

**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 July 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;

- Local Pension Board Committee held on 21 January 2019 5
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Signature of Proper Officer:



## MEMBERSHIP

### Councillors:

D	Ali	Cardiff
S	Bradwick	Rhondda Cynon Taff
L	Brown	Monmouthshire
M	Colbran	Merthyr Tydfil
K	Critchley	Newport
D T	Davies	Caerphilly
P	Drake	Vale of Glamorgan
S	Ebrahim	Cardiff
C	Elsbury	Caerphilly
S	Evans	Torfaen
J	Gauden	Torfaen
J	Harries	Rhondda Cynon Taff
J	Holt	Blaenau Gwent
A	Hussey	Caerphilly
H	Jarvie	Vale of Glamorgan
A	Lister	Cardiff
D	Naughton	Cardiff
S	Pickering	Rhondda Cynon Taff
A	Roberts	Rhondda Cynon Taff
R	Shaw	Bridgend
V	Smith	Monmouthshire
H	Thomas	Newport
D	White	Bridgend
J	Williams	Cardiff

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**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE LOCAL PENSION BOARD MEETING**  
**HELD ON MONDAY, 21 JANUARY 2019 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**80. PRESENT**

S Bradwick (Chair)	Rhondda Cynon Taf
V Smith	Monmouthshire
J Harries	Rhondda Cynon Taf
D King	Fire & Rescue Services Association
R Prendergast	Fire Leaders Association

**APOLOGIES:**

K McCaffer	Vale of Glamorgan
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**ABSENT:**

A Psaila	Fire Brigades Union
L Jones	Fire Brigades Union

**OFFICERS PRESENT:** ACO M Malson – Director of People Services; Mr C Barton – Treasurer; Mrs S Watkins – Deputy Monitoring Officer; Ms K Jeal – Accountant (Payroll Team); Mrs S Glover - Pensions Liaison Officer

The Chair advised that apologies had been received from Councillor K McCaffer, who expressed her regret that she could not attend the meeting.

**81. DECLARATIONS OF INTEREST**

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

**82. CHAIR'S ANNOUNCEMENTS**

There were no announcements from the Chair.

**83. MINUTES OF PREVIOUS MEETING**

The minutes of the Local Pension Board meeting held on 22 October 2018 were received and accepted as a true record of proceedings.

#### **84. VOLUNTARY SCHEME PAYS IN THE FIREFIGHTERS' PENSION SCHEMES**

The Director of People Services outlined the requirements on the Fire and Rescue Authority in respect of provisions for individuals in the Firefighters' Pension Schemes (FPS) to make payment of a tax charge if they breach the HMRCs standard Annual Allowance (AA) limit, and advised of the two methods for assisting these individuals to pay any tax charge incurred, vis Mandatory Scheme Pays (MSP) and Voluntary Scheme Pays (VSP).

The Chair expressed his concern in relation the time it is taking to agree the Service Level Agreement (SLA) with Rhondda Cynon Taf (RCT), and offered to meet, as the Chair of the LPB, with officers at RCT. The Director of People Services confirmed that a meeting is being held at the end of this week, where hopefully agreement can be reached. He agreed to take the concerns of the Chair to the meeting. It was agreed that, once the SLA has been agreed, a special meeting of the LPB be convened, with the SLA being the only item.

#### **RESOLVED THAT**

- 84.1 Members resolved to recommend to the Fire and Rescue Authority the introduction of the Scheme Pays Procedure with effect from 1 April 2018; and
- 84.2 Once the SLA has been agreed with RCT, a special meeting of the LPB be convened, with the SLA being the only item

#### **85. THE PENSION REGULATOR – PUBLIC SERVICE GOVERNANCE AND ADMINISTRATIVE SURVEY 2018**

The Director of People Services provided members with a copy of the Service's return to The Pensions Regulator – Public Service Governance and Administrative Survey 2018, for their information.

#### **RESOLVED THAT**

Members accepted the report and noted the content of the survey return.

#### **86. THE PENSIONS REGULATOR – FIREFIGHTERS' PENSION SCHEME RETURNS FOR 2017-2018**

The Director of People Services presented the Scheme Returns for Members' information.

The Chair noted that within the entries, Councillor Kathryn McCaffer's title is slightly different, and requested that for consistency, the entries be amended to

reflect the same. Mr King also commented that the RFU no longer exists, and this should be changed to reflect the new title of 'Fire and Rescue Services Association'.

## **RESOLVED THAT**

86.1 Members noted the details of the Firefighters' Pension Scheme Returns 2017-18 as made by the Fire Authority's Pension Administrators, RCT Pensions; and

86.2 The changes noted above be made to the Scheme Return.

## **87. SCHEME ADVISORY BOARD – RESPONSE TO WELSH MINISTERS ON THE GOVERNMENT ACTUARY'S DEPARTMENT (GAD) 2016 VALUATION ASSUMPTIONS**

The Director of People Services apologised, advising that the wrong report had been included with the agenda and circulated the correct report to Members. The Director of People Services gave an in depth update on the Scheme Advisory Board Wales' (SABW) formal response to Welsh Ministers to all of the Government Actuary Department's 2016 Valuation.

Members were asked to note the response from the Independent Chair of SABW to the Cabinet Secretary for Local Government & Public Services, and the recommendations contained within.

## **RESOLVED THAT**

87.1 Members noted the content of the report; and

87.2 await response from the Cabinet Secretary for Local Government & Public Services to the Independent Chair of SABW.

## **88. FIREFIGHTERS' PENSION FINANCING MECHANISM (YEAR ENDING 31 MARCH 2019)**

The Treasurer gave an outline of the funding arrangements for the Firefighters' Pension Schemes.

## **RESOLVED THAT**

Members noted the content of the report.

**89. REPORT ON LOCAL PENSION BOARD WEBSITE**

Members received a presentation from Kim Jeal and Sarah Glover in relation to the Pensions portal which will be available via the intranet, for staff to access. A number of options will be available to staff, including information on their relevant Pensions Schemes, also, details of the Local Pensions Board (LPB). The Chair requested that details of the LPB Members be included, also Members suggested the inclusion of information on Pensions Fraud and LGA bulletins.

The Chair thanked Sarah Glover for producing an excellent piece of work.

**RESOLVED THAT**

Members noted the detail within the presentation.

**90. SUMMARY OF THE LOCAL PENSION BOARD WORK PROGRAMME**

The Director of People Services presented the summary of the LPB work Programme for the municipal year 2018/19. He commented that a lot had been achieved throughout the year. He also confirmed that three meetings a year will be retained, with the option to call special meetings, as required.

**RESOLVED THAT:**

Members noted the work of the Local Pension Board.

**91. FORWARD WORK PROGRAMME 2017/18**

The Director of People Services presented the Forward Work Programme for 2017/18, and gave an explanation of some areas of note.

**RESOLVED THAT**

Members accepted the Forward Work Programme for 2017/18

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

There were no items deemed urgent by the Chair.

**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING  
HELD ON MONDAY, 18 FEBRUARY 2019 AT  
SOUTH WALES FIRE & RESCUE SERVICE HQ**

**67. PRESENT**

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

**OFFICERS PRESENT:** ACO R Prendergast – Director of Technical Services; ACO M Malson – Director of People Services; ACO Alison Reed – Director of People Services; Mrs S Watkins – Deputy Monitoring Officer; AM I Greenman – Head of Learning & Development; Mr A Jones – Head of HR; GM J Evans – Head of Training Delivery; SM M Wyatt – Training Manager (CFBT)

**68. DECLARATIONS OF INTEREST**

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

**69. CHAIR'S ANNOUNCEMENTS**

69.1 The Chair thanked Mr Malson for his support to the HR and Equalities Committee and wished him a happy, healthy retirement.

Councillor Bradwick seconded the Chair's comments, adding that his support in relation to the Local Pensions Board has been outstanding.

Mr Malson expressed his thanks for their kind words, and added that it has been a privilege and pleasure to work for the Service, and he has enjoyed every minute.

- 69.2 The Chair introduced Alison Reed who commences in the role of ACO-People Services as of today, and wished her all the very best in her new role.

Alison Reed commented that she was proud to join the Service and looked forward to working together.

## **70. TO RECEIVE THE MINUTES OF HR AND EQUALITIES MEETING HELD 19 NOVEMBER 2018**

The minutes of the meeting held 19 November 2018 were received and accepted as a true record of proceedings.

## **71. SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2019/20**

ACO People Services presented the Annual Pay Policy Statement 2019/20. Members were aware that the Statement had been agreed by Fire Authority at its meeting held 11 February 2019. He advised that, on this occasion, the report was presented to Fire Authority before being presented to this Committee, as is the usual procedure. He advised that, going forward, the report will be presented to this Committee prior to going to the Fire Authority.

### **RESOLVED THAT**

Members noted the 2019/20 Pay Policy Statement that had been approved by the Fire Authority at its meeting held 11 February 2019.

## **72. GENDER PAY GAP STATEMENT – 30 MARCH 2019**

The ACO People Services presented the report that details the legal background and requirements placed on the Fire and 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.

As Members are aware, Fire Authority approved the Statement at its meeting held 11 February 2019. He advised that, as mentioned above, going forward, the report will be presented to this Committee prior to going to the Fire Authority.

**RESOLVED THAT**

Members noted the Gender Pay Gap Statement that had been approved by the Fire Authority at its meeting held 11 February 2019.

**73. WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2019**

The Head of Human Resources gave an overview of the current position with regard to meeting the legal requirements within the Welsh Language Standards Compliance Notice issued to the Authority by the Welsh Language Commissioner on 30 September 2016.

Councillor Shaw drew attention to page 84, and queried whether the job title should be noted, and not a person. The Head of People Services agreed, and advised this would be changed.

**RESOLVED THAT**

With the one amendment as above, Members noted the content of the report.

**74. TRAINING & DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME STRATEGY**

The Head of Training & Development introduced Jason Evans and advised that he would be temporarily taking up the reference of Head of Training & Development within the next couple of weeks.

Mr Evans gave a detailed update on current and proposed Third Party Income Generation within the Training & Development Department for the Service during the current financial year.

Councillor Bradwick added that, in his opinion, the facilities at Cardiff Gate are fantastic and suggested a detailed report be brought to a future meeting on what is provided at Cardiff Gate.

**RESOLVED THAT**

74.1 Members noted the content of the report; and

74.2 A detailed report in relation to what is provided at Cardiff Gate be brought to a future meeting

**75. FIREFIGHTERS' PENSION SCHEME – WALES GOVERNMENT CIRCULARS 2018/19**

The ACO People Services presented the Welsh Government Circulars that sets out the current requirement for Fire Firefighters' Pension Schemes managerial and administrative actions.

### **RESOLVED THAT**

Members noted the actions that have been implemented for each of the Circulars.

### **76. TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR (CFBT) PROJECT UPDATE**

The Head of Training & Development introduced SM Mike Wyatt, Training Manager (CFBT), who gave an in depth update on the current works taking place, future works and the way forward.

ACFO Technical Services expressed his personal thanks to SM Mike Wyatt for his hard work in what has been a very complex project, he has gone above and beyond.

After discussion it was agreed to explore the possibility of holding a future meeting at Cardiff Gate, with a visit to the facility after that meeting, for Fire Authority members.

### **RESOLVED THAT**

76.1 Members noted the report; and

76.2 Agreed that the possibility of holding a future meeting at Cardiff Gate be explored, and an invite be issued to all Fire Authority members to view the facility

### **77. FORWARD WORK PROGRAMME**

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2018/19.

### **RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2018/19.

### **78. 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.



**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING  
HELD ON MONDAY 29 APRIL 2019 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**49. 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
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
V Smith		Monmouthshire
J Williams		Cardiff
L Brown		Monmouthshire
S Pickering		Rhondda Cynon Taff
D White		Bridgend
J Harries		Rhondda Cynon Taff

**APOLOGIES:**

J Collins		Blaenau Gwent
R Crowley		Vale of Glamorgan
K Critchley		Newport
R Shaw		Bridgend
H Thomas		Newport

**ABSENT:**

L Davies		Merthyr Tydfil
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**OFFICERS PRESENT:-** CFO H Jakeway, DCO S Chapman – Monitoring Officer, ACFO D Rose – Director of Service Delivery, ACFO R Prendergast – Director of Technical Services, ACO A Reed – Director of People Services, Mr C Barton – Treasurer, Ms S Watkins – Head of Business Support & Deputy Monitoring Officer, SM T Jackson – Staff Officer, Mrs Rebecca Meredith - Media Relations & Communications Manager

## **50. DECLARATION OF INTEREST**

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

## **51. CHAIR'S ANNOUNCEMENTS**

### **WELCOME**

The Chair extended a warm welcome to Alison Reed, Director of People Service to her first meeting of the Fire Authority. On behalf of Members the Chair wished Alison a successful career with the Service.

### **WELSH GOVERNMENT WHITE PAPER**

Following Welsh Government's recent White Paper consultation a meeting has been scheduled with the Chief's, Chair's and Minister on 19 June, where detailed feedback on the consultation will be received and what, if any, proposals Welsh Government wish to take.

### **NATIONAL FIREFIGHTERS' MEMORIAL DAY – 4 MAY**

This year there will be a service at Bridgend station for anyone to attend. Further details will be circulated shortly.

### **LONDON MEMORIAL SERVICE – 5 MAY**

Area Manager Garry Davies is co-ordinating attendance and as an Authority the service will be represented by Councillors Bradwick, Williams, White and Harries.

### **INDEPENDENT REMUNERATION PANEL**

Following today's meeting, the Chair's and Deputy Chair's are meeting with the Independent Remuneration Panel to discuss salaries and allowances for

FRA Members. These discussions and those with the other FRA's in Wales will feed into the IPRW's annual report for next year.

### **FUTURE FIREFIGHTER PASSING OUT PARADES**

Members were encouraged to attend future pass out parades, where possible.

### **FA AGM – 10 JUNE 2019**

Members were reminded that the AGM is scheduled to take place on Monday, 10 June 2019.

### **PRESENTATION EVENING**

Members were also reminded that the next presentation evening is scheduled to take place at Headquarters on the evening of Thursday, 11 July 2019.

### **GET WELL WISHES**

The Chair, on behalf of Members, wished to convey his best wishes to Councillor Critchley, who is currently suffering with ill health.

It was reported that the previous Chair of the FAPM Committee, Councillor Greenland is currently suffering with ill health. The Chair, on behalf of Members, wished him well.

### **THANK YOU**

The Deputy Chair wished to thank Members for their best wishes following his recent ill health. He also praised NHS staff at the Cardiac Unit, Heath Hospital and also the Prince of Wales Hospital.

## **52. MINUTES OF PREVIOUS MEETINGS**

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

- HR and Equalities meeting held on 19 November 2018
- Finance, Asset and Performance Management Scrutiny Group held on 14 January 2019

- FAPM Meeting held on 28 January 2019
- Fire and Rescue Authority Meeting held on 11 February 2019
- Standards Committee Meeting held on 22 March 2018.

### **53. 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

### **54. REPORTS FOR DECISION**

#### **54.1 SCHEDULE OF MEMBER REMUNERATION**

The Deputy Chief Officer informed Members that 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.

#### **RESOLVED THAT**

Members approved publication and submission of the Members Schedule of Remuneration to the Independent Remuneration Panel for Wales.

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

The Director of Service Delivery presented a report which updated Members upon the recommendations made in the Fire Cover Review 2014. The Fire Cover Review 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 areas and respective local communities.

#### **RESOLVED THAT**

Members noted the contents of the progress report and approved 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;
- Members agreed 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;
- Members gave 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**

- Members noted the anticipated population growth within Cardiff over the next 10 years and agreed 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**

- Members noted 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;
- Members agreed 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;
- Members authorised the continued maintenance of the existing station in line with the Service's property strategy.

**MONMOUTHSHIRE**

- Members supported 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**

- Members noted the changes to fire cover that have already been made within Caerphilly and agreed to the monitoring of 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**

- Members noted the current situation detailed within the report in respect of Abercynon and Treharris stations;

- Members agreed 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**

- Members noted 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;
- Members agreed 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 authorised the refurbishment of the existing station in line with the Service's property strategy.

### **54.3 DRAFT ANNUAL GOVERNANCE STATEMENT 2018 – 2019**

The Monitoring Officer reported on the Annual Corporate Governance Statement which will be included within the 2018-2019 Statement of Accounts.

### **RESOLVED THAT**

Members approved the content of the Draft Annual Governance Statement for 2018-19.

### **55. REPORTS FOR INFORMATION**

### **RESOLVED THAT**

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

The Deputy Chair of the FAPM Committee updated Members upon the Annual Report on the work of the Finance, Audit & Performance Management Committee and its Scrutiny Group for the municipal year 2018/19.

### **RESOLVED THAT**

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

## **55.2 ANNUAL REPORT OF THE WORK OF THE HR AND EQUALITIES COMMITTEE DURING 2018/19**

The Chair of the HR & Equalities Committee updated Members on the Annual Report of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2018/19.

### **RESOLVED THAT**

Members noted the work of the HR & Equalities Committee.

## **55.3 SUMMARY OF THE LOCAL PENSION BOARD WORK PROGRAMME**

The Chair of the Local Pension Board updated Members on the work that the South Wales Fire & Rescue Authority Local Pension Board has undertaken during the Municipal Year 2018/19.

### **RESOLVED THAT**

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

## **55.4 WORK OF THE PUBLIC SERVICE BOARDS (PSB)**

The Deputy Chief Officer advised Members that South Wales Fire & Rescue Service is a statutory partner on the 9 Public Service Boards (PSBs). The report highlighted the work being undertaken by the PSBs and how this impacts upon the work of South Wales Fire & Rescue Service.

### **RESOLVED THAT**

Members noted the content of the report.

## **55.5 WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2019**

The Assistant Chief Officer People Services provided 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.

### **RESOLVED THAT**

55.5.1 Members noted the information contained within the report.

55.5.2 Members requested further information on the amount of queries that the Service receives through the medium of Welsh and it was agreed that this information including statistics and costs would be provided at a future HR&E Committee meeting.

## **55.6 FIRE AUTHORITY AND COMMITTEE DATES FOR 2019/20**

The Monitoring Officer reported on the proposed Fire Authority and Committee dates for Municipal Year 2019/20 for Members' information and noting, prior to a formal agreement at the Annual General Meeting on 10 June 2019.

### **RESOLVED THAT**

Members noted the proposed Fire Authority and Committee dates for Municipal Year 2019/20.

## **55.7 FIRE AND RESCUE AUTHORITY – MEMBERS ATTENDANCE 2018/19**

The Monitoring Officer provided a spreadsheet containing Members attendance during 2018/19.

### **RESOLVED THAT**

Members noted the content of the spreadsheet.

## **55.8 CAPITAL STRATEGY 2019/20**

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

The 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).

### **RESOLVED THAT**

Members noted the contents of the report and approved the Capital Strategy set out in Appendix 1.

## **55.9 FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme for 2018/19.



**RESOLVED THAT**

Members noted the completed Forward Work Programme for 2018/19.

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

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

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FIRE & RESCUE AUTHORITY**  
**ANNUAL GENERAL MEETING HELD ON**  
**MONDAY 10 JUNE 2019 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**1. PRESENT:**

<b>Councillor</b>	<b>Authority</b>
D Ali	Cardiff
S Bradwick	Rhondda Cynon Taff
L Brown	Monmouthshire
M Colbran	Merthyr Tydfil
D T Davies	Caerphilly
P Drake	Vale of Glamorgan
S Ebrahim	Cardiff
C Elsbury	Caerphilly
S Evans	Torfaen
J Gauden	Torfaen
J Harries	Rhondda Cynon Taff
J Holt	Blaenau Gwent
A Hussey	Caerphilly
H Jarvie	Vale of Glamorgan
A Lister	Cardiff
D Naughton	Cardiff
S Pickering	Rhondda Cynon Taff
A Roberts	Rhondda Cynon Taff
R Shaw	Bridgend
V Smith	Monmouthshire
H Thomas	Newport
D White	Bridgend
J Williams	Cardiff

**APOLOGIES:**

Ken Critchley	Newport
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**OFFICERS PRESENT:** CFO H Jakeway, DCO S Chapman – Monitoring Officer, ACFO D rose - Director of Service Delivery, ACFO R Prendergast – Director of Technical Services, ACO A Reed – Director of People Services, Ms S Watkins – Deputy Monitoring Officer, Mr G Thomas – Head of Finance & Procurement

## **2. CHAIR’S WELCOME ADDRESS**

The Chair welcomed new and past Members to the Fire & Rescue Authority’s Annual General Meeting for the Municipal Year 2019-2020. For the benefit of new Members each attendee provided a formal introduction.

## **3. CHAIR’S ANNOUNCEMENTS**

There were no Chair’s announcements.

## **4. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

## **5. ELECTION OF CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR MUNICIPAL YEAR 2019/2020**

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

## **RESOLVED THAT**

Councillor Tudor Davies was duly elected Chair of the Fire & Rescue Authority for the Municipal Year 2019/2020.

The newly appointed Chair responded by thanking Members for their unanimous vote of confidence. He highlighted that there would be a challenging year ahead, particularly with the Welsh government White Paper and good attendance was expected from Members for all Fire & Rescue Authority Committee meetings.

## **5. ELECTION OF DEPUTY CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR MUNICIPAL YEAR 2019/2020**

The Chair called for nominations for Deputy Chairperson. Councillor Steven Bradwick was nominated and seconded. There were no other nominations.

### **RESOLVED THAT**

Councillor Steven Bradwick was duly elected Deputy Chair of the Fire & Rescue Authority for the Municipal Year 2019/2020.

## **6. TO AGREE THE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR 2019/2020**

The Monitoring Officer provided Members with details of the number of Members required for each Fire and Rescue Authority Committee and advised of the Independent Remuneration Panel requirements of a minimum of 20 days per year time commitment per Authority Member to the Authority meaning that Members should sit on at least one committee or working group in addition to attending Fire Authority meetings.

