FRS, Welsh Ambulance Service Trust (WAST), Health Boards (HBs) and Welsh Government (WG). Through the Working Group, an outline specification has been agreed which would see Welsh firefighters taking on additional duties in support of Health and Social Care colleagues. The specification covers response to incidents of out-of-hospital cardiac arrest, response to non-injured fallers and falls prevention.

At the time of writing, further engagement is underway with key stakeholders over how broadening of the role might be delivered in practice in order to bring certainty to any proposals. For an agreement to be reached, any proposals would have to be referred to the National Joint Council (NJC) to be progressed through to a negotiated settlement.

In my role as Chief Fire and Rescue Advisor, I have undertaken a review of the capacity within the 3 Welsh FRS to carry out the additional work arising from broadening of the role, in order to give the necessary assurances to Ministers that this can be done safely and without detriment to core functions.

This report sets out the findings of that review.

Executive summary

The objective of this review is to establish if the Welsh FRS have the scope to take on additional work in support of Health and Social Care, without detriment to core functions.

The review shows that FRS appliance utilisation rates (overall time spent at incidents) are low across the 3 duty systems in operation within Wales. At the fire stations with the highest operational activity levels across Wales, utilisation rates ranged from 0.3% of total time available on the retained duty system (RDS) to 8.1% of total time available on the wholetime shift system.

The data provided by WAST covered out-of-hospital cardiac arrest and non-injured fallers incidents across Wales for the period 2017/18 – 2019/20 inclusive. Analysis of the WAST data shows that activity levels are highest during the current FRS wholetime day shift (0900 – 1800) although the peak of activity levels is from 0700 – 1200 which encompasses the last 2 hours of the current FRS night shift.

The most frequently occurring WAST incident deployment duration is 31 – 60 minutes, although there were some incidents where time spent with the patient exceeded 4 hours.

The analysis demonstrates that there is significant capacity within the wholetime shift system (2 x 9 hour days, followed by 2 x 15 hour nights, followed by 4 days off) which predominantly falls between 2200 - 0700 on the night shift when there is limited or no programmed activity and when FRS and WAST incident activity levels are at their lowest.

What the analysis also demonstrates, in my view, is that more time should be allocated to training, exercising and risk reduction activity on the wholetime shift system through greater access to this capacity, irrespective of any agreement on broadening of the role. In any event, a fundamental review of station work routines is required to ensure that activity is appropriately scheduled to maximise output. As an example, it would not be realistic to programme practical training using a station yard in a residential area or to undertake home safety visits from 2200 – 0700. There is, however, activity that can be programmed during these times that is currently undertaken on the day shift, examples being routine maintenance of equipment, cleaning of appliances or classroom-based training.

The requirement to allocate more time to training, exercising and risk reduction activities would be compounded if the additional time demand arising from broadening of the role is then factored in as the analysis demonstrates that WAST incidents are consistently high during the wholetime day shift. This has fatigue and risk implications which are set out within this report. There is also an as yet unquantifiable time demand from falls prevention activities.

The analysis demonstrates that there is no unallocated capacity within the existing wholetime day crewing system as there is programmed activity throughout the full duration of the shift. The day crewing work routine affords up to over twice the amount of time allocated to training, exercising and risk reduction activity than on the shift

system. However, the Grey Book stipulates 7 hours within the weekly contracted 42 hours as standby from home address on the day crewing system. To achieve 42 hours per week over an 8 day reference period, shifts would need to be 12 hours in duration. In practice, the 7 hour standby at home stipulation results in shifts of 10 hours duration (acknowledging a 9 hour 30 minute duration in Mid & West Wales FRS). There are FRSs in England that have accessed this capacity through the introduction of 12 hour day shifts on day crewing type duty systems.

FRS incident utilisation rates on the retained duty system (RDS) are lower than on the shift or day crewing duty systems. This is to be expected as RDS stations cover areas with relatively low populations and/or levels of fire and rescue risk.

Contractually RDS firefighters are required to attend their fire station for 2 - 3 hours per week on a drill night so impact on training, exercising and risk reduction activity of a broader role should be minimal, provided the RDS firefighters are not mobilised during this period. In the simplest terms, therefore, capacity exists within the system to take on the additional health-related incident responses proposed through a broader role.

There will undoubtedly be fatigue and risk issues arising for RDS firefighters from taking on additional responses as a number will inevitably occur overnight. These issues will, however, rest with the primary employer as they do now, along with the impact of extended periods of time away from the primary workplace. That said the FRS should still actively monitor RDS mobilisations for any potentially adverse occurrences such as multiple or protracted night-time mobilisations of the same appliance (and crew).

In North and Mid & West Wales FRS, there will also be an additional cost in using firefighters on the RDS, as they are paid at the hourly rate per turnout along with a disturbance allowance. South Wales operate a salary scheme for RDS which would likely avoid the majority of additional costs arising from taking on additional responses.

When the WAST incident data is overlaid with existing FRS incident data and programmed activity, the need to create additional capacity on the shift duty system in particular becomes imperative. The addition of the WAST workload and any falls prevention activity will undoubtedly have an impact on programmed risk critical activity, much of which will need to be reprogrammed into the rest period within the existing night shift.

This will make the existing night shift duration untenable from a fatigue and risk perspective and therefore must be addressed if broadening of the role is to be pursued. In simple terms, it is unlikely that a rest period of any meaningful duration could be programmed in to the work routine, which if working for a full 15 hour shift would significantly increase fatigue and risk, particularly on the subsequent night shift 9 hours later. The solution is to equalise the length of day and night shifts, thus increasing the gap between night shifts to 12 hours to allow for meaningful rest whilst free from duty, or to reduce the shift duration to 8 hours to deliver at least a 16 hour break between shifts.

Whilst the time available for training, exercising and risk reduction activity is greater on the day crewing system than on the shift system, this time would be impacted upon by the additional responses arising from broadening of the role. In order to create additional capacity on the day crewing system to offset this impact, the FRS could pursue converting the 7 hours on standby at home into positive hours on station which would be utilised for training, exercising or risk reduction activity, along with making an immediate response to incidents. The latter point is particularly relevant to North Wales FRS who have a day crewing shift start time of 1200 at present, which means that the peak of WAST calls would occur during the retained duty period.

Headline findings

In summary the significant findings from the review are that:

- There is scope for the FRS to provide support to the NHS from within its existing resources. Appliance mobilisation and utilisation rates are low, reflecting the sustained success of the FRS in reducing the incidence of fires and other emergencies
- However, on the wholetime shift system, capacity largely exists during the night shift, and in particular the period from 2200 - 0700. In contrast, health-related incidents peak during the day, and in particular in the period from 0700 - 1200. Any falls prevention activity would mostly have to take place during the day shift
- Realising this capacity will therefore necessitate changes to current station work routines on the wholetime shift system, such that almost all station-based duties would need to be routinely programmed into the night shift
- This will have fatigue and risk implications which would be addressed through equalisation of shift durations
- Such changes are, in my view, necessary in any event on the wholetime shift system, irrespective of broadening of the role. The current shift system does not meet Health & Safety Executive (HSE) guidance, nor does it allow, in my view, sufficient time for training, exercising and risk reduction activities all of which are critical to firefighter and public safety

I have made recommendations to give effect to these findings, which are listed at the end of this report.

Methodology

On 9 June 2021, I wrote to the 3 Chief Fire Officers (CFOs) advising them of my intention to conduct a Thematic Review of the capacity of the FRS to take on additional responsibilities arising from broadening of the role. Within the letter I requested that the CFOs nominate a single point of contact from their FRS with whom I could liaise to access data to inform the review. I also set out within a separate document the methodology I intended to apply to the review along with the rationale. A copy of the Methodology document is appended to this report.

The Review consists of 4 areas of focus.

- i. An analysis of operational utilisation which establishes the amount of time that the appliances selected for the review are engaged at incidents
- ii. An analysis of pre-programmed non-incident related activity through a review of station work routines. Examples of such activity are risk critical training and skill maintenance (referred to as training and exercising within this report) or Site Specific Risk Information (SSRI) gathering and home safety visits (referred to as risk reduction within this report)
- iii. An analysis of actual non-incident off-station related activity to establish the amount of time that the selected fire appliances are utilised off station on non-incident related activity (typically risk reduction activity)
- iv. An analysis of the likely activity arising from broadening of the role to overlay with the previous three areas to determine the extent to which core activity may be impacted

There are three duty systems in operation across Wales; wholetime shift (2 x 9 hour day shifts, followed by 2 x 15 hour night shifts, followed by 4 days off), wholetime day crewing (4 x day shifts with each day shift immediately followed by a retained cover period, followed by 4 days off) and retained (on call firefighters providing up to 120 hours per week cover responding to incidents, and who typically live within a 5 minute radius of a station), known as the RDS.

For the purposes of the operational utilisation analysis, we selected in conjunction with and agreement from the 3 FRS, the most operationally active stations (based on historic incident data) from each duty system (6 stations from each FRS, 18 stations in total). Note: South Wales FRS do not currently operate the day crewing duty system so we selected 3 shift and 3 RDS stations. Where the station had more than one frontline firefighting appliance, we undertook a utilisation analysis of each frontline appliance based at the station, some of which are crewed using different duty systems¹. We also undertook an analysis of primary crewed special appliances based at the selected stations.

The rationale for selecting what have historically been the stations with the highest levels of incident activity was to establish the most acute impact of taking on any additional responsibilities on the basis that the impact would in all likelihood be less at other stations with lower incident activity levels.

¹ For instance, Wrexham has two wholetime frontline appliances and one RDS appliance, Bangor and Carmarthen have one day crewed appliance and one RDS appliance.

The analysis covered the 3 financial years up to and including 2019/20. This is to recognise the impact Covid 19 restrictions may have had on off-station activity during 2020/21.

The station work routine and non-incident related off-station activity analysis is concerned only with the wholetime shift and day crewing duty systems. I have not reviewed these activity types on the RDS as contractually firefighters on this system are only required to attend their local station for 2-3 hours per week on a drill night. Whilst firefighters on the RDS can be contractually required to give up to 120 hours cover per week, this availability is almost exclusively for the purpose of responding to incidents within a designated period of time (typically 5 minutes from alert to attending the station to then responding to the incident).

We requested that WAST provide us with data for all out-of-hospital cardiac arrest and non-injured fallers incident responses. We specifically asked for time of call and duration of incident which we took as the WAST 'time spent with patient' data set after agreement with our WAST colleagues that this would be most reflective of the time the FRS would likely be engaged at WAST incidents. This was to enable us to overlay the WAST incidents by time of day and duration with FRS data.

This data was analysed by North Wales FRS on our behalf who extracted the data specific to the station areas featured within the review and presented it on heat maps by FRS area, highlighting the selected stations and also in graphical format on a pan-Wales basis.

North Wales FRS undertook a non-injured fallers' response trial which ran from August 2016 – May 2018. North Wales FRS provided us with the data from this trial for time of call and time on scene which most closely represents the WAST metric of time spent with patient. The trial data is not included within this report as it does not extend to out-of-hospital cardiac arrest responses and did not operate over the full 24 hour period of the day. It does, however, closely match WAST data.

It is not possible to quantify the additional activity demand which may arise from falls prevention work; however, for it to have a meaningful impact the number of interventions would have to be significant.

Analysis of operational utilisation

The table below provides a summary of the utilisation rates of the selected appliances from each of the FRS. Whilst every effort has been made to ensure the robustness of the data, the table may, in some instances, not include mobilisations where an appliance has been stood down prior to attending an incident or when an appliance has been mobilised to standby at another station in a strategic cover move. The absence of these mobilisations has a negligible effect on the overall utilisation rate.

Number of hours appliances are in use, and percentage of time they are in use.

| Duty System Callsign | | | Hours in use | | | Percentage of time in use | | |
|---------------------------|------------|--------|--------------|---------|---------|---------------------------|---------|---------|
| | | | 2017-18 | 2018-19 | 2019-20 | 2017-18 | 2018-19 | 2019-20 |
| Mid and West Wales | | | | | | | | |
| Morryston | Wholetime | WM44P1 | 591.5 | 643.2 | 551.8 | 6.8 | 7.3 | 6.3 |
| | RDS | WM44P2 | 150.7 | 128.6 | 98.1 | 1.7 | 1.5 | 1.1 |
| Swansea Central | Wholetime | WM45P1 | 669.6 | 710.7 | 672.0 | 7.6 | 8.1 | 7.7 |
| Pontardawe | Day Crewed | WM56P1 | 277.8 | 280.3 | 261.1 | 3.2 | 3.2 | 3.0 |
| Carmarthen | Day Crewed | WM62P1 | 431.7 | 353.0 | 312.8 | 4.9 | 4.0 | 3.6 |
| | RDS | WM62P2 | 188.2 | 92.7 | 102.6 | 2.1 | 1.1 | 1.2 |
| Newtown | RDS | WM01M2 | 74.2 | 81.7 | 71.0 | 0.8 | 0.9 | 0.8 |
| | RDS | WM01P1 | 213.4 | 206.2 | 251.6 | 2.4 | 2.4 | 2.9 |
| Gorseinon | RDS | WM41P1 | 215.4 | 266.1 | 234.9 | 2.5 | 3.0 | 2.7 |
| North Wales | | | | | | | | |
| Wrexham | Wholetime | WN37P1 | 375.3 | 375.2 | 434.9 | 4.3 | 4.3 | 5.0 |
| | Wholetime | WN37P2 | 511.2 | 484.1 | 481.4 | 5.8 | 5.5 | 5.5 |
| | RDS | WN37P3 | 34.0 | 42.6 | 79.8 | 0.4 | 0.5 | 0.9 |
| | Wholetime | WN37R1 | 8.3 | 10.2 | 12.2 | 0.1 | 0.1 | 0.1 |
| Deeside | Wholetime | WN38P1 | 312.7 | 375.5 | 320.0 | 3.6 | 4.3 | 3.6 |
| | RDS | WN38P2 | 76.4 | 104.9 | 60.5 | 0.9 | 1.2 | 0.7 |
| Bangor | Day Crewed | WN2P1 | 225.6 | 314.9 | 294.0 | 2.6 | 3.6 | 3.3 |
| | RDS | WN2P2 | 28.2 | 83.8 | 53.0 | 0.3 | 1.0 | 0.6 |
| Caernarfon | Day Crewed | WN1P1 | 213.0 | 275.3 | 272.9 | 2.4 | 3.1 | 3.1 |
| Holywell | RDS | WN42P1 | 134.5 | 220.4 | 94.0 | 1.5 | 2.5 | 1.1 |
| Johnstown | RDS | WN43P1 | 63.3 | 144.9 | 120.4 | 0.7 | 1.7 | 1.4 |
| South Wales | | | | | | | | |
| Cardiff Central | Wholetime | WS51P1 | 462.5 | 431.1 | 487.1 | 5.3 | 4.9 | 5.5 |
| | Wholetime | WS51P2 | 681.9 | 657.6 | 619.7 | 7.8 | 7.5 | 7.1 |
| | Wholetime | WS51A4 | 82.7 | 92.4 | 68.2 | 0.9 | 1.1 | 0.8 |
| Roath | Wholetime | WS50P1 | 488.4 | 567.1 | 543.6 | 5.6 | 6.5 | 6.2 |
| Malpas | Wholetime | WS45P1 | 378.1 | 426.1 | 397.7 | 4.3 | 4.9 | 4.5 |
| | Wholetime | WS45R5 | 100.6 | 113.2 | 120.0 | 1.1 | 1.3 | 1.4 |
| Abergavenny | RDS | WS40P1 | 161.3 | 229.5 | 167.1 | 1.8 | 2.6 | 1.9 |
| | RDS | WS40P2 | 41.3 | 65.1 | 30.4 | 0.5 | 0.7 | 0.3 |
| Pontyclun | RDS | WS14P1 | 135.3 | 130.7 | 129.9 | 1.5 | 1.5 | 1.5 |
| Abertillery | RDS | WS35P1 | 114.7 | 172.9 | 149.7 | 1.3 | 2.0 | 1.7 |

Call volumes and utilisation rates across the 3 duty systems are low. This is to be expected and is an indication of the success of the FRS in managing down incident numbers. FRS utilisation rates should be the lowest of all the emergency services. Indeed, it would be catastrophic if they were not.

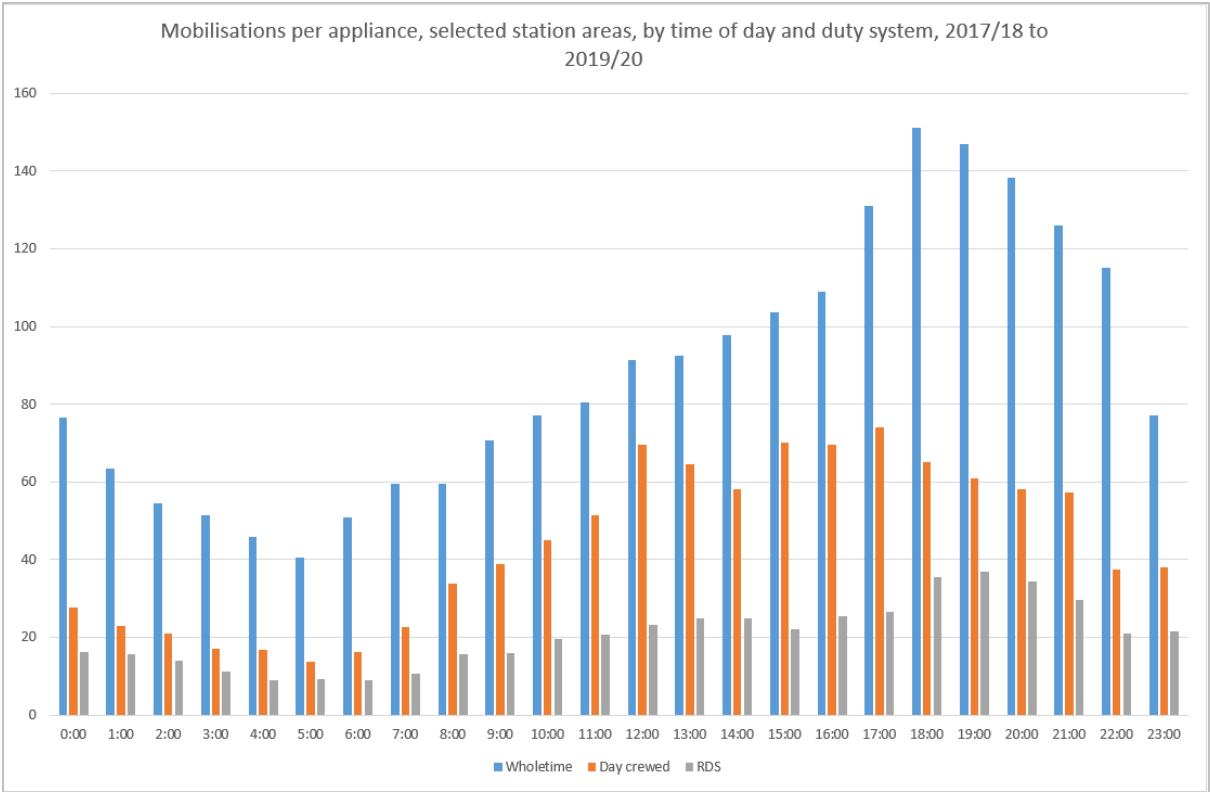
Utilisation rates for appliances at shift stations across Wales ranged between 3.6% at Deeside (WN38P1) in 2017/18 and 2019/20 to 8.1% at Swansea Central (WM45P1) in 2018/19.

Utilisation rates for shift crewed special appliances ranged from 0.1% for the Rescue Unit at Wrexham (WN37R1) (all years) to 1.4% for the Rescue Unit at Malpas (WS45R5) in 2019/20. These appliances are only mobilised to specific types of incidents or on request so the lower utilisation rate is absolutely to be expected.

Utilisation rates for appliances at the day crewed stations in Mid & West and North Wales ranged between 2.4% at Caernarfon (WN1P1) during 2017/18 to 5% at Carmarthen (WM62P1) during 2017/18.

Utilisation rates for appliances at RDS stations across Wales ranged between 0.3% at Abergavenny (WS40P2) during 2019/20 and Bangor (WN2P2) during 2017/18 to 3% at Gorseinon (WM41P1) during 2018/19.

Utilisation rates are typically higher on the night shift than the day shift which is to be expected as activity levels increase in the evening – for instance as a result of domestic cooking fires and deliberately-set small grass and waste fires. Activity levels across the 3 FRS and the three duty systems are fairly consistent in that incident numbers tend to increase mid-afternoon before peaking around 1700 - 2100. Actual time engaged at incidents on the day shift is typically around the same or slightly less than the time engaged from 1800 – 0000 during the night shift.



Utilisation during the night shift rest period 0000 – 0700 is low. The highest utilisation recorded for a wholetime appliance was the second appliance at Cardiff Central

(WS51P2) with an overall utilisation of 167.4 hours (6.6%) over the year 2017/18. The lowest utilisation recorded was the appliance at Deeside (WN38P1) with an overall utilisation of 46.5 hours (1.8%) over the year 2017/18.

Despite the low utilisation rates during the rest period, firefighters are still being mobilised to and engaged at incidents. This has fatigue and risk implications not least because of the short duration of time off duty between the first and second night shift (9 hours) which is less than the statutory minimum requirement of 11 hours and falls outside of HSE guidance contained within HSG 256 Managing shift work: Health and safety guidance. This is before any additional activity is contemplated and, therefore, is something the FRS should consider whatever the outcome of the work on broadening of the role or before considering how additional capacity might best be accessed to deliver more training, exercising and risk reduction activity (see below).

Analysis of programmed activity

The wholetime shift and day crewing duty systems were the focus for this area of analysis. The shift system in operation within the 3 FRS is identical with 2 day shifts of 9 hour duration (0900 – 1800) followed by 2 night shifts of 15 hour duration (1800 – 0900), followed by 4 days off.

The day crewing shift durations and start and finish times differs between North Wales and Mid & West Wales FRS. North Wales FRS operate 4 day shifts of 10 hour duration each immediately followed by 14 hours retained cover, followed by 4 days off. The day shift commences at 1200 and concludes at 2200.

Mid & West Wales FRS operate 4 day shifts of 9 hours 30 minutes duration each immediately followed by 14 hours and 30 minutes retained cover, followed by 4 days off. The day shift commences at 0830 and concludes at 1800 (9 hours 30 minutes duration).

South Wales FRS do not currently operate the day crewing duty system.

In order to undertake this analysis, I requested that the 3 FRS provide me with any guidance relating to station work routines for the shift and day crewing systems and in particular any methodology supporting the allocation of time for risk critical training and competency assessment.

There is no formalised work routine in operation within any of the 3 FRS, although South Wales have a Work Instruction for Station Procedures which sets out some high level principles and guidance for Watch Officers to follow. The preference within each FRS is to devolve responsibility to Watch Officers for on-shift activity.

To account for the absence of a formalised station work routine, each of the FRS single points of contact provided a spreadsheet which detailed typical activity across the day and night shift.

An example of a typical shift system work routine is shown below.

| | | |
|---|----------|----------|
| Wholetime shift system day shift | | |
| Parade | 9:00:00 | 09.10.00 |
| BA, inventory and vehicle checks | 9:10:00 | 09:45:00 |
| Standard tests, maintenance, cleaning | 9:45:00 | 11:00:00 |
| Break | 11:00:00 | 11:15:00 |
| Training, exercises | 11:15:00 | 13:00:00 |
| Lunch break | 13:00:00 | 14:00:00 |
| Risk reduction (Integrated Safe and Well visits, SSRI, 72d visits) | 14:00:00 | 15:45:00 |
| Break | 15:45:00 | 16:00:00 |
| Gym/Physical Training | 16:00:00 | 17:00:00 |
| Station and vehicle cleaning, administration, preparation for change of shift | 17:00:00 | 18:00:00 |
| | | |
| | | |
| Wholetime shift system night shift | | |
| Parade | 18:00:00 | 18:10:00 |
| BA, inventory and vehicle checks | 18:10:00 | 18:45:00 |
| Training, exercises or Risk reduction | 18:45:00 | 20:00:00 |
| Gym/Physical Training | 20:00:00 | 21:00:00 |
| Meal break | 21:00:00 | 22:00:00 |
| Essential work / Station Routines / Private Study | 22:00:00 | 0:00:00 |
| Stand Down | 0:00:00 | 7:00:00 |
| Cleaning routines | 7:00:00 | 8:00:00 |
| Breakfast | 8:00:00 | 8:30:00 |
| Cleaning routines | 8:30:00 | 9:00:00 |

The submissions from each FRS show that there is work activity planned across the full day shift. On the night shift there is work activity planned from 1800 up until 2200. Thereafter there is a 2 hour period for either essential work (non-determined), station routines or private study followed by a rest period from 0000 to 0700. This 9 hour period on the night shift represents the only spare capacity within the work routine with the possible exception of the 1 hour 30 minutes allocated to cleaning routines at the conclusion of the night shift. It is also the period when there is least operational activity.

An example of a typical day crewing work routine is shown below.

| | | |
|---|----------|----------|
| Wholetime day crewed shift | | |
| Parade | 12:00:00 | 12:10:00 |
| BA, inventory and vehicle checks, Standard tests, maintenance, cleaning | 12:10:00 | 13:00:00 |
| Training and exercises | 13:00:00 | 15:00:00 |
| Break | 15:00:00 | 15:15:00 |
| Risk reduction (Integrated Safe and Well visits, SSRI, 72d visits) | 15:15:00 | 16:30:00 |
| Gym/Physical Training | 16:30:00 | 17:30:00 |
| Meal break | 17:30:00 | 18:30:00 |
| Training, exercises and Risk reduction | 18:30:00 | 20:30:00 |
| Break | 20:30:00 | 20:45:00 |
| Cleaning routines | 20:45:00 | 21:45:00 |
| Preparation for end of shift | 21:45:00 | 22:00:00 |

Training and exercising

The time allocated to training and exercising within the work routine across the 3 FRS varies between 5 hours 30 minutes - 6 hours per tour of duty on the shift system and between 8 - 16 hours per tour of duty on the day crewing system. The variation is because periods of time are allocated within the work routines to training and exercises or risk reduction activity. The upper figure would only be achieved if no risk reduction activity had been undertaken during the night shift on the shift system or at all during the 4 day tour of duty on the day crewing system. It would also only be achieved if there had been no mobilisations during this time.

I have not been able to definitively establish the extent to which the FRS have a formalised and documented methodology to support the allocation of time to risk critical training. To do so would necessitate a Thematic Review in its own right (which I intend to undertake). The 3 FRS all have competency recording systems set around periodic frequencies for training and assessment but there is no standardised methodology within the UK FRS that sets out a rationale for either the frequency of assessment or the amount of training required to maintain competence on items of equipment or through partaking in standard practices and practicing techniques as detailed within the FRS Training and Development Manual. In the absence of standardised methodology I can only offer professional judgement which is that I am not convinced the maximum of 6 hours that is allocated to training each tour of duty across the FRS on the shift system is likely to be sufficient to meet all risk critical training and assessment needs inclusive of a working knowledge of National Operational Guidance (NOG). I make this comment acknowledging that all firefighters undertake formalised crew-based and/or off-shift training along with periodic mandatory Breathing Apparatus and Compartment Fire Behaviour courses.

The scope of NOG which forms the basis of the essential underpinning knowledge for all firefighters is significant. All firefighters require a good understanding of the all incident hazard and control measure knowledge detailed within NOG. As NOG is relatively new and continues to evolve, the Welsh and indeed all FRS across the UK are still developing a full understanding of what this means for training demand.

Firefighters also need to be competent in the techniques to safely and effectively deploy every single item of equipment on a fire appliance. This includes firefighting pumps, ladders, methods of entry, breathing apparatus, safe working at height, hazardous materials, road traffic collision and water rescue equipment. The training demand to meet this need is significant. This is compounded on stations with a special appliance such as a Heavy Rescue Tender (Malpas and Wrexham in the utilisation analysis) which have many additional items of equipment.

Such is the importance of this issue, and in order to do it sufficient justice, I intend to undertake a Thematic Review of risk critical training in the coming months.

RDS firefighters have 2 - 3 hours contact time per week contractually allocated to maintain competence across all of these areas, which is around half that available to their wholetime colleagues on the shift system. As the analysis of appliance deployments shows, RDS crews are also deployed less often to actual incidents, and so gain less practical experience. This is not an issue I intend to address here as it is

too important and stands as an issue in its own right. It is something I will revisit, however, within a Thematic Review into risk critical training mentioned earlier. I intend that one of the central themes of that Review will be the challenges of maintaining competence within the RDS as it stands.

Risk reduction

As well as providing an emergency response, the FRS has duties to prevent fires and promote fire safety, and to gather risk information to support an assertive and effective response. This requires firefighters to work away from the station on a routine and regular basis on SSRI gathering visits but also on other activities such as fire safety audits, hydrant inspections and home safety visits. The importance of gathering comprehensive and reliable SSRI was noted in the Phase One report of the Grenfell Tower public inquiry, and was among its recommendations.

The time allocated to these activities within the work routine across the 3 FRSs varies between 4 - 8 hours per tour of duty on the shift system and 10 - 13 hours per tour of duty on the day crewing system. As stated previously, the higher figure is only achieved if less training or exercising has been undertaken and there has been no mobilisations during the time period.

Activity should be dependent on the risk profile of the station area, such as the number of premises requiring an SSRI visit, and the numbers of people at particular risk of fire who might benefit from a home safety visit. It is not obvious from the station work routines that time is allocated based on risk profile. I accept that this is devolved to Watch Managers but it appears to me that time allocations are based on longstanding custom and practice and are constrained by the time available rather than being primarily driven by risk-based need.

My professional judgement is that more time should be allocated to risk reduction activity than is currently the case, given the scope and complexity of the built environment and the demographics across Wales.

Issues around accessing additional capacity

In order to safely access the capacity within the wholetime shift system of 2 day shifts followed by 2 night shifts followed by 4 days off (commonly known as 2, 2, 4), the FRS would need to equalise the day and night shift durations to 12 hours which is permissible within the parameters set within the National Scheme of Conditions of Service (Grey Book) for the shift system. This is because the fatigue and risk implications of programming work into the existing night shift rest period would be unacceptable both to firefighters and to those whom they sought to protect by responding to emergencies.

The HSE produce guidance for employers on shift work including the steps to be taken to minimise fatigue and risk (HSG 256 Managing shift work: Health and safety guidance). This guidance sets out best practice in relation to shift durations and breaks between shifts. The HSE have produced a calculation tool that determines Fatigue and Risk scores for shift systems. The calculator has recently been removed from the HSE website; however the Welsh FRS could request that English FRSs who have experience of using the calculator, of which there are several, undertake this analysis on their behalf.

Several English FRSs have introduced 12 hour duration shifts on the wholetime shift system in order to increase productivity and at the same time address fatigue and risk issues. This has been achieved through recourse to the Resolution Advisory Panel (RAP) facilitated through the NJC mechanisms.

The HSE guidance advises that shifts should be no longer than 8 hours in duration. The Welsh FRS could consider the introduction of a new system with shifts of 8 hour duration to further manage fatigue and risk issues and which meets the principles for the shift system set out within the Grey Book. If the Welsh FRS were minded to pursue 8 hour shifts this could be achieved through recourse to the NJC Technical Advisory Panel (TAP) if a negotiated settlement could not be reached with the representative bodies.

The analysis demonstrates that there is no unallocated capacity within the existing wholetime day crewing system as there is programmed activity throughout the full duration of the shift. The day crewing work routine affords over twice the amount of time allocated to training, exercising and risk reduction activity than on the shift system. However, the Grey Book stipulates 7 hours within the weekly contracted 42 hours as standby from home address on the day crewing system. To achieve 42 hours per week over an 8 day reference period shifts would need to be 12 hours in duration. In practice, the 7 hour standby at home stipulation results in shifts of 10 hours duration (acknowledging a 9 hour 30 minute duration in Mid & West Wales FRS).

There are several English FRSs who have introduced 12 hour day shifts on day crewing type duty systems in order to increase productivity. This has been achieved through recourse to the Technical Advisory Panel (TAP) facilitated through the NJC.

Any changes to the existing shift and day crewing systems would be significant for firefighters and would need to be the subject of full engagement with their

representatives through the NJC. The NJC processes can be very resource intensive and take a significant period of time to conclude.

Recommendation 1: that the FRS review the existing shift system to identify how best the additional capacity identified within this report can be accessed to increase training, exercising and risk reduction activity. This should be done irrespective of whether broadening of the role is pursued

Recommendation 2: that the FRS review the existing shift system and any proposed new shift system against HSG 256 Managing shift work: Health and safety guidance to ensure that the fatigue and risk implications are appropriately considered

Recommendation 3: that the FRS undertake an analysis of training, exercising and risk reduction activity requirements based on risk and allocate blocks of time to each within a formalised station work routine framework. These blocks should be interchangeable at the discretion of Watch Officers to ensure appropriate flexibility

It should be noted that in the context of broadening the role and specifically falls prevention activity, this activity would typically be integrated within a home fire safety visit. The practical consequence is that the visit will take longer to complete so unless more time is allocated within the work routine, the actual number of visits, inclusive of the core function home fire safety aspect, will reduce. In order to achieve a substantive effect for Health and Social Care, it is likely that the number of interventions would need to be significant; therefore, the amount of additional time demand arising from falls prevention activity should not be understated.

It should be possible to quantify the opportunity cost of these interventions by simply multiplying the hourly rate of the crew by the amount of time engaged on home safety (inclusive of falls prevention) activity. The benefit may be more difficult to quantify but it should result in reduced number of incidents of fallers in the home, and thus fewer admissions to hospital and less reliance on long-term care. This would serve to give an indication to Health and Social Care colleagues of the value of any investment in this area.

Analysis of non-incident off-station related activity

The focus of this analysis was the amount of time spent on off-station non-incident related activity. Typically this is risk reduction activity (SSRI, home safety checks, schools visits etc) or training and exercising at off-station locations.

I initially requested that the FRS interrogate off-station activity status codes within their mobilising systems which would show time deployed by appliance on each specific activity. On further investigation none of the 3 FRSs have as yet built in the functionality within their mobilising systems to be able to undertake this analysis (which would be achieved by coding each individual activity).

As an alternative, I requested that instead the FRS carry out an analysis of the total amount of time per appliance spent on off-station activity as this would at least allow me to triangulate actual activity with the predicted activity provided within the station work routine spreadsheets on which the WAST incident data would be overlaid.

All 3 FRSs undertook lengthy investigations of their systems to establish if this could be achieved. What became evident was that the amount of work required to extract the information would be significant and in my view disproportionate to the potential benefit to be realised. I therefore withdrew this request and paused this element of the review. However, I remain concerned that this data is not available, not simply because it frustrates the review, but because in my view the FRS should be able to receive assurance that such activities are being undertaken at sufficient frequency and with the appropriate amounts of time devoted to them.

