

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

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

64. PRESENT:

| Councillor | Left |
|---|------------------|
| R J W Greenland (Chairman) | Conservative |
| C Mann (Vice Chairman) (Joined the meeting at 11am, Item 6) | Plaid Cymru |
| C James | Labour |
| S J Jones | Labour |
| L W Kelloway | Liberal Democrat |
| P Seabourne | Labour |
| E T Williams | Conservative |

APOLOGIES:

| | |
|-----------|--------------|
| G Price | Independent |
| W Routley | Conservative |

ABSENT:

| | |
|---------|-------------|
| K Brown | Independent |
|---------|-------------|

OFFICERS PRESENT:- CFO A Marles, ACFO H Jakeway – Planning, Development & Support, ACO P Haynes – Director of Peoples Services, ACO S Murton – Director of Corporate Support, Mr Steve Greenslade – Treasurer,

ALSO PRESENT:- Mr Gilbert Lloyd – KPMG Accountant, Ms Lisa Williams – Wales Audit Office, Ms Helen Cargill – RSM Tenon

65. DECLARATIONS OF INTEREST

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

66. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

67. 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 18 January 2010
Amendment to Item 52 – 'Robert Powell assured Members there would be no increase in fees for delivering Local Government Measure'.
- Working Group Vehicles Meeting held on 27 November 2009
- Working Group Vehicles Meeting held on 29 January 2010
- Working Group Estates Meeting held on 13 November 2009

68. REVENUE MONITOR REPORT 2009/10

The ACO Corporate Support provided Members with details of the annual revenue budget, actual revenue expenditure/income to the end of January 2010 in comparison to the profiled budget and the forecast outturn position period ending 31 March 2010 indicating forecast under/overspends for individual budget heads and for the Service as a whole.

RESOLVED THAT

Members noted and received the Budget Monitoring Report.

69. CAPITAL MONITOR REPORT 2009/10

The ACO Corporate Support provided Members with details of the total capital budget for the year and the actual expenditure to the end of January. The forecast spend to the end of the year was based on information contained within departmental plans for the remainder of the year.

RESOLVED THAT

Members noted the content of the report.

70. INTERNATIONAL FINANCIAL REPORTING STANDARDS REPORT

The Head of Finance and Procurement updated Members of progress implementing the new requirement to convert to IFRS with effect from 2010/11. The report set out the main requirements of the new standards and steps that are being taken to ensure that the Authority's accounts comply with these and identified the potential future resource implications resulting from this implementation.

RESOLVED THAT

1. Members noted the content of the report.
2. Members requested further monitoring reports in the future.

71. INTERNAL AUDIT PROGRESS REPORT

An RSM Tenon Auditor, updated Members upon progress against the Internal Audit Action Plan.

RESOLVED THAT

Members noted the work and findings of the Internal Audit in relation to work carried out, and agreed to the following actions and timescales contained within the specific plans as follows:-

1. **Capital Project Maesteg**
 - Capital Project Leads should remain consistent for the duration of the project. Where this is not possible a formal handover should take place and a position statement prepared by the exiting lead providing details of the project progress, budget and expenditure to date.

- Budget Monitoring reports should be sent to the Project Lead on a monthly basis setting out the budget for the year and expenditure to date; and
- The allocation of the additional funding of £490,000 to the Maesteg project during 2007/08 should be reviewed to determine the reasons for the allocation and to ensure appropriate approval was provided for this.

2. Business Continuity Planning

- Business impact analysis should be maintained and reviewed on at least an annual basis and after any significant organisational change.
- A full business continuity plan test regime should be developed to document all the areas of testing that need to occur, including a timeframe and associated external agencies whose co-operation is required. This will help to ensure that business continuity testing occurs on a regular basis, that it encompasses all aspects of the organisation and is co-ordinated.
- The Service should ensure that full use is made of the developed pro-forma and that it is retained to evidence all reviews of the business continuity plan.

3. Estates Follow Up

- A Legionella Policy should be developed highlighting responsibility levels within the organisation.
- The success of the pilot project for the reporting of quality assurance of property maintenance works should be assessed and if considered appropriate a formal timetable and plan for rolling out to the remaining 46 stations developed.
- An electronic Standard Procedural Manual should be developed on the intranet for the department to include staff responsibilities, logging maintenance, procurement of works, including site inspection and sign-off, budgets, compliance

strategy for all mandatory and statutory issues, records, department meetings and goals. (Property development Procedures Manual).

- Contracts should be put into place for each of the areas within the planned maintenance programme that do not currently have one. These areas include lightening conductors, lifts, sprinklers, boilers, associated plant and radiant heating, sewerage plant, air conditioning, local exhaust ventilation, and emergency generators.

