

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

## **FIRE & RESCUE AUTHORITY SUMMONS**

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

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 29 April 2019 at 1030 hours.**

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

1. Apologies for Absence
2. Declarations of Interest

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

3. Chairperson's Announcements

4. To receive the minutes of;

- HR and Equalities meeting held on 19 November 2018 5
- Finance, Asset & Performance Management Scrutiny Group held on 14 January 2019 11
- FAPM Meeting held on 28 January 2019 15
- Fire and Rescue Authority Meeting held on 11 February 2019 21

<ul style="list-style-type: none"> <li>• Standards Committee Meeting held on 22 March 2018</li> </ul>	35
5. Update on Actions	41
6. <b>REPORTS FOR DECISION</b>	43
6.i. Schedule of Member Remuneration	45
6.ii. Report on the progress of recommendations made in the Fire Cover Review of 2014	57
6.iii. Draft Annual Governance Statement 2018 - 2019	69
7. <b>REPORTS FOR INFORMATION</b>	99
7.i. Annual Report of the work of the Finance, Audit & Performance Management Committee and the discharge of the terms of reference of the Finance, Asset & Performance Management Scrutiny Group	101
7.ii. Annual Report of the work of the HR & Equalities Committee during 2018/2019	115
7.iii. Summary of the Local Pension Board Work Programme	125
7.iv. Work of the Public Service Boards (PSB)	131
7.v. Welsh Language Standards Update – January 2019	151
7.vi. Fire Authority & Committee Dates for 2019/20	201
7.vii. Fire & Rescue Authority – Members Attendance 2018/2019	205
7.viii. Capital Strategy 2019/20	225
7.ix. Forward Work Programme	237
8. To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	243

Signature of Proper Officer:



## MEMBERSHIP

### Councillors:

D	Ali	Cardiff	D	De'Ath	Cardiff
S	Bradwick	Rhondda Cynon Taff	S	Evans	Torfaen
K	Critchley	Newport	A	Roberts	Rhondda Cynon Taff
H	Thomas	Newport	S	Ebrahim	Cardiff
D T	Davies	Caerphilly	J	Harries	Rhondda Cynon Taff
R	Crowley	Vale of Glamorgan	J	Collins	Blaenau Gwent
C	Elsbury	Caerphilly	J	Williams	Cardiff
L	Davies	Merthyr Tydfil	S	Pickering	Rhondda Cynon Taff
K	McCaffer	Vale of Glamorgan	L	Brown	Monmouthshire
A	Hussey	Caerphilly	<b>A</b>	<b>Slade</b>	<b>Resigned</b>
D	Naughton	Cardiff	R	Shaw	Bridgend
D	White	Bridgend	V	Smith	Monmouthshire

**THIS PAGE IS INTENTIONALLY BLANK**

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 19 NOVEMBER 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HQ

#### 57. PRESENT

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
L Davies		Merthyr Tydfil
D De'Ath		Cardiff
C Elsbury		Caerphilly
A Hussey		Caerphilly
D Naughton		Cardiff
K McCaffer		Vale of Glamorgan
R Shaw		Bridgend
A Slade	1130 hrs	Torfaen
H Thomas	1130 hrs	Newport

#### **APOLOGIES:**

S Bradwick	Rhondda Cynon Taf
S Evans	Torfaen

#### **ABSENT:**

R Crowley	Vale of Glamorgan
J Collins	Blaenau Gwent

**OFFICERS PRESENT:** ACO R Prendergast – Director of Technical Services; A/ACO M Malson – Director of People Services; Mrs S Watkins – A/Deputy Monitoring Officer; AM I Greenman – Head of Learning & Development; Mr A Jones – A/Head of HR; Mrs J Nancarrow – Absence Management Manager; Mrs G Goss – Employee Relations Manager; Mx C Wood – Diversity Officer; Mrs K Davies – Project Manager; GM J Evans – Head of Training Delivery; GM P Mason – People Development & Business Manager; SM M Wyatt – Training Manager (CFBT)

#### 58. DECLARATIONS OF INTEREST

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

## **59. CHAIR'S ANNOUNCEMENTS**

### **AWARD OF THE QUEEN'S FIRE SERVICE MEDAL TO CHIEF FIRE OFFICER HUW JAKEWAY**

The Chair extended congratulations on behalf of the Committee to the Chief Fire Officer on his recent receipt of the Queen's Fire Service Medal at Buckingham Palace.

### **ASSISTANT CHIEF FIRE OFFICER RICHIE PRENDERGAST**

The Chair and Members welcomed ACFO Prendergast to his first meeting of the Committee since taking on the Training Delivery reference.

### **APPOINTMENT OF DIRECTOR OF PEOPLE SERVICES**

The Chair was pleased to inform Members that following the recruitment process for the permanent position of Assistant Chief Officer – Director of People Services, the Appointments Panel has appointed Ms Alison Reed. Alison is required to give three months' notice to her current employer and will take up her post in February 2019.

### **RETIREMENT OF MRS JANNETTE NANCARROW, ATTENDANCE MANAGEMENT MANAGER**

The Chair announced to the Committee the retirement of Jannette Nancarrow, HR Manager for Attendance Management, on 30 November 2018, following 17 years at South Wales Fire & Rescue Service and a total of 39 years' exemplary service to Local Government. On behalf of the Fire Authority and the HR & Equalities Committee, the Chair wished Jannette a long and healthy retirement.

## **60. ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2017 TO 31 MARCH 2018**

The Absence Management Manager informed Members that the average number of shifts/working days lost per employee in each category of staff (excluding On Call Duty System staff), for the period 1 April 2017 to 31 March 2018, is 10.06 days per employee, in comparison with 9.73 days per employee for 1 April 2016 to 31 March 2017. A further analysis of short and long term absences, self-certification and accidents on duty was also provided.

### **RESOLVED THAT**

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

**61. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES – 1 APRIL 2017 TO 31 MARCH 2018**

The Employee Relations Manager provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2017 to 31 March 2018.

**RESOLVED THAT**

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

**62. ANNUAL REVIEW – STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020**

The Diversity Officer provided Members with the annual review of the Strategic Equality Plan for the period 1 April 2017 to 31 March 2018. The current plan runs from 1 April 2015 to 31 March 2020, and the South Wales Fire & Rescue Service is required under the Equality Act 2010 to publish a Strategic Equality Plan.

**RESOLVED THAT**

Members agreed to note the content of the report.

**63. ANNUAL EQUALITY REPORT – 1 APRIL 2017 TO 31 MARCH 2018**

The Diversity Officer informed Members that the South Wales Fire & Rescue Service is 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 Report meets the Service's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and is focused primarily on data as well as what we have done during the period 1 April 2017 to 31 March 2018.

The Chair commended Officers for the excellent work in ensuring the Service continues to progress in areas of equality and diversity.

**RESOLVED THAT**

Members agreed to note the content of the report.

#### **64. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2018/19**

The A/Director of People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes.

Members were advised that Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities electronically, in a standard circular template. These emails and circulars can cover a variety of areas including all aspects of Firefighters' Pension Schemes, and have to be noted or actioned as appropriate.

#### **RESOLVED THAT**

64.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that have been received throughout 2018/19 to date.

64.2 Members agreed to note the actions implemented for each of the Circulars.

#### **65. COMPARTMENT FIRE BEHAVIOUR TRAINING PROJECT UPDATE**

The Training Manager delivered a presentation to provide Members with an update on the significant developments and progress being made towards the completion of the Compartment Fire Behaviour Training facility at Cardiff Gate Training & Development Centre.

#### **RESOLVED THAT**

Members agreed to note the contents of the report.

#### **66. SOUTH WALES FIRE & RESCUE SERVICE PROFESSIONAL FRAMEWORK UPDATE**

The Head of Training & Development informed Members that the way in which personnel are developed within the Service has recently been reviewed and amended to reflect how the organisation is evolving to meet financial scrutiny and talent spotting for our future leaders.

#### **RESOLVED THAT**

Members agreed to note the contents of the report.



**67. FORWARD WORK PROGRAMME**

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2017/18.

**RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2017/18.

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

There were no items of urgent business for Members to consider.

**THIS PAGE IS INTENTIONALLY BLANK**

**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FINANCE, ASSET & PERFORMANCE  
MANAGEMENT SCRUTINY GROUP MEETING  
HELD ON MONDAY 14 JANUARY 2019 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**78. PRESENT:**

**Councillor**

**Left**

K Critchley (Chair)	Newport
S Bradwick	Rhondda Cynon Taff
L Brown	Monmouthshire
L Davies	Merthyr Tydfil
S Evans	Torfaen
J Harries	Rhondda Cynon Taff
A Hussey	Caerphilly
D Naughton	Cardiff
A Roberts	Rhondda Cynon Taff
A Slade	Torfaen
V Smith	Monmouthshire
H Thomas	Newport
J Williams	Cardiff

**APOLOGIES:**

R Crowley	Vale of Glamorgan
R Shaw	Bridgend
S Watkins	Deputy Monitoring Officer

**ABSENT:**

K McCaffer	Vale of Glamorgan
------------	-------------------

**OFFICERS PRESENT:-** DCO S Chapman – Monitoring Officer, Mr C Barton – Treasurer, ACFO R Prendergast – Director of Technical Services, Mr G Thomas - Head of Finance & Procurement, Mr C Williams – Head of ICT, AM G Davies – Head of Operational Risk Management, GM H Morse, Mr J Carter – Service Performance & Communications Officer

## **79. DECLARATIONS OF INTEREST**

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

## **80. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements to report.

## **81. MINUTES OF PREVIOUS MEETING**

The minutes of the previous Finance, Asset & Performance Management Scrutiny Group meeting held on 8 October, 2018, were received and accepted as a true record of proceedings.

With reference to the appointment of Member Champions, the Deputy Chief Officer assured Members that she would liaise with the relevant Heads of Service to arrange the subsequent meetings.

## **82. OPERATIONAL & PERSONAL EQUIPMENT STRATEGY, BUDGET & PLANNING ASSUMPTIONS 2018-2025**

The Head of Operational Risk Management and Group Manager Morse presented a report which updated Members on the Operational and Personal Equipment Strategy 2018-2025.

### **RESOLVED THAT**

- 82.1 Following lengthy debate, and a question and answer session on the process of the disposal of surplus assets, and possible procurement issues due to Brexit, Members agreed to note the content of the report.
- 82.2 Following a request by Members, Officers agreed to carry out a review of the spreadsheet within the appendices, and to reconsider how the financial information was presented to provide greater clarity.

### **83. SCRUTINY OF STRATEGIC CORPORATE RISKS**

The Service Performance & Communications officer delivered an electronic presentation to Members on the Strategic Corporate Risks.

#### **RESOLVED THAT**

Following Members scrutiny of the Strategic Corporate Risks, and a lengthy question and answer session on a number of possible key risks for the Service, e.g. Brexit, Building Compliance, Industrial Action, and Pensions, Members agreed to accept the report.

### **84. PREPARATION OF CAPITAL BUDGET SETTING 2019/2020:- REVIEW OF ICT STRATEGY, BUDGET & PLANNING ASSUMPTIONS, PROJECT OVERVIEW & PROGRESS AGAINST THE PLAN TO INCLUDE CAPITAL REPORT**

The Head of ICT presented a report to Members which provided a review of the ICT Strategy, budget and planning assumptions, and an overview of the key projects with a capital report.

#### **RESOLVED THAT**

Following a question and answer session on possible ICT security issues for the organisation, Members agreed to note the contents of the report.

### **85. FORWARD WORK PROGRAMME**

The Monitoring Officer presented the Forward Work Programme for 2018/2019. She advised the financial data requested in relation to operational equipment would be included on the agenda for the next meeting.

#### **RESOLVED THAT**

Members accepted the Forward Work Programme for 2018/2019.

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

There were no items of urgent business for Members to consider.

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING HELD ON MONDAY 28 JANUARY 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 41. PRESENT:

<b>Councillor</b>	<b>Left</b>
K Critchley (Chair)	Newport
S Evans (Deputy Chair)	Torfaen
R Crowley	Vale of Glamorgan
L Davies	Merthyr Tydfil
S Evans	Torfaen
S Ebrahim	Cardiff
A Hussey	Caerphilly
D White	Bridgend

#### **APOLOGIES:**

L Brown	Monmouthshire
J Collins	Blaenau Gwent

#### **ABSENT:**

A Roberts	Rhondda Cynon Taff
-----------	--------------------

**OFFICERS PRESENT:-** DCO S Chapman – Monitoring Officer, Mr C Barton – Treasurer, ACFO R Prendergast – Director of Technical Services, Mr G Thomas – Head of Finance & Procurement, Ms S Watkins – Deputy Monitoring Officer, Mr Christopher Temby – Temporary Head of Fleet, Mr S Gourlay – TIAA Internal Auditor, Ms A Butler - WAO

#### **42. DECLARATIONS OF INTEREST**

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

#### **43. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements.

#### **44. MINUTES OF PREVIOUS MEETING**

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

- Finance, Asset & Performance Management Scrutiny Group meeting held on 8 October, 2018
- Finance Audit & Performance Management meeting held on 3 December, 2018

#### **45. REVENUE BUDGET SETTING REPORT 2019/20**

The Treasurer presented a report to members which outlined the latest information available in relation to the budget, together with 3 consultation responses received from Cardiff, Caerphilly and the Vale of Glamorgan on the proposed Fire Authority Revenue Budget for the financial year 2019/2020. Any further responses will be shared at the fire Authority meeting on 11 February. The Treasurer advised the group that it was announced last week that the Home Office were going to fund the pension deficit in England but there has been no response from Welsh Government at this time. It was agreed that the recommendation should include "Subject to final confirmation of pension funding".

#### **RESOLVED THAT**

Members agreed to recommend to the Fire Authority the Revenue Budget 2019/2020 detailed in the report, subject to final confirmation of pension funding.

#### **46. REVENUE MONITORING REPORT 2018/2019**

Head of Finance informed Members that the Revenue Monitoring Report provided details of the annual revenue budget and associated information for the year ending 31 March, 2019. Point 2.2.2 advising of holiday pay entitlement to personnel on zero hours contract was noted and will be added to the budget reports going forward.



**RESOLVED THAT**

Members agreed to note and agree the report content and agreed to holiday pay entitlement detailed in paragraph 2.2.2 of the report.

**47. CAPITAL MONITORING REPORT 2018/2019**

The Head of Finance informed Members that the Capital Monitoring report provided details of the capital budget, transactions to date, and the forecast year end position.

**RESOLVED THAT**

- 47.1 Members agreed to note the budget and the progress of capital schemes.
- 47.2 Members approved the alterations to the capital budget identified in Appendix 1 attached to the report.
- 47.3 Members agreed to note the associated funding streams for the capital budget.

**48. HEALTH CHECK ON PERFORMANCE AND STRATEGIC OBJECTIVES QUARTER 3 (1 APRIL TO 31 December) 2018/2019**

The Deputy Chief Officer reported that the paper would give assurance to Members of the Fire & Rescue Authority and senior management within the South Wales Fire & Rescue Service, on progress towards achievement of the Strategic Objectives, and performance of the Strategic Performance Indicators for the first three quarters of 2018/2019.

**RESOLVED THAT**

Following a review of the performance details and statistical data for the first three quarters of 2018/2019, Members agreed to approve the report.

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

The Deputy Chief Officer presented a report to Members which showed the latest progress recorded against actions arising from Internal Audits, Wales Audit Office Thematic Reviews, Operational Assurance Peer Reviews, Corporate Schemes and Government Circulars at Appendix 1 attached to the report. The scorecard showed the performance of each action through a RAG status. The WAO requested that financial recommendations be added for ease in future and can be used as a tracker.

**RESOLVED THAT**

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

**50. UPDATE FLEET MANAGEMENT USAGE AUDIT**

The Temporary Head of Fleet presented a report which updated Members upon progress being made against the fleet management usage and gave more detail to the original internal audit report on fleet management presented at the last meeting.

**RESOLVED THAT**

Members agreed to note the internal audit recommendations and work completed to date.

**51. WALES AUDIT OFFICE – AUDIT OF SOUTH WALES FIRE AUTHORITY'S ASSESSMENT OF 2017/2018 PERFORMANCE**

The Deputy Chief Officer asked that members note the certificate certifying the assessment of performance in 2017-18.

**RESOLVED THAT**

Members agreed to note the audit of the Authority's assessment of performance for 2017-18.

## **52. INTERNAL AUDIT REPORT**

The Internal Auditors presented a report to update Members upon progress being made against the Internal Audit Plan 2018/2019

### **RESOLVED THAT**

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

## **53. FORWARD WORK PROGRAMME**

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

### **RESOLVED THAT**

Members accepted the Forward Work Programme for 2018/2019.

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

There were no items of urgent business for Members to consider.

**THIS PAGE IS INTENTIONALLY BLANK**

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING**  
**HELD ON MONDAY 11 FEBRUARY 2019 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**38. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
D T Davies (Chair)		Caerphilly
S Bradwick (Deputy Chair)		Rhondda Cynon Taff
D Ali		Cardiff
K Critchley		Newport
D De'Ath		Cardiff
S Ebrahim		Cardiff
C Elsbury		Caerphilly
S Evans		Torfaen
A Hussey		Caerphilly
K McCaffer		Vale of Glamorgan
D Naughton		Cardiff
A Roberts		Rhondda Cynon Taff
A Slade		Torfaen
V Smith		Monmouthshire
H Thomas		Newport
J Williams		Cardiff

**APOLOGIES:**

L Brown		Monmouthshire
J Collins		Blaenau Gwent
R Crowley		Vale of Glamorgan
L Davies		Merthyr Tydfil
S Pickering		Rhondda Cynon Taff
R Shaw		Bridgend
D White		Bridgend

**ABSENT:**

J Harries		Rhondda Cynon Taff
-----------	--	--------------------

**OFFICERS PRESENT:-** CFO H Jakeway, DCO S Chapman – Monitoring Officer, ACFO D Rose – Director of Service Delivery, ACFO R Prendergast – Director of Technical Services, Mr M Malson – Acting Director of People Services, Mr C Barton – Treasurer, Ms S Watkins – Deputy Monitoring Officer, External Press Officer, Internal Media & Communications Officer

### **39. DECLARATIONS OF INTEREST**

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

With reference to agenda item 7.i, the Deputy Chief Officer reminded Members from RCT Council that they should declare a personal interest but this was not prejudicial due to the exemption in paragraph 12(2) (2) (a) (i) of the Code of Conduct. Councillors Bradwick and Roberts declared a personal interest in agenda item 7i.

### **40. CHAIR'S ANNOUNCEMENTS**

#### **THIRD PARTY TRANSACTION FORMS**

The Chair reminded Members to complete and sign the Third Party Transaction forms which would be collected at the end of the meeting.

#### **RETIREMENT**

As the Acting Director of People Services was due to retire at the end of March, the Chair of the Fire & Rescue Authority, and the Chair of the Local Pension Board Committee, both took the opportunity to thank him for all his hard work on behalf of Members and the Service, and wished him well in his retirement.

The Acting Director of People Services responded by thanking Members for their kind words.

### **41. MINUTES OF PREVIOUS MEETINGS**

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

- Finance, Asset & Performance Management Working Group meeting held on 8 October, 2018
- Local Pension Board meeting held on 22 October, 2018
- Finance, Audit & Performance Management meeting held on 3 December, 2018
- Fire & Rescue Authority meeting held on 17 December, 2018

## **42. UPDATE ON ACTIONS**

The Deputy Chief Officer informed Members of actions undertaken since the last meeting, and provided an update on minute number 18/19 - 28.1.

## **43. REPORTS FOR DECISION**

### **43.1 REVENUE BUDGET REPORT 2019/2020**

The Treasurer presented a report to Members which outlined the responses received in respect of the recent consultation exercise, and the proposed Fire Authority revenue budget for the financial year 2019/2020.

The treasurer advised that the Revenue Budget needed to increase by 0.93% to meet required expenditure in 2019/20. He went on to explain that confirmation will still be received from Welsh Government that they would meet the additional pension liability as been the case in England. The treasurer advised that Members, therefore, needed to determine whether they set the 0.93% increase only with a reserve position that they could issue a supplementary contribution request of the funding did not transpire in Wales. Alternatively, Members could increase contributions to 5.0% to include the pension shortfall, and return unrequired expenditure to constituent councils if Welsh Government funding is received. A consultation of the 10 constituent councils on this issue resulted in 5 councils preferring the Fire & Rescue Authority to set the higher budget, and 5 councils preferring the lower budget. The Treasurer advised his recommendation was that the lower budget be set.

**RESOLVED THAT**

- 43.1.1 Following a question and answer session, and lengthy debate on whether to accept the higher 5.01% or lower figure 0.93%, Members voted by 8 votes to 7 to accept the higher figure, and to approve the Revenue Budget of £74,727,144 for the 2019/2020 financial year.
- 43.1.2 Following a request by Members, Officers agreed to inform Welsh Government officers of the decision made by Members regarding the Revenue Budget figures.
- 43.1.3 Members unanimously agreed to give delegated powers to the Treasurer to determine an amended budget should funding for employer pension costs be confirmed by Welsh Government.

**43.2 TREASURY MANAGEMENT STRATEGY 2019/2020**

The Treasurer submitted for Members' approval the Authority's Annual Treasury Management Strategy.

**RESOLVED THAT**

- 43.2.1 Members agreed to approve the following financial documents:-
- The Treasury Management Strategy Statement
  - Capital prudential indicators and Minimum Revenue Provision (MRP) policy.
  - Borrowing policy and treasury indicators / limits
  - Annual Investment Strategy
- 43.2.2 Members agreed that the Treasurer would provide an update on strategies and policies as necessary throughout the year.

**43.3 PERFORMANCE INDICATOR TARGETS 2019/2020 REPORT**

The ACFO Service Delivery presented a report for Members to consider the proposed Performance Indicator Targets for 2019/2020.



**RESOLVED THAT**

43.3.1 Following a question and answer session, Members agreed to endorse the Performance Indicator Targets proposed for 2019/2020:-

- Fires – 6,200
- False Alarms – 7,655
- Road Traffic Collisions – 1,074
- Other Special Service Calls – 2,048
- Deaths and Injuries from Fires – 66
- Deaths and Injuries from Accidental Fires – 60
- Dwelling fires which were contained in the room of origin – 85%

43.3.2 Members agreed to approve publication on to the South Wales Fire & Rescue Service internet site.

**43.4 REPORT ON RESPONSES TO THE CONSULTATION ON THE STRATEGIC PLAN AND PRIORITY ACTIONS FOR 2019/2020**

The Deputy Chief Officer informed Members that the Service had recently consulted with the public on the Priority Actions developed for 2019/2020. Members were asked to consider the responses received during the consultation that ran from 27 September, 2018, to 20 December, 2018.

**RESOLVED THAT**

43.4.1 Members agreed to approve the Strategic Themes and Priority Actions detailed in Appendix A attached to the report (collectively considered as the Service's improvement objectives).

43.4.2 Members agreed to note the consultation responses detailed in Appendices B, C, and D, attached to the report.

### **43.5 GENDER PAY GAP STATEMENT – 30 MARCH 2019**

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, 2019.

The report detailed the legal background and requirements placed on the Fire & Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation, and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

The Gender Pay Gap Statement was attached to the report as Appendix 1.

### **RESOLVED THAT**

Members agreed to approve the 2019/2020 Gender Pay Gap Statement to be published by 30 March, 2019.

### **43.6 SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2019/2020**

The ACO People Services informed Members that South Wales Fire & Rescue Authority was required to publish a Pay Policy Statement for each financial year, which provided information for the following financial year.

Members were advised that at the Fire & Rescue Authority meeting held on 6 February, 2012, the Pay Policy Statement was adopted and published. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy,

The 2019/2020 Pay Policy Statement had been drafted for Members, and was attached to the report.

## **RESOLVED THAT**

43.6.1 Members agreed to review South Wales Fire & Rescue Authority's Pay Policy Statement 2019/2020.

43.6.2 Members approved the Pay Policy Statement 2019/2020 to be published by 31 March, 2019.

## **44. RESOLUTION TO EXCLUDE FROM PUBLICATION TO PRESS AND PUBLIC BY VIRTUE OF SECTION 100A AND PARAGRAPHS 12, 13 & 14 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED)**

A resolution to exclude the press and public by virtue of Section 100A and Paragraphs 12, 13 & 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended) was passed.

The external Press Officer and internal Media & Communication Officer withdrew from the meeting at 1145 hrs.

## **44.1 PART 2 REPORT – THE FIREFIGHTERS' PENSION (WALES) SCHEME (AMENDMENT) ORDER 2014**

The ACO People Services informed Members that the Firefighters' Pension (Wales) Scheme (Amendment) Order 2014 came into force on 31 December, 2014, and made some retrospective amendments from 1 July, 2013. Included in the 2014 Order was an amendment to the FPS 1992, Rule B5C (additional pension benefit: continual professional development) that was replaced with Rule B5C – Additional Pension Benefit (APB).

It came to light at the Scheme Advisory Board (Wales) meeting on 27 November, 2017, that the three Fire & Rescue Authorities in Wales had not adopted the change in this Rule. All three Fire & Rescue Services in Wales continued to treat temporary promotions as pensionable pay under the old regulations, and included such payments in final salary for pension purposes where they had occurred within three years of retirement.

In March 2018 the Authority considered a report on this matter. The Authority concluded that the imperative was to correct the position going forward by implementing the new Rule B5C to prevent further miscalculations. Accordingly, the Authority agreed to implement the new rule with effect from 1 April, 2018, in a fair and ethical manner, taking into account the circumstances in which individuals would find themselves through no fault of their own.

The Authority had determined the following actions in respect of Rule B5C, and in respect of several groups identified in the report:-

- That temporary promotion was pensionable and that pension benefits were earned through an APB.
- That Rule B5C would be implemented with effect from 1 April, 2018, and not to apply the change retrospectively because it was through no fault of the Firefighters themselves that the change was not implemented. The expectations of the Firefighters affected should be honoured by leaving existing and future pension benefits in the position they were currently or were expected to be in at the point of retirement.

As part of the 2017/2018 audit of accounts, the Wales Audit Office (WAO) considered the report received by the Authority in March 2018. Wales Audit Office raised concerns around the impact of the failure to implement the rule change with effect from 1 July, 2013, and the subsequent decisions taken by the Authority to rectify the position going forward.

As a result of this information, and on the basis that the sums involved were below the materiality threshold applicable to the accounts, the 2017/2018 accounts were duly signed by the Auditor General for Wales in September 2018. The Auditor General had, however, not formally closed the audit having sought legal opinion in order to satisfy himself that on the basis of the decisions made by the Authority, the items of account in question were not contrary to law.

The Wales Audit Office took legal opinion from Temple Bright LLP, and provided it to the Authority. In essence the legal opinion was that the decisions taken by the Authority were unlawful in respect of the changes to Rule 5BC.

In considering this advice, the Authority had sought its own legal opinion jointly with Mid & West and North Wales Fire Authorities. This advice was provided by Veale Wasborough Vizards. The advice generally supported the conclusion of the Wales Audit Office advice, and accordingly the Authority had to reconsider its approach and previous decisions in respect of the implementation of Rule B5C.

In terms of the lawfulness of the previous Authority report, it was the decision to continue to make ongoing final salary based (and therefore miscalculated) pension payments to employees, which was fundamentally at issue. However, the Authority also had to address the treatment of incorrectly calculated payments already committed and made.

To correct the misapplication of Rule B5C, the Authority would have to take the following action:-

- Determine that temporary promotion payments were pensionable from 1 July, 2013.
- Recalculate the pension entitlement for each person affected, and recover any element of overpayment made.
- Amend ongoing pension payments to the correct level, and liaise with HMRC over any specific taxation impacts which may have occurred.

As the Fire Authority was responsible for the failure to implement the Rule B5C change, it was likely that those in receipt of miscalculated pensions could seek to challenge any attempt to rectify the pension payments arising from the miscalculation.

Individuals could appeal any change to pension entitlement through the Internal Dispute Resolution Procedures (IDRP) of the Fire Authority, a complaint to the Pension Ombudsman or Court action. In taking its previous decision, the Authority was mindful of the potential challenges that could be raised, and it was on this basis that it took the decisions it did.

The advice received in respect of historical overpayments was very salient.

Firstly, the ability to recover such historical overpayments would require the Authority to obtain a court judgement allowing recovery.

Secondly, there was already a precedent set in respect of recovering pension overpayments following an exercise undertaken in respect of the Guaranteed Minimum Pension. The general approach taken by public sector pension schemes to this issue had been to waive the repayment of any historic overpayments to avoid financial hardship for members but to reduce future pension payments to the correct level going forward.

Thirdly, the advice provided to the Service recommended that the likely costs and damage to the reputation of the Service made any attempt to recoup payments already made unattractive in view of the likely defences available to the affected individuals.

Given the potential unlawful issues raised, and the potential impact on the individuals concerned, detailed calculations in respect of each employee affected by the rule change as at 31 March, 2019, had been made. These calculations determined the amount of pension entitlement under the changed regulations, and consequently any overpayment that had resulted.

