

SOUTH WALES FIRE & RESCUE AUTHORITY

COMMITTEE: Finance, Audit & Performance Management
Committee

DATE: Monday 17 January 2011 at 10:30 hours

VENUE: South Wales Fire & Rescue Service Headquarters,
Room 8, Forest View Business Park Llantrisant
CF72 8LX

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

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

3. Chairman's Announcements
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November 2010 9
 - Asset Management Working Group held on
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Signature of Proper Officer:



MEMBERSHIP

Councillors:

M	Bartlett	Blaenau Gwent
R J W	Greenland	Monmouth
L W	Kelloway	Cardiff
C	Mann	Caerphilly
G	Price	Merthyr Tydfil
E T	Williams	Vale of Glamorgan
W J	Routley	Newport
S	Jones	Rhondda Cynon Taff
B	Jones	Torfaen
C	James	Bridgend

SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE FINANCE, AUDIT & PERFORMANCE
MANAGEMENT MEETING
HELD ON MONDAY 15 NOVEMBER 2010 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

135. PRESENT:

Councillor

Left

R J W Greenland (Chairman)	Monmouthshire
C Mann (Vice Chairman)	Caerphilly
C James	Bridgend
S J Jones	Rhondda Cynon Taff
L W Kelloway	Cardiff
G Price	Merthyr Tydfil
E T Williams	Vale of Glamorgan

APOLOGIES:

B. Jones	Torfaen
W Routley	Newport

ABSENT:

M Bartlett	Blaenau Gwent
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OFFICERS PRESENT:- CFO A Marles, DCFO K Barry, ACO P Haynes – Director of Peoples Services, ACO S Murton – Director of Corporate Support, Mr Steve Greenslade – Treasurer, Mr G Thomas – Head of Finance, Mr C Powell – Head of Business Support, Ms Helen Cargill – RSM Tenon

136. DECLARATIONS OF INTEREST

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

137. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Members there will be a Fire Authority meeting taking place on 6 December 2010, which will replace the Finance, Audit and Performance Managing Meeting scheduled for that date.

138. MINUTES OF PREVIOUS MEETING

The following minutes were received and accepted as a true record of proceedings, subject to the following amendment:-

- FAPM Meeting held on 20 September 2010
- Finance Working Group held on 01 October 2010
Amendment to Item 7 - Councillor Clive James was present.
- Asset Management Working Group held on 17 September 2010

139. REVENUE MONITOR 2010/11

The Head of Finance informed Members the Revenue Monitor report provides detail of the annual revenue budget, actual revenue expenditure and income for the financial year to date, the forecast outturn position for the period ending 31 March 2011 accompanied by a variance analysis.

RESOLVED THAT

Members agreed to note and receive the Budget Monitoring Report.

140. CAPITAL MONITOR 2010/11

The Head of Finance informed Members the Capital Monitor report gives details of the total capital budget for the year and the actual expenditure to the end of September. The forecast spend to the end of the year is given based on information contained within departmental plans for the remainder of the year.

RESOLVED THAT

Members agreed to note the contents of the report.

141. REVENUE AND CAPITAL BUDGET SHAPING 2011/2012

The Treasurer provided Members with an update on progress with delivering a balanced revenue and capital budget for 2011/12 and for the medium term.

RESOLVED THAT

141.1 Members approved the strategic budget shaping issues discussed in the paper.

141.2 Members approved the reporting process identified at paragraph 2.10 to the report leading to budget proposals being made to constituent councils.

142. INTERNAL AUDIT REPORT

The Head of Business Support and the Internal Auditors updated Members upon progress being made against the Internal Audit Plan 2010/11.

RESOLVED THAT

142.1 Members noted the work and findings of the Internal Audit and accepted the recommendations contained in the appendices.

142.2 Members stressed their concerns on the findings of the Fuel Audit, and requested a full urgent report to be presented to Members on how fuel is being controlled.

143. CORPORATE RISK REGISTER – SIX MONTHLY REVIEW

The ACO Corporate Support requested that Members consider the risks contained within the Corporate Risk Register and the management of these risks.

RESOLVED THAT

Members considered the significant and material risks contained within the Corporate Risk Register, and agreed their validity.

**144. PERFORMANCE MONITORING REPORT – QUARTER 2
APRIL 2010 TO SEPTEMBER 2010 (STATISTICAL
REPORTS WERE PRESENTED ELECTRONICALLY)**

The Deputy Chief Fire Officer requested that Members consider the performance information from April 2010 to September 2010.

RESOLVED THAT

144.1 Members agreed to note the performance details contained within the report.

144.2 Members approved its publication onto the SWFRS internet site.

**145. QUARTERLY STATISTICAL UPDATE JULY TO
SEPTEMBER 2010 (STATISTICAL REPORTS WERE
PRESENTED ELECTRONICALLY)**

The Deputy Chief Fire Officer requested Members consider the Quarterly Statistical Update Report from July to September 2010.

RESOLVED THAT

145.1 Members noted the content of the report.

145.2 Members confirmed they will accept the Performance Monitoring Report and Quarterly Statistical Update electronically.

146. FORWARD WORK PROGRAMME

The ACO Corporate Support presented the Forward Work Programme.

RESOLVED THAT

Members accepted the Forward Work Programme for Finance, Audit & Performance Management.

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

There were no items of urgent business.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE WORKING GROUP MEETING HELD ON FRIDAY 19 NOVEMBER 2010 AT 1030 HOURS AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

25. PRESENT:

Councillor	Left
R J W Greenland	Monmouthshire
L W Kelloway	Cardiff
G Price	Merthyr
D T Davies	Caerphilly
W J Routley (Arrived 1050)	Newport

APOLOGIES:

ABSENT:

C James	Bridgend
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OFFICERS PRESENT: ACO S Murton - Director of Corporate Support, ACO P Haynes - Director of People Services, ACFO H Jakeway - Director of Planning, Development and Support, AM R Hammerton - Head of Operations, AM A Thomas - Head of ORM, Mr Steve Greenslade - Treasurer, Mr G Thomas - Head of Finance, Mr S Howinson, Building Maintenance Manager and Mr P Price, Head of Fleet & Engineering

26. APOLOGIES FOR ABSENCE

There were no apologies for absence.

27. DECLARATIONS OF INTEREST

Each Member declared a personal non-prejudicial interest in the agenda items as they affected their Authority (funding).

The Chairman, Councillor Greenland, declared a personal, non-prejudicial interest in item 32 by virtue of his position on Monmouthshire County Council.

28. MINUTES OF PREVIOUS MEETING

The minutes of the Finance Working Group meeting held on 1 October 2010 were received and accepted as a true record of proceedings.

29. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

30. POTENTIAL BUDGET REDUCTIONS OF NON OPERATIONAL STAFFING BUDGETS

The ACO Corporate Support explained that the report is provided at the request of Members of the Finance Working Group and summarises potential options for budget reductions in the non-operational staffing budgets if a 5% budget reduction were imposed, in the Operations Department, Occupational Health, Fire Control and Planning & Development Support.

RESOLVED THAT

Each Head of Service was invited to provide Members with an overview of the potential implications upon service delivery within their department if a 5% reduction was imposed.

(a) Occupational Health Unit

The ACO People Services referred to the report which had been provided at the request of Members of the Finance Working Group and summarises the position of the Occupational Health Unit if the HR Department's total revenue/salaries budget was reduced by 5%.

Although the Occupational Health Unit comes under the auspices of HR it is managed separately. Members were reminded that when the Unit relocated to new premises it took the opportunity of collaborative working and now share the premises with Cardiff City Council. Further opportunities for collaborative working have

been explored and the Occupational Health Unit has assisted the HART Team, part of the Welsh Ambulance Service, in implementing an important emergency service initiative. Other opportunities for partnership working are being explored.

It was noted by the Members that to reduce the budget for the Occupational Health Unit by 5% would be equivalent to losing all admin support which is not possible if the Occupational Health Unit is to continue functioning.

The Treasurer stated that whilst he accepted that it is not possible to reduce the budget by 5% he considered that further opportunities for generating an income from partnership working should be explored. He suggested a target of £15,000 income be set for 2011/2012.

RESOLVED THAT

Members noted the conditions governing the delivery of Occupational Health services and the arrangements that have been commissioned to incorporate the required budgetary savings within the total Human Resource Department budget.

Members agreed that a target of £15,000 income, from the sale of Occupational Health services, be set for 2011/2012.

(b) Operations Department

The Head of Operations provided Members with a detailed overview of the current status of the non-uniform 'Green Book' section of the Operations Department and outlined options for reducing future salary costs.

A question and answer session followed.

RESOLVED THAT

Members noted the report and agreed to defer a decision until consideration of the 2012/2013 budget setting process.

(c) Fire Control

On behalf of the Head of Fire Control, the Head of Operations referred Members to the report before them relating to Fire Control. He drew attention to the restructure and changes in working practices introduced to address its efficiency and effectiveness, which would have a positive impact upon overtime within the department.

RESOLVED THAT

Members noted the contents of the report, and agreed that the overtime budget for Fire Control be reduced by £10,000 in 2011/12.

(c) Planning and Development Support

The Head of Operational Risk Management stated that the report before Members identifies the likely impact of a 5% reduction in the non-uniformed (support staff) salary budget within the Operational Risk Management and Health and Safety Departments for 2011/2012.

The Head of Operational Risk Management explained that the opportunity to reduce costs across the department was recently recognised and the Fire Authority gave approval to an individual in the Water Office on Grade 14 taking early retirement. Although existing members of staff will be regraded to take account of further responsibilities a saving in excess of 5% has been realised.

RESOLVED THAT

Members noted the content of the report, and accepted the recent savings.

31. DRAFT REPORT OF THE FINANCE WORKING GROUP TO THE FINANCE AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE ON THE 2011/2012 BUDGET

The ACO Corporate Support and the Treasurer drew attention to the report before Members which summarises the conclusions reached over recent months during their detailed consideration of

the staffing budgets of the organisation and makes recommendations to Members of the Finance Audit and Performance Management Committee to feed into the budget setting process for 2011/12, which will be reported to the Fire and Rescue Authority on 6 December 2010.

Members considered the draft report attached at Appendix 1.

Review of Overtime

Councillor Routley requested that overtime paid to cover training, sickness and Bank Holidays be shown separately.

Review of Back Office ICT

The ACO Corporate Support informed Members that an Officer will be released by the end of November to lead on this project. Additional staff will also be released, as required, to assist with the project.

Fire Control

Members noted that although a restructure and changes in working practices have been introduced in Fire Control to address its efficiency and effectiveness, the overtime budget was overspent. However, it was anticipated that savings will be demonstrated in 2011/12.

Occupational Health

Collaboration to be encouraged and a target of £15,000 income, from the sale of Occupational Health services, will be set for 2011/2012.

Culture, Media and Communications

Councillor Davies questioned how much the Service expended on Welsh language and communication during the last year. The ACO Corporate Support agreed to ascertain and provide Members with a breakdown of these costs.

RESOLVED THAT

Members agreed the draft report attached as Appendix 1.

It was confirmed that the total savings realised will also be included in the report.

32. DRAFT LAND AND BUILDING MANAGEMENT PLAN 2010-14

In the absence of the Head of Major Projects and Property Services, the Building Maintenance Manager referred to the draft report before Members which explains the rationale behind the Land and Buildings Management Plan 2010/2014. It was noted by Members that the roof replacement programme was for flat roofs only.

Members were requested to be mindful of the fact that if they commit to the Capital Programme for 2011/2012 there will be financial implications for subsequent years in respect of certain elements.

Considerable discussion took place regarding the Capital Programme when the Building Maintenance Manager was requested to provide Members with the Capital Forecast for 2011-2018.

The Building Maintenance Manager left the meeting.

Councillor Davies questioned whether there was still a commitment to build Brittonia Station when it was stated by the Chairman that this decision will be made by the Fire Authority.

The Building Maintenance Manager returned to the meeting and provided Members with information relating to the Capital Forecast for 2011-2018.

Members then considered the information provided by the Building Maintenance Manager and agreed that a recommendation would be submitted to FAPM and the Fire Authority that work on the proposed Brittonia Station for 2011/12 (namely design and planning work) be progressed.

Members thanked Stuart Howinson for his report.

RESOLVED THAT

Members noted the report together with the Land and Buildings Management Plan.

33. REVIEW OF FLEET BUDGET (CAPITAL AND REVENUE)

The ACFO Planning, Development and Support referred to the report before Members which contained details of the Fleet and Engineering Capital Programme for 2010/11, together with the Capital Programme for 2011 through to 2016. A correction was identified on page 80. The first line of the table should read that the number of Fire Appliances (W/L) with an expected service life of fifteen years is 92 (**77 op 15 non op**). Attention was also drawn to the Vehicle Replacement Programme (2008-2024).

A question and answer session then took place.

RESOLVED THAT

Members noted the content of the report and agreed for the submission to Fire Authority of the draft Capital and Revenue Budget for 2011/2012.

34. FORWARD WORK PROGRAMME

The forward work programme was reviewed. It was noted that a review of the Training Budget, including PFI, will take place at the next Finance Working Group meeting on the 21 January 2011.

A presentation on the Grey Book Terms, Conditions and Allowances (Terms and Conditions of Employment for Ops Staff) will now take place at the Fire Authority meeting on the 6 December 2010.

The Chairman wished to record his thanks to Members of the Finance Working Group and Officers for the work undertaken and progress made since the formation of the FWG.

Councillor Price also wished to extend thanks to the staff for their support.

SOUTH WALES FIRE & RESCUE AUTHORITY AWDURDOD TÂN AC ACHUB DE CYMRU

**MINUTES OF THE ASSET MANAGEMENT
 WORKING GROUP MEETING
 HELD ON FRIDAY 3 DECEMBER 2010 AT
 SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

13. PRESENT:

Councillor	Left
V Smith (Chairperson)	Monmouth
L Ford	Cardiff
L W Kelloway	Cardiff
J Daniel	RCT
DT Davies	Caerphilly

APOLOGIES:

C Mann	Caerphilly
S Jones	RCT
D Sage	Bridgend
C James	Bridgend

OFFICERS PRESENT:- ACO S Murton – Director of Corporate Support, ACFO Huw Jakeway - Director of Planning Development and Support, Peter Price - Head of Fleet and Engineering Services, Chris Williams, Head of ICT

14. DECLARATIONS OF INTEREST

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

15. MINUTES OF PREVIOUS MEETING

The minutes of the Asset Management Working Group meeting held on 17 September 2010 were received and accepted as a true record of proceedings.

16. REVIEW OF ICT STRATEGY, BUDGET & PLANNING ASSUMPTIONS & PROJECT OVERVIEW

Chris Williams, Head of ICT, gave a presentation on the draft ICT Strategy, budget and planning assumptions and project overview.

It was noted that Members now have access to the Intranet. A further Members' training session will be arranged for those Members who were not able to attend the previous session.

Chair invited Members to visit the server room after the meeting, if they so wished.

Chair expressed thanks to Chris Williams for a very interesting presentation. Members agreed with the progress to date.

RESOLVED THAT

- Members note the presentation and progress to date.
- Members were content with the direction of the draft ICT Strategy.
- Final strategy to be presented to the February meeting of the Working Group.

17. REVIEW OF FLEET & VEHICLES STRATEGY

Members were given a detailed account of the Draft Fleet Asset Management Plan 2010-2013 by ACO Huw Jakeway, Director of Planning Development and Support. After consideration, Members agreed the Plan.

Peter Price presented an overview of the Workshops staffing structure which was noted by Members.

Copies of a document entitled "Appliance Profile by Type" which gives details of all appliances within the Service, was handed out to Members for their information.