### **RESOLVED THAT**

6.1 Members determined that the membership of the Finance, Audit & Performance Management Committee Will not be politically balanced but will contain one representative from each constituent unitary authority.

6.2 The following were appointed to the named committees:

### **6.2.1 Finance Audit & Performance Management Committee**

Cllr Julie Holt	Blaenau Gwent	Independent
Cllr David White	Bridgend	Labour
Cllr Adrian Hussey	Caerphilly	Labour
Cllr Saeed Ebrahim	Cardiff	Labour
Cllr Val Smith	Monmouthshire	Independent
Cllr Ken Critchley	Newport	Labour
Cllr Jack Harries	Rhondda Cynon Taff	Labour
Cllr Steven Evans	Torfaen	Labour
Cllr Pam Drake	Vale of Glamorgan	Labour

Cllr M Colbran	Merthyr Tydfil	Independent
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Councillor Brown and Councillor Smith were both nominated to represent Monmouthshire on the Finance, Audit & Performance Management Committee. Following a vote by Members of 14 votes to 5, Councillor Smith was duly elected to represent Monmouthshire.

### 6.2.2 Local Pension Board

Cllr Steven Bradwick	Rhondda Cynon Taff	Labour
Cllr Jack Harries	Rhondda Cynon Taff	Labour
Cllr Val Smith	Monmouthshire	Independent
Cllr Louise Brown	Monmouthshire	Conservative

### 6.2.3 HR & Equalities Committee

Cllr Aurfron Roberts	Rhondda Cynon Taf	Labour
Cllr Dilwar Ali	Cardiff	Labour
Cllr Sue Pickering	Rhondda Cynon Taff	Labour
Cllr Herbie Thomas	Newport	Labour
Cllr Ashley Lister	Cardiff	Labour
Cllr Adrian Hussey	Caerphilly	Labour
Cllr Steven Evans	Torfaen	Labour
Cllr Rod Shaw	Bridgend	Labour
Cllr Pam Drake	Vale of Glamorgan	Labour
Cllr Colin Elsbury	Caerphilly	Plaid Cymru
Cllr Dan Naughton	Cardiff	Liberal Democrat
Cllr Julie Holt	Blaenau Gwent	Independent
Cllr Hunter Jarvie	Vale of Glamorgan	Independent
Cllr Malcolm Colbran	Merthyr Tydfil	Independent
Cllr Joanne Gauden	Torfaen	Labour

### 6.2.4 Standards Committee

Cllr Jack Harries	Rhondda Cynon Taff	Labour
Cllr Joel Williams	Cardiff	Conservative
Cllr Aurfron Roberts	Rhondda Cynon Taff	Labour
Mr Geoffrey Hughes	Independent Member	
Dr M Kerbey	Independent Member	
Mr Ronald Joseph Alexander	Independent Member	

Mr Simon John Independent Member  
 Barnes  
 Mr David Fussell Independent Member

- 6.3 Delegated authority is given to the Monitoring Officer in consultation with respective political group leaders to make adjustments to the political composition of each committee once final political groups have been received and to report these to the next available Fire and Rescue Authority meeting.

**7. ELECTION OF CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM ITS COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2019/2020**

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

**RESOLVED THAT**

Councillor Steven Evans was duly elected as Chair of the Finance, Audit & Performance Management Committee for 2019/20.

**8. ELECTION OF DEPUTY CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM ITS COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2019/2020**

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

**RESOLVED THAT**

Councillor Pam Drake was duly elected as Deputy Chair of the Finance, Audit & Performance Management Committee for 2019/20.

**9. ELECTION OF CHAIRPERSON OF HR & EQUALITIES COMMITTEE FROM ITS COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2019/2020**

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

**RESOLVED THAT**

Councillor Sue Pickering was duly elected as Chair of the HR & Equalities Committee for 2019/2020.

**10. ELECTION OF DEPUTY CHAIRPERSON OF HR & EQUALITIES COMMITTEE FROM ITS COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2019/2020**

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

**RESOLVED THAT**

Councillor Dilwar Ali was duly elected as Deputy Chair of the HR & Equalities Committee for 2019/2020.

**11. TO AGREE THE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS AND OUTSIDE BODIES FOR MUNICIPAL YEAR 2019/2020**

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

**RESOLVED THAT**

Members agreed the following representations to the Working Groups and outside organisations as detailed in Appendix 12 attached to the report:



<b>MEMBER</b>	<b>AUTHORITY</b>	<b>POLITICAL PARTY</b>
<b>Representative on National Pensions Committee For Wales</b>		
Chair of HR & Equalities Committee – Councillor Sue Pickering		
<b>Community Safety Partnership Representatives:</b>		
Cllr Julie Holt	Blaenau Gwent	Independent
Cllr David White	Bridgend	Labour
Cllr Colin Elsbury	Caerphilly	Plaid Cymru
Cllr Dilwar Ali	Cardiff	Labour
Cllr Pam Drake	Vale of Glamorgan	Labour
Cllr Louise Brown	Monmouthshire	Conservative
Cllr Herbie Thomas	Newport	Labour
Cllr Jack Harries	Rhondda Cynon Taff	Labour
Cllr Steven Evans	Torfaen	Labour
Cllr Malcolm Colbran	Merthyr Tydfil	Independent
<b>Representative to WLGA:</b>		
Chair of the FRA – Cllr Tudor Davies		
<b>Representative on LGA Fire Committee:</b>		
Chair of the FRA – Cllr Tudor Davies		
<b>Representatives on Innovation &amp; Awards Panel:</b>		
Cllr Steven Bradwick	Rhondda Cynon Taff	Labour
Cllr Val Smith	Monmouthshire	Independent
Cllr Joel Williams	Cardiff	Conservative
<b>Representative on ICT Steering Group:</b>		
Cllr Colin Elsbury	Caerphilly	Plaid Cymru
Cllr Aurfron Roberts	Rhondda Cynon Taff	Labour
<b>Representatives on Finance, Asset &amp; Performance Management Scrutiny Group:</b>		
Cllr Steven Evans	Torfaen	Labour
Cllr Joanne Gauden	Torfaen	Labour
Cllr Dan Naughton	Cardiff	Liberal Democrat
Cllr Louise Brown	Monmouthshire	Conservative
Cllr Val Smith	Monmouthshire	Independent
Cllr Jack Harries	Rhondda Cynon Taff	Labour
Cllr Steven Bradwick	Rhondda Cynon Taff	Labour

Cllr Ken Critchley	Newport	Labour
Cllr Aurfron Roberts	Rhondda Cynon Taff	Labour
Cllr Joel Williams	Cardiff	Conservative
Cllr Pam Drake	Vale of Glamorgan	Labour
Cllr Hunter Jarvie	Vale of Glamorgan	Independent
Cllr Adrian Hussey	Caerphilly	Labour
Cllr Herbie Thomas	Newport	Labour
Cllr Rod Shaw	Bridgend	Labour

## **12. TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2019/2020**

The Chair provided Members with details of the proposed cycle of Committee and Working Group meetings for the Municipal Year 2019/2020.

Cllr Smith commended the personnel at Bridgend Fire and Rescue Station, who, voluntarily, organised the recent Annual Service of Remembrance held on 4 May 2019, which was an outstanding event.

The Chair advised of the upcoming Passing Out Parades for the Fire Cadets. The dates of the Parades will be circulated to Members.

### **RESOLVED THAT**

12.1 Members approved the cycle of Committee and Working Group meetings for the Municipal Year 2019/2020 detailed in Appendix 1 attached to the report.

12.2 Members agreed to note that the next Presentation Evening would be held on 11 July, 2019, and the Emergency Services Carol Service would take place on 19 December, 2019, at Llandaff Cathedral, Cardiff. The Chair urged Members attendance at all these events.

## SOUTH WALES FIRE & RESCUE AUTHORITY

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

#### 55. PRESENT:

##### Councillor

##### Left

S Evans (Chair)  
L Davies  
A Hussey  
D White

Torfaen  
Merthyr Tydfil  
Caerphilly  
Bridgend

#### APOLOGIES:

L Brown  
R Crowley  
S Ebrahim  
A Roberts

Monmouthshire  
Vale of Glamorgan  
Cardiff  
Rhondda Cynon Taff

#### ABSENT:

J Collins  
K Critchley

Blaenau Gwent  
Newport

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

#### 56. DECLARATIONS OF INTEREST

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

#### 57. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

## **58. MINUTES OF PREVIOUS MEETING**

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

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

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

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

### **RESOLVED THAT**

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

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

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

### **RESOLVED THAT**

Members noted the report and agreed its content.

## **61. CAPITAL MONITORING REPORT 2018/2019**

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

**RESOLVED THAT**

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

**62. INTERNAL AUDIT REPORT**

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

**RESOLVED THAT**

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

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

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

**RESOLVED THAT**

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

**64. INTERNAL AUDIT ANNUAL PLAN 2019/2020**

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

**RESOLVED THAT**

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

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

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

**RESOLVED THAT**

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

**66. WALES AUDIT OFFICE AUDIT PLAN**

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

**RESOLVED THAT**

Members noted the content of the report.

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

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

**RESOLVED THAT**

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

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

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

**RESOLVED THAT**

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

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

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

**RESOLVED THAT**

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

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

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

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

**RESOLVED THAT**

Members noted the content of the report.

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

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

**RESOLVED THAT**

Members noted the content of the report.

**72. REGISTER OF GIFTS AND HOSPITALITY**

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

**RESOLVED THAT**

- 72.1 Members noted the contents of the Gifts and Hospitality Register in line with Internal Audit recommendations.
- 72.2 Members agreed to receive the Gifts and Hospitality Register Report on an annual basis.

**73. FORWARD WORK PROGRAMME**

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

**RESOLVED THAT**

Members accepted the Forward Work Programme for 2018/2019.

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

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



## AGENDA ITEM NO 5

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

Sally Chapman – DCO  
Huw Jakeway – CFO  
Dewi Rose – 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	Our lawyers are currently finalising the disposal agreements
18/19 – 28.1	Restructure to Meet Future Challenges and Demands	Implement new structure as agreed.	ELT	The vast majority of posts have now been filled, with some knock on vacancies now being advertised
18/19 - 43.1.2	Revenue Budget 2019/20	Inform Welsh Government of Members' decision regarding the revenue budget figures.	Treasurer	<b>COMPLETED</b>
18/19 - 43.3.2	Performance Indicator Targets 2019/20	Publish the performance indicator targets on the Service's website.	ACFO SD	<b>COMPLETED</b>
18/19 - 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>
18/19 – 54.1	Schedule of Member Remuneration 2019/20	Submit the Member Schedule of Remuneration 2019/20 to the Independent Remuneration Panel and arrange for publication on the FRA website	DCO	<b>COMPLETED</b>
18/19 – 54.2	Fire Cover Review 2014 Update	<b>BRIDGEND</b> • Officers to explore the possibility of a		Scoping work commenced

Minute No	Item	Action	Leading Officer	Current Status:
		<p>combined emergency service station in Porthcawl if there is a desire from the Police and Welsh Ambulance Service NHS Trust.</p> <p><b>RHONDDA CYNON TAF</b></p> <ul style="list-style-type: none"> <li>• That officers pursue the refurbishment of the existing Pontypridd station in line with the Service's property strategy.</li> </ul>		Plans and specifications are being prepared for tender process

## AGENDA ITEM NO 6

**Reports for Decision**

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**REPORT ON DRAFT PROPOSED STRATEGIC THEMES AND OBJECTIVES  
2020/21****SUMMARY**

To update Members on the pre-consultation and engagement that was conducted with the Service's stakeholder panel, staff and key partners.

To approve the draft proposed objectives for 2020/21 and long term Strategic Themes for publication in the Service's Annual Improvement Plan Stage 2 for formal consultation.

**RECOMMENDATIONS**

- That Members note the contents of the report on the pre-consultation and engagement undertaken to shape the Service's Strategic Themes and Objectives.
- That Members approve the proposed draft Strategic Themes and Objectives for engagement events and publication in the "Consultation Document" - Stage 2 of the Annual Improvement Plan on the SWFRS Internet site by 31 October 2019.
- That Members approve delegation to Deputy Chief Officer and Head of Corporate Support to review and refine the draft Strategic Themes and Objectives as necessary for the public consultation.

**1. BACKGROUND**

- 1.1 The purpose of this report is to propose the long term Strategic Themes for the Service and to demonstrate that we have gathered feedback that will allow us to devise robust Objectives for the upcoming year 2020/21 that we can formally consult upon.
- 1.2 Members will be aware of the requirement to publish the second stage of the Annual Improvement Plan by the statutory deadline of 31 October 2019, in accordance with the requirements of the Local Government (Wales) Measure 2009. The final document will take the same style and format as previous years.
- 1.3 While reporting on performance for the preceding financial year 2018/19 and identifying how we intend to satisfy the Objectives for 2019/20, the Annual Improvement Plan is also a consultation vehicle for updating the

long term Strategic Themes for the Service as well as the Objectives for the upcoming financial year 2020/21. The document will outline how these Themes and Objectives support the achievement of Wellbeing Goals as part of the Wellbeing of Future Generations (Wales) Act 2015. It will also meet our statutory obligations as per the Local Government (Wales) Measure 2009 and the Welsh Government's Fire & Rescue National Framework 2015.

## **2. ISSUE**

- 2.1 To ensure that the content for the upcoming 12 week statutory consultation, which will take place from September 2019 to November 2019, has been shaped closely by key stakeholders, a pre-consultation and engagement process has been undertaken using the Service's stakeholder panel, staff and key partners to gather feedback that will help shape the long term Strategic Themes and identify the Objectives we should consult upon for the upcoming year.
- 2.2 For clarification, within this document, Strategic Themes are our top level plan and have been considered in accordance with our contribution toward the Wellbeing of Future Generations (Wales) Act 2015 and the Welsh Government's Fire & Rescue National Framework 2015. These are supported by the delivery of Objectives. These Objectives meet our statutory obligations under the Local Government (Wales) Measure 2009 and provide greater clarity and focus on what we will do as a Service.
- 2.3 The pre-consultation and engagement process ran from 3-22 July 2019 and results of this process are in Appendix 1, which will be sent to Members as soon as it is available. Copies will also be available at the meeting of the Fire & Rescue Authority on 29 July 2019.
- 2.4 For clarity, the areas of discussion used for the consultation and engagement were:
  - How we work to keep you safe
  - How we value our staff
  - How we respond to emergencies
  - How we protect the environment
  - How we use technology
  - How can we improve your way of living
  - How we work with our partners
  - How can we involve you in our work

- 2.5 The results from the consultation were analysed. The resultant draft proposed Strategic Themes and Objectives can be seen in Appendix 2, which will be sent to Members as soon as it is available. Copies will also be available at the meeting of the Fire & Rescue Authority on 29 July 2019.
- 2.6 Due to the compressed timescales to complete and report on the pre-consultation and engagement, as well as the desire of the Service to begin the 12 week consultation in September 2019 to capture the Emergency Services' Day on 21 & 22 September in Cardiff Bay, delegation to review and refine the draft Strategic Themes and Objectives as necessary, between July 2019 and September 2019, is being sought for the Deputy Chief Officer and Head of Corporate Support. This will enable Members' views and the final views from the pre-consultation and engagement exercise to be incorporated.
- 2.7 The results of the 12 week public consultation will be reported to the Fire & Rescue Authority in February 2020.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 Delivery of these strategic themes are primarily addressed within the commitments of the Medium Term Financial Strategy or will be met as part of the financial planning for subsequent years.

### **4. EQUALITY IMPACT ASSESSMENT**

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

### **5. RECOMMENDATIONS**

- 5.1 That Members note the contents of the report on the pre-consultation and engagement undertaken to shape the Service's Strategic Themes and Objectives.
- 5.2 That Members approve the draft Strategic Themes and Objectives for engagement events and publication in the "Consultation Document" - Stage 2 of the Annual Improvement Plan on the SWFRS Internet site by 31 October 2019
- 5.3 That Members approve delegation to Deputy Chief Officer and Head of Corporate Support to review and refine the draft Strategic Themes and Objectives as necessary for the public consultation.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Jon Carter Planning, Performance and Risk Manager	<ul style="list-style-type: none"><li data-bbox="735 237 1315 309">• Appendix 1 : Results of Pre-consultation</li><li data-bbox="735 320 1315 392">• Appendix 2 : Draft Proposed Strategic Themes and Objectives</li></ul>



## **REFURBISHMENT OF PONTYCLUN**

### **SUMMARY**

The £150k refurbishment budget for Occupational Health Unit (OHU) to occupy Pontyclun for a limited period of 2 years has changed. OHU will now occupy Pontyclun for a minimum of 7+ years. The refurbishment brief was amended to reflect the extended occupation period and the cost of the refurbishment has increased to £250k.

### **RECOMMENDATIONS**

That Members consider the report and approve the increase in the capital programme to refurbish Pontyclun from £150k to £250k.

## **1. BACKGROUND**

1.1 The Occupational Health Unit is currently based in Nantgarw. The premises are leasehold with Cardiff City Council responsible for the head-lease and South Wales Fire and Rescue Service (SWFRS) having a sub-lease. The lease will expire on 4<sup>th</sup> January 2020 with each partner seeking to utilise an existing location within its own property portfolio to relocate their occupational health facilities. SWFRS will be relocating the Occupational Health Unit (OHU) to Pontyclun in the former Fire Control building.

## **2. ISSUES**

2.1 Budget - The initial estimated budget set aside for the refurbishment of Pontyclun was £150k. This was based on a limited refurbishment as it was anticipated that OHU would only require accommodation at Pontyclun for approximately 2 years. The Service was exploring the potential of a joint emergency service OHU with South Wales Police and Gwent Police in a single location. The OHU collaboration amended its focus from a single location to pursuing a shared technology approach leaving the share occupation to a later stage anticipated to be 7 years plus.

2.2 The build brief was amended to reflect the longer occupation period, and this has impacted on the cost of the refurbishment.

2.3 In May 2019, the tender analysis was completed which revealed the lowest refurbishment cost was £286k with the second lowest £361k and highest £485k.

- 2.4 As the lowest tender quote was higher than anticipated, officers have scrutinised and challenged the details of the quotation and reduced the refurbishment requirements resulting in a revised cost of £250k.
- 2.5 Operational Strategy for Pontyclun Facilities – The Pontyclun site has a number of temporary structures which are likely to be removed in the short term. The fixed structures including the fire house and the tower are likely to be dealt with separately. The fire house will be retained and will remain available to provide resilience during the transition from Pontyclun to the new Compartment Fire Behaviour Training facility at Cardiff Gate. The tower will be included in the tower review.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 This report seeks approval to increase the budget for the refurbishment of Pontyclun from £150k to £250k.
- 3.2 The Property department will complete a feasibility assessment on the operational strategy for Pontyclun and a costed plan will be produced.

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

- 4.1 There are no direct equality risk assessment implications. A full equality impact assessment has been completed on the design and occupational health facilities.

### **5. RECOMMENDATIONS**

- 5.1 That Members consider the report and approve the increase in the capital programme to refurbish Pontyclun from £150k to £250k.

<b>Contact Officer:</b> Karen Davies Human Resource Manager – Attendance Management and Occupational Health	<b>Background Papers:</b> None
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## AGENDA ITEM NO 7

**Reports for Information**

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# STRATEGIC RISK REGISTER REPORT

Health Check

2018-19 Quarter 4

Updated 20th June 2019



Gwasanaeth Tân ac Achub  
De Cymru

South Wales  
Fire and Rescue Service

Produced in

## BMIS

Business Management  
Information System

# Introduction

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This report details progress made on the management of risks identified on the Strategic Risk Register as at Quarter 4 (Jan – March) 2019.

Once risks are identified, they along with any tasks to mitigate their risk are assigned to an officer and loaded onto the Business Management Information System (BMIS) for monitoring.

Each quarter officers provide an update commentary for each risk along with a Red, Amber or Green (RAG) status and review the risk scores based on the current likelihood and impact for each risk. Risk control tasks are also updated at the same time.

Directors, department heads and team leaders are responsible for identifying risks during the business planning process and taking the appropriate actions to manage or mitigate risk within their areas. Currently only service-wide risks that impact upon the achievement of a strategic objective or delivery of core business are recorded as strategic risks on the Risk Register.

The Senior Management Team formally reviews the Risk Register on a regular basis and endorses the inclusion of any new or emerging strategic risks identified.

## **Recommendation:**

It is recommended that Members view these risks along with the latest update information as at Quarter 4 on the following pages.

**Contact Officer:** Howard Thomas, (Planning Performance and Risk Officer)

Please note that the information contained within this Report has been extracted directly from our Business Management Information System.

## **New and closed Risks.**

Since the last quarter a new risk has been set up dealing with BREXIT.