It was noted that figures were being verified.

The Chief Officer took the opportunity to convey his thanks to the ACO People Services and the Treasurer for all their hard work in meeting with the individuals and for repeatedly checking the data. He stressed that he felt personally and professionally disappointed with the errors that had been made, but advised Members that the Wales Audit Office had confirmed that the overpayments were illegal, and should not continue.

Following lengthy debate on trying to seek alternative solutions and routes to avoid detriment to the individuals concerned, Members accepted that the current position was unlawful and therefore had to be addressed, even though the decision they had to make was hard. They also acknowledged that the legal responsibility for pension figures sat with the employer.

## **RESOLVED THAT**

- 44.1.1 Following a vote of 14 for and 1 against, Members agreed that temporary promotions were pensionable, and that the decision was applicable from the effective date of the new Rule B5C, i.e. July 2013.
- 44.1.2 Members agreed to adjust all pension payments made after 31 March, 2019, to ensure they were made on the correct APB basis.
- 44.1.3 Members agreed not to recover the overpayments made prior to 1 April, 2019, for the reasons outlined in the report.

## **45. RESOLUTION TO RETURN MEETING TO PUBLIC SESSION**

A resolution to return the meeting to public session was passed.

The external Press Officer and internal Media & Communication Officer returned to the meeting at 1220 hrs.

## **46. REPORTS FOR DECISION**

### **46.1 STATEMENT OF ACCOUNTS 2017/2018**

The Treasurer informed Members that the Appointed Auditor was required to give his opinion on the financial statements for the year ended 31 March, 2018. The presented report considered the final statement of accounts.

## **RESOLVED THAT**

Members agreed to note the amended audited Statement of Accounts (provided electronically)

## **47. REPORTS FOR INFORMATION**

### **47.1 SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING**

The Deputy Chief Officer outlined for Members the key issues discussed at the National Issues Committee meeting dated 25 September, 2018.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

### **47.2 WELSH GOVERNMENT WHITE PAPER – REFORM OF THE FIRE & RESCUE AUTHORITIES IN WALES**

The Deputy Chief Officer advised Members of the consultation responses submitted by the South Wales Fire & Rescue Authority, and the South Wales Fire & Rescue Service in relation to the consultation.

Following detailed feedback from two Members of the Working Group, Members raised their serious concerns regarding the implications for front line services, which could put lives at risk.

#### **RESOLVED THAT**

Members agreed to note the content of the South Wales Fire & Rescue Authority and South Wales Fire & Rescue Service responses to the Welsh Government White Paper – Reform of the Fire & Rescue Authorities in Wales.

The Chair took the opportunity to thank Officers for their hard work and professionalism in responding to the Welsh Government White Paper on behalf of Members.

### **47.3 FORWARD WORK PROGRAMME**

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



**RESOLVED THAT**

- 47.3.1 Members agreed to note the Forward Work Programme for 2018/2019.
- 47.3.2 Members agreed to note that draft dates for the next Municipal Year's meetings would be presented at the next meeting.

**48. 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.

**THIS PAGE IS INTENTIONALLY BLANK**

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON MONDAY 22 MARCH 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 61. PRESENT:

Mr G Hughes (Chair)	Independent Lay Member
Mr S Barnes	Independent Lay Member
Mr D Fussell	Independent Lay Member
Dr M Kerbey	Independent Lay Member
Councillor J Harries	South Wales Fire & Rescue Authority
Councillor A Roberts	South Wales Fire & Rescue Authority

#### APOLOGIES:

Mr R Alexander	Independent Lay Member
Councillor V Smith	South Wales Fire & Rescue Authority

#### ABSENT:

**OFFICERS PRESENT:** - Mr C Powell – Deputy Monitoring Officer,  
Ms S Watkins – Assistant Monitoring Officer

#### 62. CHAIR'S ANNOUNCEMENTS

##### NEW MEMBERS

The Chair extended a warm welcome to the newly appointed Members of the Standards Committee.

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

##### RETIREMENT

As the Deputy Monitoring Officer was due to retire after 40 years in the Service, the Chair took the opportunity to wish him all the very best of luck in his retirement, and to thank him for his hard work on behalf of the Standards Committee.

The Deputy Monitoring Officer thanked the Members for their kind words

### **63. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **64. MINUTES OF PREVIOUS MEETING**

For the benefit of new Members, the Chair took the opportunity to provide a brief overview of the work of the Standards Committee meeting and its structure.

The minutes of the Standards Committee meeting held on 6 March 2017, were received and accepted as a true record of proceedings.

Following a query raised by Members on the quorum required to proceed with a Standards Committee meeting, Officers confirmed that 3 persons had to be present, including the Chair, with half the Members being Independent.

### **65. APPOINTMENT OF INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE**

The Deputy Monitoring Officer presented a report which informed Members about the appointment of Independent Members of the Standards Committee.

The Chair confirmed that 13 high quality applications had been received, and 11 candidates had been interviewed.

### **RESOLVED THAT**

Members agreed to note the content of the report.

### **66. MEMBERS' TRAINING**

The Deputy Monitoring Officer presented a report which informed Members of the attendance of Fire & Rescue Authority Members at various training events throughout the year.

**RESOLVED THAT**

- 66.1 Members agreed to note the content of the report.
- 66.2 With reference to providing further training, Officers informed Members of the possibility of combining training with other Local Authorities in the future.

**67. THE PUBLIC SERVICES OMBUDSMAN'S CODE OF CONDUCT CASEBOOK**

The Deputy Monitoring Officer presented a report to Members which highlighted the work of the Public Services Ombudsman for Wales, and the type of complaints he considered in dealing with breaches of the Code of Conduct.

**RESOLVED THAT**

- 67.1 Members agreed to note the contents of the report.
- 67.2 Following discussion on the complaints procedure, Members unanimously agreed that they found the Public Services Ombudsman's Code of Conduct Casebook useful.

**68. STANDARDS CONFERENCE WALES 2018 – 14 SEPTEMBER 2018**

The Deputy Monitoring Officer advised Members of the forthcoming Standards Conference on 14 September, 2018, and sought their interest in attendance.

**RESOLVED THAT**

- 68.1 Members agreed to note the content of the report.
- 68.2 Following discussion on Members providing expressions of interest to attend the Standards Conference, Officers confirmed that Members would receive further information closer to the date

## **69. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2018**

The Deputy Monitoring Officer presented a report which informed Members of the recommendations contained within the Annual Report of the Independent Remuneration Panel for Wales.

### **RESOLVED THAT**

Members agreed to note the contents of the report.

## **70. ADJUDICATION PANEL FOR WALES – SANCTIONS GUIDANCE**

The Deputy Monitoring Officer sought Members' views on the draft Sanctions Guidance of the Adjudication Panel for Wales.

### **RESOLVED THAT**

Following Members consideration of the draft guidance, and lengthy discussion on amendments and observations, Officers agreed to revisit the following points within the document and to provide further clarification:-

- Page 3 – Point 10
- Page 8 – Point 35
- Page 16 – Point 52

Members unanimously agreed the Sanctions Guidance of the Adjudication Panel for Wales provided valuable advice and guidance.

## **71. WELSH LOCAL GOVERNMENT ASSOCIATION PUBLICATIONS**

The Deputy Monitoring Officer presented a report which brought Members' attention to two Welsh Local Government Association (WLGA) publications which had been drafted for consultation.

**RESOLVED THAT**

Following consideration of the documents that had been drafted by the WLGA, Members unanimously agreed that the publications were useful and informative.

Following a query on the length of time Members could sit on the Standards Committee, Officers confirmed that Independent Lay Members could sit for 6 years, with a possible extension of a further 4 years.

Members were also advised to contact Officers if they had any queries or wished to raise any new issues at future Standard Committee meetings.

Following a request by Members, Officers agreed to circulate a copy of the calendar of Fire & Request Authority meetings for the new Municipal Year 2018/2019, once they had been formally approved.

**THIS PAGE IS INTENTIONALLY BLANK**



## AGENDA ITEM NO 5

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

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

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

Minute No	Item	Action	Leading Officer	Current Status:
17/18 – 55.4	Land Adjoining Llantwit Major Fire Station	Dispose of the land at Llantwit Major Fire Station identified as surplus to requirements.	DCO	A formal valuation has been carried out and recommends a figure for disposal of the land. We are currently in negotiations with the occupier of the land.
18/19 – 28.1	Restructure to Meet Future Challenges and Demands	Implement new structure as agreed.	ELT	In progress. Seeking appointment to affected posts by 31 March 2019.
43.1.2	Revenue Budget 2019/20	Inform Welsh Government of Members' decision regarding the revenue budget figures.	Treasurer	<b>COMPLETED</b>
43.3.2	Performance Indicator Targets 2019/20	Publish the performance indicator targets on the Service's website.	ACFO SD	<b>COMPLETED</b>
43.6.2	Annual Pay Policy Statement 2019/20	Publish the Pay Policy Statement 2019/20 by 31 March 2019.	ACO PS	<b>COMPLETED</b>

**THIS PAGE IS INTENTIONALLY BLANK**

## AGENDA ITEM NO 6

**Reports for Decision**

**THIS PAGE IS INTENTIONALLY BLANK**

**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 6.i  
29 APRIL 2019

## REPORT OF THE DEPUTY CHIEF FIRE OFFICER

**SCHEDULE OF MEMBER REMUNERATION****SUMMARY**

For Members to approve the member schedule of remuneration for publication and submission to the Independent Remuneration Panel for Wales.

**RECOMMENDATION**

That Members approve the attached members' schedule of remuneration at Appendix 1 to this report for publication and submission to the Independent Remuneration Panel for Wales.

**1. BACKGROUND**

- 1.1 As Members will be aware the Fire and Rescue Authority are required under the Local Government (Wales) Measure 2011 to publish a Members schedule of remuneration for the Fire and Rescue Authority in relation to payment made to Members and Co-opted Members of the Fire and Rescue Authority.
- 1.2 The updated schedule of remuneration for 2019/20 is attached at Appendix 1 to this report following publication of the final report of the Independent Remuneration Panel for Wales earlier this year. The content of the Schedule is determined by the Independent Remuneration Panel as is the prescribed format of the report.

**2. RECOMMENDATIONS**

- 2.1 That Members approve the attached Members schedule of remuneration at Appendix 1 to this report for publication and submission to the Independent Remuneration Panel for Wales.

<b>Contact Officer:</b> Sally Chapman Deputy Chief Officer	<b>Background Papers:</b> None
--	-----------------------------------

**THIS PAGE IS INTENTIONALLY BLANK**

## APPENDIX 1

## SOUTH WALES FIRE &amp; RESCUE AUTHORITY

## MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of Fire and Rescue Authority's (FRA).

**1. Basic Salary**

- 1.1 A Basic Salary shall be paid to each elected Member of the Fire and Rescue Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the FRA.

**2. Senior Salaries & Civic Salaries**

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary is payable to a Member of the FRA.
- 2.4 All Senior Salaries are paid inclusive of Basic Salary.
- 2.5 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.6 A Member of the FRA who is in receipt of a Senior Salary from their home local authority **cannot** receive a salary from the FRA.
- 2.7 Where the term of Senior Salary of a Member begins or ends other than at the beginning or end of a year, their entitlement to the Salary will be pro-rata.

**3. Election to Forgo Entitlement to Allowance**

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the FRA, personally elect to forgo any part of their entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

**4. Suspension of a Member**

- 4.1 Where a Member of the FRA is suspended or partially suspended from their responsibilities or duties as a Member of the FRA in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic

Salary payable to them in respect of that period for which they are suspended will be withheld by the FRA (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the FRA in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the FRA must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the Member may retain the Basic Salary.
- 4.3 Where a Member of the FRA is wholly suspended from their responsibilities or duties as a Member of their home local authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, their Basic and any Senior Salary will be withheld by the FRA – I have assumed that this is likely to be the case if a member were completely suspended from their LA member role, as this is a pre-requirement for FRA membership??

## **5. Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the FRA or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the FRA or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the FRA will require that such part of the allowance as relates to any such period be repaid.

## **6. Payments**

- 6.1 Payments of all allowances will be made by the Director of People Services by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 15<sup>th</sup> day of each month.
- 6.2 Where payment has resulted in a Member receiving more than their entitlement to salaries, allowances or fees the FRA will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

## **7. Reimbursement of Costs of Care**

- 7.1 Reimbursement of costs of care shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' FRA duties.
- 7.2 Reimbursement of costs of care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim reimbursement of costs of care for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration



Panel for Wales as set out in **Schedule 1**. All claims for reimbursement of costs of care should be made in writing to the Monitoring Officer detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8. Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the FRA agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the FRA so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the FRA exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

## **9. Co-optees' payments**

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.3 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.4 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.5 A half day meeting is defined as up to 4 hours.
- 9.6 A full day meeting is defined as over 4 hours.
- 9.7 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.
- 9.8 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel for Wales, is set out in **Schedule 1**.

## **10. Travel and Subsistence Allowances**

### **10.1 General Principles**

- 10.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the FRAs business for 'approved duties' as set out in **Schedule 2**. Where Members

travel on the FRAs business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.

- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the FRA in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to them in respect of that period for which they are suspended or partially suspended must be withheld by the FRA.

## **11. Travel by Private Vehicle**

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the FRA on request.

## **12. Travel by Public Transport**

### **12.1 Rail/Coach Travel**

Unless otherwise authorised rail tickets will be second-class.

The procurement department will purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

### **12.2 Taxi Fares**

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbusement will be upon receipt only.

### **12.3 Air Fare (optional)**

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will be purchased by the procurement department.

#### 12.4 **Travel Abroad**

Travel abroad on the FRAs business will only be permitted where authorised by the Monitoring Officer. The procurement department will arrange travel and accommodation.

#### 12.5 **Other Travel Expenses**

Members are entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

### 13. **Overnight Accommodation**

13.1 Overnight stays will only be permitted where the FRAs business extends to two days or more and the venue is at such a distance that early morning or late night travel would be unreasonable, or the business extends to one day and the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Monitoring Officer.

13.2 Overnight accommodation will be booked by the procurement department. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

### 14 **Subsistence Allowance**

14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

14.2 No provision is made for subsistence claims within FRA areas.

### 15. **Claims and Payments**

15.1 A claim for travel and subsistence allowances must be made in writing within 2 months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

15.2 Allowances will be paid by the Director of People Services by direct bank credit on the 15<sup>th</sup> day of the month

### 16 **Supporting the work of Authority Members**

16.1 The Independent Remuneration Panel for Wales expects Members to be provided with adequate support to carry out their duties and that the support provided should take account of the specific needs of individual Members. The FRAs Finance & Audit Committee is required to review the level of support provided to Members and should take proposals for reasonable support to the FRA.

17.2 All elected Members & Co-opted Members should be provided with adequate telephone, email and internet facilities to give electronic access to appropriate information.

- 17.3 Such support should be without cost to any Member. Deductions must not be made from Members' salaries as a contribution towards the cost of support which the FRA has decided is necessary for the effectiveness and or efficiency of Members.

## **18 Compliance**

- 18.1 In accordance with the Regulations, the FRA must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members and Co-opted Members as set out in **Schedule 4**.

**Members & Co-opted Members are reminded that expense claims are subject to both internal and external audit.**

**SCHEDULE 1****SCHEDULE OF REMUNERATION 2019-20**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>	<b>ANNUAL AMOUNT OF BASIC SALARY</b>
<p>The following named elected members of the authority</p> <p>1. name 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20.</p>	<p>£ £1,780</p>

<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>		<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>
1.	Chairperson of the FRA	name £10,480
2.	Deputy Chairperson of the FRA plus Chair of Local Pension Board	£5,480
3.	Chairperson of the Finance, Audit and Performance Management Committee	£5,480
4.	Chairperson of the HR & Equalities Committee	£5,480
A maximum of 4 senior salaries for South Wales FRA may be paid and this has not been exceeded.		

<b>ENTITLEMENT AS STATUTORY CO-OPTees</b>		<b>AMOUNT OF CO-OPTees ALLOWANCES</b>
<b>ROLE</b>	<b>MEMBER</b>	
Chairperson Of Standards Committee	Mr. Geoffrey Hughes	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee	Dr. Mark Kerby Mr. Simon Barnes Mr. David Fussell Mr. Ronald Alexander	£198 Daily Fee £99 ½ Day Fee
<b>Reimbursement of costs of care</b>		
All Members		Up to a maximum of £403 per month
<b>Members Support – what is provided in terms of telephone, internet or email (see Determination 6)</b>		
Telephone Support for Senior Members		None
Telephone Support for all other Members		None
Access to Email for Senior Members		None
Access to Email for all other Members		None
Internet Support for Senior Members		None
Internet Support for all other Members		None

## **SCHEDULE 2**

### **Approved duties: -**

- attendance at a meeting of the FRA or of any committee or working group of the FRA or of any body to which the FRA makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the FRA is a member;
- attendance at any other meeting the holding of which is authorised by the FRA or by a committee of the FRA or by a joint committee of the FRA and one or more other FRAs;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of the FRA;
- a duty undertaken in connection with the discharge of any function of the FRA which empowers or requires the FRA to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the FRA or its senior Members;

**SCHEDULE 3****Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	<b>45 pence per mile</b> <b>25 pence per mile</b>
Private Motor Cycles Pedal Cycles	<b>24 pence per mile</b> <b>20 pence per mile</b>
Passenger supplement	<b>05 pence per mile</b>

**Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

**Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

**SCHEDULE 4****Compliance**

- The FRA will arrange for the publication on the Service website the total sum paid by it to each Member and Co-opted Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected Members.
- The FRA will publish on the Service website a statement of the basic responsibility of a FRA Member and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The FRA will publish on the Service website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The FRA will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.
- The FRA will maintain records of Member/Co-opted Members attendance at meetings of the FRA and committees and other approved duties for which a Member/Co-opted Member submits a claim for reimbursement.
- The FRA will arrange for the publication on the Service website of annual reports prepared by Members.
- When the FRA agrees a paid substitution for family absence it will notify the Independent Remuneration Panel for Wales within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

**THIS PAGE IS INTENTIONALLY BLANK**



## REPORT OF THE DIRECTOR OF SERVICE DELIVERY

**REPORT ON THE PROGRESS OF RECOMMENDATIONS MADE IN THE FIRE COVER REVIEW OF 2014****SUMMARY**

This report shows the latest progress recorded against recommendations made during the last Fire Cover Review of 2014 and will enable officers to align Service strategy for the next 5-10 years.

**RECOMMENDATION**

That Members note the contents of the progress report and approve the following recommendations:

**BRIDGEND**

- That Members note the current situation detailed in the report in respect of Porthcawl and Kenfig Hill Fire and Rescue Stations;
- That Members agree that the merger of Porthcawl and Kenfig Hill stations is no longer a current priority for the Service, due to the lack of availability of a suitable site;
- That Members give approval to Officers exploring the possibility of a combined emergency service station if there is a desire from the Police and Welsh Ambulance Service NHS Trust.

**CARDIFF**

- That Members note the anticipated population growth within Cardiff over the next 10 years and agree to the monitoring of future developments within the area over the next 5-10 years to determine if there is a need to make any changes to fire cover.

**NEWPORT**

- That Members note the current situation detailed within the report in respect of Malpas station and the efforts that have been made to source a suitable alternative site;
- That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service;
- That Members authorise the continued maintenance of the existing station in line with the Service's property strategy.

**MONMOUTHSHIRE**

- That Members support the maintenance of the second appliances at Monmouth, Chepstow and Abergavenny Stations in support of fire cover in the Monmouthshire Unitary Authority and wider area.

**CAERPHILLY**

- That Members note the changes to fire cover that have already been made within Caerphilly and agree to the monitoring call profiles within the area over the next 5-10 years to determine if there is a need to make any further changes to fire cover.

**MERTHYR TYDFIL**

- That Members note the current situation detailed within the report in respect of Abercynon and Treharris stations;
- That Members agree that the merger of Abercynon and Treharris stations is no longer a current priority for the Service, due to the lack of availability of a suitable site.

**RHONDDA CYNON TAF**

- That Members note the current situation detailed within the report in respect of Pontypridd station and the efforts that have been made to source a suitable alternative site;
- That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service
- That due to the poor condition of Pontypridd station, Members authorise the refurbishment of the existing station in line with the Service's property strategy.

**1. BACKGROUND**

- 1.1 This Fire Cover Review (FCR) was conducted by South Wales Fire & Rescue Service between January 2013 and November 2014.
- 1.2 The aim of the FCR was to ensure appropriate levels of resources were provided across the whole of the Service's geographical area. Consideration was given to levels of risk in each of the ten unitary authority (UA) areas and respective local communities. It was recognised that many communities viewed their fire & rescue stations and staff as being a local provision. However, the reality is that each of the Service's stations provides a much wider provision, and therefore in terms of delivering the FCR a more holistic view was taken.
- 1.3 The Service consulted fully on the recommendations to ensure a broad range of staff and public views were expressed on the proposals. The consultation was undertaken through a variety of mediums to ensure we captured a diverse range of views and opinions. The Fire Brigades Union were also fully involved in the consultation process.
- 1.4 All recommendations made during the FCR were agreed by the Fire & Rescue Authority.

## **2. FCR FINDINGS, CURRENT POSITION AND RECOMMENDATIONS**

- 2.1 Each of the three stages of the FCR produced a number of recommendations, with each set of approved recommendations establishing the risk baseline for the next stage of the FCR.
- 2.2 The UA's reviewed in each of the stages were:
- Stage 1 – Bridgend, Vale of Glamorgan, Cardiff
  - Stage 2 – Newport, Monmouthshire, Blaenau Gwent, Torfaen
  - Stage 3 – Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf
- 2.3 Below is a summary of the key points and the up to date position in respect of each UA area where changes were proposed. Revised recommendations are also included to reflect the position that the Authority is at now with respect to progress.

## **3. BRIDGEND**

- 3.1 Analysis of the Bridgend UA data and information indicated that no efficiency improvements would be realised by optimising the crewing arrangements or implementing closure of Bridgend, Maesteg, Ogmere Vale, Pontycymmer or Pencoed stations.
- 3.2 However, analysis of the individual data sets for Porthcawl and Kenfig Hill indicated there was potential for resource optimisation. Members therefore resolved to seek to build a new station in the South Cornelly area with crews from Porthcawl and Kenfig Hill relocating to the new station. Efficiency savings would be realised through the amalgamation of the two stations.
- 3.3 It was anticipated the Service could also recoup capital receipts to offset the capital expenditure required for a new site through the sale of the prime waterfront land occupied by the current Porthcawl station along with the sale of Kenfig Hill station.
- 3.4 **Current position**
- 3.4.1 Since 2015, the Service has conducted extensive investigation into the availability of suitable land in and around South Cornelly to proceed with this recommendation. Although one site was identified, there was considerable competition from the residential sector for the site. To date, no suitable site has been identified and there are limited opportunities in the area, however the Service will investigate the possibility of any suitable sites they are made aware of in the future.

3.4.2 In relation to Porthcawl station it should be noted that the Welsh Ambulance Service Trust (WAST) are currently on an immediately adjacent site and South Wales Police (SWP) are in the process of moving from their town centre location. It is anticipated that in the near future, all three Services will consider the possibility of a co-location in the Porthcawl area, possibly on our existing site.

### **3.5 Updated Recommendations**

3.5.1 That Members note the current situation detailed in the report in respect of Porthcawl and Kenfig Hill Fire and Rescue Stations;

3.5.2 That Members agree that the merger of Porthcawl and Kenfig Hill stations is no longer a current priority for the Service, due to the lack of availability of a suitable site;

3.5.3 That Members give approval to Officers exploring the possibility of a combined emergency service station if there is a desire from the Police and Welsh Ambulance Service NHS Trust.

## **4. VALE OF GLAMORGAN**

4.1 Analysis of the Vale of Glamorgan data indicated no efficiency improvements were achievable by relocating or changing the crewing structures of Penarth or Llantwit Major stations. However, the FCR did validate and endorse earlier work carried out by the 2007 Risk Reduction Plan (RRP) for Cowbridge and the more recent Second Appliance Review for Barry.

4.2 The 2007 RRP recommended changing the duty system for Cowbridge from day crewing to on-call. This recommendation was in the process of being implemented prior to the completion of the FCR.

4.3 As a result of the Authority endorsing the earlier RRP recommendation and as part of the FCR, the implementation of the change of crewing system was expedited. The day crewing personnel were relocated and Cowbridge became a fully on-call crewed station in March 2014.

4.4 The previously published 'Review of Second Pumping Appliances' undertaken by Swansea University recommended that Barry's second appliance crewing be changed from wholetime to on-call. The FCR endorsed these recommendations.

4.5 As a result of the Authority approving these recommendations, crewing of Barry Fire & Rescue Station's second appliance by on-call personnel was achieved in January 2016.

## **5. CARDIFF**

5.1 Analysis of the Cardiff data did not indicate that efficiencies could be gained by a change to crewing arrangement or a reduction in the numbers of pumping appliances or stations in the Cardiff UA area. However, the Local Development Plan for Cardiff anticipates that the area will experience significant demographic growth in the next 13 years. As a result the Authority resolved that the Service would monitor any future developments to determine the need for changes to fire cover within Cardiff or surrounding areas.

### **5.2 Current Position**

5.2.1 The most current review of incident data (2013/14 to 2018/19) demonstrates there is no significant change in location of calls based on residential development that would prompt the Service to change fire cover at this point in time.

### **5.3 Updated Recommendations**

5.3.1 That Members note the anticipated population growth within Cardiff over the next 10 years and agree to the monitoring of future developments within the area over the next 5-10 years to determine if there is a need to make any changes to fire cover.

## **6. NEWPORT**

6.1 Analysis of the Newport data did not indicate that efficiencies could be gained by a change to crewing arrangement or a reduction in the numbers of pumping appliances or stations in the Newport UA area. Analysis of the Newport UA data suggested that moving Malpas closer to the city centre was a viable option that may positively impact on risk should the Service have to relocate due to proposed M4 expansion plans or other developments. This would also have the advantage of reducing the size of the station site and the maintenance requirements that the current extensive buildings create.

### **6.2 Current Position**

6.2.1 Since 2015 the Service has conducted extensive investigation into the availability of suitable land in the Newport City Centre area to proceed with this recommendation. We have progressed some sites with landowners but have found that we are competing with high value users, including student housing providers and retail. To date no suitable site has been identified, however the Service will

investigate the possibility of any suitable sites they are made aware of in the future.

### 6.3 Recommendations

- 6.3.1 That Members note the current situation detailed within the report in respect of Malpas station and the efforts that have been made to source a suitable alternative site;
- 6.3.2 That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service;
- 6.3.3 That Members authorise the continued maintenance of the existing station in line with the Service's property strategy.

## 7. MONMOUTHSHIRE

- 7.1 Analysis of the data for Monmouthshire UA indicated that efficiency improvements may be realised by reviewing the second pumping appliance arrangements in three of the stations due to poor availability at that point in time. As a consequence, Members resolved to review crewing levels at a future point in time. As Members will be aware, the Service set up a 2 year project between Operations and Human Resources in an attempt to maximise the availability of the second pumping appliances in Monmouthshire, Chepstow and Abergavenny (along with other stations in other UA areas).

### 7.2 Current Position

- 7.2.1 Since 2017 the Service has increased attraction and recruitment activity of on-call duty personnel in all areas and this has resulted in an increase in availability of second appliances from 39.4% in Quarter 2 of 2017/18 to 84.6% in Quarter 3 of 2018/19. The 2<sup>nd</sup> pump in Abergavenny has increased from 40.99% in Quarter 2 of 2017/18 to 94.2% in Quarter 3 of 2018/19. The 2<sup>nd</sup> pump in Monmouth has increased from 30.12% in Quarter 2 of 2017/18 to 82.02% in Quarter 3 of 2018/19. The 2<sup>nd</sup> pump in Chepstow has increased from 47.01% in Quarter 2 of 2017/18 to 77.54% in Quarter 3 of 2018/19. The Service continues to support attraction and recruitment activities to raise the levels of availability at the stations.
- 7.2.2 Data shows these appliances have attended 335 incidents since 1 April 2017. During the Fire Medical Response (FMR) trial from December 2015 to September 2017, these appliances attended 12 medical response calls - 4.8% of incidents attended.

### **7.3 Recommendations**

7.3.1 That Members support the maintenance of the second appliances at Monmouth, Chepstow and Abergavenny Stations in support of fire cover in the Monmouthshire Unitary Authority and wider area.

## **8. BLAENAU GWENT**

8.1 Analysis of the data for Blaenau Gwent UA did not indicate that efficiency improvements would be realised by optimising the crewing or closure of Abertillery or Ebbw Vale stations. However, it did indicate that closing Blaina, Tredegar or Brynmawr were options to be considered by the project team. The final recommendation of the FCR to the Fire & Rescue Authority was to close Blaina station. Closure of the station was achieved in March 2015 following significant engagement with the on-call crew, the public and members of the local council.

