

## SOUTH WALES FIRE & RESCUE AUTHORITY

**COMMITTEE:** Finance, Audit & Performance Management  
Committee

**DATE:** Monday 16 May 2011 at 10:30 hours

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

### AGENDA

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
4. To receive the minutes of:
  - FAPM Meeting held on 21 March 2011 3
  - Finance Working Group held on 25 March 2011 11
  - Asset Management Working Group held on 8 April 2011 17
5. Internal Auditors Annual Report Year Ending 31 March 2011 21
6. Review of Medium Term Financial Strategy Presentation
7. Forward Work Programme 45
8. To consider any items of business that the Chairman deems urgent (Part 1)
9. Authority for Overseas Travel 65

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, 21 MARCH 2011 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**163. PRESENT:**

**Councillor**

**Left**

R J W Greenland (Chairman)  
C Mann (Vice Chairman)  
C James  
E T Williams

Monmouthshire  
Caerphilly  
Bridgend  
Vale of Glamorgan

**APOLOGIES:**

L W Kelloway  
W Routley  
G Price  
B Jones  
S J Jones

Cardiff  
Newport  
Merthyr Tydfil  
Torfaen  
Rhondda Cynon Taff

**ABSENT:**

M Bartlett

Blaenau Gwent

**OFFICERS PRESENT:-** CFO A Marles, DCO H Jakeway, ACO S Murton – Director of Corporate Services, ACO P Haynes – Director of People Services, Mr Steve Greenslade – Treasurer, Mr G Thomas – Head of Finance & Procurement, Ms Helen Cargill – RSM Tenon, Ms Heather Wheatley – RSM Tenon, Ms Lisa Williams – Wales Audit Office

**164. DECLARATIONS OF INTEREST**

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

## **165. CHAIRMAN'S ANNOUNCEMENTS**

### **FORMER COUNCILLOR & VICE CHAIRMAN OF THE FIRE AUTHORITY AND CHAIRMAN OF THE FINANCE COMMITTEE PAUL DAVID**

The Chairman reported the sad passing away of Paul David yesterday after a period of illness. Details of the funeral will be circulated to Members as soon as these are known and our thoughts are with his family and friends at this time. A moments' silence was held.

### **COUNCILLOR CLIVE JAMES**

On a happier note, congratulations were given to Councillor Clive James who was celebrating his 70<sup>th</sup> birthday this week.

### **ACCOUNTS QUALIFICATION**

It appears that contrary to earlier opinion, there is a distinct possibility that with the new Audit reporting standards under the Wales Measure, our accounts will again be qualified on the issue of reserves for a fourth year. The reason for this is that the report must consider the opening of the comparative period 1 April 2009; the closing of the comparative period 31 March 2010; and the comparative period to 31 March 2011. Because the opening period 1 April 2009 refers to the qualification, this is now likely to follow through into the next accounts report.

### **ANNUAL MEETING WITH WALES AUDIT OFFICE AND THE INTERNAL AUDITORS**

At the end of today's meeting, there will be the annual meeting with both the internal and external auditors without officers present in line with previous audit recommendations.

## **166. MINUTES OF PREVIOUS MEETINGS**

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

- FAPM meeting held on 17 January 2011
- Finance Working Group held on 21 January 2011
- Asset Management Working Group held on 25 February 2011.

**167. REVENUE MONITOR 2010/11**

The Head of Finance & Procurement informed Members that the Revenue Monitor report included details of the annual revenue budget, expenditure and income up to 24 February and the forecast outturn position for the period ending 31 March 2011.

**RESOLVED THAT**

Members noted the content of the report.

**168. CAPITAL MONITOR 2010/11**

The Head of Finance & Procurement informed Members that the Capital Monitor report included details of the total capital budget for the year and the actual expenditure to the end of January. The forecast spend and estimated slippage for the end of the year was based on information contained within departmental plans for the remainder of the year.

**RESOLVED THAT**

Members agreed that the funding strategy and slippage in the attached appendices to the report be approved.

**169. WALES AUDIT OFFICE ANNUAL IMPROVEMENT LETTER**

The ACO Corporate Services reported to Members on the key findings of the Auditor General for Wales' Annual Improvement Letter which was received by this Authority.

**RESOLVED THAT**

Members noted the findings of the Annual Improvement Letter issued by the Auditor General for Wales.

**170. WALES AUDIT OFFICE ANNUAL FEES**

The ACO Corporate Services updated Members on the recent fee consultation undertaken by the Auditor General for Wales in respect of proposed audit fees for 2011/12.

The Chairman wished to thank the ACO Corporate Services for the work undertaken with the Wales Audit Office.

### **RESOLVED THAT**

170.1 Members noted the consultation response issued to the Auditor General for Wales, endorsed its content and agreed to the ACO Corporate Services continued negotiations with the Wales Audit Office for a reduction in their proposed fee structure for the Service for 2011/12.

170.2 If, following the negotiations between the ACO Corporate Support, the Wales Audit Office do not decrease the proposed fee scale for 2011/12 by 1.5% from the 2010/11 figures, a representative of the Wales Audit Office is to attend a meeting of the Fire & Rescue Authority to discuss the proposals and the exact breakdown of fees.

170.3 That the Wales Audit Office be requested to provide a detailed breakdown of their proposed fees and timescales for their work for 2011/12.

### **171. INTERNAL AUDIT PROGRESS REPORT**

The ACO Corporate Services *and the Internal Auditors* updated Members upon progress made against the Internal Audit Plan 2010/11.

### **RESOLVED THAT**

171.1 Members noted the work and findings of the Internal Audit.

171.2 That Officers provide a further report back to the Committee on the progress against the action plan on the high and medium recommendations of the re-design of the stock control system and the control mechanisms that have been put in place to mitigate against any year end discrepancies for accounting purposes.

## **172. AUDIT ACTION UPDATES**

The ACO Corporate Services updated Members upon progress over the last 12 months, progress by action category and actions completed since 1 September 2010 and also reported on a brief report showing ongoing actions categorised as high and fundamental.

### **RESOLVED THAT**

Members noted the content of the report.

## **173. INTERNAL AUDIT ANNUAL STRATEGY 2011/12**

The Head of Business Support sought Member approval on the Annual Internal Audit Strategy for 2011/12.

### **RESOLVED THAT**

173.1 Members agreed that the detail contained within the Internal Audit Plan for the coming financial year reflected the areas they believed needed to be covered as a priority.

173.2 Members agreed that the updated strategy for internal audit did cover the organisation's key risks.

173.3 Members agreed that the Audit Strategy did include all areas expected to be subject to internal audit coverage.

173.4 Members agreed to the level of the audit resource.

173.5 Members approved the implementation of the Strategy and Internal Audit Action Plan for 2011/12.

## **174. WELSH WATER DEBT REPORT**

The Deputy Chief Officer reported on the debt and income due to the Authority in respect of stand pipe rebate from Dŵr Cymru (Welsh Water).