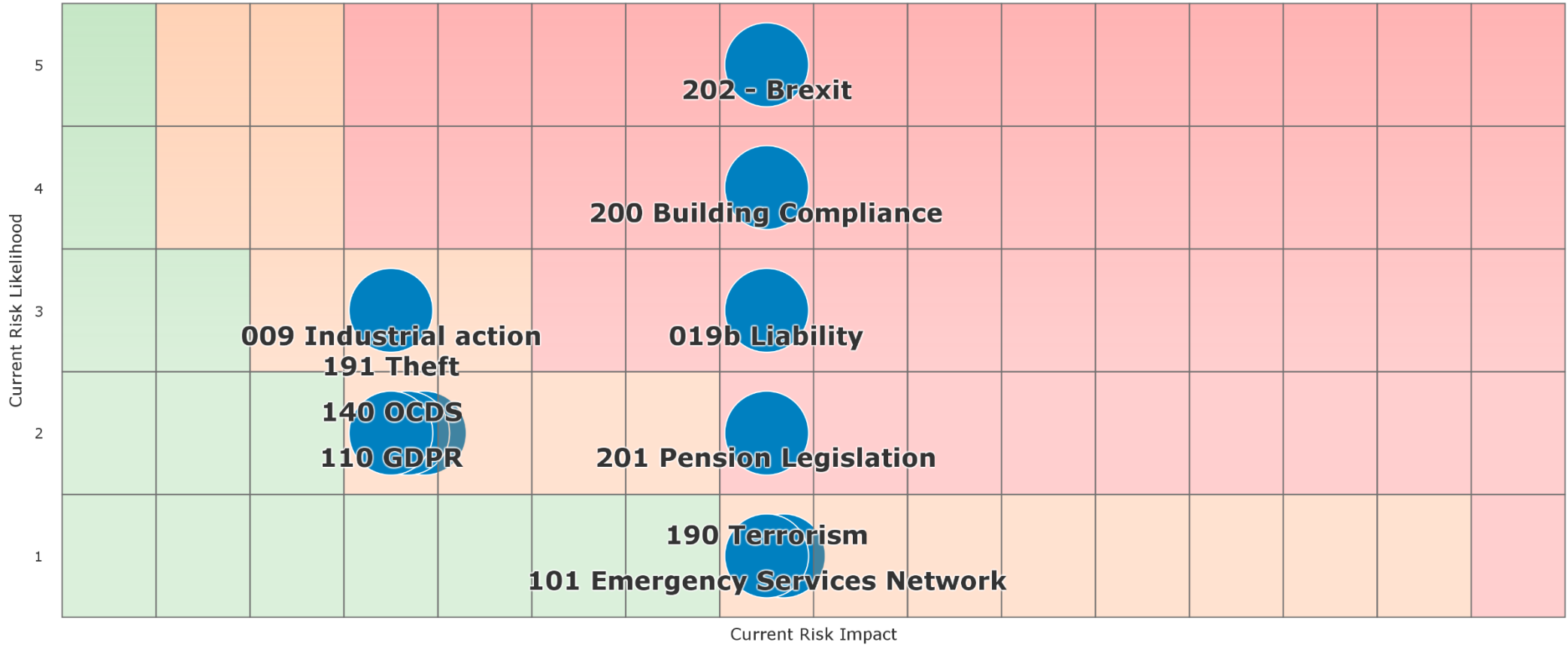
The Fraud risk was closed with the following closure comment:

‘This risk has now become business as usual so can be removed from the strategic risk register. Work will continue to ensure the risk of fraud is minimised across the service through our policies and procedures.’

# Risk Matrix

The Risk Matrix shows the risk score based on the current risk likelihood and the current risk impact

▲ Red = high risk      ● Amber = medium risk      ★ Green = low risk



- 009 Industrial action
- 101 Emergency Services Network
- 110 GDPR
- 190 Terrorism
- 191 Theft
- 019b Liability
- 140 OCDS
- 200 Building Compliance
- 201 Pension Legislation
- 202 - Brexit

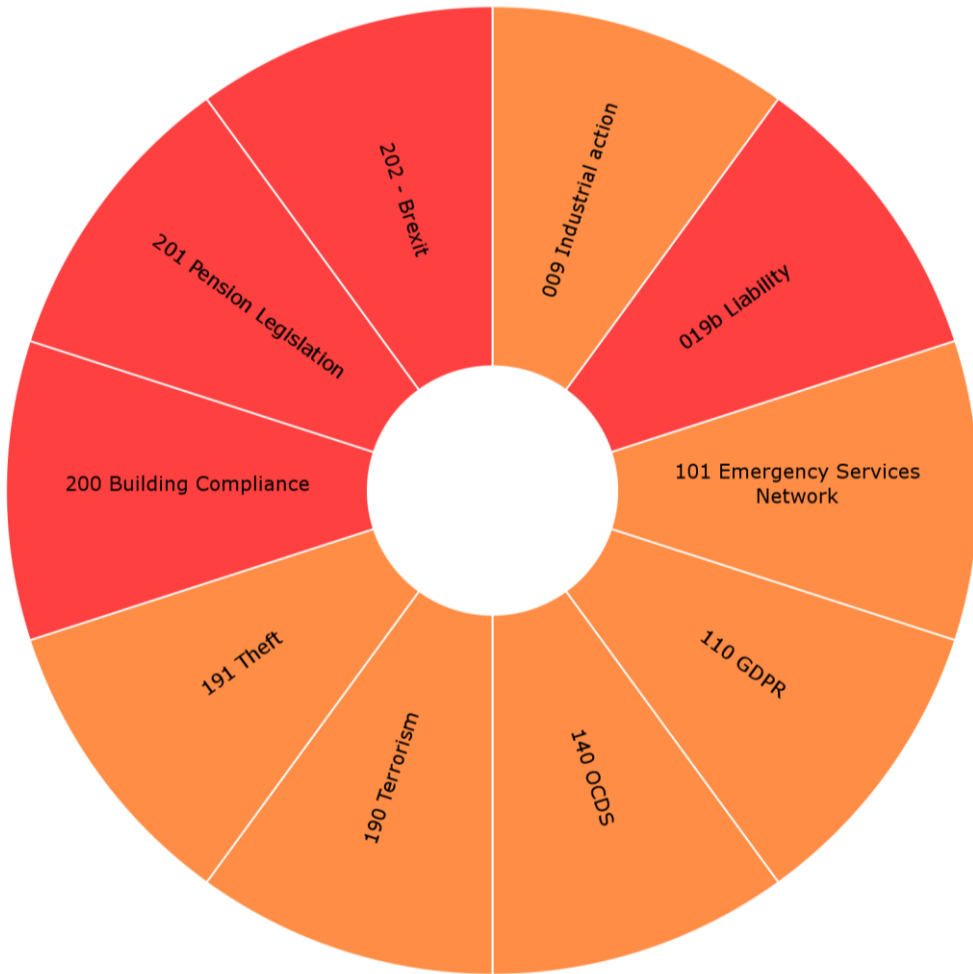
The impact is on a scale of 1-16 however the actual scores used are 1, 2, 4, 8 and 16



# Risk Score

The sunburst and table below shows the risk score and RAG status based on the current likelihood and impact of each Strategic Risk.

▲ Red = high risk      ● Amber = medium risk      ★ Green = low



	Current Risk Score	
	31/03/19	
	Actual	Performance
009 Industrial action	12	●
019b Liability	24	▲
101 Emergency Services Network	8	●
110 GDPR	8	●
140 OCDS	8	●
190 Terrorism	8	●
191 Theft	8	●
200 Building Compliance	32	▲
201 Pension Legislation	16	▲
202 - Brexit	40	▲



## The following pages show details of the strategic risks and associated control tasks

### Industrial Action - Risk details and latest update

IF	national pay and pension negotiations are seen as adverse
THEN	there is a risk of industrial action by staff
Owner	Jakeway, Huw
Risk Update	The FBU's consultative ballot has returned a mandate to continue discussion on the role of a Ff, but has rejected the employers pay offer

### Industrial Action - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	20	12	12	12
RAG Status	▲	●	●	●
Direction of Travel	→	↘	→	→

### Industrial Action - Control Task Summary

009 INDUSTRIAL ACTION					
▲	●	★	Unknowns	Total	
0	0	5	0	5	

### Industrial Action - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Davies, Gareth	ORM1A	Review Operation "ATEGOL" in light of IA planning assumptions, Securitas SOP's, training regime fro Aux staff and concept of operations agreed	★
Jakeway, Huw	P009.06	Professional relations between management and the representative bodies is being maintained	★
Prendergast, Richie	P009.04	Review comms strategy as and when tensions rise.	★
	P009.07	Maintain professional relationship with Securitas	★
Rose, Dewi	P009.05	Continue dialogue with representative bodies and tasks	★

### Liability - Risk details and latest update

IF	we suffered the loss of life/life changing injuries of a member of staff or a member of the public through the commission of our duties
THEN	potential corporate or criminal liability could ensue. Other consequences that could arise are negative media attention, negative public perception, a loss of trust and confidence of the Management team by staff.
Owner	Jakeway, Huw
Risk Update	The Service maintains its focus on learning from national and international events

### Liability - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	24	24	24	24
RAG Status	▲	▲	▲	▲
Direction of Travel	→	→	→	→

### Liability - Control Task Summary

019b Liability					
▲	●	★	Unknowns	Total	
0	2	5		5	12

## Liability - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Bowen, Steve	T&D01.03	Develop a standardised approach for all responding members of ODRT and programme meetings	?
	T&D01.04	New database created in line with NOG to identify trends & good practise.	?
	T&D01.05	Review of OP-04.004 (Review & Debrief Procedures) to develop a robust process for 'Service Organisational Learning' in line with JOL & NOL.	★
	T&D04.02	Provide advice & support to nominated accident investigating officers at operational incidents.	?
	T&D04.03	Deliver additional accident investigation training to ODRT members.	?
	T&D04.04	Regular meetings with H&S team to ensure a consistent approach.	?
Corrigan, Nick	F&P10.04	Assets fit for purpose: Update condition survey data to deliver a five year rolling programme	★
Hole, Martin	H&S03	Review and refresh the full suite of risk assessments (some 2500 records).	●
Jenkins, Sean	OPS11.03	Mitigate Risk - Working in collaboration with the ODRT and Training in order to ensure that all debriefs generated as a result of simulation and operations are collated into a shared depository in order to identify, learn and improve. Using the BMIS system in order to record data on Lessons Identified and articulate the planning process to prove Lessons Learnt. To place the subsequent lesson on the JESIP Joint Operational Learning site on Resilience Direct.	●
Prendergast, Richie	P019b.09	Monitoring of national events involving major incidents and any subsequent investigatory report. This will enable the service to deal with issues and ensure that a lessons learnt approach is taken	★
Rose, Dewi	P019b.12	Review of recent Rule 28 coroner's letters being undertaken by OCG.	★
Temby, Chris	FE011.01	To maintain a legally compliant Fleet of Appliances and Equipment	★
	FE011.02	Ensure that the information that Tranman provides is monitored daily and acted upon with the information being entered onto the BMIS KPI Dashboard in order to record workshop output against targets.	▶▶

## ESN - Risk details and latest update

IF	The Emergency Services Network does not deliver a replacement for Airwave in a suitable timeframe
THEN	the service may be compromised in its ability to deliver a secure, efficient, resilient and cost effective communications network
Owner	Prendergast, Richie
Risk Update	SWFRS continue to engage with ESN replacement programme. Work is being carried out on a national level and locally via the joint emergency services ESN group. We are awaiting firm timescales and costs for implementation of this large complex programme.

## ESN - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	8	8	8	8
RAG Status	●	●	●	●
Direction of Travel	↓	→	→	→

## ESN - Control Task Summary

101 ESN

## ESN - Risk control tasks

There are no control tasks currently in place for this risk

## GDPR - Risk details and latest update

IF	Provision is not put in place to address the new EU Data regulations
THEN	we will be in breach of the regulations
Owner	Chapman, Sally
Risk Update	New postholder in post and in process of reviewing all of the work done to date to secure GDPR compliance. Action plan being developed to complete remaining work. Will leave scoring at current level pending further review of action plan of outstanding work

## GDPR - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	12	12	8	8
RAG Status	●	●	●	●
Direction of Travel	↓	→	↓	→

## GDPR - Control Task Summary

110 GDPR				
▲	●	★	Unknowns	Total
0	3	0	0	3

## GDPR - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Trusler, Rachel	CS01.01	Share data with partners - Data sharing review policies	●
	CS01.04	Gaps EU Data Regs - Review the policies	●
	CS04.10	Raise further awareness of data protection and GDPR	»
	CS04.12	Implement an information retention schedule	»
	P110.06	Put in place proper destruction / retention and storage procedures for data.	●

## OCDS - Risk details and latest update

IF	We do not maintain high levels of On Call Firefighters working in a Retained Duty system
THEN	We will have lower levels of RDS appliance availability, which will make it difficult to fulfill our statutory obligation.
Owner	Rose, Dewi
Risk Update	The On-call Delivery team presented an progress report to update SMT on February 2019. This will show improvements in OCDS establishment numbers and a general rise in availability across the Service - the year end being a 90% availability, this representing a 5% increase on the previous year. There continues to be a focus on timely recruitment linked to course availability. Work will continue in 2019-20 to identify improvements in how the Service delivers BA training to OCDS. The OCDS delivery team will continue to manage the risk and the demand for risk critical initial training to support the wider OCDS recruitment programme. AS a result of the update to SMT it was agreed that the Delivery team SM and WM will remain in place to support current activity.

## OCDS - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	16	8	8	8
RAG Status	▲	●	●	●
Direction of Travel	➔	↓✓	➔	➔

## OCDS - Control Task Summary

140 OCDS				
▲	●	★	Unknowns	Total
0	0	6	0	6

## OCDS - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Loader, Dean	OPS13.06	Delivery of Outstanding OCDS Report Recommendations, recruitment events, core rostering working group	▶▶
Meredith, Keith	OPS13.01	In Order to increase On Call Availability across SWFRS by 5% we will utilise a range of percentage contracts for our On Call staff allowing a wider range of commitment. This will be further supported by the introduction of overtime payments for existing On Call staff. The use of Strategic Reserve will continue to be utilised where shortfalls are identified in key areas. A recruitment and attraction event planner for 2018/19 will provide key focus in priority areas where establishment figures are low.	★
	OPS13.02	In order to increase recruitment of On Call firefighters within SWFRS we will plan and facilitate one On Call recruits course per month for 2018/19. This will be a significant increase on previous years. Operations will support Training & Development with the use of Abercarn fire Station as a training venue and provide staff to compliment the required training resources.	★
	OPS13.03	In order to Reduce FF in charge mobilisations across SWFRS On Call establishments by 5% we will ensure that Initial Incident Command level 1 courses are populated by On Call firefighters throughout 2018/19, we will also ensure that the workforce Progression framework is supported by facilitating On Call Promotion processes for both WM & CM where needed.	★
	OPS13.04	In order to support a timely application process for On Call candidates we will ensure to complete suitability interviews for On Call candidates within a 4 week timeline and undertake applicant selection interviews on local fire stations with the station management team.	★
	OPS13.05	In order to support On Call establishments with recruitment and attraction plans we will ensure each On Call establishment formulates a local recruitment and attraction plan, this will be further supported by a structured recruitment planner targeting establishments by priority. Local plans and recruitment activities will be monitored on a quarterly basis.	★
Prince, Raza	T&D05.34	Establish process to deliver water awareness training into initial on call courses	▶▶
Rose, Dewi	M140.03	The delivery team will be tasked with identifying further mitigation actions in support of reducing this risk.	★

**Terrorism - Risk details and latest update**

IF	the Service is not adequately prepared to respond to a terrorist related incident
THEN	risks are presented in terms of the Services ability to ensure effective Firefighter safety, public confidence, public protection and consequential loss of life.
Owner	Prendergast, Richie
Risk Update	SWFRS continue to prepare for potential terrorist incidents through work with the South Wales and Gwent LRFs. We have an Officer embedded within WECTU. we have tested our preparedness both with our Control and first line responders. NILO and DIM cadres remain resilient and prepared to command such complex and challenging incidents. A forward programme of terrorist type multi agency exercises has been developed and programmed in. Key training of station based personnel for CBRN type incidents continues. A change from the use of IRUs to full MDUs is in the process of being implemented. Two Strategic Officers have attended the CBRNe Gold Course in March.. We continue to monitor the impact of potential industrial unrest on the availability of our MTFA Crews.

**Terrorism - Risk Score & Direction of Travel**

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	8	8	8	8
RAG Status	●	●	●	●
Direction of Travel	↕	→	→	→

**Terrorism - Control Task Summary**

190 Terrorism

**Terrorism - Risk control tasks**

There are no control tasks currently in place for this risk

### Theft - Risk details and latest update

IF	our assets are not secure
THEN	there is a risk of theft with the potential for the equipment to fall into the wrong hands
Owner	Rose, Dewi
Risk Update	The OAST will ensure all Station Audits are complete for 2018-19 and make arrangements to provide an update to SMT as a means of providing a common picture of the level of assurance in respect of the security of our assets and our stations.

### Theft - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	8	8	8	8
RAG Status	●	●	●	●
Direction of Travel	→	→	→	→

### Theft - Control Task Summary

191 Theft

### Theft - Risk control tasks

There are no control tasks currently in place for this risk



### Building Compliance - Risk details and latest update

IF	we do not have adequate measures in place for the strategic monitoring of building compliance areas
THEN	we will be in breach of our statutory requirements in these priority risk areas: fire, gas safe, legionella, electrical, asbestos with potential for fines and in the worst case, corporate manslaughter charges.
Owner	Corrigan, Nick
Risk Update	A monitoring system has been developed and is available for use, however there is currently no resource available to populate the system

### Building Compliance - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score			32	32
RAG Status	?	?	▲	▲
Direction of Travel	?	?	?	→

### Building Compliance - Control Task Summary

200 Building Compliance				
▲	●	★	Unknowns	Total
0	5	0	0	5

### Building Compliance - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Corrigan, Nick	200.01	Establish and implement a sound monitoring system for compliance across our buildings in respect of fire safety.	●
	200.02	Establish and implement a sound monitoring system for compliance across our buildings in respect of gas safety.	●
	200.03	Establish and implement a sound monitoring system for compliance across our buildings in respect of water/legionella safety.	●
	200.04	Establish and implement a sound monitoring system for compliance across our buildings in respect of electrical safety.	●
	200.05	Establish and implement a sound monitoring system for compliance across our buildings in respect of asbestos safety.	●

### Pension Legislation - Risk details and latest update

IF	There is a failure to identify changes in the Pensions Act or Pension Regulations that affect the Fire Authority's recognised Pension Schemes i.e. The Firefighters' Pension Scheme (FPS's) and the Local Government Pension Scheme (LGPS)
THEN	There could be a significant impact on current members and pensions in payment to retired members. There is also the risk of having to correct retrospectively the changes in regulations, additional financial burden, legal costs and reputational risk for the Fire Authority
Owner	Reed, Alison
Risk Update	A programme of regular training and good governance is in place.

### Pension Legislation - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	n/r	n/r	16	16
RAG Status	»	»	▲	▲
Direction of Travel	»	»	?	→

### Pension Legislation - Control Task Summary

201 Pension Legislation				
▲	●	★	Unknowns	Total
0	2	3	0	5

### Pension Legislation - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Reed, Alison	201.01	An All Wales Pension Group has been established to ensure that any changes to Regulations are assessed for their impact on the FPS Schemes and to ensure consistency of implementation and maintenance of knowledge and understanding	★
	201.02	Advice and guidance taken regularly from the Local Government Association - FPS Fire Lead and monthly bulletins received on changes to Regulations.	★
	201.03	Local Pension Board (LPB) established and meets three times a year to manage the FPS' and receive reports on the performance of the FPS Schemes and and to monitor any changes to the Regulations of the Schemes and advise the Scheme Manager accordingly, i.e. the Fire Authority	●
	201.04	Welsh Governments Scheme Advisory Board (SAB) established to ensure compliance with FPS Schemes Regulations and governance of the Schemes and LPB's to ensure consistency and implementation of the Pension Schemes in line with the Pensions Act and The Pensions Regulators guidance	★
	201.06	Ensure all LPB members are suitably trained to discharge their duties and responsibilities	●

### Brexit - Risk details and latest update

IF	Our preparedness for the outcome of Brexit negotiations are not in place
THEN	we will see implications in areas such as procurement, Health and Safety, Employment law, public order and technology.
Owner	Chapman, Sally
Risk Update	As at the end of Q4, we are still unclear on exactly what Brexit will look like. We continue to be fully involved in the LRF's planning and receive regular updates

### Brexit - Risk Score & Direction of Travel

	Jun 2018	Sep 2018	Dec 2018	Mar 2019
Current Risk Score	n/r	n/r	40	40
RAG Status	»	»	▲	▲
Direction of Travel	»	»	?	→

### Brexit - Control Task Summary

202 Brexit				
▲	●	★	Unknowns	Total
0	0	16	0	16

### Brexit - Risk control tasks

Owner	Task ID	Task Description	31/03/19
Bunkham, Lee	202.03	Research potential effect of Brexit on our procurement supply chain	★
	202.04	Maintain an effective procurement supply chain post Brexit	★
Hole, Martin	202.05	Identify changes to Health & Safety standards	★
	202.06	Implement any changes to Health & Safety Standards as required	★
Jones, Andrew	202.07	BREXIT - Identify necessary changes to Contracts etc. where Employment Law differs.	★
	202.08	BREXIT - Implement any changes to Employment Law as required	★

Continued on next page

Prendergast, Richie	202.01	Ensure that we are fully involved in the Local Resilience Forum (LRF) preparations for BREXIT	★
	202.02	Implement appropriate actions as a result of BREXIT issues discussed at the LRF	★
	202.13	Identify any changes to technical standards requiring action as a consequence of BREXIT	★
	202.14	Implement any changes to technical standards as required as a consequence of BREXIT	★
Rose, Dewi	202.11	BREXIT - Develop contingency plans to deal with any potential civil unrest	★
	202.12	BREXIT - Implement contingency plans to deal with any potential civil unrest as required	★
Trusler, Rachel	202.15	Identify any Information Governance impacts of Brexit	★
	202.16	Implement any changes to Information Governance as required as a consequence of BREXIT	★
Williams, Chris	202.09	BREXIT - Identify any technological changes that affect SWFRS	★
	202.10	BREXIT - Implement any identified technological changes as required	★

## **WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT 2018/19**

### **SUMMARY**

This report concludes the Wales Audit Office review of the Authority's delivery and evaluation of services in relation to 2018/19 and whether it believes that the Authority is likely to make arrangements to secure continuous improvement for 2019/20.

### **RECOMMENDATIONS**

Members are requested to accept the Wales Audit Office Annual Improvement Report 2018/19 for the Authority.

## **1. BACKGROUND**

- 1.1 As Members will be aware under the Local Government (Wales) Measure 2009, the Auditor General must report each year on how the Authority is planning for improvement and delivering its services. This report is the culmination of that work and sets out the progress the Authority has made since the last annual report using the Authority's own self assessment as a baseline.
- 1.2 Members will note that the report summarises the key content of other reports that have been presented to the Fire & Rescue Authority and its Finance Audit and Performance Management Committee during the last audit year on performance and improvement.