## **9. TORFAEN**

9.1 Analysis of the data for Torfaen UA identified the efficiencies that would be gained by optimising the crewing or closure of Blaenavon, Abersychan, New Inn and Cwmbran stations. This resulted in the FCR identifying that Cwmbran's second pumping appliance was the least utilised asset in Torfaen UA, whose workload could have been absorbed by the first pumping appliance and those in surrounding stations (New Inn and Malpas). The recommendation of the FCR was therefore to remove the second pumping appliance from Cwmbran station. Following engagement with the on-call crew, the public and members of the local council the second appliance from Cwmbran was removed in October 2015.

## **10. CAERPHILLY**

10.1 Analysis of the data for Caerphilly UA identified possible efficiencies that could be gained by relocating pumping appliance in the Caerphilly UA area. However, Caerphilly UA had very recently combined two stations (Cefn Fforest and Bargoed) into a new location at Aberbargoed, and currently the Service had limited data on how the amalgamation would impact upon the incident profiles of the surrounding stations. Therefore it was recommended that the Service did not make any further changes in Caerphilly UA until it could be formally identified how the new station in Aberbargoed affected the profiles of its neighbouring stations.

## 10.2 Current Position

10.2.1 The most current review of incident data (2013/14 to 2018/19) demonstrates there is no significant change in the location of calls that would prompt the Service to change fire cover at this time.

## 10.3 Recommendations

10.3.1 That Members note the changes to fire cover that have already been made within Caerphilly and agree to the monitoring call profiles within the area over the next 5-10 years to determine if there is a need to make any further changes to fire cover.

## 11. MERTHYR TYDFIL

11.1 Analysis of the data for Merthyr UA indicated efficiencies could be gained by a reduction in the numbers of pumping appliances or stations in the Merthyr UA. The efficiencies could be realised by combining Treharris with Abercynon (RCT UA) at a new location around the Fiddlers Elbow roundabout. At the time of completing the FCR there was no suitable land available in the required location. Therefore, the FCR recommendation to the Authority was to make no changes to fire cover in the Merthyr Tydfil UA area. However, the FCR also recommended, should suitable land become available, an amalgamation between Treharris and Abercynon could be considered.

### 11.2 Current position

11.2.1 Since 2015 the Service has conducted extensive investigation into the availability of suitable land in and around Treharris and Abercynon to proceed with this recommendation. Although, one site was identified this was deemed unsuitable. Cwm Taf Hub have conducted a pilot study and identified some land that may have been of use to us but this was not suitable to the Service.

11.2.2 To date no suitable site has been identified, however the Service will investigate the possibility of any suitable sites they are made aware of in the future.

### 11.3 Recommendations

11.3.1 That Members note the current situation detailed within the report in respect of Abercynon and Treharris stations;

11.3.2 That Members agree that the merger of Abercynon and Treharris stations is no longer a current priority for the Service, due to the lack of availability of a suitable site.



## **12. RHONDDA CYNON TAF**

12.1 Analysis of the data for Rhondda Cynon Taf (RCT) UA did support the view that efficiencies would be gained by a reduction in the numbers of pumping appliances or stations in the RCT UA. Removing them second pumping appliance from Pontypridd or closing Porth Station were options considered. Prior to a final recommendation being made to the Fire & Rescue Authority, the Authority approved a public consultation on the two options identified. This allowed individuals, communities and partners the opportunity to provide the Authority with views and opinions from which a final decision was based.

12.2 Following extensive engagement and consultation in the RCT area, the final recommendation of the FCR to the Authority was to close Porth station. Closure of the station was achieved in July 2015 following significant engagement with the on-call crew and the public. An earlier Authority decision to seek potential alternative sites to locate Pontypridd station were also endorsed.

### **12.3 Current position**

12.3.1 Since 2015 the Service has conducted extensive investigation into the availability of suitable land in and around the Upper Boat area to proceed with the Pontypridd station recommendation. To date no suitable site has been identified. Pontypridd station is in need of a major refurbishment and has a back log of outstanding building works which are required to maintain suitable health and safety requirements. In light of the lack of a suitable alternative site, these works will need to be progressed to ensure the station remains operational over the next 5-10 years if required.

### **12.4 Recommendations**

12.4.1 That Members note the current situation detailed within the report in respect of Pontypridd station and the efforts that have been made to source a suitable alternative site;

12.4.2 That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service

12.4.3 That due to the poor condition of Pontypridd station, Members authorise the refurbishment of the existing station in line with the Service's property strategy

### **13. FINANCIAL IMPLICATIONS**

- 13.1 There are no direct financial implications as a consequence of this update report, although individual Fire Cover Review recommendations did have financial implications which were detailed within the relevant reports at that time.

### **14. EQUALITY RISK ASSESSMENT**

- 14.1 This update report has no direct ERA impacts. Full ERA impacts were considered during the initial FCR reports

### **15. RECOMMENDATION**

That Members note the contents of the progress report and approve the following recommendations:

#### **BRIDGEND**

- That Members note the current situation detailed in the report in respect of Porthcawl and Kenfig Hill Fire and Rescue Stations;
- That Members agree that the merger of Porthcawl and Kenfig Hill stations is no longer a current priority for the Service, due to the lack of availability of a suitable site;
- That Members give approval to Officers exploring the possibility of a combined emergency service station if there is a desire from the Police and Welsh Ambulance Service NHS Trust.

#### **CARDIFF**

- That Members note the anticipated population growth within Cardiff over the next 10 years and agree to the monitoring of future developments within the area over the next 5-10 years to determine if there is a need to make any changes to fire cover.

#### **NEWPORT**

- That Members note the current situation detailed within the report in respect of Malpas station and the efforts that have been made to source a suitable alternative site;
- That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service;
- That Members authorise the continued maintenance of the existing station in line with the Service's property strategy.

## **MONMOUTHSHIRE**

- That Members support the maintenance of the second appliances at Monmouth, Chepstow and Abergavenny Stations in support of fire cover in the Monmouthshire Unitary Authority and wider area.

## **CAERPHILLY**

- That Members note the changes to fire cover that have already been made within Caerphilly and agree to the monitoring call profiles within the area over the next 5-10 years to determine if there is a need to make any further changes to fire cover.

## **MERTHYR TYDFIL**

- That Members note the current situation detailed within the report in respect of Abercynon and Treharris stations;
- That Members agree that the merger of Abercynon and Treharris stations is no longer a current priority for the Service, due to the lack of availability of a suitable site.

## **RHONDDA CYNON TAF**

- That Members note the current situation detailed within the report in respect of Pontypridd station and the efforts that have been made to source a suitable alternative site;
- That Members agree for Officers to suspend an active search for a site but to progress the recommendation if and when a suitable alternative site becomes known and available to the Service;
- That due to the poor condition of Pontypridd station, Members authorise the refurbishment of the existing station in line with the Service's property strategy.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Dewi Rose Assistant Chief Fire Officer Director of Service Delivery	Fire Cover Review 2014

**THIS PAGE IS INTENTIONALLY BLANK**

**DRAFT ANNUAL GOVERNANCE STATEMENT 2018-2019****SUMMARY**

This report brings to the attention of Members the Annual Corporate Governance Statement to be included with the 2018-2019 Statement of Accounts.

**RECOMMENDATIONS**

That Members are requested to consider the content of the statement and if they wish to make any amendments to the document going forward.

**1. BACKGROUND**

- 1.1 The Code of Corporate Governance requires the Chief Fire Officer and Chair of the Fire & Rescue Authority to produce an Annual Governance Statement (AGS) explaining how the Authority has complied with the Code and meets the requirements of the Accounts and Audit (Wales) Regulations 2018 as amended in relation to the publication of a Statement of Internal Controls.
- 1.2 The Annual Governance Statement (AGS) is written in accordance with the guidance produced by the Chartered Institute of Public Accountability (CIPFA) and the society of Local Authority Chief Executives and Senior Managers (SOLACE). The AGS explains how the Authority complies with the framework and principles of good governance.

**2. ISSUE**

- 2.1 The Delivering Good Governance Framework comprises the Systems, Processes, Culture and Values by which the Authority is directed and controlled as well as its activities through which it accounts to, engages with and leads the community. The AGS enables the Authority to monitor the achievement of its Strategic Objectives (through Strategic Themes and Priority Actions) and to consider whether those objectives have led to the delivery of appropriate cost effective services.
- 2.2 Whilst the statement is published within the statement of accounts it is not limited to activity solely within the financial year. Whilst it confirms that the governance framework has been in place at the Authority for the year ended 31 March 2019 it also confirms that it is in place up to the date of the Authority's approval of the Statement of Accounts. Therefor the AGS attached at Appendix 1 is in draft form and may be changed to the final

version presented in to Members as part of the Statement of Accounts for signing later in the year.

- 2.3 Members can be assured that the format of the AGS has been previously approved by the Wales Audit Office and that Senior Managers of the service have written the statement after considering the evidence gathered to support the principles outlined in the guidance which is presented as Appendix 2.

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

- 3.1 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.

### **4. RECOMMENDATION**

- 4.1 That Members are requested to consider the content of the statement and if they wish to make any amendments to the document going forward.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sarah Watkins Head of Corporate Support	Appendix 1 Annual Governance Statement 2018 -19  Appendix 2 CIPFA SOLACE Guidance Note 2016 a briefing note  Delivering Good Governance in Local Government Wales (Not Attached)

## **ANNUAL GOVERNANCE STATEMENT YEAR ENDING MARCH 2019**

This Statement has been prepared in accordance with guidance produced by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) - the "Delivering Good Governance Framework". This Annual Governance Statement explains how the Authority has complied with the new framework and its seven core principles of good governance to ensure that resources are directed in accordance with agreed policy and agreed priorities.

### **1. Scope of Responsibility**

South Wales Fire & Rescue Authority (SWFRA) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. SWFRA also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, SWFRA is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

This statement explains how SWFRA has complied with Code of Practice on Local Authority Accounting in the United Kingdom (the Code) and also meets the requirements of the Accounts and Audit (Wales) Regulations 2014, in relation to the publication of a statement on internal control.

### **2. The Purpose of the Governance Framework**

The Governance Framework comprises the systems and processes, and culture and values, by which SWFRA is directed and controlled, and its activities through which it accounts to, engages with and leads the community. It enables SWFRA to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of SWFRA's policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, and to manage them efficiently, effectively, and economically.

The Governance Framework has been in place at SWFRA for the year ended 31 March 2019 and up to the date of approval of the Statement of Accounts.

### **3. The Governance Framework**

The Governance Framework describes the key elements of the systems and processes that comprise SWFRA's governance arrangements and are as follows:

SWFRA is responsible for ensuring that South Wales Fire & Rescue Service (SWFRS) is effective, efficient, and accountable to the public.

Membership is made up of Members of the 10 unitary authorities covered by the SWFRS service area as defined by the Fire Service (Combination Scheme) Order 1995.

SWFRA is organised into committees and a scrutiny group which are appointed at the annual meeting. Each committee and the scrutiny group has a comprehensive set of terms of reference which, together with details of their membership, can be found on the website. Working groups are established on an ad-hoc basis as and when required.

The Executive Leadership Team (ELT), comprising the Chief Fire Officer, Corporate Directors and Treasurer, is responsible for strategic leadership, political interface and corporate challenge. The Senior Management Team (SMT) includes the same officers and Heads of Service, both uniformed and corporate, and provide organisational leadership, functional challenge and service delivery.

The Treasurer is responsible for the proper administration of SWFRA's financial affairs as required by Section 112 of the Local Government Finance Act 1988, and SWFRA's financial management arrangements are assessed against the governance requirements set out in the Chartered Institute of Public Finance and Accountancy Statement on the Role of the Chief Finance Officer in Public Organisations (2009).

Constitutional Documents – SWFRA has a suite of constitutional documents that can be found on its website. These include General Standing Orders, Procedural Standing Orders, Contract Standing Orders,



Scheme of Delegations and Financial Regulations. These documents are regularly reviewed by the Monitoring Officer and Treasurer, and any identified changes needed are carried out under delegated authority or are reported to SWFRA for their approval.

In order to provide a practical method of operational and financial management throughout the organisation, officers have been given certain powers by SWFRA in the form of Officer Delegations. Under the Local Government Act 1972, a list of these powers must be maintained and this is done by the Monitoring Officer who regularly reviews their effectiveness any identified changes needed are carried out under delegated authority or are reported to SWFRA for their approval. These powers form an integral part of the Governance arrangements and were last reviewed in March 2019.

The Medium Term Financial Strategy (MTFS) covers the period 2018-2019 to 2021-2022 and forms the cornerstone of the detailed budget construction annually. It provides a view on potential funding both nationally and locally. The Strategy considers:

- An assessment of potential un-hypothecated grant settlements and local taxation yields for constituent councils based on best, worst and anticipated figures.
- Intelligence from outturn for last financial year and current year's revenue budget as the base.
- A view on relevant indices to be applied to the base.
- A snapshot of transformational projects currently identified within the period of the MTFS.
- A planned approach to reserves as a result of the MTFS projection and Reserve Strategy.
- A view on potential funding gaps and planned approaches to these over the period in question.

Strategic Plan – The plan outlines the direction that the organisation is taking and how we intend to meet the challenges over the next 5 years in order to continue to deliver high quality services that meet the needs of our communities.

SWFRA's performance against the Strategic Plan, and Statutory indicators is reported regularly to SWFRA and Finance Audit and Performance (FAPM) Committee together with an overall report that is reported annually to SWFRA and on our website through the document "How did we do in 2017-2018 and what we plan to do in 2019-2020".

Strategic Planning Framework – Our vision is to make South Wales safer by reducing risk. We recognise that safer communities can only be

achieved by challenging and improving the way we work through a safe and competent workforce and effectively managing our resources. We therefore set a strategic direction for the organisation through our Strategic Plan which normally covers a five year period and addresses the requirements of the Well-being of Future Generations (Wales) Act 2015 together with the requirements of the Welsh Government's Wales Fire and Rescue Services National Framework Document 2016. Each directorate and department formulate their own plans in support of the strategic objectives which are reported on quarterly.

Risk Management Policy - sets out the process we use to identify and control exposure to uncertainty, which may impact on the achievement of our objectives or activities. Senior managers identify, review and score the Strategic Risks assessing them in terms of likelihood and impact; identify any actions in place and any further actions required to prevent the likelihood of risk occurring or to mitigate the impact should they occur. The Corporate Risk Register records these risks, and they are regularly monitored and reported. Strategic Risks are reported to the SWFRA FAPM Committee.

The FAPM Committee considers the effectiveness of the SWFRA's risk management arrangements and the work of the Internal and External Auditors. The FAPM Committee meets with the auditors privately following each committee meeting. In 2019/20 the FAPM Scrutiny Group will also consider departmental risks.

There are established arrangements for effective financial controls through SWFRA's accounting procedures, key financial systems and the Financial Regulations. These include established budget planning procedures and regular reporting to Authority Members and comparing actual revenue and capital expenditure to annual budgets. SWFRA's Treasury Management arrangements follow professional practice and are subject to annual review by Members.

The Service has signed up to the Wales Fire & Rescue Services' Procurement Strategy which makes the best of opportunities to deliver efficiencies and other improvements in the acquisition of goods, services and the awarding of contracts across the Fire & Rescue Services in Wales.

The Director of Corporate Services is designated the Monitoring Officer in accordance with the Local Government and Housing Act 1989, and ensures compliance with established policies, procedures, laws and regulations.

SWFRA has in place counter fraud arrangements and whistleblowing arrangements which are regularly reviewed by officers. There are agreed procedures to meet the requirements of the Regulation of Investigatory Powers Act 2000 which have been agreed by the Office of the Surveillance Commissioner and key staff have received training in the application of these regulations.

Internal Audit is outsourced to a private sector organisation, TIAA Limited, who work to the Public Sector Internal Audit Standards which are applicable to all Internal Audit providers in Wales. The Annual Internal Audit Plan is agreed by the FAPM Committee which receives regular reports on the audits undertaken together with TIAA's annual report.

The Auditor General for Wales is SWFRA's statutory auditor, with the audit provided by the Wales Audit Office. They provide challenge under the Public Audit (Wales) Measure 2004, The Local Government (Wales) Measure 2009, the Local Government Act 1999 and the Code of Audit Practice. They issue annual reports or statements on the performance of SWFRA, namely to:

- Examine and certify if the financial statements are true and fair.
- Assess if proper arrangements to secure economy, efficiency and effectiveness in the use of resources have been made.
- Audit and assess if the duties and requirements of the Measure have been met.
- Undertake studies to enable considered recommendations for improving economy, efficiency and effectiveness or for improving financial or other management arrangements.

The Auditor General and Wales Audit Office, present their Audit Plan to Members annually and regularly report progress and outcomes to them. The Wales Audit Office also has private meetings with Members following FAPM Committee meetings where they can discuss issues without officers being present. All reports are published on the Wales Audit Office website ([www.audit.wales](http://www.audit.wales)).

The Annual Pay Policy Statement is approved by the SWFRA and published in accordance with the Localism Act 2011.

Members' allowances are paid in accordance with the Independent Remuneration Panel recommendations and are published in accordance with their requirements.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities

are 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, 2018, within 12 months. Accordingly SWFRA published this information within the deadline.

All users of SWFRA's ICT equipment use an online acceptance tool which individuals have to pass through before using internet facilities, agreeing to the organisation's ICT policies.

Related party returns are completed and signed by SWFRA Members and senior officers in accordance with the Code of Practice on Local Authority Accounting in the UK. These returns help to establish transactions and balances as required by the relevant accounting standard (International Accounting Standard 24, Related Party Disclosures). They indicate if the Officers within SWFRA have been involved in any transactions with individuals or any relatives or close acquaintance.

#### **4. Review of Effectiveness**

SWFRA has responsibility for conducting, at least annually, a review of the effectiveness of its Governance Framework, including the system of internal control. The review of effectiveness is informed by the work of the Executive Leadership Team within the Service who have responsibility for the development and maintenance of the governance environment, and the work and reports of the internal and external auditors. The work of peer assessors is also considered.

The regular and ongoing processes that have been applied to maintain, review and improve effectiveness of the Governance Framework include:

- Regular review of policies and procedures by the officer responsible and by the Service Senior Management Team.
- Regular review of the constitutional documents and ethical governance arrangements by the Monitoring Officer and Treasurer, which were last reviewed in March 2019.
- The FAPM Committee regularly scrutinises the revenue and capital expenditure against the allocated budget together with regular scrutiny of the performance of the Service against the Strategic Plan.
- Senior Officers regularly review the organisational risks with regular reports to Members through the FRA and FAPM Committee.
- SWFRA received annual reports from each of its committees and the Scrutiny group outlining the work that had been

undertaken throughout the year, giving Members the opportunity to challenge and scrutinise any area that they feel fit.

- The appointed internal auditor TIAA Limited provides SWFRA, through its Finance, Audit and Performance Management Committee, with an opinion on the adequacy and effectiveness of the organisation's governance, risk management and control arrangements. The Head of Internal Audit has confirmed in their annual report that in their opinion the organisation has adequate and effective management, control and governance processes to manage the achievements of its objectives.

### Head of Internal Audit Opinion

"TIAA is satisfied that, for the areas reviewed during the year, South Wales Fire and Rescue Service has reasonable and effective risk management, control and governance processes in place.

This opinion is based solely on the matters that came to the attention of TIAA during the course of the internal audit reviews carried out during the year and is not an opinion on all elements of the risk management, control and governance processes or the ongoing financial viability or your ability to meet financial obligations which must be obtained by the South Wales Fire and Rescue Service from its various sources of assurance."

- The Auditor General of the Wales Audit Office also provides assurance to SWFRA, through their [Annual Audit Letter – South Wales Fire and Rescue Authority 2017-18](#).

### Auditor General's Opinion

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

- The Auditor General provides assurance on financial matters and confirmed that as stated in their report dated 26<sup>th</sup> February 2019 that:
  - the financial statements give a true and fair review of the financial position of South Wales Fire and Rescue Authority and the Fire Fighters Pension Fund as at 31<sup>st</sup> March 2018 and of its income and expenditure for the year then ended; and
  - have been properly prepared in accordance with legislative requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2018.
- The Auditor General confirmed in its [Annual Improvement Report 2017-18 South Wales Fire and Rescue Authority](#); that "The Authority is meeting

its statutory requirements in relation to continuous improvement based on, and limited to, the work carried out by the Wales Audit Office and relevant regulators, the Auditor General believes that the Authority is likely to comply with the requirements of the Local Government Measure (2009) during 2018-19.”

## **5. How We Met Significant Governance Issues and Challenges for 2018-2019**

The Welsh Language (Wales) Measure 2011 replaced the Welsh Language Act 1993 and as part of the new legislation, in Wales the Welsh language has equal legal status with English and must not be treated less favourably. Public bodies no longer need to develop and implement Welsh Language schemes but instead must now comply with a set of national Welsh Language Standards.

The Welsh Language Commissioner has issued a Compliance Notice which sets out the Standards that apply to SWFRA, along with any exemptions and their implementation dates. SWFRA receive an annual report on compliance against the standards.

The Service has continued to rollout the Business Management Information System (BMIS) which has enabled us for the first time to link and display our overall performance to help inform us of how well we are doing as a Service and drive decision making. Over the last twelve months further functions the system has developed include our corporate risks, actions arising from audits as well as additional statistical information.

The system has also delivered our Business Plans and Station Community Risk Management Plans (CRMPs), and our statistical performance data (including incident statistics). The previous OWLe system was replaced.

The Services integrated Core HR and Payroll system was further developed this year rolling out the expenses and online recruitment elements.

The aim of the Well-being of Future Generations Act 2015 is to improve the social, economic, environmental and cultural well-being of Wales. As one of the statutory partners on nine Public Service Boards, we supported the development of the Local Well-being Plans. The Service has completed the first Self-Assessment as required by the commissioner.

The services wellbeing statement is published in the [Strategic Plan 2018-2023](#) which is available on our [website](#).

We are also working with local health boards to share information to identify the extent of unreported injuries resulting from fires to enable identification of potential vulnerable people or higher risk premises.

As one of the statutory partners on nine Public Service Boards, we will have supported the local Well-being Plans, and have evidenced through annual review how the goals are being achieved. We have ensured that we are able to deliver against the needs and expectations of each Public Service Board's objectives without impacting on the day-to-day service delivery of the organisation.

Following a review of asset management arrangements the external auditor recommended that SWFRA agrees common measures with the other Welsh Fire and Rescue Authorities around land and buildings to enable comparison of performance and the identification of developing trends and develop an action plan to record and enable monitoring of the work of the Estates Project Review Group. The auditor required us to define a process for updating asset and property condition records.

The organisational restructure review, which included a Middle Manager Review as well as an Operational Response Review, was approved by the FRA in September 2018 and the Service aimed to implement the revised establishment by 31st March 2019.

The Service has implemented a co-location project in Barry with the Welsh Ambulance Service Trust. Work has commenced in Llantwit Major on a co-location project with South Wales Police, Welsh Ambulance Service Trust and the Coast Guard that will be completed in 2019.

The Service has maintained compliance with the National Framework for Fire and Rescue whilst also actively engaging with the Welsh Government White Paper on Reform of Fire and Rescue Authorities in Wales.

The Service has responded to changes in pensions provisions as a result of the changes to the Fire Fighters pension scheme (rule B5C).

## **6. Significant Governance Issues and Challenges for 2019 -2020**

Over the next 12 months the Service will continue the development of the Business Management Information System (BMIS) further functions the

system will cover include Projects information as well as additional statistical information.

The services integrated Core HR and Payroll system will be further developed this year looking to rollout the training, rostering, health and safety, sickness monitoring and time recording elements.

The Service will continue to implement and embed the revised structure.

Changes to pension and tax legislation continues to provide challenges to the organisation and the capacity to deal with the complex issues with existing resources continues to be of concern with various options being explored.

Public Sector Funding also remains a challenge. The impact of spending reductions in the public sector is a key issue for SWFRA and the settlements that local authorities face is always taken into account when SWFRA sets its annual budget. These factors are always carefully considered when determining the Medium Term Financial Strategy.

The Accounts and Audit (Wales) (Amendment) Regulations 2018 set the requirement to approve and publish the accounts by 31 May and 31 July respectively from 31st March 2019 (previously 30 June and 30 September). The closure of the accounts at year end is a project and successful projects need to have a sound project management methodology in place. Plans and preparations for shortening the timetable in 2018/19 are well underway. The detailed task by task timetable for accounts preparation has been thoroughly reviewed with actions brought forward wherever possible. The service accountancy team has worked with WAO so that any completed work can be audited earlier.

In November 2018 the Welsh Government published for consultation a White Paper "Reform of Fire and Rescue Authorities in Wales". A full consultation response on the proposed changes to governance, funding and performance management arrangements for Fire and Rescue Authorities was completed in February 2019. The Service will await Welsh Government's response to the consultation and consider the implications for both the SWFRA and the Service at this time.



## 7. Governance Action Plans

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Middle Manager Review	Review the Middle Manager Structure within the Service	Develop a Middle Manager structure that is efficient and effective to deliver our services.	Head of Finance	September 2018	This review was reported and accepted by the Executive leadership Team (ELT) and Senior Management Team (SMT) in June 2018 and formed some of the elements of the review of the organisational structure which was reported to SWFRA on 24 September 2018.

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Operational Response Review	Review the tactical Officer Roster	To deliver cover in an efficient and effective use of resources to ensure resilience at potentially high risk events and large scale exercises.	Head of Operational Risk Management	September 2018	This review was reported and accepted by the ELT and SMT in June 2018 and formed some of the elements of the review of the organisational structure which was reported to SWFRA on 24 September 2018.
Review of organisation structure to deliver Corporate objectives	Implement a new structure to support agreed strategic priorities	Strategic projects delivered	ELT	September 2018	The revised structure was reported to the FRA on 24 September 2018. SWFRA approved the revised structure and the Service is aiming to implement the new structure by 31 <sup>st</sup> March 2019.

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Phase 2 of Core Rollout	The services integrated Core HR and Payroll system will be further developed looking to rollout the expenses, training, health and safety, sickness monitoring and time recording elements.	Improved performance management and decision making using single system	Director of Human Resources	March 2019	The services integrated Core HR and Payroll system was further developed this year rolling out the expenses and online recruitment elements. Other elements continue to be developed.
Support PSB Boards	Support the nine PSB Boards we support in delivering their Local Wellbeing Plans	To ensure that we are able to deliver against the needs and expectations of each Public Service Board's objectives without impacting on the day-to-day service delivery of the organisation.	ELT	March 2019	The Service continues to support the 9 PSB's in South Wales, working in partnership to achieve the integrated PSB plans.

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Co-location Projects	To review potential projects for co-location with Blue Light and Public Sector partners.	To deliver cover in an efficient and effective use of resources to ensure resilience to emergency services.	Head of Finance	March 2019	The Service has implemented a co-location project in Barry with the Welsh Ambulance Service Trust. Work has commenced in Llantwit Major on a co-location project with South Wales Police, Welsh Ambulance Service Trust and the Coast Guard that will be completed in 2019.

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Member Champions	<p>Lead Members to be appointed as Champions in key functions of the Service to provide additional scrutiny.</p> <p>Meetings to be arranged post each FA meeting between Champions and respective Head of Department for the following functions:</p> <ul style="list-style-type: none"> <li>• ICT</li> <li>• Property</li> <li>• Fleet</li> <li>• Operational and Personal Issue Equipment</li> </ul>	The appointment of a nominated Member a portfolio lead to each of the asset management strategies (Property, Fleet and ICT) will ensure adequate engagement in the delivery and monitoring of the Capital Programme.	Monitoring Officer	September 2018	Lead Member Champions were identified and appointed and approved by the FAPM Scrutiny Group meeting October 2018.

<b>Governance Action Plan 2018-2019</b>					
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>	<b>Progress</b>
Scrutiny Arrangement Review	To review the scrutiny arrangements for working groups.	To ensure that robust scrutiny is applied to the decision making of the committees.	Monitoring Officer	September 2018	The establishment of the FAPM Scrutiny Group was approved at the SWFRA Annual General Meeting June 2018

<b>Governance Action Plan 2019-2020</b>				
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>
Faster Closure of Accounts	To approve and publish the accounts by 31 May and 31 July respectively from 31st March 2019 (previously 30 June and 30 September)	The successful accelerated closure of the accounts at year end will enable earlier auditing ensuring compliance with the Accounts and Audit (Wales) (Amendment) Regulations 2018	Head of Finance	July 2019
Reform of Fire and Rescue Authorities in Wales	Respond to the requirements placed upon the organisation	The Service will be in compliance with requirements from Welsh Government and able to evidence robust Governance, Financial arrangements and performance management.	Director Corporate Services.	TO be determined pending Welsh Government response to the White Paper.

