

Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.

## FIRE & RESCUE AUTHORITY SUMMONS

### SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 13 July 2015 at 1030 hours.**

#### A G E N D A

1. Apologies for Absence

2. Declarations of Interest

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

3. Chairman's Announcements

4. To receive the minutes of;

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Signature of Proper Officer:



**MEMBERSHIP**  
**Councillors:**

D	Ali	Cardiff	A	Jones	Torfaen
S	Bradwick	Rhondda Cynon Taf	S J	Jones	Rhondda Cynon Taf
D T	Davies	Caerphilly	R	McKerlich	Cardiff
P	Drake	Vale of Glamorgan	B	Morgan	Rhondda Cynon Taf
C	Elsbury	Caerphilly	J	Morgan	Blaenau Gwent
E	Galsworthy	Merthyr Tydfil	G	Phillips	Cardiff
E	Hacker	Vale of Glamorgan	S	Pickering	Rhondda Cynon Taf
P	Hannon	Newport	M	Powell	Monmouthshire
C	Hawker	Caerphilly	M	Rahman	Newport
K	Hyde	Cardiff	P	Seabourne	Torfaen
C	James	Bridgend	C	Smith	Bridgend
M	Javed	Cardiff	V	Smith	Monmouthshire



**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES MEETING**  
**HELD ON MONDAY, 26 JANUARY 2015**  
**AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**24. PRESENT:**

Councillor	Left	Authority
S J Jones (Chair)		Rhondda Cynon Taff
M Rahman (Deputy Chair)		Newport
S Bradwick		Rhondda Cynon Taff
C Elsbury		Caerphilly
E Galsworthy	1:05pm	Merthyr Tydfil
R McKerlich	12:45pm	Cardiff
B Morgan		Rhondda Cynon Taff
G Phillips	12:00pm	Cardiff
M Powell		Monmouthshire

**APOLOGIES:**

P Drake		Vale of Glamorgan
E Hacker		Vale of Glamorgan
A Jones		Torfaen
J Morgan		Blaenau Gwent
S Pickering		Rhondda Cynon Taff

**ABSENT:**

P Seaborne		Torfaen
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**OFFICERS PRESENT:** ACO P Haynes – Director of People Services; T/AM Ian Greenman – Head of Training & Development; Mr C Powell – Head of Business Support; Mrs C Baldwin – Welsh Language Officer; Cary Wood Duffy – Diversity Officer

**25. DECLARATIONS OF INTEREST**

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

Senior Officers present declared a personal interest in Agenda Items 9 (Minute No. 32) and 12 (Minute No. 35) and undertook to leave the room at the appropriate point of the meeting.

## **26. MINUTES OF PREVIOUS MEETING**

The minutes of the HR & Equalities meeting held on 13 October 2014 were received and accepted as a true record of proceedings.

## **27. SOUTH WALES FIRE & RESCUE SERVICE TRAINING PLANNER 2015-2016**

The Director of Human Resources highlighted the good work that is being carried out at the Training Centre to keep professional standards as high as they are, evidenced by the multitude of first place and runners up awards teams from the Service have received in a number of disciplines.

The Head of Training & Development provided members with a comprehensive report on the organisational structure and functions within the Training and Development Department and the range and number of courses that are programmed to be facilitated in 2015/2016.

The Chair thanked the Head of Training & Development for his informative update.

A question and answer session took place on various aspects of training carried out at Cardiff Gate.

### **RESOLVED THAT**

Members of the Committee agreed to note the contents of the report.

## **28. COMPARTMENT FIRE BEHAVIOUR TRAINING - PRESENTATION**

Members received a presentation from the Head of Training & Development on Compartment Fire Behaviour Training (CFBT) which covered the current CFBT Training facilities at Cardiff Airport and Pontyclun, proposed new CFB training facilities at Cardiff Airport and Cardiff Gate and the current training programme and proposed future for CFBT.

The Chair thanked the Head of Training & Development for his detailed presentation.

A question and answer session followed in relation to making the public aware of their own actions at such incidents, and the value for money this training provides.

**RESOLVED THAT**

Members of the Committee agreed to note the contents of the report.

**29. TRAINING & DEVELOPMENT DEPARTMENT - REPORT ON THIRD PARTY INCOME**

The Head of Training & Development gave Members a briefing on Third Party Income Generation which is one of the ways in which SWFRS can use existing skills, expertise and services to provide additional funding, and elaborated on Third Party Income generation projects currently underway.

Some aspects of the report were discussed.

**RESOLVED THAT**

Members of the Committee agreed to note the contents of the report.

**30. STRATEGIC EQUALITY PLAN - 1 APRIL 2015 TO 31 MARCH 2020**

The Diversity Officer advised Members that the Service is required under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish a Strategic Equality Plan, and ran through the proposed Strategic Equality Plan which is due to be implemented from 1 April 2015 to 31 March 2020. The new format of the Plan is easier to read and clearly linked to corporate and Wales specific duties.

The Chair thanked the Diversity Officer for her detailed description on what is an excellent Plan.

**RESOLVED THAT**

Members of the Committee agreed to note the contents of the report.

**31. ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2013 TO 31 MARCH 2014**

The Diversity Officer advised that the Service is required under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

This Annual Equality Report meets the Service's legal duty to publish a report that demonstrates our progress and compliance against the

General Equality Duty and Wales Specific Equality Duties and is focused primarily on data as well as what we have done during the period 1 April 2013 to 31 March 2014.

Councillor Rahman commented that it was a very good report, but had a query in relation to Service data contained within page 59 under Race. After discussion, it was agreed to omit the words "(all excl. Welsh & English)" from the Service Data table.

## **RESOLVED THAT**

31.1 Members of the Committee agreed to note the contents of the report.

31.2 The diversity Officer to make the agreed amendment to the Service Data table.

## **32. SOUTH WALES FIRE & RESCUE AUTHORITY ANNUAL PAY POLICY STATEMENT**

Officers left the room with the exception of ACO People Services who presented the report prior to leaving the meeting.

ACO People Services advised that Annual Pay Policy Statements must be prepared and approved before the end of 31 March of each year, immediately preceding the financial year to which it relates. Previous years has seen the Pay Policy Statement being resubmitted to Committee at every change, whether major or minor. The report is requesting that Members agree to the change of date for the next meeting from 20 April 2015 to 23 March 2015 in order that any comments by Fire & Rescue Authority, at its meeting on 16 March 2015, can be incorporated. The final Statement will be brought back for Committee's consideration and agreement at its meeting on 23 March 2015, prior to being published by 31 March 2015. The HR&E meeting schedule for future years will be amended to reflect this change.