## **2. THE REPORT**

- 2.1 The Annual Report (attached at Appendix 1) provides an assessment of the Wales Audit Office work and conclusions on a wide variety of issues that they have reviewed as a result of this process. The report itself is a very brief yet positive report which summarises the key findings from the year's reviews.
- 2.2 It is not intended to repeat all of the conclusions within this report but merely to highlight that in short, the report concludes that the Authority is likely to comply with its statutory duty to secure continuous improvement in 2019/20.
- 2.3 During the course of the year, the Auditor General did not make any formal recommendations. However, the recent Well-being of Future Generations Act (Wales) 2015 examinations identified a number of positive examples of practice and also a number of areas for

improvement for the Authority to consider. The details of this most recent study on this comparatively new area of work is due to be formally presented to the FAPM Committee in September where WAO officials will highlight the areas of focus together with areas of strength and areas for improvement. This will be an opportunity for Members to scrutinise WAO findings and understand how the organisation can further develop in this evolving area of work.

- 2.4 For Members information, all actions or areas for improvement are logged on the Services Business Management Information System and progress monitored during the course of the year. The actions and areas for improvement will also appear on the audit action updates that are reported to the Finance, Audit & Performance Management Committee on a regular basis for scrutiny.
- 2.5 As Members will appreciate, the report reflects the Authority's own self assessment of its performance to date. This is a credit to staff who continue to deliver an improving service with less resources in real terms, and stands the Authority in good stead for meeting the future financial challenges it faces in the year ahead.

### **3. RECOMMENDATION**

- 3.1 Members are requested to accept the Wales Audit Office Annual Improvement Report 2018/19 for the Authority.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	Wales Audit Office Annual Improvement Report 2018/19



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

# Annual Improvement Report

## South Wales Fire and Rescue

### Authority

Issued: May 2019

Document reference: 1294A2019-20

This Annual Improvement Report has been prepared on behalf of the Auditor General for Wales by Nick Selwyn, Steve Frank, Euros lake, Matt Brushett, Ron Price and Sara Leahy under the direction of Jane Holownia.

**Adrian Crompton Auditor General for Wales Wales Audit Office 24 Cathedral Road Cardiff CF11 9LJ**

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office Board, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the National Assembly.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Assembly Commission and National Health Service bodies in Wales.

The Auditor General and staff of the Wales Audit Office aim to provide public-focused and proportionate reporting on the stewardship of public resources and in the process provide insight and promote improvement.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

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## Summary report

### 2018-19 performance audit work

- 1 To decide the range and nature of the work we would undertake during the year, we considered how much we already know from all previous audit and inspection work and from other sources of information including South Wales Fire and Rescue Authority's (the Authority) own mechanisms for review and evaluation. For 2018/19, we undertook improvement assessment work; an assurance and risk assessment project and work in relation to the Wellbeing of Future Generations Act at all authorities. At some authorities, we supplemented this work with local riskbased audits, identified in the Audit Plan for 2018-19.
- 2 The work carried out since the last Annual Improvement Report (AIR), including that of the relevant regulators, is set out in [Exhibit 2](#).

### The Authority is meeting its statutory requirements in relation to continuous improvement

- 3 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 2019-20.

### Recommendations and proposals for improvement

- 4 Given the wide range of services provided by the Authority and the challenges it is facing, it would be unusual if we did not find things that can be improved. The Auditor General is able to:
  - make proposals for improvement – if proposals are made to the Authority, we would expect it to do something about them and we will follow up what happens;
  - make formal recommendations for improvement – if a formal recommendation is made, the Authority must prepare a response to that recommendation within 30 working days;

- conduct a special inspection, publish a report and make recommendations; and
- recommend to ministers of the Welsh Government that they intervene in some way.

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- 5 During the course of the year, the Auditor General did not make any formal recommendations. However, we have made a number of proposals for improvement and these are repeated in this report. We will monitor progress against them and relevant recommendations made in our national reports ([Appendix 3](#)) as part of our improvement assessment work.

## Audit, regulatory and inspection work reported during 2018-19

Exhibit 2: audit, regulatory and inspection work reported during 2018-19

Issue date	Brief description	Conclusions	Proposals for improvement
May 2019	<p><b>Well-being of Future Generations Act (Wales) 2015 (WFG Act) examinations</b></p> <p>Examination of the extent to which the Authority has acted in accordance with the sustainable development principle when taking steps to meet the following wellbeing objective[s]:</p> <p>‘Partnership working on Safe and well Assessments/Visits and deliberate fire setting’.</p> <p>As part of this review we also completed a partnership survey and assessed the effectiveness of the Authority’s partnership work under the Safe and Well and Arson reduction partnerships. The findings of these reviews were reported within our WFG examination.</p>	<p><b>The Authority has positive examples of how it has taken account of the Sustainable Development Principle when taking steps to meet objectives, but further work is required to widen and mainstream how it is delivering the five ways of working:</b></p> <ul style="list-style-type: none"> <li>the Authority has a track record of <b>long-term</b> prevention activity driven by good intelligence but greater use of forecasting data and addressing funding challenges will strengthen its long-term focus and resilience;</li> <li>the Authority has some good examples of how it is <b>integrating</b> to improve impact but there is scope to further integrate services, plans and strategies;</li> <li>the Authority has some positive examples of how it <b>involves</b> communities in reducing arson and deliberate fire setting but has more work to do to mainstream involvement to help deliver wellbeing objectives;</li> <li>the Authority can demonstrate the positive impact of its <b>collaborations</b> with some key partners and avoiding duplication and improving the strategic framework for collaboration will secure further benefits; and</li> </ul>	<p>Whilst our examination did not make any recommendations, our report did set out opportunities for improvement. These include:</p> <ul style="list-style-type: none"> <li>considering how to address ongoing capacity issues and short-term funding challenges as some plans are overly focused on short term gains;</li> <li>improving the quality, sharing and availability of data to determine current levels of community resilience and the outcomes the Authority is aiming for;</li> <li>systematic evaluation of prevention initiatives to help pinpoint impact;</li> <li>further integration of plans and strategies;</li> <li>setting out a strategic approach to collaborations including conditions of exit;</li> </ul>

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Issue date	Brief description	Conclusions	Proposals for improvement
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		<ul style="list-style-type: none"> <li>• <b>prevention</b> is at the heart of the work of FRAs and the Authority has good examples of its positive work. Strengthening evaluation will help avoid duplication and maximise impact.</li> </ul>	<ul style="list-style-type: none"> <li>• improving Involvement and making the results of engagement a strategic resource; and</li> <li>• capacity issues caused by servicing PSBs needs to be managed.</li> </ul>
February 2019	<p><b>Annual audit letter 2017-18</b> Letter summarising the key messages arising from the Auditor General's statutory responsibilities under the Public Audit (Wales) Act 2004 and his reporting responsibilities under the Code of Audit Practice. The Annual Audit Letter is in <a href="#">Appendix 2</a>.</p>	<ul style="list-style-type: none"> <li>• The Authority complied with its responsibilities relating to financial reporting and use of resources.</li> <li>• I issued an unqualified audit opinion on 26 February 2019.</li> <li>• I am satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.</li> </ul>	None
<b>Improvement planning and reporting</b>			
June 2018	<p><b>Wales Audit Office annual improvement plan audit</b> Review of the Authority's published plans for delivering on improvement objectives.</p>	The Authority has complied with its statutory improvement planning duties.	None.
November 2018	<p><b>Wales Audit Office annual assessment of performance audit</b> Review of the Authority's published performance assessment.</p>	The Authority has complied with its statutory improvement reporting duties.	None.

# Appendix 1

## Status of this report

The Local Government (Wales) Measure 2009 (the Measure) requires the Auditor General to undertake a forward-looking annual improvement assessment, and to publish an annual improvement report, for each improvement authority in Wales. Improvement authorities (defined as local councils, national parks, and fire and rescue authorities) have a general duty to 'make arrangements to secure continuous improvement in the exercise of [their] functions'.

The annual improvement assessment considers the likelihood that an authority will comply with its duty to make arrangements to secure continuous improvement. The assessment is also the main piece of work that enables the Auditor General to fulfil his duties. Staff of the Wales Audit Office, on behalf of the Auditor General, produce the annual improvement report. The report discharges the Auditor General's duties under section 24 of the Measure, by summarising his audit and assessment work in a published annual improvement report for each authority. The report also discharges his duties under section 19 to issue a report certifying that he has carried out an improvement assessment under section 18 and stating whether (as a result of his improvement plan audit under section 17) he believes that the authority has discharged its improvement planning duties under section 15.

The Auditor General may also, in some circumstances, carry out special inspections (under section 21), which will be reported to the authority and Ministers, and which he may publish (under section 22). An important ancillary activity for the Auditor General is the co-ordination of assessment and regulatory work (required by section 23), which takes into consideration the overall programme of work of all relevant regulators at an improvement authority. The Auditor General may also take account of information shared by relevant regulators (under section 33) in his assessments.

# Appendix 2

## Annual Audit Letter

Councillor D T Davies  
 Chair of the South Wales Fire and Rescue Authority  
 Forest View Business Park  
 Llantrisant CF72 8LX

**Reference:** 1059A2019-20

**Date issued:** 26 February 2019

Dear Councillor Davies

### Annual Audit Letter – South Wales Fire and Rescue Authority 2017-18

This letter summarises the key messages arising from my statutory responsibilities under the Public Audit (Wales) Act 2004 and my reporting responsibilities under the Code of Audit Practice.

### The Authority complied with its responsibilities relating to financial reporting and use of resources

It is South Wales Fire and Rescue Authority's (the Authority's) responsibility to:

- put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
- maintain proper accounting records;
- prepare a statement of accounts in accordance with relevant requirements; and
- establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources.

The Public Audit (Wales) Act 2004 requires me to:

- provide an audit opinion on the accounting statements;
- review the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources; and
- issue a certificate confirming that I have completed the audit of the accounts.

Local authorities in Wales prepare their accounting statements in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. This Code is based on International Financial Reporting Standards.

On 25 September 2018 I issued:

- an unqualified audit opinion on the 2017-18 accounting statements of the Fire Fighters' Pension Fund; and
- an unqualified audit opinion on the 2017-18 accounting statements of the Authority.

My audit report is set out at pages 26 to 28 of the audited Statement of Accounts<sup>1</sup>. Prior to my certification of the 2017-18 accounting statements, on 24 September 2018 the key matters arising from my audit were reported to the members of the Authority through my Audit of Financial Statements Report<sup>2</sup>. In addition to reporting my intention to issue an unqualified opinion and noting the corrections made to the financial statements, I also reported one significant matter relating to the potential unlawfulness of payments made under the Firefighters' pension scheme prevented me from closing the audit.

On 11 February 2019 the Authority's Members approved the recommendations to resolve the Firefighter pension scheme issue and I have now received outstanding documentation. I am content with the approach taken by the Authority and on 26 February I reissued my audit opinion, additionally including a certificate confirming that the audit of the 2017-18 accounting statements was complete.

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

My consideration of the Authority's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounting statements, as well as placing reliance on the work completed under the Local Government (Wales) Measure 2009. Since my issue of the 2016-17 Annual Audit Letter in November 2017, under the Measure I have issued my Annual Improvement Report 2017-18.<sup>1</sup>

Based on the results of my work I am satisfied that for 2017-18 the Authority had appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

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<sup>1</sup> <http://audit.wales/system/files/publications/swfra-air-eng.pdf>

<sup>1</sup> <https://www.southwales-fire.gov.uk/app/uploads/2018/04/Statement-of-Accounts-201718-FINAL.pdf>

<sup>2</sup> <https://www.southwales-fire.gov.uk/app/uploads/2018/04/SWFRA-Audit-of-Financial-Statements-Report-Final.pdf>

The final financial audit fee for 2017-18 is £63,201, which is £6,179 more than the estimate that I communicated to you in the 2018 Audit Plan. The final fee includes legal fees of £3,050<sup>2</sup>, which is the Authority's third share (the other shares will be billed to North and Mid and West Wales Fire Authorities) of the external legal costs that we incurred in obtaining legal advice on the matters relating to the Fire Fighters' Pension Fund.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'MJ', followed by a horizontal line.

Mark Jones

**For and on behalf of the Auditor General for Wales**

cc. Huw Jakeway, Chief Fire Officer  
Sally Chapman, Deputy Chief Officer  
Chris Barton, Treasurer and Section 151 Officer

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<sup>2</sup> The legal fees attract VAT, which is included in the £3,050.



# Appendix 3

## National report recommendations 2018-19

### Exhibit 3: national report recommendations 2018-19

Summary of proposals for improvement relevant to local government, included in national reports published by the Wales Audit Office, since publication of the last AIR.

Date of report	Title of review	Recommendation
November 2018	<u><a href="#">Local Government Services to Rural Communities</a></u>	R1 Socio economic change, poor infrastructure and shifts in provision of key services and facilities has resulted in the residualisation of communities in rural Wales. <b>We recommend that the Welsh Government support public bodies to deliver a more integrated approach to service delivery in rural areas by:</b> <ul style="list-style-type: none"> <li>• refreshing rural grant programmes to create sustainable financial structures, with multi-year allocations; and</li> <li>• helping people and businesses make the most of digital connectivity through targeted and more effective business and adult education support programmes.</li> </ul>

Date of report	Title of review	Recommendation
November 2018	<u><b>Local Government Services to Rural Communities</b></u>	<p>R2 The role of Public Service Boards is evolving but there are opportunities to articulate a clearer and more ambitious shared vision for rural Wales (see paragraphs 2.2 to 2.9 and 2.28 to 2.31). <b>We recommend that PSB public services partners respond more effectively to the challenges faced by rural communities by:</b></p> <ul style="list-style-type: none"> <li>• <b>assessing the strengths and weaknesses of their different rural communities using the Welsh Government’s Rural Proofing Tool and identify and agree the local and strategic actions needed to support community sustainability; and</b></li> <li>• <b>ensuring the Local Well-Being Plan sets out a more optimistic and ambitious vision for ‘place’ with joint priorities co-produced by partners and with citizens to address agreed challenges.</b></li> </ul>

Date of report	Title of review	Recommendation
November 2018	<u><b>Local Government Services to Rural Communities</b></u>	<p>R3 To help sustain rural communities, public services need to think differently in the future (see paragraphs 3.1 to 3.12). <b>We recommend councils provide a more effective response to the challenges faced by rural communities by:</b></p> <ul style="list-style-type: none"> <li>• <b>ensuring service commissioners have cost data and qualitative information on the full range of service options available; and</b></li> <li>• <b>using citizens' views on the availability, affordability, accessibility, adequacy and acceptability of council services to shape the delivery and integration of services.</b></li> </ul>

Date of report	Title of review	Recommendation
November 2018	<u><a href="#">Local Government Services to Rural Communities</a></u>	<p>R4 To help sustain rural communities, public services need to act differently in the future (see paragraphs 3.1 to 3.12). <b>We recommend councils do more to develop community resilience and self-help by:</b></p> <ul style="list-style-type: none"> <li>• <b>working with relevant bodies such as the Wales Co-operative Centre to support social enterprise and more collaborative business models;</b></li> <li>• <b>providing tailored community outreach for those who face multiple barriers to accessing public services and work;</b></li> <li>• <b>enhancing and recognising the role of town and community councils by capitalising on their local knowledge and supporting them to do more;</b></li> <li>• <b>encouraging a more integrated approach to service delivery in rural areas by establishing panpublic service community hubs, networks of expertise, and clusters of advice and prevention services;</b></li> <li>• <b>enabling local action by supporting community asset transfer identifying which assets are suitable to transfer, and having the right systems in place to make things happen; and</b></li> <li>• <b>improving community-based leadership by developing networks of interest, training and coaching, and encouraging volunteering.</b></li> </ul>

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AGENDA ITEM NO 7.iii

# BUSINESS PLAN ACTIONS REPORT

Health Check

2018-19 Quarter 4

Report Date 24th June 2019



Gwasanaeth Tân ac Achub  
De Cymru

South Wales  
Fire and Rescue Service

Produced in

**BMIS**  
Business Management  
Information System

## Summary

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This paper will give assurance to the 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 2018/19

## Background

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1. The Welsh Government requires the South Wales Fire & Rescue Service to develop Strategic Plans to identify the direction for the Service and address particular areas for improvement. The Service does this by developing a five year Strategic Plan, implementing actions and measuring indicators to enable the Service to achieve these organisational goals.
2. All departments link actions within their annual department plans to the appropriate Strategic Objectives. This enables us to measure how well we are performing against these objectives by how many of the linked actions are on target and review how the associated indicators are performing.
3. Quarterly updates are recorded by action owners onto the Business Management Information System (BMIS), and staff within the Planning, Performance and Risk Team monitor the information and extract reports accordingly.
4. To further support the performance management framework, National Strategic Indicators were introduced for reporting year 2015/16. Together these provide data and information to inform and support decision making processes within the Service to target activity and drive improvement. The Statistics and Risk Team monitors the information and extract reports accordingly.
5. This report will provide Members and Officers with a health check on performance against the Strategic Objectives and Strategic Indicators for 2018/19.



## Issue

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1. For Members' information going forward, taking into account the Well-Being of Future Generations (Wales) Act 2015, the Service has revised the Strategic Plan to include five Strategic Themes as listed below:

ST01 - We will Reduce Risk

ST02 - We will Engage and Communicate

ST03 - We will Nurture Sustainable Resources

ST04 - We will Embrace Technology

ST05 - We will Strengthen Partnerships

- 2.2 Each of these Strategic Themes has one or more Priority Actions that the Service has monitored progress against during 2018/19.
- 2.3 Appendix 1 to this report shows our position in securing the achievement of the Strategic Themes.
- 2.4 In relation to Strategic Theme 1 to "Reduce Risk", there is one Priority Action linked to delivering against this objective:
  - 2.4.1 PA01 - working with others to protect our communities from harm or the risk of harm.
  - 2.4.2 There are **26** actions that are green, **15** amber and **10** red.  
All tasks have been updated.  
Therefore, the majority were on target at Quarter 4.
- 2.5 In relation to Strategic Theme 2 to "Engage & Communicate", there is one Priority Action linked to delivering against this objective:
  - 2.5.1 PA02 - developing more efficient and effective ways of engaging and communicating with our communities about our services.
  - 2.5.2 There are **5** green actions, **2** amber and **1** red.  
There are no outstanding task updates.  
Therefore, the majority were on target at Quarter 4.
- 2.6 In relation to Strategic Theme 3 to "Nurture Sustainable Resources", there are two Priority Actions linked to delivering this objective:

2.6.1 PA03 - ensuring we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future.

2.6.2 There are **27** linked actions that are green, **17** amber and **2** red.  
At present, 1 task update remains outstanding.  
Therefore, the majority were on target at Quarter 4.

2.6.3 PA04 - reduce our services impact on the environment to ensure future sustainability.

2.6.4 There are **7** linked actions that are green, **0** amber and **0** red.  
There are no outstanding task updates.  
Therefore, all were on target at Quarter 4.

2.7 In relation to Strategic Theme 4 “Embrace Technology”, there is one Priority Action linked to delivering this objective:

2.7.1 PA05 - ensuring we use technology to enable efficient and improved service delivery.

2.7.2 There are **20** linked actions that are green, **7** amber and **1** red.  
There are no outstanding task updates.  
Therefore, the majority were on target at Quarter 4.

2.8 In relation to Strategic Theme 5 “Strengthen Partnerships”, there is one Priority Action linked to delivering this objective:

2.8.1 PA06 - working with our public service boards to support local communities.

2.8.2 There are **4** linked actions that are green, **2** amber and **0** red.  
There are no task updates outstanding.  
Therefore, all were on target at Quarter 4.

- 2.9 Appendix 1 attached is a summary of the Performance Monitoring Report, which reviews 2018/19 performance against agreed targets for the seven National Strategic Performance Indicators. It also includes a summary comment for each indicator.
- 2.10 Appendix 1 identifies that three indicators have not achieved their target, two indicators have not met their target but were within 0-5% of doing so and are performing worse than last year, one indicator has not achieved the target but is within 0% to 5% of the target and is performing better than last year and one indicator is achieving their target.
- 2.11 The indicators that have not achieved their target are:
1. Fires Attended
  2. RTCs attended
  3. Deaths and Injuries in Fires
- 2.12 Two indicators that have not met their target but were within 0% to 5% of the target and performed worse than last year are:
1. False Alarms Attended
  2. % of Dwelling Fires confined to the room of origin
- 2.13 The one indicator that has not achieved the target but is within 0% to 5% of the target and performed better than last year is:
1. Other Special Services Calls Attended
- 2.14 The one indicator that achieved its target was:
1. Accidental Deaths and Injuries in Fires

## Equality Risk Assessment

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1. This report, the accompanying appendices and the targets themselves have no Equality Risk Assessment impact. The Service Performance and Communications Department and the respective Directorates are working with the performance data to establish any trends and implications that would include equality implications. These will be addressed at that time.
2. It is the responsibility of the action owners to ensure that Equality Risk Assessments are carried out for their actions in the planning framework.