Recommendation 4: *that the 3 FRSs build in the functionality to their mobilising system to allocate status codes to specific activities (such as SSRI visits) in order to generate management assurance that these activities are being undertaken with sufficient frequency, and to facilitate more precise analysis of time spent on such activities.*

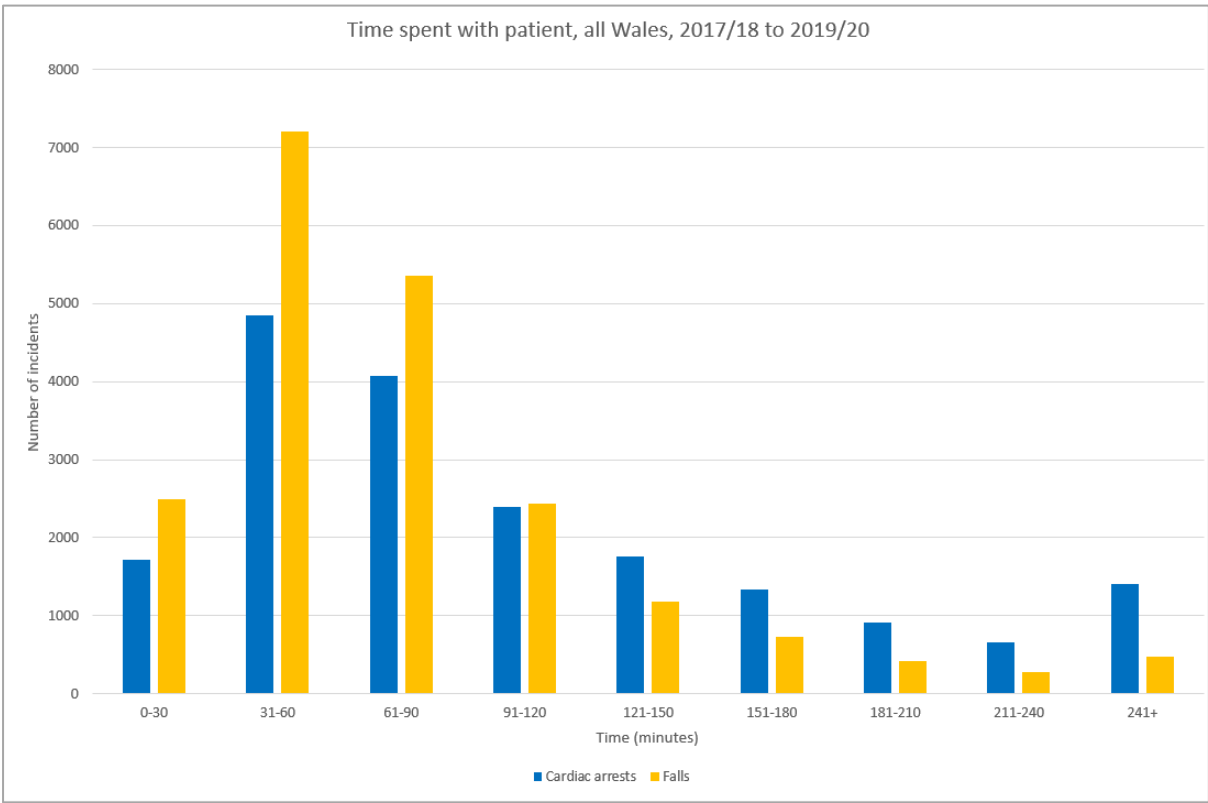
Analysis of the additional workload arising from WAST incidents

I engaged with colleagues from WAST to access data on out-of-hospital cardiac arrest and non-injured fallers incidents occurring across 2017/18 – 2019/20.

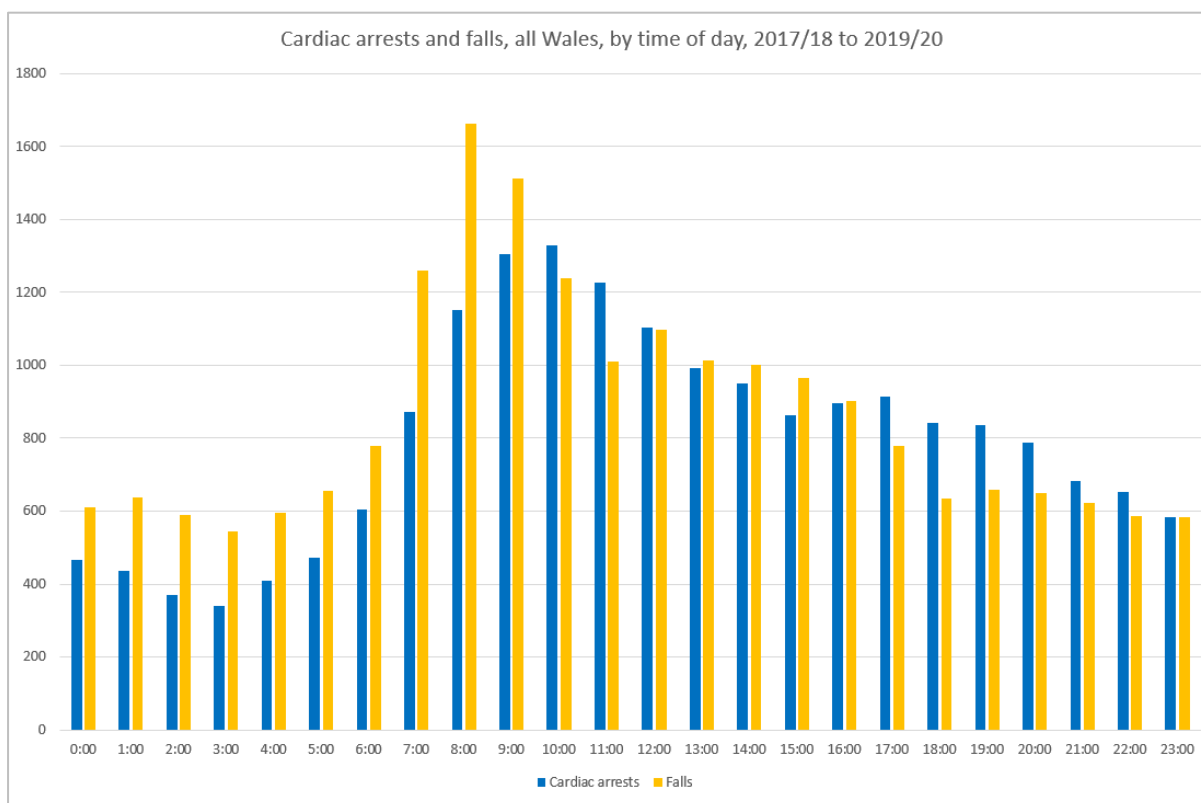
The WAST data included total number of incidents, duration of the incident (expressed as ‘time spent with the patient’) and time of day that the call was received.

North Wales FRS data analysts extracted and mapped the data for the 18 station areas selected for the purposes of the review. They also produced a number of graphs showing all-Wales data which I use below in order to present the most accurate picture when overlaying with FRS data.

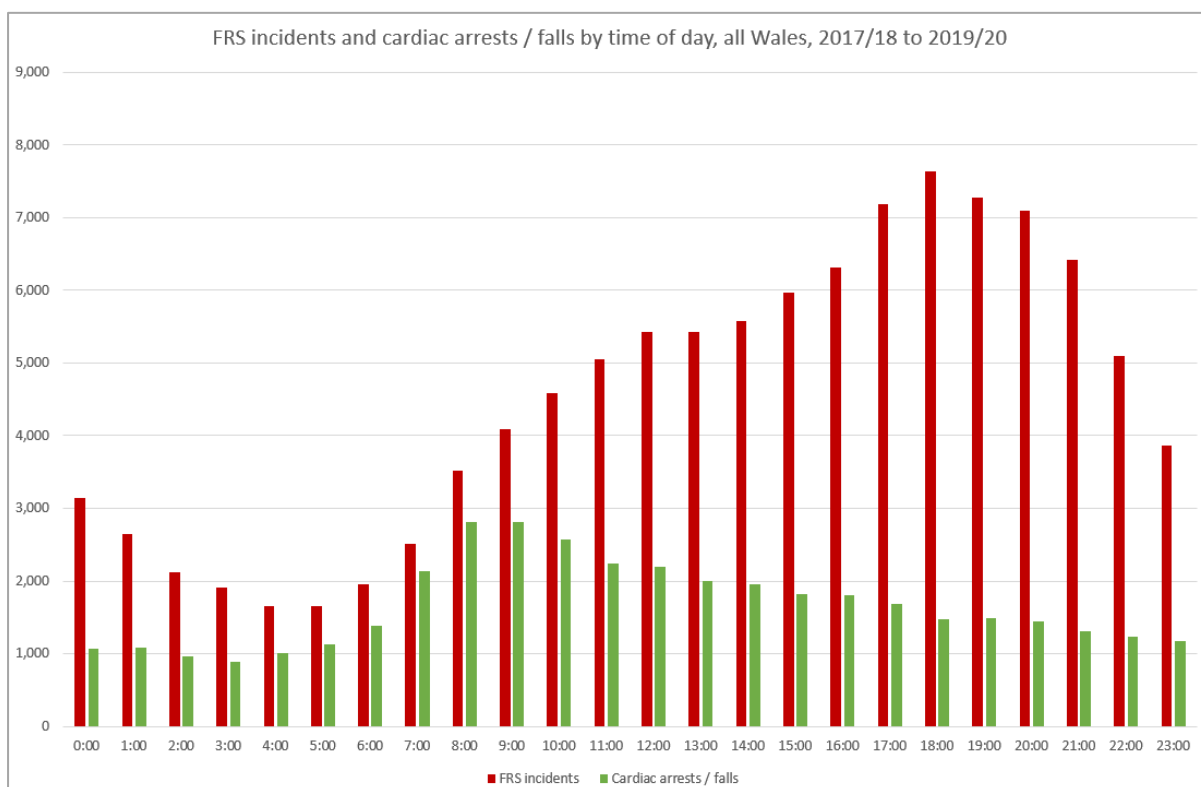
The graph below shows the time that paramedics spent with the patient for the three years covered by this review. The most frequently occurring incident duration is 31 - 60 minutes followed by 61 – 90 minutes.



The graph below shows incidents by time of day for the three years covered by this review. Like the FRS data, the WAST data shows higher call volumes during the day than overnight. Unlike the FRS data the peak for out-of-hospital cardiac arrest and non-injured fallers occurs from 0700 – 1200 although incident numbers remain high throughout the existing FRS day shift.



The WAST data can also be combined with those for FRS mobilisations. Overall, and on an all-Wales basis, the call volumes are understandably lower as they only cover 2 incident types but there is a notable morning peak in out-of-hospital cardiac arrest and falls, although there are less occurring during the evening peak in fire incidents.



Overall, the WAST data suggest the following:

- The potential extra workload for the FRS from broadening of the role may be significant. On an all-Wales basis, and for the three-year period used, there were 39,667 cardiac arrest and falls incidents in addition to 108,340 incidents to which the FRS responded. During the period from 0700 - 1000 in particular these calls amounted to 75% or more of core FRS mobilisations. The FRS would not attend all of the WAST incidents but the volumes are still significant
- The majority of health incidents (55% of cardiac arrests and 73% of falls) required an attendance of up to 90 minutes which demonstrates the extent of the additional workload
- This workload may be disproportionately high in station areas which did not feature in the review. For instance, the WAST data appear to show a high volume of falls incidents in areas with a relatively elderly population, such as in some of the towns on the North Wales coast, which may experience a relatively low level of fire-related incidents
- Health-related incidents are spread throughout the 24-hour period, but most frequently occur in the daytime, especially the morning. This underlines the point made earlier over the need to release capacity during the FRS wholetime day shift by moving substantial amounts of station-based activity to the night shift rest period

Acknowledgements

My thanks to the Lead Officers from the 3 FRSs, Assistant Chief Fire Officer Dewi Rose and Group Manager Stuart Townsend from South Wales FRS, Area Manager Craig Flannery from Mid & West Wales FRS and Assistant Chief Fire Officer Richard Fairhead from North Wales FRS for their support to this Review.

My thanks also to the Lead Officers nominated to support us with data capture and analysis and in particular Pippa Hardwick and Rich Noble from North Wales FRS for their analysis of the WAST data on behalf of the 3 FRSs.

For the WAST data my thanks to Sonia Thompson, WAST Director of Operations and Adam Thomas, WAST Senior Information Analyst.

Finally my thanks to Claire Davey, Welsh Government Knowledge and Analytical Services Directorate, for all of her work on the incident utilisation analysis.

Recommendations

Recommendation 1: that the FRS review the existing shift system to identify how best the additional capacity identified within this report can be accessed to increase training, exercising and risk reduction activity. This should be done irrespective of whether broadening of the role is pursued

Recommendation 2: that the FRS review the existing shift system and any proposed new shift system against HSG 256 Managing shift work: Health and safety guidance, to ensure that fatigue and risk implications are appropriately considered

Recommendation 3: that the FRS undertake an analysis of training, exercising and risk reduction activity requirements based on risk and allocate blocks of time to each within a formalised station work routine framework. These blocks should be interchangeable at the discretion of Watch Officers to ensure appropriate flexibility.

Recommendation 4: that the 3 FRSs build in the functionality to their mobilising system to allocate status codes to specific activities (such as SSRI visits) in order to generate management assurance that these activities are being undertaken with sufficient frequency, and to facilitate more precise analysis of time spent on such activities.

APPENDIX 3

**WRITTEN STATEMENT
BY
THE WELSH GOVERNMENT**

TITLE **Broadening the role of firefighters**

DATE **6 December 2021**

BY **Hannah Blythyn MS, Deputy Minister for Social Partnership**

In March of this year, I and the then Minister for Health and Social Services informed the Senedd of our plans to develop a broader role for the Fire and Rescue Service (FRS), in particular to support the NHS. Discussions between senior FRS and NHS managers had identified clear potential for firefighters to respond to certain medical emergencies and to people who had fallen but were uninjured, and to help prevent falls in the home. Doing so should lead to better health outcomes and yield significant savings.

Since then, detailed discussions have continued on the vital scoping and specification of this role. We, the FRS and the NHS, need to be absolutely clear about the tasks which firefighters might be called upon to do, that they can carry out those tasks effectively, and that them doing so will yield positive outcomes. I remain confident that we and our partners will produce a comprehensive specification that will make a real and beneficial difference.

We also need to be assured that the FRS has the capacity to take on a broader role without jeopardising its core functions. Without that assurance there would be a potential risk to the safety both of firefighters and of those to whom they respond. To address that, our Chief Fire and Rescue Advisor, Dan Stephens, has recently completed an in-depth review of the FRS's capacity and capability to assume a broader role. We are publishing the report today, and it is available at [Fire and rescue service capacity: thematic review | GOV.WALES](https://gov.wales/fire-and-rescue-service-capacity-thematic-review)

Dan Stephen's report concludes that there is clear scope for broadening the role. Even at our busiest fire stations, appliances are deployed to emergency calls for around 7-8% of the time. That is, of course, something to be proud of; it reflects the great success the FRS has had in preventing fires in recent years. But it also makes clear that there is, in principle, scope to build on this.

The report also shows that fire incidents peak during the evening, for instance as a result of domestic cooking fires. By contrast, cardiac arrests and falls tend to occur more in the morning. Falls prevention work – which would be a natural extension of the FRS's current programme of home fire safety visits – would also take place mostly during the daytime. Accommodating such a role may look relatively straightforward.

However, the challenge that the Chief Advisor has analysed in detail, is that firefighters' jobs encompass much more than simply responding to fires. They need recurrent training to ensure high levels of competence in the wide range of equipment and techniques they need to use, and to maintain that equipment in prime condition. Firefighters also need to undertake risk reduction work, including fire safety visits to homes, schools and other places, and gathering information about premises at particular risk of fire. All of this is essential for the FRS to provide a swift, safe and effective response to fires and other emergencies. Currently, this activity can be, and is, conducted in between emergency responses; taking on a broader role could, potentially, significantly reduce the time available for these essential tasks.

One way to resolve this would be to undertake training and other station-based activities during the quieter periods of the night shift. Currently, wholetime firefighters work a 15-hour night shift, and within that there is a 7-hour period between midnight and 7am when firefighters may rest if they are not responding to emergency calls. This time could be used for training, freeing up time during the day shift to discharge a broader role. To do that would necessitate shortening the length of the night shift, as without the current rest period the 9-hour interval between successive night shifts would create an unacceptable risk of fatigue.

Consequently, changes to current working practices may be necessary if the FRS is to take on a broader role safely. Indeed, the Chief Advisor's report has concluded that such changes may be necessary in any event, as the report presents evidence that not enough time currently is given to training and risk reduction work. There are also concerns that existing shift patterns may not comply with HSE guidance on managing the risk of fatigue that need to be considered urgently.

These are matters for our Fire and Rescue Authorities, not for the Welsh Government. But I would expect them to consider the findings of the review carefully, and to take all appropriate action arising from it. Keeping our firefighters safe is clearly among their top priorities, and this report contains important recommendations in that respect.

The changes that the report considers and outlines would also be significant for the workforce. Accordingly, both myself and my officials have already discussed these issues with the Fire Brigades Union and with other representative bodies and will continue to work with them and the FRAs in our wider aim of broadening the Service's role. I would expect Fire and Rescue Authorities to agree any changes to working practices with firefighters and their representative bodies, in a clear spirit of social partnership.

This is a challenging and ambitious agenda, but one which offers real potential to maximise the public value of our Fire Service. I will provide Members with a further update in due course.

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Appendix 4

Efficiency and Effectiveness Working Group Terms of Reference

Following publication of the Welsh Government Fire Advisor's Thematic Review on Broadening of the Role of Firefighters in December 2021 there are four specific recommendations that are incumbent on us as a fire and rescue service to consider and review, see appendix 1.

In order to consider these recommendations a Service Working Group will be established. The Working Group will review how our wholetime duty personnel maintain operational competence and reduce risk across our communities in the time allocated and available within our current working practices and shift systems. The Working Group will review the efficiency and effectiveness of the current shift system and consider if there are any health and safety risk and fatigue issues in the nine hour period between the two night shifts.

The Working Group will be chaired by a member of the Operational Management Team and will consist of the following standing members.

- Chair: Group Manager Dewi Jones
- Station Commanders Representatives
- Supervisory Station Representatives
- Training Representative
- Fire Brigades Union Representative
- Health & Safety: Team Representative
- Occupational Health Representative

The Working Group will form and commence their review in February 2022 and present their conclusions and recommendations by the autumn 2022. The Working Group will report monthly to the Operational Co-ordination Group (OCG).

The Chair of OCG and the Chair Working Group and will present the final conclusions and recommendations to the Service's Senior Management Team.

Appendix 1

Recommendation 1: that the FRS review the existing shift system to identify how best the additional capacity identified within this report can be accessed to increase training, exercising and risk reduction activity. This should be done irrespective of whether broadening of the role is pursued.

Recommendation 2: that the FRS review the existing shift system and any proposed new shift system against HSG 256 Managing shift work: Health and safety guidance, to ensure that fatigue and risk implications are appropriately considered

Recommendation 3: that the FRS undertake an analysis of training, exercising and risk reduction activity requirements based on risk and allocate blocks of time to each within a formalised station work routine framework. These blocks should be interchangeable at the discretion of Watch Officers to ensure appropriate flexibility.

Recommendation 4: that the 3 FRSs build in the functionality to their mobilising system to allocate status codes to specific activities (such as SSRI visits) in order to generate management assurance that these activities are being undertaken with sufficient frequency, and to facilitate more precise analysis of time spent on such activities.

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.ii
11 JULY 2022

REPORT OF THE HEAD OF CORPORATE SUPPORT

ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE AND THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP

THIS REPORT IS FOR INFORMATION

REPORT APPROVED BY TEMPORARY DIRECTOR OF CORPORATE SERVICES

REPORT PRESENTED BY SARAH WATKINS, HEAD OF CORPORATE SUPPORT

SUMMARY

This report is the annual report on the work of the Finance, Audit & Performance Management Committee and its Scrutiny Group for the municipal year 2021/2022.

RECOMMENDATIONS

That Members note the work undertaken by the Finance, Audit and Performance Management Committee and the Finance, Asset & Performance Management Scrutiny Group during the municipal year.

1. BACKGROUND

- 1.1 This report sets out the annual report of the Finance, Audit and Performance Management Committee and the Finance, Asset & Performance Management Scrutiny Group during the municipal year.

2. ISSUE

- 2.1 As Members will be aware, the Finance, Audit & Performance Management Committee was established to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.
- 2.2 The Finance, Audit & Performance Management Committee is responsible for:
 - the planning and management of the Authority's financial resources, including authorising expenditure, virement of funds and donations of

equipment or other property within the remit of the Authority's Financial Regulations.

- overseeing the financial reporting process and provides a detailed examination of financial performance, including the extent that this affects the Authority's exposure to risk and weakens the control environment.

2.3 As Members will also be aware, the Finance, Asset & Performance Management Scrutiny Group was established to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.

2.4 The Finance, Asset & Performance Management Scrutiny Group provides assurance that available funding and assets are utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire & Rescue Authority by reviewing, challenging and monitoring:

- the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement.
- the management of the Authority's assets
- how the Authority manages its performance and how this is presented in a meaningful way to the public and its stakeholders.

2.5 There are two appendices to this report. Appendix 1 contains the Annual Report of the Work of the Finance, Audit & Performance Management Committee and Appendix 2 contains the Annual Report of the Finance, Asset & Performance Management Scrutiny Group

3. IMPLICATIONS

3.1 Community and Environment

| | |
|---|----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Well-Being Of Future Generations (Wales) Act | No |
| Socio Economic Duty | No |
| Sustainability / Environment / Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.2 Regulatory, Strategy and Policy

| | |
|------------------------------|----|
| Legal | No |
| Financial | No |
| Procurement | No |
| Corporate Risk | No |
| Information Management | No |
| Data Protection / Privacy | No |
| Health, Safety and Wellbeing | No |
| Governance & Audit | No |
| Service Policy | No |
| National Policy | No |

3.3 Resources, Assets and Delivery

| | |
|---|----|
| Human Resources and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. RECOMMENDATIONS

- 4.1 That Members note the work undertaken by the Finance Audit and Performance Management Committee and the Finance Asset & Performance Management Scrutiny Group during the municipal year.

| | |
|-------------------------|--|
| Contact Officer: | Sarah Watkins Head of Corporate Support |
|-------------------------|--|

| | | |
|---------------------------|-------------|-----------------------|
| Background Papers: | Date | Source/Contact |
| None | | |

| | |
|--------------------|--|
| Appendices: | |
| Appendix 1 | Annual Report of the Work of the FAPM Committee |
| Appendix 2 | Annual Report of the Work of the FAPM Scrutiny Group |

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APPENDIX 1

ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE

1. PURPOSE OF THE COMMITTEE

- 1.1 As Members will be aware, the Finance, Audit & Performance Management Committee was established to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.
- 1.2 The Committee is responsible for the planning and management of the Authority's financial resources including authorising expenditure, virement of funds and donations of equipment or other property. It oversees the financial reporting process and provides a detailed examination of financial performance including the extent that this affects the Authority's exposure to risk and weakens the control environment. The Committee also provides assurance of the adequacy of the risk management framework and associated control environment. Within the scope of the Committee, it also assists the Fire & Rescue Authority in policy and strategy development issues relating to Finance, Audit & Performance Management and Good Governance issues.
- 1.3 To discharge its functions the Committee plans its work through a forward work programme. The work of the Committee broadly falls under three distinct categories, namely: financial; policy, audit or development; and scrutiny. For the purposes of this report it is intended that an overview of the work undertaken by the Committee in the 2021/2022 municipal year is detailed under each of the sub headings.
- 1.4 In addition, the Committee is also responsible for the Authority's Finance, Asset & Performance Management Scrutiny Group. The Scrutiny Group annual report forms part of this report at Appendix 2.

2. FINANCIAL

- 2.1 The Committee is specifically tasked with reviewing and challenging where necessary the Authority's financial statements, interim reports, preliminary projections and related formal statements before clearance by the auditors. Particular attention is paid to:
 - 2.1.1 The critical accounting policies and practices and any changes in them.
 - 2.1.2 The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed.

- 2.1.3 The clarity of reports.
 - 2.1.4 Significant adjustments resulting from audits.
 - 2.1.5 Compliance with accounting standards.
 - 2.1.6 Compliance with other legal requirements.
- 2.2 The Committee also monitors the management action in response to issues raised in relation to financial reporting and carries out spending reviews of budgets to enable reviews of current spending policy.
- 2.3 In discharging these functions the Committee has undertaken a large amount of work this year on a variety of financial issues. This work has included the following:
- 2.4 **Revenue and Capital Monitoring** – The Committee has considered in detail regular monitoring reports in respect of the current financial year's revenue and capital budgets which provide an update of expenditure against the budget for the year. Detailed scrutiny has taken place in respect of variations against budget, and further reports or information have been requested where appropriate to address Members' queries. Detailed questioning has been undertaken in respect of various costings, including approving virements. Members also noted the budget and progress of capital schemes and approved alterations noting the associated funding streams.
- 2.5 **Expenditure during COVID-19** – Members continued to receive updates detailing where funds are being spent during COVID-19. Officers advised Members that all COVID related response and recovery expenditure was being tracked by the Service and that figures were regularly being provided to Welsh Government. Subsequently Members received updated and subjective breakdown of COVID-19 financial impacts. Members also noted that the Service continues to submit claims for the additional COVID-19 expenditure to Welsh Government on a monthly basis.
- 2.6 **Revenue and Capital Outturn** – Members considered the revenue and capital outturn reports for the previous financial year which advise on total revenue and capital expenditure against the respective budgets following the year end. Members scrutinised year end variations and used this information to help understand the budget pressures and to influence budget setting for subsequent years. Members received reports on the outturn position and deployment of usable reserves.
- 2.7 **Reserves Strategy** – Members were updated on the reserves position of the Authority and, in accordance with best practice, considered and scrutinised their stance on reserves and reaffirmed the previous strategy with regard to reserves.

- 2.8 **Revenue and Capital Budget Setting** – The Committee and its Finance, Asset & Performance Management Scrutiny Group have taken a detailed role in assisting in the formulation of the appropriate revenue and capital budgets required to meet the Service’s requirements for the next financial year. The work has once again been greatly assisted by a full review of the Authority’s Medium Term Financial Plan, which has been updated accordingly. The culmination of this work resulted in the Authority resolving to consult on a budget increase of 2.29% as recommended by the Committee for the coming year, a budget subsequently approved by the Authority.
- 2.9 **Statement of Accounts 2019/2020** – In June, the Committee were presented the draft Statement of Accounts for 2019/2020 and the Treasurer was given authority to make any necessary amendments that may be required as a consequence of the audit process. Audit Wales advised that due to COVID-19, auditing continued to be undertaken remotely. The final Statement of Accounts was reported to the Fire & Rescue Authority in September. The Annual Audit Letter for 2019/20 was also directly reported to the Fire & Rescue Authority at its February meeting.
- 2.10 **Treasury Management** – In September, the Committee considered the Treasury Management annual report which advises on performance against the Treasury Management Policy and Strategy following the financial year end. The report provided Members with an opportunity to scrutinise performance and also to assess any implications for the current strategy and budget setting proposals for the following financial year. Members noted the annual treasury management review for 2019/2020 and approved the actual prudential and treasury indicators set therein.
- 2.11 In November, the Committee considered the Treasury Management mid-term report which outlined performance against the Treasury Strategy from April to September of the current financial year. Detailed scrutiny and questioning took place resulting in recommendations to the Fire & Rescue Authority to approve the revised Strategy.
- 2.12 **Medium Term Financial Strategy** – Members received updates on the Medium Term Financial Strategy and were informed of the best, medium and worst case scenarios that had been used in the financial modelling that had been undertaken and were afforded the opportunity to scrutinise the process and scrutinise the implications for the Service of various scenarios.

3. POLICY, AUDIT OR DEVELOPMENT

- 3.1 The Committee has specific responsibilities in relation to internal control and risk management; internal audit; external audit and inspection; performance management; and the Local Government Measure. In relation to internal control and risk management, the Committee is responsible for reviewing the Authority's procedures for detecting fraud and corruption and whistleblowing, and ensuring that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, finance control and any other matters. The Committee also reviews officers and the internal auditor's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management, and monitors the integrity of the Authority's internal financial controls. The Committee is also required to review and approve the Authority's assurance statements, including the Annual Governance Statement, and be satisfied that they properly reflect the risk environment and any actions required to improve it. In addition, Members assess the scope and effectiveness of the systems established to identify, assess, manage and monitor financial risk, and review and approve the Authority's Corporate Risk Register.
- 3.2 **Internal Audit** – In relation to internal audit, the Committee is required to review and approve the internal audit programme for the Authority and ensure that the internal audit function is adequately resourced. In this respect it receives reports on the results of the internal auditor's work on a periodic basis and receives the annual report of the internal auditor. The Committee reviews and monitors action taken by departments as a result of the internal auditor's findings and recommendations, and monitors and assesses the role and effectiveness of the internal audit function in the overall context of the Authority's risk management system. Where necessary, direct action is to be taken as a consequence of an internal audit report if required.
- 3.3 The Committee agreed an annual internal audit programme for 2020/2021 at their meeting in June, covering the areas identified below. Since the programme was agreed, the Committee has considered in detail the progress and findings of the relevant audits:
- Strategic Control
 - Communications
 - ICT Data Assurance
 - Procurement
 - Station Visits
 - Sustainability: Paper Usage
 - Human Resources Management - Training
 - Key Financial Controls
 - Mitigating Controls
 - Estate Management

- 3.4 Members have noted the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.
- 3.5 **External Audit** – In relation to external audit and inspection, the Committee is responsible for overseeing the Authority's relations with the external auditor. It approves the terms of engagement to the external auditor in respect of auditing inspection services received by the Authority.
- 3.6 The Committee also reviews with the external auditor the findings of their work including any major issues that arise during the course of an audit, key accounting and audits judgements, level of errors identified during the audit, and obtain explanations from managers or auditors as to why certain errors might remain unadjusted. In addition, the Committee reviews and monitors the actions taken by departments as a result of the external auditor's findings and recommendations and, where necessary, direct action should be taken as a consequence of an external audit report.
- 3.7 In September, the Audit Wales Officer provided a detailed report on the review of the Authority's approach and management of stakeholder involvement when proposing service and policy changes, and in the design of future activities. The review concluded that the Authority has a generally good approach to involvement with partners and communities but needs to improve its impact by evaluating current approaches to strengthen future activity. Members noted the content of the report.
- 3.8 Also in September the Audit Wales Officer updated Members on the issue of the Certificate of Compliance for the audit of the Authority's 2020/2021 Improvement Plan. Members noted the issue of the Certificate of Compliance for the audit of the Authority's 2020/2021 Improvement Plan, which is incorporated into its Strategic Plan 2020-2030.
- 3.9 Members also assess at the end of the audit cycle the effectiveness of the audit process by reviewing whether the auditor has met the agreed audit plan and understanding the reasons for any change (including changes in perceived audit risks and the work undertaken by the external auditors to address those risks); consideration of the robustness and perceptiveness of the auditors in handling of the key accounting and audit judgements; responding to questions from the Committee, and their commentary, where appropriate, on the systems of internal control.
- 3.10 The Committee was very pleased to note the comments made by the Auditor General about the progress the Service was making in implementing previous recommendations and that the Authority had appropriate arrangements in place for achieving financial resilience.

- 3.11 Previously the Fire & Rescue Authority required that the Committee meets with both internal and external auditors without management present to discuss the audit work of the Authority. Following discussions with the Committee, internal and external auditors' agreement was made that meeting annually was sufficient.
- 3.12 **Performance Management** – The Committee receives all external reports on the performance of the Authority and considers and recommends to the Fire & Rescue Authority action plans relating to these reports and monitors progress against the approved action plans. In relation to the Wales Programme for Improvement, the Committee reviews, approves and challenges, where necessary, the performance and improvement plan; the operational and non-operational assurance self-assessment when appropriate; the joint risk assessment; and any other periodic reports on performance management of relevant areas of the Service. In addition, the Committee considers comparative studies, including benchmarking and best practice.
- 3.13 As a consequence, the Committee has to date considered reports on progress of audit, scheme and circular action updates and also provides detailed scrutiny of the Service's Strategic Risk Register. In addition, considerable time has been taken up considering progress against the Statutory Performance Indicators the Service reports against to Welsh Government; and its health check of performance against the Priority Actions identified by the Service as being required to be implemented to achieve the eight Strategic Themes approved by the Authority in its ten year Strategic Plan.
- 3.14 **Business Fire Safety Annual Summary Report 2019/2020** - Members also received reports on the extensive work carried out by the Business Fire Safety (BFS) Department raising awareness of the role of the department, and how the team contributes to Service Delivery and the Risk Reduction Department. Members noted the extensive work carried out by the BFS Department and thanked the officer for the presentation.
- 3.15 **Emergency Services Network Update** – Members received the requested update on the progress of the Emergency Services Network project which aims to deliver a much better voice and data service to the emergency services, replacing the reliable but limited and aging Airwave system. Members noted the content of the report.

4. SCRUTINY

- 4.1 As it has already been highlighted, the Committee is responsible for the scrutiny function of the Authority and has undertaken a considerable amount of scrutiny throughout the year on a variety of topics. It provides Service improvement through regular challenge and scrutiny of reports and assumptions, with some detailed scrutiny provided by the Scrutiny Group.
- 4.2 This year, the scrutiny work of the Committee has continued to adopt a thematic approach, whereby a specific topic or area is examined which will allow the Authority to develop its policies and respond more effectively to local needs.
- 4.3 This has included the appointment of a number of Member Champions. Other aspects of work undertaken have included the scrutiny of Departmental Risks and considering the Revenue Budget in relation to the Local Government Settlement.
- 4.4 The Scrutiny Group have also reviewed a number of asset management plans, including the Asset Management Strategy 2019-29, considering sustainability and environmental issues. It has also reviewed the Fleet & Vehicles Plan, budget & planning assumptions and progress against the plan. The Scrutiny Group also analysed the Operational and Personal Equipment Plan, budget and planning assumptions, along with the ICT Plan, budget and planning assumptions plus project overview and progress.

5. ADDITIONAL AREAS OF WORK STILL TO BE UNDERTAKEN

- 5.1 In addition to the work above, the Finance, Audit & Performance Management Committee has still to undertake several other pieces of detailed work during the remainder of the municipal year including:
 - Internal Audit Report
 - Internal Audit Annual Report 2021/22
 - Internal Audit Annual Plan 2022/23
 - Audit Wales - Those Charged with Governance
 - Audit Wales – Carbon Emissions Reduction
 - 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

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APPENDIX 2

ANNUAL REPORT OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP

1. PURPOSE OF THE SCRUTINY GROUP

1.1 As Members will be aware, the Finance, Asset & Performance Management Scrutiny Group was established to achieve two purposes:

1.1.1 Firstly, to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and to give assurance that available funding is utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire & Rescue Authority. This was considered necessary to enable detailed and in depth scrutiny of the Service's operations and its budgets in a manner that was not possible within the time constraints posed within the Committee structure.

1.1.2 Secondly, to demonstrate the Authority's commitment to the efficient and effective management of its assets, and to give assurance that its assets are utilised as efficiently and effectively as possible to ensure that the level of service offered to the public, within the core priorities defined by the Fire & Rescue Authority, is delivered.

1.2 For clarity, it is proposed to deal with each of the functions of the Scrutiny Group separately.

2. FINANCIAL RESPONSIBILITIES

2.1 The Scrutiny Group is responsible for reviewing and challenging the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement. In carrying out these functions, the Scrutiny Group pays particular regard to:

- The clarity of budget headings.
- The statutory requirements of the Authority to deliver a service to the public of South Wales.
- The national commitments of the Authority to deliver a service on strategic issues such as national resilience.
- The relationship of the budget with key corporate documents of the Authority.

- Carrying out spending reviews of budgets to enable assessments of current spending policy against future financial predictions of the organisation within the Medium Term Financial Strategy.
 - Reviewing past performance of selected budget areas when assessing current and future years' requirements; and
 - Reviewing the budget setting process for revenue and capital budgets for improvements that could be made in future years.
- 2.2 To discharge its functions the Scrutiny Group plans its work through a forward work programme which is agreed at the beginning of the year and reviewed at each meeting. The work of the group broadly comprises scrutiny of the Medium Term Financial Strategy and financial projections for the future, scrutiny of budget holders, scrutiny of revenue and capital budget monitoring reports and reports to the Finance, Audit & Performance Management Committee.
- 2.3 As Members will be aware, much of the work of the Scrutiny Group is geared towards preparations for striking the revenue and capital budget each year, set in the context of the adopted Strategic Plan, the Medium Term Financial Strategy, the approved Budget Strategy and the approved Reserves Strategy.
- 2.4 In addition, the following specific areas of work were considered:
- 2.4.1 **Medium Term Financial Strategy, Revenue & Capital Budget Setting 2022/2023** – Members received a presentation on the Medium Term Financial Strategy and the Revenue & Capital Budget Setting for 2022/23. Members were reminded of the range of issues that were impacting upon next year's budget and some of the uncertainties this created.
- 2.4.2 Members questioned officers regarding the profiling of risks, and the Treasurer confirmed that the Service maintains a reserve strategy for short term risks.
- 2.4.3 The process followed by Members allowed them to apply a robust level of scrutiny by questioning officers over the process, proposed budgets and the uncertainties the Service was faced with in reaching their conclusions. Members noted the Medium Term Financial Strategy and Revenue & Capital Budget Setting 2022/2023. The Treasurer agreed to correspond with each unitary authority providing an update on the current position.