72. WALES AUDIT OFFICE – REGULATORY PROGRAMME FOR PERFORMANCE AUDIT NOVEMBER 2009 TO MARCH 2011 AND FINANCIAL AUDIT STRATEGY NOVEMBER 2009 TO OCTOBER 2010

An Officer from the Wales Audit Office and KPMG Accountant, informed Members of the work that will be undertaken by the Auditor General to meet the various legislative provisions which covers the work of the Fire and Rescue Authority.

RESOLVED THAT

Members noted the content of the report.

73. PERFORMANCE MONITORING REPORT – QUARTER 3 APRIL TO DEC 2009/10 (STATISTICAL REPORTS WERE PRESENTED ELECTRONICALLY)

The Chief Fire Officer requested Members consider the performance information from April 2009-December 2009.

RESOLVED THAT

Members agreed the following recommendations:-

1. To note the performance details contained within the report.
2. To endorse the Performance Indicator Targets proposed for 2010/2011.

3. To approve its publication onto the internet site.

74. QUARTERLY STATISTICAL UPDATE REPORT – OCT TO DEC 2009 (STATISTICAL REPORTS WERE PRESENTED ELECTRONICALLY)

The Chief Fire Officer requested Members consider the Quarterly Statistical Update Report from October - December 2009.

RESOLVED THAT

Members noted the content of the report.

75. FINAL REPORT TO THE FINANCE, AUDIT & PERFORMANCE COMMITTEE ON COMPLETION OF THE TERMS OF REFERENCE OF THE VEHICLE WORKING GROUP, ESTATES WORKING GROUP AND OPTIONS FOR FUTURE WORK

The joint report of Chairperson of Vehicle Working Group, Estates Working Group, and ACO Corporate Support, provided Members with a final concluding report to the Finance, Audit & Performance Management Committee on the completion of the work and discharge of the Terms of Reference of the Vehicles and Estates Working Groups and suggested future options for the vehicle and estates overview by Members.

RESOLVED THAT

1. Members noted the work undertaken by the Vehicles and Estates Working Groups in discharging their Terms of Reference.
2. Members agreed that the overview of vehicle and estates services should be incorporated into a working group of the Finance, Audit and Performance Management Committee looking at the wider issue of asset management in accordance with the Authority's Asset Management Strategy, and agree to the Terms of Reference attached at Appendix 3 to the report.

3. Members considered Membership of the new Asset Management Working Group, and approved the following Members:- Councillors B. Kelloway, V. Smith, C. James, D T Davies, and S Jones. Further membership will be invited from the full Fire Authority.

Chairman thanked Group Members for work undertaken.

76. DRAFT ANNUAL REPORT ON THE WORK OF THE FINANCE, AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE

The ACO Corporate Support informed Members that further to internal audit recommendations accepted by the Committee, the report proposes a draft annual report on the work of the Finance, Audit and Performance Management Committee to be presented to the Fire & Rescue Authority at its meeting on 24 May 2010.

RESOLVED THAT

Members agreed to consider the draft report and any additions, deletions or alterations they would like to make to this prior to submission to the Fire and Rescue Authority in May 2010.

77. OPERATIONAL ASSURANCE OF SERVICE DELIVERY – PEER ASSESSMENT REPORT 2009/2010

The Chief Fire Officer advised the Finance Audit and Performance Management Committee of the outcome of the Operational Assurance of Service Delivery – Peer Assessment Report 2009/10.

RESOLVED THAT

1. Members noted the content of the report.
2. Members requested a further report on the Action Plan, along with a breakdown of 'acronyms'.

3. Members agreed not to elect a Member Champion for Health and Safety.
4. Members agreed for a newly published Health & Safety booklet to be presented before the Fire Authority.

78. TREASURY MANAGEMENT PRACTICES 2010/11

The Treasurer informed Members of the revised Treasury Management Practices as prescribed by the Revised CIPFA Treasury Management Code of Practice 2009 set out the manner in which the Authority will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.

RESOLVED THAT

Members agreed that the Treasury Management Policy Statement and the Revised Treasury Management Practices for South Wales Fire and Rescue Authority be approved and adopted.

79. TREASURY MANAGEMENT STRATEGY 2010/11

The Treasurer provided Members with a Treasury Management Strategy and Annual Investment Strategy for 2010/11 together with the Treasury Limits as required by section 3 of the Local Government Act 2003.

RESOLVED THAT

Members agreed that the Fire and Rescue Authority is recommended to adopt the revised CIPFA Treasury Management Code of Practice, the Treasury Management Strategy, MRP Strategy, Annual Investment Strategy and Prudential Indicators for 2010/11 together with the Treasury Limits as required by section 3 of the Local Government Act 2003.

80. FORWARD WORK PROGRAMME

The ACO Corporate Support presented the programme.

RESOLVED THAT

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

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

There were no items of urgent business.