## Recommendations

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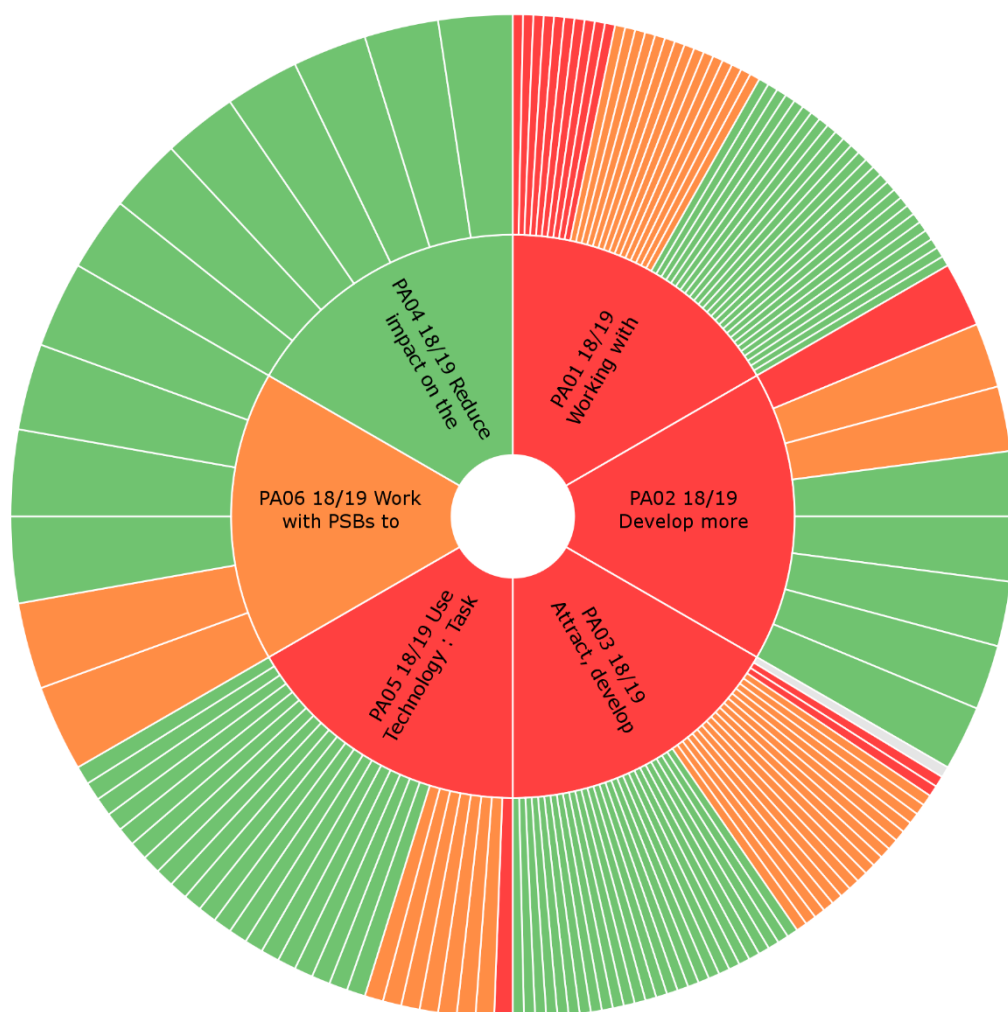
- 4.1 That Members review the performance details and statistical data for 2018/19 contained within this report.

## Sunburst

The sunburst opposite displays the progress of each Priority Action based on the current performance of their supporting tasks.

The inner segments display the RAG status of the worst performing task contributing to that Priority Action.

The outer segments display the RAG of the supporting tasks.



Grey segments indicate an action that:

1. Has started subsequent to the completion of the previous quarter (8);  
or
2. Has not been updated (1) by the action owner.

Further information on the number of actions for each priority action is detailed on the next page.

## Scorecard

The scorecard opposite lists the number of tasks in progress relating to each Priority Action along with a breakdown by RAG status.

The “Unknowns” are equivalent to grey segments on the sunburst on the previous page and indicate the number of tasks that have either:

1. Started subsequent to the completion of the previous quarter (0); or
2. Not been updated by the action owner (2).

PA1: WORK WITH OTHERS TO PROTECT OUR COMMUNITIES				
▲	●	★	Unknowns	Total
10	15	26	0	51

PA2: DEVELOP MORE EFFICIENT AND EFFECTIVE WAYS OF ENGAGING WITH OUR COMMUNITIES				
▲	●	★	Unknowns	Total
1	2	5	0	8




PA3: ATTRACT, DEVELOP & RETAIN A WORKFORCE THAT REFLECTS OUR COMMUNITIES AND DELIVERS EFFECTIVE SERV				
▲	●	★	Unknowns	Total
2	17	27	1	47

PA4: REDUCE OUR IMPACT ON THE ENVIRONMENT				
▲	●	★	Unknowns	Total
0	0	7	0	7

PA5: USE TECHNOLOGY TO ENABLE EFFICIENT & IMPROVED SERVICE DELIVERY				
▲	●	★	Unknowns	Total
1	7	20	0	28

PA6: WORK WITH PSBs TO SUPPORT LOCAL COMMUNITIES				
▲	●	★	Unknowns	Total
0	2	4	0	6




## Priority Action Commentary




PA1: WORKING WITH OTHERS TO REDUCE RISK					COMMENTS	
			Unknowns	Total	<p><b>DRAFT TO BE APPROVED:</b></p> <p>The average availability of On Call Duty System appliances remained at 90%, in line with the target of a 5% increase for the year, with the Strategic Reserve supporting, where required, in key locations. Two On Call Duty System courses were delivered in January and February with a further course, planned for March, being rescheduled to April.</p> <p>Operational Risk Management (ORM) will train all operational staff on the new Breathing Apparatus (BA) sets subsequent to receiving training from Mid and West Wales FRS &amp; Draeger. A number of digital BA radios have been purchased and ORM are testing. It is planned to purchase these collaboratively with Mid and West Wales FRS.</p> <p>The Business Continuity Management (BCM) policy and procedures have been reviewed and rewritten to comply with the new standard. Following this all plans will be tested within a 12 month period.</p> <p>A Fire Service Emergency Cover (FSEC) review paper with four options will be put to the Fire and Rescue Authority later in the year.</p> <p>Health &amp; Safety Guidance Notes are being reviewed and the timeline for future reviews is to be revised and scheduled to ensure even distribution across review periods.</p> <p>Recommendations from the Dame Hackett Review continue to be considered by various working groups; no implementation has yet taken place due to the pending steer from Welsh Government. Ongoing meetings continue to take place with building control departments and the Shared Regulatory Services High Rise Building forum.</p> <p>A BFS skills training package addressing high rise has been developed and implemented and will be reviewed during the 3rd quarter of 2020.</p> <p>We continue to share information with partners on individuals and locations in order to reduce risk. A prime example of this is provided by our MTFA (Marauding Terrorist Fire Arms Attack) policy being shared with Gwent and South Wales Police and Wales Extremism &amp; Counter Terrorism Unit (WECTU).</p> <p>Fire Control (Prevention &amp; Protection) staff will receive level 3 safeguarding training as recommended from external audit.</p>	
10	15	26	0	51		





PA2: ENGAGING AND COMMUNICATING					COMMENTS	
▲	●	★	Unknowns	Total	<p>The Communications and Engagement Group (CEG) continues to meet regularly to plan our consultation and engagement activities ensuring these are compliant with GDPR, the Equality Act 2010 and the Welsh Language Standard.</p> <p>Progress continues to be made with increasing engagement with communities where we struggle with on call recruitment.</p> <p>A new Lead Communications, Attraction and Engagement Officer and a new Digital Communications Officer are now in post within the revised Media and Communication Team.</p> <p>Preparations for the opening of the Newport Community Safety Engagement Hub continue in readiness for its launch in May. This will be an innovative building and a flagship hub for SWFRS and partner agencies, providing a cost effective and cutting-edge home for modern-day Community Safety engagement. The Hub will equip our people with the right technology and investment to deliver excellent partnership working and community safety services and be a home for multi-agency Community Safety engagement enabling partners to share information easily and support collaborative and preventative work. The concept is in keeping with the Wellbeing of Future Generations Act's guiding principles for partnership working centre on five aims, i.e. Long-Term Thinking, Prevention, Integration, Collaboration and Involvement.</p> <p>Planning is underway for an emergency services weekend of engagement in September with our partners, to incorporate education, advice and consultation upon a wide variety of the services we provide to the public.</p>	
1	2	5	0	8		
						



PA3: ATTRACT DEVELOP AND RETAIN A WORKFORCE					COMMENTS
▲	●	★	Unknowns	Total	A new Fire Trauma Course has been developed and approved by the Welsh Ambulance Service Trust.
2	17	27	1	47	A report covering the review of Emergency Response within Joint Fire Control is being shared with staff with suggestions for improvement to working practices being sought.
					We are reducing rostered shifts owed to the Service by supporting On Call availability.
					Progress on a shared repository of debriefs following actual incidents and simulations is ongoing.
					Creation and implementation of a Procurement staff training module, has been rolled over into Business Plan for 2019/20.
					The trial of a new electronic Learning Management System, to host existing presentations, is at final stage before go live of the new Coursemill platform. PDR Pro V5 is on trial with 410 personnel.
					A report is to be presented in June regarding the operational response review and flexi duty officer response, following consultation with Officers and Representative Bodies.
					RTC, Water & Rope Rescue training is continually delivered in line with National Operational Guidance (NOG) / UK Rescue Organisation (UKRO) / Department for Environment, Food and Rural Affairs (Defra) / National Fire Chiefs Council (NFCC) and World Rescue Organisation (WRO) and all current delivery has been quality assured.
					A provider will be established to provide instructors with Flood Water Rescue Boat Operator Instructor (FWRBOI) accreditation by June 2019. Twelve Safe Working At Height instructors are now in post.
					A Wellbeing sub committee will be set up during the 1st quarter of 2019-20 which will report to the Health and Safety Committee.
					A line manager recruitment and employee relations training package is in development. Workforce planning has been incorporated into the People Services Strategy 2019-22. Personnel have been assigned to undertake actions in relation to our three year Inclusive Fire & Rescue Service delivery plan.

PA4: REDUCE IMPACT ON THE ENVIRONMENT					COMMENTS
			Unknowns	Total	<p>The installation of LED lighting across our premises is 75 % complete and phase 3 is in progress. Building Management Systems have now been incorporated within 80 % of our buildings.</p> <p>A future strategy on waste services is being designed with procurement.</p> <p>A Carbon Trust review, focusing on a more sustainable future through carbon reduction, of our fleet of vehicles is underway to assist in determining the possible introduction of electric vehicles. A review into alternative fuels is also ongoing.</p> <p>An "Invitation to Tender" for a Facilities Management contract for the Compartment Fire Behaviour Training (CFBT) facility at Cardiff Gate Training and Development Centre has been prepared and sent to two contractors.</p>
0	0	7	0	7	

PA5:USE TECHNOLOGY					COMMENTS
			Unknowns	Total	<p>DRAFT TO BE APPROVED:</p> <p>Involving end users in the design and build of operational appliances and equipment has taken place, e.g. with new rescue tenders and water ladders. Capita are scheduled to complete the Joint Fire Control contractual works during 2019-20 before transfer to in life management from an ICT perspective. Direct Electronic Incident Transfer (DEIT) is currently being used with South Wales Police, Gwent Police and North Wales FRS. Multi-Agency Information Transfer (MAIT) not commissioned but ongoing discussion with supplier and partners to agree incident sharing protocols and testing.</p> <p>The revision of the ICT disaster recovery plan project has been assigned an ICT resource with effect from 1st April, 2019. A multi media equipment replacement mini competition has been sent to National Procurement Service framework. A purchase order has been raised for 75 new Mobile Data Terminals plus docks and a meeting held with Mid and West Wales FRS and North Wales FRS to explore an all Wales tender as Airbus support is out of contract.</p> <p>The comms systems review (Telephony/ Video Conferencing etc.) statement of works has been agreed with 5i (Managed IT Service Provider) and initial project meeting held. The first phase of works is to be agreed April / May when resources are available.</p> <p>Significant progress has been made with the CoreHR attendance management system with launch of v27 bringing additional functionality. CoreHR Recruitment implementation has been delayed due to the organisational re-structure and movement of staff. CoreHR Expenses and Payroll roll out is complete. Statement of Accounts Fast Closure project with The Chartered Institute of Public Finance and Accountancy (CIPFA) will be completed by end of May 2019. ICT Support Desk trials have taken place with final amendments, including job logging and meeting room manager, and training is to be rolled out to staff.</p>
1	7	20	0	28	

PA6: WORK WITH PSBs TO SUPPORT LOCAL COMMUNITIES					COMMENTS	
			Unknowns	Total	<p>Public Service Boards (PSBs) are evolving with various work streams and actions identified and work groups formed to progress issues. E.g. Staff from SWFRS, Gwent Police and Caerphilly PSB are addressing anti-social behaviour / there are a number of work streams around Green Spaces involving Cwm Taf, Caerphilly, Cardiff, Newport and Blaenau Gwent PSBs.</p> <p>All Group Managers are actively engaging with our PSB partners on a diversity of issues ranging from encouraging healthy eating and increasing levels of fitness to combat the obesity challenge to working with National Resources Wales (NRW), Local Authorities and land management organisations to reduce the occurrence of wild fires.</p> <p>Other activity includes work within Grangetown, Cardiff bringing together a host of partners e.g. Border Force, Immigration and South Wales Police to solve a variety of issues.</p>	
0	2	4	0	6		
						





# PERFORMANCE MONITORING REPORT

2018/19



Gwasanaeth Tân ac Achub  
De Cymru

South Wales  
Fire and Rescue Service

Produced in

**BMIS**  
Business Management  
Information System

## Introduction

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The Performance Monitoring Report for 2018/19 highlights performance for the period April 2018 to March 2019. The report includes:

1. Strategic Indicator Performance Summary.....Page 1
2. Strategic Indicator Performance Comments.....Pages 2-5
3. Analysis of incident activity levels by Unitary Authority Area (UAA).....Pages 6-15

The performance indicators included show six years of data to enable us to demonstrate how the organisation is performing for the communities it serves by showing long term trends in performance.

Following consideration by the Senior Management Team and the Fire and Rescue Authority, the report is made available to the public via the internet.

The Service Performance & Communications department co-ordinates and compiles this report on behalf of the Service Delivery Directorate. All information is extracted from updated Directorate quarterly Service Plans and the data sets are maintained and validated by the Statistics and Risk team.

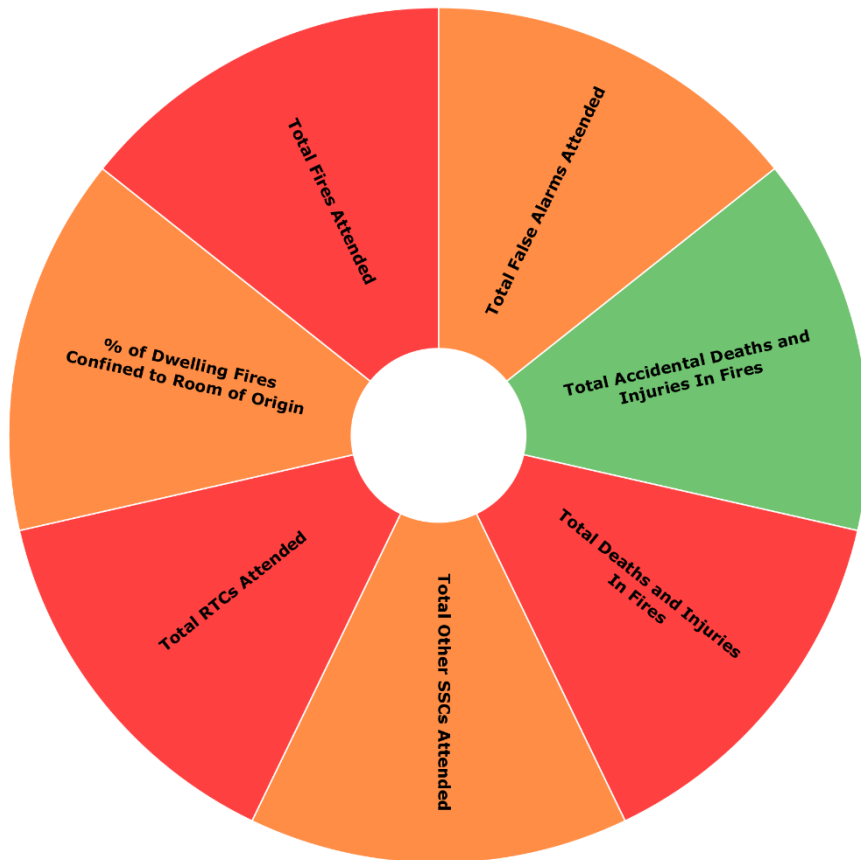
We are continually seeking to improve this report and welcome comments on additional information or other changes that you would like to see, please feel free to contact Neil Herniman on 01443 232775 or Jon Carter 01443 232347 to discuss.








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# Strategic Indicators 2018-2019

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

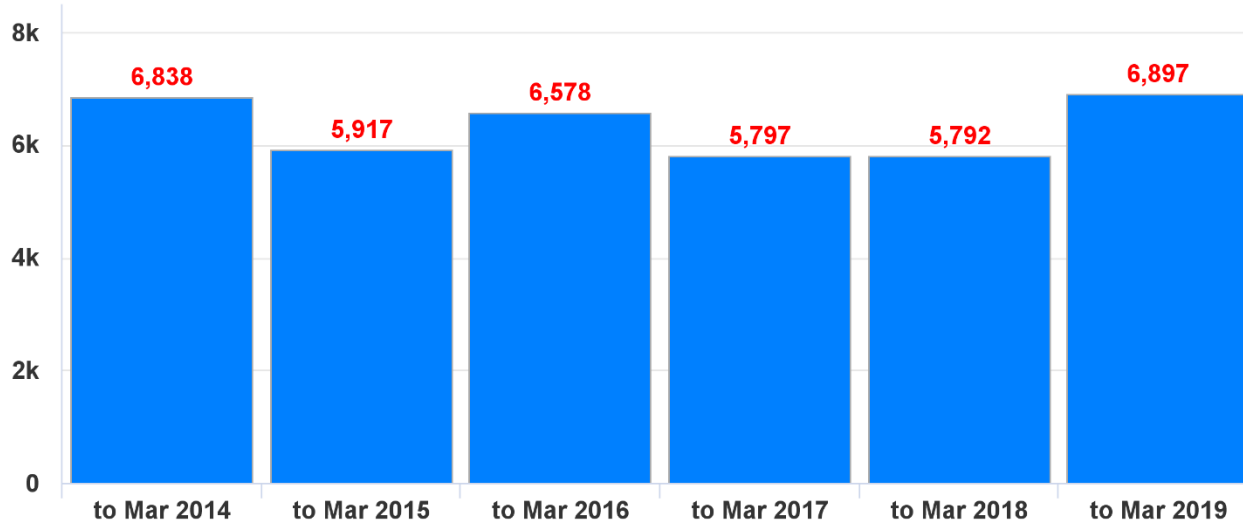
Performance Key	 Better than target	 0% to 5% from target	 Over 5% from target
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	to 31/03/2019			
	Actual (YTD)	Target (YTD)	Performance (YTD)	2017/2018 (YTD)
Total Fires Attended	6,897	5,900		5,792
Total RTCs Attended	1,112	1,050		1,138
Total False Alarms Attended	7,847	7,499		7,684
Total Other SSCs Attended	2,058	2,000		2,623
% of Dwelling Fires Confined to Room of Origin	82.50 %	85.00 %		83.65 %
Total Deaths and Injuries In Fires	71	66		67
Total Accidental Deaths and Injuries In Fires	55	59		58

### Total Fires Attended

**Target 5,900**

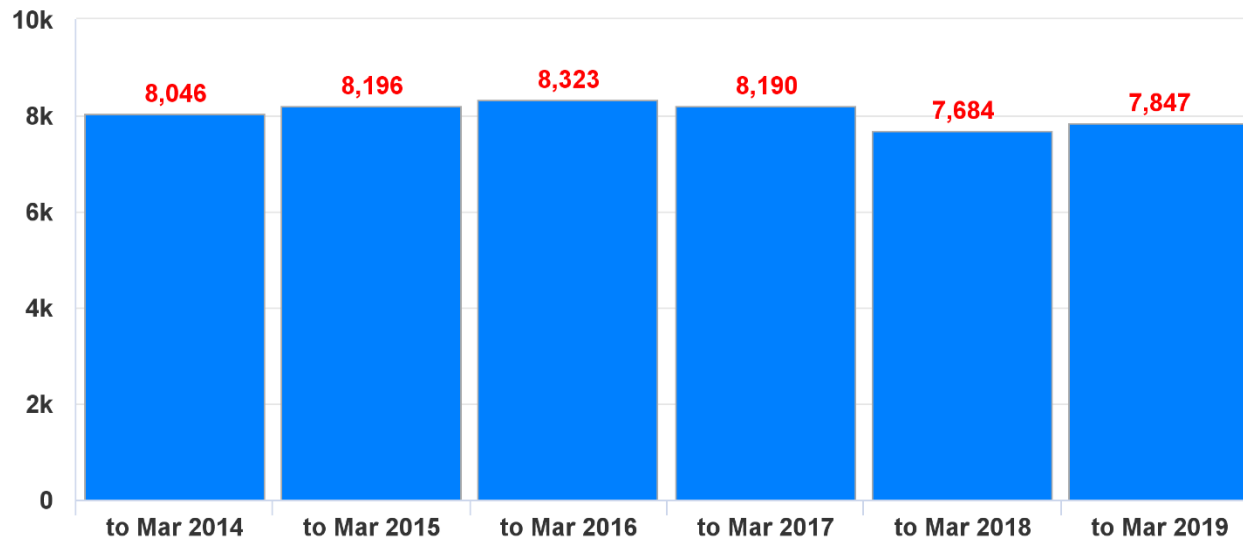


### Annual Performance

- Total Fires ↑ 1,105 (19%)
- 26% Accidental , 74 % Deliberate
- 17% above the Target of 5,900
- Grass fires ↑ 93%,
- July 18 (1,040 grass fires) highest monthly total since 2010/11.
- Refuse fires ↑ 7%
- Accidental dwelling fires ↑ 1%