<b>Governance Action Plan 2019-2020</b>				
<b>Issue</b>	<b>Action</b>	<b>Outcome</b>	<b>Lead Officer</b>	<b>Completion Date</b>
Brexit	Provide adequate planning and resilience through the Brexit Process	The Service will continue to deliver all functions during the Brexit process and beyond.	Director Technical Services	March 2020
Pensions Appeals	To process appeals resulting from the Additional Pensions Benefit (APB) decision.	Appeals determined	ELT Pensions Appeals Panel (Members)	As per the process.
Ensure a high level of Operational Preparedness.	Develop structured reporting mechanisms of assurance and exercising across Operations and supporting departments.	The Service will be prepared to deliver the full range of functions expected through legislation and able to evidence this high level of preparedness.	Director Service Delivery	March 2020
Constitutional Documents	To review and update the Constitutional Documents of the Service	The constitutional documents will be updated to reflect the revised Structure of the organisation.	Deputy Monitoring Officer	December 2019

8. We propose to take steps to address all of the above matters to further enhance our governance arrangements during the coming year as outlined in the plan above. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review. However due to external influences beyond our control it may not be possible to achieve everything identified.

Internal documents referred to in this statement can be found on our website at <https://www.southwales-fire.gov.uk/>

Signed:	Signed:
<b>Fire &amp; Rescue Authority Chair</b>	<b>Chief Fire Officer</b>
Date:	Date:
.....	.....



## **DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT: FRAMEWORK (CIPFA/SOLACE) Review of annual governance statements 2016/17**

### **Introduction**

Following extensive research and consultation, CIPFA in association with SOLACE published a new edition of *Delivering Good Governance in Local Government: Framework* and accompanying guidance notes in 2016. The principles and standards set out in the Framework are aimed at helping local authorities to develop and maintain their own codes of governance and discharge their accountability for the proper conduct of business. The revised Framework was published at a time of significant and continuing change for local authorities, much of it driven by austerity measures which has means that local authorities have had to adapt the way in which they operate. Legislation, such as the Cities and Local Government Devolution Act 2016, and Policing and Crime Act 2017 have brought new roles and greater flexibility for local authorities and wider collaboration.

The Framework positions the attainment of sustainable economic, societal, and environmental outcomes as a key focus of governance processes and structures. Outcomes are what give the role of local government its meaning and importance, and it is fitting that they have this central role in the sector's governance. Also, the focus on sustainability and the links between governance and public financial management are crucial — local authorities must recognise the need to focus on the long term. They have responsibilities to more than their current electors; they must take account of the impact of current decisions and actions on future generations.

Good governance enables an authority to pursue its vision effectively as well as underpinning that vision with control and the management of risk. The overall aim is to ensure that resources are directed in accordance with agreed policy and according to priorities. There should be sound and inclusive decision making and clear accountability for the use of those resources in achieving defined outcomes for services users and the wider community.

The new Framework and guidance have now been in place for over a year. The Framework applies to annual governance statements prepared for the financial year 2016/17 onwards. This briefing looks at how the 2016/17 annual governance statements prepared by local authorities have taken on board the focus of the new Framework.

### **2016 Framework – key points in relation to annual governance statements**

Local authorities are required to prepare an annual governance statement in order to report publicly on the extent to which they comply with their own code of governance which is consistent with the good governance principles in the Framework. This includes:

- How the effectiveness of governance arrangements has been monitored and evaluated in the year
- Any planned changes in the coming period.

The annual governance statement is a valuable means of communication and should reflect an individual authority's particular features and challenges. The process of preparing the governance statement should itself add value to the effectiveness of the governance and internal control framework.

The annual governance statement should:

- Provide a meaningful but brief communication regarding the review of governance that has taken place including the role of the governance structures involved (such as the authority; the audit and other committees)
- Be high level, strategic and written in an open and readable style
- Focus on outcomes and value for money and relate to the authority's vision for the area.

Unlike the earlier edition of the Framework, the 2016 edition does not provide a template for the annual governance statement. Instead, it provides guidance on what should be included (summarised below). In addition, good practice features for an annual governance statement are outlined in the guidance notes published in 2016 to accompany the Framework.

The annual governance statement should include:

- An acknowledgement of responsibility for ensuring that there is a sound system of governance (including the system of internal control) and refer to the authority's code of governance
- A reference to and assessment of the effectiveness of key elements of the governance framework in supporting planned outcomes and the role of those responsible for its development and maintenance
- An opinion on the level of assurance that the governance arrangements can provide
- An agreed action plan dealing with significant governance issues and also indicating how previous actions have been resolved
- A conclusion
- The signature of the leading member (or equivalent) and chief executive (or equivalent) on behalf of the authority.

### **Review of 2016/17 Annual governance statements**

Fifteen local authority annual governance statements were reviewed for the purpose of this briefing. The points summarized above were looked for, outlined in the table below. The aim is to assist local authorities in sharing best practice and to pick up common pitfalls. Several examples illustrating some of the good practice points mentioned below are included.

<b>Criteria/comment</b>	<b>Reporting tips</b>
Meaningful but brief communication, open and readable, high level	<ul style="list-style-type: none"> <li>• Avoid too much description, particularly where web links to other documents would suffice</li> <li>• Ensure that the authority's code of governance (or documents that comprise the local code) is kept up to date and is on the authority's website. A link to the authority's code from the</li> </ul>

	AGS will limit the need for a description of the authority's governance arrangements.
Focus on outcomes and value for money and relates to the authority's vision	<ul style="list-style-type: none"> <li>• The AGS should link to the authority's strategy, mission and objectives, explaining how the governance arrangements support their realisation.</li> </ul>
Takes account of the new Framework	<ul style="list-style-type: none"> <li>• Ensure references are to the 2016 Framework and principles, not the previous edition</li> <li>• Ensure that the authority's code of governance is in line with the new Framework. In particular, that it takes account of: <ul style="list-style-type: none"> <li>○ sustainable economic, societal, and environmental outcomes as a key focus of governance processes and structures</li> <li>○ the long term - the impact of current decisions and actions on future generations.</li> </ul> </li> </ul>
Quality of the assessment of the effectiveness of the governance framework	<ul style="list-style-type: none"> <li>• Emphasis should be on the assessment of the Framework not a description of it eg how a robust assessment of the principal risks facing the authority's performance has been carried out. Pay particular attention to partnerships and evolving structures.</li> <li>• Demonstrate that arrangements are subject to review on an ongoing basis.</li> </ul>
Articulation of key risks, future challenges and governance weaknesses	<ul style="list-style-type: none"> <li>• Consider how the authority's controls manage the risk of failure in achieving outcomes – how are they being mitigated against?</li> <li>• Again, to make this more straight forward, use links to other documents already on the web such as the organisation's strategy, planning documents, risk analyses</li> </ul>
<p>Action plan</p> <p>A clear AGS is not what is being looked for, or what an authority should aim for. Where there has been a rigorous review, issues will inevitably be identified that the authority will need to address. An absence of issues to report may</p>	<ul style="list-style-type: none"> <li>• Include an action plan or refer to where it can be found</li> <li>• Ensure significant issues raised in the statement are covered in the action plan</li> <li>• Indicate what has been done about issues raised in previous the year</li> <li>• Ensure the plan shows who is responsible for action with appropriate time scales.</li> <li>• A table can be helpful for illustrative purposes</li> </ul>

signify that governance arrangements are not as strong as they should be, rather than being an indication of strength.	<ul style="list-style-type: none"> <li>• Ensure priorities are clear</li> </ul>
<p>Easily accessible</p> <p>Local authorities are required to include the statement <i>with</i> their statements of accounts. Therefore it is surprising when the accounts are easily found on an authority's website but not the annual governance statement.</p>	<ul style="list-style-type: none"> <li>• Ensure that the AGS can be found easily, close to the financial statements on the website.</li> </ul>
Good use of diagrams, hyperlinks – connectivity	<ul style="list-style-type: none"> <li>• Diagrams can communicate a lot of information in an easily accessible/attractive manner</li> <li>• However, the AGS should not be so sophisticated that stakeholders are unable to open the pdf.</li> </ul>
Opinion	<ul style="list-style-type: none"> <li>• An assurance opinion must be included. This is the opinion of those signing the statement on behalf of the entity.</li> </ul>

## Examples

**Cornwall Council** – examples of actions showing how they have taken account of the Framework's principles and some of the priorities for 2017/18

<p><b>Principle C</b></p> <p>Defining outcomes in terms of sustainable economic, social and environmental benefits</p>	<ul style="list-style-type: none"> <li>✓ The Council's Strategy and Business Plan for 2015/2020 has clearly defined economic, social and environmental outcomes to be delivered during the period.</li> <li>✓ The Council has an approved Organisational Development Framework that consists of the key strategies through which the Council's Strategy and Business Plan will be delivered.</li> <li>✓ Each Service has a Service Plan that outlines outcomes to be achieved and how they link to the Council's Strategy and Business Plan.</li> <li>✓ The Council's Performance Management Framework ensured that key measures, targets, programmes and performance indicators were regularly reported to Directorate Leadership Teams, the Council Leadership Team, Cabinet and relevant Scrutiny and Policy Advisory Committees.</li> </ul>
--	---

### Priorities for 2017/18

In the approvals process for this Annual Governance Statement, the following key areas were identified as meriting particular attention over the next 12 months. Some have featured wholly or partly as issues for attention in 2015/16 and 2016/17 as set out above. As reflected by the table below lead officers have been appointed for each of these governance priorities and will be held to account through Corporate Leadership Team meetings.

No.	Area requiring improvements	Senior Responsible Officer
1	Contract management	Service Director – Commercial Services
2	Performance management	Service Director – Engagement and Communication
3	General compliance with operational policies and procedures	Chief Operating Officer and Section 151 Officer
4	Specific compliance with Public Sector Equality Duties	Service Director – Resources with Service Director – Engagement and Communications

### Brighton & Hove City Council - diagram summarising rationale for opinion

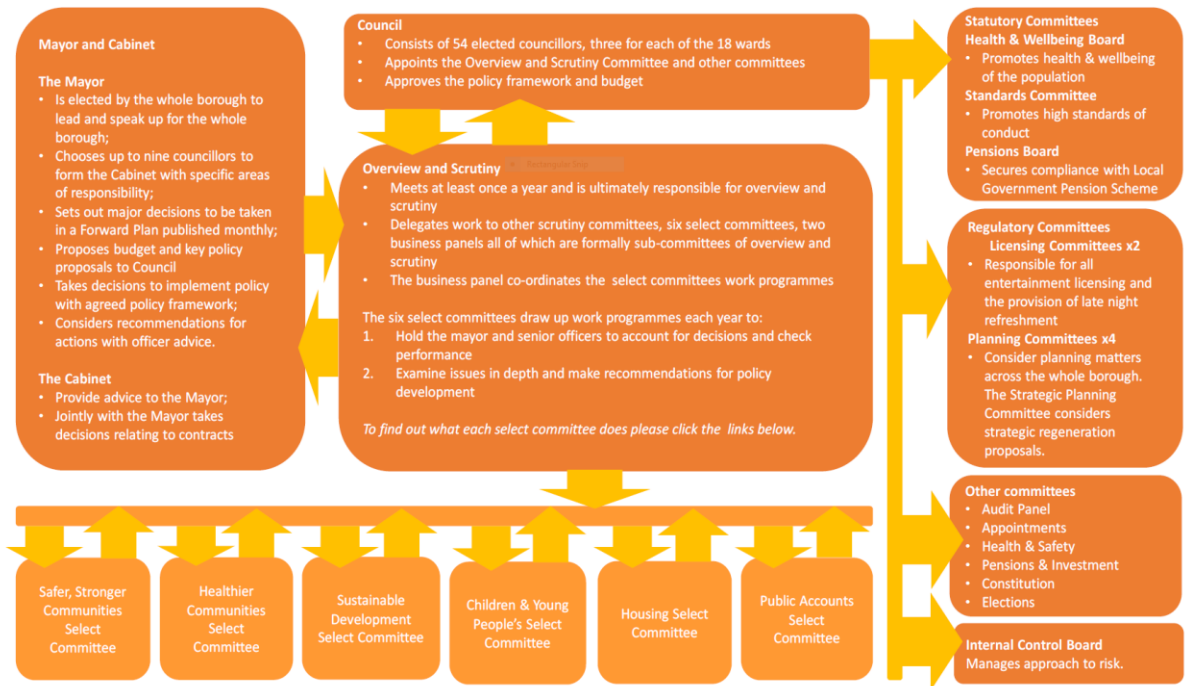


**LB Lewisham** – illustration of the Council’s vision, governance structure, risk and strategy framework and review of effectiveness

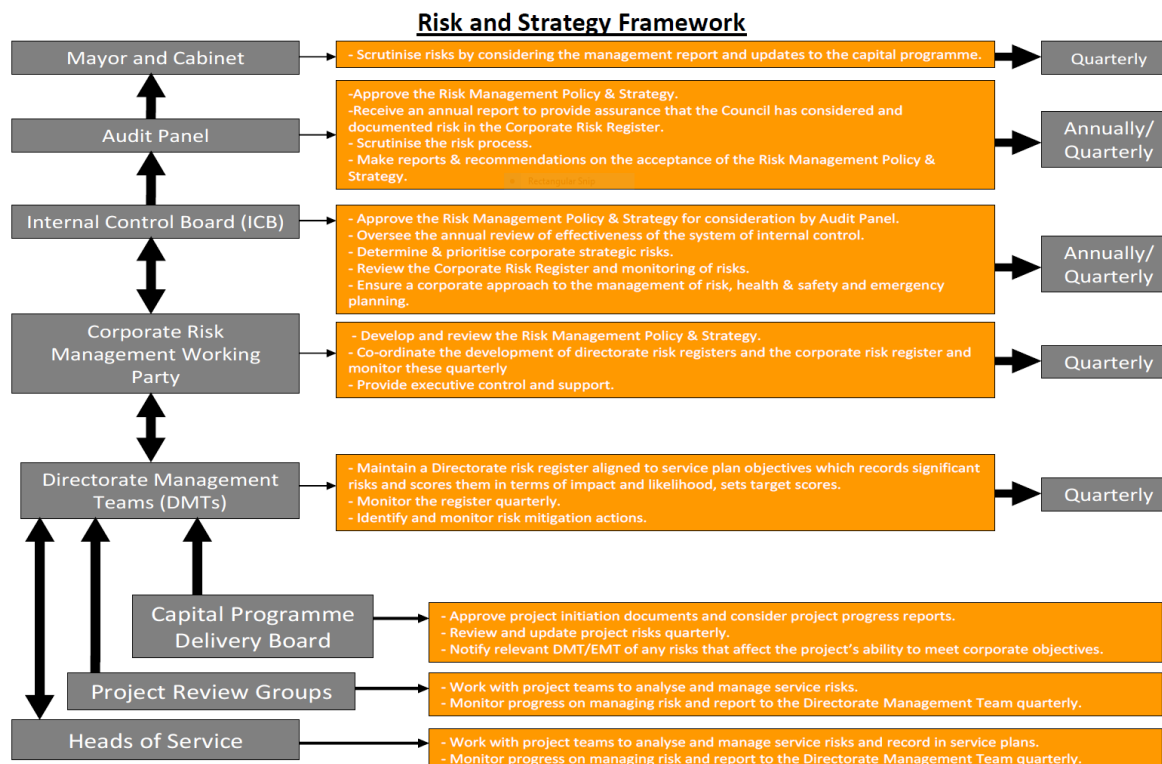
Vision

The Council has an overarching vision for the borough which is shared by its key partners and which was developed following extensive consultation with the community: **‘Together we will make Lewisham the best place in London to live, work and learn.** The Sustainable Community Strategy (SCS) 2008-20 outlines how all partners will work towards the vision by contributing to six key priorities:

Governance structure



## Risk and strategy framework



## Assessment

### How do we know our arrangements are working?

Throughout the year, the Council regularly reviews the effectiveness of its governance framework, including its system of internal control. Activity undertaken includes:

- Consideration of governance issues by the ICB – including risk registers, counter-fraud updates and internal audit reports.
- Preparation of a rolling plan of audit coverage to be achieved in the forthcoming year by the Head of Audit and Risk, primarily based on an assessment of the Council’s risk profile, and review of the plan by ICB.
- Receipt of the Internal Audit Strategy by the Audit panel and approval of the annual audit plan.
- Preparation of the annual assurance report by the Head of Resources, setting out his opinion on the Council’s overall control environment and approval of the report by the Audit Panel.
- Annual updates to the Public Accounts Select Committee on the work of the Audit Panel
- Consideration by EMT of a full range of governance and performance issues throughout the year, including issues relating to the improvement of the Internal Audit Service and scrutiny of performance and risk (ensuring management action is taken where necessary).
- Consideration of the following reports by the Standards Committee:
  - Compliance with the Member Code of Conduct (November 2016)
  - Review of Whistle-blowing Policy (November 2016)
  - Review of Compliance with the Council’s Code of Corporate Governance (July 2016)
- Consideration of external audit reports by Mayor and Cabinet, Audit Panel and relevant Select Committees.
- Changes made by the Constitution Working Party such as the introduction of the Pension Board



## Essex County Council – illustration of link to local code, review of effectiveness and summary action plan

### Local code link

We are responsible for ensuring that there is a sound system of governance which incorporates the system of internal control. Our local [code of governance](#) is underpinned by the 7 principles of good governance set out in the CIPFA/SOLACE publication 'Delivering Good Governance in Local Government: Framework 2016'.

### Review

The effectiveness of key elements of the governance framework are assessed throughout the year by the Corporate Governance Steering Board, the Audit Committee, Internal Audit and other Officer and Members as required. The review of effectiveness is informed by the work of senior officers who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit and Counter Fraud's annual report, our own Service Assurance Statements (completed by all Directors) and from comments received from external auditors and other review agencies and inspectorates.

### Action plan

Subject	Action(s)	Responsible Officer	Target completion date
Induction of new Councillors.	Ensure a comprehensive induction on governance arrangements is provided.	Director, Legal and Assurance	June 2017
Phase 2 of organisational redesign.	Ensure good governance arrangements are maintained.	Chief Executive	31 March 2018
Adult Community Learning	Ensure delivery of Service Quality Improvement Plan.	Director Economic Growth and Localities	December 2017
Information Governance	Monthly performance in responding to statutory requests for information to be monitored and reviewed.	Head of Strategy and Information Governance	Ongoing
	GDPR implementation project and roll out of Egress, a secure way of sending emails.	Head of Strategy and Information Governance	30 June 2017

**THIS PAGE IS INTENTIONALLY BLANK**

## AGENDA ITEM NO 7

**Reports for Information**

**THIS PAGE IS INTENTIONALLY BLANK**

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM 7.i

29 APRIL 2019

JOINT REPORT OF THE CHAIR OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE AND THE DEPUTY CHIEF OFFICER

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

**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 2018/19.

**RECOMMENDATION**

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

**1. BACKGROUND**

- 1.1 This report sets out the annual report of the Committee and its 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 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.

2.3 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 2018/19 municipal year is detailed under each of the sub headings.

2.4 In addition, the Committee is also responsible for the Authority's Finance, Audit & Performance Management Scrutiny Group. The Scrutiny Group annual report forms part of this report at Appendix 1.

## 2.5 **Financial**

2.5.1 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:

2.5.1.1 The critical accounting policies and practices and any changes in them.

2.5.1.2 The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed.

2.5.1.3 The clarity of reports.

2.5.1.4 Significant adjustments resulting from audits.

2.5.1.5 Compliance with accounting standards.

2.5.1.6 Compliance with other legal requirements.

2.5.2 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.

2.5.3 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:

2.5.4 **Revenue & 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 a virement from the contingency budget and agreed to pay holiday pay entitlement due to legislative amendments the Working Time Directive 2003 and the Zero Hours Regulations 2015 it was noted by members that this was built into the medium term financial plan and will be included as part of initial budget setting in future years. Members also noted the budget and progress of capital schemes and approved alterations noting the associated funding streams.

**2.5.5 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 set 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' scrutiny has resulted in greater confidence that recurrent underspends, however small, are being removed from future budgets. Members received reports on the outturn position and deployment of the net revenue surplus and usable reserves.

**2.5.6 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 agreed to reaffirm the previous strategy with regard to Reserves.

**2.5.7 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 slightly increased budget recommendation on the equivalent figure for the current financial year. The Committee considered in detail the representations received by constituent authorities following consultation on the draft budget proposals and were able to assist local authorities in their budget setting again this year by maintaining an early budget process. As a consequence of this detailed deliberation on the budget proposals and particularly the issue of projected pay awards for next year, the Committee subsequently recommended to the Fire & Rescue Authority that there should be a budget increase of 0.93% subject to final confirmation of pension funding. However the Fire

Authority elected to set the budget at 5.01% for 2019/20 to include the pension shortfall, and return unrequired expenditure to constituent councils if Welsh Government funding is received. Subsequently pension funds have been made available by Welsh Government. Therefor the budget increase has reverted back to the original 0.93%.

**2.5.8 Wales Audit Office - Audit of Accounting Statements** – The Committee considered the Wales Audit Office report which provides an opinion on the accuracy, adequacy and statutory compliance of the Authority’s Statement of Accounts for Members. Members considered in detail the Auditor’s Financial Statements Report and Annual Audit Letter and scrutinised and noted the progress and actions made in relation to the recommendations for both 2016/17 and 2017/18 financial years.

**2.5.9 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.

**2.5.10** In December, 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 Fire & Rescue Authority to approve the revised Strategy.

**2.5.11 Medium Term Financial Strategy** – Members received electronic presentations on the updated determination of the MTFS 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.

## **2.6 Policy, Audit or Development**

**2.6.1** 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.

**2.6.2 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.

**2.6.3** The previous Committee agreed an annual internal audit programme for 2018/19 at their meeting of 23 April 2018, covering the areas identified below. Since the programme was agreed, the Committee has considered in detail the progress and findings of the relevant audits:

- Governance – Performance Management
- Fleet Management – Usage
- HR Management – Rosters
- Estate Management – Delivery
- Risk Management – Mitigating
- Controls/Board Assurance
- Anti-Fraud Data Analytics – Deep dive review of payments
- Station Visits
- Governance – Partnerships
- GDPR Compliance Audit
- Key Financial Controls

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

resolved to receive a further report on 'Fleet Management – Usage' at its meeting on Monday 28 January 2019, where the Temporary Head of Fleet presented a report which updated Members upon progress being made against the fleet management usage and gave more detail to the original internal audit report on fleet management.

- 2.6.5 **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.
- 2.6.6 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.
- 2.6.7 Members agreed to note the Wales Audit Office certificate certifying the Audit of South Wales Fire Authority's Assessment Of 2017/2018 Performance.
- 2.6.8 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.
- 2.6.9 The Committee was very pleased to note some of the very positive 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.
- 2.6.10 The previous Fire & Rescue Authority required that the Committee meets on an annual basis with both internal and external auditors without management present to discuss the audit work of the

Authority. Provision is now made for these meetings to take place after every meeting of the Finance, Audit & Performance Management Committee meeting.

- 2.6.11 **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.
- 2.6.12 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 five Strategic Themes approved by the Authority in its five year Strategic Plan.
- 2.6.13 In November the Planning, Performance and Risk Manager advised Members that a report on the South Wales Fire & Rescue Service response to the ‘Electrical Fires In Wales’ Written Statement By Welsh Government was considered by the FAPM Scrutiny Group who resolved to refer this issue to the committee for their information and consideration.
- 2.6.14 Members acknowledged the Service’s to the ‘Electrical Fires in Wales’ written statement by Welsh Government, and how the issues raised within the written statement can be rationalised and explained.

## 2.7 Scrutiny

- 2.7.1 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.

2.7.2 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.

2.7.3 This has included the appointment of Member Champions, and examined the South Wales Fire & Rescue Service response to the 'Electrical Fires In Wales' Written Statement By Welsh Government the Scrutiny Group referred this to the FAPM Committee. Other aspects of work undertaken have included the scrutiny of Strategic Corporate Risks and considering the Revenue Budget in relation to the Local Government Settlement.

2.7.4 The Scrutiny Committee have also reviewed a number of asset management strategies including the Asset-Management Strategy 2017 – 2021, considering sustainability and environmental issues. It has also reviewed the fleet & vehicles strategy, budget & planning assumptions and progress against the plan. The Scrutiny group also analysed the Operational and Personal Equipment Strategy, Budget and Planning Assumptions 2018-2025 along with the ICT strategy, Budget and Planning Assumptions & Project Overview & progress.

### 3. RECOMMENDATION

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

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	Appendix 1 – Annual Report of the Finance, Asset & Performance Management Scrutiny Group

**APPENDIX 1****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 (MTFS), the approved Budget Strategy and the approved Reserves Strategy.

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

#### 2.4.3 Revenue Budget

Members received a presentation on the Revenue Budget and issues for consideration in relation to the Local Government Settlement and the Firefighters' Pension Scheme evaluation, and the possible effect on contributions to the Fire and Rescue Service from Local Authorities. Members noted the presentation and update given by the Treasurer.

2.4.4 The process followed by Members allowed them to apply a robust level of scrutiny by questioning Officers over the process and assumptions made in reaching their conclusions.

### 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:

- Asset Management Strategy
- Operational Equipment Asset Management Plan
- ICT Management Plan
- Fleet and Vehicles Management Plan
- Personal Issue & Operational Equipment Management Plan

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

#### 3.3.1 **Review of Asset Management Strategy**

Members received a progress update on the **Asset Management Strategy 2017-2021** and questioned Officers on specific areas of work **including** a discussion in relation to Pontypridd Fire & Rescue Station, cloud technology, Community Safety within the communities and the use of data to target those at risk and vulnerable within our communities. Members resolved to approve the Asset Management Strategy 2017-2021.

#### 3.3.2 **Review of Property Strategy**

A detailed overview was provided to Members of the property strategy, budget and planning assumptions and progress against the plan and consideration of sustainability and environmental issues which included:

- Building and Maintenance Strategy, 2018/19

- Overview of achievements
- HQ fuel pump
- The Compartmental Fire Behaviour Training (CFBT) Facility build at Cardiff Gate

Members received a presentation was given on the Energy Strategy, and consumption trends at Service premises was noted and discussed.

Members noted the property strategy, budget and planning assumptions and progress against the plan and consideration of sustainability and environmental issues.

### 3.3.3 **Review of Fleet Strategy**

Members were given a detailed overview of the fleet and vehicles strategy, budget and planning assumptions and progress against the plan. The Group scrutinised the various elements of the plan including:

- Vehicle Replacement Programme
- Capital budget
- Revenue budget
- Planned preventative maintenance
- Local performance indicators
- Collaboration and National Issues Committee

Members noted the fleet and vehicles strategy, budget and planning assumptions and progress against the plan.

### 3.3.4 **Review of ICT Strategy**

A report was delivered to Members which provided a review of the ICT Strategy, budget and planning assumptions, and an overview of the key projects with a capital report.

Following a question and answer session on possible ICT security issues for the organisation Members noted the work that was currently underway in relation to ICT and some of the key projects that were ongoing across the Service

### 3.3.5 **Review of Operational and Personal Equipment Asset Management Plan 2018-2025**

The group received a report which updated Members on the Operational and Personal Equipment Strategy 2018-2025.

Following lengthy debate, and a question and answer session on the process of the disposal of surplus assets, and possible procurement issues due to Brexit, Members agreed to note the content of the report.



Following a request by Members, Officers agreed to carry out a review of the spreadsheet within the appendices, and to reconsider how the financial information was presented to provide greater clarity.

#### **4. APPOINTMENT OF MEMBER CHAMPIONS**

4.1 Members were requested to determine Member Champions to the key asset management groups. It was noted that the frequency of Member/Lead officer meetings needed to be enhanced, with this in mind it was agreed meetings take place following each meeting of the Group.

4.2 Members resolved to re-appoint the following Members as Member Champions for the following Asset Groups:

- Land & Buildings – Cllr Val Smith
- ICT – Cllr Aurfron Roberts
- Fleet & Engineering – Cllr Steve Evans
- Operational & Personal Issue Equipment – Cllr Dan Naughton

#### **5. A SOUTH WALES FIRE & RESCUE SERVICE RESPONSE TO THE 'ELECTRICAL FIRES IN WALES' WRITTEN STATEMENT BY WELSH GOVERNMENT**

5.1 The Scrutiny group received the background to the Statement by the Welsh government in relation to electrical fires in Wales, and the response by the Service.

5.2 A detailed analysis of the report was given and provided scrutiny and context to the data provided within the report to supplying a more proportional picture of the risk presented by fires of this nature.

5.3 Members acknowledged the Service's response to the 'Welsh Government and how the issues raised within the written statement can be rationalised and explained; and resolved that the report be referred to the Finance, Audit and Performance Management Committee on 12 November 2018.

#### **6. SCRUTINY OF STRATEGIC CORPORATE RISKS**

6.1 An electronic presentation using the BMIS System was provided to Members on the Strategic Corporate Risks.

6.2 Following Members scrutiny of the Strategic Corporate Risks, and a lengthy question and answer session on a number of possible key risks for the Service, e.g. Brexit, Building Compliance, Industrial Action, and Pensions, Members agreed to accept the report.

## **7. ADDITIONAL AREAS OF SCRUTINY WORK STILL TO BE UNDERTAKEN**

7.1 In addition to the work relating to the Authority's finances and assets, the Scrutiny Group has still to undertake several other pieces of detailed scrutiny work during the remainder of the municipal year including:

- Draft Annual Governance Statement
- WAO Discussion Paper: Six themes to help make scrutiny 'fit for the future'

7.2 One remaining item has been placed on the forward work programme for the next municipal year

- Operational & Personal Equipment Strategy Spreadsheets

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.ii

29 APRIL 2019

## REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**ANNUAL REPORT OF THE WORK OF THE HR & EQUALITIES COMMITTEE DURING 2018/2019****SUMMARY**

This report informs Members of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2018/2019.

