

COMMISSIONERS FOR FIRE & RESCUE SERVICE

Papers for the Board of Commissioners Committee to be held on:

Thursday 06 June 2024, 1000hrs

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

Or

Remotely via MS Teams

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

Meeting Link: <https://bit.ly/Board-of-Commissioners-06-06-24>

**Any issues please contact
01443 232000 and ask for Governance Support**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

Commissioners 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 South Wales Fire and Rescue Authority (Exercise of Functions) (Wales) Directions 2024 and the Local Government Act 2000.

3. Chairperson's Announcements
4. To receive the minutes of;
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Signature of Monitoring Officer:



MEMBERSHIP

Commissioners:

C	Foulkes
V	Randeniya
Baroness	Wilcox
K	Williams

COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE

MINUTES OF THE COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE MEETING HELD ON THURSDAY, 28 MARCH 2024 AT 1000 HRS IN MEETING ROOM 08 AND REMOTELY VIA TEAMS

COMMISSIONERS PRESENT:

Baroness Wilcox of Newport, Chair
Mr Vij Randeniya
Mr Carl Foulkes
Kirsty Williams CBE

OFFICERS PRESENT:

T/CFO Stuart Millington, T/ACFO D Loader – Director of Service Delivery, ACO A Reed – Director of People Services, ACO G Thomas – Monitoring Officer & Director of Corporate Services, T/ACFO B Thompson – Director of Technical Services, Mrs S Watkins – Deputy Monitoring Officer & Head of Corporate Support, Mrs L Mullan – T/Head of Finance, Procurement and Property, Mr W Thomas – Head of Service, Performance and Communications, Ms L Grogan – Lead Communications, Attraction and Engagement Officer

5. DECLARATIONS OF INTEREST

There were no declarations of interest made.

6. CHAIRPERSON'S ANNOUNCEMENTS

The Chairperson, Lady Wilcox welcomed all to the first substantive meeting and looked forward to discussing and debating the agenda items.

7. TO RECEIVE THE MINUTES OF THE BOARD OF COMMISSIONERS OF FIRE & RESCUE SERVICE MEETING HELD ON MONDAY 12 FEBRUARY 2024

Commissioners agreed the minutes from Monday 12 February 2024 as a true record of discussions.

8. UPDATE ON OUTSTANDING ACTIONS

This item was added to the agenda to examine the outstanding actions that remain on the action summary from the previous governance structure within the Service. As a result of this the Chief Fire Officer has reviewed and removed those actions relevant to previous Fire Authority position. One action remained relating to Fire Fighters Pension as a result of the changes to pensions via McCloud ruling. Commissioner Kirsty Williams requested this action to be removed from the action log, with regular updates on progress provided. The Monitoring Officer suggested that as part of the governance, this could be picked up as part of the People Committee Forward Work Programme.

There were no further outstanding actions.

9. REPORTS FOR DECISION

9.1. PAY POLICY STATEMENT

The Fire and Rescue Service is required to publish a Pay Policy Statement for each financial year which sets out the policy approach on pay for the new financial year. The ACO of People Services presented the report and sought approval from the Commissioners for South Wales Fire and Rescue Service to publish the Statement by the required deadline of 31 March 2024. The report referenced specific aspects of the Morris report into the culture of the Service and how it impacts the Pay Policy Statement.

The Morris report recommended that the Service review and pause the use of all temporary promotion in excess of six months. The ACO of People Services advised that this work has been started and that there will be some changes going forward in terms of permanently recruiting into roles. This was welcomed by the Commissioners.

As pay awards are negotiated and agreed by the NJC, the statement will be updated and we are currently waiting for these negotiations to take place for corporate employees, effective of 1st April 2024.

Mr Foulkes queried whether remuneration at Executive Level is the same within every service. The ACO of People Services informed that there are different levels across Fire and Rescue Services within the UK but the NJC will negotiate centrally a Brigade Managers pay award which is a standard pay increase across all Principal Officers. In SWFRS Pay Policy Statement, it highlights there is a two-track approach, one being centrally negotiated pay via the NJC, with the other being a negotiated settlement

that is agreed locally by the relevant Commissioners board.

RESOLVED THAT

9.1.1. Commissioners for South Wales Fire and Rescue Service reviewed and approved the Pay Policy Statement for 2024/2025.

9.2. MATERNITY LEAVE PROVISION

The Morris report into the Culture of South Wales Fire and Rescue Service contained a recommendation to review the Service's family friendly policies, one aspect of which was the Maternity Leave Procedure. Whilst more work is to be done in terms of a full and comprehensive review of the maternity provision and the supporting procedure, the report proposed an immediate change to the duration of full paid maternity leave from four and a half months to twelve months. The Head of Finance confirmed that the cost of this is not significant at present.

The ACO of People Services confirmed that this is a priority piece of work for the Service. Phase 2 of the proposal will further evaluate the current provisions in the workplace to ensure that there is adequate support for new and expectant mothers. The Policy and Procedure Working Group will be reviewing the Service's Family Friendly Policies going forward.

RESOLVED THAT

9.2.1 Commissioners approved the extension of the current arrangement of maternity leave/pay to 52 weeks on full pay for eligible employees.

9.3 GENDER PAY GAP 2023

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish Gender Pay Gap information by reporting the percentage differences in pay between their male and female employees. The deadline for publication is 31 March 2024.

The report referenced aspects of the Morris report into the culture of South Wales Fire and Rescue Service and how this is likely to impact the Gender Pay Gap in future years.

On the Gender Pay Gap Report 2023, Appendix 1, Kirsty Williams queried the statement *'As part of the Recruitment and Attraction Strategy, South Wales Fire and Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service'*. It was felt that the term *'perceived barriers to females'* is putting the blame on women and for the word *'perceived'* to be removed from the report before publication.

RESOLVED THAT

9.3.1 Commissioners approved the 2023 Gender Pay Gap Report as of Appendix 1 to be published by 31 March 2024.

9.4 TREASURY MANAGEMENT STRATEGY

The Annual Treasury Management Strategy Statement and associated information is required to be approved in advance of the new financial year. The Strategy provides the necessary framework from which officers will manage treasury activities.

The Deputy Treasurer provided a presentation to the Board of Commissioners providing a background to Treasury Management and its requirements on the Service. This will allow Commissioners to consider and have oversight of the treasury management activities required to ensure adequate liquidity and that longer-term capital planning is prudent, sustainable, and affordable.

Commissioners will be provided with specialist training in the Treasury Management Strategy area and a development session on the Capital Programme.

Mr Randeniya referred to a recommendation in the Morris Report under facilities to assess all facilities and equipment and to take steps to ensure it is inclusive based on the protected characteristics and has this recommendation been factored into the Capital Investment and Borrowing Strategy. The Deputy Treasurer confirmed that this part of the KC's review has been factored into the budgetary cycle and capital programme made up of individual projects, one being the ED&I project. An audit has been undertaken at all the Services building portfolios and

issues found are being addressed and invested into.

RESOLVED THAT

9.4.1 Commissioners noted and approved the following;

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

9.5 STRATEGIC THEMES AND OBJECTIVES FOR 2024/25

The Monitoring Officer provided a Year 5 update on the Service's Strategic Plan. The themes and objectives for 2024/25 have been set in the context of the background of the Culture Review and the publication of the recommendations made by Fenella Morris KC in the report. The plan had gone through considerable amount of consultation throughout the organisation and looks to identify the improvements needed in the Service, across all aspects over the next 5 years. The complete plan has been published and sets out eight strategic themes:

- Keeping you Safe
- Responding to your Emergency
- Protecting & Enhancing our Environment
- Working with Partners
- Involving and Communicating
- Valuing our People
- Using Technology Well
- Continuing to Work Effectively

Commissioners will be provided with progress reports throughout the year on how the Service is progressing against the actions set. The Monitoring Officer confirmed the report is formally reviewed on a 12-month basis.

RESOLVED THAT

9.5.1 Commissioners noted the contents of the Strategic Plan and wanted assurance that the report will be engaged by the workforce as a way

forward following the Morris report. The plan was approved to be published by the end of March 2024, as part of the Services statutory requirements.

The Monitoring Officer thanked the Service Performance and Communications team for their work to develop the plan.

9.6 REPORT ON THE STRATEGIC PERFORMANCE INDICATOR TARGETS 2024/2025

The Assistant Chief Fire Officer for Service Delivery presented the report for Commissioners to consider the Strategic Performance Indicator Targets for 2024/2025. The Performance Indicators are a statutory requirement under the Local Government (Wales) Measure (2009) which is then reported to Welsh Government on seven Strategic Performance Indicators. The report contained methodology for how the Service sets its targets going forward.

RESOLVED THAT

9.6.1 Commissioners noted the Performance Indicator Targets for 2024/2025.

9.6.2 Commissioners approved delegation to the ACFO for Service Delivery to review Quarter 4 2023/2024 data and planned reduction strategies and refine targets as necessary.

9.6.3 Commissioners approved publication of targets onto the SWFRS intranet site.

9.7 INTERNAL AUDITORS ANNUAL REPORT 31 MARCH 2024 & INTERNAL AUDIT PLAN 2024/25.

The report summarised the Internal Audit work that has been undertaken during this financial year and presented the 2024/25 plan for internal audit by TIAA.

Lady Wilcox stated that whilst there are some areas of improvement, there are a lot of positives and that we must focus on these going forward.

Mr Gourlay, TIAA provided an overview of the Internal Audit Annual Report.

Once approved, the audit opinions presented and signed off, will go forward and be put into the annual governance statement which will be considered later by the Finance Committee which then gets fed into the annual statement of accounts. This will then be audited by Audit Wales as part of the Financial Audit Statement.

RESOLVED THAT

9.7.1 Commissioners noted the work and overall opinion of the Internal Auditors for the financial year 2023/24.

9.7.2 Commissioners approved the draft annual Internal Audit Plan for 2024/25.

9.8 POTENTIAL GOVERNANCE STRUCTURE AND ASSOCIATED COMMITTEE CALANDAR 2024-2025

The Monitoring Officer presented a potential overview of the Governance Structure going forward. Four Committees would all report back to the 'Board of Commissioners Committee'.

There is a legal requirement for the Service to have a Local Pensions Board as part of the Firefighters Pension Scheme. There will also be the Finance Committee, People Committee and Culture Review Programme Governance Committee. The structure under the Culture Review Committee would be to hold an internal Service Review Board chaired by the Chief Fire Officer. The Culture and Thematic Review Working Groups would report to this Board.

The aim is to get in place a calendar of meetings for the next financial year so that a forward work programme can be developed to support Commissioners.

The Commissioners are meeting on 5th April 2024 to look at a more robust process around the Governance Structure and requested the Monitoring Officer to provide as much information as possible to help support this.

10. REPORTS FOR INFORMATION

10.1 PEOPLE SERVICES RESTRUCTURE

ACO People Services presented the report for information which provided an overview of the restructure of the Human Resources department to a Business Partnering – People Services model, following initial work undertaken over the last year and developed further by the recent appointment of a new Head of People Services.

The Morris report highlighted the need for a new structure within the People Services directorate. Commissioners were informed that the directorate anticipates requiring temporary resource for 12 months to help support the transition phase.

The Head of Finance, Procurement and Property confirmed that this restructure has not been budgeted for. The finance team are looking at setting up a system to record all of the additional costs that are coming in and that can potentially be funded by deferring or prioritising works before considering the use of reserves. Kirsty Williams requested that Commissioners be provided with a session to advise them of the financial plans going forward.

RESOLVED THAT

10.1.1 Commissioners noted the content of the report and approved the implementation of the new business model.

10.2 FORWARD WORK PROGRAMME FOR THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE

Commissioners noted the content of the Forward Work Programme presented by the Monitoring Officer. Work is to commence around the development of the Culture Review Implementation Committee Board and the reports anticipated to be presented to the Board and its Terms of Reference.

10.3 TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (Part 1 or 2)

There were no items deemed as urgent. Lady Wilcox thanked Chris Barton, former Treasurer and wished him the best on his retirement.

Following this, the Chairperson declared the meeting closed.

AGENDA ITEM NO 5

UPDATE ON OUTSTANDING ISSUES ARISING FROM PREVIOUS MEETINGS
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Stuart Millington – CFO Geraint Thomas – ACO CS	Alison Reed – ACO PS Chris Barton Treasurer
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With the exception of the pensions action below all previous outstanding issues have been closed.

Minute No	Item	Action	Leading Officer	Current Status:
21/22 – 17.3.3	Firefighter Pensions – Remedying Age Discrimination : McCloud Exercise	Progress exercise to implement the remedy work as described in the outcome of the HMT consultation on public service pensions.	ACO PS	The new pensions regulations came into force on 1 October 2023. The resourcing for the internal pensions team has been increased to support the implementation of the new pensions regulations and the team are working with our Pensions Administrator to process all cases in line with the new legislation. All cases processed under Immediate Detriment will be revisited and the team are working to a project plan to implement McCloud in full and within the 18 month timeframe that has been set. May 2024 - the current status of the project is that the Service is on track to fully implement McCloud within the timeframe set.

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AGENDA ITEM NO 6

Reports for Decision

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE SERVICE**AGENDA ITEM NO 6.i
06 JUNE 2024

BOARD OF THE COMMISSONERS

REPORT OF THE – AREA MANAGER, RISK REDUCTION

SWFRS AUTOMATIC FIRE ALARM (AFA) RESPONSE CHANGE PROPOSAL**THIS REPORT IS FOR DECISION**REPORT APPROVED BY TEMPORARY ACFO TECHNICAL SERVICES
REPORT PRESENTED BY GROUP MANAGER STEVE O'CONNELL**SUMMARY**

It is imperative that the time available in a firefighter's working day is utilised efficiently and effectively so that our staff are properly trained, improve their understanding of local risks, and undertake positive risk reduction activities. At present the unnecessary attendance at automatic fire alarms (AFA's) is detrimentally impacting the firefighter's ability to undertake more meaningful work. Calls to AFA's rarely require action by the Service and are subsequently categorised as unwanted fire signals (UWFS), yet account for the highest proportion of calls.

RECOMMENDATIONS

The recommendation is that South Wales Fire and Rescue Service (SWFRS) changes its Automatic Fire Alarm response policy to:

A nighttime, sleeping risk only response model. Response will only take place to 'AFA' calls between 18.00 – 08.00 hrs.

SWFRS may develop some exceptions to this model, which for example will include care home attendance and may include some high-risk schools out of hours. In developing these exceptions SWFRS will work closely to seek alignment and harmonisation with Mid and West Wales Fire and Rescue Service (MWWFRS) to reduce the impacts this would have on Control Operators in the Joint Public Services Centre.

Should the Commissioners agree to the proposed change above, then SWFRS through the Business Fire Safety team will manage the implementation, roll-out and review of this change, and feedback to the Commissioners on a regular basis.

1. BACKGROUND

1.1 Definitions and Data

1.1.1 False alarms are a broad term that contains 3 distinct call types.

- **False Alarm - Good Intent.** These are calls made in good faith in the belief that the FRS really would attend a fire or non-fire incident.
- **False Alarm – Malicious.** These are calls made with the intention of causing the FRS to attend a non-existent fire or non-fire incident, including with deliberate and suspected malicious intentions.
- **False Alarm - Due to Apparatus.** These are calls initiated by fire alarm actuation, often caused by cooking fumes, testing, dust, or lack of maintenance.

1.1.2 False alarms due to apparatus or fire alarm activation are categorised as Automatic Fire Alarms (AFA), at the point of call. Only when the fire service attend and confirm the incident as false alarm due to apparatus, is it categorised as an Unwanted Fire Signal (UWFS).

1.1.3 In 2023/24, South Wales Fire and Rescue Service (the Service) attended 5974 Unwanted Fire Signals (UWFS), which accounted for 31.5% of all calls attended. Additionally, there were 1518 UWFS calls that were filtered/challenged at the point of the call, and a further 929 UWFS mobilisations were recalled while enroute to incidents. Therefore, the total AFA call impact on the Service for the year 2023/24 is 8421.

1.2 AFA Mobilisations - Impacts and Risks to the Service.

1.2.1 These calls have significantly impacted the Service's ability to carry out its core functions, while having a negative impact on fire cover across the Service through disrupting risk-critical training or risk reduction activities.

1.2.2 There are further risks associated with attending AFAs, such as the road risk associated with responding to these incidents, both for the public and our Service personnel. It is estimated that responding to incidents of this nature resulted in 15 Service vehicle collisions in 2023/24.

1.3 AFA Reduction – Previous Work

1.3.1 To date the Service has worked towards reducing the number of AFA's and the impact of UWFS. Since 2021 the Service has operated a 4-stage intervention procedure. The procedure is

implemented at 1, 5, 10 and 20 calls to an individual property. The programme initiated in 2021 has not been successful as the total number of AFA's has still increased by 41% since 2019.