**RESOLVED THAT**

Members gave approval to write off the outstanding debt of £41,365.14.

**175. MEMBER INVOLVEMENT IN THE OPERATIONAL PEER ASSESSMENT REVIEWS**

The Chief Fire Officer reported on the Operational Peer Assessment Review and explained the requirements identified of team members on the Operational Peer Assessment Team.

**RESOLVED THAT**

175.1 Members noted the report.

175.2 Members requested that this item be added to the agenda of a future joint meeting with Mid & West and North Wales Fire & Rescue Authorities.

**176. PERFORMANCE MONITORING REPORTS – QUARTER 3 – OCTOBER TO DECEMBER 2010**

The Deputy Chief Officer updated Members on the Performance Monitoring Report – Quarter 3 – April 2010 to December 2010.

**RESOLVED THAT**

176.1 Members noted the performance details and Corporate Risk Update contained within the report.

176.2 Members endorsed the Performance Indicator Targets proposed for 2011/12.

176.3 Members approved the publication of the background paper onto the SWFRS internet site.

**177. QUARTERLY STATISTICAL UPDATE – QUARTER 3 – OCTOBER TO DECEMBER 2010**

The Deputy Chief Officer updated Members on the quarterly statistical recorded incidents from October 2010 to December 2010.

**RESOLVED THAT**

177.1 Members noted the data contained within the report.

177.2 Members approved the publication of the report onto the SWFRS internet site.

**178. FUEL**

The Deputy Chief Officer reported on the preparation undertaken in identifying the cost implications of introducing an automated fuel monitoring system.

**RESOLVED THAT**

Members noted the content of the report.

**179. DRAFT ANNUAL REPORT OF THE WORK OF THE FAPM COMMITTEE**

The ACO Corporate Services reported on the draft annual report on the work of this Committee and its Working Groups which is due to be presented to the Fire & Rescue Authority meeting on 9 May 2011.

**RESOLVED THAT**

Members agreed the draft report to be presented to the Fire & Rescue Authority meeting on 9 May 2011.

**180. FORWARD WORK PROGRAMME**

The ACO Corporate Services presented the Forward Work Programme.

**RESOLVED THAT**

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

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

There were no items of urgent business.

**182. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC BY VIRTUE OF SECTION 100A OF PARAGRAPH 12 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED)**

**183. THE FUTURE OF OCCUPATIONAL HEALTH SERVICES FOR SOUTH WALES FIRE & RESUCE SERVICE**

The ACO People Services reported on the future of Occupational Health services for SWFRS.

**RESOLVED THAT**

Members agreed to defer a decision on the future of the Occupational Health Service for South Wales Fire & Rescue Service pending further information and clarification of the legal position.

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

There were no items of urgent business.

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

### **MINUTES OF THE FINANCE WORKING GROUP MEETING HELD ON FRIDAY 25 MARCH 2011 AT 1030 HOURS AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

#### **41. PRESENT:**

<b>Councillor</b>	<b>Left</b>
R J W Greenland	Monmouthshire
L W Kelloway	Cardiff
C James	Bridgend
D T Davies	Caerphilly

#### **APOLOGIES:**

G Price	Merthyr
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#### **ABSENT:**

W J Routley	Newport
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**OFFICERS PRESENT:** ACO S Murton - Director of Corporate Support, ACO P Haynes - Director of People Services, Mr Steve Greenslade – Treasurer, Mr C Powell - Head of Business Support, Mr G Thomas – Head of Finance, Mr M Malson – Head of HR and Mr C Williams – Head of ICT.

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

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

#### **43. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

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

The minutes of the Finance Working Group meeting held on 21 January 2011 were received and accepted as a true record of proceedings.

## 45. COST OF WELSH LANGUAGE PROVISION

The Head of Business Support referred to the report before Members which provided a detailed understanding of the organisation's financial commitment to the Welsh Language. He referred to 'Item 5 - Costs' and stated that the shared employment of a Translator is currently being reviewed.

Whilst it was understood that the Fire Authority is required to meet its legal obligation under both the Welsh Language Act and the Wales Measure, Members questioned whether the organisation is going beyond what is required and training staff who, as part of their role within SWFRS, are not required to speak Welsh.

The Head of Business Support stated that forty employees of SWFRS have benefitted from ongoing Welsh Language Skills training and such individuals are both Station and office based. These people attend community events and undertake school visits to support KS1 and KS2 through the medium of Welsh.

Councillor Davies requested that Members be provided with a de-personalised list showing the work locations of such personnel.

Further discussion took place when it was **RESOLVED THAT** a further report be prepared outlining:

- The cost of Welsh Language training delivered:
  - (i) to enable an individual to undertake their role and therefore has a direct benefit to the Service;
  - (ii) where it is for the individual's direct benefit and it is not a pre-requisite for the job.
- The level of demand for service delivery through the medium of Welsh.
- What the statutory minimum level of Service provision is now and under the proposed Measure and whether the organisation currently exceeds this.
- An assessment of the number of individuals the organisation needs to train to speak Welsh to meet its statutory responsibility.
- What the organisation's current Welsh Language Scheme responsibilities are and whether these exceed the statutory minimum requirements.

- What proportion of the budget is spent on meeting the organisation's statutory and non-statutory requirements on Welsh language.
- A detailed analysis of the day to day responsibilities of the Welsh Language Officer and transport requirements.

#### **46. GREY BOOK TERMS, CONDITIONS & ALLOWANCES (OPERATIONAL STAFF)**

The ACO People Services referred to the report which had been circulated relating to the Grey Book Terms, Conditions and Allowances (Operational Staff). He stated that at the Finance Working Group meeting on the 21 January 2011, the Chairman had requested further clarification of the relevant Terms and Conditions of Service for 'Grey Book' staff. A random sample of employee records (de-personalised) from each level across the Service was also requested and these are contained within the report.

It was noted that the current locally agreed mileage rate is 40p per mile. However, the Treasurer advised that as a result of the recent budget this will be increased to 45p per mile.

The Treasurer requested information in relation to leave entitlement for all levels. The ACO People Services undertook to provide this for Members at a future meeting.

Members scrutinised each of the employee records.

#### **RESOLVED THAT**

Members noted the report and agreed to a further report on leave entitlement.

#### **47. REVIEW OF TRAVEL & SUBSISTENCE AND ALLOWANCES BUDGET**

The Head of HR referred to the report circulated to Members which provided an outline of the various allowances payable to both Uniformed and Support Staff within the current terms and conditions of employment.

The Treasurer questioned whether Lease Car Users claim mileage from home to work.