**RECOMMENDATION**

That Members note the work of the HR & Equalities Committee.

**1. BACKGROUND**

- 1.1 This report summarises the work that the HR & Equalities Committee has undertaken over the last twelve months.

**2. ISSUES**

- 2.1 As Members will be aware, the HR & Equalities Committee was established to demonstrate the Authority's commitment to ensuring that the Service has a well-equipped, skilled, and motivated workforce, that is able to work safely and whose composition reflects the diverse communities it serves.

- 2.2 To discharge its functions the Committee plans its work through a Forward Work Programme. The work of the Committee broadly falls under distinct categories, namely:- Human Resources (including Occupational Health), Training & Development, and Equality & Diversity.

- 2.3 For the purpose of this report it is intended that an overview of the work undertaken by the Committee in the 2018/2019 Municipal Year is detailed under each of the sub headings.

**2.4 HUMAN RESOURCES DEPARTMENT**

- 2.4.1 The Fire & Rescue Authority established a Local Pension Board (LPB) in April 2015 in order to be able to fulfil its statutory commitments to the management of its devolved Pension Schemes. The HR & Equalities Committee is now responsible for addressing Welsh Government Pension Circulars and as a Board for Internal Disputes Resolution for pension matters, administered through the department. The Committee may provide information to the Local Pension Board.

- 2.4.2 The HR Department is continuously working towards devolving more HR responsibilities to line management and to equip Line Managers with the skills to undertake HR activities to improve HR performance management and develop reporting procedures.
- 2.4.3 It continues to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology with the implementation of Core HR, and implementing revised and new policies and procedures. Additionally it provides greater support to Line Managers on a day-to-day and face-to-face basis.
- 2.4.4 South Wales Fire & Rescue Service Occupational Health Unit shares facilities with Cardiff Council Occupational Health Services at Parc Nantgarw.
- 2.4.5 The Occupational Health Unit continues to provide a wide range of services required by Fire & Rescue Authorities under Health and Safety Law, Employment Law, Pension Provisions, and in accordance with directions issued by relevant government departments. Firefighting can be an extremely demanding and hazardous occupation, requiring high level of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our continuing effort to maintain optimum operational effectiveness and efficiency.
- 2.4.6 The range of Occupational Health Unit functions has also been reviewed as part of the Service's ongoing commitment to exploring collaborative opportunities through the National issues Committee.
- 2.4.7 The HR & Equalities Committee received reports and presentations from the HR Department throughout 2017/2018 and these are summarized in Appendix 1.

## **2.5 TRAINING & DEVELOPMENT DEPARTMENT**

- 2.5.1 Committee Members received presentations and reports which appraised them of the structure and functions of the Training & Development Department, the major objectives and issues facing the department, and the issues associated with the delivery of functions through the Cardiff Gate Training Centre contract. Members also viewed at first hand the extensive range of training activity delivered from Cardiff Gate.
- 2.5.2 Members noted that the work of the department has developed to continuously meet the ever-changing demands of South Wales

Fire & Rescue Service by developing a flexible approach to the changing demands linked to key legislation, including:- Fire & Rescue Service Act 2004, Civil Contingencies Act 2004, Health & Safety at Work Act 1974, etc., and Road Traffic Act 1974.

- 2.5.3 As the Private Finance Initiative (PFI) contract with Babcock continues to progress through its twenty-five year partnership for the provision and facility management of Cardiff Gate Training & Development Centre, the department has embarked on a continuous review of the contract arrangements with Babcock to ensure continued success of the partnership. Extensive work in association with Babcock personnel has seen an escalation of external contractual delivery and promotion in the field of third party income.
- 2.5.4 Members also received reports and presentations on progress of the Compartment Fire Behaviour Training (CFBT) facility being built at Cardiff Gate Training & Development Centre.
- 2.5.5 The HR & Equalities Committee received reports and presentations from the Training & Development Department throughout 2018/2019 and these are summarized in Appendix 2.

## **2.6 EQUALITY AND DIVERSITY**

- 2.6.1 Within South Wales Fire & Rescue Service the main Diversity & Welsh Language Unit reports through the HR Department.
- 2.6.2 The various strands of equality and diversity are embedded in every directorate plans and throughout functional and operational activities.
- 2.6.3 In the widest terms topics encompassing equality and diversity address the following ensuring that no person is treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender reassignment, economic group, employment status, politics, staff association or trade union membership, or any other condition which cannot be shown to be wholly justified in relation to employment.
- 2.6.4 Commonly within Wales public bodies now incorporate Welsh language provisions as part of their wider diversity agenda.

2.6.5 The HR & Equalities Committee received a range of reports and presentations throughout 2018/2019, and these are summarised in Appendix 3.

### **3. FINANCIAL IMPLICATIONS**

3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

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

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.

4.2 It is the responsibility of departments submitting reports to the Committee to ensure that Equality Risk Assessments are undertaken to ensure that there are no adverse impacts on any individual or group of personnel.

### **5. RECOMMENDATIONS**

5.1 That members note the work of the HR & Equalities Committee

<b>Contact Officer:</b> ACO Alison Reed Director of People Services	<b>Background Papers:</b> Appendices 1 to 3 – Reports received by the HR & Equalities Committee 2018/2019
---	--

## APPENDIX 1

## REPORTS AND CIRCULARS RECEIVED BY THE HR & EQUALITIES COMMITTEE DURING 2018/2019

### HR REPORTS:-

- **All Wales People & Organisational Development Strategy 2018-2021**  
To provide Members with an update on the agreed All Wales Strategy for 2018-2021.
- **Annual Occupational Health Activities Report 2017-2018**  
To provide Members with an update on the variety of services delivered by the Occupational Health Unit.
- **Mental Health Strategy – Organisational Procedure & Delivery Plan**  
Purpose to provide Members with an overview of the mental health strategy and delivery plan to support the workforce.
- **NJC for Brigade Managers Salaries and Numbers Survey 2017**  
To provide Members with an update on the NJC annual survey of FRA's Brigade Managers roles in terms of gender, ethnic origin, age, and the use of Gold Book terms and conditions.
- **Pension Circulars Updates**  
Purpose is to inform Members on pension circulars received from Welsh Government.
- **All Wales Operational Assurance & Peer Assessment Report 2017-2018**  
To update Members on the All Wales Ops Assurance Peer Assessment.
- **Annual Report on Absence Management**  
Purpose is to update Members on the incidence of sickness absence across the Service and to identify the mechanisms to support staff and thereby enable greater organisation improvement.
- **Annual Report on Discipline & Grievance**  
Purpose is to update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service, and to identify the actions that have taken place in order to enable greater organisational improvement.
- **Annual Pay Policy Statement 2019/2020**  
Purpose is to inform Members and to enable the Service's Policy to be evaluated.
- **Gender Pay Gap Statement**  
Purpose is to update Members on the analysis of the gender pay gap across the Service.

**THIS PAGE IS INTENTIONALLY BLANK**



**APPENDIX 2****TRAINING REPORTS**

- **Review of Training & Development Department Activities for 2017/2018**

To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.

- **liP – Report and Presentation**

Purpose is to provide Members with an overview of the outcome of the liP Assessment conducted in 2017 and future actions.

- **CFBT Project Update & Presentation**

Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate.

- **Update on Leadership Development Programme**

To update Members on the development modules in respect of the future leaders of the Service.

- **Third Party Income Strategy**

Purpose is to update Members on current arrangements affecting TPI.

- **Update on Apprenticeship Levy**

To update Members on the current progress on the apprenticeship levy for South Wales Fire & Rescue Service.

**THIS PAGE IS INTENTIONALLY BLANK**

**APPENDIX 3****DIVERSITY & WELSH LANGUAGE REPORTS**

- **Annual update on Strategy Equality Plan**

Purpose is to update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people.

- **Annual Equality Plan**

Purpose is to provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement.

- **Inclusive Fire Service Strategy**

Purpose of this report is to update Members on progress against the Inclusive Fire Service Delivery Plan.

- **Annual Welsh Language Report**

The purpose of this report is to update Members on the Service's compliance and progress with the Welsh Language Standards.

**THIS PAGE IS INTENTIONALLY BLANK**

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.iii

29 APRIL 2019

**REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES****SUMMARY OF THE LOCAL PENSION BOARD WORK PROGRAMME****SUMMARY**

This report informs Members of the work that the South Wales Fire & Rescue Authority Local Pension Board has undertaken during the Municipal Year 2018/2019.

**RECOMMENDATION**

Members note the work of the South Wales Fire & Rescue Authority Local Pension Board

**1. BACKGROUND**

- 1.1 This report summarises the work that the Local Pension Board has undertaken during 2018/2019.

**2. ISSUES**

- 2.1 As Members will be aware, the Local Pension Board was established to demonstrate the Authority's commitment to ensuring that it fulfils its statutory obligations as required by the Public Service Pension Act 2013.
- 2.2 To discharge its functions the Board plans its work through a Forward Work Programme.
- 2.3 For the purpose of this report an overview of the work programme undertaken by the Board in the 2018/2019 Municipal Year is attached at Appendix 1.

**3. FINANCIAL IMPLICATIONS**

- 3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

**4. EQUALITY RISK ASSESSMENT**

- 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 Members note the work of the South Wales Fire & Rescue Authority Local Pension Board.

<b>Contact Officer:</b> ACO Alison Reed Director of People Services	<b>Background Papers:</b> Appendix 1 - Work programme undertaken by the Board in 2018/19
---	---

## APPENDIX 1

**PROGRAMME OF WORK UNDERTAKEN BY THE  
LOCAL PENSION BOARD IN THE MUNICIPAL YEAR 2018/19**

<b>Report Name</b>	<b>Purpose of report</b>	<b>Date Presented</b>
Local Pension Board Training Plan & Framework	<p>To enable Local Pension Board Members to review their training needs within the established framework and policy.</p> <p>To inform Members of the current training activity and future proposals</p>	25 June 2018
Summary of Scheme Advisory Board meeting held on 20 March 2018	The purpose of this report was to appraise the Members on the most recent Scheme Advisory Board discussions which could impact on the Fire & Rescue Authority's role as Pension Scheme Manager.	25 June 2018
Update on the implications of the General Data Protection Regulations coming into force on 25 May 2018 on the Firefighters' Pension Schemes	To update the Local Pension Board on the implications for the Authority and the Authority's Pension Scheme Administrators to ensure compliance.	25 June 2018

Report on the Firefighters Pension (Wales Scheme) Amendment Order 2014 – Pensionable Pay	To update the Members on the Firefighters Pension (Wales Scheme) Amendment Order 2014	25 June 2018
Pensions Regulations – ‘Statement on managing Service Providers’	To update Members	25 June 2018
Survey of Fire & Rescue Authority Local Pension Board 2017	To update Members	25 June 2018
Consultation on Amendments to Firefighter Pension Schemes in Wales	This report updated Members on the outcome of the Welsh Government’s consultation on amendments to the FPS 1992, Survivors Benefits	22 October 2018
Firefighters’ Pension Fund 2017/2018	To update Members on the Outturn position for the Firefighters Pension Fund 2017/2018	22 October 2018
HMRC Rules and their relationship with the Firefighters’ Pension Schemes	To inform the Local Pension Board of the relationship between the Firefighters Pension Schemes and HMRC, and the associated regulations as they are applied to the members and Pension Scheme managers.	22 October 2018



The Pension Regulators – Code of practice No. 14 – Governance & Administration of Public Service Pension Schemes	The Pension Regulators Code of Practice is directed at Scheme Managers and the Members of Pension Boards of public sector pension schemes and connected schemes. This report was to inform Pension Board Members of the overarching conditions in relation to board membership.	22 October 2018
Firefighters' Pension Scheme – Membership Data	To provide Local Pension Board Members with a data analysis of the composition of the Firefighters' Pension Schemes	22 October 2018
Managing Risks & Internal Controls	To enable Members to consider the Fire & Rescue Authority's and Fire & Rescue Service's pension scheme risk factors.	22 October 2018
Voluntary Scheme Pays in the Firefighters' Pension Scheme	This report provided the background to the requirements placed on the Fire Authority to implement a Voluntary Scheme Pays provision	21 January 2019
The Pension Regulator – Public Services – Governance and Administrative Survey 2018	This report provided Members with a copy of the Service's return to TPR 2018 survey on Governance and Administration of the Firefighters' Pension Scheme 2015 (Wales)	21 January 2019

The Pension Regulator – Firefighters’ Pension Scheme Returns for 2017-2018	This report provides Members with the details of the Firefighters’ Pension Schemes Returns for 2017-2018 made by the Fire Authority’s Pension Administrators – RCT Pensions	21 January 2019
Firefighters’ Pension Scheme Advisory Board Wales Draft report regarding GAD 2016 Valuation Assumptions	This report provided an update for the Members on the GAD 2016 Valuation Assumptions	21 January 2019
Firefighters’ Pension Scheme Financing Mechanism (Year ending March 2019)	To inform Local Pension Board with an outline of the funding arrangements for the Firefighters’ Pension Schemes	21 January 2019
Report on Local Pension Board webpage	To demonstrate the webpage of the Local Pension Board and Firefighters Pension Schemes	21 January 2019
Summary of the Local Pension Board Work Programme	Report to be submitted to the Fire & Rescue Authority which sets out the Local Pension Board activity throughout 2018-2019.	21 January 2019

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.iv  
29 APRIL 2019

## REPORT OF THE DEPUTY CHIEF OFFICER

**WORK OF THE PUBLIC SERVICE BOARDS (PSB)****SUMMARY**

SWFRS is a Statutory Partner on the 9 Public Service Boards (PSB). This report highlights the work being undertaken by the PSBs and how this impacts upon the work of South Wales Fire and Rescue Service.

**RECOMMENDATION**

That Members note the contents of this report.

**1. BACKGROUND**

- 1.1 On the 1<sup>st</sup> April 2016, the Well-being of Future Generations (Wales) Act (WBFGA) 2015 introduced statutory Public Services Boards (PSB) across each local authority area in Wales.

PSBs will work together to improve the social, economic, cultural and environmental well-being of the board's area. The newly formed PSBs consist of four statutory Members alongside the relevant Local Authority (LA)

- Health Board
- Fire and Rescue Service
- Natural Resources Wales
- A range of other partners known as 'Invited Participants'

- 1.2 In line with the Act, each PSB were required to assess the state of wellbeing across the area as a whole and within its communities to inform the PSB's Well-being Plan. These plans were published April 2018 and set out a series of well-being objectives identifying the priorities the PSB had agreed for the area in order to contribute to achieving the seven national well-being goals as set out by the Act.

**2. ISSUE**

- 2.1 Each of the nine PSBs have set out in their plans their priorities for action over the next 5 years, and beyond in the form of Well-being Objectives. The number of objectives each plan contains are summarised below and more detail is provided in the appendices.
- Cardiff (7 Well-being Objectives)
  - Caerphilly (4 Well-being Objectives)
  - Cwm Taf (3 Well-being Objectives)
  - The Vale of Glamorgan (4 Well-being Objectives)

- Bridgend (4 Well-being Objectives)
- Blaenau Gwent (5 Well-being Objectives)
- Monmouthshire (4 Well-being Objectives)
- Newport (4 Well-being Objectives)
- Torfaen (7 Well-being Objectives)

### 3. EQUALITY RISK ASSESSMENT

- 3.1 It is the responsibility of SWFRS to ensure that an Equality Risk Assessments is carried out for each Wellbeing Plan.

### 4. RECOMMENDATION

- 4.1 That Members note the contents of this report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Jon Carter Planning, Performance and Risk Manager	<b>Appendix 1 – 9</b> <ol style="list-style-type: none"> <li>1. PSB Wellbeing Plan summary for Cardiff</li> <li>2. PSB Wellbeing Plan summary for Caerphilly</li> <li>3. PSB Wellbeing Plan summary for Cwm Taf</li> <li>4. PSB Wellbeing Plan summary for The Vale of Glamorgan</li> <li>5. PSB Wellbeing Plan summary for Bridgend</li> <li>6. PSB Wellbeing Plan summary for Blaenau Gwent</li> <li>7. PSB Wellbeing Plan summary for Monmouthshire</li> <li>8. PSB Wellbeing Plan summary for Newport</li> <li>9. PSB Wellbeing Plan summary for Torfaen</li> </ol>

## Appendix 1

### PSB Wellbeing Plan summary for Cardiff

**Main Points** - Cardiff PSB has 7 Objectives:-

- Objective 1** - A Capital City that works for Wales
- Objective 2** - Cardiff Grows in a Resilient Way
- Objective 3** - Safe, Confident and Empowered Communities
- Objective 4** - Cardiff is a great place to grow up
- Objective 5** - Supporting people out of poverty
- Objective 6** - Cardiff is a great place to grow older
- Objective 7** - Modernising and Integrating Our Public Services

### Impact to Community

This plan will strengthen Cardiff's role as the economic, cultural capital city of Wales, supporting the development of the Capital Region and ensuring that the City Deal and the Cardiff Metro deliver for the people of Cardiff and Wales.

It will seek to make sure that Cardiff has the funding and fiscal powers it needs to lead the Welsh economy and deliver capital city infrastructure and services on behalf of the people of Cardiff, the Capital Region and Wales. It will look to understand the impact of Brexit on Cardiff's economy, public services and communities and develop the city's response, including the shape of any successor programmes for European Funding streams in Wales. It will attract and deliver major events in the city, building on the success of the Champions League Final, in partnership with Welsh Government and the private sector. It will deliver a safe and vibrant night time economy, working in partnership with the Business Improvement District. There is also an aim to double the number of Welsh speakers in Cardiff by 2050 through supporting the delivery of the Bilingual Cardiff Strategy.

### Impact to SWFRS

We can assist Cardiff PSB in achieving its Wellbeing objectives of providing safe, confident and empowered communities through our services and initiatives. We can also help Cardiff PSB by carrying out our 'Safe and Well' visits to ensure Cardiff is a great place to grow old. SWFRS will also work with the PSB in modernising and integrating our public services to continue to deliver initiatives that contribute to the plan. We can also support the Cardiff Clean Air Strategy and seek to reduce our carbon footprint and impact on the climate. This requires making all buildings and vehicles energy and waste efficient

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 2

### PSB Wellbeing Plan summary for Caerphilly

**Main Points** - Caerphilly PSB has 4 Objectives:-

**Objective 1** - Positive Change – A shared commitment to cross-sectoral change.

**Objective 2** - Positive Start – Giving our future generations the best start in life.

**Objective 3** - Positive People – Empowering and enabling all our residents to achieve their full potential.

**Objective 4** - Positive Places – Enabling our communities to be resilient and sustainable.

### Impact to Community

This plan will provide leadership to facilitate organisational culture change, and shift to new ways of working, aligning corporate priorities in accordance with the Sustainable Development Principle. It will use assets and resources more intelligently and sustainably. It will support our residents and partners to contribute fully to the Caerphilly we all want. It will create an Adverse Childhood Experience (ACE) informed Caerphilly county borough to enable collaborative strategic action that can reduce and prevent ACEs. The PSB will facilitate a shift towards collaborative working with an emphasis on prevention to address current and future health and wellbeing challenges. It will include a co-ordinated programme of volunteering, maximising it as a route to personal wellbeing and employment, including promoting corporate volunteering. There is a need to establish all age apprenticeship programmes across PSB member organisations with coordinated points of access. It will equip our residents to manage their physical and mental health and wellbeing needs in partnership with services and support our most disadvantaged communities to be resilient, cohesive and enable them to help themselves. It will protect, enhance and promote our natural environment and foster community action on environmental issues as well as working with regional partners to create safe, confident communities and promote community cohesion.

### Impact to SWFRS

We can assist Caerphilly PSB in achieving its Wellbeing objectives of creating a positive change by using our assets and resources more intelligently and sustainably. We can also continue to work with regional partners to create safe, confident communities and promote community cohesion.

**THIS PAGE IS INTENTIONALLY BLANK**



## Appendix 3

### PSB Wellbeing Plan summary for Cwm Taf

**Main Points** – Cwm Taf PSB has 3 Objectives:-

**Objective 1** - To promote safe, confident, strong, and thriving communities improving the well-being of residents and visitors and building on our community assets.

**Objective 2** - To help people live long and healthy lives and overcome any challenges.

**Objective 3** - To grow a strong local economy with sustainable transport that attracts people to live, work and play in Cwm Taf.

### Impact to Community

In Cwm Taf, people love the beautiful landscapes and attractive green spaces. Natural surroundings are important in making people feel proud, positive and happy. In many communities in Cwm Taf, people are interested in taking ownership of the outdoor spaces and making sure they stay attractive, clean and safe to play and spend time in. Feeling safe is important to people's quality of life. However, some people have told us that crime and anti-social behaviour is a barrier for them using and enjoying their local environment. People in Cwm Taf are living longer, and living longer in good health, which is good news. However, people living in the most deprived parts of Cwm Taf live shorter lives. For men, this is 7.4 years shorter and for women 3.7 years shorter than those living in our least deprived areas. Clean and safe communities are something to be proud of and attract tourism to Cwm Taf, bringing with it money. The cost of making sure our natural environment is attractive is low compared to the money that could come from businesses and visitors who are drawn to the beauty of Cwm Taf.

### Impact to SWFRS

We can assist Cwm Taf PSB in achieving its Wellbeing objective of promoting safe, confident, strong, and thriving communities by improving the well-being of residents and visitors in this community. We can also help people live long and healthy lives by providing Safe and Well visits and a range of other initiatives that support this plan. SWFRS currently works with a range of partners that currently support the plan.

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 4

### PSB Wellbeing Plan summary for The Vale of Glamorgan

**Main Points** – The Vale PSB has 4 Objectives:-

**Objective 1** - To enable people to get involved, participate in their local communities and shape local services.

**Objective 2** - To reduce poverty and tackle inequalities linked to deprivation.

**Objective 3** - To give children the best start in life.

**Objective 4** - To protect, enhance and value our environment.

#### **Impact to Community**

This plan will allow people across the Vale to have a voice. It will provide opportunities for engagement activities linked to the local environment and culture to be developed. It will deal with loneliness and social isolation across all age groups. Communities will be empowered with greater capacity to help deliver local solutions to local issues. Volunteers will be encouraged and feel valued and people will be supported into employment and have access to training and apprenticeships. We will ensure that training and skills are developed and aligned to future job markets within the region. Greater alignment across services, projects and initiatives will tackle poverty. How we maximise resources and expertise will help us achieve the best outcomes. Communities will feel safer, stronger and more resilient and there will be a reduction in fuel poverty. Improvements in healthy life expectancy in our most deprived areas will give residents a better understanding of the contribution the environment can make to their well-being. All members of the PSB will revise and/or adopt policies which demonstrate a commitment to minimise negative impacts on the environment and promote positive behaviours. We all understand how our organisation's activities can contribute to giving children a good start in life and what the long term effects of not doing this can be. We recognise the impact of ACEs and work together to both prevent the root causes of and respond to ACEs.

#### **Impact to SWFRS**

We can assist The Vale PSB in achieving its Wellbeing Goal of protecting, enhancing and valuing the environment through our services. This will be achieved by revising/adopting policies which demonstrate a commitment to minimise negative impacts on the environment and promote positive behaviours. We can also help people to get involved and shape local services

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 5

### PSB Wellbeing Plan summary for Bridgend

**Main Points** - Bridgend PSB has 4 Objectives:-

**Objective 1** - Best Start in Life.

**Objective 2** - Support Communities in Bridgend to be safe and cohesive.

**Objective 3** - Reduce Social and Economic Inequalities.

**Objective 4** - Healthy Choices in a Healthy Environment.

### Impact to Community

The Bridgend Wellbeing plan will ensure that the PSB works together to better understand the different kinds of services that support children and parents in the first 1000 days of life operate and link them together, and to identify gaps and or duplication. The plan will work with members of our communities, in particular equality groups such a disabled people and the LGBT community to better understand what causes tensions. It will develop a joined up approach to junior or pre-apprenticeship programmes that provides an introductory step by helping young people who need additional support to get skills for employment and have a route to progress to apprenticeship. It will also help coordinate our approach to access learning including working skills for adult programmes to tackle in work poverty and low skills levels. It will develop an ICT/Digital skills package for public sector workers. There will also be an understanding of what a circular economy in Bridgend would look like. The plan will explore how we can work together and with others to minimise waste and the use of resources and energy to provide a more sustainable approach for our communities.

### Impact to SWFRS

We can assist the Bridgend PSB in achieving many of its Wellbeing objectives as set out in its Wellbeing Plan. We are already supporting communities in Bridgend to be safe and cohesive through a number of initiatives at local level. We are working with a number of partner organisations to provide a better way of living and working which would also contribute to the Bridgend plan.

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 6

### PSB Wellbeing Plan summary for Blaenau Gwent

**Main Points** - Blaenau Gwent PSB has 5 Objectives:-

**Objective 1** - Blaenau Gwent wants everyone to have the best start in life.

**Objective 2** - Blaenau Gwent wants safe and friendly communities

**Objective 3** - Blaenau Gwent wants to look after and protect its natural environments.

**Objective 4** - Blaenau Gwent wants to forge new pathways to prosperity.

**Objective 5** - Blaenau Gwent wants to encourage people to make healthy lifestyle choices.

#### Impact to Community

In a child's first 1000 days (from conception to the second birthday) many cognitive and behavioural outcomes are determined. However, making sure everyone has access to the right services and support, at the right time, is critical if public service organisations are to maximise the opportunities for current and future generations to prosper. Blaenau Gwent wants everyone to have the best start in life and by investing in children, young people and families the Public Services Board's ambition is to significantly improve current and future generations' lives in areas such as health, achievements and personal safety. We will work in partnership to protect, conserve and enhance our natural surrounding areas, by tackling behaviours that adversely affect the environment such as grass fires, illegal off-road vehicle use and fly tipping. Older people currently make up 25% of Blaenau Gwent's population, with this trend set to increase. Whilst smoking levels in Blaenau Gwent have reduced over time they remain too high with 26% of adults smoking compared to 21% in Gwent and 20% in Wales.

#### Impact to SWFRS

We can contribute to Blaenau Gwent's Wellbeing plan in a number of ways. 88% of all fires in this PSB are deliberate and therefore much of our time is spent on prevention at all levels through a number of fire prevention initiatives. Our Safe and Well visits can help reduce dwelling fires and also reduce smoking levels in this PSB area. We are also exploring the opportunity of joint procurement for electrical vehicles with a commitment to have electrical charging points available in public sector buildings.

**THIS PAGE IS INTENTIONALLY BLANK**



## Appendix 7

### PSB Wellbeing Plan summary for Monmouthshire

**Main Points** - Monmouth PSB has 4 Objectives:-

**Objective 1** - Provide children and young people with the best possible start in life.

**Objective 2** - Respond to the challenges associated with demographic change.

**Objective 3** - Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change

**Objective 4** - Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

#### **Impact to Community**

This Wellbeing Plan will enable communities to help themselves by identifying local assets and developing them according to need. It will ensure clear lines of communication between the PSB, Local Government, Town & Community Councils and the community are established. It will develop better connections between services, organisations and community groups, to deliver a more joined up and preventative approach. This will include joining up data, information and systems to allow agencies to have a better understanding of the challenges and be able to spot opportunities. There is also an opportunity to explore the potential to share financial resources and assets to deliver steps that address the well-being plan objectives. It should also identify opportunities for public sector procurement to better support the development of local services and production. The challenges facing our natural environment are many – climate change, development and changing land management practices are all potential threats to our natural resources and ecosystems.

#### **Impact to SWFRS**

Social isolation is an issue in many parts of this rural PSB which we can help to deal with through our 'Safe and Well' visits which are targeted at the elderly and most vulnerable. Our front line employees have received Dementia friendly training to understand the needs of the elderly and to ensure accidental dwelling fires are reduced.

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 8

### PSB Wellbeing Plan summary for Newport

#### Main Points – Newport PSB has 4 Objectives:-

**Objective 1** - People feel good about living, working, visiting and investing in Newport.

**Objective 2** - People have skills and opportunities to find suitable work and generate sustainable economic growth.

**Objective 3** - People and communities are friendly, confident and empowered to improve their well-being.

**Objective 4** - Newport has healthy, safe and resilient environments.

#### Impact to Community

This plan will work in partnership to promote the city's considerable benefits as a place to live, work, visit and invest, supporting economic growth and increasing city pride and sense of belonging. It will develop and promote an overarching volunteering programme for Newport to enable people to volunteer and foster community resilience. It will also ensure young people leave school with the support, skills and confidence to successfully enter work, training or education. There are opportunities for schools and businesses to work together to enable young people to have the skills to be ready for work. It is important that this plan identifies and target the crime, antisocial behaviour and challenge negative perceptions that deter people from using green spaces and parks. It will implement a joint sustainable travel plan for all PSB organisations to encourage the use of public transport, walking and cycling.