ACO People Services left the room. Members considered and agreed to the request to move the meeting.

Councillor G Phillips left the meeting.

## **RESOLVED THAT**

32.1 Members reviewed the South Wales Fire & Rescue Authority's Pay Policy 2015/16 Statement

32.2 Members recommend the 2015/16 Pay Policy Statement to the Fire & Rescue Authority for publication by 31 March 2015.

32.3 Members agreed to the movement of the HR & Equalities Committee from 20 April 2015 to 23 March 2015, to address the issues relevant to the 2015 Municipal Year.

Officers rejoined the meeting.

### **33. ANNUAL REPORT OF THE WORK OF THE HR AND EQUALITIES COMMITTEE**

Members considered the contents of the report and noted the work undertaken by the HR & Equalities Committee over the last 12 months.

#### **RESOLVED THAT**

Members noted the work of the HR & Equalities Committee in the Municipal Year 2014/15.

### **34. FIREFIGHTERS PENSION SCHEMES - GOVERNANCE APRIL 2015**

ACO People Services advised that under the Public Services Pension Act (PSPA) 2013, Fire & Rescue Authorities now have a new set of responsibilities which requires that the Authority establish a Pension Board to discharge the duties relating to the Firefighters Pension Schemes which will take effect from 1 April 2015. Terms of Reference for the Pension Board will be considered by Committee at the next meeting now taking place 23 March 2015, to enable publication by 1 April 2015.

Discussion ensued on the constitution of the Pension Board, the Terms of Reference, the requirement for a neutral Chairperson and the lack of remuneration.

#### **RESOLVED THAT**

Members of the HR & Equalities Committee recommend to the Fire & Rescue Authority that:

34.1 A South Wales Fire and Rescue Local Pension Board be established to discharge the duties relating to the Firefighters Pension Schemes

- 34.2 The Board be responsible for ensuring good governance and compliance with requirements imposed by the Pensions Regulator.
- 34.3 The Board's Terms of reference be reported to the HR & Equalities Committee at their meeting on 23 March 2015, for agreement and confirmation.

**35. SOUTH WALES FIRE & RESCUE AUTHORITY, PRINCIPAL OFFICERS AND HEADS OF SERVICE - EQUAL TREATMENT TERMS**

Officers left the room with the exception of ACO People Services who presented the report prior to leaving the meeting.

ACO People Services presented the report previously requested by the HR & Equalities Committee on the equal pay and equal value term identified in the Pay Policy Statement.

ACO People Services left the meeting.

Members considered and discussed the report on the equal pay and equal value term previously identified in the Pay Policy Statement and agreed to bullet points two and three of the options outlined.

**RESOLVED THAT**

- 35.1 Members noted the perceived remuneration differentials identified in the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- 35.2 Members determined to use existing internal mechanisms to address the inequalities that have been identified by increasing the salary levels of the effected groups to the base line level of their comparator but recognise that there needs to be an additional element of Member scrutiny.
- 35.3 Members to take independent advice to resolve the perceived remuneration differentials identified within the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- 35.4 That a report is made to the Fire & Rescue Authority highlighting the issue, recommending how this Committee wish the matter to be dealt with and identifying the financial implications of the course of action recommended.

Officers rejoined the meeting.

Councillor R McKerlich left the meeting.

### **36. DRAFT RESPONSE TO WELSH LANGUAGE STANDARDS INVESTIGATION FEBRUARY 2015**

The Welsh Language Officer advised Members of the outcome of the mapping exercise undertaken in response to a self assessment exercise that was required to be completed against the new Welsh Language Standards.

Members debated the level of welsh language translation required and agreed to the proposal put forward by Councillor S Bradwick to investigate the cost of producing a bilingual Fire & Rescue Authority main agenda.

#### **RESOLVED:**

36.1 Members noted the content of the report and agreed to the ACO People Services making a response on behalf of the Fire & Rescue Authority to the Welsh Language Commissioner in line with the observations and comments made in the Welsh Language Standards mapping exercise.

36.2 The Welsh Language Officer to investigate the cost of producing a bilingual Fire & Rescue Authority main agenda, for consideration at the next meeting.

Councillor E Galsworthy left the meeting.

### **37. FORWARD WORK PROGRAMME**

The ACO People Services presented Members with the Forward Work Programme.

#### **RESOLVED THAT**

Members accepted the Forward Work Programme.

### **38. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1)**

There were no items of urgent business.



## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE STANDARDS COMMITTEE MEETING HELD ON MONDAY 2 MARCH 2015 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 40. PRESENT:

Ms R Griffin (Chair)	Independent Member
Mr A Clemes	Independent Member
Mr G Hughes	Independent Member
Councillor B Morgan	South Wales Fire & Rescue Authority
Councillor V Smith	South Wales Fire & Rescue Authority

#### APOLOGIES:

Councillor J Morgan	South Wales Fire & Rescue Authority
Ms S Chapman	Monitoring Officer

#### ABSENT:

**OFFICER PRESENT:** - Mr C Powell – Deputy Monitoring Officer

#### 41. DECLARATIONS OF INTEREST

No declarations of interest were made.

#### 42. MINUTES OF PREVIOUS MEETING

The minutes of the Standards Committee meeting held on 10 March 2014, were received and accepted as a true record of proceedings.

#### 43. ADJUDICATION PANEL FOR WALES ANNUAL REPORT 2013-2014

The Deputy Monitoring Officer presented Members with a copy of the Adjudication Panel for Wales Annual Report 2013-2014.

#### RESOLVED THAT

Following discussion on the reduction in the number of appeals throughout 2013-2014, and Community Councillors receiving training on the Code of Conduct, Members agreed to note the report.

#### **44. APPOINTMENT TO STANDARDS COMMITTEE**

The Deputy Monitoring Officer informed Members of the plan to fill vacancies for Independent Members of the Standards Committee.

##### **RESOLVED THAT**

44.1 Members agreed to note the content of the report.

44.2 Following a question and answer session on the appointment process, Members confirmed they wished to sit on the Appointments Panel.

Due to the retirement of the Chair, Members took the opportunity to thank her for all her hard work over the last 10 years on behalf of the Standard Committee, and wished to record their gratitude and appreciation. The Chair responded by thanking the Members for their support throughout her time in office, and wished them good luck in the future.