The ACO People Services stated that some Officers are given an allowance of 25 miles per day to cover mileage from home to work. He explained that this allowance is payable to Officers who are 'on duty' and available for emergency calls as soon as they leave home.

Following discussion Members requested further information on:

- (i) Personnel who have lease cars.
- (ii) Number of personnel who are able to claim home to work mileage.
- (iii) Total amount paid to individuals who claim home to work mileage.

Members also requested that an explanation be provided on each allowance (as indicated in Item 5), together with an indication of whether they are National or Local Agreements. In addition they also requested a trend analysis.

The ACO People Services reminded Members that a Programme Board has been established to review overtime and out of hours allowances. When this review has been completed a report will be submitted to Members identifying potential savings.

Members were made aware of ongoing discussions with Her Majesty's Revenue and Customs.

## **RESOLVED THAT**

Members noted the report and agreed to receive a further report on allowance (including mileage).

## **48. ICT STRATEGY 2011 – 2015**

The Head of ICT referred to the report before Members which provided an outline of the ICT Strategy for 2011-2015. The Strategy had been accepted in principle by the Asset Management Group, subject to further scrutiny by the Finance Working Group.

A question and answer session followed where Members noted the limited financial information in the document, especially in relation to major projects.

The Head of ICT stated that the Strategy had been produced based on the existing permanent staff within ICT. He confirmed that the Strategy (except for the major Enterprise Resource Planning (ERP) project, which will integrate all departments and functions across the Service onto a single computer system) could be delivered using the current resources. However should it become necessary then consideration will be given to outsourcing some work.

The Treasurer then referred to 'shared Data Centres' and stated that this facility will provide the opportunity to share licences, services and resources (including staff) which could significantly reduce costs.

The Head of ICT explained that a data centre has been built in both Headquarters and Control and he considered that the organisation should continue with this resource until such time as the systems require refurbishment.

It was noted that the Wales Audit Office is currently undertaking a review of 'ICT best value' on all Services and it is expected that they will be visiting SWFRS in the near future.

The ACO Corporate Support informed Members that the Efficiency and Innovation Board within WAG has a number of projects ongoing, eg desktop standards across the Public Sector, which may influence the decision in relation to the Strategy.

## **RESOLVED THAT**

A decision on the ICT Strategy be postponed until the report from the Wales Audit Office is received, a copy of which will be circulated to Members, and further information is available on the financial implications of the whole strategy.

## **49. REVIEW OF MEDIUM TERM FINANCIAL PLAN**

Due to a shortage of time discussion on the review of the Medium Term Financial Plan was postponed until the next FAPM.

The Chairman extended an invitation to Councillor D T Davies to attend the FAPM on the 16 May, which he accepted.

## **50. FORWARD WORK PROGRAMME**

The Forward Work Programme was reviewed and it was agreed that the following should be added to the work plan for future meetings:

- Additional report on ICT Strategy following receipt of Wales Audit Report.
- Additional report on Welsh Language Provision.
- Additional report on Leave Entitlement.
- Additional report on Allowances (including mileage)

and that the five year review of the PFI Contract be deferred due to delays with the current review.

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE ASSET MANAGEMENT WORKING GROUP MEETING HELD ON FRIDAY 8 APRIL 2011 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 26. PRESENT:

Councillor	Left
V Smith (Chairperson)	Monmouth
J Daniel	RCT
D T Davies	Caerphilly
S J Jones	Rhondda Cynon Taff
L W Kelloway	Cardiff
C Mann	Caerphilly

#### APOLOGIES:

L Ford	Cardiff
C James	Bridgend
D Sage	Bridgend

#### ABSENT:

**OFFICERS PRESENT:-** ACO S Murton – Director of Corporate Services, T/ACFO G Clement – Director of Technical Services

#### 27. DECLARATIONS OF INTEREST

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

#### 28. MINUTES OF PREVIOUS MEETING

The minutes of the Asset Management Working Group meeting held on 25 February 2011 were received and accepted as a true record of proceedings.

## **29. UPDATED ASSET MANAGEMENT STRATEGY 2011-2015**

The ACO Corporate Services introduced Members to the updated Asset Management Strategy, and gave an explanation on the rationale of the key updates. A lengthy debate on the Strategy ensued with particular emphasis on collaboration and energy consumption.

### **RESOLVED THAT**

Members approved the adoption of the updated Asset Management Strategy 2011-15, attached as Appendix 1 to the report, with immediate effect.

The ACO Corporate Support to contact the Chief Executive of the Wales Ambulance Service Trust to clarify the situation on collaboration, and deliver an update to Members at a later date.

## **30. DRAFT MINOR ASSETS MANAGEMENT PLAN 2011-15**

The ACFO Technical Services introduced Members to the Minor Assets Management Plan 2011/2015, and gave an explanation on the rationale behind its preparation.

### **RESOLVED THAT**

Members noted the report, and the Minor Assets Management Plan attached as Appendix 1 to the report.

## **31. FORWARD WORK PROGRAMME**

The ACO Corporate Services presented the Forward Work Programme, and asked Members for any areas they would like to include in the 2011/2012 Programme

### **RESOLVED THAT**

31.1 Members accepted the Forward Work Programme for the Asset Management Working Group 2010/2011.

31.2 Members requested including the following items in the 2011/2012 Forward Programme Group:-

- An update on progress of the years work, including a review on progress of implementation of each of the management plans.
- As part of the Land and Buildings Management Plan Review to include:-
  - Progress on major building projects
  - An update on compliance with health and safety checks for buildings



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 5

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT  
COMMITTEE

16 MAY 2011

REPORT OF THE ACO CORPORATE SERVICES

**INTERNAL AUDITORS ANNUAL REPORT YEAR ENDING 31  
MARCH 2011****SUMMARY**

This report summarises the Internal Audit work that has been undertaken this year.

**RECOMMENDATION**

That Members note the content of the report and the work undertaken by the Internal Auditors.

**1. BACKGROUND**

1.1 As Members are aware, RSM Tenon are their appointed Internal Auditors, and the Audit Strategy for 2010/11 was agreed by this Committee at their meeting of 17 May 2010.

**2. ISSUE**

2.1 During the year, Members have received regular reports updating them on progress being made against the Plan and this report summarises for Members the outcomes of all the audits undertaken.

2.2 Throughout the Financial Year 2010/11, 12 reviews were undertaken. All audits within the Plan were completed, except for the audit on Workshops which was cancelled at management request, and the audit relating to Estate Management was replaced with an audit on Asset Management.