Chair thanked Huw Jakeway and Peter Price for their input and the documents supplied.

18. FORWARD WORK PROGRAMME

ACO Sally Murton, Director of Corporate Support presented the Forward Work Programme where progress was noted. Sally Murton requested Members' decision on which Review they wished to proceed with. The two reviews outstanding are:

- Review of Plant and Equipment Strategy, budget and planning assumptions
- Review of minor assets strategy, budget and planning assumptions.

Members were happy for Sally Murton to decide on which review to proceed with.

RESOLVED THAT:

Sally Murton to decide on the next Review to proceed with.

SOUTH WALES FIRE AND RESCUE AUTHORITY

AGENDA ITEM NO 5

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE

17 JANUARY 2011

REPORT OF THE ACO CORPORATE SUPPORT

REVENUE MONITOR 2010/11

SUMMARY

The Revenue Monitor report provides detail of the annual revenue budget, actual revenue expenditure and income up to 30 November and the forecast outturn position for the period ending 31 March 2011.

RECOMMENDATION

That this budget monitoring report is noted and received.

1. BACKGROUND

- 1.1 The attached appendix provides an update on the forecast revenue position for the year ending 31 March 2011. The appendix details the original budget set by the authority, the profiled budget 1 April – 30 November, actual expenditure and income for the period, the forecast spend for each budget heading and the revenue budget as a whole. A variance analysis facilitates a comparison of the original budget set at the beginning of the financial year against the forecast outturn position.
- 1.2 As Members will be aware, approximately 80% of the Authority's budget is staff related. The salary budget is centrally managed and revenue monitoring information has been produced in consultation with the People Services directorate.

- 1.3 Forecasts are a result of budget meetings with the devolved budget holders of the Service. These meetings address any deviations from the original budget by calculating and agreeing appropriate forecasts and discussing any anticipated under/over spend scenarios. This process relates to non salary related areas of the budget only.

2. ISSUE

- 2.1 The attached appendix indicates a forecast managed under spend of £1.5m for the year ending 31 March 2011. This equates to a £336k increase in under spend from previous reporting. There have been a number of changes contributing to this with the most significant highlighted below. It is worth noting at this stage that external funding has supported a number of small revenue projects and has been offset against the revenue budget albeit, notification is received late in the year. This has impacted favourably on previous projections with the possibility of WAG funding an additional project in regards to enhanced training capabilities on stations if Members choose to proceed. This is discussed in more detail within the body of the report and is supplemented by Appendix 2.
- 2.2 **Employee Costs** – A £1.126m under spend on salaries is anticipated for the year, an increase of £124k on previously reported figures. The increase is largely due to the continued cost reduction strategy of not filling vacancies for 4 months and further staff redundancies having been approved by the Authority.
- 2.3 **Training Budget** – A £100k saving is projected in this budget heading due to a reduction in the Assessment Development Centre (ADC) budget and training course costs. A decision not to run a Middle Managers ADC was taken as a result of the middle manager review. Approx £9k is expected from WAG to fund the new Fire Service Management degree but the exact amount is dependant on take up of the course in other FRA's. This is in addition to savings made from the NVQ enrolment budget, (amongst others) as the service has not had, nor does it expect to

have, WDS recruits to be able to run the full NVQ training programme.

- 2.4 **Project** - The training department have undertaken a piece of work to assess training facilities on stations. Attached as Appendix 2, is a brief and informal report written by the training department on their findings. The report outlines 2 proposals, the first to 'fit out' RDS stations with the second being a wholesale approach to include WDS. The report provides some explanation as to how the proposals can be funded. WAG have now confirmed the availability of £45k to SWFRS in support of the project. If Members agree to proceed with an option that includes SWFRS revenue funds, the 10/11 under spend will decrease. No costs in respect of this project have been included in the projections contained in Appendix 1.
- 2.5 **Third Party Payments** – Previous narrative in this area reported an increase in the projected spend due to the use of a constituent council for repair and maintenance advice and guidance. It has since emerged the charges were in relation to capital projects and have therefore been reallocated to the capital programme resulting in a reduction in previously reported figures in this area.
- 2.3 **Capital Charges** - The projected interest costs have increased slightly due to anticipated borrowing in March with the PWLB at higher rates as a result of the CSR on the 20 October.
- 2.4 **Income** – Additional grant income received has been used to offset revenue budget costs and is identified as follows;

WAG	£14k	Mosaic Licence
WAG	£23k	Control Room Security
WAG	£ 9k	Fire Service Degree
WAG	£ 2k	Ashridge (training cost)
Access to work	£ 4k	Disabled Doors

3. FINANCIAL IMPLICATIONS

- 3.1 A forecast £1.5m revenue under spend against 10/11 budget.

4. RECOMMENDATION

- 4.1 It is recommended that this budget monitoring report is noted and received.
- 4.2 That Members appraise the options presented in Appendix 2 with a recommendation for option 1. In the event WAG rescind on the verbal agreement to match fund the project, options 2 & 3 will require due consideration.

S MURTON

ACO CORPORATE SUPPORT

Contact Officer:

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SOUTH WALES FIRE & RESCUE SERVICE

BUDGET MONITORING 2010/11

APPENDIX 1

	Original Budget 2010/11	Profiled Budget	Actual 30.11.10	Forecast 31.03.11	Forecast Over/Under Spend
<u>Employee Costs</u>					
Salaries, NI & superann.	57,141,615	38,094,410	42,333,974	56,015,442	1,126,173
	57,141,615	38,094,410	42,333,974	56,015,442	1,126,173
<u>Pensions</u>	622,299	414,866	324,724	693,313	-71,014
<u>Travel and Subsistence, Leased Cars</u>	881,794	587,863	718,301	872,428	9,366
<u>Total Employee Costs</u>	58,645,708	39,097,139	43,377,000	57,581,182	1,064,526
<u>Premises Related Expenses</u>	4,352,815	2,901,877	2,436,017	4,038,349	314,466
<u>Training Expenses</u>	1,216,517	811,011	223,297	1,101,246	115,271
<u>Supplies & Services</u>	2,690,912	1,793,941	1,528,057	2,657,296	33,616
<u>Transport Related Expenses</u>	1,352,300	901,533	781,014	1,396,093	-43,793
* <u>Third Party Payments (agency & contracted)</u>	508,053	338,702	232,125	535,405	-27,352
<u>Other Expenditure</u>	356,341	237,561	152,526	395,955	-39,614
<u>Capital costs / leasing</u>	3,517,316	2,344,877	843,198	3,348,304	169,012
	72,639,962	48,426,641	49,573,234	71,053,830	1,586,132
<u>Income</u>	-248,728	-165,819	-206,119	-339,763	91,035
<u>EXPENDITURE BUDGET</u>	72,391,234	48,260,823	49,367,114	70,714,067	1,677,167
<u>Use of Reserves</u>	-150,000	0	0		-150,000
<u>CONTRIBUTION BUDGET 2010/2011</u>	72,241,234	48,260,823	49,367,114	70,714,067	1,527,167

APPROVED CONTRIBUTION TO BE FUNDED VIA SWFRS RESERVES;

* Contracted services includes an	150,000

	150,000

Key

■ Overspend
■ Underspend

**Review of Station based training presentation equipment
December 2010****Background**

As part of a staff engagement programme the training management team has carried out visits to every station and watch over the last 5 months to discuss issues around training & development. To focus the discussions a template was developed to capture all of the key areas that impacted on the learning and development of Operational Station based personnel. One of the topics identified was the adequacy of the current training facilities on station, primarily the presentation facilities for theoretical training sessions.

The present facilities consist of a computer that supports the delivery of computer based learning packages (Lectora) and a 29-inch monitor. These were procured around 7 years ago and were deemed fit for purpose to facilitate theoretical sessions for up to 7-10 people. A number of issues were raised through the visits on the suitability of the present set up.

Findings

The staff engagement report identified that the monitors are becoming increasingly unreliable and the lack of available spares has resulted in the department exploring future alternatives. It has been confirmed that due to technical advances the monitors, as well as the spare parts are no longer available to procure.

Additionally, the monitor size has placed restrictions on the number of personnel that can access individual training sessions. This has become particularly challenging for RDS stations who deliver theoretical training on a drill night, due to the increased number of RDS staff now employed on each station. The average RDS complement was around 10 to 14 several years ago, however with the increase in the number of 50% contracts, numbers have increased to an average of around 22. A number of RDS stations employ 28.

Recommendations

This report recommends that a complete replacement programme of the monitors is required. A meeting with our ICT manager on Thursday 16th December will identify indicative costs of any replacement programme with priority given to stations with RDS crews.

Following discussion with SWFRS ICT engineers' initial estimates for replacement equipment (supply and fit) would be £2k per station. This would result in a ceiling mounted projector being fitted and hardwired to the present computers. Initial estimation of cost for the RDS stations alone would be in the region of £40 – 50k.

Financial Implications

Following discussions with WAG the training department is currently seeking funding to support the above replacement programme. The initial indication is that approximately £40,000 - £50,000 may be available to SWFRS for this specific purpose within this financial year.

In considering any possible replacement programme for RDS stations it has been identified that a more cost effective solution would be through a total purchase package for all stations. This would achieve standardization, give greater discount and give all stations an improved facility that is fit for the purpose of delivering technical training to all operational based station personnel.

In implementing the replacement programme medium term benefits will be realised from reduced maintenance costs and future replacement costs of the current systems.

Options to be considered**Option 1**

(Based on a successful funding bid of approx £50k from WAG)

To replace presentation equipment on all RDS and WDS stations on a match funding basis with the total funding requirement of £100k being split evenly between WAG and SWFRS reserves.

Option 2

To replace presentation equipment on all RDS and WDS stations with the total funding requirement of £100k being supported from SWFRS reserves.

Option 3

Support the fit out of RDS stations only at a cost of approx £50k to be funded from SWFRS reserves.

Timelines

A survey and cost breakdown will be discussed with the ICT team on Thursday 16th December and initial indications suggest that all equipment can be purchased and installed by the end of March 2011.

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE

17 JANUARY 2011

REPORT OF THE ACO CORPORATE SUPPORT

CAPITAL MONITOR 2010/11

SUMMARY

The Capital Monitor report gives details of the total capital budget for the year and the actual expenditure to the end of November. The forecast spend and estimated slippage for the end of the year is based on information contained within departmental plans for the remainder of the year.

RECOMMENDATION

1. The virement of funds outlined in paragraph 2.1.4 be approved.
2. The funding strategy and slippage in the attached appendices be approved.

1 BACKGROUND

- 1.1 This report provides an update of the movements against the capital programme from the previous position reported to this committee on the 15 November 2010. Details of budget, spend, forecast and funding are given in Appendix A, with details of slippage carrying forward to 2011/12 in Appendix B.

2. ISSUE

2.1 Building works

- 2.1.1 The station refurbishment budget has been identified for use in major refurbishment work at Ebbw Vale and Maindee stations. Costs in respect of initial design and engineering works at both sites will be incurred within the financial year with enabling works at Ebbw Vale due to commence within the current financial year with the main construction works commencing

early in the new financial year. Enabling works for Maindee are due to commence next financial year (subject to approval of the 2011/12 capital programme). The delay in tendering the contract for Ebbw Vale has been occasioned by the design works having taken longer than expected to finalise. It will therefore be necessary to carry forward the budgeted funding into 2011/12 to enable the works to be completed.

2.1.2 The programme for the replacement and repairs to roofs across the service is near completion with one station remaining, which will be completed in January.

2.1.3 The programme for gender equality and DDA compliance works on RDS stations continues. However the costs for works at each station are considerably higher than allowed for within the programme budget. The original budget figures came from information contained within the stock condition survey but cost of works and professional fees have increased to £1.154 million compared to £643k in the budget. Experience from this and other projects is now showing that the cost estimates within the stock condition survey data are considerably lower than the actual costs in reality. It is also now likely that works on nine of the stations will not be completed until the next financial year.

2.1.4 Due to increases in DDA/gender equality works above the planned maintenance programme has been curtailed to enable a funding virement of £429k from this area to support the programmed works.

2.1.5 The personnel structure for the property maintenance department has only recently been completed which has had an impact on the ability to achieve the overall plans contained within the capital programme. The team are now working closely with officers of Monmouth County Council and the procurement department to ensure plans are delivered with improved timescales going forward.

2.2 Vehicles

2.2.2 The programme for the supply of Water Ladders in the year is progressing with delivery of the initial nine appliances from the programme completed before the end of the financial year. Members will recall that approval was given for an additional

four appliances to be added to the programme. Delays in ordering these vehicle due to the design specification, has resulted in the delivery time being delayed to early in the new financial year.

2.2.3 As reported previously works continue on the two Aerial appliances with completion and delivery expected in April 2011.

2.2.4 The orders have been placed for the two Water Carriers, one 8,000 litre and one 16,000 litre capacity. These will delivered and operational within the financial year.

2.3 Communications and IT

2.3.1 As previously reported the corporate gazetter and replacement of alerters will be rolled forward to 2011/12, with all other purchases now completed.

2.4 Equipment

2.4.1 The programme for the replacement of breathing apparatus sets and fire fighting P.P.E. has now been completed.

3. FINANCIAL IMPLICATIONS

3.1 The total forecast capital expenditure in the year is £6.759 million, (forecast on 15 November was £8.043.) compared with £10.183 million (including slippage) in the original programme. The reduction is due to the delays in various parts of the programme, as explained in paragraphs 2.1 to 2.4 above.

3.2 The funding mechanism outlined in appendix A shows borrowing of £6.2 million for the year of which £2.136 will be added to £1.108 of slippage from previous year and carried forward to 2011/12 to enable committed works and equipment to be completed.

3.3 Due to increasing rates of borrowing from the Public Works Loans Board, an option appraisal of borrowing against finance leases will be carried out to ensure the most cost effective method of funding vehicles and equipment is obtained.

4 RECOMMENDATION

- 4.1 The virement of funds outlined in paragraph 2.1.4 be approved.
- 4.2 The funding strategy and slippage in the attached appendices be approved.

SALLY MURTON **ACO CORPORATE SUPPORT**

Background Papers:
Capital monitoring 2010/11

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						APPENDIX B
* Estimate of PWLB borrowing includes 10/11 programme items likely to slip to 2011/12						
<i>Station refurbishments</i>	539					
<i>RDS Gender Equality & DDA</i>	356					
<i>4 Water Ladders</i>	960					
<i>Aerial Appliances</i>	206					
<i>Corporate Gazetteer</i>	75					
Slippage 2010/11	2136					
Slippage 2009/10	500					
Slippage 2008/09	608					
Total Slippage c/f to 2011/12	3244					

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT
COMMITTEE

17 JANUARY 2011

REPORT OF THE HEAD OF BUSINESS SUPPORT

FUEL**SUMMARY**

This report has been prepared at the request of Members to highlight the issues surrounding the use and purchase of fuel within the Service.

RECOMMENDATION

That Members discuss the actions taken to date, and consider if they require any further actions to be implemented to mitigate the risk.

That a strategic review of fuel holding is undertaken prior to this purchase of an electronic fuel monitoring system.

That Members request a further audit is undertaken on fuel, and is included in the Audit Programme for 2011/12.

1. BACKGROUND

- 1.1 At their meeting on 15 November 2010, Members received a report informing them of the outcome of an audit which had been undertaken on 'Fuel'. The report prepared by the Internal Auditors concluded with a number of recommendations which caused Members some concern. As a result a further report was requested to examine the issue, and to give Members a fuller understanding of the associated problems.
- 1.2 With the exception of light portable pumps, all of the Service's 383 vehicles operate on diesel fuel.