- 2.4.4 **2022/2023 Budget Consultation** – Members were informed however that just one, broadly positive formal consultation response had been received from Newport City Council, which confirmed the positive funding uplifts received by all local authorities and recognised that the Fire & Rescue Authority's contribution request was contained within those figures.

A request was received from Bridgend County Borough Council for representatives of the Fire & Rescue Authority attend a Council Meeting to present an update of Service activities, including the budget. Arrangements have been made to attend the Council Meeting on 9 March 2022.

The Treasurer confirmed that during consultation, a request was made to the ten constituent authorities to forward the consultation to respective Members to seek wider feedback.

- 2.4.5 **CIPFA Financial Management Code** – The Treasurer advised Members that good financial management was an essential element of good governance and longer-term service planning, which was critical in ensuring that local service provision was sustainable. The CIPFA Financial Management Code should be adopted by each local authority to underpin its governance and management processes.

Following consideration of the content of the Financial Management Code, Members made recommendations to the Finance, Audit & Performance Management Committee on areas which it believed should be strengthened or improved.

The 'Potential Actions' contained within the report were discussed and as well as ways to improve consultation with local authorities, officers agreed to consider carrying out a survey with Councillors in Local Authorities and how it could be constructed.

3. ASSET MANAGEMENT RESPONSIBILITIES

- 3.1 The Scrutiny Group is responsible for reviewing, monitoring and challenging the management of the Authority's assets. In carrying out these functions, the Scrutiny Group pays particular regard to:
- The statutory requirements of the Authority to deliver a service to the public of South Wales.
 - The statutory requirements of the Authority of running an organisation (including health and safety management).

- The relationship of our assets with key corporate documents of the Authority.
- Carrying out specific reviews of the Authority’s performance in the management of its assets.
- To consider and challenge the performance review systems and targets.
- To consider collaborative opportunities for the Authority in the management of its assets.

3.2 As with its financial responsibilities, to discharge its functions effectively, the Scrutiny Group plans its work through a forward work programme. The work of the group broadly comprises scrutiny of the following documents and reports to the Finance, Audit & Performance Management Committee:

| | |
|--|--|
| <ul style="list-style-type: none">• Property Asset Strategy 2021/22• 2017-2021 Fleet Asset Management Plan. | <ul style="list-style-type: none">• Operational and Personal Equipment Strategy 2020-2025• ICT Strategy |
|--|--|

3.3 In addition, the following specific areas of work were considered:

3.3.1 **Property Asset Strategy 2021/22** - The Property Strategy Manager updated Members on the new Property Asset strategy which provides the clear principles, ethos and goals of the Service in the management of its property, including land and buildings. The Strategy is essential to enable property decisions to be made in line with the Strategic Plan.

Members raised questions on the relocation of New Inn and Officers confirmed that due consideration would be given to an alternative emergency access within the constraints of the proposed site in conjunction with the local Highways Department.

Members approved the new Property Asset Strategy for 2021/22.

3.3.2 **Review of Fleet & Vehicles Strategy, Budget & Planning Assumptions and Progress Against the Plan** - The Head of Fleet & Engineering informed Members that the presented report supported the 2017-2021 Fleet Asset Management Plan.

There was specific discussion on electrified vehicles and the lifespan of batteries. Members agreed to note the contents of the report which supported the attached plan.

- 3.3.3 Review of ICT Strategy, Budget & Planning Assumptions, Project Overview, and Progress Against the Plan** - The Head of ICT informed Members that the presented report provided a review of the ICT Strategy, budget and planning assumptions, and an overview of the key projects which included a capital report.

Following a question and answer session on networking issues, Members agreed to note the contents of the report.

- 3.3.4 Operational and Personal Equipment Strategy, Budget and Planning Assumptions 2020-2025** - The Head of Operational Risk Management presented a report which updated Members on the Operational and Personal Equipment Strategy 2020-2025. Members agreed to note the contents of the report.

4. APPOINTMENT OF MEMBER CHAMPIONS

- 4.1 Members were requested to determine Member Champions to the key asset management groups.
- 4.2 Members resolved to appoint the following Members as Member Champions for the following Asset Groups:
- Land & Buildings – Councillor V Smith
 - ICT – VACANT
 - Fleet & Engineering – VACANT
 - Operational & Personal Issue Equipment – Councillor J Williams.
- 4.3 The two vacancies were deferred until the new Municipal Year, and the next Annual General Meeting in June 2022.

5. SCRUTINY COMMITTEE REFORM PROPOSALS

- 5.1 Proposed New Terms of Reference for Scrutiny Group – The Director of Corporate Services brought a reiteration of the previous reports on the proposed new terms of reference for the Scrutiny Group.
- 5.2 Following in-depth discussion and scrutiny of all options presented, all Members voted unanimously to refer the following proposals to the HR & Equalities Committee and the Finance, Audit & Performance Management Committee prior to making recommendation to the Fire & Rescue Authority:
- Chairs and Deputy Chairs of Fire & Rescue Authority or Committees are not able to sit on the Scrutiny Committee.

- Members of the FAPM Committee are not able to sit on the Scrutiny Committee.
- Members of the HR & E Committee are permitted to sit on the Scrutiny Committee.
- Invited co-opted subject matter experts as and when required.
- Reduce membership on the HR & Equalities Committee from 15 to 10 to take into consideration the additional workload and impact on Members who currently sit on more than one Committee.

6. FURTHER AREAS OF SCRUTINY

- 6.1 **Departmental Risk Register – Health Check 2021/22 – Quarter 3** - The Head of Service Performance & Communications presented to Members the Departmental Risk Register Report – Quarter 3 Health Check 2021/22, detailing the progress made on the management of departmental risks considered significant but separate to Service-wide risks recorded within the Strategic Risk Register.
- 6.2. **Initial Draft Annual Governance Statement 2021/22** - The Deputy Monitoring Officer presented Members with the initial draft of the Annual Governance Statement which will be embodied within the 2021/22 Statement of Accounts.
- 6.3 **Future Trends Report - 2022 Update** – Members will receive an updated report in relation to the previous Future Trends assessments for Wales, specifically to the administrative area of South Wales Fire & Rescue Service, as a means to identify some of the challenges and opportunities the Service is likely to face with the ongoing impact of COVID-19 and other environmental, social and economic factors.
- 6.4 **Draft Annual Report on Discharge of Terms of Reference of the Finance, Asset & Performance Management Working Group** – Members will receive the drafted Annual Report of the Scrutiny Group.

BUSINESS PLAN ACTIONS REPORT

Health Check

2021/22 Quarter 4

Report Date 10th June 2022



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

Produced in
Summary
BMIS
Business Management
Information System

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 Themes and performance of the Strategic Performance Indicators for the period 01 January – 31 March 2022.

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 Strategic Plan, implementing actions and measuring indicators to enable the Service to achieve these organisational goals.
- 1.2 All departments link 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 Business Management Information System (BMIS), and staff within the Planning, Performance and Risk Team monitor the information and extract reports accordingly.
- 1.4 To further support the performance management framework, National Strategic Indicators were introduced for reporting year 2015/16. 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 monitors the information and extract reports accordingly.
- 1.5 This report will provide Members and Officers with a health check on performance against the Strategic Themes and Strategic Indicators for the period 01 January – 31 March 2022.

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 eight Strategic Themes as listed below:
- ST01 – Keeping you safe
 - ST02 – Responding to your emergency
 - ST03 – Using technology well
 - ST04 – Working with our partners
 - ST05 – Engaging and communicating
 - ST06 – Valuing our people
 - ST07 – Protecting our environment
 - ST08 – Continuing to work effectively
- 2.2 Each of these Strategic Themes has one or more Objectives that the Service has monitored progress against during 01 January – 31 March 2022.
- 2.3 Appendix 1 attached is a summary of the Performance Monitoring Report, which reviews the period 01 April 2021 - 31 March 2022 performance against agreed targets for the seven National Strategic Performance Indicators. It also includes a summary comment for each indicator.
- 2.4 Appendix 1 identifies that two indicators have not met their targets and performed worse than last year, one has not met target but is performing better than last year and four indicators are achieving their targets.
- 2.5 The two indicators that have not meet their target and have performed worse than last year are:
- 1. Other Special Services Calls Attended
 - 2. Total False Alarms Attended
- 2.6 The one indicator that has not met its target but is performing better than last year is:
- 3. % of Dwelling Fires Confined to Room of Origin
- 2.7 The four indicators that have achieved their targets are:
- 4. Total Fires Attended
 - 5. Total Road Traffic Collisions Attended
 - 6. Total Deaths and Injuries in Fires
 - 7. Accidental Deaths and Injuries in Fires

- 2.8 Appendix 1 attached provides some key information about the Service and its performance during the period 01 April 2021 - 31 March 2022.

Equality Risk Assessment

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.
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.

Recommendations

- 4.1 That Members review the performance details and statistical data for the period 01 January – 31 March 2022 contained within this report.

Scorecard

The scorecard below lists the number of tasks in progress relating to each Strategic Theme along with a breakdown by RAG status.

| ST01 2020-30 Keeping you safe | | | | |
|---|----|----|----------|-------|
| ▲ | ● | ★ | Unknowns | Total |
| 0 | 5 | 10 | 0 | 15 |
| | | | | |
| ST02 2020-30 Responding to your emergency | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 4 | 4 | 8 | 0 | 16 |
| | | | | |
| ST03 2020-30 Using technology well | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 3 | 15 | 20 | 0 | 38 |
| | | | | |
| ST04 2020-30 Working with our partners | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 0 | 4 | 10 | 0 | 14 |
| | | | | |
| ST05 2020-30 Engaging and communicating | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 0 | 3 | 4 | 0 | 7 |
| | | | | |
| ST06 2020-30 Valuing our people | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 2 | 13 | 14 | 0 | 29 |
| | | | | |
| ST07 2020-30 Protecting our environment | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 1 | 6 | 10 | 0 | 17 |
| | | | | |
| ST08 2020-30 Continuing to work effectively | | | | |
| ▲ | ● | ★ | Unknowns | Total |
| 3 | 14 | 19 | 0 | 36 |
| | | | | |

Strategic Theme Task Commentary

ST01 – Keeping you safe

1.1 Reduce the impact of false alarms on our resources

Internal collaboration between Operations and Business Fire Safety (BFS) to reduce Unwanted Fire Signals (UFS) from Automatic Fire Alarms (AFA) continues. A working group has been established and regular meetings are now taking place. The new UFS framework, which has now been rolled out and training delivered to crews, is being utilised to good effect.

Unwanted Fire Signals (UFSs) are false alarms generated from automatic fire alarm (AFA) systems.

1.2 Reduce the number of fires in the home and understand the behaviours and cause of them

After Covid-19 restrictions being lifted by Welsh Government (WG), the Service is returning to 'normal business' and Home Safety Checks (HSCs) will rise over the coming months. It is now common practice by crews to fill out an M20 on any residential premises where we have crossed the threshold for whatever reason. It has taken time to introduce this concept and we still have occasions when this opportunity is missed, however we will continue to monitor and persist in this approach until it is common practice.

M20 is the form completed by personnel conducting HSCs.

Enhanced HSCs continue to be delivered within eight Unitary Authorities (UAs) with representative body engagement continuing. Further discussions are scheduled to take place commencing April 2022 to target the two remaining UAs for progression.

As previously reported, the Joint Fire Control (JFC) Training Team still has insufficient capacity to progress work with Operations to develop a suitable training pack to provide awareness of human behaviour in, and causes of, fires in the home for JFC staff.

1.3 Reduce the number of Road Traffic Collisions

We have worked with Go Safe Cymru to deliver our behavioural change model in official WG trial areas. We have been the lead agency and have become the exemplar agency in terms of our proactiveness in comparison to our partner FRS and Police services in Wales.

GoSafe Cymru is a partnership between the four police forces, the 22 UAs and the WG and their aim is to make Welsh roads safer for everyone by influencing the attitudes and behaviours of all road users.

We have delivered:

18 x Options events to educate people on the dangers of not wearing a seatbelt

32 x Domino presentations to raise awareness of the **#Fatal5** – Drink / Drugs, Speed, Carelessness, Seat belt, Mobile phones

8 x 30-20mph events to raise awareness of change to speed limit. Link: **Welsh 20mph Taskforce Group | GOV.WALES**

Total number of engagements: 1,544

1.4 Reduce the number of deliberate fires

Station Commanders sit on numerous hubs across the Service and deliberate fire setting is a common agenda item. Deliberate fire setting is also included in every Community Risk Management Plan (CRMP).

Risk Reduction has continued to support Station Commanders through a range of local initiatives, e.g., Operation Dawns Glow and Healthy Hillside, providing a targeted approach to reducing the number of deliberate fires.

***Operation Dawns Glow** is an all-Wales multi-agency task force supported by a range of partners whose aim is to reduce the uncontrolled environmental destruction and potential threat to lives and property arising from deliberately set grass fires.*

*The **Healthy Hillside Project** is a partnership between numerous organisations, including Natural Resources Wales (NRW), Wildlife Trust of South and West Wales (WTSWW), Rhondda Cynon Taff County Borough Council (RCTCBC) and South Wales Fire and Rescue Service (SWFRS). Its aim is to better manage our hillside for wildlife, and in doing so, better support the local communities in the Rhondda.*

Fire crime practitioners continue to establish strong partnership working to identify opportunities for arson reduction.

All JFC staff are now trained on the completion of the safeguarding database. Basic information only is being collated by JFC to ensure out of hours business is managed. This area of work, during office hours, is expected to be handed back to Service.

1.5 Improve safety in and around water

We held a very successful family event to support the families affected by drowning in Wales. This was a highly emotive event which enabled us to galvanise the families and invite them to come together more regularly to support each other and to initiate their own campaigns to support drowning prevention.

Initiating trials in Caerphilly and Cardiff UAs to establish a toolkit for use across the Service. This will enable stations to profile their areas and identify the risk hierarchies. They will be able to match their operational response to the risk and exercise against it. It will assist us in the identification of appropriate sites for public rescue equipment (PRE).

We continue to be involved with the National Fire Chiefs Council (NFCC) water rescue working groups.

The water rescue strategy 2022-24 is currently in phase one - the uplift of four of our Rescue Tender stations from type D to Type C water rescue. Phase two is scheduled to commence in November 2022.

The River Usk Trackway (a deployable trackway to be used during flooding incidents) project is still ongoing. The trackway manufacturer has presented to OCG. Funding has been provided to support the project and progress continues to be made.

Mark Allen's Law - we want throwline stations around all bodies of open water.
Mark Allen, aged 18, drowned after jumping into a reservoir in June 2018.

The WG petition contained in excess of 11,000 signatures and on Monday 7th January the Petitions Committee held a debate on it which Bleddyn Jones and Chris Cousins attended on behalf of Water Safety Wales. There were also representatives from Dŵr Cymru, Severn Trent and United Utilities which manage the reservoir where Mark died.

We made four main asks to the petitions committee who agreed to take them up with the relevant WG departments:

1. To do all they can to encourage and compel where possible, landowners to undertake proper risk assessment and wider safety management for their open water sites
2. For a single WG department to take overall accountability for drowning prevention
3. Partner with Water Safety Wales, including giving us an answer to our outstanding funding request
4. And for improvements to the way school swimming and water safety tuition is resourced and delivered under the new school curriculum – tying in with the work of our education subgroup.

1.6 Improve fire safety in buildings in our communities

We continue to collaborate with WG and the other Welsh FRSs to implement the recommendations of the White Paper "Safer Buildings in Wales."

The delivery of a risk-based approach to ensure continued safety within our business premises continues. The RIDGE project (Risk Information Data Gathering Engine), which we are undertaking in collaboration with West Midlands Fire Service, is ongoing and making some progress.

Progress is on target to develop a Business Fire Safety (BFS) reporting module via BMIS to provide management information.

JFC Systems continue to work with Ops Intel to ensure Site Specific Risk Information (SSRI) is up to date via High Rise, Geospatial Data user Group (GDUG) and Building Risk Recommendation Group (BRRG) groups. A Task and Finish group has been established to look at information flows and SSRI ownership.

ST02 – Responding to your emergency

2.1 Respond effectively when you need us

A JFC recruits' course was scheduled to commence on 18th April as progress continues to increase the establishment to support resilience. A further course is planned for September.

A six month pilot of Operation Willow Beck went live on 11th April and meetings recommenced with our North Wales Fire and Rescue Service partners who also provide support during spate conditions.

Operation Willow Beck is a national call redistribution plan that allows fire and rescue services to enter an agreement to take a pre-determined proportion of calls for other fire controls. This agreement enables an affected fire control to initiate Operation Willow Beck when call volumes exceed their own call handling capacity and that of their buddy or consortium arrangements.

Work continues Multi Agency Incident Transfer (MAIT) compatibility and testing with other agencies. The Welsh Ambulance Services NHS Trust (WAST) are now prepared to undertake testing with JFC. We are awaiting Vision upgrade to 5.27 to enable additional MAIT functionality.

MAIT is a highly resilient service for all emergency service providers. It facilitates the fast exchange of secure messages and incident notifications between agency control rooms.

Phase 1 of the Risk Reduction operational competence training has been completed and Phase 2 was scheduled to commence on 3rd May.

Operational Risk Management (ORM) continue to review and update Standard Operating Procedures (SOPs) in line with Strategic Gap Analysis (SGA), Joint Organisational Learning (JOL), National Operational Learning (NOL) and the SOP review schedule.

2.2 Do all we can to make sure that our On Call Duty System (OCDS) is available

OCDS recruitment remains an ongoing challenge and a priority for the Retained Management Team (RMT). The process from initial contact has now been further streamlined, shortening time frames. RMT are now exploring ways of speeding up the medical process as this has now been identified as the "bottleneck." Additional social media presence is required.

Station Commanders continue to collaborate with Property Services to improve facilities on all stations.

We have agreed additional reward for courses completed and it is hoped that this will improve retention and give firefighters (FFs) encouragement to attend courses. RMT are still working with training on the Skills for Justice (SFJ) award and what is required. A pathways meeting was scheduled for 6th April.

***Skills for Justice** is a not-for-profit organisation committed to the development of an improved and sustainable workforce across the UK's Justice, Fire and Rescue, Local Government and Armed Forces sectors.*

2.3 Train our firefighters to respond to current and future risks in our communities

Following the successful completion of two large-scale exercises in 2021, we are identifying further venues and specific themes to test operational competency. The planning team continues to evolve in order to develop others and broaden knowledge within the wider service.

OAST continue to work in collaboration with the Operational Development and Review Team (ODRT) and Training to enable the identification of themes for incorporation into annual audits.

Level 2 and 3 Incident Command (IC) exercises are now constantly refreshed in line with Initial Courses and reassessment process.

ST03 – Using technology well

3.1 Use the most suitable technology and equipment to improve our services

Develop and transfer all FF development programme and “development to competent (D2C)” documentation online will be carried forward to 2022-23 due to ICT infrastructure unable to support this objective at present. New SFJ Station Manager is now in place to work with ICT and SFJ project plan for implementation 2023

Mobile phones have been on trial at three wholtime stations over a three-month period for the inputting of CS events and incident data. Following feedback and review the aim is to place mobile devices on all front-line appliances.

The introduction of the CoreHR Development Team has formed the structure through which the CoreHR system will be further developed in terms of resources, prioritisation etc.

South Wales Police are awaiting the scoring results from the tender responses to their Command and Control solution procurement. Once the new supplier has been identified, JFC will need to start liaising to understand the potential impact and to identify a process for the Integrated Communication Control System (ICCS).

*The **ICCS** is a touch screen interface enabling users to efficiently manage radio and telephony voice communications whilst being able to easily access other subsystems e.g., CCTV, voice recorders, intercom systems, door locks and alarms.*

JFC has had limited involvement in Emergency Services Network (ESN) meetings to date, however, ICT departments from both SWFRS and MAWWFRS are involved.

***ESN** is a cross-government programme, led by the Home Office, to deliver the new Emergency Services critical communications system. This will replace the current Airwave service used by the emergency services in England, Wales and Scotland) and transform how they operate.*

There has been no progress, due to lack of resource, in undertaking market engagement to determine a suitable alternative finance system for the Service.

The pdrPro project, to ensure e-learning packages comply with legislation, National Occupational Guidance (NOG) and Service policy and that regular evaluation is in place, is currently in build with new system and on track - working through OSP training packs approximately 92 packs.

***pdrPro** is a planner-based maintenance of competence system that includes all of the activities that make up a core skill. Whether attained in training, incidents, courses or e-learning they are recorded and reported in one place. The dashboard provides an overview and a route into all parts of the system.*

National Operational Guidance (NOG) is provided by the National Fire Chiefs Council (NFCC) and is a one-stop shop for good practice operational guidance that can be tailored to local needs.

Link: [National Operational Guidance Homepage | NFCC CPO \(ukfrs.com\)](https://www.ukfrs.com/national-operational-guidance)

Link: [Strategic gap analysis | NFCC CPO \(ukfrs.com\)](https://www.ukfrs.com/strategic-gap-analysis)

ICT...

- Are currently reviewing the ICT Business Continuity Plan that will be finalised when all departments have confirmed their new Recovery Time Objectives (RTOs).

***RTO** is the duration of time in which a business process must be restored after a disaster in order to avoid unacceptable consequences associated with a break in business continuity.*

- CS data is currently held in four systems: HSCs, Safeguarding, Domestic Violence and Fire Setting Intervention Scheme. To track support for the same person a single client database, enabling an overview of a client and what teams have had interaction with them, will be developed.
- Continue to review Active Directory Management Tools. As part of our accreditation to Cyber Essentials Plus we need a robust method of assigning user permissions and managing security Group Memberships. Currently this is a manual and labour-intensive process and with few tools to allow us to easily generate reports on user access. We intend to explore software options available, test options and come up with a suitable application to manage user access from start to expiry.
- Have begun the VDI Hardware Replacement Project. Setting up new servers and planning a staged rollout.
- Have completed work with House on the Hill (Supplier of the ICT Asset Management System) to create a Proof of Concept (POC) for a Redkite replacement and will shortly begin testing with ORM Team members before extending the testing to a selection of end users. When the testing is complete a decision can be made to progress the new system or remain with the existing system. Dates have been set for testing to start in June.

***House on the Hill:** Cloud Service Desk & Portal that can be used for Freedom of Information Requests, IT Support, Customer Service or Facilities Management.*

- Met with Cisco to review hardware that meets requirements for the HQ inner firewall replacement and discussed potential migration options.

- Have placed an order with BT for resilient Session Internet Protocol (SIP) connections to replace Integrated Service Digital Network (ISDN). Met with BT and with system support providers about required work. Work has been affected by availability of hardware: long lead times for BT. Requested escalation of order. Meeting with BT weekly for updates.

***ISDN** comprises of a digital line that runs through copper wiring. It was a lot faster than traditional analogue lines and could be used for data as well as carrying voice calls.*

***SIP** (also known as VoIP) trunking is a digital connection; ensuring calls are transmitted via the internet*

- The migration to new office productivity software to staff equipped with laptops and tablets in HQ is now underway and we are on target with the rollout plan.

3.2 Review the standard and use of technology and equipment across the Service

BFS are in the process of procuring six iPads for auditing officers to trial and establish how software systems can be integrated to report directly into RIDGE. The majority of BFS staff also have touchscreen laptops.

***RIDGE** (Risk Information Data Gathering Engine) identifies and prioritises properties that are most at risk from fire.*

Discussions have been held with leads for projects already set up on BMIS with a view to reviewing tasks and setting these live on the update system. Upgrade of BMIS is expected early Q1 2022/23, following which project management support and reporting will be reviewed.

Work has progressed with the Geospatial Data User Group (GDUG) on review of data sets and introduction of new layers to Mobile Data Terminals (MDTs). Longer term availability of mapping systems ongoing.

***MDTs** comprise a vehicle mounted, fixed, ruggedised computer fitted with a 12-inch touch screen. The MDT and screen are fitted to the cabs of all frontline appliances enabling crews to access mobilising information, messages and operational data.*

Initial content has been drafted to develop a Geo Data Hub on the intranet for staff to access information/guidance on the use of geographic information system (GIS) data and mapping. This will be reviewed to integrate with GDUG and as part of the overhaul of Stats intranet presence.

ST04 – Working with our partners

4.1 Work with our Public Service Boards (PSBs) to support our communities.

All Ops GMBs continue to engage with the PSBs or subgroups to ensure we can offer support wherever it is required.

We continue to support the Gwent Climate Mitigation steering group and embed best practice where relevant to our Service

A PSB area on BMIS will be developed for the collation and reporting of evidence to support PSB planning and development of wellbeing objectives.

The Refuse Working Group, a multi-agency partnership led by SWFRS, was reconvened and plan reviewed and updated to support the reduction of refuse fires and their impact. A mobile phone trial at three fire stations (also referred to in section 3.1 on page 10) is underway and supporting the work of the group in identifying fly tipping hotspots. The results will be fed back to Strategic Arson Reduction Board (SARB) following the agreed three-month period.

*The role of the **SARB** is to develop the Wales Arson Reduction Strategy, to allocate the correct resources to assist in the delivery of the strategy and to monitor progress against the strategy. It operates at executive level and is chaired by the Deputy Chief Fire Officer of MAWWFRS. It reports to WG via the Joint Emergency Services Group (JESG) and the Welsh Resilience Forum and it provides strategic leadership for the continued reduction of the incidence and impact of arson across Wales.*

4.2 Work with our partners to deliver our services where they are needed

CS continue to work with internal and external stakeholders to identify and share information to assist vulnerable people within our communities. Partnership referrals have been re-energised with a review of current memoranda of understanding (MOUs). We are utilising BMIS to support stations in identifying our high-risk groups with a risk-based calculation for the most vulnerable individuals within the communities.

BFS continue to support the healthcare concordat to build closer working relationships with Local Health Boards.

Risk Reduction continue to work with offenders and cusp offenders to reduce anti-social behaviour, RTCs and deliberate fire setting.

The tri-service data-sharing project remains on hold pending further engagement with the Welsh Ambulance Services NHS Trust (WAST) and South Wales Police over the project's future.

Procurement continues to work with MAWWFRS regarding the implementation of Social Value clauses in line with the Socio-Economic Duty **Home - Social Value Portal**

Wider consultation is taking place across the Welsh Public Sector on the availability of alternative sources of social value recording and management other than the Social Value Portal. The Social Partnership & Public Procurement (Wales) Bill is due to become full regulation in line with Procurement Reform (end of 2023).

JFC continue to take part in regular training exercises in conjunction with SWP, DPP and GP.

4.3 Review and evaluate our existing partnerships

Risk Reduction continue to consolidate existing partnerships and review future requirements and needs including reviewing MOUs, partner referrals, awareness training for partners and ensuring our internal onward referral process is current and meets the needs of our communities.

Property Services continue to work with our emergency service partners towards a co-ordinated strategy to develop future co-locations. This was discussed at the last JESEG meeting, locations provided for mapping in order to establish where joint partnership stations can be achieved

The Primary Authority Scheme (PAS) with Campanile Hotels has been registered on the PA register and is in the process of going 'active'. The PAS agreement with Leekes is currently awaiting sign off. Due to capacity issues and competing departmental needs there are no plans to increase the number of PA partnerships at present.

*The aim of the **PAS** is for FRSs to develop effective partnerships with businesses in order to achieve a national consistency in delivering fire safety advice and regulatory activities.*

Collaboration with social housing groups is now embedded.

We continue to work with insurers to better understand how they monetarise our claims and to identify improvements to establish Value for Money. We are looking to hold a defensibility presentation with the insurers shortly. It is hoped that there will be two presentations, one in May and one in June.

ST05 – Engaging and communicating

5.1 Deliver on the recommendations of the Investors in People report

The undertaking of a survey to determine the effectiveness of internal communications and implement improvements where required remains on hold due to staff resource.

The development of a BMIS reporting portal to track progress made against the Investors In People (IIP) recommendations continues.

5.2 Involve our communities and make sure they have their say in what we do

The review of our Stakeholder Register and Partnership Register with reference to the findings of the Socio-Economic Duty remains on hold due to staff resource.

A Survey Hub is being developed on the intranet for staff to access information/guidance on Surveys and Questionnaires. A draft page will go live with the publication of Engagement Toolkit.

Social media is used widely throughout Operations. However, the availability of translation for spontaneous posting on social media isn't available. Operations will work with Media and Comms to build a library of posts.

5.3 Help keep our communities safe through safety education and attending community events

We have delivered Crucial Crew to Key Stage 2 pupils within the following unitary authorities:

- Caerphilly - 56 Schools – 1,772 students
- Torfaen - 23 Schools – 1,013 students
- Merthyr - 15 Schools - 476 students
- Bridgend - 32 Schools – 1,282 students

We have delivered:

- Bernie - 8 Schools approx. 400 children.
- KS1 - 134 school visits
- KS2 - 116 school visits
- Total audience number: 7,656
- KS4 - 32 Domino presentations.

Covid-19 restrictions have created barriers preventing delivery of the Momentum programme. However, partner links are in place with a view to facilitate after 2022.

We have been assisting survivors of domestic abuse since 2009, identifying those at risk and providing valuable home safety advice. In October 2017, we started the 'Momentum Project', which is unique as it involves the whole family, from young children to adults. It is designed to help build confidence and allow families to make new friends and learn new things. The parent activities include self-care, mindfulness and wellbeing. The young people learn firefighting skills and the discipline that is expected on the drill yard.

ST06 – Valuing our people

6.1 Attract a workforce that reflects and represents our communities

The development and implementation of a Service recruitment strategy continues.

Stations are involved in identifying and supporting future firefighters and potential volunteers with Station Commanders linking in with community groups.

The Equality, Diversity and Inclusion (ED&I) Officer and the Learning and Development Team are creating, as part of the pathways approach, a line manager training package for ED&I.

6.2 Develop our people by identifying training and development opportunities

We continue to work with our partners SFJ to evaluate, design and implement changes to the On Call qualification. We are identifying and evaluating, through gap analysis, what is required in order to gain efficiency and savings within the On Call pathway. Once the On Call Delivery Team have identified these requirements the SFJ leads at Cardiff Gate will collaborate with SFJ to create the award.

The planning of the Breathing Apparatus (BA) bi-annual re-qualification has been completed and was approved by OCG on 31st March and went live on 1st April. The BA Requalification (BAR) is now up and running and the "on-line" part on the BA training is still on going. The next theme is "tactical flow rates" and "TIC" training.

The development and roll out a training package for the new Thermal Imaging Cameras (TICs) is progressing as expected working towards a completion date in September. All station based personal have received training on the new TIC during their Fire Behaviour Course and the on-going training package will further develop their skills.

*A **thermal imaging camera (TIC)** is a type of the thermographic camera used in firefighting. By rendering infrared radiation as visible light, such cameras allow FFs to see areas of heat through smoke, darkness, or heat-permeable barriers.*

Large Good Vehicle (LGV) and Large Vehicle Emergency Response Driver Training (ERDT) will start to align with Section 19 of the Road Traffic Act when it is implemented in May 2022. We are currently trialling a two week EDRT for LGV in preparation. This will have greatest impact for OCDS personnel and training budgets due to 10 day course requirements

Due to capacity and higher priority work taking precedence, the development of a Service specific online training module covering key Data Protection principles has not progressed during the last quarter. The aim is to commence this in Quarter 3.

Resourcing issues have meant that the development of an Incident Recording System (IRS) e-learning module has not been a priority for support by Training Dept. Scope of training module to be confirmed and meeting arranged. Due date rolled forward by six months for progress to be made.

IRS is the Home Office system which collects information on incidents attended by fire and rescue services, i.e., fires, false alarms and special service calls.

6.3 Support our people to feel well, healthy and happy at work

The Coaching & Mentoring Strategy draft has been completed and is awaiting media work.

Operations continue to work with relevant departments and representative bodies to ensure a smooth implementation of Fire Fit (HR/OHU driven objective which is due to be implemented in August 2022). The Fire Fit test will only be required if operational staff fail to reach the required standard obtained through the treadmill / wattbike method of gauging fitness levels

The Wellbeing Group meets quarterly and has specific actions allocated to individuals across the Service. Work is underway on updating the wellbeing intranet page to improve content.

There has been no progress to date regarding the streamlining of the sickness processes within JFC due to capacity issues in HR. Appraisals training starts this month for JFC to follow the SWFRS appraisal process this year.

Work has commenced on new welfare area for all Joint Public Service Centre (JPSC) staff. Room stripped and temporary furniture installed. Police Estates providing estimated costs for two options to install wellbeing pods and a general welfare room.

JPSC is our joint emergency services control room with staff from three partner organisations – South Wales Police, South Wales Fire and Rescue Service and Mid and West Wales Fire and Rescue Service.

ED&I have supported cultural change by promoting Equality, Diversity and Inclusion initiatives and solutions by:

- Meeting with Heads of Service and their teams regarding EDI Map and the Integrated Assessment form/process
- Speaking at Station Commanders' meetings re community engagement
- Participated in delivering induction sessions for new staff

ST07 – Protecting our environment

7.1 Reduce our usage of single use materials

Operations are:

- Sourcing equipment with eProcurement, an online ordering system for goods and services, from sustainable suppliers.
- Ensuring single use materials are minimised on appliances e.g., single use plastic water bottles have been removed.
- Ensuring stations have internal recycling bins to support recycling within their local authority.
- Planning to upgrade water boilers to enhance efficiency and cost effectiveness.
- Supplying domestic cold feed washing machines to stations.

A reporting dashboard has been developed on BMIS for the Service Delivery Group that replaces paper reporting.

7.2 Explore the use of electric vehicles

The installation of the first group of electric vehicle chargers has now reached completion and further installations will follow at strategic sites.

We continue to introduce electric vehicles where possible. However, the motor industry is in turmoil at present and securing vehicles is a challenge.

7.3 Reduce our energy use and our carbon footprint

A carbon reduction dashboard continues to be developed. A workbook has been developed to include business actions and measures to monitor progress against the baseline year of 2018/19.

Link: **[Carbon-Reduction-Plan-2020-2023_eng.pdf \(southwales-fire.gov.uk\)](#)**

All fire stations continue to strive towards sustainability with innovative ideas and many stations have re-used operational equipment and PPE in establishing their wellbeing gardens/outdoor spaces. All future refurbishments / new stations utilise the sustainability approach as part of the normal procedure and the 'sustainability' concept will continue to be the norm throughout SWFRS.

BFS are conducting over 30% of meetings virtually and work is ongoing to further improve on this.

We continue to monitor the mileage of all electric vehicles so that we can work out the reduction in our carbon footprint by using electric vehicles.

The consolidated waste contract has encountered some delay in consultation due to concern around increased costs. Work is currently in progress to address these concerns.

7.4 Consider how our activities impact on the environment

Improving the recording, monitoring and reporting of all carbon impacts across the Service is an annual undertaking and was last reported in the summer of 2021. We are establishing base line data for CO₂ emissions and potentially contracting an external consultant to complete this piece of work.

Fleet and Engineering are exploring the feasibility of collecting rainwater. This has been initiated and companies have been requested to provide costs to develop this system of rainwater capture.

We have continued to work with Shreddit to dispose of confidential waste. We are continuously updating the archive management system when destroying information that has exceeded retention period and agreed by departments.

ST08 – Continuing to work effectively

8.1 Be clear and publicly accountable

The Fire Authority agreed at its July 2021 meeting to proceed to process cases affected by the Court decision regarding FF pension tapering and communicate clearly to staff. The current position is that we are actively offering two pensions' benefits statements to those who are retiring and working on all other cases to prepare them for processing. We have also issued ongoing communications including FAQs and are working to provide Member illustrations and access to an on-line pensions modeller.

A reporting portal has been developed on BMIS to track compliance with the Welsh Language Standard. Head of HR requires a demonstration and will need to determine ownership of tasks related to the various standards going forward.