- 2.3 Of these reviews, three provided green assurance, and two provided a red level of assurance. Three Follow Up reviews were carried out, two of which reported that adequate progress had been made, and one showing that good progress had been made.
- 2.4 Three advisory reviews were carried out, and also a Risk Maturity review which concluded that the organisation is “Risk Managed”.
- 2.5 A review relating to compliance with the Code of Corporate Governance was undertaken which found evidence of compliance.
- 2.6 Two audits resulted in “Red” opinions – Fuel and Financial Systems, and Members have discussed these issues in detail at previous meetings.
- 2.7 The Auditors are satisfied that sufficient internal audit work has been undertaken to allow them to draw a reasonable conclusion on the adequacy and effectiveness of the Service’s arrangements.
- 2.8 For the 12 months ending 31 March 2011, based on the work they have undertaken, the Auditors opinion regarding the adequacy and effectiveness of the Service’s arrangements for Governance, Risk Management, and Control, is as follows:-

	<b>RED</b>	<b>AMBER</b>	<b>GREEN</b>
<b>GOVERNANCE</b>			X
<b>RISK MANAGEMENT</b>			X
<b>CONTROL</b>		X	

- 2.9 The information contained in the Auditors Annual Report will be used to inform the Annual Governance Statement 2010/11.

### **3. RECOMMENDATION**

- 3.1 That Members note the content of the report and the work undertaken by the Internal Auditors.

**SALLY MURTON  
ACO CORPORATE SERVICES**

**Background Papers:-**

Appendix 1 – Internal Auditors Annual Report Year Ending 31 March 2011

**Contact Officer:-**

Calvin Powell

Head of Business Support

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# RSM Tenon

SOUTH WALES FIRE AND RESCUE SERVICE

Internal Audit Annual Report

Year ended 31 March 2011

Presented at the Finance, Audit and Performance Management Committee meeting of: 16 May 2011

Approved by: David Taylor, Director

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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 Authority 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 Role of Internal Audit

The role of internal audit is to provide management with an objective assessment of the adequacy and effectiveness of internal control, risk management and governance arrangements. Internal audit is therefore a key part of South Wales Fire and Rescue Service's assurance cycle and if used properly can inform and update the organisation's risk profile. Internal Audit is just one of the sources of assurance available to the Authority and Finance, Audit and Performance Management Committee.

The definition of internal audit, as described in CIPFA's Code of Practice for Internal Audit in Local Government in the United Kingdom, is set out below:

- Internal Audit is an assurance function that primarily provides an independent and objective opinion to the organisation on the control environment comprising risk management, control and governance by evaluating its effectiveness in achieving the organisation's objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.
- Whilst Internal Audit "primarily" provides an independent and objective opinion to the organisation on the control environment, it may also undertake other, non-assurance work at the request of the organisation subject to the availability of skills and resources. This can include consultancy work; indeed, Internal Audit intrinsically delivers consultancy services when making recommendations for improvement arising from assurance work, and fraud-related work.

### 1.2 Governance Statement

Under Regulation 4[2] of the Accounts and Audit (Wales) Regulations 2005, authorities are required to publish a Governance Statement.

As your internal audit provider, the assignment opinions that RSM Tenon provides the organisation during the year are part of the framework or assurances that assist the Authority prepare an informed governance statement.

## 2 INTERNAL AUDIT ASSURANCE FOR 2010/2011

### 2.1 Context

As the provider of the internal audit service to South Wales Fire and Rescue Authority we provide the Authority through the Finance, Audit and Performance Management Committee with an opinion on the adequacy and effectiveness of the organisation's governance, risk management and control arrangements. In giving our opinion it should be noted that assurance can never be absolute. The most that the internal audit service can provide to the Authority is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes.

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. This report is prepared solely for the use of Authority of South Wales Fire and Rescue Service and its senior management team. 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.

## 2.2 Internal Audit Assurance Statement

This annual Head of Internal Audit opinion is provided to South Wales Fire and Rescue Service by RSM Tenon Limited.

We are satisfied that sufficient internal audit work has been undertaken to allow us to draw a reasonable conclusion on the adequacy and effectiveness of South Wales Fire and Rescue Service's arrangements.

For the 12 months ended 31 March 2011, based on the work we have undertaken, our opinion regarding the adequacy and effectiveness of South Wales Fire and Rescue Service's arrangements for governance, risk management and control is as follows:

	Red	Amber	Green
<b>Governance</b> See paragraph 2.4			
<b>Risk Management</b> See paragraph 2.4			
<b>Control</b> See paragraph 2.4			

### 2.3 Scope of the Internal Audit Opinion

In arriving at our opinion, we have taken into account:

- The results of all internal audits undertaken during the year ended 31 March 2011 (see Appendix A for a risk map of our internal audit assurances and Appendix B for a summary of audits);
- The results of follow-up action taken in respect of audits from previous years;
- Whether fundamental or significant recommendations have been accepted by management and, if not, the consequent risks;
- The affects of any material changes in the organisation's objectives or activities;
- Matters arising from previous reports or other assurance providers to the Finance, Audit and Performance Management Committee and/or Authority;
- Whether or not any limitations have been placed on the scope of internal audit;
- Whether there have been any resource constraints imposed upon us which may have impinged on our ability to meet the full internal audit needs of the organisation; and
- What proportion of the organisation's internal audit needs have been covered to date.

### 2.4 The Basis of the Opinion

We have undertaken 12 reviews at South Wales Fire and Rescue Service within the 2010/11 financial year. All audits within the plan were completed except for the Audit on Workshops which was cancelled at the request of management and the audit relating to Estate Management which was replaced with an audit on Asset Management.

Of these reviews, three provided green assurance and two provided a red level of assurance. We carried out three follow up reviews, two reporting that adequate progress had been made and one showing that good progress had been made.

Three advisory reviews were also carried out on areas that Management had identified for review. In addition, we conducted a Risk Maturity Review which concluded that South Wales Fire is a 'risk managed' organisation.

Relating to governance, we reviewed compliance with the Code of Corporate Governance and found evidence of compliance.

Two audits resulted in 'red' opinions. These were Fuel and Financial Systems. For both of these subjects Management have taken steps to implement controls to mitigate the risks.

The Authority has now conducted a review to ascertain the cost of an integrated fuel system and has submitted this to the Finance, Audit and Performance Management Committee for authorisation. This should result in mitigation of the risks identified during the audit.

With regard to the Financial Systems audit, the Authority will be required to rectify the issues found in time for the submission of the annual accounts later this year. This will include the implementation of the recommendations made. In addition, a full stock take will be required in order to provide supporting data for the accounts. Management have agreed to carry out a comprehensive review of the existing stock system to determine whether it should be replaced. Issues were identified with the frequency of completion of reconciliations, however these were brought up to date during the time of audit fieldwork.

### **Acceptance of Recommendations**

All of the high and medium recommendations made during the year were accepted by management. We have received and noted the explanations from management in relation to the recommendations that were not agreed. These have been reported to the Audit Committee throughout the year.

### **2.5 Governance Statement**

The overall opinion may be used by the Authority in the preparation of the annual governance statement. Issues commented on in paragraph 2.4 are considered of particular relevance. The Authority should consider including these in the statement on internal control.