- 1.3 Twenty five of the Service's sites have diesel installations. These are a combination of Wholetime Duty and Retained Duty System Stations. Fuel pumps are kept locked at all times, and anyone wishing to obtain fuel must obtain a key, unlock the pump, draw fuel and complete a 'S7' Fuel Tally Sheet. These sheets should be checked for accuracy, and sent at the end of each month to the Fleet and Engineering Department for safe keeping.
- 1.4 During the twelve month period ending October 2010, 504,371 litres of diesel was purchased for these installations. Stations that do not have fuel installations, mainly Retained Duty, draw fuel from local garages by using a Fuel Card. This system is also used for pool vehicles, although some do obtain fuel from stations. Fuel purchased through the card system is charged at forecourt prices.
- 1.5 Fuel for the Service's installations is purchased through a Welsh Purchasing Consortium contract. Like fuel supplied to garages, the price fluctuates depending on crude oil prices. As a comparison, on 16 November 2010, the cost of fuel purchased through the contract was £1.03 per litre, whereas the forecourt price was £1.21 per litre. It costs £3,840 per year to maintain the fuel installations.
- 1.6 It is essential to maintain business continuity and for the Service to maintain its stock of fuel at optimum levels. When the last fuel dispute took place, the Service had 150,000 litres in stock, which allowed for business to be carried out without interruption. The Ambulance and Police Services had to rely on commercially available stocks and preferential treatment from fuel stations.

2. ISSUE

- 2.1 The Auditors raised the following key issues:-
- There are currently a number of sets of keys in existence for the fuel pump at Pontyclun Station. This is leading to a lack of control over who has access to, and is using this pump.
 - 'S7' Tally Books that are required to be completed each time fuel is dispensed or the fuel tanks are dipped. These records

are not being submitted to the Headquarters on a regular basis by Stations. Discussions have taken place surrounding the implementation of an electronic system to monitor the issuance of fuel. Consideration should be given to the implementation of this system.

- No reconciliation currently takes place between the 'S9' Fuel Card Purchase slips, and the monthly Arval invoice statements. This means that there is no check in place to ensure that fuel is purchased for authorised use only for Service vehicles.
- Fuel expenditure is not currently monitored, nor is any trend analysis undertaken.
- Since the move to the new Headquarters building, Pontyclun Station has seen a dramatic rise in the number of people using their fuel pump. As the Station is a Retained Station, there is not always personnel available to monitor the use of the fuel pump. This means that procedures for recording the supply of fuel may not always be followed correctly. This lack of control presents a risk of abuse.
- Dip readings are not currently undertaken in line with the procedures. In accordance with current policy, they should be completed on a weekly and monthly basis and also before and after fuel has been received.
- Documentation on fuel supply and fuel card usage, is not received into Headquarters on a monthly basis, neither is it chased up when it has been noted that documentation has not been received.

2.2 In response, the following actions have been taken to mitigate the risk:-

- The Station Manager for Pontyclun Station has been told to change the lock on the fuel pump, and retain one key for Station use, and issue one key to Training School staff to enable them to fuel driver training vehicles.

- All Stations have been reminded of the process which requires them to complete the 'S7' returns, and dip tanks.
- A new system has been introduced to reconcile the fuel card purchases.
- Fuel expenditure will be discussed at monthly budget meetings.
- The use of the pump at Pontyclun will be drastically reduced by restricting the number of keys. Couriers will in future draw fuel from Wholetime Duty Stations and pool vehicles will be issued with fuel cards.
- A specification for an electronic fuel monitoring system has been written and is currently out to tender. This system will have in-built security which will only allow employees to obtain fuel for vehicles whose registration numbers are built into the system. This system will automatically track usage and stock levels and will prompt the ordering system. However, tanks will still need to be dipped at regular intervals to ensure that there has been no ingress of water or any leakage of diesel from the tanks.

3. RECOMMENDATION

- 3.1 That Members discuss the actions taken to date, and consider if they require any further actions to be implemented to mitigate the risk.
- 3.2 That a strategic review of fuel holding is undertaken prior to this purchase of an electronic fuel monitoring system.
- 3.3 That Members request that a further audit is undertaken on fuel, and is included in the Audit Programme for 2011/12.

CALVIN POWELL
HEAD OF BUSINESS SUPPORT

Background Papers:-

None

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 8

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT
COMMITTEE

17 JANUARY 2011

REPORT OF THE ACO CORPORATE SUPPORT & THE
INTERNAL AUDITORS

INTERNAL AUDIT REPORT

SUMMARY

This report updates Members upon progress being made against the Internal Audit Plan 2010/11.

RECOMMENDATION

That Members note the work and findings of the Internal Audit.

1. BACKGROUND

1.1 As Members will be aware, RSM Tenon are appointed as the Authority's Internal Auditors, and an Internal Audit Action Plan was approved by this Committee on 17 May 2010.

2. ISSUE

2.1 Progress against the Audit Plan is good, and is identified in Appendix 1. Since the last Finance, Audit and Performance Management Committee, three 'Final' Reports have been issued:-

2.2 **Governance - Compliance with the Code of Corporate Governance.**

This Audit was carried out to confirm that the current arrangements, evidence, and principles, adopted by the Fire & Rescue Authority, were appropriate, and that the evidence cited was appropriate, and to identify if the system could be improved.

2.2.1 The key findings of the Audit were that the principles identified in the Code of Corporate Governance supported the core principles and that the measures used for compliance are appropriate. However, a number of areas of further development were identified which would further enhance the scheme. These have been adopted, and built into the system.

2.2.2 The auditors concluded that overall the Code meets the guidelines suggested by CIPFA/SOLACE. The Audit Summary Sheet is attached as Appendix 2.

2.3 Efficiency Review (Risk Reduction Plan)

Included in the plan for this year was a review of the Risk Reduction Plan 2011-12 to focus on the extent to which programme and project management arrangements were robust and effective, and would support the realisation of the required benefit.

2.3.1 Members will recall agreeing to 10 projects as a part of the 2011/12 Risk Reduction Plan, with the aim that these projects would deliver savings to address the capital and revenue deficits predicted in the Medium Term Financial Plan. Whilst the Fire & Rescue Authority will be formally reported to as these projects progress, it was felt imperative that a review be undertaken at an early stage to consider if robust and effective arrangements were in place to manage the projects, and to support the realisation of the required benefits to meet the requirements of the Medium Term Financial Plan.

2.3.2 The review was advisory in nature, and did not conclude with a formal assurance level, but did include recommendations to identify opportunities to realise efficiencies where appropriate.

2.3.3 The Auditors made four recommendations, two of which were accepted:-

- Resolve recording requirements for non-staff post benefits and savings realised, including the setting of a minimum threshold of savings.

- Establish a Benefits Register, used to show both savings realised, and also highlight opportunities for growth through capacity release, and process redesign.

2.3.4 Two recommendations were not accepted, and these are highlighted in Appendix 3.

2.4 **Payroll Audit**

Members will be aware that Monmouthshire County Council undertake the processing of the payroll run on behalf of the Service, and distribute the payslips to staff. Before the payroll is run authorisation and amendments, are authorised by the Payroll Department before submitting the information to Monmouthshire County Council.

2.5 After considering a number of specific areas which included payroll procedures for starters and leavers, changes to pay authorisation procedures, segregation of duties, regular reporting of key performance indicators, BACS, and cheque listing payments subject to review and authorisation, the auditors concluded that the Authority can take a substantial assurance that the controls upon which the organisation relies to manage this area are suitably designed, consistently applied, and effective. The Summary Sheet relating to this audit is attached as Appendix 4.

3. **RECOMMENDATION**

3.1 That Members note the work and findings of the Internal Audit.

SALLY MURTON
ACO CORPORATE SUPPORT

Background Papers:-

Appendix 1 – Internal Audit Progress Report

Appendix 2 – Governance, Compliance with the Code of Corporate Governance

Appendix 3 – Efficiency Review (Risk Reduction Plan)

Appendix 4 – Payroll Audit

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RSM Tenon



SOUTH WALES FIRE & RESCUE SERVICE

Internal Audit Progress Report

Finance, Audit and Performance Management Committee: 17 January 2011

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The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Board and senior management of South Wales Fire and Rescue Service. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose.

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1. INTRODUCTION

- 1.1 The periodic internal audit plan for 2010/11 was approved by the Finance, Audit and Performance Management Committee on 17 May 2010. This report summarises the outcome of work completed to date against that plan. Appendices A and B provide cumulative data in support of internal audit performance.

2. FINAL REPORTS ISSUED

- 2.1 We have finalised the following reports since the last audit committee:

- Value for money – risk reduction plan (07.10/11)
- Payroll (8.10/11)

3. KEY FINDINGS FROM INTERNAL AUDIT WORK

- 3.1 Findings from the fuel audit highlighted a lack of control over aspects of fuel usage within the organisation. This included both the management of the use of fuel cards and also the management of the fuel pump at the Pontyclun station. A number of recommendations were raised, all of which were accepted by management or alternative solutions proposed to control current risks. It is intended that we will carry out further testing before the end of the financial year to ascertain whether the results found at the Pontyclun Station were representative of the organisation. This will then support our work to formulate our annual opinion.

4. WORK IN PROGRESS OR PLANNED

- 4.1 The following reports have been issued in draft and we are awaiting management comments:

- 05.10/11 Follow up
- 09.09/10 Asset Management

- 4.2 Fieldwork has taken place for the following audits and reports are expected shortly:

- Risk Management: - Risk Maturity Review;
- Financial Controls

5. LIAISON WITH MANAGEMENT AND EXTERNAL AUDIT

- 5.1 A monthly progress meeting has been held with management.

6. CHANGES TO OUR PLAN

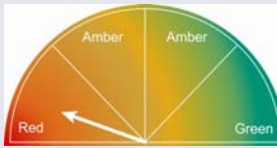
- 6.1 At the request of management we have substituted the planned audit on Estates management for a review of the development of the Asset Management plans within the organisation.

7. CLIENT BRIEFINGS

- 7.1 There has been no relevant client briefings issued since the last Audit Committee.

APPENDIX A: 2010/11 WORK COMPLETED TO DATE INCLUDING SUMMARY OF ASSURANCE LEVELS AND RECOMMENDATIONS

Reports being considered at this Committee are shown in italics.

	Auditable Area	Start Date	Debrief date	Draft report issued	Responses received	Final report issued	Audit Committee	Assurance level given	Number of Recommendations Made				
									High	Medium	Low	In Total	Agreed
Assurance	Grant Funding (03.10/11)	19 Jul 10	22 Jul 10	12 Aug 2010	21 Oct 2010	22 Oct 2010	November 2010		0	1	1	2	2
	Fuel (02.10/11)	5 July 2010	8 July 2010	20 July 2010	4 Nov 2010	4 Nov 2010	November 2010		4	11	3	18	17
	<i>Payroll (08.10/11)</i>	<i>22 Nov 2010</i>	<i>24 Nov 2010</i>	<i>1 Dec 10</i>	<i>6 Dec 10</i>	<i>6 Dec 10</i>	<i>Jan 2011</i>		0	1	4	5	5
	Health and Safety Follow up (04.10/11)	13 Sept 10	14 Sept 10	17 Sept 10	20 Sept 10	20 Sept 10	November 2010	Good Progress	0	0	0	0	0
Advisory	Performance Management and Reporting (01.10/11)	5 July 2010	8 July 2010	12 July 2010	14 July 2010	14 July 2010	July 2010	N/A – Advisory Review	0	0	0	0	0
	Governance – Compliance with the Code of Corporate Governance (06.10/11)	11 Oct 2010	13 Oct 2010	18 October	10 Nov 10	10 Nov 19	Jan 2011	N/A – Advisory Review	0	1	2	3	3

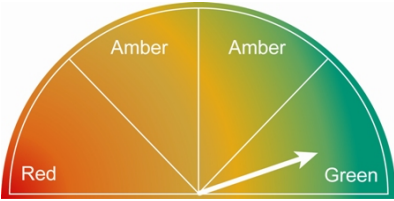
Auditable Area	Start Date	Debrief date	Draft report issued	Responses received	Final report issued	Audit Committee	Assurance level given	Number of Recommendations Made				
						Actual		High	Medium	Low	In Total	Agreed
<i>Value for money: Risk Reduction Plan 2010 (07.10/11)</i>	<i>1 Nov 10</i>	<i>4 Nov 10</i>	<i>15 Nov 10</i>	<i>8 Dec 2010</i>	<i>8 Dec 10</i>	<i>Jan 2011</i>	<i>N/A – Advisory Review</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>4</i>	<i>2</i>
Totals to date:								4	14	14	32	29

APPENDIX B: WORK IN PROGRESS OR YET TO START (INCLUDING REPORTS STILL IN DRAFT)

Auditable Area	Start Date	Debrief date	Draft report issued	Planned Audit Committee
Asset Management (09.10/11)	Jan 2011 15 November 2010	18 November 2010	8 December 10	December 2010 January 2011
Financial Controls: General Ledger & IFRS – staff leave recording	Nov 2010 January 2011			December 2010
Risk Management	Jan 2011			March 2011
IT Disaster Recovery Follow Up	Jan 2011			March 2011
Follow Up (05.10/11)	4 Oct 2010	6 Oct 10	7 Oct 10	November 2010 January 2011
Audit Management				Ongoing

South Wales Fire & Rescue Service – Internal Audit Reports 2010/11	
Assignment Name: Governance: Compliance with Code of Corporate Governance (06.10/11)	
This report focused on (objective specific):	We were requested to review the Code of Corporate Governance document to confirm that current arrangements and evidence with associated supporting principles are appropriate and to identify any areas of improvement.
Assurance Level Provided:	Not applicable – advisory review
Any controls / Systems failure giving rise to High / Medium recommendations:	<p>One Medium Recommendation was raised as a result of this review:</p> <p>The Fire Authority should undertake regular, at least annual, reviews of its governance arrangements to ensure continuing compliance with best practice as set out in the Framework.</p> <p>These reviews should be reported both within the Authority, to the Audit Committee (FAPM) and/or the Fire Authority, and externally with the published accounts, to provide assurance that:</p> <ul style="list-style-type: none"> ▪ governance arrangements are adequate and operating effectively in practice, or where reviews of the governance arrangements have revealed gaps, action is planned that will ensure effective governance in future. <p>This process will be assisted by the implementation of Self Assessment reviews.</p>
Any issues / recommendations not agreed with management:	All formal recommendations were agreed.
Any non compliance issues clearly agreed with management	None identified.
Benchmarking	Not applicable

South Wales Fire & Rescue Service – Internal Audit Reports 2010/11	
Assignment Name: Risk Reduction Plan – 07.10/12	
This report focused on (objective specific):	The review focused on the extent to which programme and project management arrangements around the Risk Reduction Plan were robust and effective and would support the realising of required benefits.
Assurance Level Provided:	The review has been delivered as a form of advisory work and does not therefore result in a formal assurance level. It does include a set of recommendations and identifies opportunities to realise efficiencies where appropriate.
Any controls / Systems failure giving rise to High / Medium recommendations:	None
Any issues / recommendations not agreed with management:	Two recommendations were not agreed with management as follows:- <ul style="list-style-type: none"> ▪ Use time recording for future projects delivered on the current RRP basis. This would allow a bank of intelligence to be developed to be used to inform implementation delivery teams and also project implementation costs. – this was not accepted as each project is different and has different implementation requirements and the introduction of a time monitoring system would require additional resource that is not available. ▪ Set out prioritised list of contingency / alternative projects. This will increase transparency and show an additional level of preparedness for achieving the savings required. – this was not accepted due to the resource implications and it is considered that appropriate governance arrangements would be put in place for each project.
Any non compliance issues clearly agreed with management	None identified.
Benchmarking	Not applicable

South Wales Fire & Rescue Service – Internal Audit Reports 2010/11	
Assignment Name: Payroll (08.10/11)	
This report focused on (objective specific):	The audit focused on the payroll processes which operate within South Wales Fire and Rescue Service.
Assurance Level Provided:	
Any controls / Systems failure giving rise to High / Medium recommendations:	One medium recommendation was raised relating to the need to finalise and implement the policy relating to Travel and Subsistence for Support Staff.
Any issues / recommendations not agreed with management:	All recommendations were agreed with management.
Any non compliance issues clearly agreed with management	None identified.
Benchmarking	The benchmarking data indicates that the Authority is performing well against its peers when the results of this review are compared to other similar reviews carried out in the sector, both in terms of the assurance level and in terms of the number of recommendations.