The plan also states that 10% of the PSB vehicle fleet will be ultra-low/zero emissions within 5 years. This will rise to 50% within 5-10 years and reach 100% within 10-25 years. This will be accompanied by regional schemes impacting on travel choices and air quality. There will also be support for the implementation of the new air quality supplementary planning guidance.

#### Impact to SWFRS

SWFRS can assist Newport PSB in achieving many of its wellbeing objectives through its local initiatives. One major impact for SWFRS is the target of 10% reduction in vehicle fleet emissions in the next five years increasing to 50% within 10 years and 100% in 10 years. SWFRS need to look at reducing carbon emissions within its fleet and vehicles which will be challenging. This can be achieved as long as environmental assessments take place before future vehicle purchases and also in that technology has provided a fleet option to achieve this.

**THIS PAGE IS INTENTIONALLY BLANK**

## Appendix 9

### PSB Wellbeing Plan summary for Torfaen

**Main Points** – Torfaen PSB has 7 Objectives:-

**Objective 1** - Develop a functional, connected network of natural areas that support the current and future well-being needs of local populations.

**Objective 2** - Develop adaptation and mitigation responses to the impacts of climate change.

**Objective 3** - Provide children and young people with the best possible start in life.

**Objective 4** - Create safe, confident communities and promote community cohesion.

**Objective 5** - Prevent or limit the impact of chronic health conditions through supporting healthy lifestyles and enabling people to age well.

**Objective 6** - Tackle the inter-generational patterns of poverty and develop economic resilience.

**Objective 7** - Improve local skills through work-force planning, training, apprenticeships, and volunteering opportunities.

#### **Impact to Community**

In the Torfaen of the future we want people to live in cohesive communities, where they feel safe and are empowered to take responsibility for their own well-being and to play an active part in local services and decisions. Where people will participate in cultural activities and the Welsh language will be embedded into our communities. Future generations of children and young people will have the best start in life and will meet developmental milestones. Our citizens will live long happy, healthy and independent lives and there will no longer be sections of our community living in poverty. People will have the skills and qualifications to access decent work and the local economy will be prosperous with strong links to the regional economy. Our communities and the key infrastructure they rely on will be resilient to the impacts of climate change. Opportunities associated with a changing climate will have been realised e.g. tourism, recreation and agriculture.

#### **Impact to SWFRS**

We can assist The Torfaen PSB in achieving a number of its Wellbeing objectives including creating a safe community. We are currently delivering a range of initiatives such as tackling irresponsible use of green space including grass fires and fly tipping that will support this plan. We are working in conjunction with SEW Uplands project to cut fire brakes and manage the land All of Torfaen's seven objectives will be considered in all future local community plans to ensure we contribute to its long term success. We will need to work with the PSB in understanding the effects of climate risks.



**WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2019****SUMMARY**

This report provides Members with an overview of the current position with regard to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the 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 imposed upon Unitary Authorities, Fire & Rescue Authorities, and many other named public sector bodies.
- 1.2 On 30 September, 2016, the Authority received its Compliance Notice from the Welsh Language Commissioner, stating the specific Welsh Language Standards that have been made applicable to the Authority, and the timescales for the introduction of those Standards, the majority of Standards having a compliance date of 30 March, 2017.

**2. ISSUES**

- 2.1 From 31 May, 2018, a total of 151 standards have been specified in the Authority's Compliance Notice. A full breakdown of each standard is attached at Appendix 1.
- 2.2 Analysis of all the current standards using the traffic light system is presented below:-

Number of standards scoring in a Green category		<b>136</b>
Number of standards scoring in an Amber category		<b>14</b>
Number of standards scoring in a Red category		<b>1</b>
<b>Total:</b>		<b>151</b>

## Key

● = compliant

● = resources/procedures yet to be allocated

● = non-compliant

- 2.3 The majority of the standards currently scoring as amber relate to translation work that has yet to be completed, and changes to internal procedures that are yet to be finalised.
- 2.4 Guidance documents for staff and other resources to assist in implementing the standards have been made available on a new 'Welsh Language Standards' page of the intranet.
- 2.5 The three Welsh Fire & Rescue Services have been collaborating on the introduction of the standards by sharing resources and solutions. The introduction of the standards has also led to new collaboration with all the Welsh Police Services in respect of Welsh language matters.
- 2.6 An application was made by South Wales Fire & Rescue Service on 14 February, 2018, challenging standards 118 and 123. Members will note that the Service was successful in this challenge, and this was confirmed by Welsh Language Commissioner on 31 May, 2018. The respective standards were:-

2.6.1 Standard 118 – You must ensure that:-

- (a) The text of each page of your intranet is available in Welsh.
- (b) Every Welsh language page on your intranet is fully functional, and
- (c) The Welsh language is treated no less favourable than the English language on your intranet.

2.6.2 Standard 123 – You must provide the interface and menus on your intranet pages in Welsh.

As a result of this outcome, the Commissioner determined to apply standard 119 instead, the imposition day being 30 September, 2018.

2.6.3 Standard 119 – This requires the Service to ensure that:-

- (a) The text of the homepage of your intranet is available in Welsh.



- (b) Any Welsh language text on your intranet's homepage (or where relevant, your Welsh language intranet homepage is fully functional, and
- (c) The Welsh language is treated no less favourable than the English language in relation to the homepage of your intranet.

2.7 A bespoke monitoring framework has been produced in order to ensure that the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards that have been imposed. The monitoring data collected will enable the Authority to conduct and publish an annual self-assessment against legal compliance. It will also highlight any areas for improvement.

### **3. FINANCIAL IMPLICATIONS**

3.1 Because of the increased translation provisions required by the introduction of the new standards, it was recognised by the previous Authority Members that additional resources would be required to address this need. Subsequently, the Service appointed a temporary fulltime Welsh Language Translator post in addition to the existing permanent part-time Welsh Language Translator post that already exists on the corporate structure.

3.2 The fulltime temporary translator role is paid at Grade 9, which equates to a salary of £25,951-£27,668 p.a., plus on-costs. This post has been substantiated in the Service's Organisational Structure Review that was agreed by the full Fire Authority in September 2018.

3.3 The Service's Welsh Language Officer resigned from the organisation on 1 April, 2018. The Service has considered its obligations in respect of the Welsh Language Standards, and has sought to put in place alternative measures to address these. In this respect, an honorarium payment has been made to a member of the Human Resources Department to ensure our ongoing commitment to the Welsh Language, including the reviewing and updating of the Service's compliance with the Welsh Standards.

3.4 The in-house Welsh Language Tutor resigned from the organisation on 7 May, 2018. Despite attempts to fill this post the Service was unable to recruit a suitable candidate, and has, therefore, sought alternative options. Subsequently, employees have now enrolled on courses with providers sourced through the Welsh Government National Centre for Learning Welsh.

3.5 The arrangements outlined in 3.3 and 3.4 have resulted in a cost saving to the Service, and this has been reallocated into the development of

posts to create a new Learning & Development team within the HR department.

- 3.6 A total of eleven employees passed their Welsh examinations at the University of South Wales in the summer of 2018. Of the eleven students, five achieved the Mynediad (Entry) Level qualification, and six achieved the Sylfaen (Foundation) Level qualification. Additional employees have enrolled on Welsh language courses for the 2018/2019 period.

#### 4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken by the Welsh Language Officer 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 Characteristic groups will benefit from having the option to access and receive most of the Authority's services in Welsh.

#### 5. RECOMMENDATIONS

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

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Jones Head of Human Resources	Welsh Language Standards (No 5) Regulations <a href="http://senedd.assembly.wales/documents/s49297/CLA690%20-The%20Welsh%20Language%20Standards%20No.%205%20Regulations%202016.pdf">http://senedd.assembly.wales/documents/s49297/CLA690%20-The%20Welsh%20Language%20Standards%20No.%205%20Regulations%202016.pdf</a>  Welsh Language (Wales) Measure 2011 <a href="http://www.legislation.gov.uk/mwa/2011/1/contents/enacted">http://www.legislation.gov.uk/mwa/2011/1/contents/enacted</a>

## APPENDIX 1




## South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan January 2019

This action plan has been compiled against the Welsh Language Standards (No 5) Regulations 2016 laid down for the three Fire and Rescue Authorities in Wales and other named bodies. The purpose of this review is to determine the extent to which SWFRS has achieved compliance with the standards and to identify any actions that need to be taken in order to achieve full compliance. Where possible, indicative costs are included.

The standards are grouped into 4 areas as described below:

- a **service delivery** standard
- a **policy making** standard
- an **operational** standard
- a **record keeping** standard

Under these areas, **151** individual standards have be imposed upon SWFRA by the Welsh Language Commissioner. Next to each individual standard is shown a simple “traffic light” system of green/amber/red to denote SWFRSA’s current level of compliance against the standards.

	Compliance achieved.
	Not compliant but work in progress to meet compliance.
	Non-compliant and no action plan in place to achieve compliance.




## Service delivery standards

1 Standards relating to correspondence sent by a body.	Status	Comment
<p><b>(1) When a body replies to correspondence</b></p> <p><b>Standard 1</b> If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.</p>	●	Covered in Guidance for Staff
<p><b>(2) When a body initiates correspondence</b></p> <p><b>(c) When a body corresponds with several persons (for example, when it issues a circular, or sends the same letter to a number of homes).</b></p>		
<p><b>Standard 4</b> When you send the same correspondence to several persons, you must issue a Welsh language version of the correspondence at the same time as you send any English language version.</p>	●	Covered in Guidance for Staff
<p><b>(3) General standards relating to correspondence sent by a body.</b></p>		
<p><b>Standard 5</b> If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.</p>	●	Covered in Guidance for Staff

<b>(3) General standards relating to correspondence sent by a body.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 6</b> If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	●	Covered in Guidance for Staff
<b>Standard 7</b> You must state – (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	●	Covered in Guidance for Staff
<b>2 Standards relating to telephone calls made and received by a body.</b>  <b>(1) Telephone calls made to a body’s main contact number and to any helplines or call centres.</b>		
<b>Standard 8</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	●	Covered in Guidance for Staff

<b>2 Standards relating to telephone calls made and received by a body.</b> <b>(1) Telephone calls made to a body's main contact number and to any helplines or call centres.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 9</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	●	Not applicable to 999 or 112
<b>Standard 10</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff
<b>Standard 12</b> When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance for Staff
<b>Standard 13</b> If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	●	Compliant
<b>Standard 14</b> When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	●	Covered in Guidance for Staff

<b>2 Standards relating to telephone calls made and received by a body <i>continued.</i></b>	<b>Status</b>	<b>Comment</b>
<b>(1) Telephone calls made to a body's main contact number and to any helplines or call centres.</b>		
<b>Standard 15</b> If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	●	N/A
<b>Standard 16</b> Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	●	N/A
<b>Standard 17</b> When there is no Welsh language service available on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	N/A	
<b>(2) Telephone calls made to departments and to members of a body's staff.</b>		
<b>Standard 18</b> If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff

<b>(2) Telephone calls made to departments and to members of a body's staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 20</b> When a person contacts you on a direct number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.		Covered in Guidance for Staff
<b>(3) Telephone calls made by a body.</b>		
<b>Standard 21</b> When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.		Evidence required
<b>(4) A body dealing with telephone calls using an automated system.</b>		
<b>Standard 22</b> Any automated telephone systems that you have must provide the complete automated service in Welsh.		0800 number Welsh to be first



<b>3 Standards relating to a body holding meetings that are not open to the general public.</b>	<b>Status</b>	<b>Comment</b>
<b>(1) Meetings between a body and one other invited person.</b>		
<b>Standard 23</b> If you invite one person only ("P") to a meeting, you must offer to conduct the meeting in Welsh; and if P informs you that P wishes for the meeting to be conducted in Welsh, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Covered in Guidance to Staff
<b>(2) Meetings between a body and more than one invited person.</b>		
<b>Standard 25</b> If you invite more than one person to a meeting, you must ask each person whether they wish to use the Welsh language at the meeting.	●	Covered in Guidance to Staff
<b>Standard 25A</b> If you have invited more than one person to a meeting, and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●	Covered in Guidance to Staff
<b>Standard 25CH</b> If you have invited more than one person to a meeting, and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Covered in Guidance to Staff

<b>4 Standards relating to a body holding interviews that are not open to the general public.</b>	<b>Status</b>	<b>Comment</b>
<p><b>(1) Interviews between a body and a person.</b></p> <p><b>Standard 26</b> If you invite or require a person (“P”) to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if P has been arrested            you must ask P whether P wishes to use the Welsh language at the interview, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff
<p><b>Standard 26A</b> If you have invited or required a person “P” to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if P has been arrested            and P has informed you that P wishes to use the Welsh language at the interview, you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p><b>(2) Interviews between a body and more than one person.</b></p>		
<p><b>Standard 27</b> If you invite or require more than one person to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if one or more of those persons has been arrested            you must ask each person whether they wish to use the Welsh language at the interview, and inform them that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff

<b>(2) Interviews between a body and more than one person <i>cont'd.</i></b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 27A</b> If you invite or require more than one person to attend an interview –</p> <p>(a) to assist you with an enquiry (for example as a witness to an event); or</p> <p>(b) if one or more of those persons has been arrested</p> <p>and if one or more of those persons has informed you that they wish to use the Welsh language at the interview you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p><b>5 Standards relating to meetings arranged by a body that are open to the public.</b></p>		
<p><b>Standard 28</b> If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.</p>	●	Covered in Guidance to Staff
<p><b>Standard 29</b> When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.</p>	●	Covered in Guidance to Staff

<b>5 Standards relating to meetings arranged by a body that are open to the public <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 30</b> If you invite persons to speak at a meeting that you arrange which is open to the public you must –</p> <p>(a) ask each person invited to speak whether he or she wishes to use the Welsh language, and</p> <p>(b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).</p>	●	Covered in Guidance to Staff
<p><b>Standard 31</b> If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh –</p> <p>(a) that they are welcome to use the Welsh language, and</p> <p>(b) that a simultaneous translation service is available</p>	●	Covered in Guidance to Staff
<p><b>Standard 32</b> If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.</p>	●	Covered in Guidance to Staff

<b>6 Standards relating to public events organised or funded by a body.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 33</b> If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	●	Covered in Guidance to Staff
<b>Standard 34</b> If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	●	Covered in Guidance to Staff
<b>7 Standards relating to a body's publicity and advertising.</b>		
<b>Standard 35</b> Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	●	Covered in Guidance to Staff
<b>8 Standards relating to a body displaying material in public.</b>		
<b>Standard 36</b> Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	●	Covered in Guidance to Staff

<b>9 Standards relating to a body producing and publishing documents.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 38</b> Any documents that you produce for public use must be produced in Welsh.</p> <p>You must comply with standard 38 in every circumstance, except:</p> <ul style="list-style-type: none"> <li>Other papers which are available to the public which relate to board or authority meetings. [See standard 45]</li> </ul>	●	Covered in Guidance to Staff
<p><b>Standard 45</b> If you produce a document which is available to the public, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh –</p> <p>(a) if the subject matter of the document suggests that it should be produced in Welsh, or</p> <p>(b) if the anticipated audience, and their expectations, suggests that the document should be.</p>	●	Covered in Guidance to Staff
<p><b>Standard 46</b> If you produce a document in Welsh and in English, (whether separate versions or not) you must not treat any Welsh language version less favourably than you treat the English language version.</p>	●	Covered in Guidance to Staff
<p><b>Standard 47</b> If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.</p>	●	Covered in Guidance to Staff
<b>10 Standards relating to a body producing and publishing forms.</b>		
<p><b>Standard 48</b> Any form that you produce for public use must be produced in Welsh.</p>	●	Covered in Guidance to Staff
<p><b>Standard 48A</b> If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.</p>	●	Covered in Guidance to Staff

<b>10 Standards in relation to a body producing and publishing forms <i>continued.</i></b>	<b>Status</b>	<b>Comment</b>
<b>Standard 48B</b> If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	●	Covered in Guidance to Staff
<b>11 Standards relating to a body's websites and on-line services.</b>  <b>(1) Websites published by a body.</b>		
<b>Standard 49</b> You must ensure that – (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	●	Covered in Guidance to Staff
<b>Standard 52</b> If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	●	Compliance verified 06.11.17

<b>11 Standards relating to a body's websites and on-line services</b> <i>continued.</i>	<b>Status</b>	<b>Comment</b>
<b>(1) Websites published by a body</b> <i>continued.</i>		
<b>Standard 53</b> You must provide the interface and menus on every page of your website in Welsh.	●	Compliance verified 06.11.17
<b>(2) Apps published by a body.</b>		
<b>Standard 54</b> All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	●	Compliant SWFRS does not produce apps
<b>12 Standards relating to a body's use of social media</b>		
<b>Standard 55</b> When you use social media you must not treat the Welsh language less favourably than the English language.	●	Covered in social media policy published on Intranet
<b>Standard 56</b> If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	●	Embedded in current practice



<b>14 Standards relating to signs displayed by a body</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 58</b> When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	●	Covered in Guidance to Staff
<b>Standard 59</b> When you erect a new sign or renew a sign (including temporary signs), which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	●	Covered in Guidance to Staff
<b>Standard 60</b> You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	●	Compliant through translation procedure
<b>15 Standards relating to a body receiving visitors at its buildings.</b>		
<b>Standard 61</b> Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.	●	Compliant Welsh essential posts cover reception
<b>Standard 64</b> You must display a sign in your reception area which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	●	Compliant Signs purchased and placed

<b>15 Standards relating to a body receiving visitors at its buildings.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 65</b> You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	●	Compliant
<b>16 Standards relating to official notices made by a body</b>		
<b>Standard 66</b> Any notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	●	Covered in Guidance to Staff
<b>Standard 67</b> When you publish or display a notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	●	Compliant
<b>17 Standards relating to a body awarding contracts</b>		
<b>Standard 73</b> Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version. You must comply with standard 73 in the following circumstance (a) If the subject matter of the invitation to tender suggests that it should be produced in Welsh, or (b) If the anticipated audience, and their expectations, suggests that the text should be produced in Welsh.	●	Covered in Guidance to Staff
<b>Standard 74</b> When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	●	Covered within Invitation to Tender documentation

<b>17 Standards relating to a body awarding contracts</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 74A</b> You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	●	Covered in Guidance to Staff
<b>Standard 76</b> If you receive a tender in Welsh and it is necessary to interview a tenderer as part of your assessment of the tender, you must – (a) Offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview and, (b) If the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	●	Covered in Guidance to Staff
<b>Standard 77</b> When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	●	Covered in Guidance to Staff
<b>17 Standards for raising awareness about Welsh language services provided by a body.</b>		
<b>Standard 78</b> You must promote any Welsh language service that you provide, and advertise that service in Welsh.	●	Covered in Guidance to Staff
<b>Standard 79</b> If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	●	Covered in Guidance to Staff

<b>19 Standard relating to a body's corporate identity.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 80</b> When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance to Staff
<b>20 Standards relating to courses offered by a body.</b>		
<b>Standard 81</b> If you offer an education course that is open to the public, you must offer it in Welsh.	●	Covered in Guidance to Staff
<b>21 Standard relating to public address systems used by a body.</b>		
<b>Standard 84</b> When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	Covered in Guidance to Staff

## Policy Making Standards

<b>1 Standards relating to considering the effects of a body's policy decisions on the Welsh language.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 85</b> When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p><b>Standard 86</b> When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p><b>Standard 87</b> When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on-</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published

<b>Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 88</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 89</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 90</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

<b>1 Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 92</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 93</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effect, or so that it would have increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 94</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

## Operating Standards

<b>1 Standards relating to the use of the Welsh language within a body's internal administration.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 95</b> You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	●	Compliant, policy produced and published on the Intranet.
<b>Standard 96</b> When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 97</b> You must – (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 98</b> You must ask each employee whether he or she wishes to receive documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 99</b> You must ask each employee whether he or she wishes to receive documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson



<b>1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 100</b> You must ask each employee whether he or she wishes to receive documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 101</b> You must ask each employee whether he or she wishes to receive application forms that record and authorise – (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 102</b> If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 103</b> If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 104</b> If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 105</b> If you publish a policy relating to performance management, you must publish it in Welsh.	●	Awaiting translation

<b>1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 106</b> If you publish a policy about absence from work, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 107</b> If you publish a policy relating to working conditions, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 108</b> If you publish a policy regarding work patterns, you must publish it in Welsh.	●	Awaiting translation
<b>2 Standards relating to complaints made by a member of a body's staff.</b>		
<b>Standard 109</b> You must allow each member of staff – (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or her.	●	Compliance verified by Mark Malson
<b>Standard 109A</b> You must state in any document that you have that sets out your procedures for making complaints that each member of staff may – (a) to make a complaint to you in Welsh, and (b) to respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	●	Compliance verified by Mark Malson
<b>Standard 110</b> When you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must – (a) offer to conduct that meeting in Welsh, and (b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Compliance verified by Mark Malson

<b>2 Standards relating to complaints made by a member of a body's staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 112</b> When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff –</p> <p>(a) made the complaint in Welsh,            (b) responded in Welsh to a complaint about him or about her,            (c) asked for a meeting about the complaint to be conducted in Welsh, or            (ch) asked to use the Welsh language at a meeting about the complaint.</p>	●	Compliance verified by Mark Malson
<b>3 Standards relating to a body disciplining staff.</b>		
<p><b>Standard 113</b> You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 113A</b> You must –</p> <p>(a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and            (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.</p>	●	Compliance verified by Mark Malson

<b>3 Standards relating to a body disciplining staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 115</b> If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must –</p> <p>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and</p> <p>(b) explain that you will provide a translation service for that purpose if it is required;</p> <p>and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).</p>	●	Compliance verified by Mark Malson
<p><b>Standard 116</b> When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff –</p> <p>(a) responded to allegations made against him or against her in Welsh,</p> <p>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or</p> <p>(c) asked to use the Welsh language at a meeting regarding the disciplinary process.</p>	●	Compliance verified by Mark Malson

<b>4 Standards relating to a body's information technology and about support material provided by a body, and relating to the intranet.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 117</b> You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh languages interfaces for software (where an interface exists).	●	Covered in Guidance to Staff
<b>Standard 119</b> You must ensure that – (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or where relevant, your Welsh language intranet homepage is fully functional and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	●	Replaces Standard 118. Imposition Day 30 September 2018
<b>Standard 121</b> If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	●	Challenge pending / Imposition Day 30 September 2018
<b>Standard 122</b> You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	●	Compliant
<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce.</b>		
<b>Standard 124</b> You must assess the Welsh language skills of your employees.	●	In progress

<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 125</b> You must provide training in Welsh in the following areas, if you provide such training in English –</p> <ul style="list-style-type: none"> <li>(a) recruitment and interviewing;</li> <li>(b) performance management;</li> <li>(c) complaints and disciplinary procedures;</li> <li>(ch) induction;</li> <li>(d) dealing with the public;</li> <li>(dd) health and safety</li> </ul>	●	Action plans required from Training for (ch) and (dd)
<p><b>Standard 126</b> You must provide training (in Welsh) on using Welsh effectively in –</p> <ul style="list-style-type: none"> <li>(a) meetings;</li> <li>(b) interviews;</li> <li>(c) complaints and disciplinary procedures.</li> </ul>	●	In design stage
<p><b>Standard 127</b> You must provide opportunities during working hours –</p> <ul style="list-style-type: none"> <li>(a) for your employees to receive basic Welsh language lessons, and</li> <li>(b) for employees who manage others to receive training on using the Welsh language in their role as managers.</li> </ul>	●	Compliant for (a), package to meet compliance for (b) in design stage

<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 128</b> You must provide opportunities for staff who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	●	Compliant through Welsh Language Skills Training Strategy
<b>Standard 129</b> You must provide training courses so that your staff can develop – (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	●	In design stage
<b>Standard 130</b> When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	●	Compliant through session on induction
<b>Standard 131</b> You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	●	Covered in Guidance to Staff
<b>Standard 132</b> You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unable to respond to e-mail messages.	●	Covered in Guidance to Staff

<b>6 Standards relating to a body recruiting and appointing</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 133</b> You must make available to members of staff who are able to speak Welsh a badge for them to wear to convey that.	●	Compliant
<b>Standard 133A</b> You must promote to members of staff the wearing of a badge that conveys that a member of staff is able to speak Welsh.	●	Covered in Guidance to Staff
<b>Standard 134</b> When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply – (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c ) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary	●	Compliance verified by Mark Malson
<b>Standard 134A</b> If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must – (a) specify that when advertising the post, and (b) advertise the post in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 135</b> When you advertise a post, you must state that applications may be made in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	●	Compliance verified by Mark Malson



<b>6 Standards relating to a body recruiting and appointing <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 135A</b> If you publish –</p> <ul style="list-style-type: none"> <li>(a) application forms for posts;</li> <li>(b) material that explains your procedure for applying for posts;</li> <li>(c) information about your interview process, or about other assessment methods when applying for posts;</li> <li>(ch) job descriptions;</li> </ul> <p>you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 135B</b> You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing applicants of decisions).</p>	●	Compliance verified by Mark Malson
<p><b>Standard 137</b> You must ensure that your application forms for posts –</p> <ul style="list-style-type: none"> <li>(a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or other method of assessment, and</li> <li>(b) explain that you will provide a translation service from Welsh to English for that purpose if it is required;</li> </ul> <p>and if the individual wishes to use the Welsh language, at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).</p>	●	Compliance verified by Mark Malson

<b>6 Standards relating to a body recruiting and appointing <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 138</b> When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	●	Compliance verified by Gill Goss
<b>7 Standards relating to signs displayed in a body's workplace.</b>		
<b>Standard 139</b> When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not be treat the Welsh language text less favourably than the English language text.	●	Compliance verified by Mark Malson
<b>Standard 140</b> When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh-language text must be positioned so that it is likely to be read first.	●	Covered in Guidance for Staff
<b>Standard 141</b> You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	●	Covered in Guidance for Staff
<b>8 Standard relating to audio announcements and messages in a body's workplace.</b>		
<b>Standard 142</b> When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	N/A SWFRS does not do this

## Record Keeping Standards

1 Standards relating to a body keeping records	Status	Comment
<p><b>Standard 143</b> You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 144</b> You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 145</b> You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).</p>	●	Compliance verified by Mark Malson
<p><b>Standard 146</b> You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 147</b> You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.</p>	●	In progress

<b>1 Standards relating to a body keeping records <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 148</b> You must keep a record, for each financial year of –            (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 125), and            (b) if a Welsh version of a course was offered by you in accordance with standard 125 the percentage of the total number of staff attending the course who attended that version.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 149</b> You must keep a record of the number of members of staff who wear a badge (made available to them in accordance with standard 133) at the end of each financial year.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 150</b> You must keep a copy of every assessment that you carry out (in accordance with standard 134) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 151</b> You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 134) as posts where –            (a) Welsh language skills are essential;            (b) Welsh language skills need to be learnt;            (c) Welsh language skills are desirable: or            (ch) Welsh language skills are not necessary</p>	●	Compliance verified by Mark Malson

## Supplementary Matters

### Service Delivery Standards

1 A body publicising service delivery standards	Status	Comment
<p><b>Standard 152</b> You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public</p>	●	Compliant
<b>2 A body publishing a complaints procedure</b>		
<p><b>Standard 153</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <p style="padding-left: 20px;">i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p style="padding-left: 20px;">ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Compliance verified by Mark Malson

<b>3 A body publishing arrangements for oversight, promotion etc.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 154</b> You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> <li>i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</li> <li>ii) promoting the services that you offer in accordance with those standards, and</li> <li>iii) facilitating the use of those services.</li> </ul> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	<p>Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority</p>

<b>4 A body producing an annual report regarding service delivery standards.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 155</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

<b>5 A body publicising the way it intends to comply with service delivery standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 156</b> You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	●	Compliant
<b>6 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 157</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	●	Compliant

### Policy Making Standards

<b>7 A body publicising policy making standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 158</b> You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant



<b>8 A body publishing a complaints procedure</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 159</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"> <li>i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and</li> <li>ii) how you will provide training for your staff in relation to dealing with those complaints</li> </ul> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Compliance verified by Mark Malson

<b>9 A body publishing arrangements for oversight</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 160</b> You must –</p> <p>(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply.</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority
<p><b>10 A body producing an annual report regarding policy making standards.</b></p>		
<p><b>Standard 161</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

<b>11 A body publicising the way it intends to comply with policy making standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 162</b> You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	●	Compliant
<b>12 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 163</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the policy making standards with which you are under a duty to comply.	●	Compliant

### Operational Standards

<b>13 A body publicising operational standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 164</b> You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant

<b>14 A body publishing a complaints procedure</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 165</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"> <li>i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and</li> <li>ii) how you will provide training for your staff in relation to dealing with those complaints, and</li> </ul> <p>(b) publish a document that records that procedure on your intranet.</p>	●	Compliance verified by Mark Malson
<b>15 A body publishing oversight arrangements, promotion etc.</b>		
<p><b>Standard 166</b> You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> <li>i) overseeing the way you comply with the operational standards with which you are under a duty to comply,</li> <li>ii) promoting the services that you offer in accordance with those standards, and</li> <li>iii) facilitate the use of those services, and</li> </ul> <p>(b) publish a document that records that procedure on your intranet.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority

<b>16 A body producing an annual report regarding operational standards.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 167</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) –</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of records you kept in accordance with Standard 147);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of records you kept in accordance with standard 148);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 148);</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority




<b>16 A body producing an annual report regarding operational standards <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 167 <i>continued</i></b>            (ch) the number of members of staff who wear a badge at the end of the financial year (on the basis of records you kept in accordance with standard 149);            (d) the number of new and vacant posts that you advertised during the year which were categorised as posts where –            (i) Welsh language skills were essential,            (ii) Welsh language skills needed to be learnt when appointed to the post,            (iii) Welsh language skills were desirable, or            (iv) Welsh language skills were not necessary            (on the basis of the records you kept in accordance with standard 151);            (dd) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.            (3) You must publish the annual report no later than 30 June following the financial year to which the report relates.            (4) You must publicise the fact that you have published an annual report.            (5) You must ensure that a current copy of your annual report is available –            (a) on your website; and            (b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

<b>17 A body publicising the way it intends to comply with operational standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 168</b> You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	●	Compliant
<b>18 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 169</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the operational standards with which you are under a duty to comply.	●	Compliant

### Record Keeping Standards

<b>21 A body publicising record keeping standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 170</b> You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant
<b>22 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 176</b> You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	●	Compliant

**Based on the evidence above, the following is an overview of the position of SWFRS in relation to the 152 standards imposed:**

		<b>SWFRS</b>
Number of draft standards scoring in a Green category		<b>136</b>
Number of draft standards scoring in an Amber category		<b>14</b>
Number of draft standards scoring in a Red category		<b>1</b>



**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.vi  
29 APRIL 2019

## REPORT OF THE DEPUTY CHIEF OFFICER

**FIRE AUTHORITY & COMMITTEE DATES FOR 2019/20****SUMMARY**

The report attaches proposed Fire Authority and Committee dates for municipal year 2019/20 for Members' information and noting, prior to formal agreement at the Annual General Meeting on 10 June 2019.