### **2.6 Conflicts of Interest**

We have not undertaken any work or activity during 2010/11 that would lead us to declare any conflict of interests.

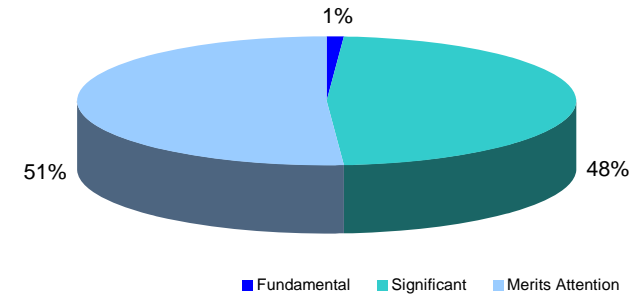
### 2.7 Benchmarking data

The tables below show the split of internal audit recommendations and opinions for South Wales Fire and Rescue Service in 2010/11 and those made in 2009/10.

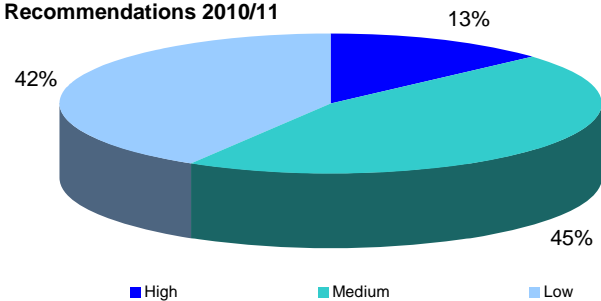
The charts below show that assurance levels have declined since 2009/10. This may however be due to a number of factors, for example, we have carried out a greater number of advisory reviews during this year, and management have specifically requested that we undertake audits in areas of concern. We have however raised fewer recommendations, albeit more of a high rating.

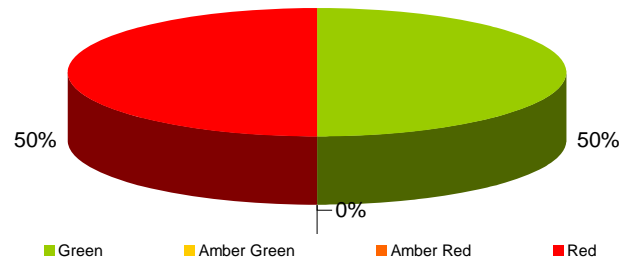
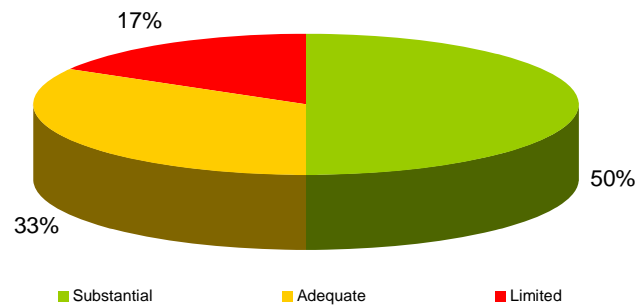
#### Comparison of the Number of Recommendations Made

Recommendations 2009/10

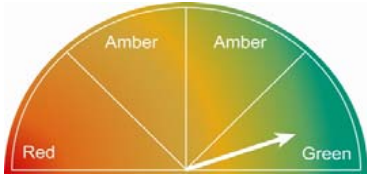


Recommendations 2010/11

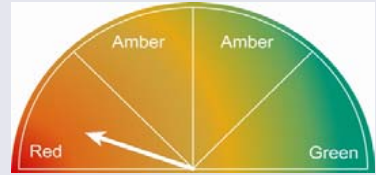


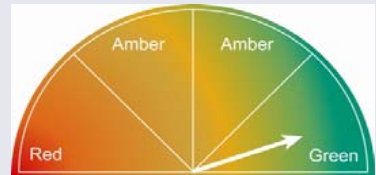
**Comparison of Assurance Levels** (for assurance assignments only)**Assurance Levels 2010/11****Assurance Levels 2009/10**

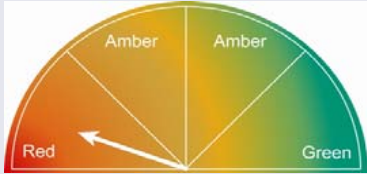
**APPENDIX A: INTERNAL AUDIT ASSURANCE MAP 2010/2011**

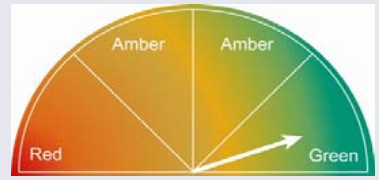
Risk Based Coverage			
Risk(s)	Source	Headline Findings	Assurance
<p>Failure to maintain and develop Health and Safety performance to support and protect public, staff and the environment.</p> <p><b>Audit Title: Health and Safety: Workplace Inspections Follow up</b></p>	Risk Register	<p>This review was a full follow up based on the 2009/10 audit on the same subject. All previous recommendations were followed up and testing showed that all had been fully implemented.</p>	<p>Good Progress</p>
<p>If we do not prepare and implement an asset management plan and planned maintenance programme for all the organisations assets then they will not be managed or maintained in an efficient and effective way which could lead to detrimental service delivery.</p> <p><b>Audit Title: Asset</b></p>	Risk Register	<p>This audit reviewed the processes in place within South Wales Fire and Rescue Service to develop and agree an Asset Management Strategy and a suite of Asset Management Plans covering aspects of the organisation including Land and Buildings and Plant and Equipment. The audit confirmed that these plans are currently being developed to support the Strategy and that they are being agreed at Working Group and Committee level. No high or medium recommendations were raised as part of this review.</p>	

<b>Risk Based Coverage</b>			
<b>Management</b>			
<p>If the budget continues to be under pressure then risk that the service improvement can not be achieved.</p> <p><b>Review Title: Risk Reduction Plan 2010/11 – Value for Money</b></p>	Risk Register	This review concluded that the Service employs robust PRINCE 2 methodologies to undertake programmes and projects. Systems are in place to track and monitor progress.	Not applicable – advisory review