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 9

FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING

17 JANUARY 2011

REPORT OF THE ACO CORPORATE SUPPORT

WALES AUDIT OFFICE ANNUAL AUDIT LETTER**SUMMARY**

This report summarises the key findings of the Auditor General for Wales' Annual Audit Letter received by the South Wales Fire & Rescue Authority.

RECOMMENDATION

That Members note the findings of the Annual Audit Letter issued by the Auditor General for Wales.

1. ISSUE

- 1.1 As Members will be aware under Section 19 of the Local Government (Wales) Measure 2009, the Auditor General for Wales is required to issue his findings in relation to the Fire & Rescue Service in respect of both financial and performance audits.
- 1.2 The letter attached as Appendix 1 to this report forms part of the Auditor General's Annual Improvement Report and discharges the Auditor's statutory responsibilities under the Code of Audit Practice and summarises the key messages arising from the appointed Auditor's statutory responsibilities (the accounts, the value for money conclusion and the audit of the Improvement Plan).
- 1.3 As a result of the financial and performance audit the Auditor General has concluded that South Wales Fire & Rescue Authority has complied with the financial and performance improvement reporting requirements.
- 1.4 The Annual Audit letter identifies that a qualified audit opinion was issued on the accounting statements for 2009/10 due to the disagreement over the accounting treatment for the Authority's general and earmarked reserves. Members will

recall however that an amendment to the Combination Order has now been passed through the Welsh Assembly Government which confirms that Fire & Rescue Authorities can hold reserves from 1 December 2009.

- 1.5 The Auditor General also notes that the preparation process for the accounting statements has continued to improve although there is further room for improvement in the process for amending the accounts for audit adjustment once identified. Measures have already been taken within the Finance Department to improve this during next year's process.
- 1.6 The new accounting requirements brought into effect by the new International Financial Reporting Standards for PFI projects were correctly implemented last financial year, although it was noted that work should progress to produce an opening balance sheet and draft set of International Financial Reporting Standards accounts including comparatives as soon as possible. Work is currently underway to address this in time for next year's reporting.
- 1.7 The Auditor noted that the whole of government account's return was prepared effectively and in accordance with the Assembly's timeline and that following a review of the Fire & Rescue Authority's arrangements to secure economy efficiency and effectiveness, reliance could be placed upon this work in discharging responsibilities under the Local Government Measure. In addition, the Auditor General noted that effective budgetary control arrangements are in place and medium term financial planning has been implemented. However, the Auditor noted that the Authority faces significant financial pressures in the future which is picked up in more detail in the Annual Improvement report which will be brought before Members in due course.
- 1.8 It is also common at this time of year for the Wales Audit Office to consult upon the level of fees that they propose to introduce for 2011/12 financial year although to date no indicative fee levels have been issued. Members will however recall from previous presentations from the Wales Audit Office that they have given assurances that their fee levels would not increase as a result of the work emanating from the new Local Government Measure and therefore

budget predictions for next year have been based upon these assurances.

2. RECOMMENDATION

- 2.1 That Members note the findings of the Annual Audit Letter issued by the Auditor General for Wales.

ACO SALLY MURTON

DIRECTOR OF CORPORATE SUPPORT

BACKGROUND PAPERS:

Wales Audit Office Annual Audit Letter

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Andy Marles
 Chief Fire Officer
 South Wales Fire and Rescue Service
 Headquarters
 Forest View Business Park
 Llantrisant
 CF72 8LX

Your ref

Our ref **jw/612**

29 November 2010

Dear Andy

Annual Audit Letter to the Members of South Wales Fire Authority

The Local Government Measure 2009 has provided the Wales Audit Office with an opportunity to re think how to report the findings from both the financial audit and the performance audit work to local government bodies. As you will be aware the Auditor General for Wales will be issuing an Annual Improvement Report (AIR) to each local authority over the next few months and many of the issues that were traditionally reported in the Appointed Auditor's Annual Audit Letter will be included in that report. Therefore, I have taken the opportunity to summarise the key messages arising from the Appointed Auditor's statutory responsibilities (the accounts, the value for money conclusion and the audit of the improvement plan) into this short letter which forms the Annual Audit Letter. The letter is designed to be a standalone document, but will be presented to the Authority and the public as part of the Annual Improvement Report and therefore discharges my reporting responsibilities under the Code of Audit Practice.

South Wales Fire Authority complied with financial and performance improvement reporting requirements but is facing significant financial pressures in the near future.

1. It is the Authority's responsibility to:
 - put systems of internal control in place to ensure the regularity and lawfulness of transactions and to ensure that its assets are secure;
 - maintain proper accounting records;
 - prepare a Statement of Accounts in accordance with relevant requirements;
 - establish and keep under review appropriate arrangements to secure economy, efficiency and effectiveness in its use of resources; and
 - publish its Improvement Plan by 31 October.

2. The Code of Audit Practice issued by the Auditor General (the Code) requires me to:
 - provide an audit opinion on the accounting statements;
 - review the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources;
 - consider whether the Improvement Plan is prepared and published in accordance with statutory requirements; and
 - issue a certificate confirming that I have completed the audit of the accounts.

3. On 29 September 2010 I issued a qualified audit opinion on the accounting statements. The qualified opinion arose, as in 2008-09, from disagreement over the accounting treatment for the Authority's general and earmarked reserves balances.

My report was qualified because during the audit of the accounts for 2007/2008, legal advice obtained by the Wales Audit Office confirmed that the statutory framework under which the Authority operates does not provide for the holding of reserves which have been accumulated from an excess of its constituent authorities' appropriate proportion of the net expenses of the Fire Authority in respect of each financial year. However, the Authority chose not to make an adjustment in its accounts to remove the balances previously held within such reserves and reclassify the amounts as current liabilities (amounts held on behalf of constituent authorities). This led to a qualified audit opinion being given on the accounts due to a disagreement on the accounting treatment related to reserves.

The Authority continued its accounting treatment in 2008/09. A consultation process to amend the Combination Order in order to enable Fire Authorities to hold reserves is now complete confirming that Fire Authorities can hold reserves from 1 December 2009. However, this amendment was not retrospective and therefore an uncorrected misstatement has been identified in the accounts resulting in a qualification of the audit report. My report is contained within the Statement of Accounts.

4. The following areas were noted during the accounts audit:
 - the accounting statements preparation processes have continued to improve, resulting in good quality draft statements supported by comprehensive working papers although there is further room for improvement in the process for amending the accounts for audit adjustments;
 - revised accounting requirements for PFI were correctly implemented but further progress is required in preparation for implementing IFRS in 2010-11. The Authority should aim to produce an opening balance sheet and a draft set of IFRS accounts including comparatives as soon as possible; and
 - the Whole of Government Account's return was prepared effectively and in accordance with the Assembly's timetable.

5. My review of the Authority's arrangements to secure economy, efficiency and effectiveness has been based on the audit work undertaken on the accounts as well as placing reliance on the work completed as part of the LG Measure. The main findings from this latter work will be set out in the Annual Improvement Report. In addition, I also bring the following issues to your attention:
 - effective budgetary control arrangements are in place and medium-term financial planning has been implemented, but the Authority faces significant financial pressures in the future. This is referred to further in the Annual Improvement Report.
6. The Authority's Improvement Plan 2010-2011 meets statutory requirements and provides a balanced view of its performance in 2009-2010.
7. I issued a certificate confirming that the audit of the accounts had been completed on 29 September 2010.
8. The financial audit fee for 2009-2010 was in line with that set out in the Financial Audit Strategy.

Yours sincerely



Virginia Stevens
KPMG LLP

cc. Sally Murton, Assistant Chief Fire Officer

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 10

FINANCE, AUDIT & PERFORMANCE MANAGEMENT
COMMITTEE

17 JANUARY 2011

REPORT OF THE CHIEF FIRE OFFICER

**SOUTH WALES FIRE AND RESCUE AUTHORITY PEER
ASSESSMENT REPORT 2010-11****SUMMARY**

This report introduces the results of the Peer Assessment report for 2010-2011 undertaken by the Welsh Assembly Government (WAG) and peer assessors from the other two fire and rescue services in Wales.

RECOMMENDATION

That Members note the content of the review.

1. BACKGROUND

- 1.1. The Peer Assessment report is the result of an operational performance assessment undertaken by WAG, and peer assessors from the other two fire and rescue services.
- 1.2. This assessment looked at two key lines of enquiry:
 - Community Risk Management
 - Community Safety - Protection
- 1.3. Following the assessment in 2009-10 a review was undertaken for the Minister by the Fire and Rescue Advisor, with the main recommendations of this review amending the process for 2010-2011. The detail of these amendments can be found in the assessment report attached at Appendix 1.

2. ISSUE

- 2.1. The overall results of the assessment showed:

- “The Peer Assessment Team were able to confirm that the Fire and Rescue Authority is identifying and prioritising risk faced by the community.”
 - “The Peer Assessment Team were able to confirm that the Fire and Rescue Authority does have effective arrangements for delivering community safety, in line with identified risks and priorities.”
- 2.2. The full summary of the findings from the key questions can be found on page 4 of the assessment.
- 2.3. Several areas for development are made from the key questions outcomes. These will be entered into the Service’s action database. Many of these areas for development are suggestions that the Assessment Team have made for consideration.

3. FINANCIAL IMPLICATIONS

- 3.1. There are no direct financial implications. Some may become apparent as each of the areas of development are reviewed. The benefit/cost assessment will be made at the time of review.

4. RECOMMENDATION

- 4.1. That Members note the content of the Review.

ANDY MARLES

CHIEF FIRE OFFICER

BACKGROUND PAPERS:

Appendix 1 - South Wales Fire and Rescue Authority Peer Assessment Report 2010-2011

Contact Officer:

Andy Marles

Chief Fire Officer

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Appendix 1

**OPERATIONAL ASSURANCE OF
SERVICE DELIVERY****PEER ASSESSMENT REPORT 2010-2011**
(11th – 15th October 2010)**SOUTH WALES
FIRE AND RESCUE AUTHORITY**

Report Author: Steve McLinden – Assistant Fire & Rescue Adviser
Welsh Assembly Government

Date: 7th November 2010

INTRODUCTION

The Peer Assessment Team (PAT) undertook 23 interviews over a 4 day period, where an extensive range of people including Fire Authority Members, Partners and all levels of staff provided evidence for the process. Their willingness to take part, as well as their openness and honesty was very much appreciated and added to the quality of the process.

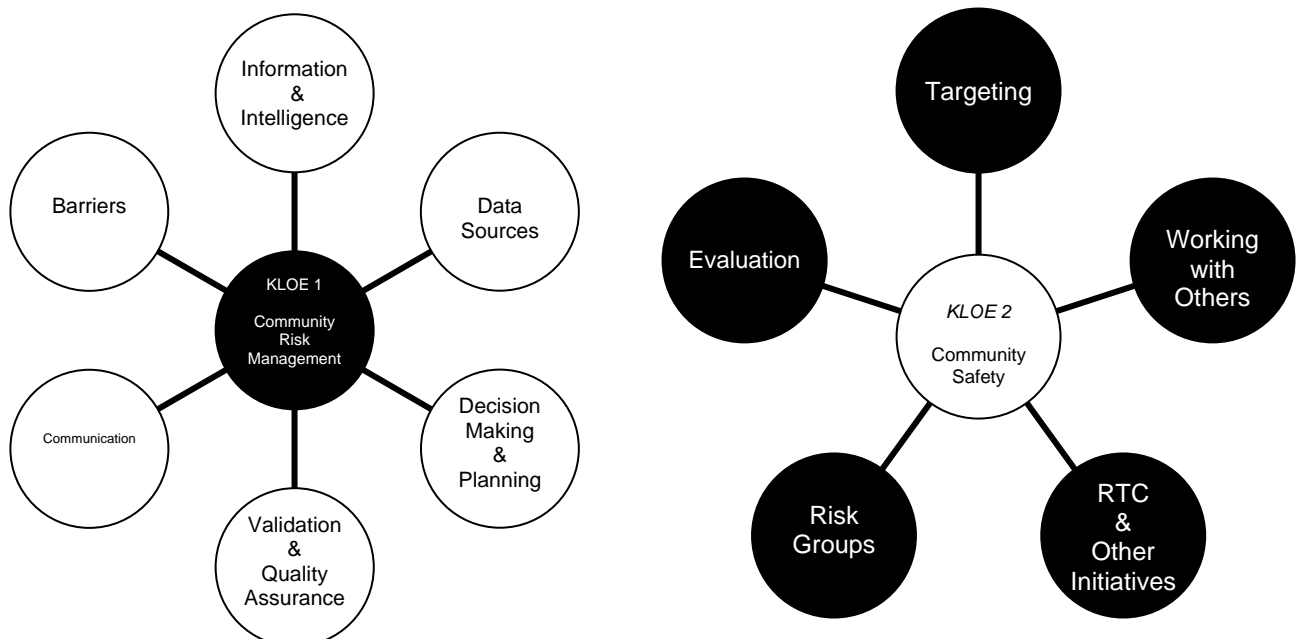
The Peer Assessment Team wish to extend their thanks to South Wales Fire & Rescue Service for its hospitality and in particular Group Managers Richard Matheson, Graeme Smith and the principal manager's secretariat for their assistance throughout the on site process which proved to be invaluable.

BACKGROUND

The Welsh Assembly Government introduced arrangements for the assessment of Fire and Rescue Authorities (FRAs) operational performance in November 2006. The assessment process forms part of the Wales Programme for Improvement (WPI) and involves FRAs carrying out a self assessment against a centrally provided framework, followed by peer assessment teams from the other two FRAs in Wales reporting on the accuracy of this self assessment.

Following discussions between Assembly Government officials, the Fire and Rescue Adviser for Wales, Fire and Rescue Services (FRS) and Wales Audit Office (WAO), the Minister for Social Justice and Local Government agreed the focus for operational assurance of service delivery in 2010-11. FRAs undertook a self assessment of two Key Lines of Enquiry (KLOEs) – Community Risk Management and Prevention (Community Safety).

Due to the expansive nature of the two KLOEs' a decision was made to direct the focus of the assessment to specific 'key areas' which would be of benefit to the participating FRAs. Following discussions with FRA policy leads, the following focus areas were chosen;



During 2009-10 the Fire and Rescue Adviser for Wales undertook a review of the operational assurance of service delivery. This considered the impact of the Local Government (Wales) Measure 2009 as well as examining whether the process delivered the necessary level of assurance about FRAs performance.

The main recommendations from the report, which have been incorporated into this year's process include:

- Peer Team members, as in previous years, have been included in the design phase of the Key lines of enquiry (KLOE);
- A revised team structure has been adopted to ensure resilience, effectiveness and efficiency. This consists of a smaller team with each member taking part in at least 2 out of the 3 peer assessments. The Assembly Government's Assistant Fire & Rescue Adviser post holder replaces the role of team leader by undertaking a team coordinators role;
- The assessment process has been expanded to include matters of standards and quality;
- The Team Coordinator, provided through the Assembly Government is responsible for drafting the final Peer Assessment reports on behalf of the Peer Assessment Team.