#### **45. STANDARDS CONFERENCE 2015**

The Deputy Monitoring Officer provided Members with advance notification of the Standards Conference 2015.

##### **RESOLVED THAT**

45.1 Members agreed to note the content of the report.

45.2 Officers agreed to provide Members with further information on the Standards Conference, in due course.

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT MEETING HELD ON MONDAY, 9 MARCH 2015 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 40. PRESENT:

<b>Councillor</b>	<b>Left</b>
P Hannon (Chair)	Newport
P Drake	Vale of Glamorgan
E Galsworthy	Merthyr Tydfil
M Javed	Cardiff
A Jones	Torfaen
S J Jones	Rhondda Cynon Taff
M Powell	Monmouthshire

#### APOLOGIES:

J Jones	Caerphilly
J Morgan	Blaenau Gwent
C Smith	Bridgend

#### ABSENT:

**OFFICERS PRESENT:-** DCO S Chapman, ACFO A Thomas – Director of Operations, Mr C Barton – Treasurer, Mr G Thomas – Head of Finance & Procurement, A/AM I Greenman – Head of Training & Development, Ms V Davies – TIAA Auditor, Mr S Barry – Wales Audit Officer, Ms G Stevens – KPMG Auditor

#### 41. DECLARATIONS OF INTEREST

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

#### 42. CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

### **43. MINUTES OF PREVIOUS MEETING**

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

- Finance, Asset & Performance Management Working Group held on 20 October 2014
- Finance, Audit & Performance Management Committee held on 24 November 2014

Following discussion on Item 37 within the minutes dated 24 November, 2014, concerning the internal audit report covering Third Party Income, Members noted that it had been agreed in the Finance, Asset & Performance Working Group meeting held on 19 January 2015, that this matter would be investigated further by Officers. A further report would possibly be presented to a joint meeting of the Finance, Audit, & Performance Management Working Group and Committee.

### **44. REVENUE MONITORING REPORT 2014/2015**

The Head of Finance & Procurement informed Members that the Revenue Monitoring report provided details of the annual revenue budget, expenditure and income to March, and the forecast outturn position for the financial year ending 31 March 2015.

#### **RESOLVED THAT**

Members agreed to note the Budget Monitoring report.

### **45. CAPITAL MONITORING REPORT 2014/2015**

The Head of Finance & Procurement informed Members that the Capital Monitoring report provided details of the total capital budget for the year, expenditure to date and a forecast outturn position.

#### **RESOLVED THAT**

45.1 Members agreed to note the progress of the capital schemes.

45.2 Members approved the alterations identified in Appendix 1 attached to the report.

45.3 Members agreed to note the associated funding streams.

#### **46. CORPORATE RISK REGISTER 2014/2015 – QUARTER 3 REVIEW**

The Deputy Chief Officer requested Members consideration of the risks within the Corporate Risk Register and the management of those risks.

#### **RESOLVED THAT**

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

#### **47. ANNUAL AUDIT LETTER**

The Deputy Chief Officer and Wales Audit Officer informed Members that the report discharged the Appointed Auditor's reporting responsibilities under the Code of Audit Practice for Financial Reporting.

#### **RESOLVED THAT**

Members agreed to note the positive report about the Authority's financial arrangements, and the satisfactory discharge of accounting requirements.

#### **48. WALES AUDIT OFFICE – FINANCIAL PLANNING ASSESSMENT**

The Deputy Chief Officer and Wales Audit Officer informed Members of the outcome of work undertaken by the Wales Audit Office throughout the year.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

#### **49. WALES AUDIT OFFICE – DATA QUALITY REVIEW**

The Deputy Chief Officer presented a report bringing to Members attention the outcome of a data quality review undertaken by the Wales Audit Office.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

## **50. TREASURY MANAGEMENT STRATEGY 2015/2016**

The Treasurer provided Members with the Treasury Management Strategy, policies and indicators for approval as required by statute.

### **RESOLVED THAT**

50.1 Members agreed to recommend to the full Fire & Rescue Authority, the approval of the proposed Treasury Management Strategy, Minimum Revenue Provision (MRP) Policy, Annual Investment Strategy, Capital and Prudential Indicators for 2015/2016, as required by section 3 of the Local Government Act 2003.

50.2 Members also agreed that the Fire & Rescue Authority give approval to the Treasurer to update the Strategy in line with the economic forecasts as necessary throughout the year.

## **51. INTERNAL AUDIT REPORT**

The Head of Finance & Procurement and Internal Auditors updated Members upon progress being made against the Internal Audit Plan 2014/2015.

### **RESOLVED THAT**

Members agreed to note the work and findings of the Internal Audit.

## **52. INTERNAL AUDITORS ANNUAL REPORT YEAR ENDING 31 MARCH 2015**

The Head of Finance & Procurement and Internal Auditors presented a report summarising the Internal Audit work undertaken throughout the year.

### **RESOLVED THAT**

Members agreed to note the work and findings of the Internal Auditors for 2014/2015.

## **53. INTERNAL AUDITORS ANNUAL PLAN 2015/2016**

The Head of Finance & Procurement and Internal Auditors presented a report detailing the proposed Internal Audit Annual Plan 2015/2016 for Members approval.

**RESOLVED THAT**

Members approved the Internal Audit Annual Plan for 2015/2016.

**54. PERFORMANCE MONITORING REPORT – QUARTER 3 (Q3)  
OCTOBER 2014 TO DECEMBER 2014**

The ACFO Service Delivery presented a report for Members to review the performance information and recorded incident statistics from October 2014 to December 2014.

**RESOLVED THAT**

54.1 Members agreed to review the performance details and statistical data for Quarter 3 (2014/2015) contained within the report.

54.2 Members approved its publication on to the South Wales Fire & Rescue Service website.

**55. DRAFT ANNUAL REPORT OF THE WORK OF THE FINANCE,  
AUDIT & PERFORMANCE MANAGEMENT COMMITTEE &  
THE DISCHARGE OF THE TERMS OF REFERENCE OF THE  
FINANCE, ASSET & PERFORMANCE MANAGEMENT  
WORKING GROUP**

The Deputy Chief Officer informed Members that the report proposed a draft annual report on the work of the Finance, Audit & Performance Management Committee, and its Working Group, to be presented to the Fire & Rescue Authority at its meeting on 16 March 2015.