Other Coverage			
Area	Rationale for coverage	Headline Findings	Assurance
Performance Management and Reporting	Annual review to ensure that the Service's KPIs have been calculated in line with WAG guidance and are correct.	This reviewed the Core and Strategic Performance Indicators set by the Welsh Assembly Government and provided the Fire and Rescue Service with assurance as to the accuracy of the calculation of the indicators. Testing showed that in two instances our calculations differed by a value of 1 to that calculated by the Service, however these were not material errors.	Advisory Review
Financial Controls: General Ledge, IFRS staff leave recording and Stock	External Audit Reliance	<p>The following key points were raised as a result of this audit:</p> <ul style="list-style-type: none"> <li>Suspense accounts should be reviewed and cleared on a monthly basis, particularly those relating to payroll and bank accounts. The Systems Accountant should ensure that he liaises with other staff (e.g. the Payroll Manager) to resolve these issues promptly.</li> <li>Only one user should have access to the System Administrator password. A copy of the password should be retained in a sealed envelope in the safe in the event that the Systems Administrator is absent and urgent access to the system is required. The use of the SA (system administrator) user ID should be restricted to use in exceptional circumstances or when system maintenance is required. All other access to the system for the performance of operational day to day duties should be undertaken via the user's own user name.</li> <li>The Payroll and General Ledger System are not integrated and accordingly the payroll data will need to be manually uploaded each month. The current process for uploading the data should be reviewed, specifically the need for significant amounts of data amendments prior to the upload being possible, with a view to reducing the considerable time and effort required to input the data.</li> </ul>	

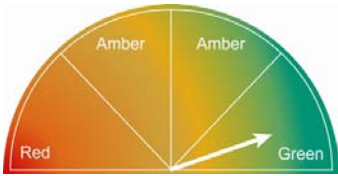
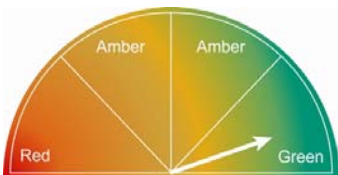
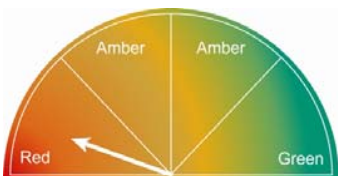
Other Coverage			
		<ul style="list-style-type: none"> <li>▪ The debtors control account reconciliation should be prepared and reviewed by a senior manager on a monthly basis throughout the financial year.</li> <li>▪ The creditors control account reconciliation should be prepared and reviewed by a senior manager on a monthly basis throughout the financial year.</li> <li>▪ Management should confirm that user id "clawsda" has been disabled. Access to the Great Plains system should be disabled immediately when a member of staff either leaves the Fire Service or transfers internally to a position where access is no longer required.</li> <li>▪ Management should ensure that a process is in place to provide the necessary information on annual leave to facilitate the calculation of the annual leave accrual. Outstanding information should be provided as a priority so that the calculation is available for the interim financial audit in February 2011.</li> <li>▪ A fundamental review of the current stock management system should be undertaken to establish whether the system and procedures which utilise the sales ledger can be corrected or whether they are not fit for purpose as a stock management system.</li> </ul>	
Payroll	External Audit Reliance	<p>This audit reviewed the controls associated with the payroll system. Testing showed that the payroll system is well controlled, with appropriate authorisation procedures and segregation of duties. One 'medium' recommendation was raised as a result of this review:</p> <ul style="list-style-type: none"> <li>▪ The policy relating to Travel and Subsistence for Support Staff should be agreed and implemented.</li> </ul>	
Governance: Compliance with Code	Area identified by Management for	The Code of Corporate Governance details principles which are in support of the core principles. Measurements used for compliance are	Advisory Review

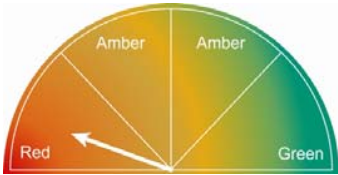
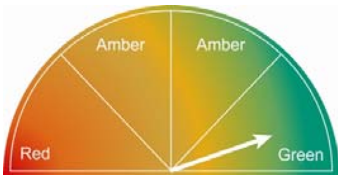
Other Coverage			
of Corporate Governance	review	appropriate and relevant evidence is in place to support these. One medium recommendation was raised in relation to annual review of Governance processes and reporting of this review.	
Fuel	Area identified by Management for review	<p>This audit reviewed the storage and record keeping of fuel assets at South Wales Fire. In addition the use and recording keeping of fuel procurement cards was also reviewed. This audit concluded that there was little control over the storage and use of fuel at the Pontyclun Station and that record keeping and review for fuel and fuel cards was ineffective. The following key points were raised:</p> <ul style="list-style-type: none"> <li>▪ The responsibility of the fuel pump at Pontyclun station should be transferred from the station to another party. Consideration should be given to the installation of a fuel pump at HQ to counteract lack of control and the increased usage of the pump at Pontyclun.</li> <li>▪ There should only be one set of primary keys in existence for the fuel pump at Pontyclun station in order to restrict access to the pump. These keys would only be accessible from the party responsible for the pump.</li> <li>▪ It should be ensured that the 'S7' Tally Books submitted by the stations are reviewed on a monthly basis to ensure compliance with the procedure.</li> <li>▪ The Fuel Card Purchase 'S9' forms should be submitted to Procurement on a monthly basis in order for a reconciliation to be made against the monthly Arval statements.</li> <li>▪ Stations should be reminded of the need to comply with the procedure and undertake a dip reading on a weekly and monthly basis and before and after receipt of fuel.</li> <li>▪ Stations should be reminded of the need to adhere to the procedure and re-order fuel at the stated level to ensure supplies do not run out.</li> <li>▪ An officer should be nominated to confirm receipt of fuel at Pontyclun Station. This would ensure that dips are appropriately conducted and that fuel ordered is actually received.</li> </ul>	

Other Coverage			
		<ul style="list-style-type: none"> <li>▪ Consideration should be given to implementing an electronic information system to which stations could submit fuel tank information.</li> <li>▪ It should be ensured that Vehicle Log Books are completed for each vehicle type outlined in the procedure in order to confirm how much fuel is being used.</li> <li>▪ A system should be implemented to ensure that all documentation is received into a named post/officer within HQ and filed suitably.</li> <li>▪ It should be ensured that all stations submit their Fuel Card Purchase slips on a monthly basis to a named post/officer within HQ. Where these have not been received, the Stations should be chased up.</li> <li>▪ Outstanding monthly fuel statements from Arval should be chased up as soon as possible.</li> <li>▪ Stations should be reminded of the need to comply with the Procedures for the Use of Fuel Cards and submit a receipt for each purchase made with the Fuel Card. Where a receipt has not been submitted to HQ, the station should be chased up.</li> <li>▪ The monthly fuel card statements should be evaluated for management information on the forecourts visited and the pump prices paid for fuel by each station.</li> <li>▪ It should be ensured that fuel expenditure is monitored on a continuous basis and reported throughout the organisation as appropriate. A trend analysis should also be carried out as part of this process.</li> </ul>	
Grant Funding		<p>This audit reviewed Grants within South Wales Fire and Rescue Service. Grants were well managed throughout the organisation. Applications are supported by business cases and costs are monitored and reported on. The following 'medium' category recommendation was raised:</p> <ul style="list-style-type: none"> <li>▪ A procedure should be developed to set out the process to be</li> </ul>	