Peer Assessment Team:

Steve McLinden	– Welsh Assembly Government
Jonathon Evans	– Mid & West Wales Fire & Rescue Service
Roger Thomas	– Mid & West Wales Fire & Rescue Service
Ian Williams	– North Wales Fire & Rescue Service
Gwyn Jones	– North Wales Fire & Rescue Service

Peer Assessment Observers:

Kerry Citric	- Welsh Assembly Government
Laura Thomas	- Welsh Assembly Government
Helen Griffiths	- Welsh Assembly Government
John Weston	- Wales Audit Office
Lisa Williams	- Wales Audit Office
Jackie Joyce	- Wales Audit Office

SUMMARY

Key Line of Enquiry 1 – Community Risk Management

'Is the Fire and Rescue Authority identifying and prioritising the risks faced by the community?'

The Peer Assessment Team were able to confirm that the FRA are identifying and prioritising risk faced by the community.

- The FRA has sufficient data sets to enable them to identify a range of risks.
- The PAT identified that the Medium Term Financial Plan (MTFP) had informed the 2011-12 RRP process in relation to resource prioritisation. This was communicated to Fire Authority members to inform their decision making processes.
- The FRAs approach to RRP development was evolving as the needs of the organisation are changing with the FRA recognising that this needs to be reflected within the way it develops future RRP.
- The FRA engages in improvement workshops which informs the development phase of the RRP and undertakes communication road shows to consult with staff to further inform and identify areas of risk.
- Formal review of the RRP development process did not appear to have been undertaken although there was evidence to support continued informal review and revision of the development process in the form of developing and widening the delivery of RRP road shows.
- The PAT found evidence of data sharing between CSPs and internal departments.

Key Line of Enquiry 2 – Community Safety

'Does the Fire and Rescue Authority have effective arrangements for delivering Community Safety in line with identified risks and priorities?'

The Peer Assessment Team were able to confirm that the FRA does have effective arrangements for delivering Community Safety in line with identified risks and priorities.

- Although the FRA does not have a Community Safety (CS) Strategy document, strategic direction on CS is implicit within the Organisational Strategic objectives contained within individual function / departmental plans.
- The FRA has reduced the rate of injuries and fatalities from fire. The statistics were constantly checked to monitor current trends and performance.
- Future CS activity will be targeted at a local level through MOSAIC although the PAT did not find evidence of it being consistently implemented across the organisation.
- The PAT identified evidence to suggest positive Community Safety hours allocated to RDS staff could be used in a more effective manner to increase output and efficiency.
- The PAT noted the work that had been undertaken in agreeing SLA funding for partners to undertake HFSCs, however the PAT found the content of the SLA presented a potential risk to the organisation.
- The identification, management and monitoring of HFSCs and in particular 'high risk' referrals at station level appear to be inconsistent.
- The PAT found the range of partners interviewed were keen to present anecdotal evidence of positive outcomes and feedback on their experiences of working with the FRA.

SUMMARY OF MAIN POINTS HIGHLIGHTED DURING THE PEER-ASSESSMENT

Key Question 1.1 – Does the FRA have an effective risk analysis process that reflects the diverse nature of the community?

The FRA Performance Management Team identifies community risks using FSEC, IRS, and 'Stats 19'. The FRA has sufficient data sets to enable them to identify a range of risks.

IRS is fully embedded within the Statistical Team who employs a robust QA system. The PAT noted the work undertaken in developing the 'All Wales' platform to improve system speed.

There was evidence of data analysis being undertaken for specific areas of work however the actual process for analysing data to support the development of RRP proposals was unclear.

The PAT found evidence of data sharing between CSPs and internal departments.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • The PAT identified IRS data as the main data source used to inform risk planning. The data was subjected to QA with anomalies being addressed. • The FRA recognises there are gaps in their data gathering. The FRA believes the future development of 'data observatories' will address this issue. • The PAT identified that the FRA use FSEC on a regular basis with data plains being kept up to date. The FRA has appropriate resilience arrangements in place. • The FRA provides Information to a range of internal and external stakeholders on request, daily, weekly and quarterly. • The PAT located evidence of various types of information sharing between CSP members which are facilitated by the crime and disorder act. 	<ul style="list-style-type: none"> • The FRA may wish to explore the future relationship between MOSAIC and FSEC to enhance the FRAs wider risk planning process.

Key Question 1.2 - Does the FRA identify and prioritise those most at risk in its community through its RRP?

The 2010 – 2011 RRP priorities were clearly developed in response to identified community risks such as small fires, RTC reduction and improving fire fighter safety.

The PAT recognised this year's development of the 2011-12 RRP had focussed on the financial and corporate risk to the FRA.

The FRA is currently working through a process of risk prioritisation using statistical evidence and establishing project groups to provide information, which is then presented to the senior management team to support its decision making processes.

The PAT identified that the Medium Term Financial Plan (MTFP) had informed the 2011-12 RRP process in relation to resource prioritisation. This was communicated to Fire Authority members to inform their decision making processes.

The FRA engages in improvement workshops which informs the development phase of the RRP and undertakes communication road shows to consult with staff to identify areas of risk and further inform RRP development.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • The PAT identified a wide ranging engagement and development process for the 2011-2012 RRP including senior manager development groups, internal workshops, surveys and station visits. • E&D practitioners support the RRP Working Groups. • The MTFP influences the RRP options prioritising process. • The PAT found evidence of FRA member engagement during the 2011-12 RRP development process. • This year the FRA used the risk register as its main source of information for the current draft 2011-2012 RRP. Project briefs were then detailed and prioritised from those risks • The PAT noted that a range of reports were provided to FA members to assist in their decision making process. These included indicative efficiency savings and consultation feedback. 	<ul style="list-style-type: none"> • Some staff (including RDS) and external partners stated they were not fully aware of the consultation process, therefore the FRA may wish to; <ul style="list-style-type: none"> ○ Explore the actual level of engagement in consultation by RDS staff and external stakeholders. ○ Review the way in which it undertakes and communicates the outcomes of the road shows and workshops with its staff and partners.

Key Question 1.3 - Does the FRA have a robust process for evaluating the effectiveness of its risk analysis process?

The FRAs approach to RRP development was evolving as the needs of the organisation are changing with the FRA recognising that this needs to be reflected within the way it develops future RRP.

The FRA learns through sharing of experiences within its 'family grouping' with 18 other UK FRAs.

The FRA undertakes a formal review and examination of RRP objective outcomes through the RRP Working Group and Performance Management Team who provide regular updates against performance indicators.

Formal review of the RRP development process did not appear to have been undertaken although there was evidence to support continued informal review and revision of the development process in the form of developing and widening the delivery of RRP road shows.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • The PAT found evidence to suggest that informal RRP process reviews were undertaken and this was reflected by the change in approach from previous RRP development processes. • The FRA recognises it does not currently have a formal review process for the development of the RRP. • The PAT were unable to identify how the RRP development and delivery processes were formally scrutinised or challenged at Fire Authority level. 	<ul style="list-style-type: none"> • The FRA may wish to develop an appropriate formal review, challenge and scrutiny process for the RRP • The FRA may wish to review its current arrangements for engaging with its RDS staff to raise awareness of the RRP consultation process.

Key Question 2.1 - Has the FRA clearly, defined, planned and implemented a Community Safety Strategy linked to its RRP?

Although the FRA does not have a Community Safety (CS) Strategy document, strategic direction on CS is implicit within the Organisational Strategic objectives contained within individual function / departmental plans.

The departmental structure within CS supports areas for prioritising community risk, e.g. home fire safety, youth engagement and fire crime. Future CS activity will be targeted at a local level through MOSAIC although the PAT did not find evidence of it being consistently implemented across the organisation.

The PAT identified levels of devolved responsibility and targeted management of CS activities at station level, particularly HFSC. However evidence of this being fully embraced and understood by all levels of staff was inconclusive.

The FRA recognises the potential of MOSAIC, although at this very early stage of implementation the PAT were unable to locate evidence of it being used effectively and consistently at an operational level.

The PAT identified evidence to suggest positive Community Safety hours allocated to RDS staff could be used in a more effective manner to increase output and efficiency.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • The direction for CS activity is captured within the department business plans developed by senior managers. • The PAT found evidence of rolling plans with CSPs. • The FRA recognises diversity within its communities through enabling CS staff to develop delivery in areas of need identified locally. e.g. series of workshops to deliver fire safety advice to the elderly and disabled. The FRA E&D officer provided support for this and other community engagements. • The FRA has identified the further development of MOSAIC will be a useful tool for mapping and targeting initiatives. • The PAT found evidence to suggest not all staff were aware of the implementation, use, target setting and benefits of MOSAIC. • Project management of centrally run initiatives was evident; however this did not appear to be applied for Command/station initiatives. • Currently (pre mosaic) the CS targets are output driven rather than targeted on high priority households. The PAT were unclear of the arrangements for targeting setting for MOSAIC 	<ul style="list-style-type: none"> • MOSAIC is a new system and the FRA may want to consider setting targets for prioritising high risk areas. • The FRA may wish to review the current way in which the positive hours for CS activities are utilised and delivered by RDS staff. • The FRA may wish to consider developing management systems for locally delivered CS initiatives.

Key Question 2.2 - Does the FRS engage partners and stakeholders effectively in its community safety activity

The PAT found evidence of innovative CS activities having been undertaken with a range of partners to reduce risk to the communities such as the 'Bernie the Sheep' project within Rhondda Cynon Taf and noted future plans to expand this to other areas.

The PAT noted the work that had been undertaken in agreeing SLA funding for partners to undertake HFSC's, however the PAT found the content of the SLA presented a potential risk to the organisation whereby they may be inadvertently committed to funding more than their available budget.

The PAT identified examples of partnerships at station level, although there did not appear to be consistent approach to ensuring that they are recognised at command level or within the central CS function.

The PAT were unable to determine if monitoring and QA for the internal delivery of HFSC's had been consistently and robustly undertaken.

The PAT identified good evidence of positive qualitative outcomes from CSP work carried out in partnership with external agencies.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • The PAT found good examples of partnership working, for example; 'Groundwork Caerphilly', the Blackwood initiative and 'Bernie the Sheep'. • The FRAs ability to prioritise partnerships in order of effectiveness was found to be difficult in the absence of formal MOU's / SLAs and documented objectives and outcomes. • Station staff demonstrated a willingness to undertake CS activities although they did feel they were not as involved in some of the centrally run initiatives as much as they would expect. • The PAT found evidence to suggest communication and understanding between the CS functions, stations and external partners was not as effective as it could be. • The PAT found an inconsistent approach to the monitoring and management of HFSC at station level. 	<ul style="list-style-type: none"> • The FRA would benefit from reviewing its current contract management arrangements for CS activities, in particular financial management and the delivery of services provided. • The FRA may wish to consider reviewing and prioritising its existing and future partnerships/collaborations to support future objective setting. • The FRA would benefit from reviewing the way in which partnerships are managed and monitored at station and organisation levels. • The FRA would benefit from reviewing and amending its current communication and engagement arrangements between the CS functions and station based staff. • The PAT believes the links between community safety and external partners involved with community work could be further strengthened to increase effectiveness.

Key Question 2.3 - Does the FRA have a robust process for measuring and evaluating the effectiveness of its community safety activities?

The FRA has reduced the rate of injuries and fatalities from fire. The statistics were constantly checked to monitor current trends and performance.

The FRA were able to demonstrate how it has made a positive contribution to wider CS activities such as a 12% reduction in anti social behaviour within Rhondda Cynon Taff.

The identification, management and monitoring of HFSCs and in particular 'high risk' referrals at station level appear to be inconsistent.

The PAT felt that the development of a systematic and robust approach to evaluation and review of CS initiatives throughout the full range of activities would support prioritisation, learning and sharing of success both internally and externally of the organisation.

The PAT found the range of partners interviewed were keen to present anecdotal evidence of positive outcomes and feedback on their experiences of working with the FRA.

<u>ISSUES/FINDINGS</u>	<u>AREAS FOR DEVELOPMENT</u>
<ul style="list-style-type: none"> • OWLE is used to measure CS activity at Station level and is used at higher level to monitor against performance indicators with local core and strategic indicators measured against other UA areas. • The PAT recognised that objectives are reviewed within the organisational plans for level 1, 2, 3 and 4 although this appears to be predominately focussed on output. • The FRA undertakes quality assurance processes for externally delivered HFSCs on a periodic basis. • The PAT were unable to confirm if internally delivered HFSCs were quality assured. • The FRA did not appear to have a system for identifying and monitoring local referrals although the PAT did identify a notional 28 day completion timeframe within the central high risk team. • The PAT noted the external evaluation of the 'Bernie the Sheep' initiative as well as hi-lighting and sharing potential best practice such as MOSAIC with the other Welsh FRAs and with Cheshire FRS. 	<ul style="list-style-type: none"> • The FRA would benefit from reviewing the current arrangements for monitoring the status and delivery of 'high risk' referrals. • The FRA may wish to employ similar evaluation methodologies as used within the external 'Bernie the Sheep' initiative for the wider range of activities undertaken. • The FRA may wish to consider reviewing its existing forums to identify where they may be able to include evaluation of outcomes. • The FRA may benefit from implementing a central register of prioritised initiatives to support decision making in the future.

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 11

FINANCE, AUDIT & PERFORMANCE MANAGEMENT
COMMITTEE

17 JANUARY 2011

REPORT OF THE CHIEF FIRE OFFICER

WELSH ASSEMBLY GOVERNMENT CONSULTATION:

- 1) **Proposals for Statutory, Supporting and Local Performance Indicators for Fire and Rescue Authorities in Wales**
- 2) **Fire and Rescue Authorities Guiding Principles for Dwelling Fires Response Standards**

SUMMARY

This report outlines the Welsh Assembly Government (WAG) consultations on performance indicators and dwelling fire response standards and the proposed Fire and Rescue Authority response.

RECOMMENDATION

Members consider the response and modify or agree its contents.

1. BACKGROUND

- 1.1. Fire and Rescue Authorities in Wales produce a range of performance indicators to indicate to the public and other stakeholders the level of service delivered across a range of activities.
- 1.2. Fire and Rescue Authorities currently operate and report on a response standard to dwelling fires.

2. ISSUE

- 2.1. Following the deliberations of two working groups (on which, amongst others, South Wales Fire and Rescue Service have had a seat), WAG have now issued two consultation

documents which are attached to this report at Appendix 1 and 2.

- 2.2. Also attached as Appendix 3 and 4, are suggested responses for the Fire and Rescue Authority to endorse or otherwise. In view of the performance nature of both documents it is considered that the Finance Audit and Performance Management Committee is the correct body to respond on behalf of the Authority.
- 2.3. Following consultation and formal notification from WAG regards the new performance indicators and dwelling fire response standard principles this Committee may well wish to make recommendations to the full Fire and Rescue Authority on these matters.

3. FINANCIAL IMPLICATIONS

- 3.1. None at present but there may be financial implications depending on recommendations made to the full Fire and Rescue Authority in the future. Members will be appraised of these if and when they become apparent.

4. PERSONNEL IMPLICATIONS

- 4.1. None at present.

5. HEALTH AND SAFETY IMPLICATIONS

- 5.1. None at present.

6. REPRESENTATIVE BODY CONSULTATION

- 6.1. None at present, but may be needed in future, depending on outcome of recommendations to the Fire and Rescue Authority.

7. EQUALITIES AND DIVERSITY IMPLICATIONS

- 7.1. None at present.