**RESOLVED THAT**

Following consideration of the draft report and any additions, deletions or alterations they wished to make, Members agreed that the report should be submitted to the Fire & Rescue Authority in March 2015. It was agreed that the Wales Audit Office conclusions in respect of financial governance be highlighted to the Fire & Rescue Authority.

**56. FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme.

**RESOLVED THAT**

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



**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING  
HELD ON MONDAY 16 MARCH 2015 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**55. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
D T Davies (Chair)		Caerphilly
D Ali		Cardiff
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
E Galsworthy		Merthyr Tydfil
E Hacker		Vale of Glamorgan
K Hyde		Cardiff
C James		Bridgend
M Javed		Cardiff
A Jones		Torfaen
J Jones		Caerphilly
S J Jones		Rhondda Cynon Taff
R McKerlich		Cardiff
B Morgan		Rhondda Cynon Taff
G Phillips		Cardiff
S Pickering		Rhondda Cynon Taff
M Powell		Monmouthshire
M Rahman		Newport
P Seabourne		Torfaen
C Smith		Bridgend
V Smith		Monmouthshire

**APOLOGIES:**

S Bradwick (Deputy Chair)		Rhondda Cynon Taff
P Hannon		Newport
J Morgan		Blaenau Gwent

**ABSENT:**

**OFFICERS PRESENT:-** CFO H Jakeway, DCO S Chapman, ACO P Haynes – Director of People Services, Mr C Barton – Treasurer, Mr G Thomas – Head of Finance & Procurement, Mr C Powell – Deputy Monitoring Officer, AM R Matheson – Head of Operational Risk Management

## **56. DECLARATIONS OF INTEREST**

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

Officers declared an interest in Agenda Item 6.iv, Localism Act 2011 – Pay Policy Statement.

## **57. CHAIR'S ANNOUNCEMENTS**

### **BEREAVEMENT**

The Chair was sad to announce the death of Councillor Jennie Morgan's husband, Geoff Morgan, and wished to express sincere condolences on behalf of Members to Councillor Morgan and her family. Members and Officers held a minute's silence in respect.

### **UPDATE ON COUNCILLORS BRADWICK, HANNON AND SAGE**

The Chair informed Members that Councillor Bradwick was recovering at home from a recent operation, and Councillors Hannon and Sage were currently in hospital. On behalf of Members the Chair confirmed he would write to the three Councillors wishing them a speedy recovery.

### **WELCOME TO COUNCILLORS JAMES AND ALAN JONES**

The Chair also extended a warm welcome to Councillors James and Alan Jones who had returned to the Fire & Rescue Authority following a period of ill health.

### **COUNCILLOR JANET JONES**

The Chair was disappointed to report that Councillor Janet Jones would be unable to continue as a Member of the Fire & Rescue Authority as from May 2015. The Chair wished Councillor Jones all the very best in the future and thanked her for her support throughout the year. Councillor Jones responded by thanking Members and Officers for their kindness and friendship throughout her time on the Fire & Rescue Authority.

### **DEPUTY MAYOR OF CARDIFF CITY COUNCIL**

On behalf of Members, the Chair congratulated Councillor Ali on recently being nominated as the Deputy Mayor of Cardiff City Council.

## **CHARITY CYCLE RIDE**

The Chair was pleased to inform Members that the Chief Fire Officer would be taking part in a Charity Cycle Ride to raise money for the Firefighters Charity. In his own time the Chief Fire Officer and the team would cycle to each community Fire & Rescue Station across the South Wales area, and would cover 300 miles over 4 days. The event would start from Fire & Rescue Service Headquarters on 17 May and finish on 20 May 2015. The Chair urged Members to support the event by completing the sponsorship form which would be circulated at the end of the meeting.

## **NATIONAL SPRINKLER WEEK**

The Chair informed Members that due to National Sprinkler Week across the UK, a short demonstration would take place following the meeting. The Members noted that thanks to Welsh Government legislation that from 30 April 2014, all new and converted residential care homes, certain hostels, B&Bs, would be required to install fire sprinklers. From 1 January 2016 all new and converted residential properties, including houses and flats, would also be protected by sprinkler systems. The Chair also reported that the Chief Fire Officer would carry out further discussions with Assembly Members to pursue the mandatory installation of sprinklers in schools.

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

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

- Finance, Audit & Performance Management meeting held on 24 November 2014
- Fire & Rescue Authority meeting held on 9 February 2015

## **59. UPDATE ON ACTIONS**

The Deputy Chief Officer informed Members of actions undertaken since the last meeting, and provided updates on minute number:- 13/14 78.12.

## **60. REPORTS FOR DECISION**

### **60.1 TREASURY MANAGEMENT STRATEGY 2015/2016**

The Treasurer provided Members with the Treasury Management Strategy, policies and indicators for approval as required by statute.

#### **RESOLVED THAT**

- 60.1.1 Members approved the proposed Treasury Management Strategy, Minimum Revenue Provision (MRP) Policy, Annual Investment Strategy, Capital and Prudential Indicators for 2015/2016, as required by Section 3 of the Local Government Act 2003.
- 60.1.2 Members also gave approval that the Treasurer updates the Strategy in line with the economic forecasts as necessary throughout the year.
- 60.1.3 Following a query on reserves, Members noted that due to a recommendation by Auditors, a formal policy on reserves would be presented to the Fire & Rescue Authority in due course.

### **60.2 PERFORMANCE INDICATOR TARGET SETTING 2015/2016**

The Chief Fire Officer provided Members with the proposed Performance Indicator Targets for 2015/2016.

#### **RESOLVED THAT**

- 60.2.1 Following a question and answer session, Members agreed to endorse the Performance Indicator Targets proposed for 2015/2016.
- 60.2.2 Members approved the publication of the Performance Indicator Targets for 2015/2016 on the South Wales Fire & Rescue Service website.

### **60.3 PUBLICATION OF STAGE 1 OF THE ANNUAL IMPROVEMENT PLAN 2015/2016**

The Deputy Chief Officer provided Members with a report in order to publish Stage 1 of the Service's Annual Improvement Plan in accordance with the requirements of the Local Government (Wales) Measure 2009.

**RESOLVED THAT**

- 60.3.1 Following a question and answer session on various statistics within the report, Members agreed to note the contents of the report and approved the general content of the Improvement Plan for 2015/2016.
- 60.3.2 Members approved the publication of the Improvement Plan 2015/2016 on the South Wales Fire & Rescue Service website by 31 March 2015, and subsequent publications of the document.
- 60.3.3 Following a request by Members, Officers agreed to circulate a copy of the School Visit Plan for each Borough to Members.
- 60.3.4 Following discussion on the availability of 'Crucial Crew', Officers agreed to investigate the issue further and confirm Welsh Government funding.