*The **Welsh Language Standards** promote and facilitate the Welsh language and ensure that the Welsh language is not treated less favourably than the English language in Wales.*

Link: [Welsh language standards \(welshlanguagecommissioner.wales\)](https://welshlanguagecommissioner.wales)

JFC continue to ensure that audit trails, recordings, call audits etc. are maintained. This area of work will continue and will be paramount for quality assurance. This task will continue into the next year.

New Incident Recording System (IRS) data validation checks are in place and working successfully. Documentation to support the process is in progress and should be completed by the middle of Q2.

Progress remains limited, due to other commitments, in developing an Information Asset Register (IAR) to help understand and manage the Service' information assets and the risks to them.

There has been no progress with visiting stations to conduct Station Information Governance Audits due to Covid-19 restrictions. We hope to commence these now with restrictions being lifted.

Following a Strategic Safeguarding Group meeting, the current plan is to be streamlined under the guidance of the SGL and working group. Plan to be taken back to the strategic group and final subsequently published to BMIS with tasks allocated to appropriate owners.

Quality assurance of CS data continues, working with leads to document and embed.

The draft version of the Cyber / Forensic Readiness Policy has been circulated for the first round of consultation and the issue of out of hours ICT support raised at the Security Risk Group and within ICT.

We have been unable to go forward with recommencing the Records of Processing Activities (ROPA) as we have had staffing issues as well as a high priority workload. Now that we have addressed and resolved our staffing structure, we can recommence the ROPA. A presentation has been created and leads have been identified.

We have created the relevant materials to support Data Protection Impact Assessments (DPIAs) and now need to set a date for this event.

8.2 Maximise value for money

We are achieving some efficiencies through the CoreHR digital portfolio, recruitment being the most recent addition. We are undertaking work to implement a Learning Management System. We are working with CORE to maximise efficiencies further so that all modules within the CORE offer are as efficient as they can be.

The Real Fire Training Facility (RFTF) has suffered a number of technical faults since opening. The team in Cardiff Gate, working with Lion, are continuously working to improve the performance of the facility. Once we have 12 months of full operational performance data from the facility, we will be in a position to create an accurate and costed options paper for the long term facilities management.

Process mapping exercises have been undertaken with Legal and Insurance. A process map has been completed for vehicle accidents. The same is being completed for liability claims.

8.3 Develop for a new normal way of working

A review of the flexible rostering system to improve service delivery has been carried out. A working group has been established and 19 actions identified. Rep bodies and Ops to continue dialog to reach agreement.

Community Safety is undergoing a restructure to ensure appropriate needs and risks are resourced in the right areas. Work in all areas will continue to be risk assessed and monitored to ensure resourcing continues to be effective and appropriate.

Development of the organisational filing system continues to be delayed as the scope and exact requirements of this action are still being considered. Following an Office 365 meeting with ICT, it seems that the impact of the delay does not appear to be as impactful to the project's success as previously thought.

Progress has been made with redesign of M20 to collect HSC data, and meeting is arranged to review Jobsheet recording of other CS activities. Meeting to be arranged with Head of CS to discuss plans for systems development.

PERFORMANCE MONITORING REPORT

Appendix 1

01 April 2021 – 31 March 2022



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

Produced in

BMIS
Business Management
Information System

Introduction

The Performance Monitoring Report for 2021/22 highlights performance for the period 01 April 2021 to 31 March 2022. The report includes:

- Strategic Indicator Performance Summary..... Page 3
- Strategic Indicator Performance Comments.....Pages 4-7
- Analysis of incident activity levels by Unitary Authority Area (UAA).....Pages 8-15

The performance indicators included show six 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.

Changes to Working Practices during COVID-19

South Wales Fire and Rescue Service and in particular Community Safety & Partnerships have supported communities through the pandemic by looking at new ways of working and delivering Home Safety Checks (HSC) by means of a modified HSC, conducted over the telephone to give safety advice while avoiding/limiting contact with the household in line with current guidance.

Depending on the information gathered from the individual, equipment was delivered to the doorstep with appropriate literature and guidance, or a practitioner attended site and completed the more complex check of the needs of individuals. Practitioners utilised the transferable skills throughout the department to meet the needs of communities throughout this difficult period. In the new financial year, crews will resume a more targeted approach when delivering Home Safety Checks (HSC).

During 2021/22 the Service carried out 7,098 HSCs, 474 were refused and at 813 addresses we were unable to contact the occupier. With Covid restrictions ending more face-to-face interaction will take place.

The return of the cadets successfully recommenced in September 2021 after suitable risk assessments took place.

For safety reasons the Business Fire Safety department was unable to carry out audits in the usual manner to premises, except to those that were deemed to be high risk. The team have started to recommence more activity as restrictions have been eased and suitable risk assessments have been put in place.

Due to the pandemic and continued support to other agencies, work by stations on CRMPs (Community Risk Management Plans) was put on hold. Work on the plans has progressed throughout the year.

Noticeable differences to the type of incidents that the service has attended has been an increase in assisting other agencies which has risen from 393 incidents last year to 491 incidents this year, an increase of 25%. Assistance to the Police/Ambulance has increased from 333 incidents last year to 393 incidents this year, an increase of 18%.

The Service has also experienced an increase in attendance to bariatric patients with incidents rising from 139 last year to 162 incidents this year, an increase of 17%. Attendance by crews to suicide or attempted suicide fell during 2021/22. There were 44 incidents compared to 74 the year before, a decrease of 41%.

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 and **may be subject to change**. Data for this report was extracted on 8th June 2022.

We are continually seeking to improve this report and welcome comments on additional information or other changes that you would like to see, please feel free to contact Neil Herniman at n-herniman@southwales-fire.gov.uk 01443 232775 or Suzanne Absalom on s-absalom@southwales-fire.gov.uk 01443 232588 to discuss.

Strategic Indicators 2021/22 – Performance

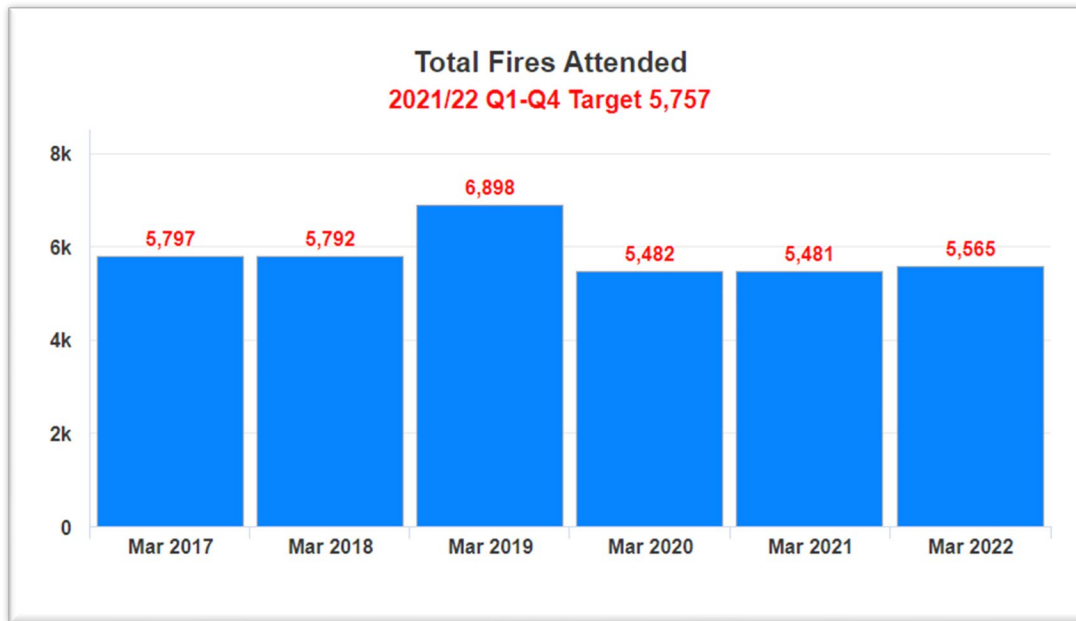
The sunburst below displays the progress of each Strategic Indicator based on its performance against the target set.

| Performance Key | ★ Better than or equal to target | ● Up to 5% above target | ▲ Over 5% from target |
|-----------------|----------------------------------|-------------------------|-----------------------|
|-----------------|----------------------------------|-------------------------|-----------------------|



| | Actual 2021/22 | Target 2021/22 | Performance 2021/22 | Actual 2020/21 |
|--|-------------------|-------------------|------------------------|-------------------|
| Total Fires Attended | 5,565 | 5,757 | ★ | 5,481 |
| Total RTCs Attended | 854 | 992 | ★ | 643 |
| Total False Alarms Attended | 8,357 | 7,979 | ● | 8,324 |
| Total Other SSCs Attended | 2,718 | 2,364 | ▲ | 2,275 |
| % of Dwelling Fires Confined to Room of Origin | 83.89% | 85% | ● | 82.23% |
| Total Deaths and Injuries in Fires | 60 | 66 | ★ | 49 |
| Total Accidental Deaths and Injuries in Fires | 51 | 59 | ★ | 42 |

The numbers in the following charts show the total incidents for that year i.e Mar 2022 is all incidents for year ending 2021/22. Also the numbers in brackets in the commentary are figures for 2020/21 and how they compare to 2021/22 and the corresponding percentage increase/decrease between the 2 figures.

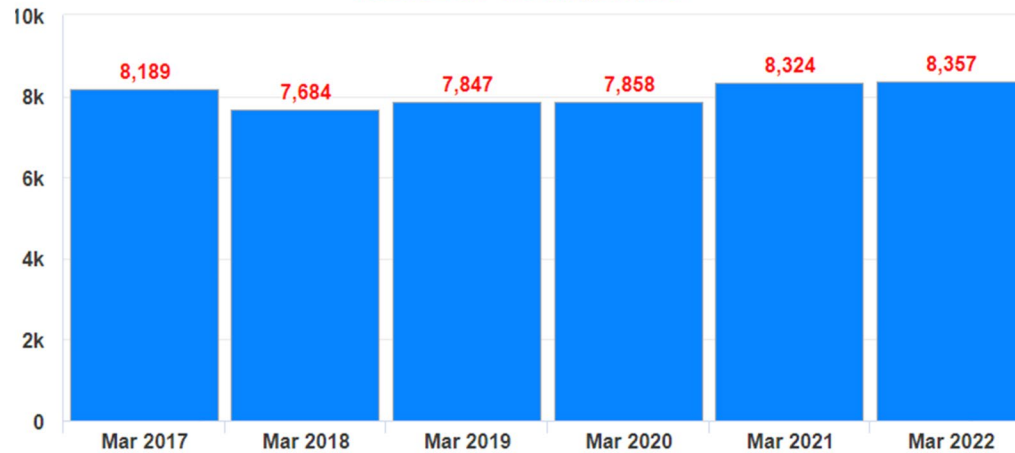


2021/22 Performance V 2020/21

- Total fires (5,481 – 5,565) ↑ 2%, 3% below the target of 5,757.
- Deliberate fires (3,847 – 3,971) ↑ (3%).
- Deliberate Grass fires (953 – 993) ↑ 4%,
Deliberate refuse fires (2,239 – 2,296) ↑ 3%.
- Deliberate Road vehicle fires (367 – 362) ↓ 1%
- Caerphilly UA (882) was 9% **above** their target, Torfaen UA (299) 14% and RCT UA (907) 12% were both **below** their target.
- Deliberate fires accounted for 71% of all fires.

Total False Alarms Attended

2021/22 Q1-Q4 Target 7,979

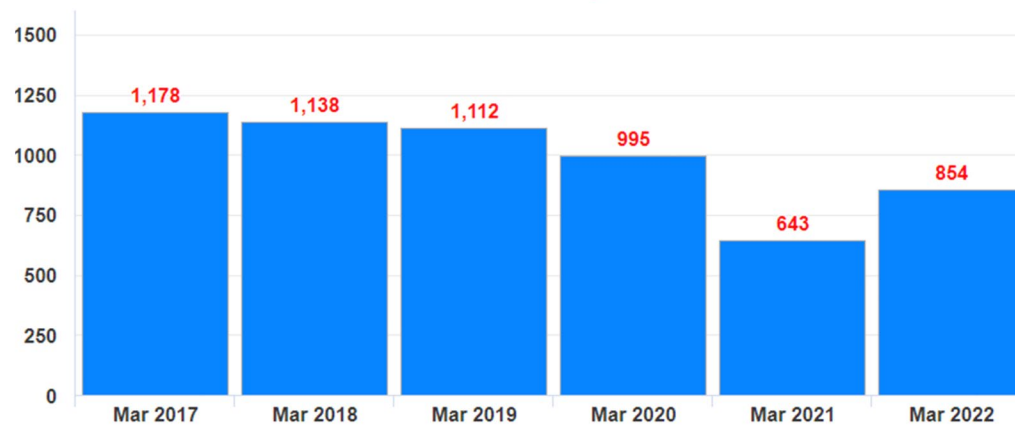


2021/22 Performance V 2020/21

- Total False Alarms (8,324 – 8,357) ↑ 31 (+0.03%).
- 5% **above** the target of 7,979.
- False alarm due to apparatus (4,703 – 4,936) ↑ 5%.
- False alarm good intent (3,410 – 3,161) ↓ 7%
- False Alarm Malicious (211 – 260) ↑ 23%.
- Residential homes (290 – 260) ↓ 10%, Hospitals (650 – 600) ↓ 8%, Education (443 – 562) ↑ 27%,
- Appliances in attendance at Residential homes (456 – 356) ↓ 13%, Hospitals (932 – 854) ↓ 8%, Education (664 – 786) ↑ 18%.

Total RTCs Attended

2021/22 Q1-Q4 Target 992

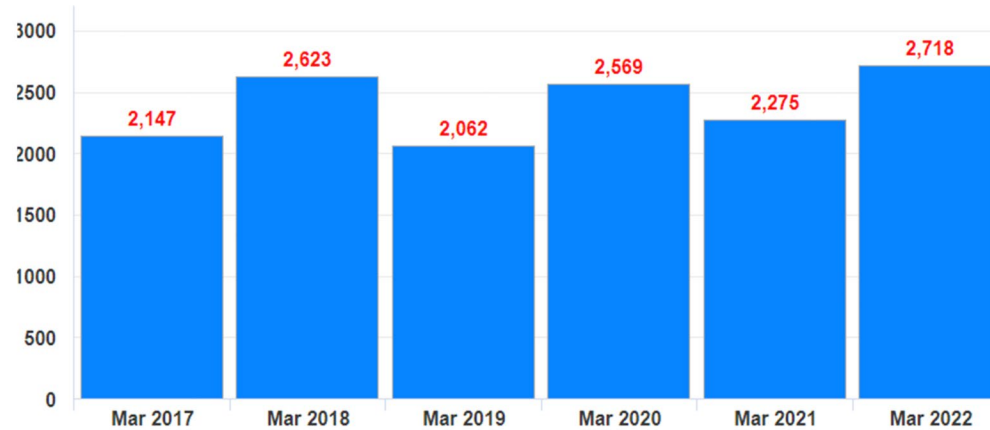


2021/22 Performance V 2020/21

- Total RTCs (643 – 854) ↑ 211 (+33%)
- 14% **below** the target of 992.
- Numbers this year were higher than last year but were still lower than the previous 7 years.
- Although incidents involving extrications/release of persons rose from 127 to 166, as a percentage of RTCs, this remained at 19%.
- RCT (34) and Monmouthshire (23) experienced the highest numbers of extrications and release of persons during the year.

Total Other SSCs Attended

2021/22 Q1-Q4 Target 2,364

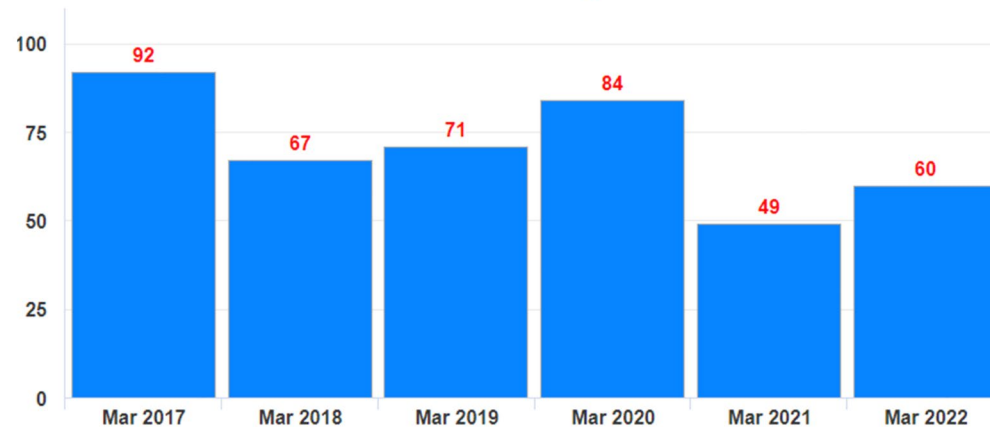


2021/22 Performance V 2020/21

- Other SSCs (2,275 – 2,718) ↑ 443 (+19%).
- 15% **above** the target of 2,364.
- Effecting entry (210 to 342) ↑ 63%, animal assistance (157 to 172) ↑ 10%, lift release (103 to 115) ↑ 12%.
- Assisting other agencies (393 – 491) ↑ 25%, Bariatric rescues (139 – 162) ↑ 17%.
- Cardiff UA had the highest number of incidents with 709, an increase of 36% from 521 the previous year. This was 18% above their target of 600 set at the start of the year.

Total Deaths and Injuries In Fires

2021/22 Q1-Q4 Target 66

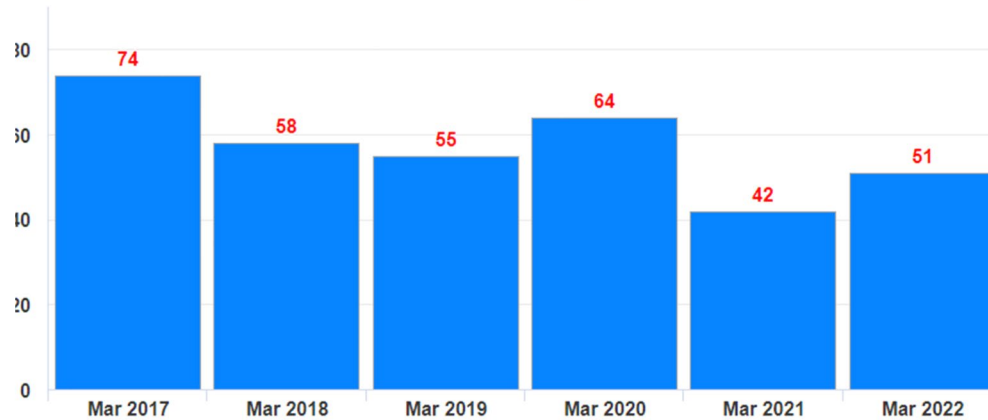


2021/22 Performance V 2020/21

- Total fatalities and injuries ↑ 22% (49 to 60) 9% **below** the target of 66.
- There were 7 fatalities from fire, 3 less than last year.
- Serious injuries have increased from 5 last year to 10 this year (+100%).
- Slight injuries have increased from 34 last year to 43 this year (+26%).
- There were more injuries in dwellings this year compared to last year (32 to 44).

Total Accidental Deaths and Injuries In Fires

2021/22 Q1-Q4 Target 59

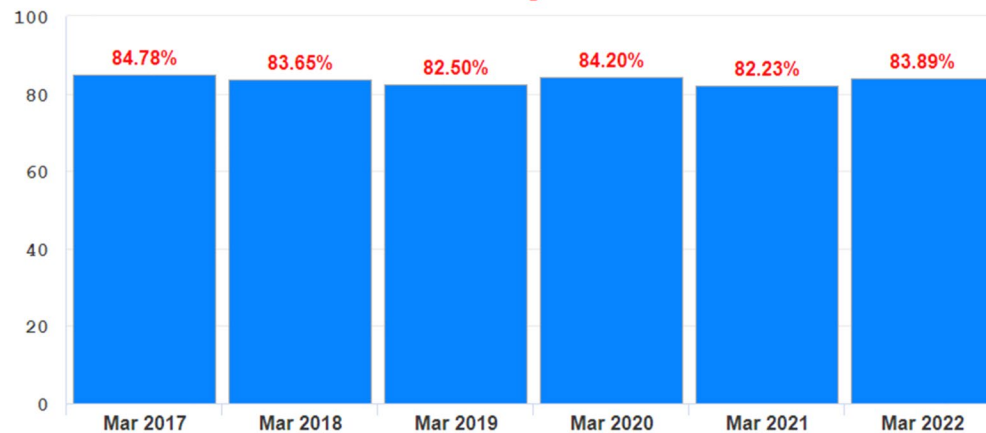


2021/22 Performance V 2020/21

- Total accidental fatalities and injuries ↑ 21% (42 to 51)
- 13% below the target of 59.
- 6 fatalities were accidental and is 2 less than last year.
- There were 9 accidental serious injuries which was 4 more than last year.
- There were 36 slight injuries compared to 29 last year.
- There were more injuries in accidental dwelling fires this year compared to last year (28 to 39).

% of Dwelling Fires Confined to Room of Origin

2021/22 Target 85%



2021/22 Performance V 2020/21

- 557 of 664 dwelling fires have been confined to the room of origin (83.89%).
- This is above last year and is 1.11% below the target set of 85% at the start of the year.
- Merthyr (93%) and Caerphilly (93%) UAs had the highest percentage of fires confined to the room of origin.
- Monmouthshire UA had the lowest percentage with 74% of dwelling fires confined to the room of origin.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 907 | 123 | 85 | 101 | 79 | 97 | 76 | 73 | 59 | 59 | 67 | 65 | 121 | 309 | 252 | 191 | 253 | 1,005 | 907 | 98 | 11% |
| Special Service Call | 141 | 9 | 11 | 28 | 15 | 15 | 13 | 15 | 15 | 10 | 9 | 14 | 19 | 48 | 43 | 40 | 42 | 173 | 141 | 32 | 23% |
| Total RTCs Attended | 20 | 0 | 1 | 7 | 3 | 2 | 2 | 2 | 7 | 4 | 1 | 4 | 4 | 8 | 7 | 13 | 9 | 37 | 20 | 17 | 85% |
| Total Other SSCs Attended | 121 | 9 | 10 | 21 | 12 | 13 | 11 | 13 | 8 | 6 | 8 | 10 | 15 | 40 | 36 | 27 | 33 | 136 | 121 | 15 | 12% |
| Total False Alarms Attended | 374 | 40 | 41 | 34 | 23 | 38 | 33 | 38 | 26 | 31 | 26 | 17 | 44 | 115 | 94 | 95 | 87 | 391 | 374 | 17 | 5% |
| Malicious False Alarms | 8 | 0 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 1 | 2 | 2 | 2 | 2 | 3 | 9 | 8 | 1 | 13% |
| Good Intent False Alarm | 196 | 25 | 16 | 22 | 15 | 19 | 14 | 9 | 15 | 12 | 12 | 10 | 26 | 63 | 48 | 36 | 48 | 195 | 196 | -1 | -1% |
| Automatic False Alarms | 170 | 15 | 24 | 11 | 8 | 17 | 19 | 29 | 10 | 18 | 14 | 6 | 16 | 50 | 44 | 57 | 36 | 187 | 170 | 17 | 10% |
| Total Fires Attended | 392 | 74 | 33 | 39 | 41 | 44 | 30 | 20 | 18 | 18 | 32 | 34 | 58 | 146 | 115 | 56 | 124 | 441 | 392 | 49 | 13% |
| Deliberate Fire | 320 | 67 | 26 | 33 | 36 | 40 | 23 | 16 | 15 | 13 | 30 | 31 | 52 | 126 | 99 | 44 | 113 | 382 | 320 | 62 | 19% |
| Deliberate grass fires attended | 54 | 37 | 4 | 4 | 11 | 2 | 6 | 2 | 1 | 1 | 7 | 1 | 12 | 45 | 19 | 4 | 20 | 88 | 54 | 34 | 63% |
| Deliberate refuse fires attended | 214 | 24 | 16 | 22 | 18 | 29 | 14 | 10 | 10 | 7 | 14 | 23 | 32 | 62 | 61 | 27 | 69 | 219 | 214 | 5 | 2% |
| Accidental Fire | 72 | 7 | 7 | 6 | 5 | 4 | 7 | 4 | 3 | 5 | 2 | 3 | 6 | 20 | 16 | 12 | 11 | 59 | 72 | -13 | -18% |
| Accidental Dwelling Fires Attended | 19 | 2 | 6 | 1 | 0 | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 3 | 9 | 3 | 3 | 6 | 21 | 19 | 2 | 11% |
| Total Deaths and Injuries In Fires | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0% |
| Total Accidental Deaths and Injuries In Fires | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | -1 | -100% |

An analysis of the statistics relating to accidental dwelling fires suggest that the numbers have increased by 2 compared to last year with 21 in total. There were 9 incidents in Q1, 3 in Q2 and 3 in Q3 and 6 in Q4. 5 of the 21 incidents were caused by cooking compared to 3 of 19 last year. 9 of the 21 fires were due to human factors with distraction (4), falling asleep (1), Unknown (2) and 2 others were due to other medical conditions. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There were no fatalities or injuries in Q1,3 or 4 but there was a slight injury in Q2. Attendance at Other special service calls have increased by 12% with assistance to other agencies increasing from 22 to 26 (+18%) compared to last year. There were also increases in other rescues/release from persons with 14 this year compared to 3 last year and removal of objects from people, 6 to 10. The number of road traffic collisions attended has increased from 20 to 37 (+85%) with crews attending higher numbers later in the year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased by 63% from 54 to 88 and deliberate refuse fires have increased from by 2% from 214 to 219. Automatic false alarms have increased by 10% from 170 to 187. There were particularly high numbers in attendance at Industrial manufacturing properties with 32 incidents compared to 21 last year, the majority being faulty alarms. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 8 to 9 and there was a 1% decrease in good intent false alarms (196 to 195) with calls to loose refuse accounting for the majority of this call type.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 1,474 | 200 | 125 | 144 | 164 | 102 | 111 | 114 | 123 | 85 | 115 | 134 | 174 | 469 | 377 | 322 | 423 | 1,591 | 1,474 | 117 | 8% |
| Special Service Call | 269 | 34 | 29 | 29 | 33 | 20 | 25 | 38 | 37 | 20 | 22 | 56 | 31 | 92 | 78 | 95 | 109 | 374 | 269 | 105 | 39% |
| Total RTCs Attended | 79 | 7 | 9 | 9 | 8 | 6 | 9 | 14 | 9 | 7 | 7 | 4 | 8 | 25 | 23 | 30 | 19 | 97 | 79 | 18 | 23% |
| Total Other SSCs Attended | 190 | 27 | 20 | 20 | 25 | 14 | 16 | 24 | 28 | 13 | 15 | 52 | 23 | 67 | 55 | 65 | 90 | 277 | 190 | 87 | 46% |
| Total False Alarms Attended | 693 | 60 | 69 | 73 | 87 | 52 | 66 | 59 | 53 | 45 | 75 | 58 | 64 | 202 | 205 | 157 | 197 | 761 | 693 | 68 | 10% |
| Malicious False Alarms | 27 | 2 | 2 | 2 | 2 | 0 | 1 | 3 | 0 | 1 | 0 | 0 | 0 | 6 | 3 | 4 | 0 | 13 | 27 | -14 | -52% |
| Good Intent False Alarm | 315 | 34 | 25 | 33 | 42 | 15 | 29 | 17 | 18 | 11 | 44 | 35 | 34 | 92 | 86 | 46 | 113 | 337 | 315 | 22 | 7% |
| Automatic False Alarms | 351 | 24 | 42 | 38 | 43 | 37 | 36 | 39 | 35 | 33 | 31 | 23 | 30 | 104 | 116 | 107 | 84 | 411 | 351 | 60 | 17% |
| Total Fires Attended | 512 | 106 | 27 | 42 | 44 | 30 | 20 | 17 | 33 | 20 | 18 | 20 | 79 | 175 | 94 | 70 | 117 | 456 | 512 | -56 | -11% |
| Deliberate Fire | 359 | 80 | 16 | 31 | 37 | 22 | 16 | 10 | 23 | 6 | 8 | 8 | 67 | 127 | 75 | 39 | 83 | 324 | 359 | -35 | -10% |
| Deliberate grass fires attended | 106 | 38 | 0 | 10 | 12 | 5 | 3 | 0 | 3 | 0 | 0 | 0 | 48 | 48 | 20 | 3 | 48 | 119 | 106 | 13 | 12% |
| Deliberate refuse fires attended | 193 | 33 | 9 | 17 | 21 | 11 | 8 | 7 | 17 | 3 | 3 | 5 | 15 | 59 | 40 | 27 | 23 | 149 | 193 | -44 | -23% |
| Accidental Fire | 153 | 26 | 11 | 11 | 7 | 8 | 4 | 7 | 10 | 14 | 10 | 12 | 12 | 48 | 19 | 31 | 34 | 132 | 153 | -21 | -14% |
| Accidental Dwelling Fires Attended | 49 | 7 | 4 | 1 | 3 | 3 | 2 | 5 | 2 | 7 | 5 | 4 | 2 | 12 | 8 | 14 | 11 | 45 | 49 | -4 | -8% |
| Total Deaths and Injuries In Fires | 8 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 1 | 2 | 5 | 8 | -3 | -38% |
| Total Accidental Deaths and Injuries In Fires | 6 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 2 | 0 | 1 | 2 | 5 | 6 | -1 | -17% |

An analysis of the statistics relating to accidental dwelling fires suggest that the numbers have fallen slightly compared to last year with 45 compared to 49. There were 12 incidents in Q1 and 8 in Q2, 14 in Q3 and 11 in Q4. 17 of the 45 incidents were caused by cooking compared to 18 of 49 last year. 19 of the 45 fires were due to human factors with distraction (8), being the most common reason. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. Sadly, there was 1 fatality in Q1 in an accidental dwelling fire, a male aged 90 caused by an electric heater, and there were also 4 slight injuries during the year. Attendance at Other special service calls have increased from 190 to 277 (+46%) with assistance to other agencies increasing from 33 to 43 (+30%) compared to last year. We also attended 16 bariatric incidents compared to 11 last year. There were also increases to effecting entry incidents with numbers rising from 14 to 29 (+107%) and removal of objects from people, 14 to 22 (+57%). The number of road traffic collisions attended has increased from 79 to 97 with crews attending 18 extrications/release of persons compared to 11 last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased by 12% from 106 to 119. Deliberate refuse fires have decreased by 23% from 193 to 149. Automatic false alarms have increased by 17% from 351 to 411. There was an increase in attendance at educational premises (25 to 53) and Residential homes (31 to 35) but most other property types experienced a decrease in calls. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have decreased from 27 to 13 (-52%). There was a 7% (315 to 337) increase in good intent false alarms with calls to residential homes accounting for most of this increase.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|--------------------|--------------|----------------|
| Total Incidents | 1,757 | 267 | 145 | 177 | 159 | 178 | 167 | 165 | 161 | 128 | 147 | 135 | 216 | 589 | 504 | 454 | 498 | 2,045 | 1,757 | 288 | 16% |
| Special Service Call | 263 | 25 | 33 | 27 | 32 | 33 | 34 | 28 | 24 | 29 | 23 | 35 | 25 | 85 | 99 | 81 | 83 | 348 | 263 | 85 | 32% |
| Total RTCs Attended | 65 | 7 | 9 | 6 | 12 | 7 | 6 | 9 | 6 | 5 | 8 | 3 | 10 | 22 | 25 | 20 | 21 | 88 | 65 | 23 | 35% |
| Total Other SSCs Attended | 198 | 18 | 24 | 21 | 20 | 26 | 28 | 19 | 18 | 24 | 15 | 32 | 15 | 63 | 74 | 61 | 62 | 260 | 198 | 62 | 31% |
| Total False Alarms Attended | 748 | 86 | 55 | 75 | 66 | 82 | 70 | 68 | 66 | 56 | 68 | 47 | 76 | 216 | 218 | 190 | 191 | 815 | 748 | 67 | 9% |
| Malicious False Alarms | 13 | 0 | 0 | 4 | 0 | 2 | 3 | 4 | 1 | 2 | 0 | 0 | 1 | 4 | 5 | 7 | 1 | 17 | 13 | 4 | 31% |
| Good Intent False Alarm | 408 | 66 | 30 | 41 | 30 | 37 | 35 | 24 | 31 | 17 | 31 | 25 | 49 | 137 | 102 | 72 | 105 | 416 | 408 | 8 | 2% |
| Automatic False Alarms | 327 | 20 | 25 | 30 | 36 | 43 | 32 | 40 | 34 | 37 | 37 | 22 | 26 | 75 | 111 | 111 | 85 | 382 | 327 | 55 | 17% |
| Total Fires Attended | 746 | 156 | 57 | 75 | 61 | 63 | 63 | 69 | 71 | 43 | 56 | 53 | 115 | 288 | 187 | 183 | 224 | 882 | 746 | 136 | 18% |
| Deliberate Fire | 557 | 135 | 43 | 52 | 51 | 54 | 48 | 55 | 48 | 29 | 41 | 43 | 98 | 230 | 153 | 132 | 182 | 697 | 557 | 140 | 25% |
| Deliberate grass fires attended | 158 | 70 | 3 | 20 | 11 | 10 | 5 | 4 | 1 | 2 | 1 | 1 | 35 | 93 | 26 | 7 | 37 | 163 | 158 | 5 | 3% |
| Deliberate refuse fires attended | 326 | 52 | 28 | 28 | 30 | 32 | 36 | 44 | 40 | 22 | 31 | 42 | 55 | 108 | 98 | 106 | 128 | 440 | 326 | 114 | 35% |
| Accidental Fire | 189 | 21 | 14 | 23 | 10 | 9 | 15 | 14 | 23 | 14 | 15 | 10 | 17 | 58 | 34 | 51 | 42 | 185 | 189 | -4 | -2% |
| Accidental Dwelling Fires Attended | 69 | 2 | 4 | 9 | 7 | 3 | 3 | 3 | 14 | 8 | 4 | 4 | 3 | 15 | 13 | 25 | 11 | 64 | 69 | -5 | -7% |
| Total Deaths and Injuries In Fires | 4 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 8 | 0 | 1 | 0 | 0 | 2 | 0 | 8 | 1 | 11 | 4 | 7 | 175% |
| Total Accidental Deaths and Injuries In Fires | 3 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 2 | 0 | 8 | 0 | 10 | 3 | 7 | 233% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 7% in incidents compared to last year. The number of incidents has fallen from 69 to 64. There were 15 incidents in Q1, 13 in Q2, 25 in Q3 and 11 in Q4. 20 of the 64 incidents were caused by cooking compared to 23 of 69 last year. 30 of the fires were due to human factors with distraction (7), unknown circumstances (11), and other medical condition (6) the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There were 11 slight injuries in total, 8 of which were in Q3 (4 of these were in the same incident). Attendance at Other special service calls have increased by 31% with assistance to other agencies increasing from 52 to 61 (+17%) compared to last year. There were also increases to animal assistance incidents from 10 to 15 (+50%) and effecting entry incidents, 10 to 24 (+140%). The number of road traffic collisions attended has increased from 65 to 88 (+35%) with crews attending 21 extrications/release of persons compared to 14 last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased by 3% from 158 to 163. Deliberate refuse fires have increased by 35% from 326 to 440. Automatic false alarms have increased by 17% from 327 to 382. There was an increase in attendance at industrial manufacturing (52 to 89) and Education premises (18 to 28). Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 13 to 17 (+31%) and there was a 2% increase in good intent false alarms with calls to loose refuse being the reason for the majority of these calls (110 of 416).