<b>Other Coverage</b>			
		followed when requesting and obtaining grant funding from WAG.	
IT Disaster Recovery – Follow up	Follow up on recommendations made in previous audit report.	This review found that of the seven recommendations originally made, three had been implemented, three were in progress and one had not yet been implemented.	Adequate Progress
Follow up	Ongoing assurance over the implementation of internal audit recommendations.	Our review concluded that adequate progress is being made towards implementation of recommendations raised in previous audit reviews. Of the 17 recommendations followed up, 53% had been implemented, 35% were ongoing and 12% were either not yet due or superseded.	Adequate Progress
Risk Maturity	Required to support annual opinion relating to Risk Management.	We consider the organisation to be Risk Managed.	Not applicable

**APPENDIX B: INTERNAL AUDIT OPINIONS AND RECOMMENDATIONS 2010/2011**

Auditable Area	Assurance Level Given	Number of Recommendations made				
		High	Medium	Low	In Total	Agreed
Health and Safety: Workplace Inspections Follow up	Good Progress	0	0	0	0	0
Asset Management		0	0	1	1	1
Risk Reduction Plan 2010/11 Value for Money	Advisory Review	0	0	0	4	2
Payroll		0	1	4	5	5
Financial Controls: General Ledger & IFRS Staff leave and recording		3	5	3	11	10
Performance Management and Reporting	Not applicable	0	0	0	0	0
Governance: Compliance with Code of Corporate Governance	Not applicable	0	1	2	3	3

Auditable Area	Assurance Level Given	Number of Recommendations made				
		High	Medium	Low	In Total	Agreed
Fuel		4	11	3	18	17
Grant Funding		0	1	1	2	2
IT Disaster Recovery Follow up	Adequate Progress	0	2	3	5	5
Risk Maturity	Risk Managed	0	0	5	5	5
Follow up	Adequate Progress	0	2	3	5	4
<b>Total</b>		7	23	25	59*	54

\* Four recommendations were not categorised



## AGENDA ITEM NO 6

**Review of Medium Term Financial Strategy  
(Presentation)**



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

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Links to Strategic Themes &amp; Corporate Objectives</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
Revenue Budget Setting Report	<p><b><u>Policy Audit or Development</u></b> 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><b>Contact Officer:</b> 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><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> 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><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> Geraint Thomas</p>	26 July 2010	
Capital Monitor	<p><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> 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><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> Geraint Thomas</p>	26 July 2010	
Capital Budget Setting Report	<p><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> 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><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> Steve Greenslade/ Geraint Thomas</p>	20 Sep 2010	Completed
Treasury Management Annual Report	<p><b><u>Policy Audit Or Development &amp; Scrutiny</u></b> 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><b>Contact Officer:</b> 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><b><u>Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> Mark Malson</p>	Following agreement of each pay award	
Internal Audit Programme	<p><b><u>Scrutiny &amp; Policy Audit Or Development</u></b> 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><b>Contact Officer:</b> Calvin Powell</p>	21 March 2011	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
Internal Audit Progress Report	<p><b><u>Scrutiny &amp; Policy Audit Or Development</u></b> 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  <b>Contact Officer:</b> Calvin Powell	As required	
Audit Action Updates	<p><b><u>Policy Audit Or Development</u></b> To advise Members of progress against all outstanding audit actions</p>	Dependent upon actions reported	ACO CS  <b>Contact Officer:</b> Sally Murton/ Kevin Rudge	6 Sept 2010 21 March 2011	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
Internal Audit Annual Report	<p><b><u>Policy Audit Or Development</u></b>            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	ACO CS  <b>Contact Officer:</b> Sally Murton	16 May 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
WAO Regulatory Calendar & Fee	<p><b><u>Policy Audit Or Development</u></b> 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	ACO CS  <b>Contact Officer:</b> Sally Murton	17 Jan 2011	Deferred due to ongoing consultation on fees – report back at May FA meeting
WAO Annual Audit Letter	<p><b><u>Audit and Development</u></b> 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	ACO CS  <b>Contact Officer:</b> Sally Murton	17 Jan 2011	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
WAO Annual Improvement Letter	<p><b><u>Audit and Development</u></b> To provide an opinion on adequacy and effectiveness of the organisation and its potential to improve, including its approach to 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</p> <p><b>Contact Officer:</b> Sally Murton</p>	21 March 2011	Completed
WAO annual meeting with FAPM committee without officers being present at end of meeting	To enable Members and WAO to meet together without officers present to discuss pertinent issues	Dependent upon discussion items	<p>Chairman of FAPM Cttee</p> <p>Cllr. R.W. Greenland</p>	21 March 2011	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
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	DCO  <b>Contact Officer:</b> Kevin Rudge	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  <b>Contact Officer:</b> Kevin Rudge	15 Nov 2010 16 May 2011	May update deferred to next mtg