1.4 Risks from Non-Attendance to AFA

1.4.1 In 2023/24 there were 105 fires that the Service mobilised to as AFA's. This is 1.75% of the total 5974 UWFS that year. Of these 105 fires, action was only taken by the Service on 19 occasions, which accounts for 0.3% of the total calls received. A detailed breakdown of these calls highlights the following:

- 2 calls to AFA's in blocks of flats. Of these, one had an estate manager on site at the time of call, the other involved a small fire in the electrical switch room.
- 9 calls were to residential care properties, sheltered accommodation, or domestic dwellings where residents had Lifeline monitoring (care homes will continue to receive a 24hr response).
- 1 call was to a youth centre where responsible persons were on-site, a 999 call was received.
- 7 calls to AFA's in commercial properties, factories, superstores, and heritage sites. Of these, 3 premises had on-site staff in attendance at the time of the call.

1.4.2 All incidents were of a low level and were resolved quickly and with minimal resource requirements.

2. ISSUE / PROPOSAL

2.1 Proposal

2.1.1 The proposal is for the Service to adopt a new AFA response strategy. The strategy will allow the Service to achieve a significant reduction in the impact of AFA's, whilst ensuring the most vulnerable in our communities continue to receive protection through response.

2.1.2 Mid and West Wales Fire and Rescue (MAWWFRS) are currently in the process of changing their response to AFA's. Dialogue between the Services has commenced to establish if and how a common approach can be found. MAWWFRS will commence their change programme on the 01/07/2024.

2.1.3 If approval is granted by the Commissioners, for SWFRS to begin the change programme offered in this report, a thorough education and engagement process will be initiated. This will include all key affected organisations, including, health boards, housing associations, local authorities, Care Inspectorate Wales, Alarm

Receiving Centres (ARCs), local business groups, cultural and historical groups.

2.1.4 The proposed strategy is for the Service to transition to a sleeping risk, nighttime only (18:00 – 08:00) AFA response model, with a small number of exceptions.

2.2 **Exceptions:**

2.2.1 Non-compliant High Rise Residential Buildings (HRRB's) will continue to receive a full Pre-Determined Attendance (PDA) response during daytime hours. There are currently 67 premises that fit this criteria, and this number will likely increase.

2.2.2 Care homes will continue to receive a full PDA response at all hours, whilst Schools which are deemed at high risk can receive a nighttime-only response.

2.2.3 Any other premises or building for which there is a desire to continue to receive an automatic response will need to present a business case that will be considered against a risk criteria but must have a fire plan to move towards. Specific individual exemptions will be considered on a case-by-case basis.

2.3 **How this approach was devised.**

2.3.1 This report utilises the NFCC – Developing a risk methodology, other building fire, draft report version 3.

2.3.2 When assessing the risk of non-attendance, it is worth highlighting that the responsibility for alerting the fire service to a fire in their premises lies with the Responsible Person for said premises.

2.3.3 If a fire alarm and detection system is sounding and the premises is occupied, the fire safety management arrangements should already be in place to ensure that no-one is at risk and that the fire service is called.

2.4 **ISSUES**

2.4.1 There is a Corporate Risk from delayed or non-attendance to fires due to misunderstanding or miscommunication of procedure changes. To mitigate this risk an education and engagement programme for responsible persons will focus on:

- Understanding duty holder responsibilities.
- Actions following alarm activation.

- When to call the fire and rescue service.

2.4.2 A continued evaluation programme with internal stakeholders will identify how the process can be improved and or supported.

3 IMPLICATIONS

3.1 Community and Environment

3.1.1 Equality, Diversity, and Inclusion

There will be no impact to faiths or beliefs including sensitive times of day or year. In addition, the change in procedure does not benefit or disadvantage anyone with disabilities.

3.1.2 Well-Being Of Future Generations (Wales) Act:

The impacts of fires at schools on the community is accepted. Schools which are deemed at high risk can as part of the exception process receive a nighttime-only response.

3.1.3 Socio Economic Duty

As part of the proposed AFA response strategy changes, domestic residences with monitored alarm systems will continue to receive a response between the hours of 18.00 and 08.00hrs. This will include blocks of flats under the responsibility of councils and housing associations.

3.1.4 Equality Impact Assessment

An Equality Risk Assessment has been completed and sent to the Equality Diversity and Inclusion (EDI) team on 08/04/24 for quality assurance.

3.2 Regulatory, Strategy and Policy

3.2.1 The British Standard for Fire Alarms has been updated and states in Clause 19 and subclause 35.2.7 the need to avoid delay in summoning the fire and rescue service when the fire detection and fire alarm system of a residential care premises operates.

3.2.2 Therefore, it is implicit that there should be no delay by a responding FRS, specifically to residential care facilities. The proposed response change to AFA's includes a continued unfiltered or unchallenged 24-hour response to residential care premises and therefore the proposed model has no impact on British Standards.

3.2.3 Service Policy – Updates required to CM-04 mobilising procedures, OP-09.008 - Unwanted Fire Signal Reduction, SOP 6.18.

3.2.4 National Policy. Majority of UKFRS are currently updating their AFA response policies. National Fire Chiefs Council (NFCC) are in the process of creating a national guidance working group for UWFS reduction. SWFRS has representation on this NFCC working group.

3.3 Resources, Assets and Delivery

3.3.1 Human Resources and People Development

To enable delivery of the project a project team will be required and consist of members of Operations, Business Fire Safety (BFS), Control, Service Performance and Communication (SPC), and Media and Comms.

3.3.2 Assets and Resources

An education and engagement campaign will incur promotion and media costs. This is estimated to be in the region of £10,000.

4 EVALUATION & CONCLUSIONS

4.1 If the proposed changes to the AFA response strategy are accepted, it is anticipated that this will result in the following impacts.

4.2 Incidents attended – Based upon 23/24 data would change from 5974 incidents to 2424 incidents. A reduction of 59% of UWFS.

4.3 Blue light journeys – Of the 5974 recorded incidents to UWFS, the average number of appliances on scene at these incidents is 1.52, which equates to 9080 appliance movements (this figure does not include appliances which were recalled whilst enroute). A change to our response strategy is predicted to reduce our blue light journeys to 3684, a 59% reduction.

4.4 It is anticipated that the change to our AFA response procedure will result in approximately 9 fewer vehicle accidents per year.

4.5 By implementing these changes, we can improve fire cover across the Service and minimise the disruptions caused by certain types of calls during training and risk reduction activities. This will ultimately enhance the overall efficiency and effectiveness of our Service.

5 RECOMMENDATIONS

5.1 The recommendation is that the Service changes its automatic fire alarm response policy to:

- 5.2 A nighttime, sleeping risk only response model between 18:00 – 08:00 hrs.
- 5.3 The Service may develop some exceptions to this model, which for example will include care home attendance and may include and some high risk out of hours schools. In developing these exceptions, the Service will work closely to seek alignment and harmonisation with Mid and West Wales Fire and Rescue Service to reduce the impact this would have on Control Operators in the Joint Public Services Centre.

Contact Officer: Steve O’Connell Group Manager Operations	Brian Thompson ACFO Technical Services	
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Background Papers	Date	Source / Contact
Time for Action. A report exploring the impact of false alarms in Wales.	2015	Welsh Gov.
Fire False Alarm Reduction – South Wales Fire and Rescue Authority.	May 2023	Audit Wales.
NFCC – Developing a risk methodology, other building fire, draft report version 3	March 2023	NFCC
Appendices		

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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE SERVICE**AGENDA ITEM NO 6.ii
06 JUNE 2024

BOARD OF THE COMMISSIONERS

REPORT OF THE DIRECTOR OF PEOPLE SERVICES

STRATEGIC EQUALITY PLAN**THIS REPORT IS FOR DECISION**REPORT APPROVED BY ALISON REED – DIRECTOR OF PEOPLE SERVICES
REPORT PRESENTED BY ALISON REED – DIRECTOR OF
PEOPLE SERVICES**SUMMARY**

This report outlines the current position relating to the Service's Strategic Equality Plan. This includes an overview of the recent Strategic Equality Plan annual review (2022-23) which closes off the Service's previous plan (2020-2023); proposed changes to the current plan (2023-2026) and early indications of progress for 2023-24 which will be reported at the end of 2024-25.

RECOMMENDATIONS

That the Commissioners agree to the changes identified in this report in relation to a foreword to the Strategic Equality plan from the Interim Chief Stuart Millington and a further mention of the role of the Commissioners and the Morris report to outline the synergies and alignment of this plan to the actions outlined within the Morris report.

1. BACKGROUND

1.1 Legal requirements set out in the Equality Act 2010 mandate that as a public body, the Service must develop, implement and embed a Strategic Equality Plan outlining the actions that are proposed by the organisation to advance Inclusion, Diversity and Equity.

1.1.1 South Wales Fire and Rescue Service has (this year) closed off the Strategic Equality Plan for 2020-2023 by providing the Annual plan review 2022-2023 currently published on the Service's website.

- 1.1.2 In 2023, the Service launched a new Strategic Equality plan 2023-2026. The annual update for this report will be available from April 2025 as per Welsh Government guidance. All strategic Equality reports are reported on as per legal duty within the 12-24 months after the year of activity has ended.
- 1.1.3 This report outlines the progress made leading to the closure of the 2020-2023 plan and actions that will be made to the 2023-2026 plan to ensure it encapsulates the changes occurring within the organisation at the present time. It then proceeds to discuss early progress indication for the end of this calendar year.

2. ISSUE / PROPOSAL

2.1 The Strategic Equality Plan 2020-2023.

- 2.1.1 This plan had 5 main objectives under three sections 'Services', 'People' and 'Infrastructure' which involved ensuring under-represented groups and marginalised communities are involved at the outset of design and delivery; becoming an employer of choice that all our communities can see themselves being a part of and being a place of work where all employees feel valued. Finally, we aimed to make sure we carry out our Legal Duties under the Equality Act (2010) and related Welsh legislation and improving infrastructure to better support a 21st century inclusive employer.
- 2.1.2 The Service progressed towards its 'Services' objectives by improving its communication and consultation with key stakeholders. Similarly, the Service continued to collaborate with partners to improve service delivery. Work was undertaken to improve the Services compiling of equality information alongside the improvement of accessibility of strategic reports and communication methods.
- 2.1.3 The Service made good progress against the 'People' objectives outlined in the Strategic Equality Plan 2020-2023 which included the coordination of events, the launching of new training and new EDI initiatives to support colleagues, which all contributed to the achievement of the objectives.

2.1.4 The Service also made steady progress against the 'Infrastructure' objectives. Accessibility has improved at multiple sites, as well as improvements made regarding the provision of gender neutral facilities. Significant improvements were made regarding ICT which improved outcomes for our people. Training was also undertaken for managers regarding Equality, Diversity, Inclusion, Welsh Language and our continued reporting of our progress ensured that we met our legal obligations whilst working towards our Strategic Equality Plan objectives.

2.1.5 This plan has now been closed for reporting purposes as the Service focuses on the new Strategic Equality Plan for 2023-2026.

2.2 The Strategic Equality Plan 2023-2026

2.2.1 The new Strategic Equality Plan was launched in 2023 with the aim of being more representative of where we want to be as a Service. It outlines the relevant legislation that governs EDI in the public sector and outlines the actions we propose to undertake to ensure everyone is included when interacting with the Service.

2.2.2 We have undertaken an initial mapping exercise with the recommendations in the Morris Report and the revised version of the Strategic Equality Plan is attached at Appendix 3. We will continue to review the Plan as we progress through our change programme.

2.2.3 The team has drafted a new Foreword for the Strategic Equality Plan. The Plan has also been updated to include the Commissioners and their roles within SWFRS.

2.2.4 Early indications of progress against year one of the plan are:

- Improvements in Equality Impact Assessment (EQIA) completion to better capture the Service's EDI considerations and practices through the training of 128 key individuals across the Service from March 2024 and 50 EQIAs submitted and checked since launch of the EQIA programme.
- Increasing rates of EDI training and access to learning pathways ensuring our people can develop themselves and increase EDI understanding. E.g. last year (2023) 77% of the Service completed the Unconscious Bias module; 70% the Inclusive Language module and 67% the Inclusive Leadership module online as part of our EDI training offering.

- Consultation with all relevant stakeholders continues to be prioritised and systems for capturing key performance metrics (EDI related and wider) are being developed e.g. the Inclusive Working Group met 3 times over the last year with the Neurodiversity network meeting once a quarter, this is in addition to the work that is done with the Service Performance and Communications team re our strategic plans and aims.
- Continuation and advancement of the work that we do with Neurodiversity with over 70 referrals to the network in its first year.
- New builds and infrastructure work taking place to support a more inclusive workplace throughout the property estate.

3 IMPLICATIONS

The following outlines the considered implications for each of the category groups below.

3.1 Community and Environment

3.2 Due to the wide-reaching nature of the plan, there are a number of areas/functions of the Service which it will impact positively. These include:

- Significant impacts for Equality, Diversity and Inclusion with the purpose of the report to improve Service performance in these areas.
- Encouragement in areas outlined by the Wellbeing of Future Generations (Wales) Act which are incorporated into this plan alongside our legal requirements relating to the Welsh Language. The strengthening of the Service's infrastructure regarding Welsh Language.
- The content of the plan will ensure continuous consultation, collaboration and best practice through integrated actions linked to the plan's key objectives, including that with representative bodies.
- In line with the Public Sector Equality Duty, this plan has undergone an Impact Assessment to ensure its contents are fair, do not pose any barriers to participation or disadvantage any protected groups.

3.3 The plan is available on the SWFRS internet for viewing to reduce the impact on the environment but the content within the Strategic Equality Plan does not have a major influence on the Services' sustainability targets. Similarly, the plan does not have significant implications for safeguarding.

3.4 Regulatory, Strategy and Policy

3.4.1 By producing this strategic report, the Service is meeting its legal obligations. There may be an implied impact on finance due to the need for resource to work towards its aims. The scope of this resource will be presented when this is clear. Within the proposed update to the Strategic Equality Plan, the Morris report is contextualised and updated upon to demonstrate the live nature of the document and the relevance of the Culture review to the Service's strategic equality objectives. This plan is auditable and will be reported on yearly via the Strategic Equality Plan Annual Review and should reduce corporate risk by improving working conditions and environments for staff to lessen the likelihood of employment tribunals and complaints being made.

3.4.2 There is limited impact on health and safety as this does not enter the plan's remit, however, it is the intention for the wellbeing of our staff to improve when the Service works towards the objectives outlined in the plan. There is also limited implications for information management and data protection as the content of the plan does not have impact for these areas.

3.5 Resources, Assets and Delivery

3.5.1 This plan has implications on the resources of the Service, particularly on human resources from where lots of the actions will stem. Assets and resources may need to be increased to provide greater support for our people as outlined by the Strategic Equality Plan. Service delivery will continue, and this plan will not directly alter this, however, the outlined equality objectives will advise improvements to enhance the efficacy of service delivery to our communities. There will also be implications for procurement, particularly around how we consider equality procurement. Capital will be required for the advised actions to be implemented which will include property advancements, amongst other changes.

4 EVALUATION & CONCLUSIONS

4.1 The Service has reviewed its progress under its Strategic Equality Plan 2020-2023 and reported on the final year through the publication of the Strategic Equality Plan Review 2022-2023. The Strategic Equality Plan 2020-2023 is now closed for reporting purposes.

- 4.2 The Service must have a Strategic Equality Plan by law. The Strategic Equality Plan 2023-2026 has been produced with the recognition that the Service strives to go beyond its legal obligations. The Service upholds its commitments to the communities that it serves and understands that equality, diversity, and inclusion is key to meeting its vision, mission, and values.
- 4.3 The Service is making progress against the objectives highlighted in the Strategic Equality Plan 2023-2026 and recommends that alterations are made to this plan which are captured in point 5 Recommendations.
- 4.4 An annual review of this Strategic Equality Plan will be published in compliance with the Public Sector Duty.

5 RECOMMENDATIONS

5.1 The following is recommended following delivery of this report.

That the Commissioners agree to the changes identified in this report in relation to a foreword to the Strategic Equality plan from the Interim Chief Stuart Millington and a further mention of the role of the commissioners and the Morris report to outline the synergies and alignment of this plan to the actions outlined within the Morris report.