8. RECOMMENDATION

- 8.1. Members consider the response and modify or agree its contents.

ANDY MARLES

CHIEF FIRE OFFICER

BACKGROUND PAPERS:

- Appendix 1: F&RA Performance Indicators 2011 Onwards: Proposals for Statutory, Supporting and Local Performance Indicators for Fire and Rescue Authorities in Wales
- Appendix 2: Fire and Rescue Authorities Guiding Principles for Dwelling Fires Response Standards
- Appendix 3: F&RA Response to Proposals for Statutory, Supporting and Local Performance Indicators for Fire and Rescue Authorities in Wales
- Appendix 4: F&RA Response to Fire and Rescue Authorities Guiding Principles for Dwelling Fires Response Standards

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Andy Marles

Chief Fire Officer

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Llywodraeth Cynulliad Cymru
Welsh Assembly Government

www.cymru.gov.uk

Welsh Assembly Government

Consultation Document

Fire and Rescue Authority – Performance Indicators 2011 Onwards

Proposals for statutory, supporting and local performance indicators for Fire and Rescue Authorities in Wales

Date of issue: **15 November 2010**

Action required: Responses by **21 January 2011**

Fire and Rescue Authority – Performance Indicators 2011 Onwards

Overview

The purpose of this consultation is to:

- Consult on a set of Performance Indicators (PIs) for Fire and Rescue Authorities (FRAs) that will be made statutory by Order under section 8(1)(a) of the Local Government (Wales) Measure 2009.
- Consult on a set of supporting non-statutory PIs (known as “standard” or “core”) and recommendations to FRAs on specific local PIs to support the improvement agenda.

How to respond

Responses should be provided in writing using the questions set out in section 38 of this document as heading for response. Respondents may find it useful to use the form provided at the end of this document. Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.

The closing date for responses is **21 January 2011**.

Further information and related documents

Large print, Braille and alternate language versions of this document are available on request.

Consultation web address - www.wales.gov.uk/consultations/housingcommunity/fraind

Contact details

For further information:
 Fire and Rescue Services Branch
 Community Safety Division
 Welsh Assembly Government
 Rhydycar
 Merthyr Tydfil
 CF48 1UZ

e-mail: fire@wales.gsi.gov.uk

Tel: 01685 729221

**Data
protection****How the views and information you give us will be used**

Any response you send us will be seen in full by Welsh Assembly Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Assembly Government staff to help them plan future consultations.

The Welsh Assembly Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Assembly Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

INTRODUCTION

1. Fire and Rescue Authorities (FRAs) are “Improvement authorities” under the Local Government (Wales) Measure 2009. The Measure recognises that “Improvement” means more than the internal effectiveness of FRAs and gains in efficiency and output. It should mean anything which enhances the quality of life for local citizens and communities. Accordingly, FRAs should determine their own priorities for improvement based on a thorough understanding of local needs and their capacity to address them.
2. FRAs have a duty under the Measure to collect information related to performance and use that information to compare their performance in previous years and with similar organisations. They are also required to use this information to assess how they can improve. FRAs should look to use a wide range of evidence to assess the performance of their services and the impact they are having on the outcomes for citizens and communities and this is already covered in Local Government (Wales) Measure 2009 – Part 1 Guidance to FRAs.
<http://new.wales.gov.uk/topics/housingandcommunity/safety/publications/part1guide/?lang=en>
3. This consultation focuses specifically on the Performance Indicator (PI) element of improvement information.
4. All existing statutory PIs for FRAs were annulled by the Measure with effect from 31 March 2010. The Welsh Assembly Government has taken the opportunity to review the full suite of PIs with a view to introducing new/revised PIs, including a set of PIs made statutory by Order under section 8(1)(a) of the Local Government (Wales) Measure 2009.

PURPOSE

5. The main purpose of this consultation is to :-
 - Consult on a set of Performance Indicators (PIs) for Fire and Rescue Authorities (FRAs) that will be made statutory by Order under section 8(1)(a) of the Local Government (Wales) Measure 2009;
 - Consult on a set of supporting standard (known as core) PIs and recommendations to FRAs on specific local indicators to support the improvement agenda.

PROPOSALS FOR FRAs

6. The review of PIs for FRAs in Wales has been taken forward by a working group with members from the 3 Fire and Rescue Services in Wales, the Welsh Local Government Association, Welsh Assembly Statistical Directorate and Welsh Assembly Government Policy Officials.
7. The Group’s deliberations have centred on developing a set of PIs with specific reference to the Fire and Rescue Service in Wales as follows:-

Statutory (National Strategic) Indicators

8. Welsh Ministers will use their powers contained in the Local Government (Wales) Measure 2009 to set national strategic PIs that will allow FRAs to focus on national strategic priorities that are identified through the Fire and Rescue Service National Framework for Wales.

<http://new.wales.gov.uk/topics/housingandcommunity/safety/publications/framework0811/?lang=en> The emphasis is based on measuring outcomes wherever possible, with PIs which measure activity only included where they have a direct or significant impact on desired outcome. The set will be statutory PIs subject to the National Assembly for Wales making the necessary Order under the Measure.

9. FRAs will be under a legal duty to collect and report on these indicators. They should do so by including the data in their improvement reports and should also submit the data to the Welsh Assembly Government upon request. The areas covered by these PIs are referenced below at paragraphs 17 to 35 and are listed separately within this document at Annex A.

10. These statutory PIs will be audited by the Wales Audit Office as part of their corporate and performance assessments of FRAs under the requirements of the Measure.

Standard (Core) Indicators

11. The statutory set of PIs will be supported by nationally defined non-statutory “standard” or “core” performance indicators. These will amongst other things:

- Provide detailed and comparable information on the outcomes that have been achieved within the services that they cover, and on service availability and quality and the use of resources to support them.
- Support FRAs in explaining and accounting for their performance to stakeholders.
- Be designed to support the data needs of regulators and inspectors as far as possible, minimising the need to duplicate data.

12. Standard (core) PIs are not usually formally audited. However, the Auditor General for Wales may deem it necessary if for instance there are concerns about the robustness of the data collection systems in a particular area. FRAs may request audit of particular performance indicators if they have concerns about the accuracy of the source data or as a result of particular interest.

13. The individual PIs and definitions in the core sets will not be set out in legislation. This will allow the core sets to develop over time, and to reflect changes in policy or focus, without the need for legal processes.

Local Performance Indicators

14. National PIs cannot measure delivery of local policies, priorities and projects. In addition to national PIs, FRAs will also need to use local PIs/management information and more qualitative methods such as self-assessment and peer review to ensure a comprehensive view of performance is reflected.

15. FRAs should continue to develop and use their own local performance measures which :-

- reflect their individual circumstances and aspirations;
- support detailed management and operational decisions;
- support and inform their improvement objectives.

16. Although local PIs are set by individual FRAs, there are some key areas of activity where the Welsh Assembly Government consider there should be monitoring and measuring of performance in all three FRAs in Wales. It is recognised that diverse local approaches to meet different public, geographical and organisational demands, mean it is not possible to develop consistent PIs that may apply to all three FRAs. Where this is the case this consultation document sets out recommendations for FRAs to introduce their own local PIs around particular key policy areas and in line with national guidance.

PROPOSED INDICATORS FROM 2011-12 ONWARDS

17. The proposed indicators are broken down into 2 key areas:

- **Risk Reduction and Community Safety** – covering service delivery outcomes such as numbers of fires attended, deaths and injuries and also information on smoke alarms, and false alarms including malicious calls and automatic alarms.
- **Corporate Health** – Includes workforce, health and safety and finance indicators.

18. The proposed statutory and core indicators (including calculations and definitions are provided at Annex A). A summary of proposed indicators and explanation of their purpose is provided below:-

19. As set out above, FRAs are responsible for setting their own local indicators in addition to those agreed and co-ordinated centrally. There are instances however, where the Welsh Assembly Government, on the advice of the PI Working Group, are recommending that all 3 FRAs introduce and report on local PIs relating to specific areas of activity. These are indicated throughout this paper along with an explanation of why they are considered as appropriate for local indicators.

RISK REDUCTION AND COMMUNITY SAFETY

20. The key functions of FRAs include reducing the risk and incidence of fires within communities, and where incidents occur, minimising the impact of these. This is undertaken through FRAs providing community safety advice to citizens to prevent fires, and providing an appropriate and effective response when fires do occur. FRAs also have a role in rescuing people from road traffic collisions and work with other organisations to deliver road safety advice. They also respond to other types of emergencies, including water rescue, wide-scale flooding and national resilience incidents.

Proposed Statutory Indicators

21. In order to maintain the principle that statutory PIs will remain outcome focussed, all of the proposed statutory PIs sit within the risk reduction and community safety category. The PIs do not measure inputs or outputs (eg amount of community safety advice given, numbers of staff used to deliver services, time taken to respond to incidents). Rather the PIs specifically look to measure the impact of this activity on citizens. The statutory PIs assess whether the FRAs prevention and response activity is reducing the number of fires, fire deaths and injuries. Definitions for the terms used in all the proposed statutory and standard (core) PIs are included in Annex 1.

22. There are 3 proposed statutory indicators. These relate to :

- Number of fires attended covering total number of fires, primary fires started deliberately, dwelling fires started accidentally;
- The number of deaths and injuries caused by all fires and broken down by fires started accidentally and deliberately;
- The total number of fires in non-domestic premises.

Proposed Standard (Core) Indicators

23. There are 6 proposed core PIs that sit within the risk reduction and community safety umbrella. These fulfil 2 functions :-

- They provide a further, more detailed breakdown of outcomes covering fires, fire deaths and injuries to enable FRAs to report performance/improvement in a more targeted way;
- They set out additional outcomes which evidence FRA performance key areas.

24. The indicators relate to :

- Deaths and Injuries as a result of fire started accidentally and deliberately in dwellings and non-domestic premises;
- Deliberate fires broken down by primary, secondary and deliberate dwelling fires;

- Malicious false alarms (To measure FRAs performance in reducing hoax calls through engagement with, for example schools, and youth organisations, and by call challenge. The purpose of this is to reduce waste of public sector resources and to ensure that the fire service is available to respond to genuine emergency incidents);
- False alarms caused by automatic fire detection (To measure FRAs work through engagement and provision of advice to businesses and by introducing systems and protocols to support alarm monitoring centres. As above the purpose of this is to reduce waste of public sector resources and to ensure that the fire service is available to respond to genuine emergency incidents);
- Smoke Alarms in dwellings where the fire service has attended a fire. (Where a smoke alarm is present and activated during a fire the outcome for individuals is improved ie early warning of fire enables people to evacuate a property more quickly. The fire and rescue service provide Home Fire Safety Checks as part of their community safety work. This includes the provision of smoke alarms;
- Dwellings that experience a fire where a Home Fire Safety Check has previously been undertaken. (To help FRAs assess the success of their policy and delivery of this programme).

Recommendations for Local PIs or other performance information

25. The Welsh Assembly Government are currently consulting on Guiding Principles for Dwelling Fire Response Standards. The Guiding Principles set out that FRAs should set local response time criteria for attending dwelling fires based on an examination of local risk and scientific evidence. In addition to the outcome PIs on fire deaths and injuries FRAs should establish local indicators which show their performance against this local attendance time criteria. These should be reported through FRAs annual improvement plans.

26. The fire and rescue service in Wales respond to non-fire related incidents and also undertake a role in delivering a wider community safety message around prevention of such incidents. This is particularly the case for road traffic collisions (RTCs). However FRAs are not the lead agency responsible for preventing such incidents and are not always the lead agency for managing such incidents when they do occur. It would therefore not be appropriate for either statutory or core PIs to be applied to FRAs as individual public sector organisations for these non-fire related incidents.

27. The Welsh Assembly Government do however recognise the key role of FRAs in prevention and response to RTCs. National casualty reduction targets up to 2010 already exist and FRAs incorporate these into their strategies and business plans. There are already mechanisms in place to report progress against these nationally and consideration is currently being given to the introduction of new measures. Whilst a FRA specific PI is not proposed it is recommended that FRAs should reference performance information as reported nationally and their contribution to activity in this important area, in their annual improvement plans.

CORPORATE HEALTH

28. This category looks at the internal resources that enable FRAs to deliver services rather than the outcome of these services on citizens and communities. As such there are no proposed statutory PIs within the category of Corporate Health.

Proposed Standard (Core) Indicators

29. There are 3 proposed core indicators in this section. These cover :-

- Sickness absence (to measure the effectiveness of managing public funding, managing employee safety and providing a consistent and adequate resource);
- Ill-health retirements (to measure the effectiveness of managing public funding, managing employee safety and providing a consistent and adequate resource);
- Invoices paid within 30 days (To measure efficiency in financial procedures).

Recommendations for Local PIs or other performance information

30. Firefighter safety is of fundamental importance to the Welsh Assembly Government and FRAs. This is reflected in the Welsh Assembly Government's current consultation on Guiding Principles for Dwelling Fire Response Standards. FRAs should introduce local PIs which reflect performance in reducing fire-fighter operational injuries, and maintaining operational competence.

31. The FRAs and Welsh Assembly Government will consult on a joint Equality and Diversity Strategy for FRAs during the latter part of 2010. Each FRA will develop their own single equality plans and priorities taking account of the strategic direction set out in the Strategy. It is recommended that FRAs develop their own local PIs to support the implementation of this Strategy and their individual plans. A summary of performance should be included in FRAs annual improvement plans.

32. The Welsh Assembly Government views collaboration as a key element in supporting and enabling improvement to be realised. This is clearly recognised in the Local Government (Wales) Measure 2009 which creates a general power for FRAs to collaborate so as to secure improvement. In support of this requirement FRAs are recommended to include details of the success of their collaborative activity as part of their performance reporting activity. To support this it is recommended that FRAs introduce local PIs as part of their assessment process. These should include PIs which examine the extent to which collaboration/working with others is reviewed and evaluated.

33. The Welsh Assembly Government encourages FRAs to make sustainable development their central organising principle through signing up to its Sustainability Development Charter (<http://wales.gov.uk/topics/sustainabledevelopment/uksusdev/sdcharter/?lang=en>) and utilising the advice and guidance available through the WLGA's Sustainable Development Framework (<http://www.wlga.gov.uk/english/sustainable-development-framework/>). The Assembly Government measures its progress towards becoming a more sustainable nation through its Sustainable Development Indicators which are published annually. (<http://wales.gov.uk/topics/statistics/headlines/sustain2010/100826/?lang=en>)

34. Her Majesty's Treasury is proposing the introduction of a form of reporting called "Accountability for Sustainability" in line with proposals by HRH Prince Charles (<http://www.accountingforsustainability.org/home/>). This will require public sector bodies to report on their sustainability performance alongside their annual accounts. This reporting mechanism is being piloted by Welsh Assembly Government in 2010-11 with a view to it being more widely introduced across the public sector in Wales from 2011-12.

35. Notwithstanding this reporting mechanism, the Local Government (Wales) Measure 2009 identifies sustainability as part of its wider definition of improvement. Where FRAs establish improvement objectives that support sustainability then progress against these will still need to be reported on through the annual improvement planning process. FRAs should develop local PIs to support this.

REPORTING ON PERFORMANCE INFORMATION

36. FRAs will be required to report on strategic PIs in their annual Improvement Plans. They will also be expected to publish performance information on key services and central functions drawing upon the core PI sets and using local PIs particular where these have been recommended through this document.

MONITORING AND REVIEW

37. The PIs identified in the core set will be reviewed on an annual basis to ensure that they remain relevant and appropriate. It may also be necessary to add to the suite of strategic indicators from time to time to ensure that they remain consistent with service improvement, for example where new service standards are introduced. This work will continue to be undertaken by the Performance Indicator Working Group.