**RECOMMENDATION**

That Members note the proposed Fire Authority and Committee dates for municipal year 2019/20.

**1. ISSUE**

- 1.1 Attached at Appendix 1 to this report are the proposed Fire Authority and Committee dates for municipal year 2019/20 that will be tabled at the Authority's Annual General Meeting on 10 June 2019.
- 1.2 The dates are provided for Members' information only, in order to assist with their diary planning for next municipal year if they are returned to the Fire & Rescue Authority.

**2. RECOMMENDATION**

- 2.1 It is recommended that Members note the proposed Fire Authority and Committee dates for municipal year 2019/20.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	None

**THIS PAGE IS INTENTIONALLY BLANK**



# MEETING/COMMITTEE CALENDAR 2019 - 2020

- |   |   |
|---|---|
| <span style="display:inline-block; width:15px; height:15px; background-color:red; border:1px solid black;"></span> Fire & Rescue Authority Meeting                          | <span style="display:inline-block; width:15px; height:15px; background-color:purple; border:1px solid black;"></span> HR & Equalities Committee                       |
| <span style="display:inline-block; width:15px; height:15px; background-color:orange; border:1px solid black;"></span> Standards Committee                                   | <span style="display:inline-block; width:15px; height:15px; background-color:cyan; border:1px solid black;"></span> Finance, Audit & Performance Management Committee |
| <span style="display:inline-block; width:15px; height:15px; background-color:black; border:1px solid black;"></span> Finance, Asset & Performance Management Scrutiny Group | <span style="display:inline-block; width:15px; height:15px; background-color:magenta; border:1px solid black;"></span> Presentation Evening                           |
| <span style="display:inline-block; width:15px; height:15px; background-color:green; border:1px solid black;"></span> Local Pension Board Committee                          | <span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span> National Issues Committee                       |
| <span style="display:inline-block; width:15px; height:15px; background-color:pink; border:1px solid black;"></span> AGM   | <span style="display:inline-block; width:15px; height:15px; background-color:darkblue; border:1px solid black;"></span> Carol Service                                 |

	JUNE 2019					JULY 2019					AUGUST 2019					
Mon	-	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26
Tue	-	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27
Wed	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28
Thur	-	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29
Fri	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Sat	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	31
Sun	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	-
	SEPTEMBER 2019					OCTOBER 2019					NOVEMBER 2019					
Mon	-	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25
Tue	-	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26
Wed	-	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27
Thur	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28
Fri	-	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29
Sat	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Sun	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	-
	DECEMBER 2019					JANUARY 2020					FEBRUARY 2020					
Mon	-	2	9	16	23	30	-	6	13	20	27	-	3	10	17	24
Tue	-	3	10	17	24	31	-	7	14	21	28	-	4	11	18	25
Wed	-	4	11	18	25	-	1	8	15	22	29	-	5	12	19	26
Thur	-	5	12	19	26	-	2	9	16	23	30	-	6	13	20	27
Fri	-	6	13	20	27	-	3	10	17	24	31	-	7	14	21	28
Sat	-	7	14	21	28	-	4	11	18	25	-	1	8	15	22	29
Sun	1	8	15	22	29	-	5	12	19	26	-	2	9	16	23	-
	MARCH 2020					APRIL 2020					MAY 2020					
Mon	-	2	9	16	23	30	-	6	13	20	27	-	5	12	19	26
Tue	-	3	10	17	24	31	-	7	14	21	28	-	6	13	20	27
Wed	-	4	11	18	25	-	1	8	15	22	29	1	7	14	21	28
Thur	-	5	12	19	26	-	2	9	16	23	30	2	8	15	22	29
Fri	-	6	13	20	27	-	3	10	17	24	-	3	9	16	23	30
Sat	-	7	14	21	28	-	4	11	18	25	-	4	10	17	24	31
Sun	1	8	15	22	29	-	5	12	19	26	-	5	11	18	25	-



# MEETING/COMMITTEE CALENDAR 2019 - 2020

<span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px;"></span>	Fire & Rescue Authority Agenda	<span style="background-color: orange; display: inline-block; width: 15px; height: 10px;"></span>	Standards Committee
<span style="background-color: red; display: inline-block; width: 15px; height: 10px;"></span>	Fire & Rescue Authority Meeting	<span style="background-color: magenta; display: inline-block; width: 15px; height: 10px;"></span>	Presentation Evening
<span style="background-color: purple; display: inline-block; width: 15px; height: 10px;"></span>	HR & Equalities Committee	<span style="background-color: black; display: inline-block; width: 15px; height: 10px;"></span>	Finance, Asset & Performance Management Scrutiny Group
<span style="border: 1px solid purple; display: inline-block; width: 15px; height: 10px;"></span>	HR & Equalities Agenda	<span style="background-color: green; display: inline-block; width: 15px; height: 10px;"></span>	Local Pension Board Committee
<span style="background-color: yellow; display: inline-block; width: 15px; height: 10px;"></span>	National Issues Committee	<span style="border: 1px solid green; display: inline-block; width: 15px; height: 10px;"></span>	Local Pension Board Committee Agenda
<span style="background-color: blue; display: inline-block; width: 15px; height: 10px;"></span>	Finance, Audit & Performance Management Committee	<span style="background-color: pink; display: inline-block; width: 15px; height: 10px;"></span>	AGM
<span style="border: 1px solid blue; display: inline-block; width: 15px; height: 10px;"></span>	Finance, Audit & Performance Management Agenda	<span style="background-color: darkblue; display: inline-block; width: 15px; height: 10px;"></span>	Carol Service

	JUNE 2019					JULY 2019					AUGUST 2019					
Mon	-	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26
Tue	-	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27
Wed	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28
Thur	-	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29
Fri	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Sat	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	31
Sun	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25	-
	SEPTEMBER 2019					OCTOBER 2019					NOVEMBER 2019					
Mon	-	2	9	16	23	30	-	7	14	21	28	-	4	11	18	25
Tue	-	3	10	17	24	-	1	8	15	22	29	-	5	12	19	26
Wed	-	4	11	18	25	-	2	9	16	23	30	-	6	13	20	27
Thur	-	5	12	19	26	-	3	10	17	24	31	-	7	14	21	28
Fri	-	6	13	20	27	-	4	11	18	25	-	1	8	15	22	29
Sat	-	7	14	21	28	-	5	12	19	26	-	2	9	16	23	30
Sun	1	8	15	22	29	-	6	13	20	27	-	3	10	17	24	-
	DECEMBER 2019					JANUARY 2020					FEBRUARY 2020					
Mon	-	2	9	16	23	30	-	6	13	20	27	-	3	10	17	24
Tue	-	3	10	17	24	31	-	7	14	21	28	-	4	11	18	25
Wed	-	4	11	18	25	-	1	8	15	22	29	-	5	12	19	26
Thur	-	5	12	19	26	-	2	9	16	23	30	-	6	13	20	27
Fri	-	6	13	20	27	-	3	10	17	24	31	-	7	14	21	28
Sat	-	7	14	21	28	-	4	11	18	25	-	1	8	15	22	29
Sun	1	8	15	22	29	-	5	12	19	26	-	2	9	16	23	-
	MARCH 2020					APRIL 2020					MAY 2020					
Mon	-	2	9	16	23	30	-	6	13	20	27	-	5	12	19	26
Tue	-	3	10	17	24	31	-	7	14	21	28	-	6	13	20	27
Wed	-	4	11	18	25	-	1	8	15	22	29	-	1	7	14	21
Thur	-	5	12	19	26	-	2	9	16	23	30	-	2	8	15	22
Fri	-	6	13	20	27	-	3	10	17	24	-	-	3	9	16	23
Sat	-	7	14	21	28	-	4	11	18	25	-	-	4	10	17	24
Sun	1	8	15	22	29	-	5	12	19	26	-	-	5	11	18	25

AGENDA ITEM NO 7.vii

**Fire & Rescue Authority -  
Members Attendance 2018/2019**

**THIS PAGE IS INTENTIONALLY BLANK**

# Fire Authority Members Attendance 2018/19

APPENDIX 1

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

Members	Fire Authority Attendance 2018/2019						FAPM Committee Attendance 2018/2019						HR & Equalities Committee Attendance 2018/2019						FA & PM Scrutiny Group Attendance 2018/2019						LPB Committee Attendance 2018/2019						Fire Authority Training Days Attendance 2018/2019					
	R	P	A	Ab	Cld	Totals	R	P	A	Ab	Cld	Totals	R	P	A	Ab	Cld	Totals	R	P	A	Ab	Cld	Totals	R	P	A	Ab	Cld	Totals	R	P	A	Ab	Cld	Totals
1 Cllr Tudor D Davies	4	4	0	0	0	5	0	0	0	0	0	5	0	0	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
2 Cllr Steven Bradwick	4	3	1	0	0	5	0	0	0	0	0	5	3	2	1	0	0	3	3	3	0	0	0	3	3	3	0	0	0	3	1	0	1	0	0	1
3 Cllr Dilwar Ali	4	3	1	0	0	5	0	0	0	0	0	5	3	3	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	0	0	1	0	1
4 Cllr Joel Williams	4	4	0	0	0	5	0	0	0	0	0	5	0	0	0	0	0	3	3	1	2	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
5 Cllr Dan Naughton	4	4	0	0	0	5	0	0	0	0	0	5	3	3	0	0	0	3	3	3	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
6 Cllr Daniel De'Ath	4	3	1	0	0	5	0	0	0	0	0	5	3	2	1	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
7 Cllr Saeed Ebrahim	4	3	1	0	0	5	5	2	2	1	0	5	0	0	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	0	1	0	0	1
8 Cllr Rod Shaw	4	3	1	0	0	5	0	0	0	0	0	5	3	3	0	0	0	3	3	2	1	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
9 Cllr David White	4	2	2	0	0	5	5	4	1	0	0	5	0	0	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
10 Cllr Ken Critchley	4	4	0	0	0	5	5	2	1	2	0	5	0	0	0	0	0	3	3	3	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
11 Cllr Herbie Thomas	4	4	0	0	0	5	0	0	0	0	0	5	3	3	0	0	0	3	3	2	0	1	0	3	0	0	0	0	0	3	1	1	0	0	0	1
12 Cllr Sue Pickering	4	2	2	0	0	5	0	0	0	0	0	5	3	2	1	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	0	1	0	0	1
13 Cllr Aurfron Roberts	4	3	1	0	0	5	5	2	2	1	0	5	0	0	0	0	0	3	3	3	0	0	0	3	0	0	0	0	0	3	1	0	0	1	0	1
14 Cllr Steven Evans	4	4	0	0	0	5	5	5	0	0	0	5	3	2	1	0	0	3	3	3	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
15 Cllr Val Smith	4	4	0	0	0	5	0	0	0	0	0	5	1	1	0	0	0	3	3	3	0	0	0	3	3	3	0	0	0	3	1	1	0	0	0	1
16 Cllr Louise Brown	4	3	1	0	0	5	5	3	2	0	0	5	0	0	0	0	0	3	3	3	0	0	0	3	0	0	0	0	0	3	1	0	1	0	0	1
17 Cllr Godfrey Thomas*	1	0	1	0	0	5	1	0	1	0	0	5	1	1	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
18 Cllr Colin Elsbury	4	3	1	0	0	5	0	0	0	0	0	5	3	2	0	1	0	3	0	0	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
19 Cllr Adrian Hussey	4	4	0	0	0	5	5	5	0	0	0	5	3	3	0	0	0	3	3	2	1	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
20 Cllr Robert Crowley	4	2	2	0	0	5	5	4	1	0	0	5	3	1	1	1	0	3	3	1	2	0	0	3	0	0	0	0	0	3	1	0	1	0	0	1
21 Cllr Kathryn McCaffer	4	3	1	0	0	5	0	0	0	0	0	5	3	2	1	0	0	3	3	0	1	2	0	3	3	1	2	0	0	3	1	0	1	0	0	1
22 Cllr Joanne Collins**	3	0	3	0	0	5	4	0	3	1	0	5	1	0	0	1	0	3	0	0	0	0	0	3	0	0	0	0	0	3	0	0	0	0	0	1
23 Cllr Lee Davies	4	3	1	0	0	5	5	4	1	0	0	5	3	2	0	1	0	3	3	1	2	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1
24 Cllr Jack Harries	4	1	1	2	0	5	0	0	0	0	0	5	0	0	0	0	0	3	3	2	1	0	0	3	3	1	2	0	0	3	1	0	1	0	0	1
25 Cllr Alan Slade***	4	4	0	0	0	5	0	0	0	0	0	5	3	3	0	0	0	3	2	2	0	0	0	3	0	0	0	0	0	3	1	1	0	0	0	1

Please note the above does not include figures of Fire & Rescue Authority 28/04/2019 in the totals

\*Cllr Godfrey Thomas resigned – September 2018

\*\*Cllr Joanne Collins started – September 2018

\*\*\*Cllr Alan Slade resigned – March 2019

**THIS PAGE IS INTENTIONALLY BLANK**



## Annual General Meeting - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	AGM Attendance Monday 11 June 2018		AGM Attendance Overall Totals					
		R	P	R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies	Yes	P	1	1	0	0	0	1
2	Cllr Steven Bradwick	Yes	P	1	1	0	0	0	1
3	Cllr Dilwar Ali	Yes	P	1	1	0	0	0	1
4	Cllr Joel Williams	Yes	P	1	1	0	0	0	1
5	Cllr Dan Naughton	Yes	P	1	1	0	0	0	1
6	Cllr Daniel De'Ath	Yes	A	1	0	1	0	0	1
7	Cllr Saeed Ebrahim	Yes	P	1	1	0	0	0	1
8	Cllr Rod Shaw	Yes	P	1	1	0	0	0	1
9	Cllr David White	Yes	P	1	1	0	0	0	1
10	Cllr Ken Critchley	Yes	P	1	1	0	0	0	1
11	Cllr Herbie Thomas	Yes	P	1	1	0	0	0	1
12	Cllr Sue Pickering	Yes	P	1	1	0	0	0	1
13	Cllr Aurfron Roberts	Yes	P	1	1	0	0	0	1
14	Cllr Steven Evans	Yes	A	1	0	1	0	0	1
15	Cllr Val Smith	Yes	P	1	1	0	0	0	1
16	Cllr Louise Brown	Yes	P	1	1	0	0	0	1
17	Cllr Godfrey Thomas	Yes	P	1	1	0	0	0	1
18	Cllr Colin Elsbury	Yes	P	1	1	0	0	0	1
19	Cllr Adrian Hussey	Yes	P	1	1	0	0	0	1
20	Cllr Robert Crowley	Yes	P	1	1	0	0	0	1
21	Cllr Kathryn McCaffer	Yes	P	1	1	0	0	0	1
22	Cllr Lee Davies	Yes	P	1	1	0	0	0	1
23	Cllr Jack Harries	Yes	P	1	1	0	0	0	1
24	Cllr Alan Slade	Yes	P	1	1	0	0	0	1

**THIS PAGE IS INTENTIONALLY BLANK**

## Fire Authority - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	Fire Authority Attendance Monday 9 July 2018		Fire Authority Attendance Monday 24 September 2018		Fire Authority Attendance Monday 17 December 2018		Fire Authority Attendance Monday 11 February 2019		Fire Authority Attendance Monday 29 April 2019		Fire Authority Attendance Overall Totals					
		R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	Cld	Total
1	Cllr Tudor D Davies	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
2	Cllr Steven Bradwick	Yes	P	Yes	P	Yes	A	Yes	P			4	3	1	0	0	5
3	Cllr Dilwar Ali	Yes	P	Yes	A	Yes	P	Yes	P			4	3	1	0	0	5
4	Cllr Joel Williams	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
5	Cllr Dan Naughton	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
6	Cllr Daniel De'Ath	Yes	P	Yes	P	Yes	A	Yes	P			4	3	1	0	0	5
7	Cllr Saeed Ebrahim	Yes	P	Yes	P	Yes	A	Yes	P			4	3	1	0	0	5
8	Cllr Rod Shaw	Yes	P	Yes	P	Yes	P	Yes	A			4	3	1	0	0	5
9	Cllr David White	Yes	A	Yes	P	Yes	P	Yes	A			4	2	2	0	0	5
10	Cllr Ken Critchley	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
11	Cllr Herbie Thomas	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
12	Cllr Sue Pickering	Yes	P	Yes	P	Yes	A	Yes	A			4	2	2	0	0	5
13	Cllr Aurfron Roberts	Yes	A	Yes	P	Yes	P	Yes	P			4	3	1	0	0	5
14	Cllr Steven Evans	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
15	Cllr Val Smith	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
16	Cllr Louise Brown	Yes	P	Yes	P	Yes	P	Yes	A			4	3	1	0	0	5
17	Cllr Godfrey Thomas	Yes	A									1	0	1	0	0	5
18	Cllr Colin Elsbury	Yes	A	Yes	P	Yes	P	Yes	P			4	3	1	0	0	5
19	Cllr Adrian Hussey	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
20	Cllr Robert Crowley	Yes	P	Yes	A	Yes	P	Yes	A			4	2	2	0	0	5
21	Cllr Kathryn McCaffer	Yes	P	Yes	P	Yes	A	Yes	P			4	3	1	0	0	5
22	Cllr Joanne Collins			Yes	A	Yes	A	Yes	A			3	0	3	0	0	5
23	Cllr Lee Davies	Yes	P	Yes	P	Yes	P	Yes	A			4	3	1	0	0	5
24	Cllr Jack Harries	Yes	P	Yes	A	Yes	Ab	Yes	Ab			4	1	1	2	0	5
25	Cllr Alan Slade	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5

\*\* Please note the above figures do not take into account the Fire Authority Meeting due to take place on Monday 29 April 2019\*\*

**THIS PAGE IS INTENTIONALLY BLANK**

## Finance, Audit & Performance Management Committee - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Clld = Meeting Cancelled

	Members	FAPM Attendance Monday 10 September 2018		FAPM Attendance Monday 12 November 2018		FAPM Attendance Monday 3 December 2018		FAPM Attendance Monday 28 January 2019		FAPM Attendance Monday 8 April 2019		FAPM Committee Attendance Overall Totals					
		R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	Clld	Totals
1	Cllr Tudor D Davies											0	0	0	0	0	5
2	Cllr Steven Bradwick											0	0	0	0	0	5
3	Cllr Dilwar Ali											0	0	0	0	0	5
4	Cllr Joel Williams											0	0	0	0	0	5
5	Cllr Dan Naughton											0	0	0	0	0	5
6	Cllr Daniel De'Ath											0	0	0	0	0	5
7	<b>Cllr Saeed Ebrahim</b>	Yes	P	Yes	A	Yes	Ab	Yes	P	Yes	A	5	2	2	1	0	5
8	Cllr Rod Shaw											0	0	0	0	0	5
9	<b>Cllr David White</b>	Yes	A	Yes	P	Yes	P	Yes	P	Yes	P	5	4	1	0	0	5
10	<b>Cllr Ken Critchley</b>	Yes	P	Yes	A	Yes	Ab	Yes	P	Yes	Ab	5	2	1	2	0	5
11	Cllr Herbie Thomas											0	0	0	0	0	5
12	Cllr Sue Pickering											0	0	0	0	0	5
13	<b>Cllr Aurfron Roberts</b>	Yes	A	Yes	P	Yes	P	Yes	Ab	Yes	A	5	2	2	1	0	5
14	<b>Cllr Steven Evans</b>	Yes	P	Yes	P	Yes	P	Yes	P	Yes	P	5	5	0	0	0	5
15	Cllr Val Smith											0	0	0	0	0	5
16	<b>Cllr Louise Brown</b>	Yes	P	Yes	P	Yes	P	Yes	A	Yes	A	5	3	2	0	0	5
17	<b>Cllr Godfrey Thomas</b>	Yes	A									1	0	1	0	0	5
18	Cllr Colin Elsbury											0	0	0	0	0	5
19	<b>Cllr Adrian Hussey</b>	Yes	P	Yes	P	Yes	P	Yes	P	Yes	P	5	5	0	0	0	5
20	<b>Cllr Robert Crowley</b>	Yes	P	Yes	P	Yes	P	Yes	P	Yes	A	5	4	1	0	0	5
21	Cllr Kathryn McCaffer											0	0	0	0	0	5
22	<b>Cllr Joanne Collins</b>			Yes	A	Yes	A	Yes	A	Yes	Ab	4	0	3	1	0	5
23	<b>Cllr Lee Davies</b>	Yes	P	Yes	P	Yes	A	Yes	P	Yes	P	5	4	1	0	0	5
24	Cllr Jack Harries											0	0	0	0	0	5
25	Cllr Alan Slade											0	0	0	0	0	5

**THIS PAGE IS INTENTIONALLY BLANK**

## HR & Equalities - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	HR&E Committee Attendance Monday 16 July 2018		HR&E Committee Attendance Monday 19 November 2018		HR&E Committee Attendance Monday 18 February 2019		HR&E Committee Attendance Overall Totals					
		R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies							0	0	0	0	0	3
2	<b>Cllr Steven Bradwick</b>	Yes	P	Yes	A	Yes	P	3	2	1	0	0	3
3	<b>Cllr Dilwar Ali</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
4	Cllr Joel Williams							0	0	0	0	0	3
5	<b>Cllr Dan Naughton</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
6	<b>Cllr Daniel De'Ath</b>	Yes	P	Yes	P	Yes	A	3	2	1	0	0	3
7	Cllr Saeed Ebrahim							0	0	0	0	0	3
8	<b>Cllr Rod Shaw</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
9	Cllr David White							0	0	0	0	0	3
10	Cllr Ken Critchley							0	0	0	0	0	3
11	<b>Cllr Herbie Thomas</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
12	<b>Cllr Sue Pickering</b>	Yes	P	Yes	P	Yes	A	3	2	1	0	0	3
13	Cllr Aurfron Roberts							0	0	0	0	0	3
14	<b>Cllr Steven Evans</b>	Yes	P	Yes	A	Yes	P	3	2	1	0	0	3
15	<b>Cllr Val Smith</b>					Yes	P	1	1	0	0	0	3
16	Cllr Louise Brown							0	0	0	0	0	3
17	<b>Cllr Godfrey Thomas</b>	Yes	P					1	1	0	0	0	3
18	<b>Cllr Colin Elsbury</b>	Yes	Ab	Yes	P	Yes	P	3	2	0	1	0	3
19	<b>Cllr Adrian Hussey</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
20	<b>Cllr Robert Crowley</b>	Yes	P	Yes	Ab	Yes	A	3	1	1	1	0	3
21	<b>Cllr Kathryn McCaffer</b>	Yes	A	Yes	P	Yes	P	3	2	1	0	0	3
22	<b>Cllr Joanne Collins</b>			Yes	Ab			1	0	0	1	0	3
23	<b>Cllr Lee Davies</b>	Yes	P	Yes	P	Yes	Ab	3	2	0	1	0	3
24	Cllr Jack Harries							0	0	0	0	0	3
25	<b>Cllr Alan Slade</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3

**THIS PAGE IS INTENTIONALLY BLANK**



## Finance, Asset & Performance Management Scrutiny Group - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	FA&PM SG Attendance Monday 8 October 2018		FA&PM SG Attendance Monday 14 January 2019		FA&PM SG Attendance Monday 25 March 2019		FA&PM Scrutiny Group Attendance					
		R	P	R	P	R	P	Overall Totals					
								R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies							0	0	0	0	0	3
2	<b>Cllr Steven Bradwick</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
3	Cllr Dilwar Ali							0	0	0	0	0	3
4	<b>Cllr Joel Williams</b>	Yes	A	Yes	P	Yes	A	3	1	2	0	0	3
5	<b>Cllr Dan Naughton</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
6	Cllr Daniel De'Ath							0	0	0	0	0	3
7	Cllr Saeed Ebrahim							0	0	0	0	0	3
8	<b>Cllr Rod Shaw</b>	Yes	P	Yes	A	Yes	P	3	2	1	0	0	3
9	Cllr David White							0	0	0	0	0	3
10	<b>Cllr Ken Critchley</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
11	<b>Cllr Herbie Thomas</b>	Yes	Ab	Yes	P	Yes	P	3	2	0	1	0	3
12	Cllr Sue Pickering							0	0	0	0	0	3
13	<b>Cllr Aurfron Roberts</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
14	<b>Cllr Steven Evans</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
15	<b>Cllr Val Smith</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
16	<b>Cllr Louise Brown</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
17	Cllr Godfrey Thomas							0	0	0	0	0	3
18	Cllr Colin Elsbury							0	0	0	0	0	3
19	<b>Cllr Adrian Hussey</b>	Yes	A	Yes	P	Yes	P	3	2	1	0	0	3
20	<b>Cllr Robert Crowley</b>	Yes	A	Yes	A	Yes	P	3	1	2	0	0	3
21	<b>Cllr Kathryn McCaffer</b>	Yes	Ab	Yes	Ab	Yes	A	3	0	1	2	0	3
22	Cllr Joanne Collins							0	0	0	0	0	3
23	<b>Cllr Lee Davies</b>	Yes	A	Yes	P	Yes	A	3	1	2	0	0	3
24	<b>Cllr Jack Harries</b>	Yes	A	Yes	P	Yes	P	3	2	1	0	0	3
25	<b>Cllr Alan Slade</b>	Yes	P	Yes	P			2	2	0	0	0	3

**THIS PAGE IS INTENTIONALLY BLANK**

## Local Pension Board Committee – Member’s Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	LPB Committee Attendance Monday 25 June 2018		LPB Committee Attendance Monday 22 October 2018		LPB Committee Attendance Monday 21 January 2018		LPB Committee Attendance Overall Totals					
		R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies							0	0	0	0	0	3
2	<b>Cllr Steven Bradwick</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
3	Cllr Dilwar Ali							0	0	0	0	0	3
4	Cllr Joel Williams							0	0	0	0	0	3
5	Cllr Dan Naughton							0	0	0	0	0	3
6	Cllr Daniel De'Ath							0	0	0	0	0	3
7	Cllr Saeed Ebrahim							0	0	0	0	0	3
8	Cllr Rod Shaw							0	0	0	0	0	3
9	Cllr David White							0	0	0	0	0	3
10	Cllr Ken Critchley							0	0	0	0	0	3
11	Cllr Herbie Thomas							0	0	0	0	0	3
12	Cllr Sue Pickering							0	0	0	0	0	3
13	Cllr Aurfron Roberts							0	0	0	0	0	3
14	Cllr Steven Evans							0	0	0	0	0	3
15	<b>Cllr Val Smith</b>	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
16	Cllr Louise Brown							0	0	0	0	0	3
17	Cllr Godfrey Thomas							0	0	0	0	0	3
18	Cllr Colin Elsbury							0	0	0	0	0	3
19	Cllr Adrian Hussey							0	0	0	0	0	3
20	Cllr Robert Crowley							0	0	0	0	0	3
21	<b>Cllr Kathryn McCaffer</b>	Yes	P	Yes	A	Yes	A	3	1	2	0	0	3
22	Cllr Joanne Collins							0	0	0	0	0	3
23	Cllr Lee Davies							0	0	0	0	0	3
24	<b>Cllr Jack Harries</b>	Yes	A	Yes	A	Yes	P	3	1	2	0	0	3
25	Cllr Alan Slade							0	0	0	0	0	3

**THIS PAGE IS INTENTIONALLY BLANK**

## Additional Working Group - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	Working Group Monday 7 January 2019		Working Group Monday 14 January 2019		Working Group Monday 21 January 2019		Working Group Tuesday 29 January 2019		Working Group Attendance Overall Totals					
		R	P	R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
1	Cllr Steven Bradwick	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0	0
2	Cllr Dilwar Ali	Yes	A	Yes	P	Yes	P	Yes	A	4	2	2	0	0	0
3	Cllr Joel Williams	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0	0
4	Cllr Dan Naughton	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0	0
5	Cllr David White	Yes	Ab	Yes	Ab	Yes	Ab	Yes	Ab	4	0	0	4	0	0
6	Cllr Ken Critchley	Yes	Ab	Yes	P	Yes	P	Yes	P	4	3	0	1	0	0
7	Cllr Herbie Thomas	Yes	Ab	Yes	P	Yes	Ab	Yes	P	4	2	0	2	0	0
8	Cllr Aurfron Roberts	Yes	A	Yes	Ab	Yes	Ab	Yes	Ab	4	0	1	3	0	0
9	Cllr Steven Evans	Yes	P	Yes	P	Yes	Ab	Yes	Ab	4	2	0	2	0	0
10	Cllr Val Smith	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0	0
11	Cllr Louise Brown	Yes	Ab	Yes	P	Yes	Ab	Yes	Ab	4	1	0	3	0	0

**THIS PAGE IS INTENTIONALLY BLANK**

## Fire & Rescue Authority Training Days - Members Attendance 2018/19

R = Required | P = Present | A = Apologies | Ab = Absent No Apologies Received | Cld = Meeting Cancelled

	Members	FA Training Days Attendance Tuesday 31 July 2018		Fire Authority Training Days Attendance Overall Totals					
		R	P	R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies	Yes	P	1	1	0	0	0	1
2	Cllr Steven Bradwick	Yes	A	1	0	1	0	0	1
3	Cllr Dilwar Ali	Yes	Ab	1	0	0	1	0	1
4	Cllr Joel Williams	Yes	P	1	1	0	0	0	1
5	Cllr Dan Naughton	Yes	P	1	1	0	0	0	1
6	Cllr Daniel De'Ath	Yes	P	1	1	0	0	0	1
7	Cllr Saeed Ebrahim	Yes	A	1	0	1	0	0	1
8	Cllr Rod Shaw	Yes	P	1	1	0	0	0	1
9	Cllr David White	Yes	P	1	1	0	0	0	1
10	Cllr Ken Critchley	Yes	P	1	1	0	0	0	1
11	Cllr Herbie Thomas	Yes	P	1	1	0	0	0	1
12	Cllr Sue Pickering	Yes	A	1	0	1	0	0	1
13	Cllr Aurfron Roberts	Yes	Ab	1	0	0	1	0	1
14	Cllr Steven Evans	Yes	P	1	1	0	0	0	1
15	Cllr Val Smith	Yes	P	1	1	0	0	0	1
16	Cllr Louise Brown	Yes	A	1	0	1	0	0	1
17	Cllr Godfrey Thomas	Yes	P	1	1	0	0	0	1
18	Cllr Colin Elsbury	Yes	P	1	1	0	0	0	1
19	Cllr Adrian Hussey	Yes	P	1	1	0	0	0	1
20	Cllr Robert Crowley	Yes	A	1	0	1	0	0	1
21	Cllr Kathryn McCaffer	Yes	A	1	0	1	0	0	1
22	Cllr Joanne Collins			0	0	0	0	0	1
23	Cllr Lee Davies	Yes	P	1	1	0	0	0	1
24	Cllr Jack Harries	Yes	A	1	0	1	0	0	1
25	Cllr Alan Slade	Yes	P	1	1	0	0	0	1

**THIS PAGE IS INTENTIONALLY BLANK**



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.viii

29 APRIL 2019

## REPORT OF THE TREASURER

**CAPITAL STRATEGY 2019/20****SUMMARY**

The Capital Strategy provides an overview of Capital Expenditure, Capital Financing and Treasury Management, all of which contribute of the delivery of South Wales Fire and Rescue Authority's corporate objectives.