Contact Officers:	Serena Ford People Services Manager Organisational Growth Or Matthew Collins DICE Business Partner	
Background Papers	Date	Source / Contact
None*		

Appendices	
Appendix 1	Strategic Equality Plan Review 2022-2023
Appendix 2	Strategic Equality Plan 2023-2026



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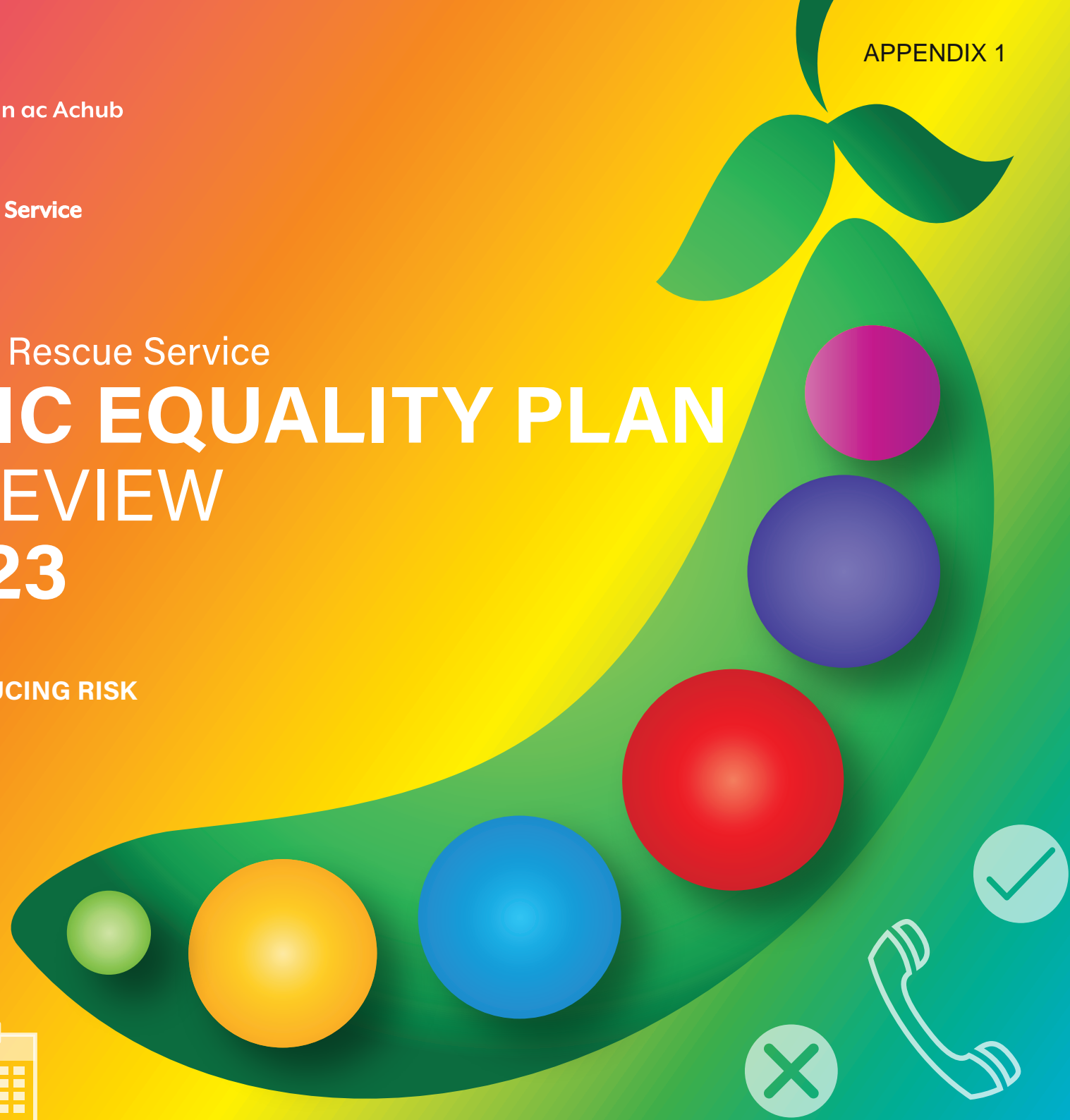
South Wales Fire and Rescue Service

STRATEGIC EQUALITY PLAN

ANNUAL REVIEW

2022 - 2023

RAISING AWARENESS - REDUCING RISK



INTRODUCTON

This is the 2022-2023 review of South Wales Fire Rescue Service's Strategic Equality Plan (the Plan can be found on the website, links below)



SCAN ME

ENGLISH:

<https://bit.ly/StrategicEqualityPlan2020-2025>



SCAN ME

WELSH:

bit.ly/CymllunCydraddoldebStrategol2020-2025

All organisational actions/tasks are mapped to one of the Strategic Equality Plan Outcomes, and this review provides a snapshot of the journey towards achievement.

OVERVIEW

The following Strategic Equality Outcomes are separated into **Services**, **People** and **Infrastructure**. The following pages detail our commitment to each of our five Equality outcomes along with updates as to what has been achieved against the objective during the financial year 1st April 2022 to 31st March 2023

1. Ensure under-represented groups/marginalised communities are involved at the outset of design and delivery of our services

2a. Becoming an employer that all communities can see themselves becoming part of

2b. Become a place of work where all employees feel valued

3a. Ensure we carry out our legal duties under the Equality Act (2010) and related Welsh Legislation

3b. Improve our infrastructure to better support a 21st Century inclusive employer



EACH OUTCOME

1. Ensure under-represented groups / marginalised communities are involved at the outset of design and delivery of our services

WE WILL DO THIS BY:

- Exploring new ways of working to improve service delivery;
- Building relationships with external groups and seeking their input into how we can better serve them;
- Working with local authorities, charities, health bodies and other organisations to combine resources to reduce 'consultation fatigue';
- Involving marginalised communities by asking for feedback on what we are doing;
- Communicating with those we serve, letting them know what we are doing and why;
- Collecting and analysing relevant data to make sure we are not accidentally excluding a group (or groups).

WHAT WE HAVE WORKED ON DURING 2022/2023:

- We have created our new Strategic Equality Plan for 2023-2026 to move with the needs of our communities and to reflect the changes in place for a modern-day Fire and Rescue Service. This has since been launched on 1st April 2023.
- We undertook work to reformat our Equality Impact Assessment to ensure all our processes, policies and decisions are not adversely impacting under-represented groups.
- We have reconfigured the Inclusive Workforce Group and grown membership, so that it can provide insight into the experiences of under-represented groups and steer service delivery.
- We continue to be active members of the Public Service Board, collaborating and taking an integrated approach to deliver a service that will help people feel safe and well in their daily lives.
- We have worked with key public sector partners to enhance our understanding of equality issues, working on a Fairplay award with Chwarae Teg and the continuation of discussions with key leaders, stakeholders and visionaries in diverse communities. This has allowed us to shape our services and increase understanding of support mechanisms.
- We have improved the accessibility of our website, Annual Improvement and Strategic Plans so that we can effectively update all communities with information and will continue to monitor this.
- We have appointed a new Partnership Manager within the Community Safety & Partnerships structure to enhance partnership working. As well as encouraging partnership referrals, we will offer awareness training and ensure that our own onward referral process to other agencies is current and meets the needs of our communities.
- Non-digital methods are considered in each major campaign plan and referenced in our Communications and Engagement Strategy. Methods employed, such as for our Christmas safety campaign and Wholetime Firefighter recruitment campaigns, include use of billboard vehicles, leaflets, brochures, newspaper adverts, radio and TV, outdoor banners, and face-to-face engagement events to ensure we reach as many communities as possible.
- We captured data from our inclusivity forms to identify trends which are then presented during task and brief.
- Through our membership in a Primary Authority Scheme with Community Housing Cymru we have conducted engagement activities with Business Fire Safety officers present to provide fire safety advice for social housing, alongside providing assistance in planning and delivering effective and robust protection activities for the most vulnerable that we serve.
- The Business Fire Safety department also ask for feedback on all notices sent out to 'responsible persons' to highlight where our communities think where we can improve.



- 2a. Become an employer that all communities can see themselves becoming part of
- 2b. Be a place of work where all employees feel valued

WE WILL DO THIS BY:

- Addressing internal and external barriers to us becoming a truly inclusive employer of choice;
- Attracting higher numbers of applications from people in under-represented groups;
- Building trust and valuing all staff;
- Reviewing our current internal culture;
- Listening to feedback from under-represented groups;
- Upskilling current and future employees;
- Enhancing terms and conditions wherever possible;
- Promoting opportunities for progression;
- Supporting and retaining our staff;
- Providing fit for purpose recruitment, selection, and promotional activities;

WHAT WE HAVE WORKED ON DURING 2022/2023:

- We attended events specific to under-represented groups and used diverse imagery in our recruitment material to encourage applications from all areas of our community. Consequently, 2022 saw the biggest increase in female WDS Firefighter applications and the percentage of these that were successful reached 22.6%, compared to 5.2% in 2021.
- The Chief Fire Officer (CFO) instigated an Independent Culture Review.
- We launched initiatives that allow our workforce to develop professional and interpersonal skills, whilst demonstrating our commitment to creating an inclusive working environment and allowing colleagues to progress.
- A range of masterclasses were launched for developing our people to support them in areas such as wellbeing, resilience, equality, change and project management etc, and these are open to all regardless of role or position in the Service.
- March 2023 saw the release of the new Learning Management System (LMS) known as 'e-Hyb'. This LMS is where staff will find e-learning, and a self-service facility to book onto Masterclasses and other events. There are several Service-wide mandatory courses that are implemented at induction stage including 'An Introduction to Unconscious Bias', 'Inclusive Language and Communication' and 'Inclusive Leadership' (for line managers). Statistics suggest that these have been successful with 78% of staff having completed Unconscious Bias training, 72% having completed Inclusive Language and Communication and 83% of line managers having completed Inclusive Leadership training.
- Within the period EDI talks have been part of every induction session and in May 2022 a Middle Leaders' Engagement Day focusing on the topic of inclusion was held and attended by over 100 staff.
- We rolled out the Neurodiversity Awareness Initiative to support colleagues by providing information and making reasonable adjustments where necessary.
- We ran our first full year of our new Personal Review system (appraisals) with a key focus on wellbeing and strengths in role. These were accompanied by one to ones and support mechanisms for individuals on health and wellbeing along with a development perspective.
- We have ensured there is consistency across the Service for recruitment to provide a more equitable process. In December 2022 the recruitment and engagement teams attended Dar-UI-Isra Mosque in Cathays, Cardiff for their first annual Black and Ethnic Minority-focused Job Fair. We continue to identify opportunities to showcase employment opportunities, involving local stations in raising awareness.
- We have promoted and supported key events such as LGBTQ+ and Black History month with events that included promoted across social media, a live Q&A session with Firefighters for lived experiences, updated staff profiles and promotion of these profiles and their stories at 999 Day at Cardiff Bay.

- 3a. Ensure we carry out our legal duties under the Equality Act (2010) and related Welsh legislation.
- 3b. Improve the infrastructure to better support a 21st century inclusive employer

WE WILL DO THIS BY:

- Publishing reports ahead of their deadlines;
- Working with others to share learning and resources;
- Lobbying for creative solutions to future proof a 21st century Fire Service;
- Researching equipment, working patterns, and technology which support inclusion and enhances what we do;
- Improving compliance with the Equality Act (2010);
- Supporting Welsh businesses/suppliers (where possible);
- Continuing to implement Welsh Language training;

WHAT WE HAVE WORKED ON DURING 2022/2023

- We continue to publish our annual updates with regard to our equality strategic plan and encourage further engagement wherever possible.
- We have launched online training for line managers on Equality, Diversity and Inclusion which can be re-accessed to refresh knowledge and understanding.
- We have offered Welsh language training across the Service through our Additional Learning Fund and supported individuals to take up qualifications where feasible.
- We have continued to be a member of the 'All Wales Continuous Improvement Community'. This supports our commitment to the Well-Being of Future Generations goal of 'a vibrant culture and thriving Welsh language' and our statutory obligations under the Welsh Language Standards.
- Accessibility has been improved in Headquarters to assist colleagues move around the building. A ramp has been added at Roath Fire Station to allow greater access to the community room at this station.
- We undertook (and completed in some stations) work to provide individual dormitories and gender-neutral facilities for our operational staff on station. We intend to start construction on numerous stations in the coming period to provide these facilities.
- In 2022 ICT introduced Office 365 into the organisation. Office 365 is a suite of applications that can help improve ICT accessibility for people with disabilities and offers features such as text-to-speech, speech-to-text, magnifier, narrator, dictation, and immersive reader that can assist users with diverse needs and preferences. Additional tools introduced to allow users to access desktop apps and browser plugins to help support neurodiverse colleagues.
- To provide users with more accessible ways of working ICT also provided all users with access to Microsoft Teams. By doing this, people with disabilities can participate more effectively and inclusively in their work or education environments. This also support those from lower socio-economic backgrounds work without the cost of travel. These ICT changes were backed up with training for groups and individuals.



STATEMENT OF CONTACT

As a public service we are proud to serve our diverse communities in Wales and we encourage you to let us know how we can continue meeting your needs.

If you would like to engage with us around any aspect of this review or wish to receive this information in an alternative format or language, please contact us at:

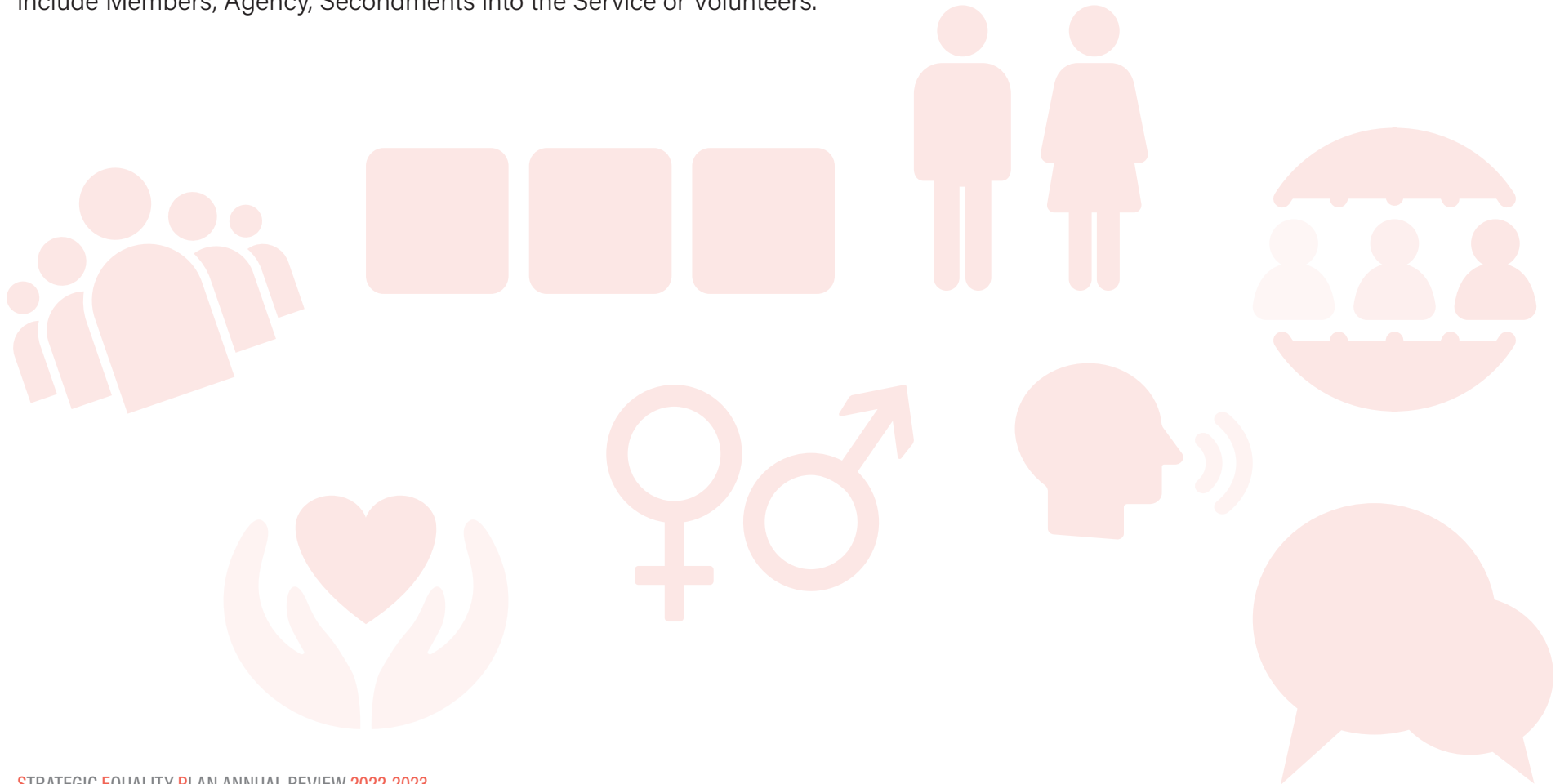
inclusion@southwales-fire.gov.uk

Equality, Diversity, and Inclusion Lead, South Wales Fire and Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay

STAFF DEMOGRAPHICS

South Wales Fire & Rescue Service has over 1600 employees. The data contained is specific to the number of individual employees within the Service (i.e. focuses on Service headcount as opposed to contracts), therefore within additional Service publications the data may appear differently or disproportionate when reviewing specific organisational or Service groups. All categories within the dataset are voluntarily provided except for 'Age' and 'Gender Identity'. This means that we may not hold as much equality information about our staff as we would like to. The way we gather and capture this information may change over time as we look to improve our internal processes. The following data has been compiled to provide a snapshot of the Service as it stood at 31st March 2023. Counts do not include Members, Agency, Secondments into the Service or Volunteers.