CONSULTATION RESPONSE

Consultation Response Form

Your name:

Organisation (if applicable):

Email / telephone number:

Your address:

Question 1 : Do you agree with the areas to be covered by statutory PIs as set out in paragraphs 21 and 22 ?

Question 2 : Do you agree with the proposed standard “core” PIs for risk reduction and community safety at paragraph 24 and recommendations for local PIs/performance monitoring at paragraphs 25-27 ?

Question 3 : Do you agree with the proposed standard “core” PIs for corporate health at paragraph 29 and recommendations for local PIs/performance monitoring at paragraphs 30-35 ?

Question 4 : Do you have any views on the calculations and definitions for proposed statutory and standard “core” PIs at Annex 1 :

FRS/RRC/S/001 -
FRS/RRC/S/002 -
FRS/RRC/S/003 –

FRS/RRC/C/001 -
FRS/RRC/C/002 -
FRS/RRC/C/003 -
FRS/RRC/C/004 -
FRS/RRC/C/005 -
FRS/RRC/C/006 -

FRS/CHR/C/004 -
FRS/CHR/C/005 -

FRS/CFH/C/001 -

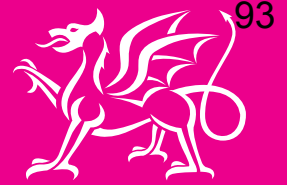
Question 5: We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them:

Please enter here:

Responses to consultations may be made public – on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

What to do next: Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.

The closing date for responses is – **21 January 2011**



Welsh Assembly Government

Consultation Document

Fire and Rescue Authorities Guiding Principles for Dwelling Fires Response Standards

Date of issue: **15 November 2010**

Action required: Responses by **21 January 2011**

Fire and Rescue Authorities Guiding Principles for Dwelling Fires Response Standards

- Overview** The purpose of this consultation is to consult on the Fire and Rescue Guiding Principles for Dwelling Fires Response Standards.
- How to respond** Responses should be provided in writing using the questions set out in section 16 of this document as heading for response. Respondents may find it useful to use the form provided at the end of this document. Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.
- The closing date for responses is **21 January 2011**.
- Further information and related documents** Large print, Braille and alternate language versions of this document are available on request.
- Consultation web address - www.wales.gov.uk/consultations/housingcommunity/fireguide
- Contact details** For further information:
Fire and Rescue Services Branch
Community Safety Division
Welsh Assembly Government
Rhydycar
Merthyr Tydfil
CF48 1UZ
- e-mail: fire@wales.gsi.gov.uk
- Tel: 01685 729227

**Data
protection****How the views and information you give us will be used**

Any response you send us will be seen in full by Welsh Assembly Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Assembly Government staff to help them plan future consultations.

The Welsh Assembly Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Assembly Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

Introduction

1. In March 2006 Welsh Ministers published the Service Standards to Fires in the Home. This aimed to provide 80% of Welsh dwellings with an attendance to a fire in their home in 10 minutes (5 minutes where evidence determined a higher risk to life). This was coupled to enhanced preventative activity for the 20% of dwellings outside the Standard.

2. In 2009 the Assembly Government commenced a review of the operation of the Service Standard to ensure that it remained fit for purpose. Following the review an alternative approach has been developed 'Guiding Principles for Dwelling Fires Response' with a view to them replacing the existing 2006 Standard from April 2011.

Purpose

3. The main purpose of this consultation is to:-

- Consult on the Guiding Principles for Dwelling Fires Response Standards for Fire and Rescue Authorities.

The Welsh Fire and Rescue Authority Guiding Principles for Dwelling Fires Response Standards

4. The Welsh Assembly Government expects the Fire and Rescue Authorities in Wales to improve public safety by reducing the instances of death, injury and accidental fires within domestic dwellings, whilst reducing fire fighter operational injuries.

These guiding principles will support Fire and Rescue Authorities in meeting their statutory duties whilst at the same time recognising the differences between the areas of the Authorities.

Guiding Principles of Risk Reduction and Service Delivery

5. The safety of the public and fire fighters of Wales is an objective of the Welsh Assembly Government. To secure this objective Fire and Rescue Authorities should apply the guiding principles set out below.

Public Safety

6. Fire and Rescue Authorities should determine local community risk through the use of appropriate risk modelling which should take account of the following:-

- a. Targeted community safety and engineered fire safety solutions.*
- b. Local risk profiling using national and local empirical data through recognised risk modelling tools.
- c. Professional Judgement.
- d. Other information and data.

7. Fire and Rescue Authorities should consider the resulting risk profile alongside established scientific evidence on fire development and survivability to assist in the determination of Fire and Rescue Authority response criteria in both urban and rural settings.

8. Fire and Rescue Authorities will demonstrate through their improvement planning process, how risk has been reduced in dwellings considered to be at a higher risk.

9. Where a response does not meet the locally determined response criteria, Fire and Rescue Authorities should consider the consequences of that failure and the Chief Fire Officer should present a report to the Fire and Rescue Authority.

10. Fire and Rescue Authorities should review incidents involving loss of life or injury at dwelling fires. The outcome of such reviews should propose recommendations to minimise the likelihood of recurrence. Information from these reviews should feed into the development process for Fire and Rescue Authority annual improvement objectives.

Fire Fighter Safety

11. Fire and Rescue Authorities should seek to achieve a long term trend of reducing fire fighter operational injuries. In doing so fire and Rescue Authorities must recognise the importance of ensuring that all fire fighters attain and maintain operational competency within their respective roles.

12. Fire and Rescue Authorities should ensure that the resources for attending fires in dwellings are appropriate to establish and maintain recognised safe systems of work as detailed within standard operating procedures and national guidance.

13. Fire and Rescue Authorities should ensure that every opportunity is used to learn from and inform future practice following incidents both within their respective organisation and also within the global fire and rescue community.

Intervention

14. It is recognised that Fire and Rescue Authorities and Chief Fire Officers are best placed to set the appropriate response criteria to dwelling fires relative to the risks within their service area whilst acknowledging the reality of affordability. The objective should be to assist the continuation of a long term downward trend in the incidence of fire deaths, injuries, accidental and deliberate dwelling fires.

Measuring Performance

15. Performance and improvement will be measured and assessed through arrangements introduced by the Local Government (Wales) Measure 2009. The Measure requires Fire and Rescue Authorities to consult on their improvement objectives. Fire and Rescue Authorities will be expected, as part of that consultation, to provide details of their planned risk reduction priorities and report performance

against these through their annual improvement plans. This should include reporting against :-

- Statutory and core performance indicators relating to fire deaths, injuries, accidental dwelling fires and HFSC's.
- Local performance indicators relating to operational competence and operational injuries to fire fighters.
- Local performance indicators relating to response time to dwelling fires.
- Risk modelling systems and outcomes through the Operational Assurance of Service Delivery process.

* Engineered Fire Safety Solutions is the application of science and engineering principles to protect people and their environments from the destructive effects of fire and smoke.

16. Consultation Response

Please press Tab to move through fields.

Consultation Response Form

Your name:

Organisation (if applicable):

Email/telephone number:

Your address:

Question 1: Do you agree with Guiding Principles for Dwelling Fires Response Standard?

Question 2: We have asked one general question. If you have any related issues which we have not specifically addressed, please use this space to report them:

Please enter here:

Responses to consultations may be made public – on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

What to do next: Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.

The closing date for responses is – 21 January 2011.

CONSULTATION RESPONSE

Appendix 3

Consultation**Response Form**

Your name: **CFO Andy Marles**

Organisation (if applicable):

South Wales Fire and Rescue Authority

Email / telephone number:

01443 232000

Your address:

South Wales Fire & Rescue Service HQ

Forest View Business Park

Llantrisant

CF72 8LX

Question 1: Do you agree with the areas to be covered by statutory PIs as set out in paragraphs 21 and 22?

Yes

Question 2: Do you agree with the proposed standard “core” PIs for risk reduction and community safety at paragraph 24 and recommendations for local PIs/performance monitoring at paragraphs 25-27?

Yes

Para 24 - Bullet point 3, line 4, Bullet point 4, line 5 and Bullet point 5, line 1. "Fire Service" should read "Fire & Rescue Service"

Question 3: Do you agree with the proposed standard “core” PIs for corporate health at paragraph 29 and recommendations for local PIs/performance monitoring at paragraphs 30-35?

Paras 30, 32, 35 - South Wales Fire and Rescue Authority are supportive of producing their own local P.I.'s to reflect local issues as opposed to central direction which inevitably leads to unrepresentative comparisons.

Para 31 - This Authority believes that milestones are a more appropriate measure of strategic implementation of a single equality plan as it is a roadmap to achievement.

Para 31 - There is a reference to Single Equality Schemes, but no reference to

Welsh Language Schemes.

Paras 34, 35 - The Fire and Rescue Authority notes the comments in paras 34 and 35 but questions the need to report sustainability objectives in both the annual accounts and the improvement plan.

Question 4 : Do you have any views on the calculations and definitions for proposed statutory and standard “core” Pls at Annex 1 :

FRS/RRC/S/001 – No comment
 FRS/RRC/S/002 – No comment
 FRS/RRC/S/003 – No comment
 FRS/RRC/C/001 – No comment
 FRS/RRC/C/002 – No comment
 FRS/RRC/C/003 – No comment
 FRS/RRC/C/004 – No comment

FRS/RRC/C/005 - Part (iii) – The desired direction of travel for this indicator is down. However, if Home Fire Safety Checks are successful, a dwelling will have a smoke detector and will also have an increased awareness regarding the risk of fire and, in an ideal world, will not suffer a fire. Therefore, the number of dwellings where a smoke alarm is fitted will be increasing; however, the number of dwelling fires is decreasing. As the indicator is based on a percentage of the total number of dwelling fires, the increase in smoke detectors will not be reflected if the dwelling is not involved in a fire. Therefore, although the FRS has done all the right things and had a successful outcome, i.e. smoke detector fitted and no fire, the indicator may increase rather than decrease. The indicator is almost perverse.

FRS/RRC/C/006 – No comment

FRS/CHR/C/004 – Guidance point 11 states, "Where an employee reports sick part way through a working day/shift, the information is to be recorded to the nearest half day/shift." SWFRS currently monitor to the nearest full day. A trial is ongoing with full rollout of electronic sickness reporting scheduled for 01/04/11 when reporting to the nearest half day / shift will be achievable. There is no reference to RDS? Clarification is sought that in Part (iv) “non-operational staff” refers to support staff?

FRS/CHR/C/005 - Clarification is sought that in Part (iv) “non-operational staff” refers to support staff?

FRS/CFH/C/001 - The proposed standard core indicator – Invoices paid within 30 days is no longer a valid measure of efficiencies in finance processes. The introduction of payment via the Welsh Purchasing Cards, Credit Cards and consolidated invoices will result in a significant reduction in the number of

invoices being processed.

Suppliers paid via purchasing/credit cards will receive their monies from Mastercard within two days. The organisation will have one payment to make at the end of each month to the bank to cover all card transactions.

The payment to cover the monthly bill will be set up as direct debit, with transactions monitored throughout the period on-line by finance personnel. In addition payments being made via BACS now ensure suppliers receive monies direct to their bank account without having to process cheques.

We therefore suggest that the indicator is removed.

Question 5: We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them: Please enter here:

Para 2 – It is noted that, as per guidance, the wide range of evidence does not necessarily have to be graphs and numbers we can include anecdotal / quantitative comments from the action plans. It is agreed that outcomes and the impact of actions should be monitored rather than merely activity.

The Authority agrees with the areas to be covered as long as the information is already being collected and does not add any extra burden on the service. Budgetary pressures make it imperative that any data collection / analysis is only undertaken where it has the potential to add value to our business.

We are mindful that the requirement to publish all LPIs will significantly increase the size of the Annual Improvement Plan.

Responses to consultations may be made public – on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

What to do next: Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.

The closing date for responses is – **21 January 2011**

16. Consultation Response

Please press Tab to move through fields.

Consultation Response Form

Your name: CFO Andy Marles

Organisation (if applicable): South Wales Fire and Rescue Authority

Email/telephone number: 01443 232000

Your address: South Wales Fire & Rescue Service HQ
Forest View Business Park
Llantrisant
CF72 8LX

Question 1: Do you agree with Guiding Principles for Dwelling Fires Response Standard?

The Authority agrees with the Guiding Principles.

Question 2: We have asked one general question. If you have any related issues which we have not specifically addressed, please use this space to report them:

Please enter here:

Para 9 - The document states, "Where a response does not meet the locally determined response criteria, Fire and Rescue Authorities should consider the consequences of that failure and the Chief Fire Officer should present a report to the Fire and Rescue Authority". This reporting has the potential to become bureaucratically challenging and may encourage inappropriate target setting. There may be reasons where it is not advisable to report on a specific failure, e.g., legal challenge. A generic report may be more acceptable.

Para 15 - South Wales Fire and Rescue Authority are supportive of producing their own local P.I.'s to reflect local issues as opposed to central direction which inevitably leads to unrepresentative comparisons.

Responses to consultations may be made public – on the internet or in a report. If you would prefer your response to be kept confidential, please tick here:

What to do next: Responses can be e-mailed to fire@wales.gsi.gov.uk or sent to Fire and Rescue Services Branch, Community Safety Division, Welsh Assembly Government, Rhydycar, Merthyr Tydfil, CF48 1UZ.

The closing date for responses is – 21 January 2011.

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 12

FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING

17 JANUARY 2011

REPORT OF THE ACO CORPORATE SUPPORT

SPIKES CAVELL**SUMMARY**

This report updates Members on the work undertaken by Spikes Cavell who carried out a spend analysis of the three Fire and Rescue services in Wales. The report outlines the summary findings of the spend analysis for South Wales Fire and Rescue Authority.

RECOMMENDATION

The contents of the report are noted.

1. ISSUE**Spend Analysis**

- 1.1. The Spend Analysis of the three Fire and Rescue Services have been carried out by Spikes Cavell, who were appointed by Values Wales. Spikes Cavell provide an online database containing the enhanced expenditure data that the procurement function needs to reduce costs, realise collaboration opportunities, improve contract compliance, and drive continuous improvements in spend and supplier management.
- 1.2 Internally we are able to identify our individual spend with suppliers, the number of invoices being processed for these suppliers and the average value per invoice. We are also able to determine what percentage of our spend is with local suppliers and Small, Medium Enterprises (SME's). This will provide us with the information we need to produce our strategy and inform our decision with regard to consolidated invoicing and the use of Procurement Cards.

- 1.3 Using the analysis we are able to view the Welsh Fire and Rescue Services spends, identify which suppliers we have in common and to which category the spend relates. This enables us to identify the areas of common spend and possible areas for collaboration.

2007/2008

- 1.4 The Analysis has shown us that during the financial year 2007/2008 the Service conducted business with 998 suppliers to the value of £15,945,382. Of this spend 42.07% was compliant spend following the correct procurement processes.
- 1.5 A total of 16289 invoices were processed by the exchequer department in 2007/2008. In total 29.93% of all these invoices related to spend below £51 and 14.22% related to invoices with a value less than £20.
- 1.6 25.98% of our spend was with Welsh suppliers with another 17.96% being suppliers located in the South West. 68.02% of our spend was with suppliers located in England, 5.83% in Scotland and 0.16% in Northern Ireland.
- 1.7 18.73% of all spend is with suppliers within our constituent authorities with 7.13% being with Mid & West Wales FRS boundaries and 0.12% in North Wales FRS boundaries.
- 1.8 Spend with Small Medium Enterprises accounted for 48.01% of all our spend (15.66% with Small and 32.35% with Medium sized companies).