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-------|-------|-------|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 3,659 | 381 | 299 | 359 | 351 | 348 | 364 | 368 | 370 | 296 | 308 | 292 | 340 | 1,039 | 1,063 | 1,034 | 940 | 4,076 | 3,659 | 417 | 11% |
| Special Service Call | 636 | 61 | 80 | 75 | 77 | 78 | 63 | 78 | 79 | 67 | 63 | 72 | 71 | 216 | 218 | 224 | 206 | 864 | 636 | 228 | 36% |
| Total RTCs Attended | 115 | 16 | 12 | 12 | 10 | 12 | 8 | 13 | 13 | 15 | 15 | 15 | 14 | 40 | 30 | 41 | 44 | 155 | 115 | 40 | 35% |
| Total Other SSCs Attended | 521 | 45 | 68 | 63 | 67 | 66 | 55 | 65 | 66 | 52 | 48 | 57 | 57 | 176 | 188 | 183 | 162 | 709 | 521 | 188 | 36% |
| Total False Alarms Attended | 2,023 | 162 | 157 | 172 | 190 | 195 | 203 | 215 | 212 | 174 | 176 | 178 | 181 | 491 | 588 | 601 | 535 | 2,215 | 2,023 | 192 | 9% |
| Malicious False Alarms | 68 | 8 | 4 | 8 | 7 | 7 | 4 | 8 | 4 | 9 | 5 | 4 | 8 | 20 | 18 | 21 | 17 | 76 | 68 | 8 | 12% |
| Good Intent False Alarm | 668 | 65 | 48 | 50 | 56 | 67 | 70 | 50 | 52 | 52 | 58 | 63 | 74 | 163 | 193 | 154 | 195 | 705 | 668 | 37 | 6% |
| Automatic False Alarms | 1,287 | 89 | 105 | 114 | 127 | 121 | 129 | 157 | 156 | 113 | 113 | 111 | 99 | 308 | 377 | 426 | 323 | 1,434 | 1,287 | 147 | 11% |
| Total Fires Attended | 1,000 | 158 | 62 | 112 | 84 | 75 | 98 | 75 | 79 | 55 | 69 | 42 | 88 | 332 | 257 | 209 | 199 | 997 | 1,000 | -3 | 0% |
| Deliberate Fire | 646 | 121 | 42 | 72 | 58 | 47 | 74 | 47 | 53 | 32 | 36 | 22 | 53 | 235 | 179 | 132 | 111 | 657 | 646 | 11 | 2% |
| Deliberate grass fires attended | 111 | 51 | 3 | 12 | 13 | 6 | 12 | 5 | 1 | 1 | 2 | 4 | 20 | 66 | 31 | 7 | 26 | 130 | 111 | 19 | 17% |
| Deliberate refuse fires attended | 406 | 63 | 33 | 48 | 35 | 26 | 46 | 28 | 41 | 20 | 23 | 12 | 26 | 144 | 107 | 89 | 61 | 401 | 406 | -5 | -1% |
| Accidental Fire | 354 | 37 | 20 | 40 | 26 | 28 | 24 | 28 | 26 | 23 | 33 | 20 | 35 | 97 | 78 | 77 | 88 | 340 | 354 | -14 | -4% |
| Accidental Dwelling Fires Attended | 156 | 18 | 12 | 13 | 7 | 9 | 10 | 19 | 16 | 13 | 22 | 12 | 14 | 43 | 26 | 48 | 48 | 165 | 156 | 9 | 6% |
| Total Deaths and Injuries In Fires | 8 | 1 | 1 | 1 | 1 | 0 | 3 | 2 | 0 | 0 | 0 | 2 | 0 | 3 | 4 | 2 | 2 | 11 | 8 | 3 | 38% |
| Total Accidental Deaths and Injuries In Fires | 8 | 1 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 3 | 3 | 0 | 2 | 8 | 8 | 0 | 0% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 6% in incidents compared to last year. The number of incidents has risen from 156 to 164. There were 43 incidents in Q1, 26 in Q2, 48 in Q3 and 48 in Q4. 58 of the 165 (35%) incidents were caused by cooking which was higher than last year when there was 53 of 156 (34%) fires caused by cooking. 83 of the 165 fires were due to human factors with distraction (27) and falling asleep (17) some of the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There were 2 serious injuries, 1 was caused by candles and the other was caused by smoking materials. There were also 9 slight injuries. Attendance at Other special service calls have increased by 36% with assistance to other agencies increasing from 77 to 111 (+44%) compared to last year. There were also increases to animal assistance incidents from 33 to 40 (+21%) and effecting entry/exit, 71 to 118 (+66%). The number of road traffic collisions attended has increased from 115 to 155 (+35%) with crews attending 16 extrications/release of persons which was 2 more than last year. Most of the calls received were making the scene/vehicle safe (95). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased by 17% from 111 to 130. Deliberate refuse fires have decreased by 1% from 406 to 401. Automatic false alarms have increased by 11% from 1,287 to 1,434. There was an increase in attendance at offices (87 to 138) and hospitals (222 to 231). Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 68 to 76 (+12%). There was a 6% (668 to 705) increase in good intent false alarms with calls to domestic premises and loose refuse calls accounting for most of these calls.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|--------------------|--------------|----------------|
| Total Incidents | 729 | 135 | 63 | 61 | 71 | 61 | 65 | 60 | 67 | 63 | 49 | 52 | 81 | 259 | 197 | 190 | 182 | 828 | 729 | 99 | 14% |
| Special Service Call | 129 | 11 | 15 | 8 | 10 | 15 | 13 | 13 | 17 | 18 | 8 | 13 | 12 | 34 | 38 | 48 | 33 | 153 | 129 | 24 | 19% |
| Total RTCs Attended | 33 | 4 | 5 | 2 | 3 | 5 | 5 | 6 | 2 | 9 | 1 | 7 | 0 | 11 | 13 | 17 | 8 | 49 | 33 | 16 | 48% |
| Total Other SSCs Attended | 96 | 7 | 10 | 6 | 7 | 10 | 8 | 7 | 15 | 9 | 7 | 6 | 12 | 23 | 25 | 31 | 25 | 104 | 96 | 8 | 8% |
| Total False Alarms Attended | 312 | 24 | 16 | 28 | 39 | 31 | 35 | 31 | 34 | 32 | 20 | 26 | 29 | 68 | 105 | 97 | 75 | 345 | 312 | 33 | 11% |
| Malicious False Alarms | 4 | 2 | 0 | 1 | 3 | 0 | 0 | 3 | 0 | 1 | 2 | 1 | 1 | 3 | 3 | 4 | 4 | 14 | 4 | 10 | 250% |
| Good Intent False Alarm | 126 | 18 | 7 | 14 | 17 | 15 | 8 | 8 | 12 | 7 | 3 | 8 | 17 | 39 | 40 | 27 | 28 | 134 | 126 | 8 | 6% |
| Automatic False Alarms | 182 | 4 | 9 | 13 | 19 | 16 | 27 | 20 | 22 | 24 | 15 | 17 | 11 | 26 | 62 | 66 | 43 | 197 | 182 | 15 | 8% |
| Total Fires Attended | 288 | 100 | 32 | 25 | 22 | 15 | 17 | 16 | 16 | 13 | 21 | 13 | 40 | 157 | 54 | 45 | 74 | 330 | 288 | 42 | 15% |
| Deliberate Fire | 218 | 88 | 27 | 19 | 16 | 13 | 11 | 11 | 15 | 7 | 17 | 8 | 32 | 134 | 40 | 33 | 57 | 264 | 218 | 46 | 21% |
| Deliberate grass fires attended | 74 | 68 | 6 | 10 | 4 | 2 | 3 | 0 | 1 | 0 | 1 | 0 | 23 | 84 | 9 | 1 | 24 | 118 | 74 | 44 | 59% |
| Deliberate refuse fires attended | 106 | 16 | 17 | 8 | 11 | 6 | 8 | 8 | 9 | 7 | 13 | 2 | 5 | 41 | 25 | 24 | 20 | 110 | 106 | 4 | 4% |
| Accidental Fire | 70 | 12 | 5 | 6 | 6 | 2 | 6 | 5 | 1 | 6 | 4 | 5 | 8 | 23 | 14 | 12 | 17 | 66 | 70 | -4 | -6% |
| Accidental Dwelling Fires Attended | 21 | 5 | 3 | 3 | 4 | 1 | 2 | 3 | 0 | 4 | 2 | 2 | 1 | 11 | 7 | 7 | 5 | 30 | 21 | 9 | 43% |
| Total Deaths and Injuries In Fires | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 1 | 1 | 100% |
| Total Accidental Deaths and Injuries In Fires | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 1 | 1 | 100% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 43% in incidents compared to last year. The number of incidents has risen from 21 to 30. There were 11 incidents in Q1, 7 in Q2, 7 in Q3 and 5 in Q4. 12 of the 30 (40%) incidents were caused by cooking which was 3 more than last year. 13 of the fires were due to human factors with distraction (7) and unknown circumstances (3) the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There were 2 slight injuries which was 1 more than last year. Attendance at Other special service calls have increased by 8% with assisting other agencies the main incident type (22). The number of road traffic collisions attended has increased from 33 to 49 (+48%) with crews attending 7 extrications/release of persons which was the same as last year. Most of the calls were making the scene/vehicle safe (34). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate refuse fires have increased by 4% from 106 to 110. Deliberate grass fires have increased by 59% from 74 to 118. Automatic false alarms have increased by 8% from 182 to 197. There were 24 calls to hospitals and medical care and 26 calls to educational properties. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 4 to 14 (+250%). There was a 6% (126 to 134) increase in good intent false alarms with calls to loose refuse and domestic properties accounting for the majority of these calls.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|--------------------|--------------|----------------|
| Total Incidents | 903 | 91 | 56 | 81 | 82 | 71 | 95 | 78 | 77 | 75 | 70 | 57 | 70 | 228 | 248 | 230 | 197 | 903 | 903 | 0 | 0% |
| Special Service Call | 198 | 22 | 21 | 21 | 24 | 18 | 23 | 22 | 20 | 12 | 16 | 21 | 9 | 64 | 65 | 54 | 46 | 229 | 198 | 31 | 16% |
| Total RTCs Attended | 49 | 9 | 6 | 8 | 6 | 7 | 3 | 9 | 3 | 5 | 6 | 9 | 3 | 23 | 16 | 17 | 18 | 74 | 49 | 25 | 51% |
| Total Other SSCs Attended | 149 | 13 | 15 | 13 | 18 | 11 | 20 | 13 | 17 | 7 | 10 | 12 | 6 | 41 | 49 | 37 | 28 | 155 | 149 | 6 | 4% |
| Total False Alarms Attended | 519 | 37 | 26 | 45 | 42 | 33 | 55 | 43 | 41 | 43 | 40 | 26 | 42 | 108 | 130 | 127 | 108 | 473 | 519 | -46 | -9% |
| Malicious False Alarms | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 2 | 8 | -6 | -75% |
| Good Intent False Alarm | 144 | 18 | 6 | 14 | 11 | 9 | 14 | 6 | 13 | 8 | 16 | 10 | 16 | 38 | 34 | 27 | 42 | 141 | 144 | -3 | -2% |
| Automatic False Alarms | 367 | 19 | 20 | 31 | 31 | 24 | 41 | 37 | 28 | 34 | 24 | 16 | 25 | 70 | 96 | 99 | 65 | 330 | 367 | -37 | -10% |
| Total Fires Attended | 186 | 32 | 9 | 15 | 16 | 20 | 17 | 13 | 16 | 20 | 14 | 10 | 19 | 56 | 53 | 49 | 43 | 201 | 186 | 15 | 8% |
| Deliberate Fire | 75 | 13 | 5 | 4 | 3 | 11 | 4 | 1 | 5 | 5 | 3 | 4 | 7 | 22 | 18 | 11 | 14 | 65 | 75 | -10 | -13% |
| Deliberate grass fires attended | 22 | 9 | 1 | 2 | 1 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 12 | 6 | 0 | 2 | 20 | 22 | -2 | -9% |
| Deliberate refuse fires attended | 35 | 3 | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 2 | 6 | 3 | 4 | 7 | 20 | 35 | -15 | -43% |
| Accidental Fire | 111 | 19 | 4 | 11 | 13 | 9 | 13 | 12 | 11 | 15 | 11 | 6 | 12 | 34 | 35 | 38 | 29 | 136 | 111 | 25 | 23% |
| Accidental Dwelling Fires Attended | 22 | 2 | 1 | 0 | 2 | 1 | 2 | 4 | 3 | 4 | 4 | 2 | 4 | 3 | 5 | 11 | 10 | 29 | 22 | 7 | 32% |
| Total Deaths and Injuries In Fires | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 2 | 3 | 5 | -2 | -40% |
| Total Accidental Deaths and Injuries In Fires | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 2 | 2 | 5 | -3 | -60% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 32% in incidents compared to last year. The number of incidents has risen from 22 to 29. There were 3 incidents in Q1, 5 in Q2, 11 in Q3 and 10 in Q4. The main causes of the accidental dwelling fires in Monmouthshire UA were cooking (8). 18 of the 29 fires were as a result of human factors with distraction (5) and unknown (6) the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. Sadly, there were 2 fatalities from fire, a 52-year-old male, who committed suicide and there was a fatality involving a 75-year-old female where the fire was caused by smoking materials. There was also a serious injury in a road vehicle fire. Attendance at Other special service calls have increased by 4% with assistance to other agencies increasing from 22 to 40 (+82%) compared to last year. There were also 9 calls to bariatrics compared to 5 last year. The number of road traffic collisions attended has increased from 49 to 74 (+51%) with crews attending 23 extrications/release of persons compared to 14 last year. Most of the calls were making the scene/vehicle safe (41). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents as restrictions are eased. Deliberate grass fires, however, have decreased by 9% from 22 to 20. Deliberate refuse fires have also decreased by 43% from 35 to 20. Automatic false alarms have decreased by 10% from 367 to 330. There was a decrease in calls to hospitals from 52 to 38 but educational premises experienced an increase from 23 to 36. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have decreased from 8 to 2. There was a 2% (144 to 141) decrease in good intent false alarms with calls to dwellings accounting for most of these calls.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 2,113 | 232 | 148 | 193 | 199 | 151 | 164 | 176 | 250 | 182 | 177 | 151 | 156 | 573 | 514 | 608 | 484 | 2,179 | 2,113 | 66 | 3% |
| Special Service Call | 342 | 26 | 36 | 29 | 45 | 26 | 30 | 22 | 33 | 34 | 26 | 34 | 19 | 91 | 101 | 89 | 79 | 360 | 342 | 18 | 5% |
| Total RTCs Attended | 63 | 4 | 4 | 3 | 10 | 7 | 4 | 5 | 8 | 7 | 9 | 4 | 7 | 11 | 21 | 20 | 20 | 72 | 63 | 9 | 14% |
| Total Other SSCs Attended | 279 | 22 | 32 | 26 | 35 | 19 | 26 | 17 | 25 | 27 | 17 | 30 | 12 | 80 | 80 | 69 | 59 | 288 | 279 | 9 | 3% |
| Total False Alarms Attended | 1,095 | 110 | 79 | 84 | 100 | 78 | 75 | 100 | 110 | 106 | 93 | 62 | 71 | 273 | 253 | 316 | 226 | 1,068 | 1,095 | -27 | -2% |
| Malicious False Alarms | 34 | 4 | 5 | 3 | 5 | 3 | 1 | 2 | 12 | 7 | 9 | 7 | 6 | 12 | 9 | 21 | 22 | 64 | 34 | 30 | 88% |
| Good Intent False Alarm | 444 | 43 | 25 | 32 | 35 | 36 | 21 | 29 | 38 | 21 | 24 | 21 | 27 | 100 | 92 | 88 | 72 | 352 | 444 | -92 | -21% |
| Automatic False Alarms | 617 | 63 | 49 | 49 | 60 | 39 | 53 | 69 | 60 | 78 | 60 | 34 | 38 | 161 | 152 | 207 | 132 | 652 | 617 | 35 | 6% |
| Total Fires Attended | 676 | 96 | 33 | 80 | 54 | 47 | 59 | 54 | 107 | 42 | 58 | 55 | 66 | 209 | 160 | 203 | 179 | 751 | 676 | 75 | 11% |
| Deliberate Fire | 535 | 82 | 26 | 58 | 37 | 35 | 40 | 37 | 90 | 30 | 44 | 43 | 52 | 166 | 112 | 157 | 139 | 574 | 535 | 39 | 7% |
| Deliberate grass fires attended | 53 | 19 | 0 | 8 | 9 | 7 | 15 | 0 | 1 | 0 | 2 | 3 | 5 | 27 | 31 | 1 | 10 | 69 | 53 | 16 | 30% |
| Deliberate refuse fires attended | 369 | 52 | 19 | 43 | 16 | 21 | 20 | 24 | 67 | 20 | 31 | 30 | 42 | 114 | 57 | 111 | 103 | 385 | 369 | 16 | 4% |
| Accidental Fire | 141 | 14 | 7 | 22 | 17 | 12 | 19 | 17 | 17 | 12 | 14 | 12 | 14 | 43 | 48 | 46 | 40 | 177 | 141 | 36 | 26% |
| Accidental Dwelling Fires Attended | 62 | 3 | 4 | 7 | 4 | 7 | 5 | 11 | 6 | 3 | 6 | 3 | 7 | 14 | 16 | 20 | 16 | 66 | 62 | 4 | 6% |
| Total Deaths and Injuries In Fires | 3 | 1 | 0 | 2 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 3 | 2 | 1 | 2 | 8 | 3 | 5 | 167% |
| Total Accidental Deaths and Injuries In Fires | 3 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 2 | 1 | 1 | 6 | 3 | 3 | 100% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a slight increase of 6% in incidents compared to last year. The number of incidents has risen from 62 to 66. There were 14 incidents in Q1, 16 in Q2, 20 in Q3 and 16 in Q4. 10 of the incidents were caused by cooking compared to 23 last year. 37 of the 66 fires were due to human factors with distraction (11) and falling asleep (7) the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. Sadly, there were 2 fatalities, a male aged 71 caused by a fault in a fridge freezer and a male aged 64 caused by smoking materials. There was also 2 serious and 4 slight injuries. Attendance at Other special service calls have increased by 3% with assistance to other agencies staying the same as last year with 36 incidents. There were also 16 calls to bariatric incidents which was 2 more than last year. The number of road traffic collisions attended has increased from 63 to 72 (+14%) with crews attending 10 extrications/release of persons which was 2 less than last year. Most of the calls were making the scene/vehicle safe (48). Towards the end of the financial year there was a drive to run 'Options' campaigns at stations aimed at reducing road traffic collisions in the UA. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased by 30% from 53 to 69. Deliberate refuse fires have decreased by 4% from 369 to 385. Automatic false alarms have increased by 6% from 617 to 652. There was an increase in calls to educational premises from 65 to 103. Calls to hospitals decreased from (81 to 53) and calls to retail premises (40 to 36) also decreased. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 34 to 64 (+88%) and there was an 21% decrease in good intent false alarms (444 to 352).



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 2,731 | 356 | 189 | 239 | 227 | 166 | 218 | 195 | 224 | 165 | 164 | 153 | 250 | 784 | 611 | 584 | 567 | 2,546 | 2,731 | -185 | -7% |
| Special Service Call | 474 | 39 | 47 | 52 | 56 | 51 | 36 | 56 | 47 | 46 | 36 | 55 | 43 | 138 | 143 | 149 | 134 | 564 | 474 | 90 | 19% |
| Total RTCs Attended | 134 | 13 | 14 | 17 | 18 | 15 | 14 | 16 | 12 | 13 | 10 | 14 | 9 | 44 | 47 | 41 | 33 | 165 | 134 | 31 | 23% |
| Total Other SSCs Attended | 340 | 26 | 33 | 35 | 38 | 36 | 22 | 40 | 35 | 33 | 26 | 41 | 34 | 94 | 96 | 108 | 101 | 399 | 340 | 59 | 17% |
| Total False Alarms Attended | 1,243 | 121 | 91 | 98 | 96 | 75 | 108 | 86 | 112 | 73 | 66 | 63 | 86 | 310 | 279 | 271 | 215 | 1,075 | 1,243 | -168 | -14% |
| Malicious False Alarms | 26 | 1 | 2 | 8 | 2 | 0 | 0 | 3 | 3 | 8 | 3 | 2 | 1 | 11 | 2 | 14 | 6 | 33 | 26 | 7 | 27% |
| Good Intent False Alarm | 631 | 79 | 34 | 43 | 46 | 33 | 44 | 26 | 49 | 23 | 31 | 23 | 50 | 156 | 123 | 98 | 104 | 481 | 631 | -150 | -24% |
| Automatic False Alarms | 586 | 41 | 55 | 47 | 48 | 42 | 64 | 57 | 60 | 42 | 32 | 38 | 35 | 143 | 154 | 159 | 105 | 561 | 586 | -25 | -4% |
| Total Fires Attended | 1,014 | 196 | 51 | 89 | 75 | 40 | 74 | 53 | 65 | 46 | 62 | 35 | 121 | 336 | 189 | 164 | 218 | 907 | 1,014 | -107 | -11% |
| Deliberate Fire | 725 | 170 | 39 | 65 | 51 | 26 | 51 | 35 | 49 | 25 | 41 | 20 | 94 | 274 | 128 | 109 | 155 | 666 | 725 | -59 | -8% |
| Deliberate grass fires attended | 282 | 96 | 11 | 8 | 15 | 6 | 6 | 0 | 2 | 1 | 0 | 2 | 58 | 115 | 27 | 3 | 60 | 205 | 282 | -77 | -27% |
| Deliberate refuse fires attended | 344 | 68 | 18 | 48 | 29 | 17 | 37 | 23 | 38 | 18 | 34 | 14 | 29 | 134 | 83 | 79 | 77 | 373 | 344 | 29 | 8% |
| Accidental Fire | 289 | 26 | 12 | 24 | 24 | 14 | 23 | 18 | 16 | 21 | 21 | 15 | 27 | 62 | 61 | 55 | 63 | 241 | 289 | -48 | -17% |
| Accidental Dwelling Fires Attended | 118 | 8 | 6 | 9 | 13 | 4 | 8 | 12 | 8 | 7 | 8 | 2 | 16 | 23 | 25 | 27 | 26 | 101 | 118 | -17 | -14% |
| Total Deaths and Injuries In Fires | 11 | 0 | 0 | 0 | 3 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 4 | 0 | 4 | 2 | 6 | 12 | 11 | 1 | 9% |
| Total Accidental Deaths and Injuries In Fires | 8 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 4 | 0 | 3 | 2 | 6 | 11 | 8 | 3 | 38% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a 14% decrease in incidents compared to last year. The number of incidents has fallen from 118 to 101. There were 23 incidents in Q1, 25 in Q2, 27 in Q3 and 26 in Q4. 37 of the incidents were caused by cooking compared to 43 last year. 66 of the 101 fires were due to human factors with distraction (25) and falling asleep (11) the main reasons. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. Sadly, there were 2 fatalities, a female aged 28 caused by smoking materials and a female aged 64 caused by candles. There were also 2 serious and 8 slight injuries. Attendance at Other special service calls have increased by 17% with assistance to other agencies increasing from 65 to 77 (+18%) compared last year. There were also 24 calls to bariatric incidents which is 2 more than last year. The number of road traffic collisions attended has increased from 134 to 165 (+23%) with crews attending 34 extrications/release of persons which was 3 more than last year. Most of the calls were making the scene/vehicle safe (104). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires however have decreased by 27% from 282 to 205. Deliberate refuse fires however have increased by 8% from 344 to 373. Automatic false alarms have decreased by 4% from 586 to 561. There was a decrease in calls to residential homes from 70 to 57. Calls to educational properties (78 to 58) and offices (26 to 15) also decreased. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 26 to 33 (+27%) and there was a 24% (631 to 481) decrease in good intent false alarms with calls to dwellings and loose refuse accounting for most of these calls.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 1,076 | 109 | 82 | 99 | 107 | 102 | 79 | 105 | 91 | 75 | 95 | 66 | 98 | 290 | 288 | 271 | 259 | 1,108 | 1,076 | 32 | 3% |
| Special Service Call | 160 | 18 | 17 | 19 | 22 | 19 | 13 | 24 | 16 | 11 | 21 | 12 | 15 | 54 | 54 | 51 | 48 | 207 | 160 | 47 | 29% |
| Total RTCs Attended | 28 | 2 | 5 | 3 | 1 | 3 | 3 | 6 | 5 | 2 | 8 | 1 | 4 | 10 | 7 | 13 | 13 | 43 | 28 | 15 | 54% |
| Total Other SSCs Attended | 132 | 16 | 12 | 16 | 21 | 16 | 10 | 18 | 11 | 9 | 13 | 11 | 11 | 44 | 47 | 38 | 35 | 164 | 132 | 32 | 24% |
| Total False Alarms Attended | 604 | 44 | 41 | 44 | 67 | 66 | 47 | 68 | 52 | 45 | 47 | 34 | 47 | 129 | 180 | 165 | 128 | 602 | 604 | -2 | 0% |
| Malicious False Alarms | 14 | 0 | 4 | 5 | 0 | 1 | 1 | 2 | 0 | 2 | 2 | 0 | 1 | 9 | 2 | 4 | 3 | 18 | 14 | 4 | 29% |
| Good Intent False Alarm | 224 | 22 | 14 | 13 | 16 | 24 | 20 | 9 | 15 | 8 | 16 | 10 | 15 | 49 | 60 | 32 | 41 | 182 | 224 | -42 | -19% |
| Automatic False Alarms | 366 | 22 | 23 | 26 | 51 | 41 | 26 | 57 | 37 | 35 | 29 | 24 | 31 | 71 | 118 | 129 | 84 | 402 | 366 | 36 | 10% |
| Total Fires Attended | 312 | 47 | 24 | 36 | 18 | 17 | 19 | 13 | 23 | 19 | 27 | 20 | 36 | 107 | 54 | 55 | 83 | 299 | 312 | -13 | -4% |
| Deliberate Fire | 210 | 29 | 14 | 24 | 11 | 7 | 9 | 9 | 16 | 14 | 22 | 8 | 24 | 67 | 27 | 39 | 54 | 187 | 210 | -23 | -11% |
| Deliberate grass fires attended | 58 | 14 | 3 | 1 | 4 | 4 | 0 | 0 | 1 | 1 | 3 | 1 | 8 | 18 | 8 | 2 | 12 | 40 | 58 | -18 | -31% |
| Deliberate refuse fires attended | 115 | 9 | 8 | 22 | 4 | 3 | 8 | 5 | 15 | 5 | 14 | 5 | 7 | 39 | 15 | 25 | 26 | 105 | 115 | -10 | -9% |
| Accidental Fire | 102 | 18 | 10 | 12 | 7 | 10 | 10 | 4 | 7 | 5 | 5 | 12 | 12 | 40 | 27 | 16 | 29 | 112 | 102 | 10 | 10% |
| Accidental Dwelling Fires Attended | 36 | 5 | 4 | 3 | 0 | 2 | 2 | 2 | 3 | 2 | 0 | 7 | 3 | 12 | 4 | 7 | 10 | 33 | 36 | -3 | -8% |
| Total Deaths and Injuries In Fires | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 3 | 4 | 4 | 0 | 0% |
| Total Accidental Deaths and Injuries In Fires | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 3 | 4 | 4 | 0 | 0% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 8% in incidents compared to last year. The number of incidents has fallen from 36 to 33. There were 12 incidents in Q1, 4 in Q2, 7 in Q3 and 10 in Q4. 13 of the incidents were caused by cooking compared to 9 last year. 13 of the 33 fires were due to human factors, including distraction (3) and falling asleep (2). The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There was 1 serious injury this year, a male aged 47 and there were 3 slight injuries. Attendance at Other special service calls have increased by 24%, although assistance to other agencies fell from 33 to 30. There were also 10 calls to bariatric incidents which was 2 less than last year. Effecting entry saw the biggest rise with 26 incidents compared to 8 last year. The number of road traffic collisions attended has increased from 28 to 43 (+54%) with crews attending 14 extrications/release of persons which was 4 more than last year. Most of the calls were making the scene/vehicle safe (19). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires, however, have decreased by 31% from 58 to 40. Deliberate refuse fires have also decreased by 9% from 115 to 105. Automatic false alarms have increased by 10% from 366 to 402. Calls to hospitals (38 to 49) and educational properties (40 to 81) have experienced the largest increases. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 14 to 18 (+29%). There was, however, a 19% (224 to 182) decrease in good intent false alarms with calls to dwellings and loose refuse accounting for most of the incidents.



| Incident Categories | Apr 2020 - Mar 2021 | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Q1 | Q2 | Q3 | Q4 | Q1-Q4 | Last Year Q1-Q4 | Q1-Q4 YoY | Q1-Q4 YoY % |
|---|---------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------|-----------|-------------|
| Total Incidents | 1,374 | 135 | 84 | 101 | 99 | 95 | 97 | 97 | 103 | 99 | 95 | 110 | 98 | 320 | 291 | 299 | 303 | 1,213 | 1,374 | -161 | -12% |
| Special Service Call | 306 | 22 | 23 | 23 | 21 | 29 | 22 | 25 | 21 | 28 | 19 | 44 | 23 | 68 | 72 | 74 | 86 | 300 | 306 | -6 | -2% |
| Total RTCs Attended | 57 | 9 | 5 | 3 | 7 | 8 | 7 | 7 | 7 | 8 | 5 | 3 | 5 | 17 | 22 | 22 | 13 | 74 | 57 | 17 | 30% |
| Total Other SSCs Attended | 249 | 13 | 18 | 20 | 14 | 21 | 15 | 18 | 14 | 20 | 14 | 41 | 18 | 51 | 50 | 52 | 73 | 226 | 249 | -23 | -9% |
| Total False Alarms Attended | 713 | 64 | 39 | 45 | 53 | 45 | 56 | 52 | 57 | 48 | 56 | 50 | 47 | 148 | 154 | 157 | 153 | 612 | 713 | -101 | -14% |
| Malicious False Alarms | 9 | 2 | 1 | 1 | 2 | 0 | 0 | 2 | 0 | 1 | 1 | 3 | 1 | 4 | 2 | 3 | 5 | 14 | 9 | 5 | 56% |
| Good Intent False Alarm | 254 | 26 | 17 | 14 | 11 | 23 | 21 | 14 | 10 | 14 | 20 | 25 | 23 | 57 | 55 | 38 | 68 | 218 | 254 | -36 | -14% |
| Automatic False Alarms | 450 | 36 | 21 | 30 | 40 | 22 | 35 | 36 | 47 | 33 | 35 | 22 | 23 | 87 | 97 | 116 | 80 | 380 | 450 | -70 | -16% |
| Total Fires Attended | 355 | 49 | 22 | 33 | 25 | 21 | 19 | 20 | 25 | 23 | 20 | 16 | 28 | 104 | 65 | 68 | 64 | 301 | 355 | -54 | -15% |
| Deliberate Fire | 202 | 26 | 10 | 18 | 16 | 8 | 12 | 8 | 12 | 7 | 13 | 9 | 16 | 54 | 36 | 27 | 38 | 155 | 202 | -47 | -23% |
| Deliberate grass fires attended | 35 | 8 | 2 | 7 | 6 | 2 | 2 | 0 | 2 | 2 | 2 | 1 | 7 | 17 | 10 | 4 | 10 | 41 | 35 | 6 | 17% |
| Deliberate refuse fires attended | 131 | 15 | 7 | 9 | 10 | 5 | 6 | 6 | 9 | 5 | 7 | 7 | 8 | 31 | 21 | 20 | 22 | 94 | 131 | -37 | -28% |
| Accidental Fire | 153 | 23 | 12 | 15 | 9 | 13 | 7 | 12 | 13 | 16 | 7 | 7 | 12 | 50 | 29 | 41 | 26 | 146 | 153 | -7 | -5% |
| Accidental Dwelling Fires Attended | 53 | 6 | 4 | 6 | 3 | 5 | 4 | 2 | 8 | 10 | 3 | 2 | 4 | 16 | 12 | 20 | 9 | 57 | 53 | 4 | 8% |
| Total Deaths and Injuries In Fires | 4 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 3 | 4 | -1 | -25% |
| Total Accidental Deaths and Injuries In Fires | 3 | 1 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 3 | 3 | 0 | 0% |

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 8% in incidents compared to last year. The number of incidents has risen from 53 to 57. There were 16 incidents in Q1, 12 in Q2, 20 in Q3 and 9 in Q4. 23 of the incidents were caused by cooking compared to 13 last year. 34 of the fires were due to human factors, including distraction (18) and falling asleep (5). The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. There were 2 serious and 1 slight injury this year, compared to 2 fatalities and 2 slight injuries last year. Attendance at Other special service calls have decreased by 9%, although assistance to other agencies has increased from 35 to 45 and effecting entry has also risen from 23 to 28. There were also 15 calls to bariatrics which was 5 more than last year. The number of road traffic collisions attended has increased from 57 to 74 with crews attending 14 extrications/release of persons compared to 9 last year. Most of the calls were making the scene/vehicle safe (39). Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. Deliberate grass fires have increased from 35 to 41 (+17%). Deliberate refuse fires have decreased by 28% from 131 to 94. Automatic false alarms have also decreased by 16% from 450 to 380. There was a decrease in calls to hospitals from 100 to 72 and calls to educational properties have decreased from 40 to 33 compared to last year. Crews will continue to target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs. Malicious false alarms have increased from 9 to 14 (+56%). There was also a 14% (254 to 218) decrease in good intent false alarms with calls to dwellings and loose refuse accounting for most of these calls.

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.iv

11 JULY 2022

REPORT OF THE ACO PEOPLE SERVICES

WELSH LANGUAGE STANDARDS UPDATE – JULY 2022

THIS REPORT IS FOR INFORMATION

REPORT APPROVED BY HEAD OF HR

REPORT PRESENTED BY HEAD OF HR, ANDREW JONES

SUMMARY

This report provides Members with an overview of the current position with regards to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Fire & Rescue Authority by the Welsh Language Commissioner on 30 September, 2016.

RECOMMENDATIONS

That Members note the information contained within the report.

1. BACKGROUND




- 1.1 As Members will be aware, under the Welsh Language (Wales) Measure 2011, Welsh Language Standards have been placed upon Unitary Authorities, Fire & Rescue Authorities, and many other named public sector bodies.

2. ISSUES

- 2.1 A total of 150 Standards are specified in the Authority's Compliance Notice. The Authority's Welsh Language Standards Compliance Review and Action Plan (Appendix 1) provide a breakdown of each Standard.

The Authority's Welsh Language Standards Compliance Review and Action Plan was updated during January 2022. Standard (55) 'Social Media' and Standards (86) & (87) 'Policy Making' have been changed to Green. Social Media statistics for 2020/2021 are presented as Appendix 2. Scores currently recorded as amber relate to translation work that is still in progress or changes to internal procedures that are in the process of being finalised. Future reviews of the Welsh Language Standards will be managed through Business Management Information System (BMIS).

- 2.2 Analysis of all the current Standards using the traffic light system is presented below:-

| | | |
|--|---|------------|
| Number of standards scoring in a Green category |  | 145 |
| Number of standards scoring in an Amber category |  | 5 |
| Number of standards scoring in a Red category |  | 0 |
| Total: | | 150 |

Key

-  = compliant
-  = resources/procedures yet to be allocated
-  = non-compliant

For details of the Authority's 150 Standards, please refer to the Authority's Compliance Notice (via the SWFRS website): <https://www.southwales-fire.gov.uk/app/uploads/2019/09/20180531-Hysbysiad-Cydymffurfio44-Awdurdod-T%C3%83%C2%A2n-ac-Achub-De-Cymru-en.pdf>

- 2.3 Further work is being carried out by the Planning, Performance and Risk Team on the development of the new Business Management Information System (BMIS). This system will provide real time reporting and allocate responsibilities to departments for providing regular updates on compliance with the 150 Standards. Dashboards have been established within the system to illustrate performance and direction of travel for each standard. The information compiled will feed into the Annual Monitoring Report produced by the Authority at the request of the Welsh Language Commissioner. The system is at the final stages of development with testing to be carried out shortly.
- 2.4 The Fire & Rescue Authority is required to produce and publish an Annual Monitoring report, indicating performance during the respective year. The most recent Annual Monitoring Report was published in September 2021 and is available on the Service's Welsh Language Standards webpage.
- 2.5 The Appendices attached to this report show three sections of information extracted from the 2020/2021 Annual Monitoring Report:-
- **Appendix 1** – The number of hits received to the Service's Welsh Language website pages, and an analysis of interactions with social media pages.
 - **Appendix 2** – Number of staff who have Welsh Language Skills.