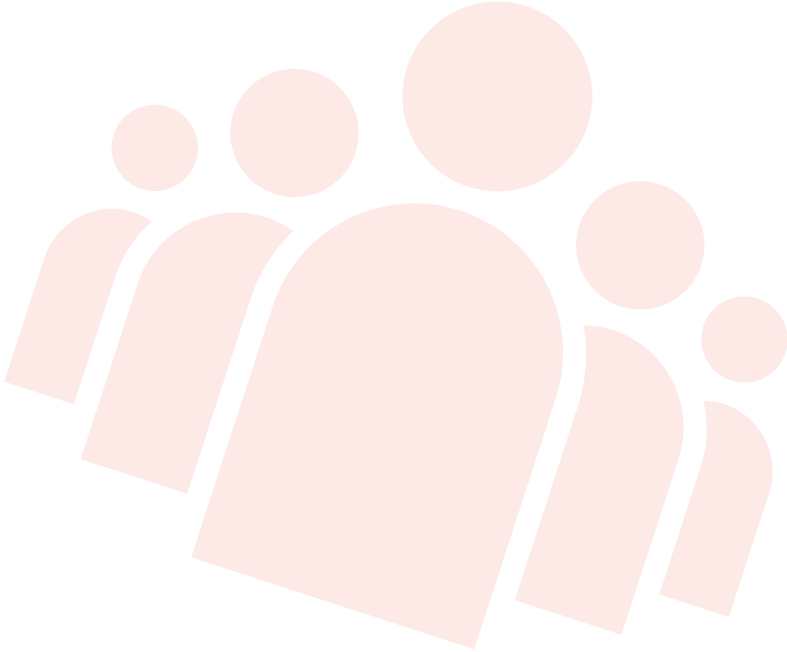
STAFF DEMOGRAPHICS

Age

Age Range		
18 - 24	99	6.1%
25 - 34	380	23.4%
35 - 44	480	29.5%
45 - 54	471	28.9%
55 - 64	178	10.9%
65 - 74	17	1.0%
75+	2	0.1%

Disability

Disability		
Yes	9	0.5%
No	877	53.9%
Prefer not to say	8	0.5%
Not answered	733	45.1%





Ethnic Origin

Ethnicity		
Asian, Asian Welsh or Asian British	0	0.0%
Black, Black Welsh, Black British, Caribbean or African	1	0.1%
Mixed or Multiple ethnic groups	5	0.3%
Other ethnic group	16	1.0%
White	995	61.2%
Prefer not to say	28	1.7%
Not answered	582	35.8%



Gender Identity

Gender		
Different from birth	1	0.1%
Same as at birth	1052	64.7%
Prefer not to say	4	0.2%
Not answered	570	35.0%





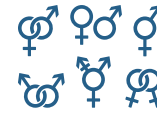
Religion

Religion		
Buddhist	3	0.2%
Christian	182	11.2%
Hindu	0	0.0%
Jewish	0	0.0%
Muslim	1	0.1%
Sikh	0	0.0%
No religion	167	10.3%
Other religion	25	1.5%
Prefer not to say	618	38.0%
Not answered	631	38.8%



Sex

Sex		
Female	284	17.5%
Male	1343	82.5%



Sexual Orientation

Sexual Orientation		
Bisexual	2	0.1%
Gay or Lesbian	8	0.5%
Straight / Heterosexual	498	30.6%
Other sexual orientation	1	0.1%
Prefer not to say	539	33.1%
Not answered	579	35.6%



Welsh Speaking

Welsh - Spoken (Level 1 or above)		
Can speak Welsh	96	5.9%
Cannot speak Welsh	199	12.2%
Not answered	1,332	81.9%



Welsh Language Skills

Welsh - Understanding (Level 1 or above for Understanding)		
Yes	80	4.9%
No	199	12.2%
Not answered	1,348	82.9%



Welsh Speaking

Skill Level	Reading		Spoken		Understanding		Written	
	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage
Level 0	203	12.5%	199	12.2%	199	12.2%	208	12.8%
Level 1	33	2.0%	41	2.5%	33	2.0%	25	1.5%
Level 2	13	0.8%	16	1.0%	14	0.9%	15	0.9%
Level 3	12	0.7%	10	0.6%	5	0.3%	12	0.7%
Level 4	8	0.5%	7	0.4%	8	0.5%	4	0.2%
Level 5	13	0.8%	10	0.6%	13	0.8%	8	0.5%
Not answered	1345	82.7%	1344	82.6%	1355	83.3%	1355	83.3%



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South Wales
Fire and Rescue Service

South Wales Fire and Rescue Service

Recruitment and Resourcing Team
Fire Service Headquarters
Forest View Business Park
Llantrisant
CF72 8LX



South Wales Fire and Rescue Service

www.southwales-fire.gov.uk/who-we-are/equality-and-diversity

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South Wales
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SOUTH WALES FIRE AND RESCUE SERVICE

Strategic Equality Plan

2023-2026

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FOREWORD



Stuart Millington
Chief Fire Officer

I am pleased to introduce South Wales Fire and Rescue Service’s (SWFRS) revised Strategic Equality Plan 2023-2026. The Plan sets out our strategic equality objectives and has been updated to incorporate the findings of the Morris Report.

Fenella Morris, KC was commissioned to provide an independent review of the Service’s culture, discipline processes and historic discipline cases. The Morris Report, published on 3 January 2024 identified serious failings in the Service’s policies, procedures, and systems as well as poor behaviours. Whilst the Morris Report recognised there were a number of actions which demonstrate a commitment to improving culture, it also reported that the organisation has much further to go.

On 6 February 2024 the Service’s governance model changed with a new Board of Commissioners being appointed and on 12 February 2024, I was appointed as the new interim Chief Fire Officer.

I do not underestimate the work we need to do as an organisation to achieve a more positive and inclusive culture. It is therefore critical that this document is clear about the objectives we set ourselves so that we can become the organisation we want and need to be. Culture change of the magnitude identified in the report will require a reset of our organisational foundations, our values, a strong and clear governance structure and a clear vision of what the future looks like. Failing to change is not an option for us.

We need our staff, customers and stakeholders to support us to achieve our vision “To make South Wales safer by reducing risk”. In order to do this we need everyone to have confidence in us as an organisation. We have a legal obligation to meet the requirements of the Equality Act 2010 and The Wellbeing of Future Generations Act 2015 and this revised plan seeks to ensure we achieve these requirements.



WHO WE ARE

South Wales Fire & Rescue Service serves around 1.5 million people across 10 unitary authorities within the South Wales region. We are the one of the largest Fire and Rescue Service's in the UK covering 1,100 square miles, over 650,000 households and are in contact with over 36,000 business premises.

On 6 February 2024, the Service's governance structure changed with a Board of Commissioners being appointed to replace the previous Fire Authority model. The Commissioners will remain in post until significant progress has been made against the recommendations of the Morris Report, and the other areas contained within a terms of reference for Commissioners.. They will also ensure the Service carries out its core functions as set out in the Fire and Rescue Services Act 2004. The Board of Commissioners are:

Carl Foulkes, former Chief Constable of North Wales Police

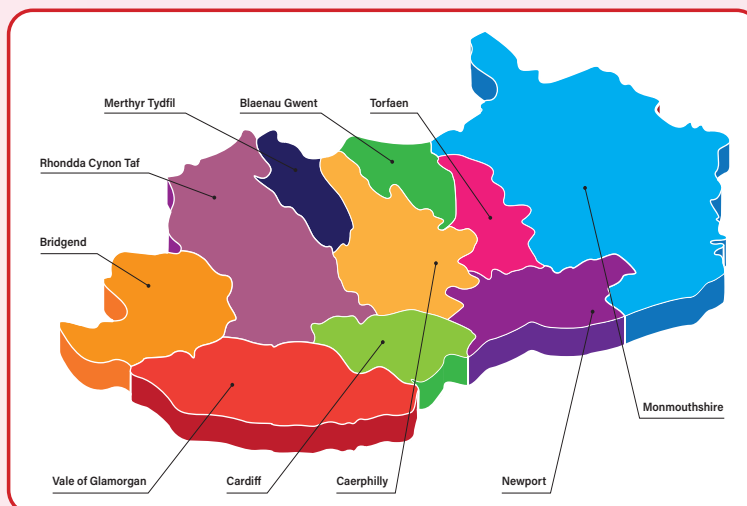
Vij Randeniya, former Chief Fire Officer for the West Midlands

Baroness Wilcox of Newport, former Leader of Newport City Council, and

Kirsty Williams, former Member of the Senedd and Minister for Education

The organisation serves a diverse population within Wales and responds to over 17,000 emergency calls each year. In addition to our emergency response, we focus heavily on the early intervention, education and protection of our wider communities, which also includes a specific focus on supporting our under-represented groups who may be at a higher risk of socio-economic inequality due to multiple disadvantages.

As a Service we recognise the benefits and excellence that a diverse workforce brings. We also recognise how a diverse workforce that reflects our communities can bring positive results for Service Delivery. Currently we are aware that we have more to do in relation to increasing the diversity of our workforce so that we are more representative of our South Wales communities (Please see staff and community data in Appendix 1 and 2 of this document). We continuously aim to reduce the barriers that exist in us creating a more diverse workforce and this plan will help us achieve more equity in relation to recruitment, training, leadership and people processes to ensure that we are seen as an Employer of Choice for all.



South Wales Fire and Rescue Service provides cover 24 hours a day over 365 days of the year. We are a dedicated, professional, and caring Service of over 1,600* staff working as: Wholtime Firefighters (806), On-Call Firefighters (528), Joint Fire Control (41), Corporate staff (390), Volunteers (31) and Auxiliary Firefighters (71).

OUR VISION, MISSION & VALUES

Our Vision is “**To make South Wales safer by reducing risk.**” We aim to achieve this through:



OUR MISSION

We will achieve this through:

- **S**erving our communities' needs
- **W**orking with others
- **F**acing challenges through innovation and improvement
- **R**educing risk through education, enforcement and response
- **S**ucceeding in making South Wales safer



OUR VALUES

Define what we stand for:

Our core rules

Whenever you come into contact with the Service, these values should always be evident.

- Caring
- Dedicated
- Disciplined
- Dynamic
- Professional
- Resilient
- Respectful
- Trustworthy

As a Service, we are committed to providing the best outcomes for both our communities and employees through ongoing best practice with regards to equality, diversity and inclusion ensuring this becomes an integral part of our everyday service.

OUR LEGAL DUTIES & RESPONSIBILITIES

South Wales Fire and Rescue Service has a desire to put EDI at the heart of everything we do, going beyond meeting our statutory duties. This strategy aims to deliver progress against both our legal and ethical responsibilities. Here we outline our approach to our duties and responsibilities as well as how we intend to report on them.

The Equality Act 2010

The Equality Act 2010 applies to all employers and outlines a series of duties seeking to protect communities, stakeholders, and employees against direct and indirect discrimination. The Act promotes equality for the following protected characteristics:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex
- Sexual Orientation

Under this Act we aim to work towards the Public Sector Equality Duty (PSED). This includes:

- Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a relevant protected characteristic and those who do not.

As a Service we also incorporate Welsh specific requirements as part of this duty with a focus on increasing inclusion and equity for socio-economically disadvantaged groups (Socio-Economic Duty). In addition to this we also strive to incorporate the additional duties set out in The Wellbeing of Future Generations Act Wales 2016, such as operating as a bilingual Service to promote a Thriving Welsh Language. This aims to create a more sustainable Wales of the future.

Reporting

As a public body in Wales, we are required to adhere to the UK specific duties of the Equality Act 2010 which include:

- Providing published information on an annual basis which demonstrates our compliance with our equality duties.
- Preparing and publishing our equality objectives which aim to meet the general equality duties.
- Ensuring all objectives are specific, measurable and are published in a way that is accessible to all.

All EDI reports and information relating to activities and objectives will be published on our internal and [external websites](#).

Our Strategic Equality Plan is a live, working document that is amended and updated regularly, ensuring the most accurate information is communicated to our communities.

STRATEGIC EQUALITY OBJECTIVES

This section contains the new equality objectives we have set out until 2026. The objectives have been split in to three key areas:

'Our Services & Infrastructure'

'Our Culture'

'Our People'

Each objective shows what we will do and how we will know we have achieved the actions that we have set out.

This plan will be delivered across the Service to ensure that our commitment to equality, diversity and inclusion is embedded into everything we do.



OUR SERVICES & INFRASTRUCTURE

Objective 1: Ensure under-represented groups are involved and at the forefront of all design and delivery for services, ensuring equity of access for all.

We will do this through:

- Ensuring new ways of working to improve service delivery.
- Building relationships with external groups seeking input as to how we can better serve them.
- Working with Local Authorities, Charities, Health Boards and other organisations to combine resources to reduce 'consultation fatigue'.
- Asking our communities for feedback on what and how we are doing. Using data to ensure we access all groups by taking our services to them.
- Communicating and engaging with those we serve to let them know what we are doing and why.
- Providing robust Integrated Assessment processes whereby all actions are assessed to ensure they are fit for all.
- Collecting and analysing data to ensure we are inclusive across all groups.
- Linking our communities, stakeholders and employees' feedback and thoughts throughout Senior Management Team discussions.

We will know we have done this when:

- Integrated Assessments are completed across the Service and returned for publishing.
- Senior Management decisions consistently include equality considerations.
- Data from events and consultations portray feedback from partners and communities.
- Results of our engagement processes are shared within our strategic reviews.
- Our collaboration register continues to grow and advance how we manage our services.
- Our community and partner feedback portrays our services are fit for purpose for all members of the community.



OUR SERVICES & INFRASTRUCTURE

Objective 2: Align our Service’s infrastructure to enable us to meet the demands of being a world class employer

We will do this through:

- Collaborating with others to share learning and resources.
- Identifying and embedding creative solutions and technology that delivers a 21st Century Fire and Rescue service that focuses on inclusion and equity.
- Ensuring our employees have the relevant training and resources to support them in their engagement with diverse Welsh businesses, stakeholders, and communities.
- Continuing our capital development programme in creating accessible, inclusive workplaces and facilities.
- Ensuring our suppliers also meet our values and commitment to EDI, the real living wage and modern slavery.
- Continuing to promote and embed Welsh language both internally and externally to the Service.
- Providing robust Integrated Assessment processes whereby our infrastructure is assessed to ensure it is fit for all.

We will know we have done this when:

- We adopt best practice opportunities that provide equity and inclusion.
- Feedback from community groups and key stakeholders indicates that our services are fit for all (consultation and collaboration).
- Training data to support engagement and work-based activities shows an increase in completion rates.
- Our new capital development initiatives show improvements which create accessible inclusive workplaces of a modern-day Fire and Rescue Service.
- Suppliers provide their code of conduct in relation to EDI and an Integrated Assessment which showcases how their services meet our values and EDI objectives.
- We receive Welsh Government feedback on the use of Welsh language within the Service and training data linked to the upskilling of Welsh language with internal employees.

OUR CULTURE

Objective 3: Embed a culture of equality, diversity, and inclusion across SWFRS

We will do this through:

- Maintaining ongoing dialogue around EDI.
- Exploring ways to promote EDI into the future. Enforcing a zero-tolerance approach to discrimination, prejudice, harassment, bullying and zero tolerance approach to retaliation/victimisation.
- Challenging behaviours and speech that do not align with either our Service's expected standards of behaviour and values or those of the National Fire Chiefs Council (NFCC) Leadership Framework.
- Continuously review policies and procedures to promote a safe, equitable and inclusive culture where colleagues feel they can be themselves at work and where all employees feel they have a voice and to ensure best practice on Legal Compliance.
- Maintaining networks that champion EDI across the Service. Focusing on best practice advised by the NFCC EDI Network.

We will know we have done this when:

- Our employee interactions demonstrate increased engagement and positive feedback e.g., through our Investors In People (IIP) survey, Shout Forum etc.
- All policies and procedures are forward thinking, whilst adopting best practice, and have an accompanying Integrated Assessment.
- Feedback from internal networks shows policies and procedures are working for all.
- Our networks are proactive in ensuring EDI is at the forefront of all employee considerations, acting as visible champions, challenging non-inclusive behaviour and facilitating important conversations.
- We continue to implement guidance received from the NFCC EDI Network.

OUR CULTURE

Objective 4: Ensuring all lead by example, role modelling and championing EDI across SWFRS

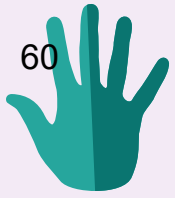
We will do this through:

- Embedding the NFCC Leadership Framework.
- Ensuring the Senior Management Team are empowered as diversity champions and EDI change agents.
- Ensuring senior leaders, managers and champions are highly visible in their commitment to EDI.
- Defining and establishing leadership accountability for EDI at all leadership levels.
- Embedding EDI within our training and leadership development programmes, enhancing leadership capabilities for all aspects of EDI.
- Providing all leaders with the skills and resources to generate 'upstander culture' across the Service, thereby limiting 'bystander' behaviour.
- Review, streamline and embed our values.
- The introduction of a workplace charter promoting behaviours, ethics and values.
- Committing to be an early adopter of the NFCC Culture Dashboard methodology.