2009/2010

- 1.9 During the Financial year 2009/2010 the Service conducted business with 1084 suppliers to the value of £18,944,536. Of this spend 62.90% was compliant spend following the correct procurement processes.
- 1.10 A total of 16656 invoices were processed by the exchequer department in 2009/2010. In total 28.37% of all these invoices related to spend below £51 and 11.73% related to invoices with a value less than £20.
- 1.11 32.22% of our spend was with Welsh suppliers, 66.13% with suppliers located in England (of which 20.85% were located in the South West of England), 1.34% in Scotland and 0.30% in Northern Ireland.

- 1.12 28.28% of all spend is with suppliers within our constituent authorities with 3.33% being within Mid & West Wales FRS boundaries and 0.62% in North Wales FRS boundaries.
- 1.13 Spend with Small Medium Enterprises accounted for 55.34% of all our spend (26.34% with Small and 29.00% with Medium sized companies).
- 1.14 Further developments through Spikes Cavell now enable us to discover which suppliers are Procurement Card Capable, whether any of our supplier are at risk and allows us to break down the total spend into directorates.

Comparison

- 1.15 It is evident through the figures obtained in the spend analysis and those contained in Appendix 1 that the Service is improving in every area. Increases can be seen in the percentage of compliant spend and the reduction in low value invoices being processed. It can also be seen that there has been an increase in the spend through local and SME suppliers.
- 1.16 The reason for these increases is down to the number of properly co-ordinated contracts now in place as compared to 2007/2008 and the more open evaluation of tender returns now being completed.

Strategy

- 1.17 The spend analysis has provided us with the information needed to plan which areas to focus on. We are now better informed to target which categories of spend are non compliant and those which have historically been disaggregated.
- 1.18 We are also able to identify which suppliers to work with on introducing consolidated invoicing or lodging purchasing cards in order to reduce the number of low value invoices which are being processed by the exchequer department. The new developments of having Procurement Card capable supplier data will also assist with this.
- 1.19 The Spikes Cavell database also provides the information of the other Welsh Fire and Rescue Services along with those in England and Scotland to allow us to work collaboratively. This reduces the amount of tendering activity carried out by the Service and could also provide for economies of scale thus providing cashable savings.

1.20 Importantly, utilising the spend analysis data provides us with figures by which we can benchmark the performance of the procurement function year on year.

2. RECOMMENDATION

2.1 The contents of the report are noted.

SALLY MURTON

ACO COROPRATE SUPPORT

Background Papers:

Appendix 1

Contact Officer:

Geraint Thomas

Head of Finance & Procurement

Tel No: 01443 232074

Email: gb-thomas@southwales-fire.gov.uk

Appendix 1

Description	2007/2008	2009/2010	Variance
Total Spend	£15,945,382	£18,944,536	+£2,999,154
Total No' of Suppliers	998	1084	+86
% of Compliant Spend	42.07%	62.90%	+20.83%
Suppliers with spend over £1000	502	560	+58
Suppliers with spend over £10000	156	201	+45
No' of orders placed	7143	7202	+59
No' of contracts in place	85	231	+146
No' of invoices processed	16,289	16,656	+367
Average invoice value	£15977	£17476	+£1499
No' of invoices less than £20	2175	1842	-333
No' of invoices less than £51	4639	4472	-167
No' of invoices over £500	3064	3385	+321
No' of invoices over £50,000	43	49	+6
No' of invoices over £250,000	5	5	=
% of spend in Wales	25.98%	32.33%	+6.35
% of suppliers in Wales	35.86%	40.09%	+4.23
% of spend with SME's	48.01%	55.34%	+7.33
No' of PCard capable suppliers	N/A	215	N/A

**FORWARD WORK PROGRAMME FOR
FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE 2010/11**

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Revenue Budget Setting Report	<p><u>Policy Audit or Development</u> To assist in determining the appropriate revenue budget required to meet the service's requirements for the financial year</p>	<p>Effective use of resources</p> <p>Community Well Being</p> <p>Sustainability</p>	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Sally Murton/ Geraint Thomas</p>	<p>20 Sept 2010 15 Nov 2010 6 Dec 2010 17 Jan 2011</p>	<p>Consultation budget set 17 Dec 2010</p>
Revenue Monitor	<p><u>Policy Audit Or Development</u> To provide an update on revenue expenditure against the revenue budget for the year</p>	<p>Effective use of resources</p>	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Geraint Thomas</p>	<p>Each meeting</p>	<p>On agenda</p>

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Revenue Outturn	<p><u>Policy Audit Or Development</u> To advise on total revenue expenditure for the year against the set revenue budget following the year end and to explain variations</p>	Effective use of resources	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Geraint Thomas</p>	26 July 2010	
Capital Monitor	<p><u>Policy Audit Or Development</u> To provide an update on capital expenditure against the capital budget for the year</p>	Effective use of resources	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Geraint Thomas</p>	Each meeting	On agenda

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Capital Outturn	<p><u>Policy Audit Or Development</u> To advise on total capital expenditure for the year against the set capital budget following the year end and to explain variations</p>	Effective use of resources	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Geraint Thomas</p>	26 July 2010	
Capital Budget Setting Report	<p><u>Policy Audit Or Development</u> To assist in delivering the appropriate capital budget required to meet the service's requirements for the financial year</p>	<p>Effective use of resources</p> <p>Sustainability</p>	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Sally Murton/ Geraint Thomas</p>	<p>20 Sept 2010 15 Nov 2010 6 Dec 2010 17 Jan 2011</p>	Consultation budget set 17 Dec 2010

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
WAO Audit of Accounting Statements (ISO 260 report)	<p><u>Policy Audit Or Development</u> To provide an opinion on the accuracy, adequacy and statutory compliance of the Authority's statement of accounts - for final FA determination</p>	Effective use of resources	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Steve Greenslade/ Geraint Thomas</p>	20 Sep 2010	Completed
Treasury Management Annual Report	<p><u>Policy Audit Or Development & Scrutiny</u> To advise on performance against the treasury management policy and strategy following financial year end</p>	Effective use of resources	<p>Treasurer/ ACO CS</p> <p>Contact Officer: Steve Greenslade/ Geraint Thomas</p>	20 Sep 2010	Completed

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Uniformed & Non-Uniformed Pay Awards	<p><u>Policy Audit Or Development</u> To advise on the agreed pay awards for the year and how these could be met from existing resources</p>	Effective use of resources	<p>ACO People Services/ Treasurer/ ACO CS</p> <p>Contact Officer: Mark Malson</p>	Following agreement of each pay award	
Internal Audit Programme	<p><u>Scrutiny & Policy Audit Or Development</u> To outline the planned internal audit coverage for the financial year and to seek comment and approval</p>	Effective use of resources and others dependant on scope of programme	<p>ACO CS</p> <p>Contact Officer: Calvin Powell</p>	21 March 2011	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Internal Audit Progress Report	<p><u>Scrutiny & Policy Audit Or Development</u> 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</p>	Dependant upon reviews reported upon	ACO CS Contact Officer: Calvin Powell	As required	
Audit Action Updates	<p><u>Policy Audit Or Development</u> To advise Members of progress against all outstanding audit actions</p>	Dependent upon actions reported	ACO CS Contact Officer: Sally Murton/ Tom Pedersen	6 Sept 2010 21 March 2011	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Internal Audit Annual Report	<p><u>Policy Audit Or Development</u> 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</p>	Effective use of resources and others dependant upon scope of annual plan	<p>ACO CS</p> <p>Contact Officer: Sally Murton</p>	<p>21 March 2011 or 16 May 2011 (dependent on audit timescales)</p>	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
WAO Regulatory Calendar & Fee	<p><u>Policy Audit Or Development</u> To outline the planned external audit coverage for the year and to seek comment and approval. To advise of the proposed WAO fee for the year and to seek approval</p>	Effective use of resources and others dependant upon scope of annual plan	<p>ACO CS Contact Officer: Sally Murton</p>	17 Jan 2011	Deferred - update incorporated into WAO Annual Audit letter report
WAO Annual Audit Letter	<p><u>Policy Audit Or Development</u> To provide an opinion on adequacy and effectiveness of risk management, control and governance processes based on the WAO work undertaken during the year</p>	Effective use of resources and others dependant upon scope of annual plan	<p>ACO CS Contact Officer: Sally Murton</p>	17 Jan 2011	On agenda

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Publication of the Improvement Plan	<u>Policy Audit Or Development</u> To seek Members' approval of the plan content prior to publication	Dependant on plan	DCFO Contact Officer: Tom Pedersen	20 Sept 2010	Completed
Corporate Risk Register	<u>Policy Audit Or Development</u> To seek Members' views upon the corporate risk register	All	ACO CS Contact Officer: Tom Pedersen	15 Nov 2010 16 May 2011	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Quarterly Performance Report	<p><u>Scrutiny</u> To advise Members of performance against agreed targets, PI's, risks and corporate objectives.</p> <p>Q 2 report to include proposed corporate objectives for following financial year Q 3 report to include proposed targets for following financial years plans</p>	All	<p>Deputy Chief Fire Officer</p> <p>Contact Officer: Tom Pedersen</p>	<p>Q1 – 6 Sep 2010 Q2 – 15 Nov 2010 Q3 – 21 March 2011 Q4 – July 2011</p>	
Quarterly Statistics Report	<p><u>Scrutiny</u> To advise Members of performance against key targets and trends over a 5 year period</p>	Community Well Being & Effective Use of Resources	<p>Deputy Chief Fire Officer</p> <p>Contact Officer: Tom Pedersen</p>	<p>Q1 – 6 Sep 2010 Q2 – 15 Nov 2010 Q3 – 21 March 2011 Q4 – July 2011</p>	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Efficiency Targets	<p><u>Scrutiny</u> To update Members upon progress against WAG efficiency targets</p>	Effective Use of Resources & Organisational Improvement	<p>ACO CS Contact Officer: Tom Pederson & Geraint Thomas</p>	6 Sept 2010	Completed
Report on Procurement Spend Analysis	<p><u>Scrutiny</u> To advise Members of the outcome of the spend analysis currently being undertaken by Spikes Cavell via Value Wales for the 3 Welsh FRS</p>	<p>Effective Use of Resources Organisational Improvement Sustainability</p>	<p>ACO CS Contact Officer: Geraint Thomas</p>	17 Jan 2011	On agenda

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Draft annual report of the work of the FAPM Committee	<p><u>Policy, audit, development & scrutiny</u> To consider the draft report on the annual work of the committee before its submission to FRA</p>	All	<p>Chairman of FAPM Committee & ACO/CS</p> <p>Contact Officer: Sally Murton</p>	21 March 2011	
Report on Health and Safety Inspections carried out at Fire Service Premises	<p><u>Scrutiny</u> To ensure the internal audit actions on health and safety are being addressed in a prompt manner</p>	<p>Effective Use of Resources</p> <p>Community Well Being</p> <p>Organisational Improvement</p>	<p>ACO/PDS</p> <p>Contact Officer: Huw Jakeway</p>	26 July 2010	Completed
Analysis of RTC trends – urban and rural	<p><u>Scrutiny</u> To consider any trends in RTC's in rural and urban areas</p>	Community Well Being	<p>DCFO</p> <p>Contact Officer: Kevin Barry</p>	26 July 2010	Completed

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Analysis of financial implications of sickness absence on the Service	<u>Scrutiny</u> To consider financial impacts on the Service and any remedial action that could be taken to minimise impact	Effective Use of Resources	ACO/PS Contact Officer: Phil Haynes	26 July 2010	Completed
Implications of Local Government Measure on the Service	<u>Scrutiny</u> How the Service will amend working practices to incorporate the areas of the measure and the involvement of the FAPM cttee in scrutinising performance	Organisational Improvement	ACO/CS / CFO Contact Officer: Sally Murton	20 Sept 2010	Completed
Review of Medium Term Financial Strategy	<u>Policy</u> To ensure the Authority has a robust financial strategy to deliver its service over the next 3-5 years	Effective Use of Resources	Treasurer / ACO Corporate Support	17 Jan 2011	On agenda

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Report on discharge of terms of reference of the Finance working group	<u>Policy, Development & Scrutiny</u> To ensure the Authority has efficient use of resources and robust procedures in place to ensure and manage this	Effective Use of Resources	Chair of Working Group & ACO CS Contact Officer: Sally Murton	21 March 2011	
Annual Report on discharge of terms of reference of the Asset Management working group	<u>Policy, Development & Scrutiny</u> To ensure the Authority has efficient use of resources and robust procedures in place to ensure and manage this	Effective Use of Resources Sustainability Organisational Improvement	Chair of Working Group & ACO CS Contact Officer: Sally Murton	21 March 2011	
Disposal of end of life equipment	<u>Policy</u> To obtain Members views upon the policy for disposal of end of life equipment	Effective Use of Resources Sustainability	ACFO PPD Contact Officer: Huw Jakeway	26 July 2010 6 Sept 2010 20 Sept 2010	Completed

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Fuel Monitoring and reporting	<u>Scrutiny</u> To review the processes & procedures in place to monitor and regulate the use of fuel within the Service	Effective Use of Resources Sustainability	ACFO PPD Contact Officer: Huw Jakeway	17 Jan 2011	On agenda
Welsh Water Debt Report	<u>Scrutiny</u> To advise members of the debt position with regard to Welsh water identified in the closure of accounts	Effective Use of Resources	ACFO PPD Contact Officer: Huw Jakeway	21 March 2011	

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 14

FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE

17 JANUARY 2011

URGENT REPORT OF THE ACO CORPORATE SUPPORT

REASON FOR URGENCY – LATE REQUEST TO ATTEND A DEVELOPMENT COURSE OVERSEAS AND INSUFFICIENT TIME TO BE CONSIDERED BY THE FIRE & RESCUE AUTHORITY AT THEIR NEXT MEETING**SUMMARY**

To obtain Member opinion on the use by the Chief Fire Officer of his emergency powers to authorise overseas travel due to insufficient time being available to take the matter to the Fire & Rescue Authority meeting.

RECOMMENDATION

That Members endorse the Chief Fire Officer using his emergency delegated powers to approve the attendance of Station Manager Moody to attend the Community Mechanism Induction Course in Hamburg, Germany between 5-11 February 2011 and to report this decision to the next meeting of the Fire & Rescue Authority.

1. ISSUE

- 1.1. As Members will be aware, the Standing Orders of the Authority require that Fire & Rescue Authority approval is required for any travel by officers overseas.
- 1.2. An invitation has been received for Station Manager Moody to participate in the Community Mechanism Induction Course organised by the Fire Service Academy in Hamburg, Germany between 5-11 February 2011.
- 1.3. The course is an initial course set up by the European Union to develop skills to personnel within the union to react to

major and catastrophic incidents such as major earthquakes in Europe and further afield.

- 1.4. The European Union are paying for all course fees, travel and accommodation of participants, and therefore, there will be no direct financial burden on South Wales Fire & Rescue Authority other than officer time in releasing the individual from the organisation for 5 working days.
- 1.5. As Members will appreciate from the date of the training, it is not possible to take this request to the next Fire & Rescue Authority meeting as the course will already have commenced and, therefore, it was felt appropriate to bring the issue to this committee to obtain a Member opinion in order that the Chief Fire Officer may take the decision under his emergency powers and report this to the Fire & Rescue Authority meeting on 7 February 2011.

2. RECOMMENDATION

- 2.1. That Members endorse the Chief Fire Officer using his emergency delegated powers to approve the attendance of Station Manager Moody to attend the Community Mechanism Induction Course in Hamburg, Germany between 5-11 February 2011 and to report this decision to the next meeting of the Fire & Rescue Authority.

SALLY MURTON

ACO CORPORATE SUPPORT

Background Papers:

None

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ACO Corporate Support

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