### Total False Alarms Attended

**Target 7,500**

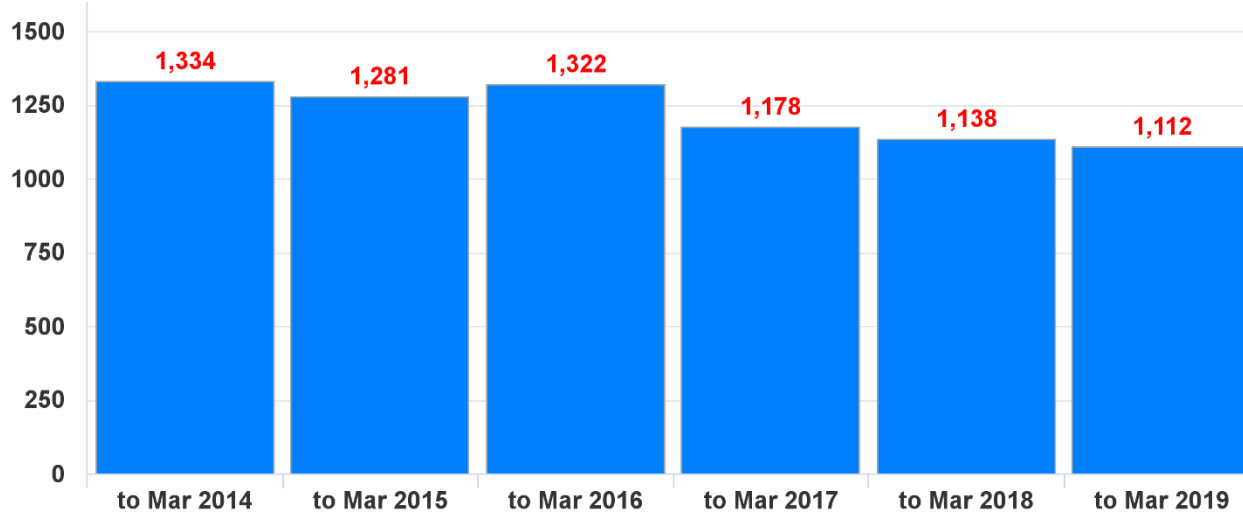


### Annual Performance

- Total False Alarms ↑ 163 (2%)
- 5% above the Target of 7,500
- Increase driven by false alarm good intent calls in relation to grass ↑ 47%
- False alarm due to apparatus ↓ 10%
- Alarms in Non-domestic premises ↓ 6%
- Appliances in attendance at false alarms ↓ 5%



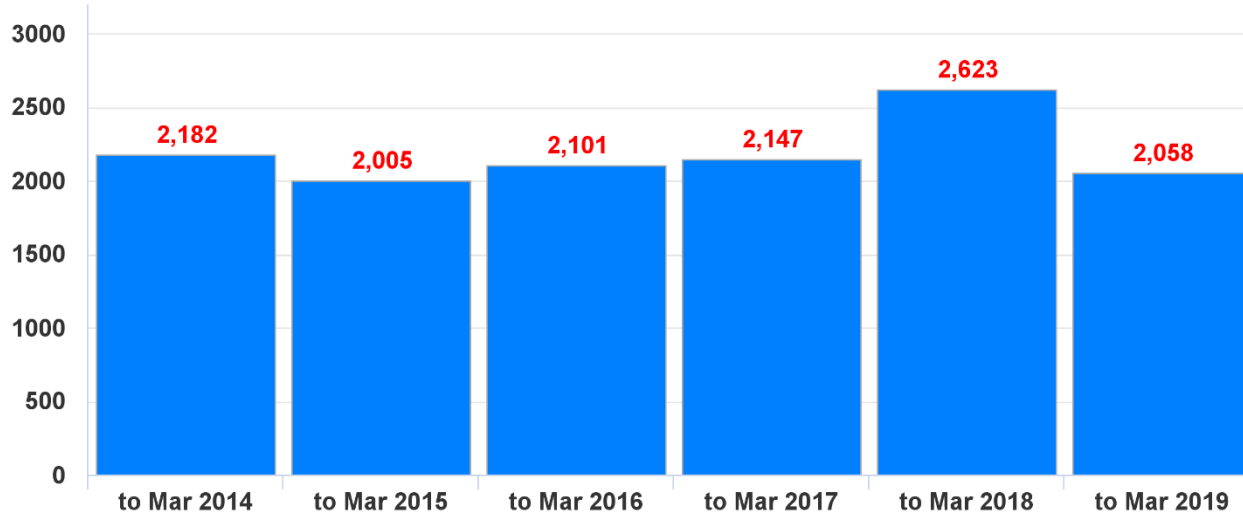
**Total RTCs Attended**  
**Target 1,050**



**Annual Performance**

- Total RTCs ↓ 26 (-2%)
- 5% above the Target of 1,050
- Rhondda Cynon Taf ↑ 23%.
- Bridgend ↑ 19%
- Blaenau Gwent ↓ 19%
- Extrications of persons 165 of 1,112 total RTCs (15%)
- Making the scene safe 296 of 1,112 total RTCs (26%)
- Standby no action 138 of 1,112 total RTCs (12%)

**Total Other SSCs Attended**  
**Target 2,000**

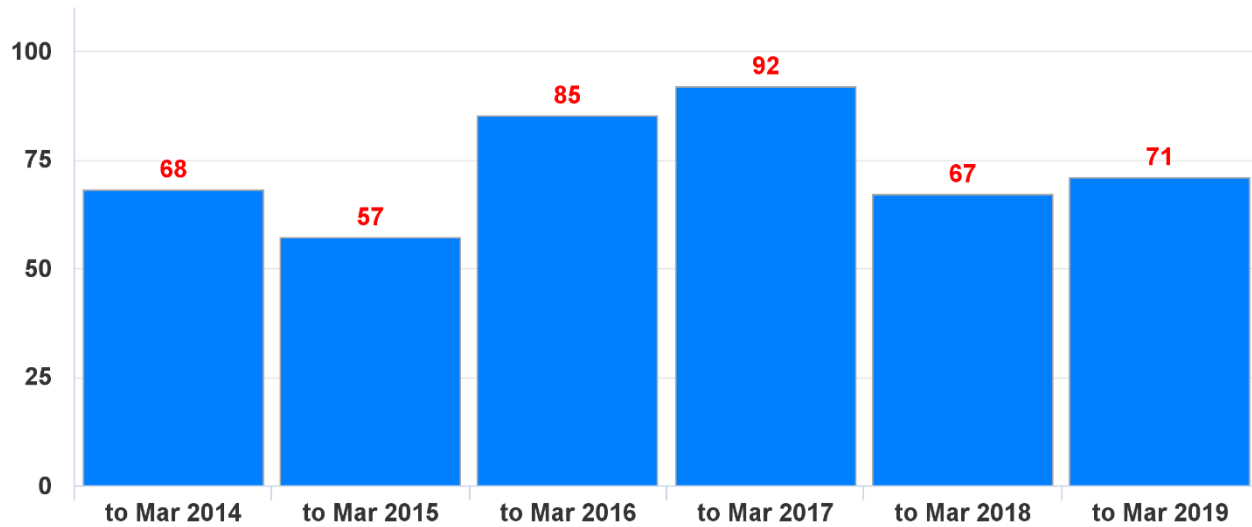


**Annual Performance**

- Other SSCs ↓ 565 (-22%)
- 3% above the Target of 2,000
- Effecting entry ↓ 14%
- Medical Incident first responder ↓ 58%
- Assisting other agencies ↑ 36%
- Bariatric incidents ↑ 20%
- Cardiff UA had the highest number of incidents 529.

### Total Deaths and Injuries In Fires

**Target 66**

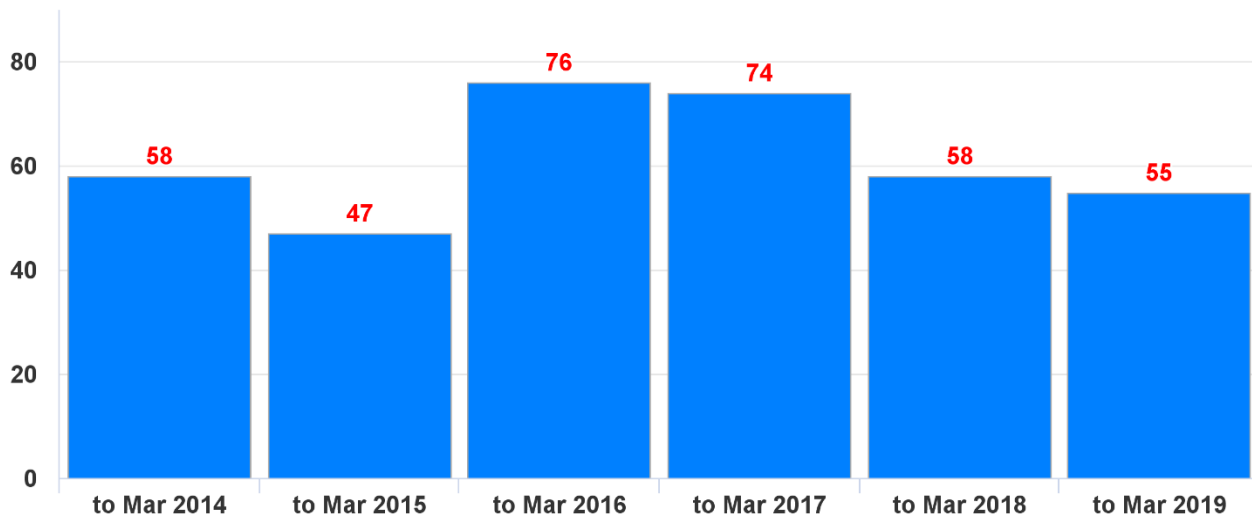


### Annual Performance

- Fatalities and Injuries ↑ 6%
- 7% above the Target of 66
- 5 fatalities from fires compared to 2 last year
- 4 of these were in accidental dwelling fires
- Serious injuries ↑ 17%
- There were 4 serious injuries in one incident caused by smoking materials
- Slight injuries have remained the same as last year at 52

### Total Accidental Deaths and Injuries In Fires

**Target 59**

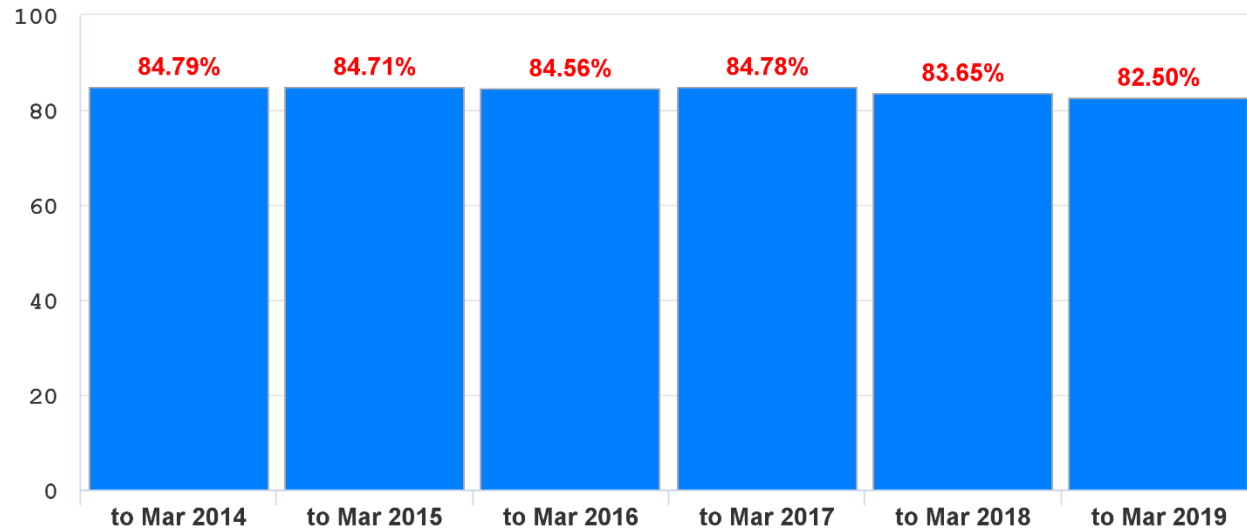


### Annual Performance

- Accidental fatalities and Injuries ↓ 5%
- 7% below the Target of 59
- 4 accidental fatalities from fires compared to 2 last year
- All 4 were in accidental dwelling fires
- Accidental serious injuries ↓ 17%
- 4 accidental serious injuries in one incident caused by smoking materials
- Accidental slight injuries ↓ 9%

## % of Dwelling Fires Confined to Room of Origin

**Target 85%**



## Annual Performance

- 528 of 640 dwelling fires have been confined to the room of origin, 83%
- Below the Target of 85%
- Caerphilly UA had the lowest figures with 47 of the 64 fires (74%) confined.
- Cardiff UA had the highest numbers with 151 of the 173 (87%) confined.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %
Total Incidents	1,008	59	98	106	264	78	75	86	73	46	51	49	78	263	417	205	178	1,063	1,008	55	5% ▲
Special Service Call	202	6	12	17	12	11	9	13	12	6	7	8	18	35	32	31	33	131	202	-71	-35% ★
Total RTCs Attended	55	2	3	5	5	0	4	3	3	1	1	1	8	10	9	7	10	36	55	-19	-35% ★
Total Other SSCs Attended	147	4	9	12	7	11	5	10	9	5	6	7	10	25	23	24	23	95	147	-52	-35% ★
Total False Alarms Attended	358	28	32	26	71	31	25	29	33	26	16	21	26	86	127	88	63	364	358	6	2% ●
Malicious False Alarms	19	0	1	1	3	0	0	2	1	0	0	0	0	2	3	3	0	8	19	-11	-58% ★
Good Intent False Alarm	153	12	21	15	57	16	17	12	18	14	9	11	10	48	90	44	30	212	153	59	39% ▲
Automatic False Alarms	186	16	10	10	11	15	8	15	14	12	7	10	16	36	34	41	33	144	186	-42	-23% ★
Total Fires Attended	448	25	54	63	181	36	41	44	28	14	28	20	34	142	258	86	82	568	448	120	27% ▲
Deliberate Fire	393	19	47	55	164	30	33	42	22	8	20	19	29	121	227	72	68	488	393	95	24% ▲
Deliberate grass fires attended	90	5	21	20	143	12	1	3	0	0	1	6	8	46	156	3	15	220	90	130	144% ▲
Deliberate refuse fires attended	230	10	22	24	15	11	22	31	16	6	16	9	17	56	48	53	42	199	230	-31	-13% ★
Accidental Fire	55	6	7	8	17	6	8	2	6	6	8	1	5	21	31	14	14	80	55	25	45% ▲
Accidental Dwelling Fires Attended	20	2	3	2	0	3	4	0	1	1	4	0	1	7	7	2	5	21	20	1	5% ★
Total Deaths and Injuries In Fires	2	1	0	0	0	0	0	0	0	0	1	1	0	1	0	0	2	3	2	1	50% ★
Total Accidental Deaths and Injuries In Fires	1	1	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	2	1	1	100% ★

The total number of incidents for 2018/19 is dominated by the increase in deliberate grass fires in July when there were 143 incidents compared with 5 in 2017/18. The total number of Incidents in 2018/19 has increased from 1,008 to 1,063 (+5.5%). Total fires in 2018/19 have increased from 448 to 568 (+26.8%). Deliberate refuse fires however have reduced from 230 in 2017/18 to 199 in 2018/19, a reduction of 13.5%. Road traffic collisions have reduced from 55 in 2017/18 to 36 this year, a reduction of 34.5%, with extrication of persons falling from 6 last year to 4 this year (-33.3%). Other Special service calls are down on last year with incidents falling from 147 to 95 (-35.4%). Effecting entry /exit has reduced from 27 to 16 (-40.7%) with flooding incidents reducing from 25 to 2 (-92.0%) and medical incidents – first responder also falling from 21 last year to 3 incidents this year (-85.7%). Automatic false alarms (AFA) have decreased from 186 to 144 (-22.6%) compared to last year. AFAs in non-residential buildings have decreased from 115 to 61 (-47.0%). One factory had 6 AFA call outs in 2017/18 and this reduced to zero in 2018/19. We have seen an increase in AFA in dwellings however from 33 to 42 (+27.3%) mainly driven by human activity in self-contained sheltered housing (all different addresses). The overall number of incidents for good intent false alarm (FAGI) have increased from 153 to 212(+38.6%), with the increase coinciding with the extra grass fire incidents in July.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	1,469	132	141	143	216	129	103	121	99	96	93	107	120	416	448	316	320	1,500	1,469	31	2%	●
Special Service Call	312	29	25	24	25	38	24	26	23	30	24	27	31	78	87	79	82	326	312	14	4%	▲
Total RTCs Attended	110	10	11	11	6	17	10	9	15	12	8	11	9	32	33	36	28	129	110	19	17%	▲
Total Other SSCs Attended	202	19	14	13	19	21	14	17	8	18	16	16	22	46	54	43	54	197	202	-5	-2%	★
Total False Alarms Attended	684	42	53	57	79	51	46	61	46	45	46	52	41	152	176	152	139	619	684	-65	-10%	★
Malicious False Alarms	16	2	1	0	1	0	1	0	0	1	1	2	0	3	2	1	3	9	16	-7	-44%	★
Good Intent False Alarm	268	19	36	40	54	27	19	28	37	23	25	22	23	95	100	88	70	353	268	85	32%	▲
Automatic False Alarms	400	21	16	17	24	24	26	33	9	21	20	28	18	54	74	63	66	257	400	-143	-36%	★
Total Fires Attended	473	61	63	62	112	40	33	34	30	21	23	28	48	186	185	85	99	555	473	82	17%	▲
Deliberate Fire	324	48	47	46	68	34	20	24	17	8	12	14	35	141	122	49	61	373	324	49	15%	▲
Deliberate grass fires attended	110	22	19	17	32	9	2	5	4	1	2	4	17	58	43	10	23	134	110	24	22%	▲
Deliberate refuse fires attended	146	20	18	21	27	19	13	15	9	5	8	4	15	59	59	29	27	174	146	28	19%	▲
Accidental Fire	149	13	16	16	44	6	13	10	13	13	11	14	13	45	63	36	38	182	149	33	22%	▲
Accidental Dwelling Fires Attended	48	6	5	6	5	2	9	1	5	7	4	5	4	17	16	13	13	59	48	11	23%	▲
Total Deaths and Injuries In Fires	4	4	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	4	4	0	0%	▲
Total Accidental Deaths and Injuries In Fires	4	4	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	4	4	0	0%	▲

Total number of fires have increased from 473 last year to 555 (+17.3%) in 2018/19. The main drivers are deliberate grass fires rising from 110 to 134 (+21.8%) and deliberate refuse fires rising from 146 to 174 (+19.2%). There has been an increase in fires in private garages with incidents rising from 3 last year to 10 this year (+233.3%). 3 of these incidents were at the same property in the Pyle ward. The total number of RTCs have increased from 110 last year to 129 (+17.3%) this year. We have seen an increase in extrications (17 to 20) and release of persons (5 to 6). These incidents are not in any particular area and spread out around the unitary authority. Within other special service calls we have seen a small reduction when comparing this year verses last year from 202 to 197 (-2.5%). Effecting entry/exit incidents have increased from 28 to 41 (+46.4%) with calls to persons in distress rising from 7 to 15 (+114.3%). Bridgend UA has also seen an increase in assistance to the police/ambulance with incidents rising from 9 to 20 (+122.2%). False alarm due to apparatus have decreased from 400 to 257 (-35.8%), driven by a reduction in alarms set off by cooking with numbers falling from 110 to 74 (-32.7%). False alarm good intent has also increased from last year with incidents where we attended because of controlled burning rising from 62 to 111 (+79%).



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %
Total Incidents	1,823	123	199	217	422	187	137	154	131	114	129	149	156	539	746	399	434	2,118	1,823	295	16% ▲
Special Service Call	354	20	30	33	32	29	21	28	21	24	29	38	21	83	82	73	88	326	354	-28	-8% ★
Total RTCs Attended	126	4	12	13	12	11	5	8	10	10	10	11	11	29	28	28	32	117	126	-9	-7% ★
Total Other SSCs Attended	228	16	18	20	20	18	16	20	11	14	19	27	10	54	54	45	56	209	228	-19	-8% ★
Total False Alarms Attended	651	49	54	74	119	75	53	60	59	58	42	46	46	177	247	177	134	735	651	84	13% ▲
Malicious False Alarms	32	2	2	2	4	1	0	4	4	2	2	2	0	6	5	10	4	25	32	-7	-22% ★
Good Intent False Alarm	323	23	33	48	85	46	25	29	33	22	15	20	26	104	156	84	61	405	323	82	25% ▲
Automatic False Alarms	296	24	19	24	30	28	28	27	22	34	25	24	20	67	86	83	69	305	296	9	3% ●
Total Fires Attended	818	54	115	110	271	83	63	66	51	32	58	65	89	279	417	149	212	1,057	818	239	29% ▲
Deliberate Fire	648	44	92	89	236	76	50	51	37	22	45	56	76	225	362	110	177	874	648	226	35% ▲
Deliberate grass fires attended	176	11	54	40	175	30	9	10	2	0	0	12	32	105	214	12	44	375	176	199	113% ▲
Deliberate refuse fires attended	354	23	31	38	46	37	29	35	25	12	42	37	39	92	112	72	118	394	354	40	11% ★
Accidental Fire	170	10	23	21	35	7	13	15	14	10	13	9	13	54	55	39	35	183	170	13	8% ▲
Accidental Dwelling Fires Attended	57	3	5	5	7	1	5	3	5	3	7	6	3	13	13	11	16	53	57	-4	-7% ★
Total Deaths and Injuries In Fires	11	0	1	1	1	0	0	0	3	0	0	0	0	2	1	3	0	6	11	-5	-45% ★
Total Accidental Deaths and Injuries In Fires	10	0	1	1	0	0	0	0	1	0	0	0	0	2	0	1	0	3	10	-7	-70% ★

The total number of fires have increased from 818 to 1,057 (+29.2%) compared to last year. The main driver for the increase was deliberate grass fires increasing from 176 to 375 (+113.1%), with further increases in deliberate refuse fires from 354 to 394 (+11.3%). RTCs have decreased from 126 to 117 (-7.1%), although extrications of person/s have increased from 18 to 26 (+44.4%) compared to last year. Other special service incidents have decreased from 228 to 209 (+4.65%) with an increase in assisting other agencies from 19 to 35 (+84.2%). The largest decrease was in medical incident – first responder with incidents reducing from 42 last year to 3 incidents (-92.9%) this year. Good intent false alarms have increased from 323 last year to 405 (+25.4%) with incidents related to grass and refuse fires accounting for the majority of these attendances. False alarms due to apparatus have increased from 296 to 305 (+3.0%), with the majority of the increase coming from faulty smoke alarms. We have also seen the number of deaths and injuries in fires reduce from 11 to 5 (-54.5%) compared to last year.





Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	4,122	263	353	424	503	337	299	329	327	259	283	247	297	1,040	1,139	915	827	3,921	4,122	-201	-5%	★
Special Service Call	887	47	56	89	68	72	58	57	58	53	44	52	74	192	198	168	170	728	887	-159	-18%	★
Total RTCs Attended	215	12	14	23	16	19	19	15	21	13	13	15	19	49	54	49	47	199	215	-16	-7%	★
Total Other SSCs Attended	672	35	42	66	52	53	39	42	37	40	31	37	55	143	144	119	123	529	672	-143	-21%	★
Total False Alarms Attended	2,125	159	180	209	199	163	172	168	171	165	159	138	147	548	534	504	444	2,030	2,125	-95	-4%	★
Malicious False Alarms	75	4	5	11	7	7	2	10	10	3	4	6	3	20	16	23	13	72	75	-3	-4%	●
Good Intent False Alarm	671	54	69	64	91	62	63	64	57	59	58	52	54	187	216	180	164	747	671	76	11%	▲
Automatic False Alarms	1,379	101	106	134	101	94	107	94	104	103	97	80	90	341	302	301	267	1,211	1,379	-168	-12%	★
Total Fires Attended	1,110	57	117	126	236	102	69	104	98	41	80	57	76	300	407	243	213	1,163	1,110	53	5%	●
Deliberate Fire	740	44	67	72	192	71	45	72	65	20	48	38	40	183	308	157	126	774	740	34	5%	●
Deliberate grass fires attended	126	5	12	29	106	18	6	10	1	0	0	11	9	46	130	11	20	207	126	81	64%	▲
Deliberate refuse fires attended	454	34	45	30	72	45	30	46	51	16	42	19	24	109	147	113	85	454	454	0	0%	★
Accidental Fire	370	13	50	54	44	31	24	32	33	21	32	19	36	117	99	86	87	389	370	19	5%	●
Accidental Dwelling Fires Attended	139	7	13	18	14	16	10	18	14	11	17	10	15	38	40	43	42	163	139	24	17%	▲
Total Deaths and Injuries In Fires	19	3	4	1	0	0	2	3	2	0	1	2	2	8	2	5	5	20	19	1	5%	★
Total Accidental Deaths and Injuries In Fires	16	3	4	1	0	0	1	2	2	0	1	2	1	8	1	4	4	17	16	1	6%	★

Cardiff UA have seen an increase in the number of fires attended from 1,110 to 1,163 (+4.8%). We have seen increases in deliberate grass fires with numbers rising from 126 to 207 (+64.3%), with deliberate refuse fires remaining the same as last year at 454. There was an increase in accidental dwelling fires from 139 last year to 163 (+17.3%) this year. Incidents involving a cooker accounted for 50 (30.7%) of the 163 incidents in Cardiff. RTCs have decreased from 215 last year to 200 (-7.0%) this year with the number of extrications of person/s reducing from 20 to 18 (-10.0%). The main cause of the reduction is from making the vehicle safe reducing from 61 to 48 (-21.3%). Other special service calls have decreased from 672 last year to 529 (-21.3%) this year. The main drivers to the decrease are effecting entry/exit decreasing from 120 to 107 (-10.8%) and lift rescues decreasing from 95 to 67 (-29.5%). We have also seen the number of incidents under medical incident first responder decreasing from 83 to 18 (-78.3%). Fire alarm due to apparatus has decreased from 1,379 to 1,211 (-12.2%) with the largest reduction coming from faulty alarms with numbers falling from 423 to 318 (-24.8%). A good news story from the University hospital of Wales was that there has been a significant reduction in the number appliances attending false alarms with 469 less fire appliances in attendance over a 2 year period.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	756	59	83	91	164	68	59	58	55	45	58	48	50	233	291	158	156	838	756	82	11%	▲
Special Service Call	178	6	14	9	13	14	21	18	15	7	15	11	5	29	48	40	31	148	178	-30	-17%	★
Total RTCs Attended	49	2	8	2	6	3	7	5	8	3	6	5	3	12	16	16	14	58	49	9	18%	●
Total Other SSCs Attended	129	4	6	7	7	11	14	13	7	4	9	6	2	17	32	24	17	90	129	-39	-30%	★
Total False Alarms Attended	293	29	30	31	40	26	21	22	23	25	25	22	23	90	87	70	70	317	293	24	8%	▲
Malicious False Alarms	7	1	1	0	2	0	1	0	4	0	0	0	0	2	3	4	0	9	7	2	29%	▲
Good Intent False Alarm	125	12	13	15	29	13	10	11	9	13	10	9	14	40	52	33	33	158	125	33	26%	▲
Automatic False Alarms	161	16	16	16	9	13	10	11	10	12	15	13	9	48	32	33	37	150	161	-11	-7%	★
Total Fires Attended	285	24	39	51	111	28	17	18	17	13	18	15	22	114	156	48	55	373	285	88	31%	▲
Deliberate Fire	211	21	32	39	98	20	11	12	14	8	14	11	21	92	129	34	46	301	211	90	43%	▲
Deliberate grass fires attended	69	11	19	19	76	5	0	1	1	0	0	7	12	49	81	2	19	151	69	82	119%	▲
Deliberate refuse fires attended	115	7	10	15	17	13	8	9	7	6	7	2	7	32	38	22	16	108	115	-7	-6%	★
Accidental Fire	74	3	7	12	13	8	6	6	3	5	4	4	1	22	27	14	9	72	74	-2	-3%	▲
Accidental Dwelling Fires Attended	29	1	1	3	0	3	2	3	0	4	1	1	0	5	5	7	2	19	29	-10	-34%	★
Total Deaths and Injuries In Fires	4	0	1	0	1	0	1	0	0	0	0	1	0	1	2	0	1	4	4	0	0%	▲
Total Accidental Deaths and Injuries In Fires	4	0	1	0	1	0	1	0	0	0	0	1	0	1	2	0	1	4	4	0	0%	▲

Total fires have increased from 285 last year to 373 (+30.9%) with deliberate grass fires showing a large increase compared to last year from 69 to 151 (+118.8%). Accidental dwelling fires reduced from 29 to 19 (-34.5%) with incidents involving the cooker accounting for 9 (47.4%) of the 19 incidents. RTCs have increased from 49 last year to 58 (+18.4%) this year with extrication of person increasing from 9 to 13 (+44.4%). Making the scene and the vehicle safe accounted for 31 (53.4%) of the 58 RTCs attended. Other special service calls have decreased from 129 to 90 (-30.2%) compared to last year, with the biggest decrease coming from effecting entry/exit with incidents falling from 21 to 9 (-57.1%). There has been a decrease in False alarm due to apparatus from 161 last year to 150 (-6.8%). The main reason for the decrease is a reduction in faulty alarms from 43 to 31 (-27.9%) although alarms set off by smoking increased from 3 to 10 (+233.3%) with 5 of these in hospitals and 2 in a residential home.





Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	909	76	93	85	103	92	75	102	73	67	63	55	72	254	270	242	190	956	909	47	5%	▲
Special Service Call	256	19	19	14	10	17	19	21	20	15	17	18	15	52	46	56	50	204	256	-52	-20%	★
Total RTCs Attended	106	8	10	4	3	11	10	12	7	7	6	10	2	22	24	26	18	90	106	-16	-15%	★
Total Other SSCs Attended	150	11	9	10	7	6	9	9	13	8	11	8	13	30	22	30	32	114	150	-36	-24%	★
Total False Alarms Attended	470	42	49	44	45	51	38	55	37	42	29	31	33	135	134	134	93	496	470	26	6%	▲
Malicious False Alarms	8	0	1	2	3	0	1	1	1	1	0	0	1	3	4	3	1	11	8	3	38%	▲
Good Intent False Alarm	126	13	10	10	21	14	9	9	6	11	10	13	11	33	44	26	34	137	126	11	9%	●
Automatic False Alarms	336	29	38	32	21	37	28	45	30	30	19	18	21	99	86	105	58	348	336	12	4%	▲
Total Fires Attended	183	15	25	27	48	24	18	26	16	10	17	6	24	67	90	52	47	256	183	73	40%	▲
Deliberate Fire	57	6	12	12	23	8	9	5	9	2	5	3	9	30	40	16	17	103	57	46	81%	▲
Deliberate grass fires attended	16	3	5	5	17	0	3	1	2	0	1	0	2	13	20	3	3	39	16	23	144%	▲
Deliberate refuse fires attended	20	3	5	3	3	5	2	2	5	2	3	1	4	11	10	9	8	38	20	18	90%	▲
Accidental Fire	126	9	13	15	25	16	9	21	7	8	12	3	15	37	50	36	30	153	126	27	21%	▲
Accidental Dwelling Fires Attended	30	4	1	2	1	4	4	2	1	4	4	0	2	7	9	7	6	29	30	-1	-3%	▲
Total Deaths and Injuries In Fires	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	1	100%	▲
Total Accidental Deaths and Injuries In Fires	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	1	0	1	100%	▲

Total fires from have increased from 183 last year to 256 (+39.9%) this year. Deliberate grass (+144.0%) and deliberate refuse (+90%) fires have both shown increases compared to last year. Accidental fires have experienced an increase of 21.0% compared to last year with accidental grass fires rising from 9 to 23 (+155.6%) and incidents in hospitals (1 to 5) and fires in agricultural properties (2 to 6) also increasing. RTCs have decreased from 106 last year compared to 90 (-15.1%) this year. Extractions have increased slightly from 15 to 16 (+6.7%) and release of persons has decreased from 10 down to 7 (-30.0%). Making the vehicle or scene safe has also decreased from 54 to 40 (-25.9%). Other special service call have decreased from 150 last year to 114 this year (-24.0%). We have seen an increase in both effective entry/exit from 10 to 21 (+110.0%) and lift release from 9 to 14 (+55.6%). We have seen an increase in False alarms due to apparatus from 336 last year to 348 (+4.0%) this year. Incidents in residential homes have increased from 19 to 33 (+73.7%) with incidents in Severn View Residential home accounting for 8 of the incidents.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	2,328	150	178	206	296	187	178	198	189	150	198	140	146	534	661	537	484	2,216	2,328	-112	-5%	★
Special Service Call	412	25	25	32	28	21	27	30	31	28	25	23	29	82	76	89	77	324	412	-88	-21%	★
Total RTCs Attended	131	9	8	11	13	6	11	12	11	10	8	9	9	28	30	33	26	117	131	-14	-11%	★
Total Other SSCs Attended	281	16	17	21	15	15	16	18	20	18	17	14	20	54	46	56	51	207	281	-74	-26%	★
Total False Alarms Attended	1,051	61	81	95	104	94	84	100	95	81	99	68	60	237	282	276	227	1,022	1,051	-29	-3%	★
Malicious False Alarms	41	4	4	3	4	3	2	7	3	1	5	0	4	11	9	11	9	40	41	-1	-2%	●
Good Intent False Alarm	308	18	32	35	61	36	27	32	40	22	38	23	22	85	124	94	83	386	308	78	25%	▲
Automatic False Alarms	702	39	45	57	39	55	55	61	52	58	56	45	34	141	149	171	135	596	702	-106	-15%	★
Total Fires Attended	865	64	72	79	164	72	67	68	63	41	74	49	57	215	303	172	180	870	865	5	1%	★
Deliberate Fire	709	46	57	58	125	58	52	57	52	26	64	35	43	161	235	135	142	673	709	-36	-5%	★
Deliberate grass fires attended	81	6	8	21	72	16	5	8	0	0	1	0	4	35	93	8	5	141	81	60	74%	▲
Deliberate refuse fires attended	474	30	37	31	35	30	37	37	39	17	52	28	26	98	102	93	106	399	474	-75	-16%	★
Accidental Fire	156	18	15	21	39	14	15	11	11	15	10	14	14	54	68	37	38	197	156	41	26%	▲
Accidental Dwelling Fires Attended	60	8	3	2	4	3	7	2	5	9	4	5	7	13	14	16	16	59	60	-1	-2%	★
Total Deaths and Injuries In Fires	3	4	0	1	0	0	0	0	0	2	1	0	4	5	0	2	5	12	3	9	300%	▲
Total Accidental Deaths and Injuries In Fires	2	3	0	1	0	0	0	0	0	1	1	0	3	4	0	1	4	9	2	7	350%	▲

Total deliberate fires have decreased from 709 last year to 673 (-5.0%) this year. We have seen a large increase in deliberate grass fires from 81 to 141 (+74.0%) with particularly high numbers in Alway (13), Liswerry (23) and Tredegar Park (19) wards. Deliberate refuse fires did however decrease from 474 to 399 (-16.0%) compared to last year. There has been a reduction in the number of RTC incidents attended from 131 last year compared to 117 (-11.0%) this year. The number of extrications of persons is down from 17 to 16 (-5.9%) and release of person down from 8 to 4 (-50.0%). Other special service calls have decreased from 281 last year to 207 (-26.0%) this year, with effecting entry (55 to 30), lift release (25 to 12) and medical incidents – first responder (36 to 3) all showing decreases. The number of false alarm due to apparatus has decreased from 702 last year to 596 (-15.0%) this year mainly due to a decrease in attendances to hospitals (103 to 83, -19.4%). We have seen the total injuries figure rise from 3 last year to 12 (+300.0%) this year with most of these being slight injuries (10). 3 of the injuries occurred in 1 incident.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	2,506	200	270	264	605	238	214	225	198	115	168	199	239	734	1,057	538	606	2,935	2,506	429	17%	▲
Special Service Call	566	41	44	33	51	36	62	62	44	41	33	38	33	118	149	147	104	518	566	-48	-8%	★
Total RTCs Attended	184	20	20	14	15	17	25	19	23	14	13	15	12	54	57	56	40	207	184	23	13%	▲
Total Other SSCs Attended	382	21	24	19	36	19	37	43	21	27	20	23	21	64	92	91	64	311	382	-71	-19%	★
Total False Alarms Attended	935	88	98	76	161	110	77	80	83	49	79	74	80	262	348	212	233	1,055	935	120	13%	▲
Malicious False Alarms	24	2	4	2	1	1	1	1	3	0	2	3	1	8	3	4	6	21	24	-3	-13%	★
Good Intent False Alarm	426	38	44	36	122	47	42	38	45	18	32	40	36	118	211	101	108	538	426	112	26%	▲
Automatic False Alarms	485	48	50	38	38	62	34	41	35	31	45	31	43	136	134	107	119	496	485	11	2%	▲
Total Fires Attended	1,005	71	128	155	393	92	75	83	71	25	56	87	126	354	560	179	269	1,362	1,005	357	36%	▲
Deliberate Fire	744	50	102	128	331	63	53	67	48	18	42	71	103	280	447	133	216	1,076	744	332	45%	▲
Deliberate grass fires attended	269	17	46	72	245	21	1	9	5	0	2	24	55	135	267	14	81	497	269	228	85%	▲
Deliberate refuse fires attended	349	25	44	45	67	33	44	53	36	11	31	40	42	114	144	100	113	471	349	122	35%	▲
Accidental Fire	261	21	26	27	62	29	22	16	23	7	14	16	23	74	113	46	53	286	261	25	10%	▲
Accidental Dwelling Fires Attended	101	10	6	12	5	10	15	7	7	3	5	5	7	28	30	17	17	92	101	-9	-9%	★
Total Deaths and Injuries In Fires	17	0	0	2	1	1	0	0	1	0	2	0	1	2	2	1	3	8	17	-9	-53%	★
Total Accidental Deaths and Injuries In Fires	17	0	0	0	1	1	0	0	0	0	0	0	1	0	2	0	1	3	17	-14	-82%	★

Total fires have increased from 1,005 last year to 1,362 (+36.0%) this year. There has been an increase in deliberate grass fires from 269 to 497 (+84.8%) and deliberate refuse fires from 349 to 471 (+35.0%). There has also been a reduction in accidental dwelling fires from 101 to 92 (-9.0%). There has been an increase in the number of RTC incidents attended from 184 last year compared to 207 (+13.0%) this year. Extrication of persons increased from 27 to 28 (+3.7%) and release of person has increased from 7 to 10 (+42.9%). There has been a decrease in the number of other special service calls from 382 to 311 (-19.0%). This decrease can be attributed to medical incidents – first responder which have fallen from 55 last year to 2 incidents this year. Flooding incidents however have seen an increase from 35 to 68 (+94.3%) compared to last year. There has also been a decrease in the number injuries from 17 to 7 (-59.0%) compared to last year. Sadly there has been one fire fatality (vehicle fire), 1 serious injury and 6 slight injuries this year.



Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ4	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	1,126	89	114	120	160	112	94	122	84	90	84	69	90	323	366	296	243	1,228	1,126	102	9%	▲
Special Service Call	228	19	18	19	13	15	12	18	13	19	17	8	18	56	40	50	43	189	228	-39	-17%	★
Total RTCs Attended	55	4	5	6	8	6	1	3	7	9	8	2	5	15	15	19	15	64	55	9	16%	▲
Total Other SSCs Attended	173	15	13	13	5	9	11	15	6	10	9	6	13	41	25	31	28	125	173	-48	-28%	★
Total False Alarms Attended	590	54	68	54	70	75	60	62	38	59	48	41	39	176	205	159	128	668	590	78	13%	▲
Malicious False Alarms	22	2	0	1	3	0	1	3	1	2	4	1	0	3	4	6	5	18	22	-4	-18%	★
Good Intent False Alarm	169	23	25	12	34	24	21	13	12	22	18	16	13	60	79	47	47	233	169	64	38%	▲
Automatic False Alarms	399	29	43	41	33	51	38	46	25	35	26	24	26	113	122	106	76	417	399	18	5%	▲
Total Fires Attended	308	16	28	47	77	22	22	42	33	12	19	20	33	91	121	87	72	371	308	63	20%	▲
Deliberate Fire	201	10	21	31	56	14	16	33	21	6	11	18	20	62	86	60	49	257	201	56	28%	▲
Deliberate grass fires attended	37	3	9	12	32	5	3	4	1	0	1	2	5	24	40	5	8	77	37	40	108%	▲
Deliberate refuse fires attended	103	4	7	12	18	3	9	28	13	4	8	10	9	23	30	45	27	125	103	22	21%	●
Accidental Fire	107	6	7	16	21	8	6	9	12	6	8	2	13	29	35	27	23	114	107	7	7%	▲
Accidental Dwelling Fires Attended	39	1	3	6	3	3	1	5	6	1	4	1	0	10	7	12	5	34	39	-5	-13%	★
Total Deaths and Injuries In Fires	2	0	0	7	1	0	0	0	0	0	0	1	0	7	1	0	1	9	2	7	350%	▲
Total Accidental Deaths and Injuries In Fires	1	0	0	7	1	0	0	0	0	0	0	0	0	7	1	0	0	8	1	7	700%	▲

Total fires have increased from 308 last year to 371 (+20.0%) this year. The increase is mainly due to deliberate refuse fires increasing from 103 to 125 (+21.0%) and deliberate grass fires increasing from 37 to 77 (+108.0%). There has been an increase in the number of RTC incidents attended this year compared to last year from 55 to 64 (+16.0%). The number of incidents involving extrication of persons has increased from 8 to 13 (+62.5%). Other Special Service call have decreased from 173 last year to 125 (-28.0%) this year. We have seen the number of left releases reduce from 26 to 17 (-34.6%) with the largest decrease in medical incidents – first responder falling from 34 to 8 (-76.5%). We have seen an increase in False alarms due to apparatus from 399 last year to 417 (+5.0%) this year. We have seen a large increase in the number of fire alarms activated due to a power surge up from 2 to 20. These are spread-out across the Unitary Authority. The main reason for the alarm callout is faulty alarms which account for 129 (31.0%) of the 417 callouts.





Incident Categories	Apr 2017 - Mar 2018	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1toQ4	Last Year Q1toQ3	Q1toQ4 YoY	Q1toQ4 YoY %	
Total Incidents	1,190	73	121	105	161	90	91	82	75	85	99	78	79	299	342	242	256	1,139	1,190	-51	-4%	★
Special Service Call	366	20	28	14	36	23	25	18	21	21	23	21	26	62	84	60	70	276	366	-90	-25%	★
Total RTCs Attended	107	5	12	5	13	7	9	6	6	7	8	9	8	22	29	19	25	95	107	-12	-11%	★
Total Other SSCs Attended	259	15	16	9	23	16	16	12	15	14	15	12	18	40	55	41	45	181	259	-78	-30%	★
Total False Alarms Attended	527	35	53	48	65	46	43	40	42	41	57	37	34	136	154	123	128	541	527	14	3%	●
Malicious False Alarms	5	0	3	3	4	0	1	2	2	0	1	2	0	6	5	4	3	18	5	13	260%	▲
Good Intent False Alarm	175	15	15	16	24	19	14	15	20	16	25	15	22	46	57	51	62	216	175	41	23%	▲
Automatic False Alarms	347	20	35	29	37	27	28	23	20	25	31	20	12	84	92	68	63	307	347	-40	-12%	★
Total Fires Attended	297	18	40	43	60	21	23	24	12	23	19	20	19	101	104	59	58	322	297	25	8%	▲
Deliberate Fire	174	10	29	25	34	13	14	11	5	8	8	13	11	64	61	24	32	181	174	7	4%	●
Deliberate grass fires attended	36	2	6	8	25	3	1	1	0	0	0	3	2	16	29	1	5	51	36	15	42%	▲
Deliberate refuse fires attended	95	5	16	13	9	8	10	8	4	5	6	8	7	34	27	17	21	99	95	4	4%	★
Accidental Fire	123	8	11	18	26	8	9	13	7	15	11	7	8	37	43	35	26	141	123	18	15%	▲
Accidental Dwelling Fires Attended	44	4	3	4	3	3	5	4	1	4	7	4	4	11	11	9	15	46	44	2	5%	★
Total Deaths and Injuries In Fires	5	0	0	0	1	1	0	0	0	1	1	0	0	0	2	1	1	4	5	-1	-20%	▲
Total Accidental Deaths and Injuries In Fires	3	0	0	0	1	1	0	0	0	1	1	0	0	0	2	1	1	4	3	1	33%	▲

Total fires have increased from 297 last year to 322 (+8.0%) this year. There has been an increase in deliberate grass fires from 36 last year to 51 (+42.0%). The majority of these incidents were in Barry station ground (10) and Cowbridge (8). There has been a reduction in the number of RTC incidents attended this year compared to last year with incidents falling from 107 to 95 (-11.0%). The number of extrications of people is down from 15 to 11 (-26.7%) and release of person down from 5 to 2 (-60.0%). Other special service call have decreased from 366 last year to 276 (-24.6%) this year. There has been a decrease in the number of medical incidents – first responder from 40 last year to 10 (-75.0%) this year and a decrease in effecting entry/exit incidents from 41 to 34 (-17.1%). Incidents assisting other agencies however have increased from 6 to 13 (+116.7%) compared to last year. There has been a decrease in the number of False alarms due to apparatus from 347 last year to 307 (-12.0%) this year. The reduction in False alarms due to apparatus are mainly coming from non-residential buildings reducing from 201 to 179 (-10.9%) and Education properties falling from 42 last year to 28 (-33.3%) this year.