2.6 The Service's Welsh Translation Service has a system in place for recording the amount of translation work undertaken on an annual basis. The most recent figures available for 2020/2021 are:

- Total number of words translated: 286,312
- Total number of words translated proofread: 86,896.

2.7 The Service provides support for employees to enrol on courses to learn the Welsh language. During the 2020/2021 Academic Year two members of staff enrolled onto Welsh Language courses. The Service intends to increase promotion and signposting for staff, to highlight the opportunities now open to them and to direct them to the application route for part-time courses.

Staff are required to assess their level of competence in respect of the Welsh language via the CoreHR Portal.

Please see Appendix 2 from the most recent Welsh Language Annual Monitoring Report. The Service is working to increase the number of self-assessments completed with announcements on the Intranet site, global e-mails and guidance documents.

2.8 The Service continues to be part of a "Community of Practice" hosted by Academi Wales. This forum has been introduced for attendees of the 'Leading in a Bilingual Country' workshops which took place in 2021. The forum will facilitate the sharing of ideas and best practice, and for creating and implementing the desired culture for the Welsh Language. The focus is around establishing an accurate organisational baseline of views, attitudes and general feeling towards the Welsh Language. To this end a questionnaire on the Welsh Language was distributed to staff during March 2022 to gauge their views and opinions on the subject.

2.9 The Service advertises its job vacancies on a bilingual basis via its *Latest Vacancies* web page. All Job roles within the Service are categorised as Welsh Essential or Welsh Desirable. During the application and Recruitment process, the Service provides the opportunity for job applicants to express their language preference for interviews and assessments. A request was recently made by a job applicant for the interview and relevant assessments to be carried out in Welsh.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|-----|
| Equality, Diversity and Inclusion | Yes |
| Welsh Language | Yes |
| Wellbeing of Future Generations (Wales) Act 2015 | No |

| | |
|---|-----|
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | Yes |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|-----|------------------------------|-----|
| Legal | Yes | Data Protection / Privacy | No |
| Financial | Yes | Health, Safety and Wellbeing | No |
| Procurement | No | Governance & Audit | Yes |
| Corporate Risk | No | Service Policy | Yes |
| Information Management | No | National Policy | No |

3.3 Resources, Assets and Delivery

| | |
|---|-----|
| Human Resource and People Development | Yes |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. EVALUATION & CONCLUSIONS

- 4.1 An Integrated Assessment has been undertaken by the Service, and no adverse impacts on any other Protected Characteristics have been identified.
- 4.2 There are positive impacts to the extent that Welsh speaking individuals from within all of the Protected Characteristics groups will benefit from having the option to access and receive the Authority's services in Welsh.

5. RECOMMENDATIONS

- 5.1 That Members note the information contained within the report.

| | |
|--------------------------|---|
| Contact Officer: | Andrew Jones – Head of HR |
| Background Papers | <p>Welsh Language Standards (No 5) Regulations https://www.legislation.gov.uk/cy/wsi/2016/406/made/welsh https://www.legislation.gov.uk/cy/wsi/2016/406/made</p> <p>Welsh Language (Wales) Measure 2011 https://www.legislation.gov.uk/cy/mwa/2011/1/contents/enacted https://www.legislation.gov.uk/mwa/2011/1/contents/enacted</p> |

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Number of hits received to Welsh Language website pages

The Service's external website is fully bilingual and actively offers all visitors the option of accessing its content through the medium of Welsh or English. The performance of the Welsh language version of the site during April 2020 - March 2021 in comparison with the English version is recorded in the table below:

| Criteria | Welsh pages | English pages |
|---|--|---|
| Unique page views | 7,185 (10,931) | 562,226 (723,484) |
| Users | 4,900 (3,802) | 217,972 (167,734) |
| Average time spent on Website (per session) | 1 minute 12 seconds (1 minute 41 seconds) | 1 min 59 seconds (2 minutes 3 seconds) |
| Most popular pages | Swyddi gwag diweddaraf Ymladdwr Tan ar Alwad Rol Diffoddwr Tan (Latest Vacancies) (Firefighter Roles) (Working with us) | Latest vacancies Wholtime Firefighters WDS2021 (Latest Vacancies) (On-Call Firefighters) (WDS2020) |

The figures in brackets indicate the comparative data for 2019/2020

Analysis of interactions with social media pages

The Service has taken steps to ensure all its promotional and safety campaigns via its social media channels are as readily available to Welsh language speakers as they are to English language speakers. This has been achieved by creating separate channels for both languages, with a Welsh language dedicated twitter account @TanDeCymru and a Welsh language dedicated Facebook page. Below is some performance data for each of the channels for April 2020 – March 2021:-

| TWITTER | | |
|--|--------------|------------------|
| Criteria | @TanDeCymru | @SWFireandRescue |
| Followers April 2020 – March 2021 | 177 (147) | 34,000 (30,000) |
| Tweets | 1600 (2,000) | 2100 (2,500) |
| Likes | 202 (361) | 30,000 (26,000) |

The figures in brackets indicate the comparative data for 2019/2020

| FACEBOOK | | |
|---|----------------------------|--|
| Criteria | Welsh page | English page |
| Increase of followers from April 2020 – March 2021 | 263 to 380 (234 to 262) | 28,305 to 35,962 (23,567 to 28,305) |
| New likes April 2020 – June 2021 | 79 (10) | 3,117 (756) |
| New likes July 2020 – September 2021 | 4 (6) | 1,698 (590) |
| New likes October 2020 – December 2021 | 8 (3) | 541 (152) |
| New likes January 2021 – March 2021 | 10 (8) | 1,609 (2,010) |

The figures in brackets indicate the comparative data for 2019/2020

| INSTAGRAM | |
|------------|--|
| Criteria | Bilingual page (as of 31 st March 2021) |
| Followers | 7,200 |
| Post likes | 48,000 |
| Posts | 286 |

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.v
11 JULY 2022

REPORT OF TEMPORARY DIRECTOR OF CORPORATE SERVICES

EMERGENCY USE OF DELEGATED POWERS

THIS REPORT IS FOR INFORMATION

REPORT APPROVED BY TEMPORARY DIRECTOR OF CORPORATE SERVICES

REPORT PRESENTED BY T/ACO GERAINT THOMAS, TEMPORARY DIRECTOR OF CORPORATE SERVICES

SUMMARY

To advise Members of the emergency use of delegated powers since the last Fire & Rescue Authority meeting in March 2022.

RECOMMENDATIONS

That the emergency use of delegated powers for the contract award to Terberg DTS UK (Holmatro) Ltd be noted.

1. BACKGROUND

- 1.1 In the last Fire & Rescue Authority meeting before the Local Government Elections, the following recommendation was approved:

“That between the last Fire & Rescue Authority meeting of the municipal year and the first meeting of the Fire & Rescue Authority after the AGM, the Chief Fire Officer and the T/Director of Corporate Services be given delegated powers to make decisions upon any matters in the interests of the Fire & Rescue Authority which, for reasons of urgency or due process, cannot wait until the first meeting of the Fire & Rescue Authority following the AGM, following consultation with appropriate Officers and, following the AGM, the Chairperson and/or Deputy Chairperson.”

- 1.2 This provision of the delegated powers enables the Fire & Rescue Authority to continue to meet its legal obligations in the period up until the first meeting of the new Fire & Rescue Authority, following the AGM, in July 2022.

2. ISSUE

2.1 The Fire and Rescue Authority Contract standing orders state:

“The awarding of contracts that are expected to exceed £750,000 for a one year term or £1,500,000 for a term in excess of one year shall also be approved by the Fire and Rescue Authority.”

2.2 In the period between the last Fire & Rescue Authority meeting and the AGM, at the conclusion of a procurement process it became necessary to award a contract for the supply of hydraulic cutting equipment on 3 May 2022. Therefore the use of delegated powers was exercised.

2.3 As a Service we are required to reinvest in front line, emergency response equipment that is coming to the end of its serviceable life. The existing contract had expired and a new contract was put in place and awarded to Terberg DTS UK (Holmatro) Ltd.

2.4 The Service has an allocated capital budget for this project of £1.8m as follows:

- 2022/23 £540k
- 2023/24 £795k
- 2024/25 £478k

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|-----|
| Equality, Diversity and Inclusion | Yes |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | No |
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.1.1 Evaluation trials were conducted with a cross-section of the workforce to ensure end user inclusion and perspective were reflected in equipment functionality. An impact assessment has been conducted and is retained by the Operational Risk Management Department.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|-----|------------------------------|----|
| Legal | No | Data Protection / Privacy | No |
| Financial | Yes | Health, Safety and Wellbeing | No |
| Procurement | Yes | Governance & Audit | No |
| Corporate Risk | No | Service Policy | No |
| Information Management | No | National Policy | No |

3.3 Resources, Assets and Delivery

| | |
|---|-----|
| Human Resource and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | Yes |
| Service Delivery | No |
| Procurement | Yes |
| Budget Revenue/Capital | Yes |

3.3.1 As outlined in the detail of the report above.

4. RECOMMENDATIONS

- 4.1 That the emergency use of delegated powers for the contract award to Terberg DTS UK (Holmatro) Ltd be noted.

| | |
|-------------------------|--|
| Contact Officer: | T/ACO Geraint Thomas Director of Corporate Services |
|-------------------------|--|

| Background Papers: | Date | Source/Contact |
|---------------------------|-------------|-----------------------|
| Scheme of Delegations | | |

| |
|--------------------|
| Appendices: |
| None |

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AGENDA ITEM NO 8

Reports for Decision

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 8.i.
11 JULY 2022

REPORT OF THE TEMPORARY DIRECTOR OF CORPORATE SERVICES

**REPORT ON STRATEGIC THEMES AND PROPOSED OBJECTIVES
2023/2024**

THIS REPORT IS FOR DECISION

REPORT APPROVED BY TEMPORARY DIRECTOR OF CORPORATE
SERVICES

REPORT PRESENTED BY SARAH WATKINS, HEAD OF CORPORATE
SUPPORT

SUMMARY

To approve the proposed objectives for 2023/2024 to deliver our long-term Strategic Themes for publication in the Service's Annual Improvement Plan Stage 2 for formal consultation.

RECOMMENDATIONS

It is recommended that Members:

1. Approve the proposed Strategic Themes and Objectives, set out in Appendix 1, for engagement events and publication in the "Consultation Document" - Stage 2 of the Annual Improvement Plan on the SWFRS Internet site by 31 October 2022.
2. Approve delegation to the Director Corporate Services and Head of Corporate Support to review and refine the proposed Objectives as necessary.

1. BACKGROUND

- 1.1 The purpose of this report is to propose the objectives to deliver our long-term Strategic Themes in the upcoming year 2023/24 for formal consultation.
- 1.2 Members will be aware of the requirement to publish the second stage of the Annual Improvement Plan by the statutory deadline of 31 October, in accordance with the requirements of the Local Government (Wales) Measure 2009. The final document will take the same style and format as previous years.

- 1.3 While reporting on performance for the preceding financial year 2021/22, the Annual Improvement Plan is also a consultation vehicle for updating the long-term Strategic Themes for the Service as well as the Objectives for the upcoming financial year 2023/24. The document will outline how these Themes and Objectives support the achievement of Well-being Goals as part of the Well-being of Future Generations (Wales) Act 2015. It will also meet our statutory obligations as per the Local Government (Wales) Measure 2009 and the Welsh Government's Fire & Rescue National Framework 2015.

2. ISSUE

- 2.1 To ensure that the content for the upcoming 12-week statutory consultation, which will take place from October 2022 to January 2023, will be approved by Members and they will help shape and identify the Objectives we should consult upon for the upcoming year 2022/23.
- 2.2 For clarification, within this document, Strategic Themes are our top-level plan and have been considered in accordance with our contribution toward the Well-being of Future Generations (Wales) Act 2015 and the Welsh Government's Fire & Rescue National Framework 2015. These are supported by the delivery of Objectives. These Objectives meet our statutory obligations under the Local Government (Wales) Measure 2009 and provide greater clarity and focus on what we will do as a Service.
- 2.3 Delegation to review and refine the proposed Objectives as necessary, between July 2022 and October 2022, is being sought for the Director of Corporate Services and Head of Corporate Support. This will enable Members' views and the final views from the pre-consultation and engagement exercise to be incorporated.
- 2.4 The results of the 12-week public consultation will be reported to the Fire & Rescue Authority in March 2023.

2. IMPLICATIONS

3.1 Community and Environment

| | |
|---|-----|
| Equality, Diversity and Inclusion | Yes |
| Welsh Language | No |
| Well-Being Of Future Generations (Wales) Act | Yes |
| Socio Economic Duty | No |
| Sustainability / Environment / Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |

| | |
|-------------------|----|
| Impact Assessment | No |
|-------------------|----|

3.1.1 Equalities outcomes were considered in the development of these objectives and are, where possible, included within the consultation document. In determining relevant team actions to deliver the Objectives and Themes, equalities and well-being outcomes will also be considered.

3.1.2 Strategic Themes are our top-level plan and have been considered in accordance with our contribution toward the Well-being of Future Generations (Wales) Act 2015.

3.2 Regulatory, Strategy and Policy

| | |
|------------------------------|-----|
| Legal | No |
| Financial | Yes |
| Procurement | No |
| Corporate Risk | No |
| Information Management | No |
| Data Protection / Privacy | No |
| Health, Safety and Wellbeing | No |
| Governance & Audit | No |
| Service Policy | No |
| National Policy | No |

3.2.1 Delivery of these Strategic Themes are primarily addressed within the commitments of the Medium Term Financial Strategy or will be met as part of the financial planning for subsequent years.

3.3 Resources, Assets and Delivery

| | |
|---|----|
| Human Resources and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. RECOMMENDATIONS

4.1 It is recommended that Members:

1. Approve the proposed Strategic Themes and Objectives, set out in Appendix 1, for engagement events and publication in the “Consultation Document” – Stage 2 of the Annual Improvement Plan on the SWFRS Internet site by 31 October 2022.

- 4.2 Approve delegation to the Director Corporate Services and Head of Corporate Support to review and refine the proposed Objectives as necessary.

| | |
|-------------------------|---|
| Contact Officer: | Suzanne Absalom Planning, Performance and Risk Manager |
|-------------------------|---|

| | | |
|---------------------------|-------------|-----------------------|
| Background Papers: | Date | Source/Contact |
| None | | |

| | |
|--------------------|--|
| Appendices: | |
| Appendix 1 | Strategic Themes and Proposed Objectives 2023/24 |
| Appendix 2 | Safer Together – Have Your Say : Pre-consultation exercise |

Appendix 1

Strategic Themes and Proposed Objectives

The following eight Strategic Themes were proposed and approved for the long-term Strategic Plan 2020-2030:

- Keeping You Safe
- Responding To Your Emergency
- Using Technology Well
- Working with Our Partners
- Engaging and Communicating
- Valuing Our People
- Protecting Our Environment
- Continuing To Work Effectively

These themes were developed with reference to the chapters of the Fire and Rescue National Framework for Wales 2016 and closely align to the Wellbeing Goals published under The Wellbeing of Future Generations (Wales) Act 2015.

Below the Strategic Themes, a set of Objectives has been developed to capture the key priorities for the coming years. These have been influenced by priorities identified during the launch of our Strategic Plan 2020-2030, changes to ways of working as a result of the Covid-19 pandemic and priorities outlined in local community risk management plans.

| Strategic Themes | Proposed Objectives |
|------------------------------|---|
| Keeping You Safe | <ul style="list-style-type: none"> • Reduce the impact of false alarms on our resources • Reduce the number of fires in the home and understand the behaviours and causes of them • Reduce the number of Road Traffic Collisions • Reduce the number of deliberate fires • Improve safety in and around the water • Improve fire safety in buildings in our communities |
| Responding To Your Emergency | <ul style="list-style-type: none"> • Respond effectively when you need us • Do all we can to make sure that our On Call Duty System (OCDS) crews are available • Train our personnel to respond to current and future risks in our communities |
| Valuing Our People | <ul style="list-style-type: none"> • Attract a workforce that reflects and represents our communities • Develop our people by identifying training and development opportunities • Support our people to feel well, healthy and happy at work • Deliver on the recommendations of the Investors in People report • Encourage and support a bilingual culture across the service |
| Using Technology Well | <ul style="list-style-type: none"> • Use the most suitable technology and equipment to improve our services • Review the standard and use of technology and equipment across the Service |
| Working With Our Partners | <ul style="list-style-type: none"> • Work with Public Service Boards to support our communities. • Work with our partners to deliver our services where they are needed • Review and evaluate our existing partnerships |

| Strategic Themes | Proposed Objectives |
|--------------------------------|---|
| Engaging and Communicating | <ul style="list-style-type: none"> • Involve our communities and make sure they have their say in what we do • Help keep our communities safe through safety education and attending community events |
| Protecting Our Environment | <ul style="list-style-type: none"> • Reduce our usage of single use materials • Expand the use of electric vehicles • Reduce our energy use and our carbon footprint • Consider how our activities impact on the environment • Reduce the amount of waste produced |
| Continuing To Work Effectively | <ul style="list-style-type: none"> • Be clear and publicly accountable • Maximise value for money while improving our service • Develop new ways of working |

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Safer Together - Have Your Say

Pre-consultation Evaluation

July 2022

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Introduction

This is an evaluation of the pre-consultation and engagement process with SWFRS staff, our stakeholder panel, and key partners. This informs our strategic planning process, feeding into the Improvement Plan which is published in the Autumn.

People were asked to rate the importance of the Service's Strategic Themes and provide their opinions in answering the following three questions:

- What should we be doing next year to improve our Service in 2023-2024?
- If you could make one change to our Service, what would it be?
- Are there services we should focus less on?

The pre-consultation was carried out using an on-line survey, open for 15 days, between 13th – 27th June 2022.



Fig.1: The 50 most used words and within stakeholder feedback.

Executive Summary

- There was more engagement in the pre-consultation survey this year, total responses increasing from 78 last year to 130 this year.
 - This was driven by a rise in responses from Corporate Staff.
 - The number of responses from external stakeholders is comparable to last year.
 - Corporate Staff accounted for over half of all responses, with WDS accounting for a quarter.
- Respondents agreed that all eight Strategic Themes were important/very important.
 - There was very little change in how the eight Strategic Themes were rated this year compared to last year.
 - There was a slight strengthening in importance for Responding to your Emergency, Keeping you Safe and Valuing our People Themes, but a slight weakening of Working with Partners and Continuing to Work Effectively Themes.
 - Corporate Staff gave a higher overall importance rating across all eight Strategic Themes than WDS (average 4.5 vs. 4.1). WDS gave the lowest overall importance rating of any group of respondents.
- The main feedback themes were as follows:
 - Value staff more (empathetically, and through recognition and reward)
 - Improve communication and engagement both internally and externally (focus on prevention education and meaningful engagement with communities, and HQ/Senior Management relationship with Stations)
 - Introduce a consistently implemented flexible working / working from home policy for Corporate Staff (acknowledge cost of living, environmental impact, effect on wellbeing)
 - Reduce environmental impact (appliances, paper use, staff travel)
 - Improve recruitment, promotion process and staff retention (diversity, pathways, incentives, OCDS)
 - Continuously improve services and develop staff (upskill, talent spot, change culture, improve managers)
 - Continue some collaborative/partnership work, but reduce others (some Corporate Staff say to continue assisting other agencies, whilst some Corporate and WDS staff say to reduce community and social services activities)
 - Focus on service delivery, specifically core response duties (opinions held by some WDS staff)

Overview of Responses

130 people responded to the pre-consultation survey, one of whom responded to the survey in Welsh. 111 respondents (85% of the total) are affiliated with SWFRS (either contracted or work in a volunteer capacity with the Service). 19 self-identified as being an external stakeholder or preferred not to say. More than half of respondents were Corporate Staff, with a quarter being WDS.

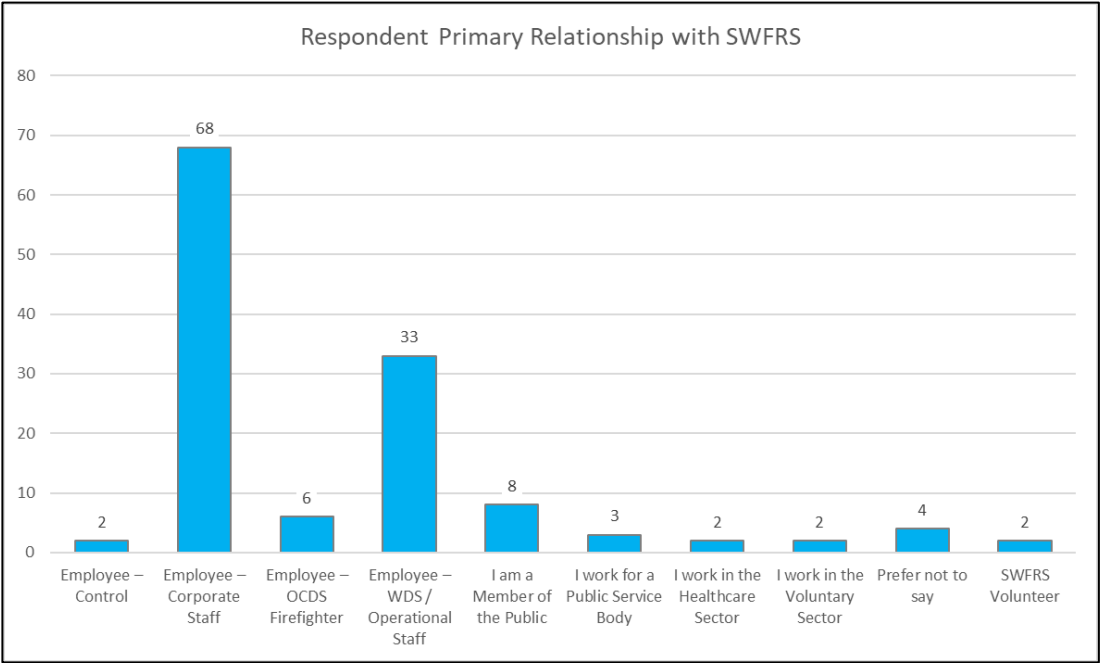


Fig 2: Count of responses by respondent’s primary relationship with SWFRS (alphabetical order).

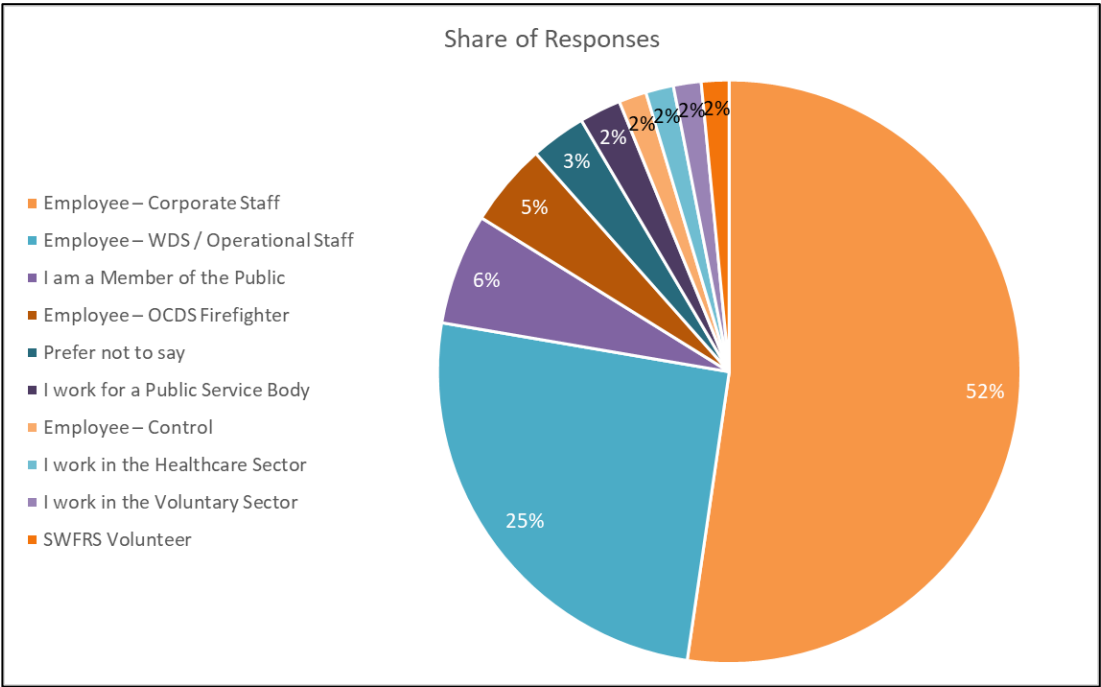


Fig 3: Share of responses by respondent relationship with SWFRS. Based on 130 responses.

Engagement with the pre-consultation has improved this year. Responses increased by 67% (+52) from 2021 to 2022, with numbers this year returning to pre-pandemic levels.

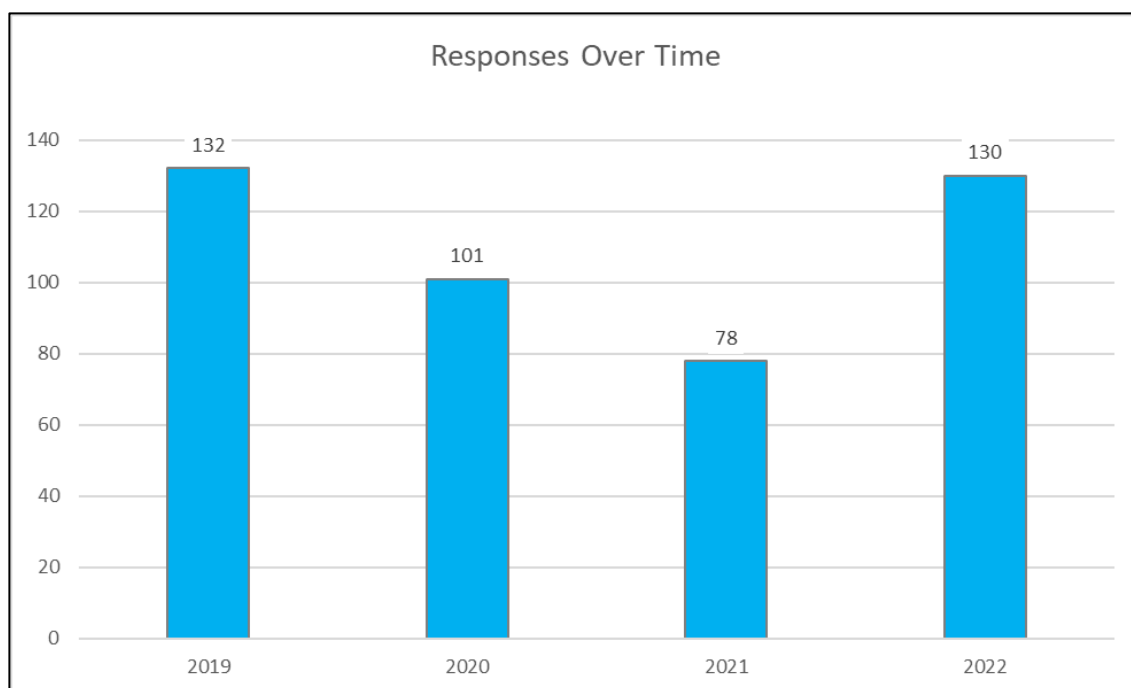


Fig 4: Pre-consultation response figures over time.

7% of all SWFRS staff responded to this year's survey, an improvement from 4% in 2021. This increase was driven by more engagement from Corporate Staff in this year's pre-consultation process. There have been small improvements in engagement among WDS and OCDS, but no change in the number of responses from Control (2, 4.5% of Control staff).

The number of responses from external stakeholders is comparable to last year. The last two years have seen a decline in engagement with the pre-consultation process among stakeholders working for a Public Service Body. There were more responses from members of the public on our stakeholder register this year than last year, though the figure is less than half that in 2020. The respondent relationship with SWFRS was not tracked before 2020.

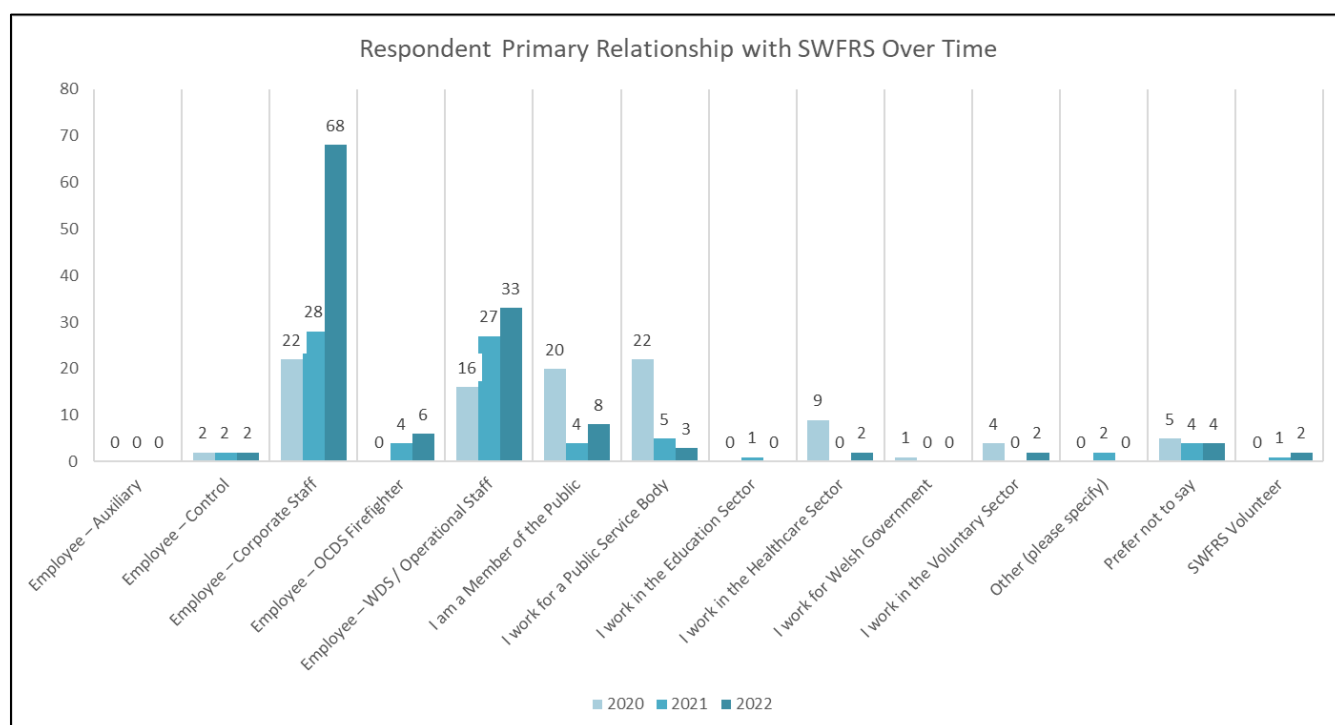


Fig 5: Respondent's primary relationship with SWFRS (alphabetical order) over time. We did not ask for the respondent relationship with SWFRS in pre-consultations prior to 2020. Based on 130 responses.

Stakeholder Targets & Engagement Strategy

Below is an overview of the engagements used by Media & Comms to raise awareness, and promote completion, of the pre-consultation survey:

- Service Information emails (three during the period of the pre-consultation) sent to all staff
- Email sent to all contacts on our Stakeholder Register
- Emails sent to Station Commanders, Fire Authority Members, departments and 'champions' to encourage feedback across the Service
- Graphic and survey link on the home page of the intranet
- Intranet page
- Information and survey link published in Routine Notices
- Survey highlighted on Service Upcoming Events Calendar
- Staff App
- Posters at HQ and sent to Stations and other locations
- Shout Magazine (May edition)

Rating our Strategic Themes

The pre-consultation asked people how they would rate the importance of the eight Strategic Themes on a scale of 1-5, with 5 being very important and 1 being not important at all. Respondents agreed that all eight Strategic Themes were important/very important. The average rating across all eight Strategic Themes was 4.5 (based on 130 responses).

There was very little change in how the eight Strategic Themes were rated this year compared to last year. The primary response and prevention indicators, **Responding to your Emergency** and **Keeping you Safe**, as well as **Valuing our People**, ranked highest in importance. Each of these were rated slightly more important than in last year's pre-consultation. **Working with Partners** ranked lowest and **Continuing to Work Effectively** was rated slightly less important this year than last year.

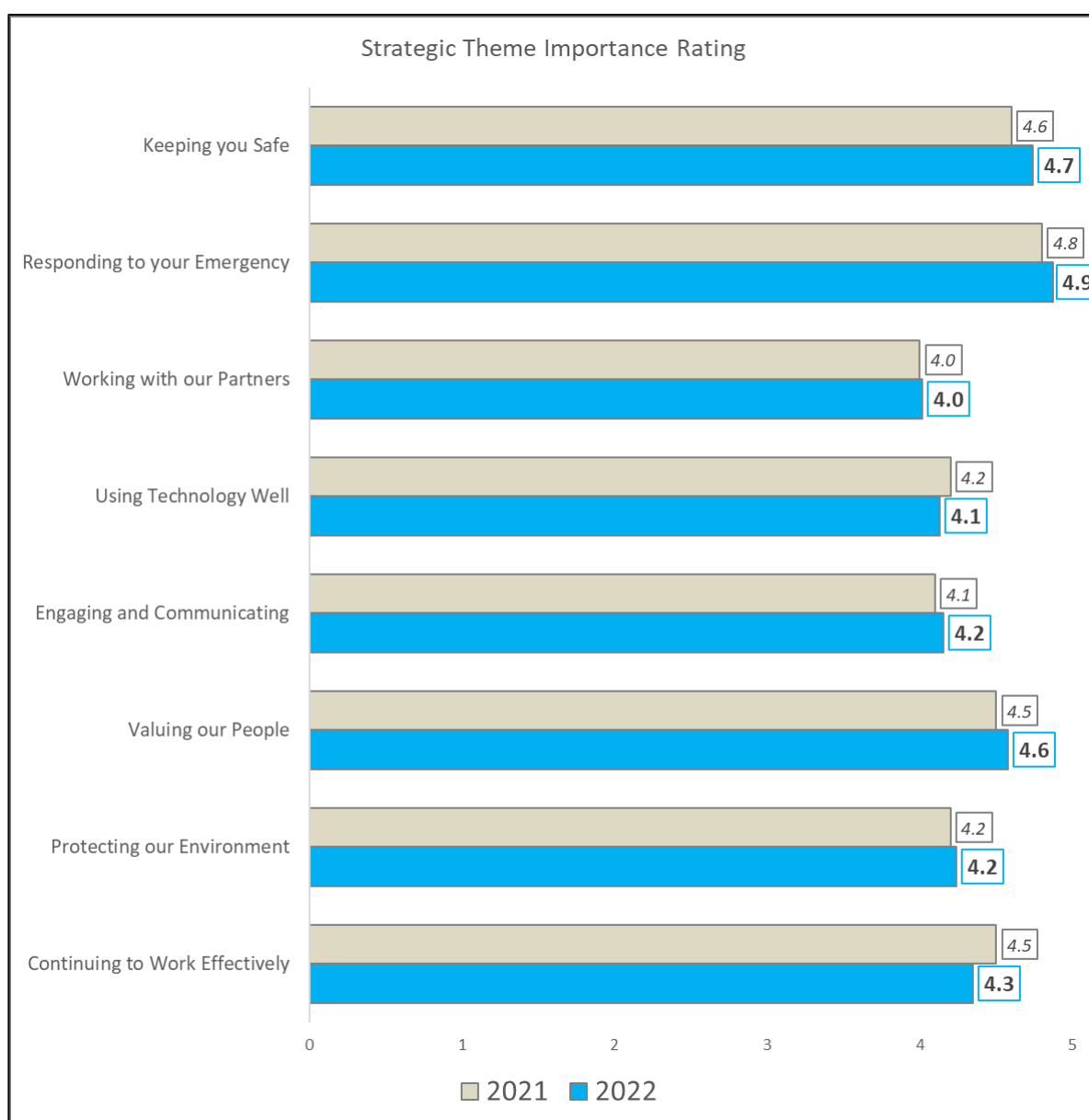


Fig.6: Strategic Theme Importance to Respondents (on a scale of 1-5, with 5 being very important and 1 being not important at all). Based on 130 responses.