We will know we have done this when:

- All Senior Management Team members have received comprehensive training on the importance of EDI as part of strategic best practice.
- There is increased visible leadership around EDI issues where senior leaders are clear advocates and champions for all protected characteristics and under-represented groups e.g., through the challenging of behaviours and mindsets, putting EDI on the Board agenda for decision-making, attendance at EDI events.
- Data and feedback across the Service reflects a significant shift in behaviours and attitudes in relation to 'bystander' behaviour (exit interview, cultural surveys, disciplinarys etc.)
- Values are integrated in to policies and procedures and will be observed through every day behaviours.





OUR PEOPLE

Objective 5: Increase the diversity of our workforce at all levels across the Service

We will do this through:

- Championing SWFRS as a truly inclusive employer of choice, embedding EDI in all our activities when promoting careers within SWFRS.
- Showcasing the varied support structures and benefits the Service can provide to a diverse workforce at all levels within the Service.
- Removing barriers (real and perceived) for recruitment and promotion into all Service roles through the effective design of attraction, selection and retention processes and activities, supported by a robust Integrated Assessment.
- Designing inclusive communications, media and attraction campaigns which build on developing engagement within under-represented groups. This will include the provision of inclusive and regular positive action events which promote equity of opportunity.
- Ensuring fair and transparent selection and assessment activities for all levels across the Service through the provision of effective recruitment, unconscious bias and EDI training.
- Supporting individuals from protected characteristic groups to have equity in opportunities for promotion to the next level e.g., coaching and mentoring etc.

We will know we have done this when:

- Our communications and recruitment/selection documentation are inclusive as per feedback from our communities.
- Returns on Integrated Assessments for all attraction, selection and assessment processes are increased.
- Recruitment applications show an increase in diversity at all levels across the Service.
- Recruitment, unconscious bias, and EDI training statistics shows that all employees conducting recruitment, selection and assessment activities have received relevant training.
- Data planning shows an increase in diverse interview panels.
- Workforce data shows an increase in under-represented groups across all levels of the Service.
- Statistics show an increase in coaching and mentoring partnerships for those from a protected characteristic.

OUR PEOPLE

Objective 6: Ensure all staff are supported with the right policies, tools, and processes to ensure equity within the workplace

We will do this through:

- Creating, embedding, and supporting all individuals with appropriate policies and procedures that have undergone Integrated Assessments.
- Collaborating with internal and external subject matter experts to ensure best practice when creating and embedding any activities that may impact a protected characteristic or under-represented group.
- Ensuring reasonable adjustment requests are assessed in line with Service procedures with the focus on the individual.
- Ensuring our Neurodiversity plan and support structures are in place and promoted across the Service.
- Embedding staff networks within the Service with a focus on equity, inclusivity, and wellbeing e.g., Inclusive Workforce Group, EDI champions and Wellbeing champions etc.
- Ensuring all individuals are provided with a comprehensive learning package around EDI issues.
- Ensuring all employees have a regular Personal Review to focus on their wellbeing, workplace experiences and performance across the year.
- Ensuring protected characteristics have specific action plans to ensure their experiences in the workplace are equitable and inclusive.

We will know we have done this when:

- We have received positive feedback from all groups within the Service around the inclusiveness of our policies.
- In-house networks show an increase in engagement and completion of action plans.
- Data from Neurodiversity Assessments and Work with Me Passports show an increase in reasonable adjustment requests.
- Training records for EDI show an increase in completion rates.
- Completion rates of the Personal Review process show an increase year on year.
- SWFRS have action plans published for specific protected characteristics e.g., Gender equality, Anti-Racist Action Plan.



CONSULTATION & ENGAGEMENT

This document will be published on our website and reported on annually to assess progress.

This Strategic Equality Plan 2023-2026 has been a result of consultation with external partners, our internal Inclusive Workforce Group, Employee Unions, and our internal colleagues.

We will continuously review our objectives to ensure they are fit for purpose and reflect the needs and requirements of our diverse communities and workforce.

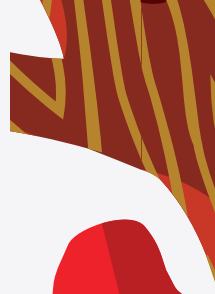
As a public service we are proud to serve our diverse communities in Wales and we encourage you to let us know how we can continue meeting your needs.

If you would like to engage with us around any aspect of this report or wish to receive this information in an alternative format or language, please contact us at:

inclusion@southwales-fire.gov.uk

Equality, Diversity, and Inclusion Lead,
South Wales Fire and Rescue Service Headquarters,
Forest View Business Park, Llantrisant, CF72 8LX

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.



APPENDICES

Appendix 1: Staff Demographic

Appendix 2: Community Demographic

Community data is taken from the Office for National Statistics Wales: Census 2021.

APPENDIX 1

STAFF DEMOGRAPHIC

South Wales Fire & Rescue Service has over 1600 employees. The data contained within Appendix 1 is specific to the number of individual employees within the Service (i.e. focuses on Service headcount as opposed to contracts), therefore within additional Service publications the data may appear differently or disproportionate when reviewing specific organisational or Service groups. All categories within the dataset are voluntarily provided except for 'Age' and 'Gender Identity'. This means that we may not hold as much equality information about our staff as we would like to. The way we gather and capture this information may change over time as we look to improve our internal processes. The following data has been compiled to provide a snapshot of the Service as it stands at 1st February 2023 and will be used as a baseline to measure against in the future reporting of this Strategic Equality Plan.



Age

Age Range		
< 20-25	168	9.9%
26-35	436	25.8%
36-45	487	28.8%
46-55	435	25.7%
56-65	140	8.3%
66->70	25	1.5%
Total	1,691	100%



Ethnic Origin

Ethnicity		
Welsh	495	29.3%
British	443	26.2%
Other	17	1%
White	34	2%
English	21	1.24%
European	<5	<0.5%
Mixed (Asian/White)	<5	<0.5%
Traveller	<5	<0.5%
Mixed (Black Caribbean/White)	<5	<0.5%
Black (African)	<5	<0.5%
Scottish	<5	<0.5%
Irish	<5	<0.5%
Prefer not to say	27	1.6%
Undisclosed	646	38.2%
Total	1,691	100%



Religion

Religion		
Buddhism	3	0.17%
Christianity	182	10.8%
No Religion or Belief	164	9.7%
Other	25	1.5%
Prefer not to say	625	37%
Undisclosed	692	40.9%
Total	1,691	100%



Welsh Speaking

Welsh Speaking Skills		
Level 0	204	12.06%
Level 1	42	2.48%
Level 2	16	0.9%
Level 3	10	0.6%
Level 4	6	0.35%
Level 5	9	0.53%
Undisclosed	1,404	83.02%
Total	1,691	100%



Sexual Orientation

Sexual Orientation		
Bisexual	<5	<0.5%
Gay	<5	<0.5%
Heterosexual	493	29%
Lesbian	<5	<0.5%
Other	<5	<0.5%
Prefer not to say	544	32%
Undisclosed	643	38%
Total	1,691	100%



Welsh Language

Welsh Language Skills		
Level 0	626	37.01%
Level 1	94	5.5%
Level 2	42	2.48%
Level 3	28	1.65%
Level 4	18	1.06%
Level 5	31	1.83%
Undisclosed	852	50.38%
Total	1,691	100%



Disability

Disability		
Yes	9	5%
Undisclosed	1,682	95%
Total	1,691	100%



Gender Identity

Gender		
Female	300	17.7%
Male	1,391	82.3%
Total	1,691	100%



APPENDIX 2

COMMUNITY DEMOGRAPHIC*

Age

Age Range		
17 and under	314,348	20.6%
18-24	135,737	8.9%
25-34	204,948	13.4%
35-44	188,522	12.4%
45-54	195,811	12.8%
55-64	196,025	12.9%
65-74	158,069	10.4%
75+	130,445	8.6%
Total	1,523,905	100%

Ethnic Origin

Ethnicity		
Asian, Asian British, Asian Welsh	61,105	4%
Black, Black British, Black Welsh, Caribbean or African	20,630	1.4%
Mixed or Multiple ethnic groups	31,050	2%
Other ethnic group	17,953	1.2%
White	1,393,179	91.4%
Total	1,523,905	100%

Gender Identity**

Gender		
Different from sex registered at birth	5,570	0.4%
Same as sex registered at birth	1,165,636	93.7%
Not answered	72,972	5.9%
Total	1,244,178	100%

Sex

Sex		
Female	778,892	51.1%
Male	745,023	48.9%
Total	1,523,905	100%

*Community data is taken from the Office for National Statistics Wales: Census 2021.



Religion

Religion		
Buddhist	4,682	0.3%
Christian	606,240	39.8%
Hindu	8,360	0.5%
Jewish	1,225	0.1%
Muslim	50,278	3.3%
No Religion	752,916	49.4%
Not answered	89,719	5.9%
Other religion	7,496	0.5%
Sikh	2,989	0.2%
Total	1,523,905	100%



Sexual Orientation**

Sexual Orientation		
All other sexual orientations	3,630	0.3%
Bisexual	16,663	1.3%
Gay or Lesbian	20,746	1.7%
Did not answer	86,924	7%
Straight or Heterosexual	1,116,211	89.7%
Total	1,244,178	100%



Disability

Disability		
Limited a little	170,220	11.2%
Limited a lot	164,277	10.8%
Not disabled	1,189,408	78.1%
Total	1,523,905	



Welsh Language Skills

Welsh Language Skills		
Some Welsh Language Skills	228,543	15%
Does not apply	46,587	3.1%
No Welsh Language Skills	1,248,77	81.9%
Total	1,523,901	100%



Welsh Speaking

Welsh Speaking		
Can speak Welsh	152,850	10%
Cannot speak Welsh	1,324,468	86.9%
Does not apply	46,587	3.1%
Total	1,523,905	100%

**This dataset provides Census 2021 estimates that classify usual residents aged 16 years and over in England and Wales by gender identity. The estimates are as at Census Day, 21 March 2021.





Main Language

Main Language		
African Language	2,303	0.2%
Arabic	6,106	0.4%
Caribbean Creole	6	0%
Does not apply	46,587	3.1%
East Asian Language	6,230	0.4%
English or Welsh in Wales	1,419,783	93.2%
French	941	0.1%
North / South American	3	0%
Oceanic / Australian	13	0%
Other European	20,513	1.3%
Other Language	146	0%
Other UK	71	0%
Portugese	2,173	0.1%
Russian	740	0%
Sign Language	613	0%
South Asian Language	11,665	0.8%
Spanish	1,943	0.1%
Turkish	1,163	0.1%
West or Central Asian Language	2,905	0.2%
Total	1,523,904	100%



Marital and Civil Partnership Status

Marital and Civil Partnership Status		
Divorced / Formerly in a civil partnership now legally dissolved	129,124	7.7%
Does not apply	300,366	18.4%
In a registered civil partnership	2,678	0.2%
Married	583,808	34.7%
Never married and never registered a civil partnership	522,979	32%
Separated	27,676	1.7%
Widowed / Surviving partner from civil partnership	90,437	5.3%
Total	1,657,068	100%



Household Deprivation

Household Deprivation		
Household is deprived in four dimensions	1,419	0.2%
Household is deprived in one dimension	233,909	32.9%
Household is deprived in three dimensions	34,521	4.9%
Household is deprived in two dimensions	115,595	16.3%
Household is not deprived in any dimension	324,820	45.7%
Total	710,264	100%



Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service



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THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE SERVICE**

AGENDA ITEM NO 6.iii

06 JUNE 2024

BOARD OF THE COMMISSIONERS

REPORT OF THE MONITORING OFFICER

REVISED SCHEME OF DELEGATIONS**THIS REPORT IS FOR DECISION**

REPORT APPROVED BY ACO GERAINT THOMAS

REPORT PRESENTED BY ACO GERAINT THOMAS

SUMMARY

As part of the review of the South Wales Fire & Rescue Service Constitution, the revised Scheme of Delegations (attached at Appendix 1) is presented for consideration and final approval by the Commissioners.

RECOMMENDATIONS

That Commissioners agree and adopt the proposed updated Scheme of Delegations.

1 BACKGROUND

- 1.1 Section 37 of the Local Government Act 2000 requires South Wales Fire & Rescue Authority (“the Authority”) to keep up to date and publish its Constitution. Any amendments to the Constitution, including the Scheme of Delegations, must be formally approved and adopted by the Board of Commissioners.

- 1.2 The Scheme of Delegations aims to ensure decisions are made in an open and transparent way. Decisions must be made in accordance with legal obligations and requirements (including the Directions¹), and the organisation's policies and procedures that are in place.
- 1.3 In accordance with this approved Scheme of Delegation, responsibility for carrying out the Commissioners' exercise of statutory functions is delegated to Principal Officers and Heads of Service, who are authorised to do so on behalf of the Authority, subject to the Commissioners' instructions. The Scheme of Delegations was last reviewed and updated in May 2024.

2 ISSUE / PROPOSAL

- 2.1 Following the implementation of the legislation The South Wales Fire and Rescue Authority (Exercise of Functions) (Wales) Directions 2024 in February, the functions of the Fire and Rescue Authority have been transferred to the Commissioners for South Wales Fire and Rescue Service.
- 2.2 Namely the following functions must be exercised by the Commissioners (which include and are not limited to):
- (a) Part 1 (local arrangements for civil protection) and Part 2 (emergency powers) of the Civil Contingencies Act 2004;
 - (b) section 5A (powers of certain fire and rescue authorities) and Part 2 (functions of fire and rescue authorities) of the Fire and Rescue Services Act 2004;
 - (c) Part 1 (local government improvement) of the Local Government (Wales) Measure 2009;
 - (d) Parts 3 (enforcement) and 4 (offences and appeals) of the Regulatory Reform (Fire Safety) Order 2005;
 - (e) the Fire and Rescue Services (Emergencies) (Wales) Order 2007.
- 2.3 The appointment of the Commissioners is an intervention by Welsh Ministers under statutory powers (under the relevant legislation, being the Local Government (Wales) Measure 2009). In addition to the functions

¹ The South Wales Fire and Rescue Authority (Exercise of Functions) (Wales) Directions 2024

outlined at 2.2 above, the Commissioners are bound by the Terms of Reference stipulated by Welsh Government, which means their role extends beyond the governance, budgetary and oversight functions of the previous Fire Authority members.

- 2.4 To ensure that the Authority and Service operate in an efficient and effective manner a scheme of delegations exists to support the Commissioners and allow responsibility for day-to-day actions to be undertaken at the appropriate time and appropriate level.
- 2.5 The Scheme delegates powers/responsibilities within broad functional descriptions and under all legislation within those descriptions. Any reference to a specific statute includes any statutory extension or modification or re-enactment of such statute and any regulations, orders or bylaws made thereunder.
- 2.6 In exercising delegated powers/responsibility under this Scheme of Delegation, officers shall comply with:
- any statutory provisions;
 - the Authority's Constitution;
 - SWFRS' policy framework and budget;
 - the Officers' Code of Conduct;
 - the Code of Recommended Practice on local authority publicity in Wales;
 - agreed arrangements for recording decisions;
 - taking legal or other appropriate professional advice when required;
 - the principles of best value by using the most efficient and effective means available;
 - the need to consult persons or representatives of persons who may be affected by the decision.
- 2.7 Following review, changes and amendments have been incorporated into a revised and updated Scheme of Delegations, attached at Appendix 1. There are no substantial changes to the previous allocated delegations, however they have been updated to reflect the new governance arrangements and delegation of powers/responsibilities following the intervention protocols being enacted by Welsh Government.

- 2.8 When the Welsh Government issue further directions to instate new governance arrangements or remove the Commissioners at the end of the intervention, the Scheme of Delegation will need revising further to reflect those new arrangements.

3 IMPLICATIONS

3.1 Community and Environment

- 3.1.1 Clear and transparent decision-making is fundamental to the work of the Service and delivery of the Strategic Plan. Ensuring that the appropriate governance arrangements are in place is also consistent with the sustainability duty under the Well-being of Future Generations (Wales) Act 2015 and the well-being goals of a more equal Wales and a Wales of cohesive communities.

3.2 Regulatory, Strategy and Policy

- 3.2.1 An Officers' Scheme of Delegations forms part of the Constitution for the Authority, which is integral to the governance arrangements. The updated Scheme of Delegations will be contained within the new Constitution which will be approved by the Board of Commissioners in August.

3.3 Resources, Assets and Delivery

- 3.3.1 The Scheme of Delegations enables the Authority or Service to procure and dispose of assets in a timely manner, enables the recruitment and retention of an appropriate establishment, and allocates decision making to ensure all of our services are delivered when required by our communities.

4 EVALUATION & CONCLUSIONS

- 4.1 The Authority is required to have a scheme of delegations to give authorisations for carrying out actions at the appropriate level.

4.1.1 The Scheme of Delegations for South Wales Fire and Rescue Authority has been updated following the Welsh Government legislation implemented on 5th February 2024 which indicates that the South Wales Fire and Rescue Authority functions must only be exercised by the Commissioners.