**60.4 LOCALISM ACT 2011 – PAY POLICY STATEMENT 2015/2016**

The ACO People Services informed Members that the Localism Act which came into being in November 2011 required South Wales Fire & Rescue Authority to publish a Pay Policy Statement by 31 March of each financial year that provided information for the following financial year.

Officers withdrew from the meeting whilst Members considered the recommendation.

**RESOLVED THAT**

Members agreed to endorse South Wales Fire & Rescue Authority's Pay Policy Statement for re-publication on 31 March 2015.

Officers returned to the meeting.

**60.5 LOCAL PENSION BOARD – RESPONSIBILITIES OF THE FIRE & RESCUE AUTHORITY**

The Deputy Chief Officer informed Members that individual Fire & Rescue Authorities must consider and reach a determination on how they intend to advance the programme of governance in respect of the three Firefighters' Pension Schemes.

Consideration would need to be given to the discharge of responsibilities in relation to the creation of a Local Pension Board and scheme management.

Consideration would also need to be given to issues surrounding Member roles and responsibilities and amendment to relevant documents to reflect Members decisions.

## **RESOLVED THAT**

- 60.5.1 Members agreed to utilise a Committee, to be known as 'the Local Pensions Board' to carry out and discharge its responsibilities to manage or administer the Firefighters' Pension Schemes.
- 60.5.2 Members agreed that the Local Pensions Board be responsible for ensuring good governance and compliance with requirements imposed by the Pensions Regulator.
- 60.5.3 Members approved the terms of reference for the Local Pensions Board detailed at Appendix 2 attached to the report.
- 60.5.4 Members agreed that the Chair of the Local Pensions Board be the Deputy Chair of the Fire & Rescue Authority.
- 60.5.5 Members agreed that the Deputy Chief Officer be given delegated authority to amend the necessary documents and Member role descriptions to reflect the changes brought about by the creation of the Local Pension Board.
- 60.5.6 Members agreed that the Authority makes its first appointments to the Local Pensions Board at its Annual General Meeting.
- 60.5.7 Members agreed to undertake mandatory training prior to sitting on the Local Pensions Board.

## **61. REPORTS FOR INFORMATION**

### **61.1 ANNUAL REPORT ON THE WORK OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE AND ITS WORKING GROUP DURING 2014/2015**

In the absence of the Chair of the Finance, Audit & Performance Management Committee, the Deputy Chief Officer presented a report

on the annual report on the work of the Finance, Audit and Performance Management Committee, and its Working Group, for the Municipal Year 2014/2015.

### **RESOLVED THAT**

Members agreed to note the work undertaken by the Finance, Audit and Performance Management Committee and its Working Group during the Municipal Year.

On behalf of Members, the Chair wished to record thanks and appreciation to Members and Officers of the Finance, Audit & Performance Management Committee, and its Working Group, for all their hard work and commitment throughout the Municipal Year.

### **61.2 ANNUAL REPORT OF THE WORK OF THE HR & EQUALITIES COMMITTEE**

The Chair of the HR & Equalities Committee informed Members of the work undertaken by the HR & Equalities Committee during the Municipal Year 2014/2015.

### **RESOLVED THAT**

Members agreed to note the work of the HR & Equalities Committee in the 2014/2015 Municipal Year.

On behalf of Members, the Chair thanked Members and Officers of the HR & Equalities Committee for their hard work and dedication throughout the Municipal Year.

### **61.3 FIREFIGHTERS' PENSION DISPUTE – UPDATE ON INDUSTRIAL ACTION**

The Chief Fire Officer provided Members with a verbal update on the recent Industrial Action, and reported that at the present time there was no formal resolution on the dispute being resolved in Wales

### **RESOLVED THAT**

Members agreed to note the verbal update on the Firefighters Pension Dispute.

## **61.4 FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme for 2014/2015, and confirmed that the Programme was now complete.

### **RESOLVED THAT**

Members agreed to note that the Forward Work Programme for 2014/2015 was now complete.

## **62. RESOLUTIONS TO EXCLUDE THE PRESS AND PUBLIC BY VIRTUE OF SECTION 100A AND PARAGRAPHS 14 & 16 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED)**

A resolution to exclude the press and public by virtue of Section 100A and paragraphs 14 & 16 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended) was passed.

### **62.1 UPDATE ON THE ABERBARGOED PROJECT**

The Deputy Chief Officer provided Members with an update on the Aberbargoed project.

### **RESOLVED THAT**

62.1.1 Members agreed to note the content of the report regarding the legal advice received.

62.1.2 Members authorised the increase in additional expenditure detailed in paragraph 2.2 of the report to meet the final cost of the project.

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

There were no items of urgent business.

## **RE-DEDICATION OF MEMORIAL STONE AT BLAINA**

The Chief Fire Officer took the opportunity to inform Members that due to the closure of Blaina Fire Station on 31 March 2015, the memorial stone commemorating the tragic deaths of Firefighters Kevin Lane and Stephen Griffin, would be re-dedicated at St Peter's Church, Blaina, on Sunday, 22 March, 2015. Along with the family members, the Chief Fire Officer and Chair would attend the small service at the local church.

The Chair wished to record his thanks and appreciation to all Officers involved in the preparation and planning of the service, and for maintaining contact with the families and members of the community.

Members also wished to record their thanks to the Chief Fire Officer, and congratulated him for helping the families throughout the whole difficult process.

The Chair thanked Members and Officers for all their support and commitment throughout the 2014/2015 Municipal Year.