There is a different between the importance rating responses from Corporate and WDS staff. Of the respondent cohorts that provided more than five responses, Corporate Staff gave the highest overall

importance rating across all eight Strategic Themes (4.5). WDS gave the lowest overall importance rating across all eight Strategic Themes (4.1).

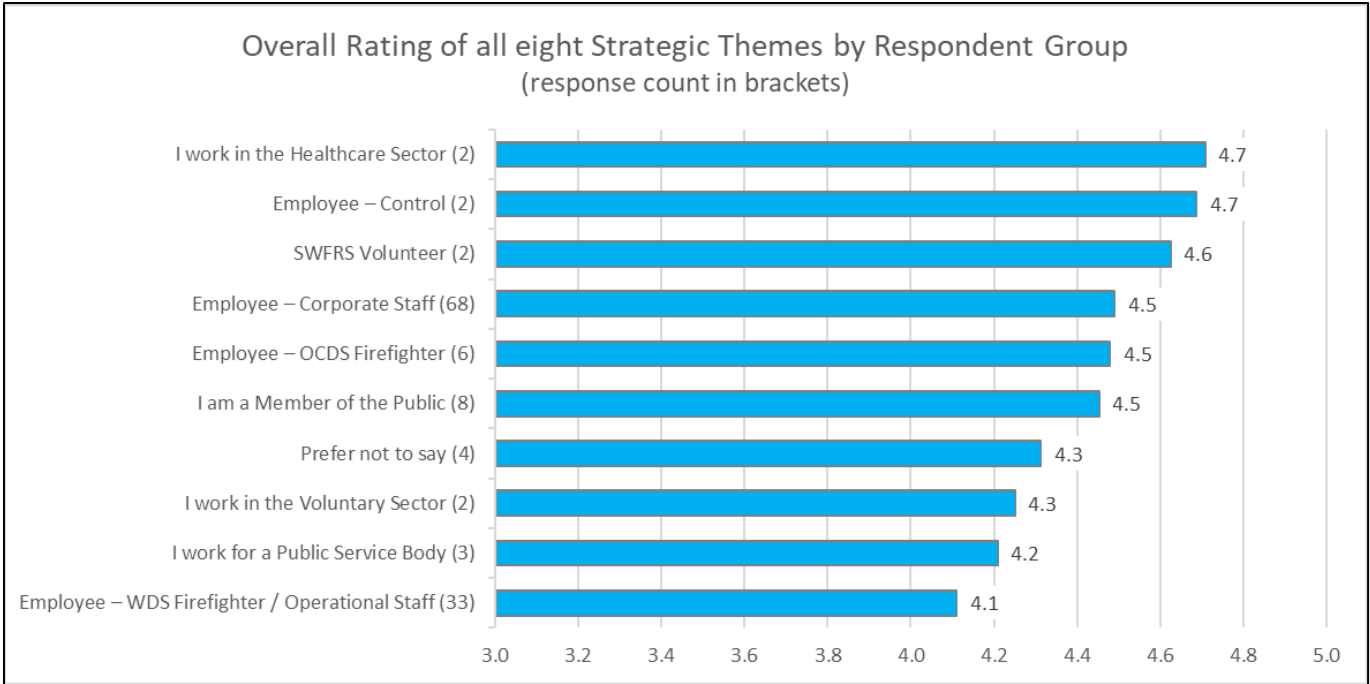


Fig.7: Overall Importance Rating across all eight Strategic Themes (on a scale of 1-5, with 5 being very important and 1 being not important at all). Based on 130 responses.

Qualitative Feedback

Suggested areas to improve for next year

The recurring feedback provided around what SWFRS should focus on to improve as a Service is broadly categorised into these themes (in order of prominence in responses):

- **Improve staff morale, listen to staff, value staff more, and improve employee welfare and wellbeing**
 - This the main recurring theme among SWFRS staff. There were many generic references to valuing staff, and some specific themes surfaced that explain why some staff currently feel undervalued. The specific themes are explored in detail through the remainder of the report.
 - There is a sense that inequalities between departments have grown. There is a lack of empathy and understanding of the work employees do, and of the negative impact that the current cost of living is having on employees.
 - Look after employees better. A greater appreciation of how employees currently feel would increase their engagement in their job.
 - Support all staff more, eg, the provision of better welfare at the scene of an incident (e.g., food and drink and toilet facilities) and offering staff more support when coping with mental health issues.
 - Value staff by investing in them. Comments included a pay-scale review to ensure staff are paid commensurate to their roles and upskilling staff more through training and development.
 - The Job Evaluation process has harmed morale according to some Ops and non-Ops staff.
 - Problems with staff retention are linked to a combination of the current inflexibility with remote working, lack of consistency between teams and departments, lack of deserved recognition for good work, and staff comparing current pay scales to other public services.
 - Some WDS personnel remarked that the work they do should be more valued, they should be trusted more, and their opinions listened to more by senior management.
 - Improve conditions for Control Staff. This was expressed by both Control and WDS members of staff.
 - Feedback called for fairness and equality across all Corporate Staff departments, including the need for a consistently implemented flexible working / working from home policy.
- **Improve and increase engagement with communities**
 - This theme was expressed primarily by Corporate Staff.
 - Improve communication with communities. This means more meaningful and effective public engagement. Consult with members of the public using citizens panels and focus groups, run more open days and community events. Listen to communities to understand what we need to improve.
 - Crews attending more public events can then do more to promote safety advice and recruitment into the Service.
 - Implement long term planning and engagement strategies to achieve specific goals.
- **Improve staff remuneration**
 - This theme was expressed by employees from across the Service.
 - Invest in our workforce. Increase salaries for staff in line with the increase in inflation and the current rise in the cost of living.
 - Consider a pay review that compares us with similar services, and similar roles in public services.
 - Increase hourly rates or basic wages for OCDS firefighters to encourage more people to join as an OCDS firefighter and make it more attractive to then retain them.
 - Improve pay for Emergency Response drivers to cover the additional risk and responsibility attached to driving in those conditions.
- **Ensure continued focus on prevention education**
 - This theme was expressed primarily by Corporate Staff and external stakeholders.
 - Invest in prevention activities.
 - Focus on the promotion of safety advice by crews, including more direct contact with young people to help prevent deliberate fires and reduce anti-social behaviour.

- **Greater focus on working sustainably and in an environmentally friendly capacity**
 - This theme was expressed primarily by Corporate Staff.
 - Better understand and manage our impact on the environment and increase the Service's focus on sustainability and the reduction of its carbon footprint.
 - Develop new ways of sustainable working and the sustainable delivery of our services. Fully utilise technology to improve processes that have a positive impact on our sustainability goals.
 - Working from home, for those who can, would reduce road use and improve carbon reduction.
- **Focus on service delivery**
 - This theme was expressed primarily by WDS staff.
 - The Service should focus on Operational Staff and create more of an Ops first culture as opposed to a Corporate culture.
 - Focus on key Fire Service priorities, leaving secondary activities to better skilled, better prepared agencies.
- **Introduce a consistent flexible working / working from home policy for Corporate Staff**
 - There is a sense among feedback from Corporate Staff that the Service is not empathic towards the impact that the cost of living is having on employees. More frequent working from home would reduce fuel costs and have a direct positive impact on staff finances and morale.
 - The current flexible working guidance is inconsistent between teams and departments.
 - Staff are comparing SWFRS working conditions to other Fire Services and partner organisations who offer their staff the option of working from home more frequently.
 - With the Welsh Government target of being Net Zero Carbon by 2030, all staff should be given the option to work from home more frequently.
- **Improve efficiency in working practises**
 - This theme was expressed primarily by Corporate Staff.
 - Reduce financial waste by working in a more cost-effective way.
 - Make processes more efficient.
 - Reinforce good working practice, such as avoiding duplication of activity by centralising information.
 - Reduce marketing activities that have limited positive end results.
- **Improve recruitment**
 - This theme was expressed by employees from across the Service.
 - The current WDS recruitment process is not inclusive of the communities we serve.
 - Recruit more females and people from ethnic minorities in departments across the Service.
 - Recruit more people using Volunteer and Fire Cadet pathways.
- **Continue collaborating with partners**
 - This theme was expressed primarily by Corporate Staff.
 - Build upon the collaborative strengths we have shown our partners through the pandemic.
 - Continue to support the Ambulance Service at every opportunity.
- **Learning & Development**
 - This theme was expressed by WDS and Corporate Staff.
 - Upskill staff and continue to develop staff to reach their potential.
 - Talent spot for management positions and ensure we have the right people in the right places.
 - Develop progression guidance.

Other suggested areas the Service can improve on in 2023-2024 included:

- Diversification of role of a firefighter (including Fire Medical Response), though this was not mentioned by WDS staff
- Adapting better to change / continuous improvement
- Better use of ICT, other technology, and equipment
- Better planning

Suggested areas for change for next year

The feedback provided around what SWFRS should change next year is broadly categorised into these themes (in order of prominence in responses):

- **Introduce a consistent flexible working / working from home procedure for Corporate Staff**
 - The Service is being challenged by some Corporate Staff for not being pro-active over the last two years when it comes to formulating a hybrid / remote working policy for Corporate Staff, in line with other organisations. There is a feeling among some that the Service should adapt its policy to better fit with changes to employees' work-life balance since the advent of the pandemic, and to new expectations of what post-Covid, low carbon working conditions should be.
 - Do not leave office /working from home decisions to line managers discretion as is currently happening. Standardise the implementation of a flexible working policy across all Corporate Staff.
 - Recognise the benefits of more home working days for staff wellbeing; staff will save money on fuel, reduce carbon footprint, have less worries about money and better mental health.
 - Acknowledge that some teams can work from home without any loss of productivity.
 - Offer a four-day working week option, with longer working hours on working days.
- **Improve staff morale, value staff more and improve employee welfare and wellbeing**
 - This theme was expressed by WDS and Corporate Staff.
 - Build a culture of respect and appreciation. Improve the levels of respect shown by the Service to all staff. Appreciate and celebrate the work people do.
 - Reinstate the pride employees should have when working for the Service.
 - Have a permanent Mental Health and Wellbeing Officer to continually drive forward initiatives for staff.
 - Remove the 'us and them' culture between HQ and Stations.
 - Increase the trust shown by higher command levels and line managers so that the workforce does not feel as untrusted and over-supervised as they do now.
 - Engage more with internal staff at the 'coal face'.
- **Improve quality of management and change the management structure in the Service**
 - This theme was expressed by WDS and Corporate Staff.
 - Improve the quality of management and bring more consistency to leadership in the Service.
 - Reduce the number of middle managers and line managers who do not manage many people.
 - Manage people in more innovative ways, take on board criticism and be more open to change.
- **Improve communication at all levels**
 - This theme was primarily expressed by Corporate Staff.
 - Improve consistency of messaging across departments and initiatives.
 - More knowledge sharing and communication between departments.
- **Improve firefighter remuneration**
 - This theme was primarily expressed by WDS Staff.
 - Introduce pay parity in line with the job they perform and in line with similar public sector roles. This will help with morale and help to attract and retain staff.
 - The cost of living and pay freeze is making the WDS wage difficult to live off when supporting a family, making secondary employment an attractive proposition for some.
- **Broaden the role of the firefighter to respond to medical and other emergencies**
 - This theme was primarily expressed by some OCDS and Corporate Staff, and external stakeholders, but not by WDS.
 - Diversify the firefighter role, including Fire Medical Response.
 - Where possible, assist more with WAST and the NHS, and make prevention a core aspect of the firefighter role.

- **Improve recruitment and promotion**
 - This theme was mentioned by both internal and external stakeholders.
 - Improve how the Service recruits the best candidates.
 - Create a more diverse workforce.
 - Simplify internal recruitment for Corporate Staff
- **Concentrate on the core functions of the fire service**
 - This theme was expressed by WDS Staff.
 - Increase the focus on the core response functions of the Service, and support those who deliver what the public want from their Fire Service.
 - Increase the focus on firefighters' welfare, providing more training and better equipment.
 - Ensure there are always five firefighters on every appliance that turns out.
- **Make the OCDS role more attractive**
 - This theme was expressed by OCDS Staff.
 - Remove maximum availability from OCDS firefighter contracts.
 - Close the pay gap, bringing more parity between OCSD and WDS.
- **Adapt to change and continuously improve**
 - This theme was expressed by WDS and Corporate Staff.
 - Improve change management.
 - Address issues within the culture of the organisation that limit our ability to achieve sustainable and meaningful change.
 - Keep evolving to meet current and future trends.
- **Reduce environmental impact**
 - This theme was expressed by WDS and Corporate Staff.
 - Reduce the Services' impact on the environment by investing in more environmentally friendly appliances, reducing employee travel to their location of work, and reducing paper waste e.g., by using a tablet when completing M20s.
- **Improve the WDS promotion process**
 - Improve transparency and openness concerning the WDS promotion processes. Stop investing in some people, invest in all.
 - Implement a succession planning review.
 - Allow specialist promotion within roles where it is required.
- **More opportunities for Corporate Staff to develop**
 - Create more space for staff to upskill. Some staff find it hard to devote time to Learning & Development because of their workload.
 - Use staff skillsets to their maximum, do not limit people to just their role if it is mutually beneficial for the Service and the skill holder.

Other suggested areas the Service can change included:

- Recruit more WDS personnel to create an establishment that allows the flexible rostering system to function
- Improving internal customer service
- Improve prevention measures with regards to physical health
- Increase volunteer opportunities
- Reduce focus on social media
- Take more appropriate action on ill-discipline and poor sickness records
- Increase awareness among Operational Staff of what Corporate Staff do

Suggested areas to focus on less next year

Almost all suggestions of what SWFRS should focus on less came from within the organisation. The recurring feedback is broadly categorised into this theme:

- **Focus on core responsibilities and less on collaborative/partnership work**
 - This theme was expressed by WDS and Corporate Staff.
 - It is good to collaborate in some areas i.e., water awareness and first responder, but we should not spread ourselves too thin.
 - Do less of the things that add little value e.g., non-mandatory services, unnecessary surveys/reports/group/service-wide emails.
 - Do less of the community work that is better suited to the police. Do less safeguarding work. It should be passed back to police and social services.
 - Ensure that we are viewed by the public as being independent of law enforcement.
 - There is too much emphasis on engaging with different groups and working with partners.
 - Reduce waste from community safety marketing leaflets, toys, and freebies.
 - Remove responsibility to attend false alarms, animal rescues and bariatric code blues.

Other suggested areas the Service should do less of included:

- Reduce the number of Corporate Staff
- Less social media activity
- Less system input, such as BMIS, and less focus on statistics
- Fire Crime
- Fire Cadets

Positive stakeholder testimonials

- *“Keep on doing what you are - preventative rather than reactive”*, a member of the public, no location provided.
- *“I believe we prioritise and focus on the correct themes”*, a Corporate member of staff from RCT.
- *“Keep going”*, a Corporate member of staff from Vale of Glamorgan.

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 8.ii
11 JULY 2022

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

SCHEME PAYS REVIEW

THIS REPORT IS FOR DECISION

REPORT APPROVED BY ACO PEOPLE SERVICES

REPORT PRESENTED BY ACO PEOPLE SERVICES, ALISON REED

SUMMARY

The Local Pension Board (LPB), at its meeting on 4 July 2022, reviewed the current "Scheme Pays" arrangements. The report shares the detail of the information considered by the Local Pension Board. The role of the Local Pension Board is to provide oversight and assistance to the Scheme Manager, it is not a decision making body in relation to scheme management and administration. Following the discussion at the Local Pension Board Committee meeting on 4 July, the Chair of the Board is invited to make a recommendation to the Fire & Rescue Authority.

RECOMMENDATIONS

To receive an update from the Chair of the Local Pension Board and if minded to, accept the recommendations in relation to the Scheme Pays procedure.

1. BACKGROUND

- 1.1 HMRC's Annual Allowance Limit ('AA Limit') is a limit to the total amount that an individual's pension savings can grow in a defined benefit pension scheme each year, for tax relief purposes. If the AA Limit is not reached in a particular tax year, the unused allowance can be carried forward to later tax years.
- 1.2 If the AA Limit is exceeded in a particular tax year, and the individual has no unused annual allowance to carry forward from the previous three tax years, they will be subject to an Annual Allowance Tax Charge ('AA Tax Charge').
- 1.3 The individual can pay the AA Tax Charge from their own personal finances. However, pension schemes must provide a scheme pays facility, known as a Mandatory Scheme Pays ('MSP') arrangement, where qualifying conditions are met.

- 1.4 If the individual does not meet the conditions for MSP to apply, they may be able to apply to use a Voluntary Scheme Pays ('VSP') arrangement instead.
- 1.5 A scheme pays facility works by having the pension fund pay the AA Tax Charge initially. The tax charge is repaid by the member once their pension comes into payment, by way of a reduction in their pension benefits.
- 1.6 South Wales Fire & Rescue Authority through its Pensions Administrators, RCT Pensions, have in place MSP provisions. The Fire Authority introduced a VSP procedure on 1 April 2019.
- 1.7 The current Scheme Pays Procedure can be found at Appendix 1 attached to the report. Appendix 2 provides a revised draft which reflects current HMRC guidance. Proposed changes are shown in red font.
- 1.8 **Mandatory Scheme Pays** applies where a scheme member has made a request and:
 - Pension savings growth in the Scheme exceeds the HMRC standard AA limit during the tax year; and
 - An AA tax charge exceeding £2,000 has been triggered.
- 1.9 **Voluntary Scheme Pays** is where an employer can choose to introduce a scheme pays arrangement with different triggers or thresholds than those in the mandatory scheme (the tax being recovered later through a reduction in pension benefits). Due to the introduction of the 2015 Firefighters' Pension Scheme and changes to tax rules on tapered AA, some scheme members are no longer eligible for MSP but still face the burden of having to pay tax upfront. The burden of meeting these upfront tax charges could be covered by a VSP arrangement.

2. ISSUES

- 2.1 There are no issues to report. The proposed changes to the Scheme Pays procedure reflect HMRC guidance. The area of significant change is in relation to VSP which reflects HMRC guidance and subsequent discussions with RCT Pensions in relation to the practical elements of VSP.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | No |
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.1.1 There are no additional financial issues arising as a result of this report. Our Administrator, RCT Pensions, has confirmed that action would be taken to reduce the Members benefits if VSP is applied as per the new procedure at Appendix 2.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|----|------------------------------|----|
| Legal | No | Data Protection / Privacy | No |
| Financial | No | Health, Safety and Wellbeing | No |
| Procurement | No | Governance & Audit | No |
| Corporate Risk | No | Service Policy | No |
| Information Management | No | National Policy | No |

3.3 Resources, Assets and Delivery

| | |
|---|----|
| Human Resource and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. EVALUATION & CONCLUSIONS

4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this particular report.

5. RECOMMENDATIONS

- 5.1 To receive an update from the Chair of the Local Pension Board and if minded to, accept the recommendations in relation to the Scheme Pays procedure.

| | |
|--------------------------|---|
| Contact Officer: | ACO Alison Reed Director of People Services |
| Background Papers | Appendix 1 – Current SWFRS Scheme Pays Procedure Appendix 2 – Proposed new SWFRS Scheme Pays Procedure |

OP-02.001C, Firefighters' Pension Schemes – Scheme Pays procedure

Document Information

| | |
|--|------------------------------------|
| Security Classification | Not protectively marked |
| Document Owner | Head of HR |
| (M33C) Date Last Review Published | N/A First Issue |
| Category of amendment | |
| Completed by | |
| (M33A/Factual) Date Last Amendment Published | 16 April 2019 |
| Category of amendment | New procedure |
| Completed by | Alison Reed ACO People Services |
| Date of Next Review | 2nd Quarter 2022 |
| Notes | |

| | |
|--------------------------|--------------------------|
| In Case of Query Contact | Pensions Liaison Officer |
|--------------------------|--------------------------|

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1 Introduction

- 1.1 Scheme Pays is a mechanism that permits an individual to ask the Scheme Manager of the pension scheme that they are a member of to pay any tax charge due in relation to an excess of pension savings above Her Majesty's Revenues & Customs (HMRC) standard Annual Allowance limit. In return, there is a reduction in pension benefits when the individual's pension comes into payments.
- 1.2 There are two types of Scheme Pays, Mandatory and Voluntary, and each has its own qualifying conditions and timescales that must be satisfied.
- 1.3 An individual will need to advise HMRC if they plan to use Scheme Pays. The process for applying for Scheme Pays is detailed below.

2 Corporate Policy

- 2.1 This organisational procedure supports Corporate Policy 02, Our People.

3 Scope and Applicability

- 3.1 This procedure is applicable to Wholetime Personnel and On-Call Personnel working the Retained Duty System.
- 3.2 All employees are required to adhere to this procedure. Employees should note that any breaches of this procedure may lead to disciplinary action. Serious breaches of this procedure may constitute gross misconduct and lead to dismissal. Please refer to our disciplinary procedure OP-02.007 for further information.
- 3.3 South Wales Fire and Rescue Service supports an environment of mutual respect and equality of opportunity. In accordance with the Equality Act (2010), this document has been Equality Risk Assessed to ensure all Protected Characteristics are considered. Should an employee perceive that an adverse impact does exist, it is their responsibility to bring it to the attention of the Diversity Officer. This document also complies with other relevant legislation.

4 Annual Allowances

- 4.1 Each taxpayer has a standard Annual Allowances set by Her Majesty's Revenues and Customs (HMRC), it is a tax allowance against which pension savings must be tested against the pensions savings account during the Scheme's 'pension input period' without incurring a tax liability.
- 4.2 A tax liability may be incurred if the individual's annual pension savings growth, across all pension schemes to which they contribute, exceeds the Annual Allowances, which is currently set at £40,000 per year. Within the HMRC rules the Annual Allowance of £40,000 per year can accumulate over a three year period and be used to offset against any tax liability in year.
- 4.3 Changes to the Annual Allowances, known as tapering, resulted in the Annual Allowance for high earning individuals reducing to a minimum of £10,000 from April 2016.

5 Mandatory Scheme Pays

- 5.1 An individual who exceeds their Annual Allowance and incurs a tax charge, can pay the tax from their own personal finances. However, the Finance Act 2004 provides that a pension scheme must provide a 'Scheme Pays' facility where certain qualifying conditions are met. A scheme pays facility works by having the pension fund pay the members' tax charge initially, which is then repaid by the member through a reduction in their pension benefits once they come into payment until the pension ceases on death.
- 5.2 The qualifying criteria for Mandatory Scheme Pays are:
 - The HMRC Annual Allowance limit (currently £40,000) has been exceeded in the pension scheme that the scheme pays election is made.
 - The Annual Allowances tax charge exceeds £2000.
 - The relevant time limits for making an election have been met.
- 5.3 The Fire Authority must agree to a Mandatory Scheme Pays election where the qualifying conditions are met and Mandatory Scheme Pays has been used in the Firefighters' Pension Schemes since 2012.
- 5.4 Due to HMRC introducing 'tapering' of the £40,000 Annual Allowance from the 2016/2017 tax year, there are now circumstances where a firefighter does not have the right to make a Mandatory Scheme Pays election for the tax relating to the difference between the 'tapered' (a minimum of £10,000) Annual Allowance, and the standard £40,000 Annual Allowance. In such circumstances, the additional tax liability could be covered by a Voluntary Scheme Pays arrangement, which is common practice in other pension schemes.

5.5 Furthermore, scheme members who built up pension savings in more than one scheme (e.g. members of the 1992 Scheme or 2007 Scheme who transition to the 2015 Scheme), will have savings grow in both schemes until retirement. By virtue of accruing pensions growth across two rather than in one scheme, there is an increased likelihood that although a scheme member's total pension savings growth across both schemes might exceed £40,000, or a 'tapered' Annual Allowance, the savings growth in any one of the schemes may fall short of HMRC Annual Allowance limits. In view of this, Mandatory Scheme Pays will not be available to the individual to pay the tax charge.

5.6 The timescales for Mandatory Scheme Pays are set out below:

| Action | Deadline Date |
|--|---------------|
| Tax Year ends | 5 April |
| Employer provides Scheme Administrator with accurate pay figures | 30 April |
| Scheme Administrator provides Pension Savings Statement to member | 6 October |
| Member submits on-line Self-Assessment Tax Return stating how Annual Allowance tax will be paid to HMRC | 31 January |
| Member Mandatory Scheme Pays election deadline (or by retirement if earlier). Otherwise tax due to HMRC by previous 31 January | 31 July |
| Mandatory Scheme Pays – Scheme Administrator submits Event Report to HMRC | 31 January |
| SWFRA pays tax to HMRC | 14 February |

6 Voluntary Scheme Pays

6.1 Voluntary Scheme Pays works in the same way as Mandatory Scheme Pays whereby the tax liability is initially paid by the pension scheme and the cost recovered by a reduction to the individual's annual pension when it comes into payment.

6.2 The automatic qualifying criteria for Voluntary Scheme Pays are:

- Transitional members with pension growth of over £40,000 across both schemes and a corresponding tax charge, to use the scheme to pay this cost initially, in return for a reduction in the members pension benefits.
- Members subject to a tapered AA, to use the scheme to pay their tax charge initially and then this to be repaid via a pension debit. For this option, the member is required to make an initial contribution of £2,000 from their own finances towards the resultant AA tax charge.
- Members may face a tax charge without being able to access the MSP facility because the deadline for doing so has passed, and they can justifiably argue it was not their fault.

6.3 Circumstances, where the use of the VSP procedure **will not** be applicable are:

- The relevant deadline for MSP has been missed. The failure to meet the deadline ultimately rests with the scheme member themselves.
- The fault that relevant deadlines were missed cannot be attributable to the Fire Authority.

6.4 The timescales for Voluntary Scheme Pays are set out below:

| Action | Deadline Date |
|---|---------------|
| Tax Year ends | 5 April |
| Employer provides information to Scheme Administrator | 30 April |
| Scheme Administrator provides Pension Savings Statement to member | 6 October |
| Member requests Scheme Pays quote | 10 November |
| Scheme Administrator issues quote | 20 November |
| Member returns Scheme Pays Election forms | 15 December |
| Scheme Administrator updates member record | 29 December |
| Member submits Self-Assessment Tax return to HMRC stating will pay Annual Allowance via Scheme Pays | 31 January |
| SWFRA makes a payment on account to HMRC | 31 January |
| Accounting for tax return submitted to HMRC | 14 February |

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APPENDIX 2**OP-02.001C, Firefighters' Pension Schemes – Scheme Pays procedure
Document Information**

| | |
|--|---|
| Security Classification | Not protectively marked |
| Document Owner | Head of HR |
| (M33C) Date Last Review Published Category of amendment Completed by | N/A First Issue |
| (M33A/Factual) Date Last Amendment Published Category of amendment Completed by | May 2022 New procedure Alison Reed ACO People Services |
| Date of Next Review | 2nd Quarter 2022 |
| Notes | |

| | |
|---------------------------------|---------------------------------|
| In Case of Query Contact | Pensions Liaison Officer |
|---------------------------------|---------------------------------|

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- 3 Scope and Applicability 2**
- 4 Annual Allowances 2**
- 5 Mandatory Scheme Pays 3**
- 6 Voluntary Scheme Pays 4**

1 Introduction

1.1 Scheme Pays is a mechanism that permits an individual to ask the Scheme Manager of the pension scheme that they are a member of to pay any tax charge due in relation to an excess of pension savings above Her Majesty's Revenues & Customs (HMRC) standard Annual Allowance limit. In return, there is a reduction in pension benefits when the individual's pension comes into payments.

1.2 There are two types of Scheme Pays, Mandatory and Voluntary, and each has its own qualifying conditions and timescales that must be satisfied.

1.3 An individual will need to advise HMRC if they plan to use Scheme Pays. The process for applying for Scheme Pays is detailed below.

2 Corporate Policy

2.1 This organisational procedure supports Corporate Policy 02, Our People.

3 Scope and Applicability

3.1 This procedure is applicable to ~~Wholetime Personnel and On-Call Personnel working the Retained Duty System.~~ All employees, regardless of work category, as HMRC requirements are based on earnings rather than terms and conditions of employment.

3.2 All employees are required to adhere to this procedure. Employees should note that any breaches of this procedure may lead to disciplinary action. Serious breaches of this procedure may constitute gross misconduct and lead to dismissal. Please refer to our disciplinary procedure OP-02.007 for further information.

3.3 South Wales Fire and Rescue Service supports an environment of mutual respect and equality of opportunity. In accordance with the Equality Act (2010), this document has been Equality Risk Assessed to ensure all Protected Characteristics are considered. Should an employee perceive that an adverse impact does exist, it is their responsibility to bring it to the attention of the Diversity Officer. This document also complies with other relevant legislation.

4 Annual Allowances

4.1 Each taxpayer has a standard Annual Allowances set by Her Majesty's Revenues and Customs (HMRC), ~~which may be allocated to his or her pension's savings account during the Scheme's pension input period without incurring a tax liability. it is a tax allowance against which pension savings must be tested against the pensions savings account during the Scheme's 'pension input period' without incurring a tax liability.~~

4.2 ~~A tax liability is usually incurred if the individual's annual pension savings growth exceeds the Annual Allowances, which is currently set at £40,000 per year. may be incurred if the individual's annual pension savings growth, across all pension schemes to which they contribute, exceeds the Annual Allowances, which is~~

~~currently set at £40,000 per year. Within the HMRC rules the Annual Allowance of £40,000 per year can accumulate over a three year period and be used to offset against any tax liability in year.~~

4.3 Changes to the Annual Allowances, known as tapering, resulted in the Annual Allowance for high earning individuals reducing to £10,000 from April 2016. **From tax year 2020/21 the minimum annual allowance will be £4,000, however this is a higher earnings threshold than previously.**

5 Mandatory Scheme Pays

5.1 An individual who exceeds their Annual Allowance and incurs a tax charge, can pay the tax from their own personal finances. However, the Finance Act 2004 provides that a pension scheme must provide a 'Scheme Pays' facility where certain qualifying conditions are met. A scheme pays facility works by having the pension fund pay the members' tax charge initially. **The effect of this is that the member receives a reduction in their pension benefits once they come into payment.** ~~which is then repaid by the member through a reduction in their pension benefits once they come into payment until the pension ceases on death.~~

5.2 The qualifying criteria for Mandatory Scheme Pays are:

- The HMRC Annual Allowance limit **(currently £40,000)** has been exceeded in the pension scheme that the scheme pays election is made **for**.
- The Annual Allowances tax charge exceeds £2000.
- The relevant time limits for making an election have been met.

5.3 The Fire Authority must agree to a Mandatory Scheme Pays election where the qualifying conditions are met and Mandatory Scheme Pays has been used in the Firefighters' Pension Schemes since 2012.

5.4 Due to HMRC introducing 'tapering' of the £40,000 Annual Allowance from the 2016/2017 tax year, there are now circumstances where a firefighter does not have the right to make a Mandatory Scheme Pays election for the tax relating to the difference between the 'tapered' (a minimum of £4,000) Annual Allowance, and the standard £40,000 Annual Allowance. In such circumstances, the additional tax liability could be covered by a Voluntary Scheme Pays arrangement, which is common practice in other pension schemes.

5.5 Furthermore, scheme members who built up pension savings in more than one scheme (e.g. members of the 1992 Scheme or 2007 Scheme who transition to the 2015 Scheme), will have savings grow in both schemes until retirement. By virtue of accruing pensions growth across two rather than in one scheme, there is an increased likelihood that although a scheme member's total pension savings growth

across both schemes might exceed £40,000, or a 'tapered' Annual Allowance, the savings growth in any one of the schemes may fall short of HMRC Annual Allowance limits. In view of this, Mandatory Scheme Pays will not be available to the individual to pay the tax charge.

5.6 The timescales for Mandatory Scheme Pays are set out below:

| Action | Deadline Date |
|--|---------------|
| Tax Year ends | 5 April |
| Employer provides Scheme Administrator with accurate pay figures | 30 April |
| Scheme Administrator provides Pension Savings Statement to member | 6 October |
| Member submits on-line Self Assessment Tax Return stating how Annual Allowance tax will be paid to HMRC | 31 January |
| Member Mandatory Scheme Pays election deadline (or by retirement if earlier). Otherwise tax due to HMRC by previous 31 January | 31 July |
| Mandatory Scheme Pays – Scheme Administrator submits Event Report to HMRC | 31 January |
| SWFRA pays tax to HMRC | 14 February |

6 Voluntary Scheme Pays

6.1 Voluntary Scheme Pays works in the same way as Mandatory Scheme Pays whereby the tax liability is initially paid by the pension scheme and the cost recovered by a reduction to the individual's annual pension when it comes into payment.

6.2 The automatic qualifying criteria for Voluntary Scheme Pays are:

- Transitional members with pension growth of over £40,000 across **more than one pension scheme and a corresponding tax charge**. A scheme pays facility works by having the pension fund pay the members' tax charge initially. The effect of this election is that the member receives a reduction in their pension benefits once they come into payment. ~~both schemes and a corresponding tax charge, to use the scheme to pay this cost initially, in return for a reduction~~

~~in the members pension benefits.~~

- Members subject to a tapered AA, and have a corresponding tax charge. A scheme pays facility works by having the pension fund pay the members' tax charge initially. The effect of this election is that the member receives a reduction in their pension benefits once they come into payment. ~~to use the scheme to pay their tax charge initially and then this to be repaid via a pension debit. For this option, the member is required to make an initial contribution of £2,000 from their own finances towards the resultant AA tax charge.~~
- The Annual Allowance tax charge exceeds £2,000. The Fire Authority is willing to take voluntary scheme pays elections where you incur a charge that is less than £2,000 and/or due to a tapered annual allowance.
- Members may face a tax charge without being able to access the MSP facility because the deadline for doing so has passed, and they can justifiably argue it was not their fault.

6.3 Circumstances, where the use of the VSP procedure **will not** be applicable are:

- The relevant deadline for MSP has been missed. The failure to meet the deadline ultimately rests with the scheme member themselves.
- The fault that relevant deadlines were missed cannot be attributable to the Fire Authority

6.4 The timescales for Voluntary Scheme Pays are set out below:

| Action | Deadline Date |
|---|---------------|
| Tax Year ends | 5 April |
| Employer provides information to Scheme Administrator | 30 April |
| Scheme Administrator provides Pension Savings Statement to member | 6 October |
| Member requests Scheme Pays quote | 10 November |
| Scheme Administrator issues quote | 20 November |
| Member returns Scheme Pays Election forms | 15 December |
| Scheme Administrator updates member record | 29 December |

| | |
|---|-------------|
| Member submits Self-Assessment Tax return to HMRC stating will pay Annual Allowance via Scheme Pays | 31 January |
| SWFRA makes a payment on account to HMRC | 31 January |
| Accounting for tax return submitted to HMRC | 14 February |

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 8.iii
11 JULY 2022

REPORT OF THE CHIEF FIRE OFFICER

**PRINCIPAL OFFICER VACANCY – APPOINTMENT AUTHORISATION OF
ASSISTANT CHIEF OFFICER CORPORATE SERVICES**

THIS REPORT IS FOR DECISION

REPORT APPROVED BY THE CHIEF FIRE OFFICER
PRESENTING OFFICER – CHIEF FIRE OFFICER

SUMMARY

Fire Authority Standing Orders determine that a request to fill a post at Assistant Chief Officer (ACO) level on a permanent basis has to be brought before the Fire & Rescue Authority for approval.

This report seeks approval to recruit, on a permanent basis, an ACO Corporate Services. Subject to Fire Authority approval it is proposed to commence the recruitment process at the earliest opportunity with the aim of making a permanent appointment by the end of October 2022.