5 RECOMMENDATIONS

5.1 That the Commissioners agree and adopt the proposed updated Scheme of Delegations.

Contact Officer:		ACO Geraint Thomas
Background Papers		
	Date	Source/ Contact
None		
Title		

Appendices	
Appendix 1	South Wales Fire and Rescue Service Scheme of Delegations

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SWFRS SCHEME OF DELEGATION 2024

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1 INTRODUCTION

- 1.1 On 6 February 2024, The South Wales Fire and Rescue Authority (Exercise of Functions) (Wales) Directions 2024 (“the Directions”) came into force. The Directions were issued by the Welsh Ministers in exercise of their powers under section 29(5) and (6) of the Local Government (Wales) Measure 2009.
- 1.2 The Directions direct that the functions of the South Wales Fire and Rescue Authority (the “Authority”) **must only** be exercised by four nominees (together “the Commissioners” of the Authority) until such date as specified by the Welsh Ministers in further directions.
- 1.3 In accordance with the Directions, the Authority, including (but not limited to) all of its Principal Officers, the Proper Officer or other Officers, Heads of Service (including Area Managers and Corporate Heads of Service), Directors, Group Managers, Operational Staff, Managerial and Supervisory Staff and employees etc **must**:
- 1.3.1 comply with any instructions from the Commissioners in relation to the exercise of the Authority’s functions;
- 1.3.2 provide such assistance as the Commissioners require for the purpose of exercising the Authority’s functions including but not limited to:
- (a) providing administrative and secretarial support to the Commissioners;
 - (b) allowing the Commissioners access at **any reasonable time** to—
 - (i) any premises maintained by the Authority,
 - (ii) any document within the Authority’s possession,
 - (iii) any information and communications technology system maintained by the Authority, or to which the Authority or its employees have access, and
 - (iv) any employee or member of the Authority;
 - (c) reimbursing the Commissioners reasonably incurred expenses and remunerating the Commissioners for all reasonable work undertaken by each of them in relation to the exercise of the Authority’s functions.
- 1.4 *The South Wales Fire and Rescue Authority Constitution 2022* currently states that the South Wales Fire and Rescue Service (“the Service”) discharges functions on behalf of the Authority. However, in line with the Directions,

responsibility for carrying out the Commissioners' exercise of functions on behalf of the Authority is delegated under this Scheme of Delegation, subject to the Commissioners' instructions and/or requests for assistance.

- 1.5 The Commissioners expect all instructions or requests for assistance issued to (including but not limited to) Principal Officers, the Proper Officer or other Officers, Heads of Service (including Area Managers and Corporate Heads of Service), Directors, Group Managers, Operational Staff, Managerial and Supervisory Staff, and/or employees of the Authority to be undertaken, actioned or complied with as soon as reasonably practicable.
- 1.6 The Commissioners reserve the right to amend, adapt, suspend, or remove delegated powers if it is reasonably considered by the Commissioners that instructions or requests for assistance have not been undertaken, actioned or complied with as soon as reasonably practicable.
- 1.7 In order to provide a practical method of operational and financial management throughout the Organisation, Officers have been given certain powers/responsibilities in the form of Officer Delegations.
- 1.8 Under the provisions of the Local Government Act 1972, the Organisation is required to maintain a list of powers/responsibilities delegated to Officers and to make it available for inspection purposes.
- 1.9 This list of delegated powers/responsibilities is maintained by the Monitoring Officer and forms an integral part of the Authority/Service's overall governance arrangements.
- 1.10 These delegated powers/responsibilities, as detailed in the following sections, may from time to time be amended, added to or reduced in the interest of operational efficiency as determined by the Commissioners' instructions for the Authority. The most up to date version of this Scheme of Delegations will be maintained on the Service's intranet site as part of the Constitution.
- 1.11 In exercising delegation, Officers should be mindful of the over-riding need to comply with the Constitution, including the Financial Procedure Rules (and any associated Financial Policies and Procedures). They should also consider whether or not it would be appropriate to consult other Officers or the Commissioners before exercising a delegation.

- 1.12 For the purposes of this Scheme of Delegations, the term “Organisation” includes the South Wales Fire and Rescue Service and/or the Commissioners for South Wales Fire and Rescue Authority as appropriate.
- 1.13 When the Welsh Government issue further directions to instate new governance arrangements or remove the Commissioners, the Scheme of Delegation will need revising further to reflect those new arrangements.
- 1.14 For clarity the statutory posts of the Organisation are filled by the following Officers:

Head of Paid Service	Chief Fire Officer
Chief Financial Officer	Treasurer
Monitoring Officer Proper Officer SIRO (Senior Information Risk Owner) SRO (Senior Responsible Officer)	Director of Corporate Services

2 GENERAL DELEGATIONS

2.1 General

- 2.1.1 In relation to Principal Officers and Heads of Service, delegated powers/responsibilities to carry out actions relating to the exercise of the Authority's functions by the Commissioners are identified against each position as outlined in the paragraphs below. For the purposes of these delegations, Principal Officer includes the Directors and Treasurer. Heads of Service includes Area Managers and Corporate Heads of Service.
- 2.1.2 Where delegations are given below Principal Officer level within a particular Directorate, this does not prevent the relevant Principal Officer also exercising these powers/responsibilities. Principal Officers may also request reports upon the exercise of delegated powers/responsibilities by an Officer within their Directorate as and when they consider appropriate.

2.2 Principal Officer Delegation

- 2.2.1 Officers to whom powers/responsibilities are delegated under this scheme may not sub-delegate those powers/responsibilities. However, where it would be impracticable for all the powers/responsibilities conferred on a named person to be performed by that individual, that person may authorise officers in their departments to perform tasks, or to carry out specific powers/responsibilities under the provisions of relevant legislation subject to any relevant Commissioner instructions, on their behalf.
- 2.2.2 Each Officer will ensure that where they wish to authorise officers within their department to sign documents or perform responsibilities on their behalf they will:
- (a) where applicable, record that authorisation, naming the officer, the date, tasks which that officer is authorised to perform, and including the signature of the officer, and retain that record until such a time it is no longer required; and
 - (b) where applicable, comply with the requirements of the Financial Regulations and Contract Standing Orders.
- 2.2.3 An authorised officer will perform the tasks on behalf of the authorising officer. Any decisions taken under this, or any other similar authority, shall remain the

responsibility of the Authorising Officer and must be taken in the name of that Officer.

- 2.2.4 Any reference in these delegations to a Post or Office e.g. Director of People Services, Head of Finance and Procurement etc. shall be to the post holder or office holder at that time (permanent or temporary) and if the title of the Post or Office is changed or the functions of the Post or Office are varied, then the reference will be to the Officer undertaking the relevant responsibility at that time.
- 2.2.5 All staff are given authority to act and take decisions commensurate with their level of responsibility and in accordance with the Organisation's agreed policies and procedures in force at that time unless the Commissioners instruct otherwise.
- 2.2.6 Operational personnel performing the role of "Incident Commander" have authority to carry out their respective duties in accordance with the Service's Standard Operating Procedures or National Operating Guidance (NOG) when adopted in entirety and the South Wales Incident Command System.
- 2.2.7 Suitably trained Officers will have the authority to fulfil the role of "Gold", "Silver" and "Bronze" Commander at multi-agency incidents, where circumstances require.
- 2.2.8 Those personnel who are qualified as Emergency Fire Appliance drivers have authority to exercise the powers under Section 87 of the Road Traffic Act 1984, when responding to emergency calls.
- 2.2.9 All staff have responsibility for ensuring a safe working environment at their place of work and taking remedial or preventative action in accordance with approved procedures where the working environment is not safe.

2.3 Principal Officers

- 2.3.1 Manage the Organisation in the absence of the Chief Fire Officer and Deputy Chief Fire Officer, and as such, make decisions as required subject to any relevant instructions from the Commissioners.
- 2.3.2 To determine policy and procedures to ensure the Organisation discharges its statutory duties and ensures efficient and effective service delivery.
- 2.3.3 Authority (Commissioners and Principal Officers) to make all necessary decisions to effectively manage the Directorate within approved budget in a

manner consistent with the plans and objectives of the Organisation, to ensure that the Organisation discharges its statutory duties and to ensure efficient and effective service delivery.

- 2.3.4 Incur expenditure and authorise use of resources within the budget of the Service approved by the Commissioners.
- 2.3.5 Chief Finance Officer and/or Director of Corporate Services approve a scale of chargeable services on behalf of the Organisation.
- 2.3.6 To agree responses on behalf of the Organisation to consultations or similar exercises by external agencies, including the Welsh Government, subject to any relevant instructions from the Commissioners.
- 2.3.7 Principal Officers acting to approve the Organisation's Risk Management Policy Statement and Strategy.
- 2.3.8 To determine approved budget holders within their directorate.
- 2.3.9 To take necessary action and decisions in accordance with the level of responsibility given to them in the Organisation's Financial Procedure Rules.
- 2.3.10 To authorise overseas travel within approved budget.
- 2.3.11 To hear and determine appeals in accordance with the Service's Policies and Procedures.
- 2.3.12 To make revenue virements within service area for which they are responsible of up to £50,000 with written approval of Head of Finance or Senior Accountant.
- 2.3.13 To make revenue virements between different service areas of up to £100,000 with written approval of Head of Finance or Senior Accountant and retrospectively reported to Finance/Audit Committee.
- 2.3.14 To undertake responsibilities set out in any of the constitutional documents and plans.

2.4 All Principal Officers and Heads of Service

- 2.4.1 Initiation, development, delivery, review and revision of partnership schemes, collaborations, and projects for the furtherance of the Organisation's priorities and objectives.

- 2.4.2 Prepare, review, amend and implement operating policies and procedures to assist the Organisation in discharging its statutory and other duties.
- 2.4.3 In accordance with agreed procedures, input into the filling of vacancies.
- 2.4.4 Authority to apply disciplinary sanctions up to and including dismissal in accordance with the Service's Policies and Procedures.
- 2.4.5 Authority to apply capability sanctions up to and including dismissal in accordance with the Service's Policies and Procedures.
- 2.4.6 Consider and determine applications from employees regarding secondary employment in accordance with the Policies and Procedures of the Organisation.
- 2.4.7 Authority to attend and take decisions on behalf of the Organisation at Community Safety Partnerships and Public Service Boards.
- 2.4.8 Dispose of redundant equipment (excluding vehicles) in accordance with approved Policies and Procedures.

2.5 Principal Officer on Duty

- 2.5.1 Authority to take all necessary action to respond to and co-ordinate the response of the Organisation to an incident, major emergency, or disaster and to report the action taken to the Board of Commissioners.

2.6 All Operational Staff

All operational staff are required to exercise the following powers:

- 2.6.1 Power under the Fire and Rescue Services Act 2004 for the purposes of:
 - (a) s.38: securing a suitable supply of water in the event of a fire
 - (b) s.44: powers of firefighters etc. in an emergency etc
 - (c) s.45 and 46: obtaining information and investigating fires
- 2.6.2 Power under the Fire and Rescue Services (Emergencies) (Wales) (Amendment) Order 2017 to make provision in its area, to the extent that it considers it reasonable to do so, for the purpose of:
 - (a) rescuing people, or protecting them from serious harm in the event of an emergency involving flooding; and
 - (b) rescuing people in the event of an emergency involving inland water.

- 2.6.3 Power to utilise the exemptions under the Road Traffic Act when responding to an emergency.
- 2.6.4 Authority to undertake familiarisation visits at risk premises to assist the Organisation in discharging its duties under s.7.2.d of the Fire and Rescue Services Act 2004.
- 2.6.5 Respond to emergency situations as directed by Control or a Senior Officer.
- 2.6.6 Commit appropriate resources in accordance with Service Procedures.
- 2.6.7 Authority to impound breathing apparatus sets following any failure in accordance with Health and Safety (RIDDOR) Regulations.

2.7 Budget Holders

- 2.7.1 In accordance with Financial Policies and Procedures of the Organisation, authority to incur expenditure and ensure control over departmental budgets and the management of devolved budgets in line with any relevant instructions from the Commissioners.

2.8 All Managerial & Supervisory Staff

- 2.9 Ability to make disciplinary, capability and conduct reviews, assessments, decisions, and sanctions in line with organisation's Policies and Procedures.
- 2.10 Authority to undertake investigations involving RIDDOR incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) or other incidents where considered appropriate and take decisions or make recommendations on remedial or preventative action, as appropriate and report to the Board of Commissioners as necessary.

3 CHIEF FIRE OFFICER

The Chief Fire Officer, and in their absence, the Deputy Chief (Fire) Officer

- 3.1 To take all necessary action within approved budgets to discharge the powers/responsibilities of the Organisation under or in relation to the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 or other legislation or subordinate legislation applicable to the Fire and Rescue Service including power to authorise Officers to take action under any provision or supplementary power contained within that Act or subordinate legislation.

- 3.2 To take all necessary action to respond to and co-ordinate the response of the Organisation to an emergency or disaster and subsequently to report to the Commissioners where appropriate.
- 3.3 To deploy staff, vehicles, resources, and equipment and to utilise the Organisation's buildings and other assets in the most effective manner to discharge the Organisation's responsibilities.
- 3.4 Incur expenditure on behalf of the Organisation in accordance with approved budgets subject to any relevant instructions from the Commissioners.
- 3.5 Act in urgent matters (where the Board of Commissioners would normally determine), where there is insufficient time to call a special meeting. Wherever possible the Monitoring Officer and other relevant Statutory Officers should be consulted subject to details of the action being reported to the next available meeting of the Board of Commissioners.
- 3.6 In consultation with the Commissioners, take such action as considered necessary to mitigate risk to the community in relation to any issue likely to cause disruption to business or business continuity.
- 3.7 Accept offers of external funding in consultation with the Treasurer or Head of Finance, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Finance/Audit Committee and/or approval by the Commissioners.
- 3.8 In the absence of the Monitoring Officer or Deputy Monitoring Officer, to sign or seal documents on behalf of the Organisation.
- 3.9 To take any action, subject to any relevant instructions from the Commissioners, considered necessary to ensure:
 - (a) that the duties, functions and responsibilities of the organisation are prioritised as far as is practicable to mitigate risk to the community and risk to our staff; and
 - (b) that the organisations available resources are deployed as effectively and efficiently as possible to mitigate risks to the community and risks to our staff; and
 - (c) that where required to mitigate risk to the community and risk to staff, additional financial resources may be drawn from reserves for use if required where approved budget is not available.

- 3.10 Where practicable, the statutory officers of the Service and the Commissioners will be consulted on the proposed use of these delegations and the Monitoring Officer shall report the use of these delegations to the next available Board of Commissioners.

4 CHIEF FIRE OFFICER AND MONITORING OFFICER

- 4.1 To approve the acquisition of land and buildings subject to the:
- (a) Acquisition being in the approved Capital Programme
 - (b) Total value of payment in any one case not to exceed £250,000
- 4.2 To declare land and buildings surplus to requirement provided:
- (a) The land and buildings do not exceed £0.5m in value in any one case.
 - (b) An appropriate appraisal of the land and buildings has been carried out.

5 DELEGATIONS TO STATUTORY OFFICERS

5.1 Head of Paid Service

- 5.1.1 To perform the role of Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act 1989 and any subsequent or subordinate legislation and, in particular, when considered necessary to do so to report to the Board of Commissioners with proposals on:
- (a) the effective co-ordination and discharge by the organisation of the Authority's different functions
 - (b) the number and grades of staff required by the organisation for the discharge of the Authority's functions
 - (c) the configuration of the organisation's staff
 - (d) the appointment and management of the organisation's staff
- 5.1.2 On behalf of the Organisation, implement national conditions of service and such other local agreements as may be determined by the Commissioners and/or the Service from time to time.

5.2 Monitoring Officer

The Director of Corporate Services as Monitoring Officer, and in their absence, the Head of Corporate Support as Deputy Monitoring Officer

- 5.2.1 To perform the role of Monitoring Officer in accordance with the provisions of section 5 and 5a of the Local Government and Housing Act 1989 or other recommended guidance and any subsequent or subordinate legislation and in particular to report to the Board of Commissioners on any proposal, decision or omission by the Board of Commissioners, its committees or Officers or other bodies on which it is represented which has given rise to or is likely to give rise to:
- (a) contravention of law or any code of practice made or approved by or under any enactment;
 - (b) such maladministration or injustice as would fall within the investigation remit of the Public Services Ombudsman.
- 5.2.2 To sign any document on behalf of the Organisation.
- 5.2.3 To execute and arrange for the sealing of documents on behalf of the Organisation.
- 5.2.4 Authorise the exchange of information with other individuals or organisations in accordance with the law and any agreed protocols or procedures following consultation, where necessary, with the Information Governance Officer and the Commissioners.

5.3 Chief Finance Officer (Treasurer)

The Treasurer, and in their absence, the Head of Finance as their Deputy

- 5.3.1 To perform the role of Treasurer in accordance with the South Wales Fire and Rescue Service (Combination Scheme) Order 1995, Sections 112, 113 and 114 of the Local Government Finance Act 1988 (as amended by the Fire and Rescue Services Act 2004 Sch. 1, para 68 (3)), Local Government and Housing Act 1989 and the Accounts and Audit (Wales) Regulations 2014 and any subsequent or subordinate legislation.
- 5.3.2 To determine and issue the constituent authorities' contributions.
- 5.3.3 To determine the accounting policies, procedures, records, and systems for the Organisation and approve any amendments thereto.
- 5.3.4 To secure the provision of treasury management services.
- 5.3.5 Authority to enter into credit arrangements on behalf of the Organisation.