**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FINANCE, AUDIT & PERFORMANCE  
MANAGEMENT MEETING  
HELD ON MONDAY 11 MAY 2015 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**57. PRESENT:**

<b>Councillor</b>	<b>Left</b>	
J Morgan (Deputy Chair)		Blaenau Gwent
S Bradwick	1200 hrs	Rhondda Cynon Taff
D T Davies	1200 hrs	Caerphilly
P Drake		Vale of Glamorgan
C Elsbury	1130 hrs	Caerphilly
E Galsworthy		Merthyr Tydfil
K Hyde	1200 hrs	Cardiff
M Javed		Cardiff
A Jones		Torfaen
S J Jones		Rhondda Cynon Taff
B Morgan	1200 hrs	Rhondda Cynon Taff
S Pickering	1200 hrs	Rhondda Cynon Taff
M Powell		Monmouthshire
P Seabourne	1200 hrs	Torfaen
C Smith		Bridgend

**APOLOGIES:**

P Hannon (Chair)	Newport
E Hacker	Vale of Glamorgan
C James	Bridgend
J Jones	Caerphilly
R McKerlich	Cardiff
M Rahman	Newport
V E Smith	Monmouthshire

**ABSENT:**

D Ali	Cardiff
G Phillips	Cardiff

**OFFICERS PRESENT:-** CFO H Jakeway, DCO S Chapman (Monitoring Officer), ACO P Haynes – Director of Peoples Services, ACFO A Thomas – Director of Operations, Mr C Barton – Treasurer, Mr

G Thomas – Head of Finance & Procurement, Mr C Powell – Monitoring Officer, Mr Mark Malson – Head of HR, A/AM Ian Greenman – Head of Training & Development, A/AM Alison Kibblewhite – ‘SOF’ Project, Mr Ron Price – Wales Audit Office, Ms Katherine Spooner – KPMG Accountant, Ms Lisa Mullan – Senior Accountant

**58. TO CONSIDER AN ITEM OF URGENT BUSINESS – REASON FOR URGENCY: TO REDUCE THE FINANCIAL IMPACT ON THE FIRE AND RESCUE AUTHORITY AND AVOID FINANCIAL PENALTIES BEING IMPOSED ON THE AUTHORITY BY HMRC**

As Monitoring Officer, the Deputy Chief Officer informed Members that all Fire Authority Members had been invited to attend the Finance Audit & Performance Management Committee meeting in order to consider an urgent report on ‘Protected Pension Age – Fire Authority Liability’, as it was considered that it was an important decision that all Members should be involved in so that they may express their views and vote on a recommendation.

However, the Committee were advised that if this approach were to be endorsed and adopted by Members at the meeting, then it would be necessary for the Finance, Audit & Performance Management Committee Members to address procedural issues to permit this.

As a consequence, the Deputy Chair consented to the Finance, Audit & Performance Management Committee considering the urgent report and moved a resolution under Procedural Standing Order 8.4 to vary the order of business on the agenda to allow consideration of items out of order, which was duly seconded.

**RESOLVED THAT:**

58.1 Members of the Finance, Audit & Performance Management Committee unanimously agreed to vary the order of business for the meeting.

58.2 A motion was then moved and seconded under Procedural Standing Order 11.1(L) to suspend Procedural Standing Orders, namely Procedural Standing Order 6.1 in relation to voting, to enable all Fire Authority Members present to vote on the urgent item regardless of whether or not they were a member of the Finance, Audit & Performance Management Committee.

58.3 Members of the Finance, Audit & Performance Management Committee unanimously agreed to suspend Procedural Standing

Order 6.1 and permit every Fire Authority Member present at the meeting to vote on the urgent paper.

## **59. DECLARATIONS OF INTEREST**

As Rhondda Cynon Taff Borough Council were the appointed Scheme Administrators of the Service's Pension Scheme and could potentially be implicated in the issue under consideration, Councillors Bradwick, B Morgan, Pickering and S Jones declared a personal and prejudicial interest in the urgent agenda item and confirmed they would leave the meeting before the report was considered.

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

Councillors Bradwick, B Morgan, Pickering and S Jones withdrew from the meeting.

## **60. PROTECTED PENSIONS AGE: FIRE AUTHORITY LIABILITY**

The ACO People Services informed Members that the report summarised the legal and financial liability of the Authority in relation to HMRC tax rules in respect of protected pension ages for three individuals previously employed as Wholetime staff within the Service. He explained the background to the changes in the tax legislation, the reasons why the three individuals were now subject to the tax charge and the options available to the Authority.

The Monitoring Officer stressed that although this was a very difficult decision for Members due to the distressing personal position the individuals concerned were in as a result of the change in tax rules, Members must adhere to the key issues when reaching their decision. She stressed that Members of the Fire Authority were custodians of public funds, and as such, those funds could only be applied for purposes for which there is a lawful authority. She continued that the ACO People Services had outlined extensive advice from Queen's Counsel and financial specialists, which all said that it was the Scheme Administrator (Rhondda, Cynon Taff Borough Council Pension Section) and the Scheme Member who had responsibility to ensure that they understood the implications of any action that was taken. The Fire Authority's liability only extended to a small charge as a consequence of the action taken by the Scheme Members, with the individual Scheme member being primarily responsible for the tax charges.

Members were also reminded that although HMRC did not mind who paid the tax charges so long as they were paid, as custodians of public

funds they must be concerned with responsibility for payment. Members were advised that they should consider all relevant facts, including the original circular; the FBU circular advising of the changes; the legal advice received by the Service; HMRC advice; and consider the liability to pay and the legal powers available to the Authority to apply public funds.

Members were advised that the Service was not aware of any specific legal provision which permitted the Authority applying public funds for the discharge of an individual's personal tax bill in the current situation and in the light of the advice received, although the Service was aware that one or two other Authorities had picked up these costs. Whilst it was difficult to know what legal grounds these payments were made on as confidentiality agreements had been signed in some cases, Members were made aware of the case of one Police Authority which had made a settlement in order to prevent any future legal action being taken against that force in relation to this matter as it had been deemed to be very costly, complex and lengthy. Members were advised that this was a consideration for them, but that this should be weighed against the legal advice received and the appropriateness for utilising public funds in this way at this stage of the process.

The Monitoring Officer continued that she had also considered in detail the content and findings of the recent independent investigation into alleged unlawful payments at Carmarthen Council, where pay arrangements were put in place for the Chief Executive with a view to mitigating personal tax liability. Whilst it was appreciated that this situation was slightly different as it related to an existing tax liability, it was the Monitoring Officer's view that the principles were transferable. Members were advised that the Wales Audit Office were present at the meeting and had confirmed that they could address this point if Members required clarification.

Summing up, the Monitoring Officer advised that bearing in mind all the advice and information, and weighing up all of the legal considerations, there was one recommendation that she could recommend at the current time from a Monitoring Officer perspective, and that was for Members to resolve to pay the scheme sanction charge and to allow the three individuals to pay their own tax charge. She appreciated that this was an extremely emotive recommendation, but considered that to do otherwise on the basis of the information available at this time could expose the Authority to an independent investigation of the expenditure and whatever consequences may flow from that. It was stressed that this recommendation did not preclude the possibility of legal action being pursued by the Scheme Members if they considered this

appropriate at a later date and that this would have to be considered at that time on the basis of information available then.