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><b><u>Scrutiny</u></b> 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	DCO  <b>Contact Officer:</b> Kevin Rudge	Q1 – 6 Sep 2010 Q2 – 15 Nov 2010 Q3 – 21 March 2011 Q4 – July 2011	
Quarterly Statistics Report	<p><b><u>Scrutiny</u></b> To advise Members of performance against key targets and trends over a 5 year period</p>	Community Well Being & Effective Use of Resources	DCO  <b>Contact Officer:</b> Kevin Rudge	Q1 – 6 Sep 2010 Q2 – 15 Nov 2010 Q3 – 21 March 2011 Q4 – July 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
Efficiency Targets	<p><b><u>Scrutiny</u></b> To update Members upon progress against WAG efficiency targets</p>	Effective Use of Resources & Organisational Improvement	<p>ACO CS <b>Contact Officer:</b> Kevin Rudge &amp; Geraint Thomas</p>	6 Sept 2010	Completed
Report on Procurement Spend Analysis	<p><b><u>Scrutiny</u></b> 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 <b>Contact Officer:</b> Geraint Thomas</p>	17 Jan 2011	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
Draft annual report of the work of the FAPM Committee	<p><b><u>Policy, audit, development &amp; scrutiny</u></b> To consider the draft report on the annual work of the committee before its submission to FRA</p>	All	<p>Chairman of FAPM Committee &amp; ACO/CS</p> <p><b>Contact Officer:</b> Sally Murton</p>	21 March 2011	Completed
Report on Health and Safety Inspections carried out at Fire Service Premises	<p><b><u>Scrutiny</u></b> 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/TS</p> <p><b>Contact Officer:</b> Greg Clement</p>	26 July 2010	Completed
Analysis of RTC trends – urban and rural	<p><b><u>Scrutiny</u></b> To consider any trends in RTC's in rural and urban areas</p>	Community Well Being	<p>DCO</p> <p><b>Contact Officer:</b> Huw Jakeway</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	<b><u>Scrutiny</u></b> To consider financial impacts on the Service and any remedial action that could be taken to minimise impact	Effective Use of Resources	ACO/PS  <b>Contact Officer:</b> Phil Haynes	26 July 2010	Completed
Implications of Local Government Measure on the Service	<b><u>Scrutiny</u></b> 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  <b>Contact Officer:</b> Sally Murton	20 Sept 2010	Completed
Review of Medium Term Financial Strategy	<b><u>Policy</u></b> 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	16 May 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	<p><b><u>Policy, Development &amp; Scrutiny</u></b> To ensure the Authority has efficient use of resources and robust procedures in place to ensure and manage this</p>	Effective Use of Resources	<p>Chair of Working Group &amp; ACO CS</p> <p><b>Contact Officer:</b> Sally Murton</p>	21 March 2011	Completed
Annual Report on discharge of terms of reference of the Asset Management working group	<p><b><u>Policy, Development &amp; Scrutiny</u></b> To ensure the Authority has efficient use of resources and robust procedures in place to ensure and manage this and to review the working of the committee and workload with a view to making improvements where possible</p>	<p>Effective Use of Resources</p> <p>Sustainability</p> <p>Organisational Improvement</p>	<p>Chair of Working Group &amp; ACO CS</p> <p><b>Contact Officer:</b> Sally Murton</p>	21 March 2011	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
Disposal of end of life equipment	<b><u>Policy</u></b> To obtain Members views upon the policy for disposal of end of life equipment	Effective Use of Resources  Sustainability	ACFO TS  <b>Contact Officer:</b> Greg Clement	26 July 2010 6 Sept 2010 20 Sept 2010	Completed
Fuel Monitoring and reporting	<b><u>Scrutiny</u></b> To review the processes & procedures in place to monitor and regulate the use of fuel within the Service	Effective Use of Resources  Sustainability	ACFO TS  <b>Contact Officer:</b> Greg Clement	17 Jan 2011	Completed – further report requested on fuel tender responses at March meeting and May meeting – May mtg report deferred to July mtg
Welsh Water Debt Report	<b><u>Scrutiny</u></b> To advise members of the debt position with regard to Welsh water identified in the closure of accounts	Effective Use of Resources	ACFO TS  <b>Contact Officer:</b> Greg Clement	21 March 2011	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
Report on Fuel Tender responses	<p><b><u>Scrutiny &amp; audit</u></b> To advise members of tender responses in order that members may take an informed decision about the use of funds to purchase an electronic fuel management system to address audit issues</p>	<p>Effective Use of resources</p> <p>Sustainability</p>	<p>ACO TS</p> <p><b>Contact Officer:</b> Greg Clement</p>	21 March 2011	Ongoing – further reported requested to May meeting – this has been deferred to July mtg
Report on Member involvement in the Peer Assessment Reviews	<p><b><u>Scrutiny</u></b> To brief members of the outcome of discussions with WAG about member involvement in the peer assessment reviews</p>	Dependent on review	<p>CFO</p> <p><b>Contact Officer:</b> Andy Marles</p>	21 March 2011	Deferred pending meeting of members of all 3 Welsh FRA's

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Consideration of the proposed draft work programme for inclusion within the re-tender for internal audit work in 2012	<p><b><u>Scrutiny &amp; Audit</u></b> To consider the formation and adequacy of the proposed areas of internal audit coverage for inclusion within the tender documents for the internal audit service for the Authority in the light of the known risks facing the organisation and the services it is responsible for delivering</p>	Effective Use of Resources	ACO CS  <b>Contact Officer:</b> Calvin Powell	September 2011	
Report on the progress of the high and medium actions resulting from the stock control audit together with an	To keep members apprised of progress	Effective Use of Resources	ACO CS  <b>Contact Officer:</b> Geraint Thomas	16 May 2011	Deferred to July mtg

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
update of the systems review underway in relation to the process and the control mechanisms that have been implemented for year end accounting purposes					

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**REASON FOR URGENCY: TO ENABLE THE NECESSARY TRAVEL AND COVER ARRANGEMENTS TO BE MADE TO FACILITATE ATTENDANCE AT THIS TRAINING EVENT IN GERMANY BETWEEN 25 JUNE AND 1 JULY 2011**

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 9

FINANCE, AUDIT AND PERFORMANCE MANAGEMENT COMMITTEE

16 MAY 2011

REPORT OF THE DEPUTY CHIEF FIRE OFFICER

**AUTHORITY FOR OVERSEAS TRAVEL**

**SUMMARY**

South Wales Fire & Rescue Service provides a team of firefighters to the UK Fire & Rescue Service International Rescue Team (UK-ISAR). The UK-ISAR Team is a member of the United Nations International Search & Rescue Advisory Group.

A member of the South Wales Fire & Rescue Service Team has received a request from UK-ISAR to take part in a European Civil Defence Command Training Course in Germany over the period of 25 June-1 July 2011.

**RECOMMENDATION**

That Members authorise the participation of one member of the South Wales Fire & Rescue Service UK-ISAR Team to take part in the European Civil Defence Command Training Course in Germany on 25 June-1 July 2011.

**1. BACKGROUND**

- 1.1. Standing Orders require that Officers invited to travel abroad for business purposes require Fire & Rescue Authority approval.
- 1.2. Members will be fully aware that as a Service we provide an on-call team to the UK International Search and Rescue response. We have for many years supported this response

and have deployed to many international disasters. As recent as February this year, the Service deployed a team of eight personnel to assist New Zealand in the aftermath of the earthquake that hit Christchurch.

- 1.3 The UK-ISAR Team is part of the United Nations disaster response mechanism that provides heavy and medium rescue response teams anywhere in the world. The response and support in terms of budget, transport and communications are provided by HM Government Department for International Development (DfID).

## **2. ISSUE**

- 2.1 A request has been made to a member of the South Wales Fire & Rescue Service ISAR Team to take part in a European Command Training Course in Germany on 25 June-1 July 2011.
- 2.2 The exercise is designed to test the UK's response to a major incident occurring in a European member state as part of a pan European disaster response structure.
- 2.3 The benefits for our team member include exposure to working in an international environment, engaging and sharing tactics, techniques and procedures that will, overall, contribute to improve our service delivery rescue response to the communities of South Wales.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial implications to the Fire & Rescue Authority other than Officer time. Travel and accommodation costs are covered by DfID.

## **4. RECOMMENDATION**

- 4.1 That Members authorise the participation of one member of the South Wales Fire & Rescue Service UK-ISAR team to take part in the European Civil Defence Command Training Course in Germany on 25 June-1 July 2011.

**HUW JAKEWAY**  
**DEPUTY CHIEF FIRE OFFICER**

**Background Papers:**

None

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