RECOMMENDATION

1. That Members approve the filling of the post of the role of ACO Corporate Services on a permanent basis.
2. That Members approve the recruitment and selection process and timetable as laid out in the report.

1. BACKGROUND

- 1.1 Fire Authority Standing Orders determine that a request to fill a post at Assistant Chief Officer (ACO) level on a permanent basis has to be brought before the Fire & Rescue Authority for approval.
- 1.2 Subject to Fire Authority approval it is proposed to commence the recruitment process at the earliest opportunity with the aim of making an appointment by the end of October 2022.

2. ISSUES

- 2.1 The responsibilities of each Director are determined by the Chief Fire Officer and are reviewed periodically to ensure that both operational and strategic functions are discharged effectively.
- 2.2 The South Wales Fire & Rescue Service Executive Leadership Team substantive structure currently comprises of five Director posts, namely the Chief Fire Officer (CFO and Head of Paid Services), one Deputy Chief Officer (DCO), two Assistant Chief Fire Officers (ACFOs) – Technical Services and Service Delivery, and one Assistant Chief Officer (ACO) – People Services.
- 2.3 As outlined in Paragraph 2.1 above, and to ensure service delivery has remained at the highest level, both operationally and strategically, a revised structure has been in place for several months. The decision to move to a revised structure was taken to respond to changes within the Executive Leadership Team, namely the retirement of the DCO, but also to ensure the Service is strategically resourced to support the challenges that we, and most other Fire & Rescue Services in the UK, are currently facing and will continue to do so over the coming months and years. The role of Deputy Chief Officer is being covered on a temporary basis by temporary Deputy Chief Fire Officer Richard Prendergast, and Geraint Thomas, Head of Finance, has been temporarily promoted to cover the role of ACO Corporate Services. The overall number of Director posts has not changed.
- 2.4 It is proposed that the ACO Corporate Services role is filled on a permanent basis through a process of open and fair competition. This will be the first step to stabilising the structure. Vacancies at this level have previously been advertised nationally on appropriate terms and conditions in order to attract the best possible field of applicants. The pay structure is set out in the Service's 2022/2023 Pay Policy Statement.
- 2.5 The proposed timetable for the appointment process following approval of this report is as follows:-

| Activity | Provisional Date(s) |
|---|----------------------------|
| Advertisement | 19 July – 8 August 2022 |
| Shortlist (ACFO Service Delivery and ACO People Services) | 10 August 2022 |
| Strategic Assessment & Development Centre | 22 & 23 August 2022 |
| Professional Interview with Executive Leadership Team | 19 & 20 September 2022 |

| | |
|---------------------------------------|-----------------|
| Appointment Panel with Fire Authority | 10 October 2022 |
|---------------------------------------|-----------------|

- 2.6 It is proposed that the Fire Authority Appointment Panel comprises of the Chair and Deputy Chair of the Fire Authority, along with the Chair of the Finance, Audit & Performance Management Committee and the Chair of the HR & Equalities Committee. The Chair of the Fire Authority to be the Chairperson of the Appointment Panel. It is also proposed that the Chief Fire Officer will provide Principal Officer advice to the Panel.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|-----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | No |
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | Yes |

- 3.1.1 An integrated Impact Assessment has been prepared and incorporates the Service's Equal Opportunities and Fairness protocols which will form a central part of the recruitment process to ensure that the process is transparent, open and fair for all applicants.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|----|------------------------------|-----|
| Legal | No | Data Protection / Privacy | No |
| Financial | No | Health, Safety and Wellbeing | No |
| Procurement | No | Governance & Audit | Yes |
| Corporate Risk | No | Service Policy | No |
| Information Management | No | National Policy | No |

- 3.2.1 Fire Authority Standing Orders determine that a request to fill a post at Assistant Chief Officer (ACO) level on a permanent basis has to be brought before the Fire & Rescue Authority for approval.

3.3 Resources, Assets and Delivery

| | |
|---|-----|
| Human Resource and People Development | Yes |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | Yes |

3.3.1 Funding for the ACO Corporate Services post is contained within the salary revenue budget as an established post. The salary for the post is a single point salary, currently £86,693 p.a. This salary may be subject to change as a result of the NJC Brigade Managers pay award for 2022/23.

4. EVALUATION & CONCLUSIONS

4.1 Approval to recruit the ACO Corporate Services will provide stability in terms of the Executive Leadership Team structure, and it will ensure service delivery is unaffected.

5. RECOMMENDATIONS

5.1 That Members approve the filling of the post of ACO Corporate Services on a permanent basis.

5.2 That Members approve the recruitment and selection process and timetable as laid out in the report.

| | |
|--------------------------|--------------------------------|
| Contact Officer: | Chief Fire Officer Huw Jakeway |
| Background Papers | None |

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 8.iv
11 JULY 2022

REPORT OF ACO PEOPLE SERVICES

INDEPENDENT PAY REVIEW – PRINCIPAL OFFICERS’ REMUNERATION

THIS REPORT IS FOR DECISION

REPORT APPROVED BY THE ACO DIRECTOR OF PEOPLE SERVICES
REPORT PRESENTED BY THE ACO DIRECTOR OF PEOPLE SERVICES,
ALISON REED

SUMMARY

The review of Brigade Manager/Principal Officers’ remuneration was requested by Fire Authority Members following the completion of the Job Evaluation exercise for Green Book employees and a report to the Authority on 19 July 2021. External consultants, TRP Consulting were commissioned to undertake the review and the report at Appendix 1 was submitted to the Fire Authority for consideration at its meeting on 28 March 2022. At the meeting it was agreed that the discussion be deferred until the new municipal year to enable further information and budget implications to be collated and presented.

RECOMMENDATION

1. That Members review the report attached at Appendix 1 which has been prepared by TRP Consulting.
2. Should Members decide to recommend changes these would need to be reported with associated information to the Independent Remuneration Panel for Wales.

1. BACKGROUND

- 1.1 The Fire and Rescue National Framework for Wales sets out the Welsh Assembly Government’s vision and priorities for the three Fire & Rescue Authorities in Wales and confirms the statutory duties placed upon the Fire & Rescue Authorities and the wider role they have to play in ensuring continuous improvement of public services.
- 1.2 The National Joint Council (NJC) for Brigade Managers of Fire & Rescue Services’ Constitution and Scheme of Condition of Service (The Gold Book) outlines a two track approach for determining levels of pay for

Brigade Manager (BM) roles. The two track approach comprises, at national level, the NJC will undertake an annual review of the level of pay increase applicable to all those covered by the agreement. All other decisions about the level of pay and remuneration are to be undertaken by the local Fire & Rescue Authority.

- 1.3 It is noted that the South Wales Fire & Rescue Authority Pay Policy document states that Principal Officers' (PO) remuneration shall be reviewed annually by the local Fire & Rescue Authority and that the HR & Equalities Committee is assigned to consider PO remuneration and report its findings to the full Fire & Rescue Authority for final determination. The National Joint Council for Brigade Managers of Fire & Rescue Services' Constitution and Scheme of Conditions of Service states there is a two-track approach to determining PO remuneration, as outlined above; one of these is a local review undertaken by the FRA.
- 1.4 When determining the appropriate level of salaries for all Brigade Managers/Principal Officers, the Fire & Rescue Authority should refer to the relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data. Normally the Fire & Rescue Authority will wish to begin by determining appropriate salary for their most senior manager.
- 1.5 When deciding how these posts should be remunerated the following factors are to be considered:
 - The Chief Fire Officer's salary and that of any senior staff not covered by the Scheme of Conditions of Service (Gold Book);
 - The relationship of current salary to an appropriate illustrative national benchmark;
 - Any special market considerations;
 - Any substantial local factors not common to fire & rescue authorities of similar type and size, eg London weighting; complex local, regional or national responsibilities which bring added value;
 - Comparative information to be supplied on request by the Joint Secretaries on salaries in other similar authorities;
 - Senior management structures and size of management team compared to those of other fire & rescue authorities of similar type and size;
 - The relative job size of each post, as objectively assessed through an appropriate job evaluation process or otherwise; and

- Strategic Incident Command responsibility and the requirement to provide operational cover within the employing authority and beyond on a continuous duty system.

2. ISSUES

- 2.1 An initial report was presented to the HR & Equalities Committee on 24th January 2022, who recommended that the report be deferred to the Fire and Rescue Authority for members to carry out a vote on the important decision.
- 2.2 Brigade Manager/Principal Officers' pay was last reviewed by the Fire Authority in May 2004 with decisions ratified at the November 2004 Fire Authority meeting.
- 2.3 In May 2009 the Fire & Rescue Authority approved changes to the senior management structure. The changes included the removal of some senior posts, and the reassignment of Principal Officer portfolios, which resulted in revenue savings of £270,000 (including on costs).
- 2.4 In determining senior officer remuneration, as outlined above, recruitment and retention issues should also be factored into considerations:

Retention - The Service has recently lost one of its senior managers to a Service where levels of remuneration are significantly higher than those currently offered in South Wales.

Recruitment – It is impossible to accurately predict the success or otherwise of future recruitment campaigns however, the Authority should be mindful that there is a risk of failure to attract suitably qualified and experienced staff if remuneration packages within South Wales are not comparable with other similar organisations.

- 2.5 Members should note the appropriate governance arrangements around a decision to amend senior management pay. Consideration of this and any future reports will take place in an open meeting where the discussion, voting and decision will be completely transparent and a matter of public record.
- 2.6 It is not appropriate for any senior officer who could be affected by this report to play any part in its presentation or consideration. All such officers will therefore declare an interest and withdraw from the meeting

until Members have completed their consideration and reached a decision.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--|-----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | No |
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | Yes |
| Impact Assessment | Yes |

3.1.1 Issues relating to pay and terms and conditions require consultation with the relevant representative bodies.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|-----|------------------------------|-----|
| Legal | No | Data Protection / Privacy | No |
| Financial | Yes | Health, Safety and Wellbeing | No |
| Procurement | No | Governance & Audit | No |
| Corporate Risk | No | Service Policy | Yes |
| Information Management | No | National Policy | No |

3.2.1 The Localism Act includes the provision of general powers for stand-alone Fire & Rescue Authorities with a requirement to publish a Pay Policy Statement each year.

3.3 Resources, Assets and Delivery

| | |
|---|-----|
| Human Resource and People Development | Yes |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | Yes |

3.3.1 The budget for 2022/23 was set on existing establishment and salary arrangements together with assumptions around pay increases that may be agreed during the year. Should the Fire Authority be minded to approve any changes to the remuneration

package for the officers concerned, this would therefore need to be accommodated within existing approved budgets with the baseline being reassessed from 2023/24 onwards.

- 3.3.2 For information, the following table demonstrates the impact of various levels of change in senior management baseline pay both in terms of cost and the impact on the Fire Authority's annual revenue budget.

| % change in baseline pay | Total cost per annum £ | Impact on annual revenue budget |
|--------------------------|---------------------------|---------------------------------|
| 1 | 7,917 | 0.01% |
| 2 | 15,835 | 0.02% |
| 3 | 23,752 | 0.03% |
| 4 | 31,669 | 0.04% |
| 5 | 39,587 | 0.05% |
| 6 | 47,504 | 0.06% |
| 7 | 55,421 | 0.07% |
| 8 | 63,338 | 0.08% |
| 9 | 71,256 | 0.09% |
| 10 | 79,173 | 0.10% |
| 11 | 87,090 | 0.11% |
| 12 | 95,008 | 0.12% |
| 13 | 102,925 | 0.13% |
| 14 | 110,842 | 0.14% |
| 15 | 118,760 | 0.15% |
| 16 | 126,677 | 0.16% |

4. EVALUATION & CONCLUSIONS

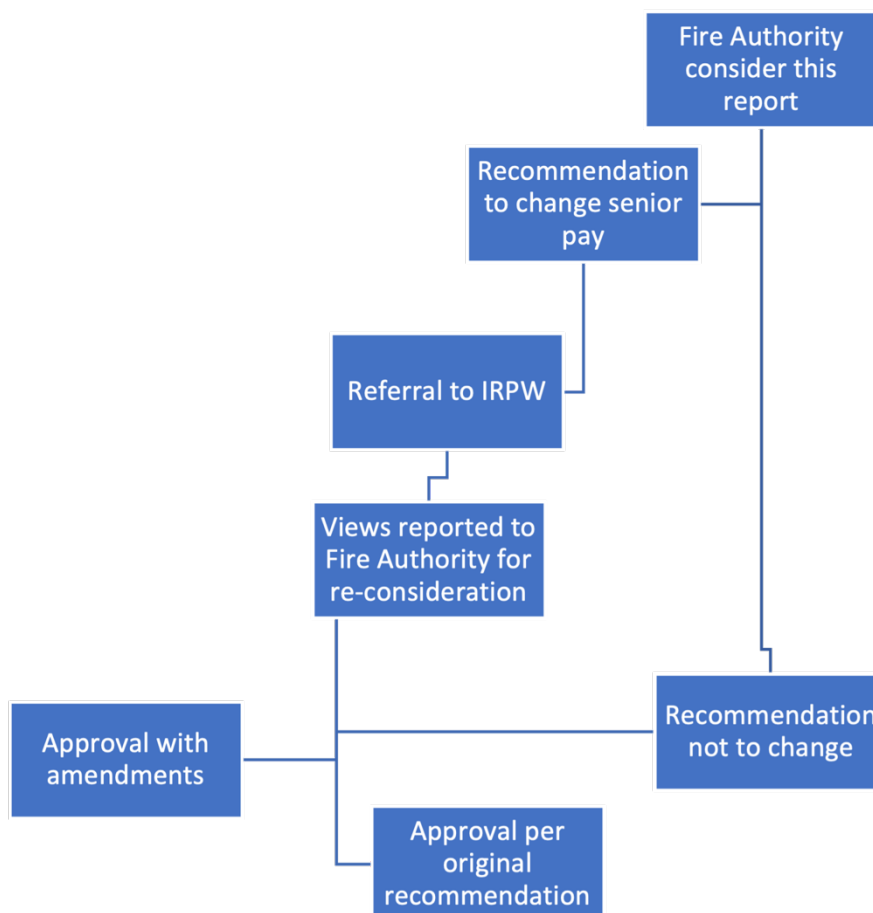
- 4.1 The Pay Policy Statement sets out the key principles that must be adhered to in establishing pay levels and in approving pay related allowances. It also sets the requirement for HR & Equalities Committee to review Brigade Manager/Principal Officer pay and report their recommendation to the Fire & Rescue Authority.
- 4.2 Section 63 of the [Local Government \(Democracy\) \(Wales\) Act 2013](#) amended the [Local Government \(Wales\) Measure 2011](#) by inserting section 143A. This enables the Independent Remuneration Panel for Wales to take a view on anything in the Pay Policy Statements of authorities that relates to the salary of the head of paid service (normally the Head of Paid Service or chief fire officer). The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance include:

- If a Fire and Rescue Authority intend to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
- The authority must have regard to the recommendation(s) of the Panel when reaching its decision. It is important to note the Panel will not decide the amount an individual head of paid service will receive.

Therefore any conclusions reached in relation to Brigade Manager/Principal Officers' pay will need to be reported with associated information to the Independent Remuneration Panel for Wales.

4.3 Following any recommendations of the IRPW a further report will be presented, prior to any remuneration changes being implemented.

4.4 In summary the process is:

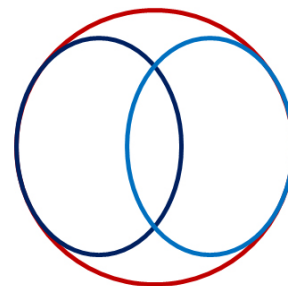


5. RECOMMENDATIONS

- 5.1 That Members review the report attached at Appendix 1 which has been prepared by TRP Consulting.
- 5.2 Should Members decide to recommend changes these would need to be reported with associated information to the Independent Remuneration Panel for Wales.

| | |
|--------------------------|-------------------------------|
| Contact Officer: | ACO People Services |
| Background Papers | Appendix 1 – SWFRS Pay report |

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**Total Reward
Projects Ltd**

APPENDIX 1

PRINCIPAL OFFICERS' REMUNERATION

SOUTH WALES FIRE & RESCUE SERVICE

January 2022

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1. Introduction

- 1.1 South Wales Fire & Rescue Authority (The Employer) has commissioned Total Reward Projects Ltd (TRP) to provide independent advice and support as it seeks to carry out a review of the current salaries of its principal officers: the permanent structure comprises Chief Fire Officer, Deputy Chief Officer, two Assistant Chief Fire Officers and one Assistant Chief Officer. We were also asked to include the salary of the Treasurer, a statutory post that reports directly to the South Wales Fire and Rescue Authority. The Employer particularly wants to know where current pay levels of the principal officers at SWFRS sit relative to a raft of comparator fire and rescue services across the UK.
- 1.2 TRP is a remuneration consultancy that works extensively across the public and not-for-profit sectors and has for the last 11 years carried out many comprehensive pay reviews for customers such as local authorities, fire and rescue services, housing associations and charities. Current long-standing customers include the London Legacy Development Corporation, Portsmouth City Council, Thurrock Council, Dover District Council, Southway Housing Trust, the Scout Association and Mid and West Wales Fire and Rescue Service.

2. Background

- 2.1 TRP has reviewed comparator data that comprised a range of reward and work demand data for 25 fire and rescue services across the UK, including SWFRS. The pay data related exclusively to the current base pay of Chief Fire Officers in each of the 25 fire and rescue services, and work demand data in each organisation covering: the number of full-time equivalent employees; the size of population served; the number of fire stations and the size of the annual revenue budget.
- 2.2 We have looked at and analysed the data set and, in our view, they are sufficiently extensive, representative and reliable for us to use as soundly based evidence upon which to determine and comment on the pay levels of the principal officers at SWFRS.

3. Methodology

- 3.1 We first looked at the current pay of the 25 Chief Fire Officers and put them into a descending rank order according to pay value (see **Appendix A**) to establish the relative positions on what we see as the reward side of the equation. Here it can be seen that with current base pay of £139,831 per annum, the Chief Fire Officer of SWFRS is paid less well than 20 of his peers from the other 24 fire and rescue services captured in the data set.
- 3.2 The next step was to look at in turn the data captured for each of the 3 factors comprising the work demand elements for each fire service, viz: number of full-time equivalent employees; size of population served; and size of annual revenue budget. Starting with the size of workforce as measured by the number of full-time equivalent employees, we find that in respect of a descending rank order SWFRS has the fifth largest out of the 25 fire and rescue services (see **Appendix B**). We next looked at the size of population served by each fire and rescue service and found SWFRS to serve 1.55 million people, the ninth largest population served of the 25 (see **Appendix C**). Finally, we looked at the size of each annual revenue budget, and with a revenue budget of £74.88 million SWFRS stands as eighth largest of the 25 (see **Appendix D**).
- 3.3 We next took the outcomes of each of the 3 work demand factors and combined them to produce an aggregated rank order position for SWFRS and found that it was seventh highest overall. From this finding we were then able to read across into the rank order of pay values to align the overall work demand outcome with the reward rank order. We therefore determined that pay for the Chief Fire Officer at SWFRS should be placed in seventh place in the pay value rank order. To achieve this objective we set pay the Chief Fire Officer of

SWFRS at the midpoint value between the Chief Fire Officer of Cleveland FRS with current pay of £162,088 per annum, which sits in sixth place in the pay rank order, and the Chief Fire Officer of Hampshire FRS with pay of £161,521 per annum, which sits in eighth place (see **Appendix E**). This produces an assessed pay value of £161,805 per annum if ranked at point 7.

3.4 Having determined the annual salary of the Chief Fire Officer drawn from the pay data available to us, we were then able to calculate the pay of the other principal officers. This was made possible because of the formulaic pay matrix adopted by South Wales Fire and Rescue Authority as set out in its Annual Pay Policy Statement. Set out below in **Table 1** are the current base pay levels of each principal officer rank and in column 3 the base pay derived from the comparator data used in this report.

TABLE 1

| Job Title | SWFRS Current Base Pay (FTE) (£) | SWFRS Based on Comparator Pay Data (£) |
|-----------|---|--|
| CFO | 139,831 | 161,805 |
| DCFO | 111,865 (80% of CFO) | 129,444 |
| DCO | 106,484 (95.19% of DCFO) | 123,218 |
| ACFO | 105,082 (75.15% of CFO) | 121,596 |
| ACO | 86,693 (82.5% of ACFO) | 100,308 |
| Treasurer | 61,453 (70.88% of ACO) | 71,098 |

4. Summary

- 4.1 On the basis of the evidence drawn from the reward and work demand data used in this report, we conclude that the current pay levels of the principal officers at SWFRS are significantly out of kilter when compared with other fire and rescue services across the UK.
- 4.2 We believe that South Wales Fire Authority would therefore be best served by reviewing the pay levels of all principal officer ranks, though we realise and acknowledge that the outcome of any such review is likely to result in a substantial revalorisation of current base pay. It is therefore for the Fire Authority to decide what action, if any, to take in light of the findings set out in this report.

Mark Fry and John Kirkwood

For and on behalf of Total Reward Projects Ltd

Fire and Rescue Services in Rank Order by Chief Fire Officer Pay

| Fire & Rescue Service | CFO Pay |
|-----------------------|---------------------|
| London | £223,366.00 |
| West Midlands | £178,654.00 |
| Scotland | £170,000.00 |
| West Yorkshire | £169,579.00 |
| Greater Manchester | £164, 020.63 |
| Cleveland | £162,088.00 |
| Hampshire | £161, 521.00 |
| Nottinghamshire | £160,323.00 |
| Kent | £157,904.00 |
| South Yorkshire | £157,000.00 |
| Bedfordshire | £154,079.00 |
| Cheshire | £153,860.00 |
| Derbyshire | £152,493.00 |
| Mid & West Wales | £152,371.00 |
| East Sussex | £150,150.00 |
| Humberside | £149,548.00 |
| Lancashire | £149,297.00 |
| Avon | £146,047.00 |
| North Wales | £141,060.00 |
| Leicestershire | £139,999.00 |
| South Wales | £139, 831.00 |
| Hertfordshire | £135,252.00 |
| N Ireland | £135,000.00 |
| Hereford & Worcester | £133,668.00 |
| Surrey | £126,299.00 |

Appendix B

Fire and Rescue Services in Rank Order by Employees (Full Time Equivalent)

| Fire & Rescue Service | Employees FTE) |
|-----------------------|----------------|
| Scotland | 7831 |
| London | 5708 |
| N Ireland | 1990 |
| West Midlands | 1832 |
| South Wales | 1714 |
| Greater Manchester | 1608 |
| Kent | 1,591 |
| Hampshire | 1386 |
| Mid & West Wales | 1350 |
| West Yorkshire | 1309 |
| Lancashire | 1106 |
| Humberside | 994 |
| North Wales | 857 |
| South Yorkshire | 852 |
| Hertfordshire | 832 |
| Avon | 825 |
| Derbyshire | 782 |
| East Sussex | 777 |
| Cheshire | 723 |
| Nottinghamshire | 720 |
| Surrey | 644 |
| Leicestershire | 601 |
| Hereford & Worcester | 583 |
| Bedfordshire | 566 |
| Cleveland | 517 |

Fire and Rescue Services in Rank Order by Size of Population Served

| Fire & Rescue Service | Population Served |
|-----------------------|-------------------|
| London | 9.00m |
| Scotland | 5.46m |
| West Midlands | 2.93m |
| Greater Manchester | 2.84m |
| West Yorkshire | 2.34m |
| N Ireland | 1.89m |
| Hampshire | 1.85m |
| Kent | 1.85m |
| South Wales | 1.55m |
| Lancashire | 1.51m |
| South Yorkshire | 1.41m |
| Hertfordshire | 1.19m |
| Surrey | 1.19m |
| Nottinghamshire | 1.17m |
| Avon | 1.16m |
| Leicestershire | 1.10m |
| Cheshire | 1.06m |
| Derbyshire | 1.06m |
| Humberside | 0.93m |
| Mid & West Wales | 0.91m |
| East Sussex | 0.85m |
| Hereford & Worcester | 0.79m |
| Bedfordshire | 0.68m |
| North Wales | 0.67m |
| Cleveland | 0.57m |

Appendix D

Fire and Rescue Services in Rank Order by Size of Annual Revenue Budget

| Service | Revenue Budget |
|----------------------|-----------------|
| London | £ 401.50m |
| Scotland | £ 276.00m |
| West Midlands | £ 101.75m |
| Greater Manchester | £ 94.50m |
| West Yorkshire | £ 87.62m |
| Hampshire | £ 81.07m |
| South Wales | £ 74.88m |
| Kent | £ 71.57m |
| Lancashire | £ 58.20m |
| South Yorkshire | £ 54.85m |
| Mid & West Wales | £ 52.68m |
| Avon | £ 51.06m |
| Cheshire | £ 46.21m |
| Nottinghamshire | £ 45.30m |
| Hertfordshire | £ 43.03m (1) |
| Humberside | £ 45.16m |
| East Sussex | £ 40.70m |
| Leicestershire | £ 40.21m |
| Derbyshire | £ 39.50m |
| North Wales | £ 35.94m |
| Hereford & Worcester | £ 35.80m |
| Surrey | £ 33.80m (1) |
| Bedfordshire | £ 31.06m |
| Cleveland | £ 26.99m |

CFO pay level if ranked at 7

| Service | CFO Salary |
|-------------------------|---------------------|
| London | £223,366.00 |
| West Midlands | £178,654.00 |
| Scotland | £170,000.00 |
| West Yorkshire | £169,579.00 |
| Greater Manchester | £164, 020.63 |
| Cleveland | £162,088.00 |
| South Wales | £161, 805.00 |
| Hampshire | £161, 521.00 |
| Nottinghamshire | £160,323.00 |
| Kent | £157,904.00 |
| South Yorkshire | £157,000.00 |
| Bedfordshire | £154,079.00 |
| Cheshire | £153,860.00 |
| Derbyshire | £152,493.00 |
| Mid & West Wales | £152,371.00 |
| East Sussex | £150,150.00 |
| Humberside | £149,548.00 |
| Lancashire | £149,297.00 |
| Avon | £146,047.00 |
| North Wales | £141,060.00 |
| Leicestershire | £139,999.00 |
| Hertfordshire | £135,252.00 |
| N Ireland | £135,000.00 |
| Hereford & Worcester | £133,668.00 |
| Surrey | £126,299.00 |

AGENDA ITEM NO.9

**FORWARD WORK PROGRAMME FOR
FIRE & RESCUE AUTHORITY 2022/23**

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|---|--|--------------------------------|---|-----------------|
| 11 July 2022 | Report on Proposed Priority Actions 2023/24 | To advise Members of the proposed Priority Actions 2023/24 and to seek authority to enter into public consultation on these. | D | T/ACO CS Contact Officer: Sarah Watkins | On agenda |
| 11 July 2022 | Principal Officer Vacancy – Post of Assistant Chief Officer, Director of Corporate Services | To seek approval to advertise the vacant Principal Officer post | D | ACO PS Contact Officer: Alison Reed | On agenda |
| 11 July 2022 | Independent Pay Review – Principal Officers' Remuneration | To present the findings of the Independent Pay Review for Principal Officers to Members (Deferred from March 2022) | D | ACO PS Contact Officer: Alison Reed | On agenda |
| 11 July 2022 | Pension - Scheme Pays | To seek approval to amend the existing scheme pays procedure | D | ACO PS Contact Officer: Alison Reed | On agenda |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|---|--------------------------------|--|-----------------|
| 11 July 2022 | Use of Emergency Powers | To present to Members the decision taken under delegated authorities by the CFO/ Monitoring Officer. | I | T/ACO CS Contact Officer: Geraint Thomas | On agenda |
| 11 July 2022 | Welsh Government Thematic Review – Broadening the Role of Firefighters | To update Members on the impact and progress against the recommendations set out in the Fire Advisor’s report | I | CFO Contact Officer: Huw Jakeway | On agenda |
| 11 July 2022 | Annual Report of the work of the Finance, Audit & Performance Management Committee & its Scrutiny Group during 2021/22 | To advise Members of the work of the Committee. | I | T/ACO CS Contact Officer: Sarah Watkins | On agenda |
| 11 July 2022 | Strategic Risk | To advise Members of the Strategic Risks of the organisation and how these are being treated, managed or reduced. | I | T/ACO CS Contact Officer: Sarah Watkins | On agenda |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|---|--------------------------------|---|-----------------|
| 11 July 2022 | End of year Health Check on Performance and Strategic Objectives 2021/22 | 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. | I | T/ACO CS & ACFO SD Contact Officer: Sarah Watkins | On agenda |
| 11 July 2022 | Welsh Language Standards | To update Members on compliance against the Welsh Language Standards. | I | ACO PS Contact Officer: Alison Reed | On agenda |
| 26 Sept 2022 | 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 2023/24 Budget Setting Strategy. | D | Treasurer Contact Officer: Chris Barton | |
| 26 Sept 2022 | Budget Strategy 2023/24 | To obtain clarification upon the political steer for the Budget Strategy for 2023/24 budget setting process. | D | Treasurer Contact Officer: Chris Barton | |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|--|--------------------------------|--|-----------------|
| 26 Sept 2022 | Treasury Management Outturn 2021/22 | To advise Members of the year end treasury management position. | I | Treasurer Contact Officer: Chris Barton & Geraint Thomas | |
| 26 Sept 2022 | Job Evaluation | To advise Members of the progress of the Job Evaluation Process | I | ACO PS Contact Officer: Gill Goss | |
| 26 Sept 2022 | Health & Safety Annual Report 2021/22 | To advise Members of Health & Safety performance of the organisation. | I | T/DCFO TS Contact Officer: Richie Prendergast | |
| 26 Sept 2022 | Carbon Reduction/Biodiversity Plans Update | To advise Members on the progress towards the actions set out in the Carbon Reduction and Biodiversity Plans | I | T/ACO CS Contact Officer: Lisa Mullan | |
| 19 Dec 2022 | Revenue and Capital Budget 2023/24 | To seek approval for the proposed draft revenue and capital budgets. | D | Treasurer Contact Officer: Lisa Mullan | |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|---|--------------------------------|--|-----------------|
| 19 Dec 2022 | Treasury Management Mid Term Report 2022/23 | To advise Members of the mid-year position in relation to our treasury management. | I | Treasurer Contact Officer: Lisa Mullan | |
| 19 Dec 2022 | Half Yearly Health Check of Performance and Review of Strategic Themes | To advise Members of performance against agreed performance indicator targets and achievement of strategic themes at the mid-way point of the year. | I | T/ACO CS Contact Officer: Sarah Watkins | |
| 19 Dec 2022 | 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. | I | T/ACO CS Contact Officer: Geraint Thomas | |
| 13 Feb 2023 | Revenue & Capital Budget determination for 2023/24 | To consider consultation responses and to set the recommended budget determination for consideration by the Fire Authority. | D | Treasurer Contact Officer: Chris Barton | |
| 13 Feb 2023 | Strategic Performance Indicators Target Setting 2023/24 | To set the targets for the following financial year. | D | ACFO SD Contact Officer: Sarah Watkins | |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|--|--------------------------------|--|-----------------|
| 13 Feb 2023 | Pay Policy Statement 2021/22 | To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance. | D | ACO PS Contact Officer: Alison Reed | |
| 13 Feb 2023 | Gender Pay Gap Statement | To update Members on the analysis of the gender pay gap across the Service. | D | ACO PS Contact Officer: Alison Reed | |
| 13 Feb 2023 | Report on responses to the consultation on the Strategic Themes and Objectives for 2023/24 | Members to approve the proposed strategic themes and objectives for 2023/24 | D | T/ACO CS Contact Officer: Sarah Watkins | |
| 27 March 2023 | Treasury Management Strategy 2023/24 | To secure Members' approval to the adoption of the Treasury Management Strategy 2023/24. | D | Treasurer Contact Officer: Lisa Mullan | |
| 27 March 2023 | Strategic Equality Plan | To provide Members with the current Strategic Equality Plan. | D | ACO PS Contact Officer: Andrew Jones | |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|---|---|--------------------------------|--|-----------------|
| 27 March 2023 | Report on Strategic Plan and Priority Actions 2023/24 | To seek approval to publish the Strategic Plan and Priority Actions. | D | T/ACO CS Contact Officer: Sarah Watkins | |
| 27 March 2023 | Annual Report of the work of the Standards Committee during 2022/23 | To advise Members of the work of the Committee. | I | T/ACO CS Contact Officer: Sarah Watkins | |
| 27 March 2023 | Annual Report of the work of the HR & Equalities Committee during 2022/23 | To advise Members of the work of the Committee. | I | ACO PS Contact Officer: Alison Reed | |
| 27 March 2023 | Annual Report of the Work of the Local Pensions Board 2022/23 | To advise Members of the work of the Board. | I | ACO PS Contact Officer: Alison Reed | |
| | SWFRA Summary Report of Activity 2022/23 | To provide a summary of the activity and outcomes during 2022/23. | | | |
| 27 March 2023 | Annual Report of the Work of the PSB's | To update Members on the work of each of the PSB's and how this impacts upon the work of SWFRS. | I | T/ACO CS Contact Officer: Sarah Watkins | |

| Expected Date of Report | Report Name | Purpose of Piece of Work | Information or Decision | Lead Director/ Contact Officer | Progress |
|--------------------------------|--|--|--------------------------------|--|-----------------|
| 27 March 2023 | Member Attendance | To review Member attendance 2022/23. | I | T/ACO CS Contact Officer: Sarah Watkins | |
| 27 March 2023 | Fire Authority & Committee Meeting Dates for 2023/24 | To present Members with proposed dates of Authority & Committee meetings for the next municipal year. | I | T/ACO CS Contact Officer: Geraint Thomas | |
| 27 March 2023 | Audit Wales Annual Audit Summary | 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 Audit Wales work undertaken during the year, including data quality & PIs, HR work, a Framework update, whistleblowing and forward planning. | I | T/ACO CS Contact Officer: Geraint Thomas | |

AGENDA ITEM NO 10

**To consider any items of business that the Chairperson deems urgent
(Part 1 or 2)**

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|------|---|----|
| 1. | Apologies for Absence | |
| 2. | Roll Call | |
| 3. | 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. | |
| 4. | Chairperson's Announcements | |
| 5. | To receive the minutes of; | |
| | <ul style="list-style-type: none"> • Fire & Rescue Authority Meeting held on Monday 28 March 2022 | 5 |
| | <ul style="list-style-type: none"> • Annual General Meeting held on Monday 13 June 2022 | 19 |
| | <ul style="list-style-type: none"> • Local Pension Board Committee held on 31 January 2022 | 29 |
| | <ul style="list-style-type: none"> • Finance, Asset & Performance Management Scrutiny Group held on Monday 7 February 2022 | 35 |
| | <ul style="list-style-type: none"> • HR & Equalities Committee held on Monday 28 February 2022 | 39 |
| | <ul style="list-style-type: none"> • Finance, Audit & Performance Management Committee held on Monday 7 March 2022 | 45 |
| 6. | Update on Actions | 51 |
| 7. | REPORTS FOR INFORMATION | 57 |
| 7.i. | Broadening the Role of Firefighters in Wales – Fire & Rescue Service Capacity – Thematic Review. | 59 |

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| 7.ii. | Annual Report of the work of the Finance, Audit & Performance Management Committee and the Finance, Asset & Performance Management Scrutiny Group. | 101 |
| 7.iii. | Business Plan Actions Report, Health Check 2021/2022 – Quarter 4. | 119 |
| 7.iv. | Welsh Language Standards Update – July 2022. | 159 |
| 7.v. | Emergency Use of Delegated Powers | 169 |
| 8. | REPORTS FOR DECISION | 173 |
| 8.i. | Report on Strategic Themes and Proposed Objectives 2023/2024 | 175 |
| 8.ii. | Scheme Pays Review | 197 |
| 8.iii. | Principal Officer Vacancy – Appointment Authorisation of Assistant Chief Officer Corporate Services | 213 |
| 8.iv. | Independent Pay Review – Principal Officers Remuneration | 217 |
| 9. | Forward Work Programme for Fire & Rescue Authority 2022/2023. | 235 |
| 10. | To consider any items of business that the Chairperson deems urgent (Part 1 or 2). | 243 |