The Treasurer informed Members that in deciding this matter, Authority Members had to consider whether it would be unlawful or unreasonable to meet the personal tax liabilities of the affected employees.

He continued that as indicated in the report, there were circumstances in which employers could meet such liabilities and there were specific taxation rules around how such 'settlement agreements' were dealt with from a taxation perspective. However, the mere fact that such provisions exist within tax legislation did not constitute a legal power for the Authority to meet such costs as a Public Authority.

He considered the question in his mind came down to an assessment of whether any settlement of the personal liabilities would be in the interests of the Service users and taxpayers of the South Wales Fire Authority area who ultimately fund the Fire Authority.

At face value, the settlement of a personal tax liability had no obvious or direct benefit to the Service users or taxpayers of the South Wales Fire Authority area.

From a purely financial perspective, it could be argued that there was a risk of legal action by the employees and that the associated costs of defending such action would be significant enough to warrant settlement as a cheaper overall course of action.

Such an argument presumed that legal action would be successful and the South Wales Fire Authority would end up paying all of the settlement and associated legal costs.

There was also a further consideration in terms of legal action which could not be ignored. Given recent high profile and related events in the Welsh Public Sector, a decision to settle a personal tax liability would more than likely be challenged by a taxpayer or the Auditor General. Defending such a challenge would in itself attract significant legal costs.

Given that legal costs defending the decision were difficult to quantify and critically, they appeared to be a risk regardless of which decision Members arrived at, it would seem that such legal costs should not be a relevant consideration for Members at this time.

On the basis of the lack of any financial rationale which could be conceived to be in the interest of the Service users or taxpayers of

South Wales, it was the Treasurer's view that there was a significant risk of this expenditure on meeting personal tax liabilities being deemed unlawful and he therefore recommended that Members confirm that the Authority should only meet the charges which it was liable to pay under the relevant legislation.

As the Head of Paid Services, the Chief Fire Officer stated that although he realised this was an extremely difficult decision for Members, he confirmed that the Fire Brigades Union in 2010 had published a circular on its website to make its members aware of issues around protected pension age. He confirmed that the surcharges had been triggered solely because individuals were employed on two separate contracts, Wholetime and RDS, and had retired from Wholetime at the age of 50, but did not retire from their secondary contract. He also highlighted that Officers could not give advice to employees on their retirement. The Chief Fire Officer took the opportunity to thank Members for considering the urgent report at such short notice, and also thanked Officers for all their time and efforts in seeking advice and trying to resolve matters which affected the individuals who were public servants caught up by the changes and regulations.

The Wales Audit Officer also stated that he appreciated this was a difficult time for the individuals, but unfortunately he could not provide or add any advice. However, he confirmed that the Auditor General would question any payments made to settle individual tax charges in relation to protected pension age. He stressed that the situation was set out clearly and that only Fire Authority Members could make a decision.

Following a very lengthy question and answer session on lawful and unlawful payments, and tax liabilities on retirement, the ACO People Services informed Members that neither the Service nor the Pensions Administrator had been aware of the change in HMRC tax rules around protected pension age prior to HMRC making initial contact. Members were also advised that the costs for the Service to obtain specialist advice amounted to £18,000. The ACFO Service Delivery assured Members that a safeguard was now in place for employees to consider their situation when retiring, and continuing with a secondary contract.

In the light of the discussion, a motion was moved by Councillor Seabourne that the Authority pay the Scheme Sanction Charge, and that the three individuals be required to pay their own tax charge. The motion was duly seconded.

## **RESOLVED THAT**

- 60.1 Following a vote of 8 for, 1 against, and 2 abstentions, Members agreed to pay the scheme sanction charge and that the three individuals pay their own tax charge.
- 60.2 Members confirmed that the reasons for their decision were threefold, namely:
- 60.2.1 The Authority could not spend public funds on meeting individual tax bills.
  - 60.2.2 The professional advice received confirmed that the Authority was not liable for the individuals' tax charge, only the scheme sanction charge.
  - 60.2.3 It would be unlawful for the Authority to make a payment to meet the individuals' personal tax bill in the current circumstances.

Councillors Bradwick, B Morgan, Pickering and S Jones returned to the Finance, Audit and Performance Management meeting at 1130 hours.

## **61. PRESENTATION OF 'SHAPING OUR FUTURE' TO FAPM AND HR & EQUALITIES MEMBERS**

The Deputy Chair welcomed Members of the HR & Equalities Committee meeting for the joint presentation of 'Shaping Our Future'.

A motion was then moved and seconded under Procedural Standing Order 11.1(L) to suspend Procedural Standing Orders, namely Procedural Standing Order 6.1 in relation to voting, to enable both HR & Equalities Committee Members and Finance, Audit & Performance Management Committee Members present to vote on the item under consideration due to the overarching impact the subject had on the work of both Committees.

The DCO informed Members that the two Committees had been invited to attend the meeting in order to consider the 'Shaping Our Future' electronic presentation, with the aim of reviewing and evaluating the Service's staffing structure by the year 2020, and for Members to consider two proposals.

A/AM Kibblewhite and the Head of HR delivered the electronic presentation to Members and a question and answer session followed.

## **RESOLVED THAT**

- 61.1 Members approved the acquisition and implementation of a new electronic Job Evaluation System for the Service to replace the existing paper based model, and agreed to the option of a single software fee of £19,700 for the software (one off payment) and £3,000 per annum to host the system being incurred for the chosen model.
- 61.2 Members also agreed to the establishment of an Officer Steering Group to oversee the implementation of the project.
- 61.3 Members noted that a more detailed presentation would be presented to a further joint Committee meeting at a later date on how the question hierarchy was structured for Members information.

Members of the HR & Equalities Committee withdrew from the meeting, and Members of the Finance, Audit & Performance Management remained to proceed with their meeting.

## **62. CHAIR'S ANNOUNCEMENTS**

The Deputy Chair informed Members that following surgery Councillor Hannon was recovering at home. On behalf of Members she agreed to send best wishes and hoped that Councillor Hannon had a speedy recovery.