This strategy brings together the statutory requirements of the Chartered Institute of Public Finance Accountants (CIPFA) and the CIPFA Prudential Code for Capital Finance in Local Authorities: Revised 2017 Edition (CIPFA Prudential Code).

**RECOMMENDATION**

That Members note the contents of the report and approve the Capital Strategy set out in Appendix 1.

**1. BACKGROUND**

- 1.1 The investment of capital resources contributes to the achievement of the Authority's main objectives and priorities in the relevant departmental plans.
- 1.2 As set out in the Capital Strategy attached to this report, it is a new requirement for 2019/20 and will form an integral part of the Medium Term Financial Strategy. The Capital Strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of our services along with an overview of how associated risk is managed and the implications for future financial sustainability.

**2. ISSUES**

- 2.1 The Strategy addresses the capital components of the wider financial strategies adopted by the Authority. It identifies the links and relationships that need to be made in considering and implementing the Capital Programme to support the Corporate Asset Management Plan objectives. This is done through the Medium Term Financial Strategy (MTFS) and alerts services to the governance and control framework within which the investment planning and delivery takes place.

- 2.2 The capital strategy should address a longer term view of the organisations requirement for capital investment for up to thirty years. As this is the first time the strategy has been produced a more achievable and meaningful period up to 2022/23 has been considered.
- 2.3 The intention is for the Service Senior Management Team to develop a longer term plan during the coming year which will be reviewed and further developed by the Finance Scrutiny Group along with the supporting asset strategies, prior to submission to the Fire and Rescue Authority in March 2020.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no specific financial implications arising directly from this report. The Treasury Management Strategy and revenue budget for 2019/20 were approved by the Authority in February 2019, where capital funding mechanisms, prudential indicators and revenue impacts of capital investment were all included.

### 4. RECOMMENDATIONS

- 4.1 That Members note the contents of the report and approve the Capital Strategy set out in Appendix 1.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Geraint Thomas Head of Finance & Procurement	Treasury Management Strategy 2019/20 – presented at this Committee Minimum Revenue Provision Statement – presented at this Committee

## South Wales Fire and Rescue Authority Capital Strategy 2019/20 to 2022/23 – April 2019

## APPENDIX 1

### Introduction

The Capital Strategy is the policy framework that sets out the principles and procedures to be used to guide the allocation of capital investment across all the Authority's services, and inform decisions on capital spending to help achieve the priorities set out in the Authority's Corporate Plan. The strategic themes supported by the capital strategy are:

- Reduce Risk
- Nurture Sustainable Resources
- Embrace Technology

The Capital Strategy links to a number of Strategy Documents.

- The Corporate Plan
- The Treasury Management Strategy
- The Medium Term Financial Strategy
- The Asset Management Strategy (and associated strategies for Property, Fleet, ICT and Equipment).

Although this document focuses on the Authority's management of its own investment in assets, the influence of wider investment throughout the Service by both the public and private sectors, such as through the Public Service Boards, Welsh Government legislation could also have a significant impact on meeting the Authority's aims and objectives. The Capital Strategy covers in detail the period from 2019/20 to 2022/23 as this is aligned with the Medium Term Financial Strategy. The strategy will be reviewed annually in line with the Capital Programme.

Whilst there is a close link between the Capital Strategy and the Treasury Management Strategy, this document does not consider either the treasury management policy or strategy. The Treasury Management Strategy approved in February 2019 contains Capital Plans and Prudential Indicators for a five year period together with a Minimum Revenue Provision (MRP) Strategy and Policy Statement for the forthcoming year.

### Background

The framework in which treasury management operates was revised by CIPFA during 2017/18, with full implementation expected by 2019/20. The

changes were largely in response to a growing number of authorities increasing their use of nonfinancial investments (such as commercial property portfolios) to generate income in response to reducing resources to deliver their core services. The revised codes and guidance sought to increase transparency and to provide a single place to assess the proportionality of this activity in comparison to an authority's core services.

As part of this update, the Chartered Institute of Public Finance and Accountancy (CIPFA) revised 2017 Prudential and Treasury Management Codes require, for 2019/20, all local authorities to prepare an additional document, a Capital Strategy, which will provide the following:

- A high-level long term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- An overview of how the associated risk is managed;
- The implications for future financial sustainability.

The purpose of the Capital Strategy is to drive the authority's capital investment ambition whilst also ensuring appropriate capital expenditure, capital financing and treasury management in the context of the sustainable, long-term delivery of services.

The aim of this Capital Strategy is to ensure that all elected members on the Authority fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

This Capital Strategy is reported separately from the Treasury Management Strategy. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset. The Capital Strategy will show:

- The corporate governance arrangements for these types of activities;
- Any service objectives relating to the investments;
- Any expected income, costs and resulting contribution;
- The debt related to the activity and the associated interest costs;
- The payback period (MRP policy);
- For non-loan type investments, the cost against the current market value;
- The risks associated with each activity.

Where a physical asset is being bought, details of market research, advisers used, (and their monitoring), ongoing costs, investment requirements and any credit information will be disclosed, including the ability to sell the asset and realise the investment cash.

Where the Authority has borrowed to fund any non-treasury investment, there should also be an explanation of why borrowing was required and why the Investment Guidance and CIPFA Prudential Code have not been adhered to. If any non-treasury investment sustains a loss during the final accounts and audit process, the strategy and revenue implications will be reported through the same procedure as the Capital Strategy.

Guidance issued by Link Asset Services, our Treasury Management Advisors, summarises the requirements issued by CIPFA within the code.. It is expected that the Capital Strategy will:

- Apply a long-term approach: 20-30 years;
- Explore external influence on Capital Strategy e.g. Public Service Boards, Joint Emergency Services Estates Group (JESEG);
- Examine Commercial activity/ambition;
- Determine implications of Investment Strategy;
- Ensure corporate plan priorities drive identified capital investment ambition.
- Examine available resources and capacity to deliver;
- Assess affordability against ambition and address any gap;
- Identify capital financing principles;
- Demonstrate integration with other strategies and plans;
- Produce a 10-year capital investment plan, with actions, timescale, outputs and outcomes;
- Capture risks and mitigating factors;
- Outline governance, monitoring processes and procedures.

The Authority meets the requirements of this, with the exception of having a 10-year capital investment plan and the application of a 'significantly longer', long-term approach. It is currently considered that in the current financial climate it is not appropriate to have a 10 year programme. Rather that the programme period should (at least) cover the life of the medium term financial plan. The current programme which runs to 2022/23 does this. This will, however, be reviewed on an annual basis.

The Code requires that the strategy should form part of 'integrated revenue, capital and balance sheet planning'. The Authority's the Capital Programme has always been considered annually as part of the Medium Term Financial Planning process, and this document provides a formal Capital Strategy for approval, which will be reviewed on an ongoing basis. In 2019/20, there will be further development of the strategy in line with the revised code.

### **The Capital Programme**

Expenditure can be defined as capital expenditure when it results in the acquisition, construction or enhancement of an asset (e.g. land, buildings, vehicles, plant and equipment), that continues to benefit the Authority for a period of more than one financial year and meet the definition of capital expenditure and are over the current approved de minimus of £10,000. Any item below this limit is charged to revenue.

### **The Authority's Fixed Asset Base**

The Authority owns and operates a variety of assets ranging from Fire and Rescue Stations, a headquarters, a training centre and an operational vehicle fleets with associated equipment.

The balance sheet value of these fixed assets at 31/03/18 was £80.5 million (excluding intangible assets which amount to around £283k) but the cost of rebuilding or replacing all of these assets could be considerably higher. All property, plant and equipment assets are measured initially at cost, representing the costs directly attributable to acquiring or constructing the asset and bringing it to the location and condition necessary for it to be capable of operating in the manner intended by management.

Property is subsequently valued for the financial statements on the basis of 'fair value' (FV) and, where the property is of a specialist nature, i.e. operational and there is no active market, depreciated replacement cost (DRC) has been applied.

Land and building assets are valued every 5 years by a professionally qualified valuer in accordance with the Royal Institute of Chartered Surveyors (RICS) Appraisal and Valuation Manual.

The Prudential Code requires that authorities demonstrate that they take capital expenditure and investment decisions in line with services objectives and have proper stewardship arrangements, provide value for money, are prudent, sustainability and affordability

The Capital Strategy defines and outlines the Authority's approach to capital investment and is fundamental to the Authority's financial planning processes. It aims to ensure that:

- capital expenditure contributes to the achievement of the Authority's strategic priorities;
- an affordable and sustainable capital programme is delivered;
- use of resources and value for money is maximised;
- a clear framework for making capital expenditure decisions is provided;
- a corporate approach to generating capital resources is established;
- access to sufficient long term assets to provide services are acquired and retained.

The Authority's Capital Programme continues to focus on areas of core need relating to statutory or legislative requirements or that are cost neutral to the Authority or enable access to further funds. Whilst each of the Capital Programmes represents core need, they also support and align to the Authority's priority outcomes. The areas of essential basic need are currently defined as:

- Land and Building Asset Strategy
- Property Building Maintenance;
- ICT Strategy;
- Operational Equipment strategy
- Fleet strategy

A summary of the Capital Programme at February 2019 is set out in the table below:

As part of annual budget setting departments have taken the opportunity to re-profile their programmes and projects to reflect the best knowledge they hold to date.

As a result, £5.8m has been re-profiled in 2019/20, with slippage from 2018/19 with total expenditure in 2019/20 provisionally set at £7.5m, it has been recognised that there a risk of further slippage in the programme, particularly with reference to the level of slippage experienced in prior years. To mitigate this risk, an adjustment has been applied to projects considered at risk of slippage. This has moved £3.1m of expenditure, from 2019/20 into 2020/21 and work continues to re-profile this over future years as the future programme is developed.

<b>CAPITAL CORE PROGRAMME GROSS 2018-23 Revised Programme</b>	<b>18/19 Slippage</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Property	783	2,716	2,849	2,515	1,615	10,478
Fleet	819	1,409	675	1,547	1,541	5,991
ICT	103	345	1,200	740	500	2,888
Equipment	0	1,335	2,100	343	150	3,928
<b>Total</b>	<b>1,705</b>	<b>5,805</b>	<b>6,824</b>	<b>5,145</b>	<b>3,806</b>	<b>23,285</b>

### **Capital Programme Funding**

The Authority's Capital Programme is funded from a range of sources including:

#### **Prudential Borrowing**

The introduction of the Prudential Code in 2004 allowed the Authority to undertake unsupported borrowing itself. This borrowing is subject to the requirements of the Prudential Code for Capital Expenditure for Local Authorities. This has revenue implications for the Authority in the form of financing costs.

#### **External Grants**

Mainly grant allocations from Welsh Government and are notified during the year in which they are applied to the capital expenditure.

#### **Revenue Funding**

The Authority can use revenue resources to fund capital projects, where these have been approved. For the period 2019-23 there is £200k each year revenue contribution to capital outlay.

#### **Capital Receipts**

The Authority can generate capital receipts through the sale of surplus assets such as land and buildings. The Authority seeks to maximise the level of these resources which will be available to support the Authority's plans.

**Capital Reserve** – When the 2018-23 programme was created, funding of 1.4m was set aside to support the 2018-23 programme.

The funding of the current Capital Programme is set out in the table below:



<b>CAPITAL PROGRAMME 2018-23 Funding</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Capital Expenditure from Revenue (CERA)	200	200	200	200	800
Capital Receipts	876	0	0	0	876
Earmarked Reserves	1,420	0	0	0	1,420
Grants	0	0	0	0	0
Borrowing	5,014	6,624	4,945	3,606	20,189
<b>Total</b>	<b>7,510</b>	<b>6,824</b>	<b>5,145</b>	<b>3,806</b>	<b>23,285</b>

The Authority has a strategy of repaying debt and reducing its borrowing. Further savings from postponing the requirement to secure external borrowing with the effect of delaying the impact of debt servicing costs will, where possible, be used to reduce borrowing.

The Capital Strategy is reported separately from the Treasury Management Strategy Statement; non-treasury investments will be reported through the former. This ensures the separation of the core treasury function under security, liquidity and yield principles, and the policy and commercialism investments usually driven by expenditure on an asset.

### **Governance Arrangements**

The Authority's constitution and financial regulations govern the capital programme as set out below:

- All capital expenditure must be carried out in accordance with the financial regulations and the Authority's constitution;
- Capital expenditure must comply with the statutory definition of capital purposes as defined within this document and wider financial standards;
- The Capital Programme approved by the Authority as part of the Authority's annual budget report sets the capital funding availability for the Authority and the prioritisation of funding.
- All schemes are formally approved into the capital programme by following the process set out in the financial regulations;
- Projects will usually only be added to, or removed from, the Capital programme as part of the annual budget setting process or as part of the regular monitoring process through the Finance Audit and Performance Management (FAPM) committee.
- Officers are not authorised to commit expenditure without prior formal approval as set out in the financial regulations;

- Each scheme must be under the control of a responsible person/project manager.

The Authority has a Finance Scrutiny Group which oversees the development and delivery of the Authority's capital programme and associated strategies. In year, the Capital Programme is monitored and reported to the FAPM committee.

### **Strategic Management of assets and opportunities**

The Capital Strategy links in with other Authority Strategies and Programmes, including:

- Treasury Management Strategy
- Asset Strategy

Further information about these is set out below.

### **Treasury Management Strategy**

The Treasury Management Strategy sets out the Authority's approach to the management of its treasury management activities. The Authority is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of treasury management is to ensure that cash flow is adequately planned with cash being available when it is needed. Surplus monies are invested in lower risk counterparties or instruments, commensurate with the Authority's risk appetite, providing adequate liquidity and considering investment return.

Another part of the treasury management service is the funding of the Authority's Capital Programme. The capital programme provides a guide to longer cash flow planning to ensure that the Authority can meet its capital investment requirement.

All decisions and the performance of investments will be subject to monitoring by the FAPM Committee.

### **Asset management:**

To ensure that capital assets continue to be of long-term use, the Authority has an asset management strategy in place. The Property Strategy Group meets bi-monthly and its purpose is to provide strategic direction for all matters relating to the effective use of Authority owned land and building assets. Land and Property disposal Land and property acquisition Strategic property planning (including consideration of Asset Management Plans) Innovative land and property usage / utilisation.

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Authority has received £114k of capital receipts in 2018/19.

Officers in Property and Finance will provide advice on each proposal coming forward to the relevant decision making party. This advice will include how each investment proposal could be taken forward, including a consideration of the risks, how the opportunity is structured and financed. All investments will require a robust business case to ensure that the investment is affordable, sustainable and provides value for money. The governance process will be subject to periodic review to ensure that it is fit for purpose and supports the achievement of the desired outcomes for the strategy.

The Authority does not currently have a commercial strategy, however this could be reviewed and reported to the Authority should future commercial opportunities arise.

### **Risk Appetite**

The Authority seeks to minimise its exposure to risks that are unwanted and unrewarded. Capital is managed centrally on an ongoing basis to ensure that there is sufficient liquidity in the short and medium term to meet costs and support front line services, as well as meeting long-term solvency and funding requirements.

The Authority is exposed to a range of risks including:

- Financial risks related to the investment of the Authority's assets and cash flow, market volatility, currency etc.
- Macroeconomic risks related to the growth or decline of the local economy, interest rates, inflation and to a lesser degree, the wider national and global Credit and counterparty risks related to investments, loans to institutions and individuals and counterparties in business transactions.
- Operational risks related to operational exposures within its organisation, its counterparties, partners and commercial interests
- Strategic risks related to key initiatives undertaken by the Authority such as significant purchases, new ventures, commercial interests and other areas of organisational change deemed necessary to help the Authority meet its goals.
- Reputational risks related to the Authority's dealings and interests, and the impact of adverse outcomes on the Authority's reputation and public perception.

- Environmental and social risks related to the environmental and social impact of the Authority's strategy and interests.
- Governance risks related to ensuring that prudence and careful consideration sit at the heart of the Authority's decision-making, augmented by quality independent advice and appropriate checks and balances that balance oversight and efficiency.

Managing the Authority's risks is an area of significant focus for senior management and members, and the Authority adopts an integrated view to the management and qualitative assessment of risk.

The Authority aims to minimise its exposure to unwanted risks – those risks that are not actively sought and which carry no commensurate reward for the Authority – through a range of mitigation strategies to the extent that it is cost-effective to do so.

### **Skills and Knowledge**

The Capital Programme and Treasury Management Strategy are managed by a team of professionally qualified accountants with extensive Local Government Finance experience, who attend courses on a regular basis to keep abreast of new developments. The Authority's Section 151 Officer is the officer with overall responsibility for Capital and Treasury activities and is also a qualified accountant.

### **Further development of the Capital Strategy**

Work will continue throughout 2019/20 to refine and develop the Authority's Capital Strategy beyond 2022/23 within the context of the ongoing financial challenge.

**FORWARD WORK PROGRAMME FOR  
FIRE & RESCUE AUTHORITY 2018/19**

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
Each meeting following the NIC meeting	Update Report on the work of the NIC	To keep Members up-to-date with the work of the NIC.	DCO  Contact Officer: Sally Chapman	
9 July 2018	Strategic Risk	To advise Members of the Strategic Risks of the organisation and how these are being treated, managed or reduced.	DCO  Contact Officer: Sarah Watkins	Completed
9 July 2018	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2018/19 Improvement Plan.	DCO  Contact Officer: Sally Chapman	Completed
9 July 2018	Principal Officer Vacancy	To seek authority to advertise and recruit to vacant Principal Officer post.	CFO  Contact Officer: Mark Malson	Completed
	<b>Annual Reports:</b>			
9 July 2018	End of year Health Check on Performance and Strategic Objectives 2017/18	To advise Members of end of year performance against agreed targets and to advise Members of the end of year health check position in securing the achievement of the Strategic Objectives.	DCO  Contact Officer: Sarah Watkins	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
9 July 2018	Health & Safety Annual Report 2017/18	To advise Members of Health & Safety performance of the organisation.	ACFO TS  Contact Officer: Richie Prendergast	Completed
9 July 2018	Report on Proposed Priority Actions 2019/20	To advise Members of the proposed Priority Actions 2019/20 and to seek authority to enter into public consultation on these.	DCO  Contact Officer: Sarah Watkins	Completed
24 Sept 2018	Welsh Government Review of Fire & Rescue Authorities	To update Members on recent correspondence from the Cabinet Secretary on proposals to reform Welsh Fire & Rescue Authorities.	CFO/DCO  Contact Officer: Huw Jakeway	Completed
24 Sept 2018	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 2019/20 Budget Setting Strategy.	Treasurer  Contact Officer: Chris Barton	Completed
24 Sept 2018	Budget Strategy 2018/19	To obtain clarification upon the political steer for the Budget Strategy for 2019/20 budget setting process.	Treasurer  Contact Officer: Chris Barton	Completed
24 Sept 2018	Statement of Accounts (Revenue and Capital) for 2017/18 budget	To seek Members' approval for publication of the Statement of Accounts.	Treasurer  Contact Officer: Geraint Thomas	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
24 Sept 2018	Treasury Management Outturn 2017/18	To advise Members of the year end treasury management position.	Treasurer  Contact Officer: Chris Barton & Geraint Thomas	Completed
17 Dec 2018	WAO Annual Improvement Report	To advise Members of the key issues emanating from the annual report and to provide an opinion on adequacy and effectiveness of the organisation and its potential to improve, its approach to risk management, control and governance processes based on the WAO work undertaken during the year, including data quality & PIs, HR work, a Framework update, whistleblowing and forward planning.	DCO  Contact Officer: Sally Chapman	Completed – reported to the FA meeting on 24 Sept 2018
17 Dec 2018	Half Yearly Health Check of Performance and Review of Strategic Themes	To advise Members of performance against agreed targets and achievement of Strategic Themes at the mid-way point through the year.	DCO  Contact Officer: Sarah Watkins	Completed
17 Dec 2018	Half Yearly Review of Strategic Risk	To keep Members advised of the Strategic Risks of the organisation and how these are being treated, managed or reduced.	DCO  Contact Officer: Sarah Watkins	Completed
17 Dec 2018	Treasury Management Mid Term Report 2018/19	To advise Members of the mid year position in relation to our treasury management.	Treasurer  Contact Officer: Geraint Thomas	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
17 Dec 2018	Independent Remuneration Panel for Wales' Draft Annual Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales.	DCO Contact Officer: Sally Chapman	Completed
11 Feb 2019	Estimated Revenue & Capital Budget determination for 2019/20	To consider consultation responses and to set the recommended budget determination for consideration by the Fire Authority.	Treasurer Contact Officer: Geraint Thomas	Completed
11 Feb 2019	KPI Target Setting 2019/20	To set the targets for the following financial year.	ACFO SD Contact Officer: Sarah Watkins	Completed
11 Feb 2019	Report on Responses to the Consultation of the draft rolling Strategic Plan and Priority Actions 2019/20	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan.	DCO Contact Officer: Sarah Watkins	Completed
11 Feb 2019	Pay Policy Statement 2018/19	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	ACO PS Contact Officer: Mark Malson	Completed
11 Feb 2019	Treasury Management Strategy 2018/19	To secure Members' approval to the adoption of the Treasury Management Strategy 2019/20.	Treasurer Contact Officer: Geraint Thomas	Completed
11 Feb 2019	Gender Pay Gap Statement	To update Members on the analysis of the gender pay gap across the Service.	ACO PS Contact Officer: Mark Malson	Completed



<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
29 April 2019	Annual Report of the work of the Finance, Audit & Performance Management Committee & its working group during 2018/19	To advise Members of the work of the Committee.	DCO Contact Officer: Sally Chapman	On agenda
29 April 2019	Annual Report of the work of the HR & Equalities Committee during 2018/19	To advise Members of the work of the Committee	ACO PS Contact Officer: Mark Malson	On agenda
29 April 2019	Annual Report of the Work of the Local Pensions Board 2018/19	To advise Members of the work of the Board.	ACO PS Contact Officer: Mark Malson	On agenda
29 April 2019	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.	DCO Contact Officer: Sarah Watkins	On agenda
29 April 2019	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards.	ACO PS Contact Officer: Mark Malson	On agenda
29 April 2019	Fire Authority & Committee Meeting Dates for 2019/20	To present Members with proposed dates of Authority & Committee meetings for 2019/20	DCO Contact Officer: Sally Chapman	On agenda

Huw Jakeway – CFO  
Sally Chapman – DCO  
Dewi Rose – ACFO Service Delivery  
Richie Prendergast – ACFO Technical Services  
Alison Reed – ACO People Services

Chris Barton – Treasurer  
Geraint Thomas – Head of Finance & Procurement  
Alison Kibblewhite – Head of Operations  
Sarah Watkins – Head of Corporate Services  
Andrew Jones – Head of Human Resources

**THIS PAGE IS INTENTIONALLY BLANK**

## AGENDA ITEM NO 8

**To consider any items of business that the Chairperson deems urgent  
(Part 1 or 2)**

**THIS PAGE IS INTENTIONALLY BLANK**

1.	Apologies for Absence	
2.	Declarations of Interest	
	Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.	
3.	Chairperson's Announcements	
4.	To receive the minutes of;	
	<ul style="list-style-type: none"> <li>• HR and Equalities meeting held on 19 November 2018</li> <li>• Finance, Asset &amp; Performance Management Scrutiny Group held on 14 January 2019</li> <li>• FAPM Meeting held on 28 January 2019</li> <li>• Fire and Rescue Authority Meeting held on 11 February 2019</li> <li>• Standards Committee Meeting held on 22 March 2018</li> </ul>	<p style="text-align: right;">5</p> <p style="text-align: right;">11</p> <p style="text-align: right;">15</p> <p style="text-align: right;">21</p> <p style="text-align: right;">35</p>
5.	Update on Actions	41
6.	<b>REPORTS FOR DECISION</b>	43
6.i.	Schedule of Member Remuneration	45
6.ii.	Report on the progress of recommendations made in the Fire Cover Review of 2014	57
6.iii.	Draft Annual Governance Statement 2018 - 2019	69
7.	<b>REPORTS FOR INFORMATION</b>	99

**THIS PAGE IS INTENTIONALLY BLANK**

7.i.	Annual Report of the work of the Finance, Audit & Performance Management Committee and the discharge of the terms of reference of the Finance, Asset & Performance Management Scrutiny Group	101
7ii.	Annual Report of the work of the HR & Equalities Committee during 2018/2019	115
7.iii.	Summary of the Local Pension Board Work Programme	125
7.iv.	Work of the Public Service Boards (PSB)	131
7.v.	Welsh Language Standards Update – January 2019	151
7.vi.	Fire Authority & Committee Dates for 2019/20	201
7.vii.	Fire & Rescue Authority – Members Attendance 2018/2019	205
7.viii.	Capital Strategy 2019/20	225
7.ix.	Forward Work Programme	237
8.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	243