- 5.3.6 The writing off of bad debts up to the value of £10,000 where there is no prospect of recovery.
- 5.3.7 To report any potentially unlawful decision on expenditure within the Organisation.
- 5.3.8 To settle, subject to discussion with the Director of Corporate Services and the Commissioners, any uninsured claim against the Organisation up to £50,000 subject to a regular report to the Board of Commissioners on the use of this delegation.
- 5.3.9 In consultation with the Director of Technical Services to dispose of vehicles in the most appropriate manner to ensure best value is obtained for the Organisation.
- 5.3.10 To agree the carry forward of year end balances for specific items of expenditure up to an individual value of £100,000, such sum to be included in earmarked reserves, included in the Statement of Accounts, and reported to the Board of Commissioners.

5.4 SIRO – Senior Information Risk Owner

The Director of Corporate Services, and in their absence, Head of Corporate Support as Deputy

- 5.4.1 To perform the role of Senior Information Risk Owner in accordance with the Freedom of Information Act 2000, Data Protection Act 2018, and the UK General Data Protection Regulations and any subsequent or subordinate legislation and in particular to:
- (a) determine effective organisational management of information in all its forms and locations
 - (b) determine the Strategy and act as advocate for good practice in information governance within the Organisation.
 - (c) To determine efficient ways of handling both electronic and paper-based information, how it is held, used, and shared.
 - (d) To determine how information is kept safe and secure, and ensuring it is appropriately shared when necessary to do so.
 - (e) To determine robust management of the risks involved in the handling of information, and compliance with regulatory and statutory guidance including Data Protection and Freedom of Information.
 - (f) To disseminate the importance of good information governance and particularly what has been highlighted by the Information Commissioner.

- (g) To deal with and mitigate against the implications of data security breaches and make recommendations on how the Organisation may guard against this.
- (h) To act as the Qualified Person to provide a reasonable opinion and confirm or deny whether disclosure of information is likely to prejudice the effective conduct of public affairs under the Freedom of Information Act 2000.

5.5 SRO – Senior Responsible Officer

The Director of Corporate Services, and in their absence, Head of Corporate Support as deputy

5.5.1 To perform the role of Senior Responsible Officer in accordance with the Regulation of Investigatory Powers Act 2000, the Human Rights Act 1998, the Data Protection Act 2018 & the Data Retention and Investigatory Powers Act 2014 and any subsequent or subordinate legislation and in particular to:

- (a) Determine, by name, appropriate officers able to grant RIPA authorisations (Authorising officers)
- (b) Verify the competency of officers before authorising them to grant RIPA authorisations
- (c) Ensure the integrity of the surveillance processes in place and compliance with legislation and Home Office Codes of Practice.
- (d) Engage with Surveillance Commissioners and inspectors when they conduct their inspections
- (e) Oversee implementation of any post inspection action plans

5.6 Proper Officer

The Director of Corporate Services, and in their absence, Head of Corporate Support as deputy.

5.6.1 To perform the role of Proper Officer in accordance with the relevant Local Government legislation and any subsequent or subordinate legislation and in particular to undertake the following as soon as reasonably practicable:

- (a) accept written notice of nominated officers
- (b) be the officer to whom general notices and recording of disclosures of interests should be given
- (c) give notice, signing and issuing of summonses in respect of any Board of Commissioners meeting

- (d) give public notice of any meeting to which the public are entitled to attend, provide copies of the agenda and facilities for the press
- (e) to exclude from the Board of Commissioners, committee or sub-committee agenda any information to be dealt with in a meeting from which the public are likely to be excluded
- (f) to determine which documents are not, by virtue of containing exempt information, to be open to public inspection

6 SERVICE DELIVERY DIRECTORATE

Operations Department

6.1 Director Service Delivery & Head of Operations

- 6.1.1 To take all necessary action to secure provision of emergency call response and mobilisation procedures under the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004, or other legislation applicable to the Fire and Rescue Service or subordinate legislation.
- 6.1.2 To take all necessary action on a day-to-day basis to ensure that equipment, appliances, and personnel are located or transferred to best meet the Organisation's operational requirements.

6.2 Director Service Delivery, Head of Operations and Group Manager Control

- 6.2.1 To take all necessary decisions within approved budget to ensure the Organisation discharges its statutory duties under the Fire and Rescue Services Act 2004 to maintain Fire Control services within the Organisation.
- 6.2.2 Take all necessary action to ensure first line support is implemented in the event of any loss or failure to the mobilising and communications systems and in the event of major power loss, ensure a prompt and effective "fallback" and evacuation procedure is followed.

Risk Reduction Department

6.3 Director Service Delivery

- 6.3.1 To discharge the Organisation's powers and duties (including the institution and carrying out of legal proceedings following consultation with the legal advisor) in relation to Fire Safety under the Regulatory Reform (Fire Safety) Order 2005 and any subsequent or subordinate legislation.

- 6.3.2 Power to authorise entry, appoint inspectors and authorise individual Officers in writing to discharge appropriate functions under the Regulatory Reform (Fire Safety) Order 2005 and any subsequent or subordinate legislation.
- 6.3.3 Power to comply with any requirement of a decision, order or direction of a Court or Tribunal, in relation to fire safety statutory provisions, insofar as it relates to the Organisation, subject to taking appropriate legal advice.
- 6.3.4 Initiation of Fire Investigations and reporting on the conclusions and recommendations of such investigations.

6.4 Head of Risk Reduction

- 6.4.1 Authority to enforce the Regulatory Reform (Fire Safety) Order 2005.
- 6.4.2 Under the Regulatory Reform (Fire Safety) Order, issue and serve formal cautions and prohibition notices and act as authorised signatory for such correspondence and documentation.
- 6.4.3 Under the Regulatory Reform (Fire Safety) Order 2005, power to respond to the findings of investigations, issue and serve prohibition notices, enforcement notices and alteration notices and to act as authorised signatory for such correspondence and documentation.
- 6.4.4 Authority to carry out investigations in relation to potential fire safety offences, fatalities, serious injuries, and deliberate fires.
- 6.4.5 The examination of, and if necessary, objection to the granting, reviewer renewal of Licences and/or Regulations by the Licensing Authority under the Licensing Act 2003, Gambling Act 2005 or any other Licences or Registrations that the Service is requested to consider under these or any subsequent enactment.
- 6.4.6 Discharging the Commissioners functions in relation to consultation with Local Authorities under the Housing Act 2004, Section 10, houses in multiple occupation.
- 6.4.7 Act as authorised signatory for correspondence and documentation relating to the following:
 - Fire Safety and Safety of Places of Sport Act 1987 (Designated Grounds and Regulated Stands)
 - Safety of Sports Grounds Act 1975 (Letters)
 - Building Regulations Consultations

6.4.8 Powers of an Inspector for the purpose of discharging the Commissioners' duties in accordance with the following Legislation and Regulations:

- Article 27 of the Regulatory Reform (Fire Safety) Order 2005 or any statutory amendment or re-enactment thereof.
- Fire & Rescue Services Act 2004
- Health & Safety at Work etc Act 1974
- The Construction (Design & Management) Regulations 2007
- The Safety Signs and Signals Regulations 1996
- The Dangerous Substances (Notification and Marking of Sites) Regulations 1990.

including taking any other action relating to the Board of Commissioners role as Enforcing Body in respect of the Regulatory Reform (Fire Safety) Order 2005 subject to any relevant instructions issued by the Commissioners.

6.4.9 Under the Regulatory Reform (Fire Safety) Order 2005, issue and serve action plans, notification of fire safety deficiencies, and general correspondence including non-statutory reports.

6.4.10 Act as authorised signatory for correspondence and documentation relating to the following:

- Informal education and advice
- The Building Regulations 2010
- Gaming Act 1968 – Consultation
- Licensing Act 2003 – Consultation
- Housing Act 2004 – Consultation
- Other Consultations.

6.4.11 Authority to establish and maintain appropriate partnerships with the object of reducing risk within the community and commit approved resources to supporting these to ensure that statutory responsibilities relating to this purpose are discharged.

6.4.12 Authority to work and share information with other agencies in accordance with agreed procedures.

7 TECHNICAL SERVICES DIRECTORATE

7.1 Director of Technical Services

7.1.1 To take all necessary action to secure provision of emergency call response and mobilisation procedures under the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004, or other legislation applicable to the Fire and Rescue Service or subordinate legislation.

- 7.1.2 To take all necessary action on a day-to-day basis to ensure that equipment, appliances, and personnel are located or transferred to best meet the Organisation's operational requirements.
- 7.1.3 Receive and disseminate, as appropriate, security and civil contingencies information within the Organisation, to enable specific risks to be appropriately addressed.
- 7.1.4 In consultation with Treasurer to dispose of vehicles in accordance with agreed policies and procedures.

7.2 Head of Operational Risk Management and Group Manager

- 7.2.1 Authority to take decisions on behalf of the Organisation, within approved budget, to ensure the Organisation effectively meets its statutory responsibilities as a Category 1 responder.
- 7.2.2 Approve all relevant documentation relating to operational appliances and equipment to assist the Organisation in discharging its functions under the PUWER Regulations (Provision and Use of Work Equipment Regulations).
- 7.2.3 Authority to gather information relating to risk premises within the Organisation's area, to assist the Organisation in discharging its functions under S.7.2.d. of the Fire and Rescue Services Act 2004.

7.3 Fleet Engineer & Workshop Manager

- 7.3.1 To act as the competent responsible person for the managing of Fleet as required by statutory provisions (the Health and Safety at Work etc Act 1974, and the Management of Health and Safety Regulations 1999).
- 7.3.2 To discharge the Organisation's duties and responsibilities to investigate, remedy and report Fleet issues and accidents in the workplace and provide regular reports to the Commissioners.

7.4 Head of ORM & Health & Safety Advisor

- 7.4.1 Authority to undertake investigations involving RIDDOR incidents (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) or other incidents where considered appropriate and take decisions on remedial or preventative action, as appropriate.

7.5 Health & Safety Advisor

- 7.5.1 To act as the competent responsible person for managing Health and Safety as required by statutory provisions (the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety Regulations 1999) and provide regular updates to the Commissioners.

7.6 Head of ICT Services & ICT Managers

- 7.6.1 To electronically sign click through licence agreements on behalf of the Organisation for ICT related agreements providing all other authorities to enter into the agreement are in place and all terms and conditions can be adhered to.

7.7 Area Manager - Training

- 7.7.1 To take the necessary action within approved budget to ensure the Organisation discharges its statutory responsibilities under the Fire and Rescue Services Act 2004 in relation to training and development subject to any relevant instructions from the Commissioners.

8 CORPORATE SERVICES DIRECTORATE

Corporate Support Department

8.1 Director Corporate Services

- 8.1.1 Approve the commencement of supplies, services, or construction work, in exceptional circumstances, prior to the formal conclusion of the contract.
- 8.1.2 To make consequential amendments to any of the approved documents of the Organisation, subject to any relevant instructions from the Commissioners, to take account of any of the following:
- (a) any change in the job title of any Officer
 - (b) the transfer of any of the responsibilities of any Officer who has delegated functions, to any other Officer
 - (c) any change in structure and responsibilities of the Organisation
 - (d) any change in any other title or name of any Officer, organisation, scheme, or plan
 - (e) subject to consultation with the Treasurer any change in financial limits or authorisation levels (save for major changes which would require the approval of the Board of Commissioners)

- (f) any changes to the legislation or guidance (including Acts, Measures, Statutory Instruments, Regulations, Orders, Byelaws) where that legislation or guidance is applied, extended, amended, consolidated, or replaced
- (g) in any other case where a minor amendment is necessary to correct a clerical error or (as long as the document remains substantially to the same effect) to keep the document up to date
- (h) procedural changes to reflect current working practices or procedures of the Service.

8.2 Delegations to the Director Corporate Services and the Head of Corporate Support

- 8.2.1 The institution, prosecution, defence, settlement or opposition in any actual, contemplated or potential legal proceedings in relation to any of the Organisation's powers, duties, rights, liabilities, actions or inaction including initiating legal proceedings (to include seeking an injunction) where that action is necessary to protect any interest of the Organisation, its land, property or any other assets, or Commissioners or Officers or where it is expedient to do so in connection with any power, duty, obligation, action, inaction or decision of the Board of Commissioners or the Fire and Rescue Service either criminal or civil.
- 8.2.2 To take all such actions as may be necessary as a result of appeals or applications to Ministers, Courts, Tribunals or any other body in respect of anything done by the Board of Commissioners or a Committee or Officer acting in pursuance of delegated powers/responsibilities or against any decision, order, notice, requirement or direction of the Organisation or against any decision or order in legal or quasi legal proceedings to which the Organisation is a party.
- 8.2.3 To determine if gifts received by employees of the Service with a market value not exceeding £25.00 should be accepted.
- 8.2.4 Authority to settle insurance claims for loss, damage or personal injury following consultation with the Organisation's Insurer's and the Board of Commissioners.

8.3 Director of Corporate Services, Head of Corporate Support & Legal Services Officer

- 8.3.1 The power to deal with all matters in respect of land or buildings and structures thereon, including sale, purchases, exchange, leasing, licences, assignments, wayleaves, easements, mortgaging, charging, granting of options or other dealings, subject to:-
- (a) any statutory restrictions and requirements
 - (b) Board of Commissioner approval for any major sale or major lease
- 8.3.2 The swearing of Affidavits and the making of statutory declarations for the Organisation.
- 8.3.3 Power to comply with any direction, order, judgment or decision of any Court or Tribunal, insofar as it relates to the Organisation.
- 8.3.4 The issuing and serving of any statutory or other notices in relation to any of the Board of Commissioner's powers, duties, rights, or liabilities.
- 8.3.5 To take such action as is necessary to secure a planning consent on any land within the ownership or to be acquired by the Organisation.
- 8.3.6 Power to determine the terms of any indemnity or guarantee for which the Organisation is requested to provide.
- 8.3.7 To take legal proceedings to recover possession of any Organisation owned property occupied by unauthorised occupiers.
- 8.3.8 Lodge and proceed with any appeal from an order or decision of a Court, Tribunal, Inspector, or other person of competence within any time limit set.
- 8.3.9 To agree the terms of new contracts, agree the variation of existing contracts, permit sub-contracting, assignments, novations and termination of contracts entered into by the Organisation.
- 8.3.10 To approve price variations justified under the Rise and Fall Clauses in any contract.
- 8.3.11 To approve increases in contract costs due to delayed starts etc, where the cost can be contained within the original figure or by reductions in work or from within the contingency sum.

8.3.12 To approve contract variations up to £50,000 or 15% of the original contract sum (whichever is the greater).

8.3.13 All contract variations under these arrangements are to be reported retrospectively to Finance/Audit Committee.

8.3.14 Effect appropriate insurance cover for the Organisation and authorise the payment of premiums and the negotiation of all claims.

8.4 Head of Corporate Support, Head of Service Performance & Communication and the Information Governance & Compliance Officer

8.4.1 To take any necessary actions and decisions to ensure that the Organisation meets its responsibilities in accordance with Data Protection, Freedom of Information and Regulation of Information requirements.

8.5 Legal Services Officer

8.5.1 Following consultation with either the Director of Corporate Services or the Head of Corporate Support, the institution, prosecution, defence, settlement or opposition in any actual, contemplated or potential legal proceedings in relation to any of the Organisation's powers, duties, rights, liabilities, actions or inaction including initiating legal proceedings (to include seeking an injunction) where that action is necessary to protect any interest of the Organisation, its land, property or any other assets, or Commissioners or Officers or where it is expedient to do so in connection with any power, duty, obligation, action, inaction or decision of the Board of Commissioners or the Fire and Rescue Service either criminal or civil.

Finance Department

8.6 Director Corporate Services

8.6.1 To take all necessary action to ensure that all financial services/activities undertaken by the Organisation satisfy current financial legislation, including the Local Government and Finance Acts, and the Organisation's Contract Standing Orders and Financial Regulations.

8.6.2 Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.

8.6.3 The writing off of bad debts up to the value of £5,000 where there is no prospect of recovery.

- 8.6.4 Recovery by legal proceedings of debts owed to the Organisation and the settlement of claims.
- 8.6.5 Appointment of the Organisation's bankers and to open and close any necessary bank accounts following consultation with the Treasurer.
- 8.6.6 Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.
- 8.6.7 Accept offers of external funding in consultation with the Treasurer or Chief Fire Officer, where appropriate, subject to the details of any such acceptance being reported to a future meeting of the Board of Commissioners.
- 8.6.8 Together with the Senior Procurement Officer, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisation's services occurs.

8.7 Head of Finance

- 8.7.1 Authority to determine, review and revise the appropriate level of charges for external services.
- 8.7.2 Authority to align financial procedures and processes with the Organisation's Financial Procedure Rules and to report to the Director Corporate Services on any discrepancies or deviations.
- 8.7.3 Approve claims to external funding bodies for recovery of grant or other external funding to the Organisation in accordance with the funding conditions.
- 8.7.4 Implement and maintain the necessary robust financial management systems to protect the Organisation.
- 8.7.5 To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Management Strategy and Treasury Management Practices.
- 8.7.6 Incur expenditure and make payments on behalf of the Organisation including fees and expenses payable to Brokers and Agents.
- 8.7.7 Determine and implement suitable paper and electronic financial management systems to efficiently discharge the Organisation's statutory duties.