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## **WELSH LANGUAGE STANDARDS UPDATE – JULY 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 placed upon Unitary Authorities, Fire & Rescue Authorities, and many other named public sector bodies.
- 1.2 In 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 A total of 151 standards were specified in the Authority's Compliance Notice. A full breakdown of each standard is attached at Appendix 1.
- 2.2 A bespoke monitoring framework that was introduced to ensure the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards.
- 2.3 Analysis of all the current standards using the traffic light system is presented below:-

Number of standards scoring in a Green category		<b>142</b>
Number of standards scoring in an Amber category		<b>8</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

- 2.4 A full review of the Authority's compliance with the Welsh Language Standards is currently being carried out. Most of the scores currently recorded as amber relate to translation work that is still in progress or changes to internal procedures that are in the process of being finalised. The score recorded as red (standard 55) is in relation to resourcing this standard.
- 2.5 Appendix 2 provides a high level snapshot showing interactions with our website and social media pages. These indicate there is a predominantly higher interaction with our English pages, however, it is worth noting that there is some interaction with the Welsh ones.
- 2.6 Guidance documents for staff and other resources to assist in implementing the standards are available on the 'Welsh Language Standards' page of the intranet.
- 2.7 The Authority is required to produce and publish an Annual Monitoring report containing information explaining what the Authority has achieved during 2018/19 financial year. The Authority is required to publish the report on its website within 6 months from the end of the 2018/19 financial year. We therefore anticipate that the report will be published in September 2019. We have created a Welsh Standards page on our website in preparation for this and to also publish other documents in relation to the Standards. The new web page can be located here: <https://www.southwales-fire.gov.uk/who-we-are/welsh-language-standards/>

## 3. FINANCIAL IMPLICATIONS

- 3.1 The Service currently employs one full-time Welsh Language translator.



3.2 The Service also provides support for employees to enrol on courses to learn Welsh. The Service currently has nine accredited Welsh speakers and a further five people who are studying towards becoming accredited. The Service will be placing an advert on its intranet site from July 2019 for employees who are interested in applying to study Welsh for the 2019 – 2020 academic year.

#### 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 contents of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Jones Head of Human Resources	Appendix 1 – Compliance Review and Action Plan July 2019 <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>  Appendix 2 – Analysis of interactions with SWFRS Website and Social Media Pages <a href="http://www.legislation.gov.uk/mwa/2011/1/contents/enacted">http://www.legislation.gov.uk/mwa/2011/1/contents/enacted</a>

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## Appendix 1




## South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan July 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>
<p><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).</p>	●	Covered in Guidance for Staff
<p><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.</p>	●	Covered in Guidance for Staff
<p><b>2 Standards relating to telephone calls made and received by a body.</b></p> <p><b>(1) Telephone calls made to a body’s main contact number and to any helplines or call centres.</b></p>		
<p><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.</p>	●	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</b> <i>continued.</i>	<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 however resourcing of welsh speaking staff to undertake this is a continued challenge
<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>	●	Completed
<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
<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
<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
<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



<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
<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
<b>Standard 102</b> If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	●	Compliance verified
<b>Standard 103</b> If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	●	Compliance verified
<b>Standard 104</b> If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	●	Compliance verified
<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.		Compliance verified
<b>Standard 108</b> If you publish a policy regarding work patterns, you must publish it in Welsh.		Compliance verified
<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
<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
<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

<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,</p> <p>(b) responded in Welsh to a complaint about him or about her,</p> <p>(c) asked for a meeting about the complaint to be conducted in Welsh, or</p> <p>(ch) asked to use the Welsh language at a meeting about the complaint.</p>	●	Compliance verified
<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
<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</p> <p>(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

<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
<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

<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.	●	Most pages are bilingual
<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>	●	Strategies in place with Welsh speakers in the Service. Can offer simultaneous translation
<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
<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
<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



<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
<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
<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

<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
<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
<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
<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.	●	Compliance verified
<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.	●	Compliance verified
<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).	●	Compliance verified
<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.	●	Compliance verified
<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.	●	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
<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
<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
<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

## 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

<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

9 A body publishing arrangements for oversight	Status	Comment
<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

<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
<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

<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 151 standards imposed:**

		<b>SWFRS</b>
Number of draft standards scoring in a Green category		<b>142</b>
Number of draft standards scoring in an Amber category		<b>8</b>
Number of draft standards scoring in a Red category		<b>1</b>



## Appendix 2

## Welsh Language Standards - analysis of interactions with SWFRS website &amp; social media pages (Apr 2018 – March 2019)

WEBSITE		
Criteria	Welsh Website:	English Website:
Unique page views	36,842	280,944
Predominant age group	25-34 year olds	25-34 year olds
Users	22,358	87,810
Time spent on Website (per session)	1 minute 12 seconds	2 minutes 20 seconds
Most popular pages	Recruitment pages.	Recruitment pages.

FACEBOOK		
Criteria	Welsh page	English page
Followers (between Apr 18 - Mar 19)	234	23,557
<b>Extra followers during last 3 months</b>	<b>15 (+6%)</b>	<b>1,192 (+5%)</b>

\*\*\*We have also noticed a small increase in the Welsh interaction in relation to video content.

TWITTER		
Criteria	Welsh page	English page
Followers	112	27,600
Likes	220	5,549

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## **OPERATION ATEGOL**

### **SUMMARY**

Pay and the Conditions of Service for Grey Book staff is determined by the National Joint Council. Despite a pay rise being due on the 1<sup>st</sup> July no agreement has yet been reached. The Fire Brigades Union have indicated that due to this they are preparing for a trade dispute.

The Civil Contingencies Act 2004 establishes a range of duties for specified "Category 1 responders". These include the duty of Fire & Rescue Authorities to assess, plan and prepare for impacts that may affect the business continuity of service delivery. One such foreseeable business continuity event is the loss of staff. 'Operation Ategol' is the Service's plan to respond to Industrial Action.

### **RECOMMENDATION**

Members note the content of the report and the principles of the plan for loss of staff.

## **1. BACKGROUND**

- 1.1 Fire & Rescue Authorities have a duty under Section 7(2)(a) of the Fire and Rescue Services Act 2004 (FRSA 2004), in relation to firefighting, to "*secure the provision of the personnel, services and equipment necessary efficiently to meet all normal requirements.*" A similar duty applies under S8 in respect of Road Traffic Collisions and S9 in relation to Other Emergencies (which in Wales includes Flooding).
- 1.2 The Civil Contingencies Act 2004 lays down duties for specified "Category 1 responders", including Fire & Rescue Authorities to assess, plan and advise in relation to emergencies. For a Fire & Rescue Authority, an emergency includes a period of industrial action
- 1.3 'Operation Ategol' is the plan for the provision of emergency fire and rescue cover by South Wales Fire & Rescue Service designed to meet statutory responsibilities under the Fire & Rescue Service Act 2004 in relation to Business Continuity.
- 1.4 The strategic aim of Ategol is to maintain an appropriate level of service provision to meet the Authorities legal responsibilities, and to protect the communities of South Wales in line with the levels of resource available during periods of Industrial Action. It is "*the planned provision, as part of the business continuity arrangements of South Wales Fire & Rescue*

*Service, to maintain emergency firefighting and rescue capabilities in the event of significant loss of personnel for whatever reason". It does not seek to replicate normal service provision, but is intended to provide an emergency capability to maintain its statutory responsibilities.*

- 1.5 The last period of Industrial Action related to a Pensions dispute in 2013/14 and this resulted in 50 periods of discontinuous strike action over an 18 month period. SWF&RS were particularly effected by the Industrial Action due to the very high FBU membership across the Service, over 95%.

## **2. ISSUE**

- 2.1 To ensure that the Authority can discharge its statutory functions during times of significant loss of staff 'Operation Ategol' was developed. This plan enables the ACFO Technical Services to draw down on additional trained staff to ensure continuity of the provision of emergency services, albeit at a significantly reduced level.
- 2.2 The plan has a number of critical elements, each of which is necessary to provide a robust response to a significant loss of staff. It includes the provision of suitably trained Auxiliary Firefighters, Competent Incident Commanders to provide adequate supervision, additional professional Firefighters to enhance resilience, instructor contracts to deliver appropriate competency based training and a part-time manager to ensure each element continues to be ready for deployment.
- 2.3 The Auxiliary cohort currently has an establishment of approximately 80 Firefighters. This reflects the identified need to respond to the early stages of Industrial Action and avoid reliance on external support. To secure the provision of Auxiliary Firefighters in the event of Industrial Action, and to ensure that they are contracted to attend essential training events, an appropriate contract was developed. This contract guarantees Auxiliary Firefighters an annual salary of between £1250 and £2250 according to skill sets.
- 2.4 The Service currently has a contract with Securitas to provide 10 Competent Incident Commanders to provide management and supervision for the Auxiliary Reserve in the event of a deployment.
- 2.5 The effective management and engagement of our Auxiliary Firefighters initially proved to be challenging although the appointment of the part-time Auxiliary Manager, responsible for coordinating availability, and training has proved extremely valuable.

- 2.6 At the disputes peak in 2013 over 180 Auxiliary Firefighters were employed although these numbers have been reduced to 80 in accordance with the approved establishment. Those remaining Auxiliary firefighters actively maintain a range of skill sets including LGV response driving, breathing apparatus wearing, first aid, core skills, defensive water rescue skills and road traffic collision skills. Continuation training is delivered on a quarterly basis to ensure relevant competence is maintained.
- 2.7 'Operation Ategol' has been kept current through regular testing which includes a desktop exercise in February 2017 followed by a full live play exercise in April 2017. A further comprehensive exercise in preparation for a potential trade dispute, 'Exercise Carnation' was carried out in January 2019. This challenging exercise tested the service wide response to industrial action and was followed up by a full live play exercise involving the Auxiliary Reserve and Securitas.
- 2.8 All critical elements of the plan have been fully tested and it is intended to run a short notice exercise in the near future where the Service will be given only 7 days to plan for a full deployment.
- 2.9 The Service has also established a Critical Incident Team to ensure any vulnerabilities are identified and to facilitate the coordinated response to any industrial action that may occur.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 'Operation Ategol' has an associated annual budget of approximately £350,000 which is for the maintenance of capabilities and does not include any deployment costs.

### **4. HEALTH AND SAFETY IMPLICATIONS**

- 4.1 During normal business the provision of a Fire & Rescue Service has significant Health and Safety implications for the Authority, which are controlled through robust safe systems of work, training, instruction and supervision. During periods of Industrial Action involving firefighters, risks to both the community and those providing the service are increased due to the limited number of resources available, the limited role of Auxiliary Firefighters, and the experience of those responding.
- 4.2 It has long been considered by the Authority that the benefits of providing a limited emergency response in accordance with 'Operation Ategol' far outweigh the option of not providing any service at all.
- 4.3 'Operation Ategol' is underpinned by various risk assessments that take into account the limited response service provided at times of Industrial

Action, and the limited role that Auxiliary Firefighters can be expected to perform. Training has and will continue to be delivered to those Auxiliary Firefighters undertaking the limited firefighting role. However, Auxiliary Firefighters cannot, and will not, be permitted to undertake activities beyond that to which they are trained and equipped to deal with.

- 4.4 Ategol recognises the important role that effective risk management in terms of community safety, public awareness and Business Fire Safety will have in ensuring the safe discharge of the Authority's responsibilities.

## 5. RECOMMENDATION

- 5.1 Members note the content of the report and the principles of the plan for loss of staff.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACFO R Prendergast Director of Technical Services	None

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.vi

29 JULY 2019

## REPORT OF THE TREASURER

**STATEMENT OF ACCOUNTS 2018/19****SUMMARY**

The Appointed Auditor is required to give his opinion on the financial statements for the year ended 31 March 2019. This report considers the statutory ISA260 report, the final statement of accounts and the letter of representation.

As the audit continues to the end of July, the documents currently being finalised will be circulated to Members electronically prior to Fire Authority meeting.

The report also requests the delegation of these tasks to the FAPM Committee in future.

**RECOMMENDATIONS**

That Members receive the ISA260 report of the Appointed Auditor and note the letter of representation contained therein (provided electronically).

That Members note the audited Statement of Accounts (provided electronically).

That the Fire Authority agree the delegation of the approval of the Statement of Accounts and associated reports to the Finance, Audit and Performance Management Committee for future years.

**1. BACKGROUND**

- 1.1 The Treasurer to the South Wales Fire & Rescue Authority is responsible for the preparation of the statutory financial statements and information contained within the annual Statement of Account according to accepted accounting practices.
- 1.2 The Auditor General is also required to give an opinion on whether the financial statements of the Authority and the Fire Fighters Pension Fund Account give a true and fair view of the financial position as at 31 March 2019, and its income and expenditure for the year then ended.

## **2. ISSUE**

- 2.1 The Treasurer approved the draft Statement of Accounts for 2018/19 on 31 May 2019, and these have been subject of the external audit process during June and July. This was the first year that the timescales for closing the accounts had been brought forward under the arrangements for 'faster closure'. The statement of accounts was prepared one month earlier than in previous years and the audit undertaken one month quicker too. Overall, this has brought the completion of the whole process forward from 30<sup>th</sup> September to 31<sup>st</sup> July.
- 2.2 It is worth placing on record an acknowledgement of the degree of effort that has gone into planning and executing the work to enable this faster closure to happen.
- 2.3 The audit has now been substantially completed by the Wales Audit Office (WAO) as the appointed auditors and their statutory ISA260 report is being finalised. A copy of the final report will be circulated electronically prior to the Fire Authority meeting. The auditors' report draws attention to corrected and uncorrected misstatements in addition to areas of uncertainty.
- 2.4 Members should note that there has been additional work required arising from recent activity in the courts around pension reforms. The amendments required in this area were not specific to South Wales Fire Authority. They are national issues arising from UK wide legislation and legal challenges particularly around discrimination within the Fire Pension Scheme which could have wider ramifications. These matters will continue to be monitored and reported to Members as they unfold.
- 2.5 The final audited Statement of Accounts will be published on the Authority's website following Fire and Rescue Authority approval and Chair, Treasurer and Auditor endorsement.
- 2.6 The overall opinion of the external auditor is likely to be favourable. This is again in no small measure down to the significant amount of work undertaken by the accountancy staff of the Fire & Rescue Service, together with support from external audit staff.
- 2.7 It is normal practice for the External Auditor to require a letter of representation from the Authority. A draft of this letter will be contained within the ISA 260 report.
- 2.8 Due to the faster closure requirements, it is becoming more onerous to align Fire Authority meeting dates with the timing of the audit completion and reporting deadlines. In order to provide greater flexibility in future



years, Members are asked to formally delegate the approval of the Accounts and associated reports to the FAPM Committee. It is normal practice now in Public Sector Organisations for the 'Audit Committee' to have such a delegation.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 Whilst there have been changes made to the draft financial statements, these do not affect the overall financial position of the Fire & Rescue Authority and as a result there are no financial implications arising directly from this report.

### **4. RECOMMENDATIONS**

- 4.1 That Members receive the ISA260 report of the Appointed Auditor and note the letter of representation contained therein (provided electronically).
- 4.2 That Members note the audited Statement of Accounts (provided electronically).
- 4.3 That the Fire Authority agree the delegation of the approval of the Statement of Accounts and associated reports to the Finance, Audit and Performance Management Committee for future years.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Geraint Thomas Head of Finance & Procurement	Statement of Accounts 2018-19 WAO ISA260 Report Proposed Report of the Auditor General to the South Wales Fire & Authority Letter of Representation

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**FORWARD WORK PROGRAMME FOR  
FIRE & RESCUE AUTHORITY 2019/20**

<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	
29 July 2019	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	On agenda
29 July 2019	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2019/20 Improvement Plan.	DCO  Contact Officer: Sally Chapman	On agenda
	<b>Annual Reports:</b>			
29 July 2019	End of year Health Check on Performance and Strategic Objectives 2018/19	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	On agenda

<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 July 2019	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards.	ACO PS Contact Officer: Alison Reed	On agenda
29 July 2019	Report on Proposed Priority Actions 2020/21	To advise Members of the proposed Priority Actions 2020/21 and to seek authority to enter into public consultation on these.	DCO Contact Officer: Sarah Watkins	On agenda
29 July 2019	Statement of Accounts (Revenue and Capital) for 2018/19 budget	To seek Members' approval for publication of the Statement of Accounts.	Treasurer Contact Officer: Geraint Thomas	On agenda
16 Sept 2019	Health & Safety Annual Report 2018/19	To advise Members of Health & Safety performance of the organisation.	ACFO TS Contact Officer: Richie Prendergast	
16 Sept 2019	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 2020/21 Budget Setting Strategy.	Treasurer Contact Officer: Chris Barton	
16 Sept 2019	Budget Strategy 2020/21	To obtain clarification upon the political steer for the Budget Strategy for 2020/21 budget setting process.	Treasurer Contact Officer: Chris Barton	
16 Sept 2019	Treasury Management Outturn 2018/19	To advise Members of the year end treasury management position.	Treasurer	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
			Contact Officer: Chris Barton & Geraint Thomas	
16 Sept 2019	Medical Response Update	To advise Members of the current status of medical response within the Service	ACFO SD  Contact Officer: Alison Kibblewhite	
16 Dec 2019	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	
16 Dec 2019	Half Yearly Health Check of Performance and Review of Strategic Themes	To advise Members of performance against agreed performance indicator targets and achievement of Strategic Themes at the mid-way point through the year.	DCO  Contact Officer: Sarah Watkins	
16 Dec 2019	Treasury Management Mid Term Report 2019/20	To advise Members of the mid year position in relation to our treasury management.	Treasurer  Contact Officer: Geraint Thomas	

<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>
16 Dec 2019	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	
10 Feb 2020	Estimated Revenue & Capital Budget determination for 2020/21	To consider consultation responses and to set the recommended budget determination for consideration by the Fire Authority.	Treasurer  Contact Officer: Geraint Thomas	
10 Feb 2020	KPI Target Setting 2020/21	To set the targets for the following financial year.	ACFO SD  Contact Officer: Sarah Watkins	
10 Feb 2020	Report on Responses to the Consultation of the draft rolling Strategic Plan and Priority Actions 2020/21	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan.	DCO  Contact Officer: Sarah Watkins	
10 Feb 2020	Pay Policy Statement 2019/20	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	ACO PS  Contact Officer: Alison Reed	
10 Feb 2020	Gender Pay Gap Statement	To update Members on the analysis of the gender pay gap across the Service.	ACO PS  Contact Officer: Alison Reed	
30 March 2020	Annual Report of the work of the Finance, Audit & Performance Management Committee & its scrutiny group during 2019/20	To advise Members of the work of the Committee.	DCO  Contact Officer: Sally Chapman	

<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>
30 March 2020	Annual Report of the work of the HR & Equalities Committee during 2019/20	To advise Members of the work of the Committee	ACO PS Contact Officer: Alison Reed	
30 March 2020	Annual Report of the Work of the Local Pensions Board 2019/20	To advise Members of the work of the Board.	ACO PS Contact Officer: Alison Reed	
30 March 2020	Annual Report of the Work of the PSB's	To update Members on the work of each of the PSB's and how this impacts upon the work of SWFRS.	DCO Contact Officer: Sarah Watkins	
30 March 2020	Treasury Management Strategy 2020/21	To secure Members' approval to the adoption of the Treasury Management Strategy 2020/21.	Treasurer Contact Officer: Geraint Thomas	
30 March 2020	Fire Authority & Committee Meeting Dates for 2020/21	To present Members with proposed dates of Authority & Committee meetings for 2020/21	DCO Contact Officer: Sally Chapman	

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

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## AGENDA ITEM NO 8

**To consider any items of business that the Chairperson deems urgent  
(Part 1 or 2)**

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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>• Local Pension Board Committee held on 21 January 2019</li> <li>• HR and Equalities Committee held on 18 February 2019</li> <li>• Fire and Rescue Authority Meeting held on 29 April 2019</li> <li>• Annual General Meeting held on 10 June 2019</li> <li>• FAPM Committee Meeting held on 8 April 2019</li> </ul>	<p style="text-align: right;">5</p> <p style="text-align: right;">9</p> <p style="text-align: right;">13</p> <p style="text-align: right;">23</p> <p style="text-align: right;">31</p>
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	2018-19 Quarter 4	
7ii.	Wales Audit Office Annual Improvement Report 2018/19	65
7. iii.	Business Plan Actions Report – Health Check 2018-19 Quarter 4	83
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