8.7.8 Authority to write off disposal of redundant stock or equipment up to an approved limit.

8.7.9 Following consultation with the Director of Corporate Services authority to write off bad debts up to the value of £2,500 where there is no prospect of recovery.

8.8 Senior Accountant

8.8.1 In the absence of the Director of Corporate Services and the Head of Finance, Procurement and Property, assess the Organisation's borrowing requirement and arrange and monitor loans for capital expenditure.

8.8.2 Take action to maximise the return on the Organisation's investments in accordance with the approved Treasury Management Strategy.

8.8.3 To arrange the borrowing and investments of the Organisation in such a manner as to comply with the Organisation's approved Treasury Management Strategy.

8.8.4 In accordance with the Organisation's Financial Regulations, power to dispose of surplus plant and equipment valued less than £1,000 and to dispose of surplus or redundant stock.

8.9 Senior Procurement Officer & Procurement Officer

8.9.1 Approve or reject electronic tenders as appropriate.

8.9.2 Together with the Director of Corporate Services, authority to exercise an exemption to the Contract Standing Orders if an unforeseeable emergency involving immediate risk to persons, property or serious disruption to the Organisation's services occurs.

8.9.3 In accordance with the Organisation's Financial Procedure Rules power to dispose of surplus plant and equipment valued at less than £1,000 and to dispose of surplus or redundant stock.

Property Services Department

8.10 Head of Finance and Property Strategy Manager

8.10.1 In accordance with the waste and environmental Legislation, provide specialist advice, support and guidance to Organisation personnel in matters relating to

sustainable development, and maintain links with other agencies to ensure the Organisation effectively meets its statutory responsibilities.

8.10.2 Authority to sign Waste Transfer Notes on behalf of the Organisation.

8.11 Strategic Property Manager

8.11.1 Following consultation with the Director of Corporate Services, approve the commencement of supplies, services, or construction work, in exceptional circumstances, prior to the formal conclusion of the contract.

8.11.2 Following consultation with the Director of Corporate Services or the Head of Finance, to approve reactive maintenance of the Organisation's property portfolio beyond the approved budget where this is deemed absolutely necessary to remedy a significant health and safety breach, maintain the operational functionality of a building or protect the infrastructure or integrity of the building.

8.11.3 To take such action as is necessary to secure a planning consent on any land within the ownership or to be acquired by the Organisation.

8.12 Facilities Manager

8.12.1 To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget up to a value of £75,000 for each project.

8.12.2 To sign off planned or reactive works as completed to the required standards under the stated specifications up to a value of £75,000 for each project.

8.13 Buildings Co-ordinator

8.13.1 To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget up to a value of £50,000 for each project.

8.13.2 To sign off planned or reactive works as completed to the required standards under the stated specifications up to a value of £50,000 for each project.

8.14 Facilities Co-ordinator

8.14.1 To approve expenditure of appropriate planned and reactive maintenance of the Organisation's property portfolio within the approved budget up to a value of £15,000 for each project.

- 8.14.2 To sign off planned or reactive works as completed to the required standards under the stated specifications up to a value of £15,000 for each project.

9 PEOPLE SERVICES DIRECTORATE

9.1 Director People Services

- 9.1.1 To appoint to and maintain the establishment and posts within the Organisation to ensure adherence to the approved salaries budget subject to any relevant instructions from the Commissioners.
- 9.1.2 To take all necessary decisions to implement, administer, amend, and review practices, policies, procedures, and protocols on employment arrangements (including pay, emoluments and pensions) within the Organisation to accord with statutory or local requirements.
- 9.1.3 Authority to deal with all matters relating to the permanent or temporary appointment (including the method of appointment), transfer, suspension, dismissal, grievances, tribunals, pay, promotion, recruitment, and terms of conditions of service of all staff, including negotiations with representative bodies subject to any relevant instructions from the Commissioners.

Note: In the case of disciplinary action in relation to the Chief Fire Officer, Monitoring Officer and Chief Finance Officer, sections 9.8.6 to 9.8.9 of the Constitution apply.

- 9.1.4 To engage temporary or casual staff additional to the authorised establishment to meet exceptional needs for a period not exceeding 12 months in accordance with the Organisation's agreed Policies and Procedures in force at that time.
- 9.1.5 Authority to deal with individual cases of early retirement and/or voluntary redundancy and/or flexible retirement, subject to the approval of the Chief Fire Officer and Treasurer with regards to the financial aspects of the proposals.
- 9.1.6 In exceptional circumstances authority to re-employ staff with particular knowledge, skills and expertise, on temporary non-uniformed contracts following retirement, subject to no new contract being issued until an individual has retired from the Service and the relevant statutory period has expired between the date of retirement and the commencement of the temporary contract.
- 9.1.7 Authorisation of Casual User Allowance and Essential User Allowance.

9.1.8 Authority to pay salaries, wages, allowances, or other emoluments, and to make any necessary deductions to existing and former employees and Commissioners in accordance with approved procedures.

9.1.9 Determine the appropriate rates of subsistence for duties abroad.

9.2 Director People Services & Head of Human Resources

9.2.1 Appointment of temporary, permanent and agency staff and determination of probationary periods, up to but not including Principal Officers.

9.2.2 Determination of applications for time off for Trade Union duties and activities in accordance with Conditions of Service and ACAS Code of Practice.

9.2.3 Authorising temporary promotions and honoraria payments within the approved budget, up to but not including Principal Officers.

9.2.4 Review and authorise extensions of sick pay allowances and Occupational Health Private Treatment and submit an annual report on such action to the People Committee.

9.2.5 Authorise Occupational Health Private Treatment and submit an annual report on such action to the People Committee.

9.2.6 Take all necessary action to assist the Organisation in discharging its responsibilities under Welsh Language legislation.

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AGENDA ITEM NO 7

Reports for Information

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**FORWARD WORK PROGRAMME FOR
THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE**

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Mar 2024	Internal Audit Annual Report	To provide an opinion on the adequacy and effectiveness of risk management, control and governance processes based on the internal audit work undertaken during the financial year. This will support the statement of internal control.	I	ACO CS Contact Officer: Lisa Mullan	
Mar 2024	Pay Policy Statement 2022/23	To consider the Service's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	D	ACO PS Contact Officer: Alison Reed	
Mar 2024	Gender Pay Gap Statement	To update on the analysis of the gender pay gap across the Service.	D	ACO PS Contact Officer: Alison Reed	
Mar 2024	Treasury Management Strategy Report	To secure Commissioners' approval to the adoption of the Treasury Management Strategy for the following financial year	D	Treasurer Contact Officer: Lisa Mullan	
Mar 2024	Strategic Themes and Objectives for 2024/25 – Plan Publication	Commissioners to approve the proposed strategic themes and objectives for 2024/25	D	ACO CS Contact Officer: Sarah Watkins	

**FORWARD WORK PROGRAMME FOR
THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE**

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Mar 2024	Setting Statutory Strategic Performance Indicators and Strategic Objectives	To set the targets for the following financial year.	D	T/ACFO SD Contact Officer: Dean Loader	
Mar 2024	Calendar of Meetings for next municipal year	To present Commissioners proposed dates of Board & Committee meetings for the next municipal year.	D	ACO CS Contact Officer: Geraint Thomas	
May 2024	Unwanted Fire Signal Response Proposal	To present the proposals for consideration of changes to the Service response model for unwanted fire signals prior to a public consultation process.	D	T/T/ACFO SD Contact Officer Dean Loader	
May 2024	Audit Wales Audit Plan 2024	To advise Commissioners of the work set out by Audit Wales to be undertaken during 2024.	I	ACO CS Contact Officer: Lisa Mullan	Deferred to Aug 2024
May 2024	Strategic Equality Plan	To provide Commissioners with the current Strategic Equality Plan.	D	ACO PS Contact Officer: Lisa Shroll	
Aug 2024	Welsh Language Standards	To update Commissioners on compliance against the Welsh Language Standards.	I	ACO PS Contact Officer: Alison Reed	

**FORWARD WORK PROGRAMME FOR
THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE**

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Aug 2024	Health & Safety Annual Report 2022/23	To advise Commissioners of Health & Safety performance of the organisation.	I	T/ACFO TS Contact Officer: Brian Thompson	
Aug 2024	Audit Wales Audit Plan 2024	To advise Commissioners of the work set out by Audit Wales to be undertaken during 2024	I	ACO CS Contact Officer: Lisa Mullan	
Aug 2024	Review Strategic Risk	To advise Commissioners of the Strategic Risks of the organisation and how these are being treated, managed or reduced.	I	ACO CS Contact Officer: Sarah Watkins	
Sep 2024	MTFS and Reserves Strategy	To update Commissioners on the Financial Strategy and Reserves Strategy of the Service prior to considering the report on the 2024/25 Budget Setting Strategy.	D	Treasurer Contact Officer: Lisa Mullan	
Sep 2024	Budget Strategy	To obtain clarification upon the political steer for the Budget Strategy for 2024/25 budget setting process.	D	Treasurer Contact Officer: Lisa Mullan	
Sep 2024	Audit Wales Certificate of Compliance	To receive Audit Wales' certificate of audit of the Service's 2024/25 Improvement Plan.	I	ACO CS Contact Officer: Geraint Thomas	

**FORWARD WORK PROGRAMME FOR
THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE**

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Sep 2024	Carbon Reduction Plan and Progress Reports	To advise Commissioners on the progress towards the actions set out in the Carbon Reduction and Biodiversity Plans	I	ACO CS Contact Officer: Lisa Mullan	
Sep 2024	Treasury Management Outturn 2023/24	To advise Commissioners of the year end treasury management position.	I	Treasurer Contact Officer: Lisa Mullan	
Sep 2024	Audit Wales Final Audit Letter	To advise on conclusion of financial audit	I	Treasurer Contact Officer: Lisa Mullan	
Dec 2024	Budget Setting Proposal for Consultation 2025/26	To assist in determining the appropriate revenue & capital budget required to meet the Service's requirements for the financial year	D	Treasurer Contact Officer: Lisa Mullan	
Dec 2024	Treasury Management Mid Term Report 2024/25	To advise Commissioners of the mid-year position in relation to our treasury management.	I	Treasurer Contact Officer: Lisa Mullan	
Dec 2024	Independent Remuneration Panel for Wales' Draft Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales.	I	ACO CS Contact Officer: Geraint Thomas	

**FORWARD WORK PROGRAMME FOR
THE BOARD OF COMMISSIONERS FOR SOUTH WALES FIRE AND RESCUE SERVICE**

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Dec 2024	Audit Wales Thematic Reviews Report (24/25 Targeted High Risk Prevention)	To consider the recommendations made by Audit Wales following their review of targeted high risk prevention.	I	T/ACFO SD Contact Officer Dean Loader	
Mar 2025	PSB Well-being Plans	To consider and accept the Well-being Plans of each of the PSBs	D	ACO CS Contact Officer: Sarah Watkins	

Finance and Audit Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Apr 2024	Annual Governance Statement	To consider the draft Annual Governance Statement and associated governance improvement plan for 2024/25 prior to inclusion in the annual statement of accounts.	D	ACO CS Contact Officer Sarah Watkins	
Apr 2024	Community Safety Funding 2024/25	To provide an overview of the approved Welsh Government grant funding for Community Safety workstreams in 2024/25 and the implications from reduced revenue and capital funds.	D	T/ACFO SD Contact Officer Dean Loader	
Apr 2024	Internal Audit Annual plan	To provide an opinion on the adequacy and effectiveness of risk management, control and governance processes based on the internal audit work undertaken during the financial year. This will support the statement of internal control.	I	ACO CS Contact Officer: Lisa Mullan	

Finance and Audit Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Apr 2024	Register of Gifts and Hospitality	To advise Commissioners of gifts and hospitality accepted and declined during the year	I	ACO CS Contact Officer: Sarah Watkins	
Jul 2024	Audited Statement of Accounts / Audit Wales ISA 260 Report	To advise Commissioners of the content of the Auditor General's ISA 260 report including the final letter of representation, proposed audit opinion and corrections/recommendations	I	Treasurer Contact Officer: Lisa Mullan	
Jul 2024	Treasury Management Monitoring Report	To update Commissioners on progress against Treasury Management activities of the first quarter of the financial year.	I	Treasurer Contact Officer: Lisa Mullan	
Jul2024	Proposed Priority Actions 2025/26	To advise Commissioners of the proposed Priority Actions 2024/25 and to seek authority to enter into public consultation on these.	D	ACO CS Contact Officer: Sarah Watkins	
Jul 2024	Revenue Outturn	To advise on total revenue expenditure for the year against the set revenue budget following the year end and to explain variations and impact on reserves.	D	Treasurer Contact Officer: Lisa Mullan	

Finance and Audit Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Jul 2024	Capital Outturn	To advise on total capital expenditure for the year against the set capital budget following the year end and to explain variations	D	Treasurer Contact Officer: Lisa Mullan	
Jul 2024	Departmental Risk Register	To seek Commissioners' views upon the Corporate Departmental Risk Register	I	ACO CS Contact Officer: Wayne Thomas	
Apr / Jul / Sept / Dec / Feb	Revenue Budget Monitoring Reports	To provide an update on revenue expenditure against the revenue budget for the year	D	Treasurer Contact Officer: Lisa Mullan	
Apr / Jul / Sept / Dec / Feb	Capital Programme Monitoring Reports	To provide an update on capital expenditure against the capital budget for the year	D	Treasurer Contact Officer: Lisa Mullan	
Apr / Jul / Sept / Dec / Feb	Internal Audit Update Reports	To provide an updated position of work performed against the internal audit plan and to highlight any significant issues arising from the internal audit work performed	I	ACO CS Contact Officer: Lisa Mullan	

Finance and Audit Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
Apr / Jul / Sept / Dec / Feb	Performance Reports – Statutory PI's (Quarterly)	To scrutinise progress of the Service's Priority Actions and statutory PI's as at the end of Q1	I	ACO CS & T/ACFO SD Contact Officer: Sarah Watkins	

People Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
May 2024 Jun 2024	Recruitment & Attraction Annual Report	To update Commissioners	I	ACO PS Contact Officer: Head of HR	
May 2024 Jun 2024	Occupational Health Activity / Sickness Report	Purpose is to update Commissioners on Occupational Health Activity and sickness absence	I	ACO PS Contact Officers: Serena Ford, Ruth Hazell	
May 2024 Jun 2024	Grievance / Discipline Cases Overview	Purpose is to update Commissioners on disciplinary and grievance cases that have occurred through the Service	I	ACO PS Contact Officer: Head of HR	
May 2024 Jun 2024	Whistleblowing / Complaints / Compliments Report	To update Commissioners	I	ACO PS Contact officer: Sarah Watkins	
Aug 2024 Nov 2024	Training Activity Annual Report	To update Commissioners	I	ACO PS Contact Officer: Alison Reed	

Aug 2024 Nov 2024	Performance Reviews Annual Report	To update Commissioners on the Performance Review Process	I	ACO PS Contact Officer: Lisa Shroll	
Aug 2024 Nov 2024	Investors in People (Iip) Update Report	To update Commissioners	I	ACO PS Contact Officer: Alison Reed	
Aug 2024 Nov 2024	Job Evaluation	To update Commissioners on the Job Evaluation Process	I	ACO PS Contact Officer: Lisa Shroll	
Mar 2025	Pay Policy Statement 2022/23	To consider the Service's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	D	ACO PS Contact Officer: Alison Reed	
Mar 2025	Gender Pay Gap Statement	To update on the analysis of the gender pay gap across the Service.	D	ACO PS Contact Officer: Alison Reed	

Local Pension Board Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
June 2024	Appointment of new Chair and review of Terms of Reference	To appoint a new Chair to the LPB and also review the Terms of Reference for the LPB	Decision	Alison Reed	
June 2024	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	
June 2024	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	
June 2024	Public Sector Toolkit	Discuss the toolkit and agree timetable for completion of training	Decision	Alison Reed	
June 2024	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	
October 2024	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	
October 2024	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	

October 2024	Internal Dispute Resolution Procedures	Update on IDRPs cases	Information	Alison Reed	
October 2024	Scheme Advisory Board Wales	Verbal update	Information	Alison Reed	
October 2024	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	
February 2025	Review of Key Performance Indicators	A review of the KPIs agreed with our Pensions Administrator, RCT.	Information	Ian Traylor, RCT	
February 2025	Update on National Exercises	Update on progress in relation to McCloud and O'Brien.	Information	Kim Jeal	
February 2025	Standard item – recent publications, newsletters, information	To update Members	Information	Alison Reed	

Culture Review Programme Governance Committee

Expected Date of Report	Report Name	Purpose of Piece of Work	Information or Decision	Lead Director/ Contact Officer	Progress
TO BE DEVELOPED					

AGENDA ITEM NO 8

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