## **63. MINUTES OF PREVIOUS MEETING**

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

- Finance, Asset & Performance Management Working Group meeting held on 19 January 2015
- Finance, Asset & Performance Management meeting held on 9 March 2015

## **64. REVENUE MONITORING REPORT 2014/2015**

The Head of Finance & Procurement informed Members that the Revenue Monitoring report provided details of the annual revenue budget, expenditure and income to March, and a projected outturn position for the financial year ending 31 March 2015.

**RESOLVED THAT**

Members agreed to note the Budget Monitoring report.

**65. CAPITAL MONITORING REPORT 2014/2015**

The Head of Finance & Procurement informed Members that the Capital Monitoring report provided details of the total capital budget for the year, expenditure to date, and a forecast outturn position.

**RESOLVED THAT**

65.1 Members agreed to note the progress of the Capital Schemes, and the associated funding streams.

65.2 Members approved the alterations identified in Appendix 1 attached to the report.

**66. RESERVES STRATEGY**

The Treasurer presented a report which provided Members with information on the Authority's Reserves, together with background on the appropriate management of reserves in a local Authority context.

The report also provided background to recent reports and commentary regarding the reserves held by Authorities, and also the salient advice, guidance, reporting requirements, regulatory and accounting frameworks which were relevant to the subject.

The report sought to fulfil the Wales Audit Officer's recommendation for improvement contained within its Financial Planning Assessment for 2014/2015. The recommendation was for a 'written policy on the use of reserves'.

**RESOLVED THAT**

66.1 Members agreed to note the content of the report in respect of the reserves held by Authorities.

66.2 Following consideration, Members approved the content of the strategy at Appendix 1 to the report as a working basis for managing the Fire & Rescue Authority's reserve funds, subject to approval by the Fire Authority.

## **67. REPORT ON PROGRESS OF AUDIT, SCHEME AND CIRCULAR ACTION UPDATES AS AT 11 MAY 2015**

The Deputy Chief Officer presented a report to Members which showed the latest progress recorded against actions arising from Internal Audits, Wales Audit Office Thematic Reviews, Operational Assurance Peer Reviews, Corporate Schemes, and Government Circulars at Appendix 1 attached to the report.

Graphical summaries showing all actions ongoing, overdue and completed since 2 July 2012 were also provided for each type of action.

### **RESOLVED THAT**

- 67.1 Members agreed to note the contents of the progress report and graphical summaries.
- 67.2 Following a request by Members, Officers agreed that the actions highlighted in red would be closely monitored and brought back to Members at a later date.

## **68. FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme, and informed Members that all items were complete, and a new Forward Work Programme would be re-shaped in the new Municipal Year.

### **RESOLVED THAT**

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

The Deputy Chair thanked Members and Officers for all their hard work throughout the year on behalf of the Finance, Audit & Performance Management Committee.

Members took the opportunity to thank the Deputy Chair for successfully chairing a difficult meeting

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE FIRE & RESCUE AUTHORITY**  
**ANNUAL GENERAL MEETING HELD ON**  
**MONDAY 8 JUNE 2015 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**1. PRESENT:**

<b>Councillor</b>	<b>Authority</b>
D Ali	Cardiff
S Bradwick	Rhondda Cynon Taf
D T Davies	Caerphilly
P Drake	Vale of Glamorgan
C Elsbury	Caerphilly
E Galsworthy	Merthyr Tydfil
E Hacker	Vale of Glamorgan
P Hannon	Newport
C Hawker	Caerphilly
K Hyde	Cardiff
C James	Bridgend
M Javed	Cardiff
A Jones	Torfaen
S J Jones	Rhondda Cynon Taf
R McKerlich	Cardiff
B Morgan	Rhondda Cynon Taf
J Morgan	Blaenau Gwent
G Phillips	Cardiff
S Pickering	Rhondda Cynon Taf
M Powell	Monmouthshire
P Seabourne	Torfaen
C Smith	Bridgend
V E Smith	Monmouthshire

**APOLOGIES:**

M Rahman	Newport
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**OFFICERS PRESENT:** CFO H Jakeway, DCO S Chapman, ACFO R Prendergast – Director of Technical Services, ACO P Haynes – Director of People Services, Mr C Barton – Treasurer, Mr C Powell – Deputy Monitoring Officer

The current Chair welcomed new Member Councillor Hawker to the Fire & Rescue Authority. He was also pleased to welcome Councillor Hannon who was returning to the Fire & Rescue Authority following a period of ill health.

Members were also informed that the Chair had written thank you letters to outgoing Members, Councillor Sage and J Jones, for all their help and support on behalf of the Fire & Rescue Authority.

## **2. DECLARATIONS OF INTEREST**

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

## **3. ELECTION OF CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR MUNICIPAL YEAR 2015/16**

The Deputy Chief Officer requested nominations for Chairperson of the Fire & Rescue Authority. Councillor D T Davies was nominated and seconded. There were no other nominations.

### **RESOLVED THAT**

Councillor D T Davies was duly elected Chair of the Fire & Rescue Authority for the Municipal Year 2015/16.

## **4. ELECTION OF DEPUTY CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR MUNICIPAL YEAR 2015/16**

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

### **RESOLVED THAT**

Councillor Bradwick was duly elected Deputy Chair of the Fire & Rescue Authority for the Municipal Year 2015/16.

## 5. TO AGREE THE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR 2015/16

The Deputy Chief Officer provided Members with details of the number of Members required for each Fire & Rescue Authority Committee.

### RESOLVED THAT

Members unanimously agreed that the Finance Audit & Performance Management Committee should not be politically balanced but comprise of one representative from each constituent Unitary Authority.

Members agreed the following membership of Committees for 2015/16:-

#### Finance Audit & Performance Management Committee

Cllr C Smith	Bridgend
Cllr C Hawker	Caerphilly
Cllr E Galsworthy	Merthyr Tydfil
Cllr M Powell	Monmouthshire
Cllr P Hannon	Newport
Cllr S J Jones	Rhondda Cynon Taf
Cllr A Jones	Torfaen
Cllr J Morgan	Blaenau Gwent
Cllr M Javed	Cardiff
Cllr P Drake	Vale of Glamorgan

#### Local Pension Board

Cllr S Bradwick	Rhondda Cynon Taf	Labour
Cllr B Morgan	Rhondda Cynon Taf	Labour
Cllr J Morgan	Blaenau Gwent	Labour
Cllr A Jones	Torfaen	Labour
Cllr S Pickering	Rhondda Cynon Taf	Labour
Cllr R McKerlich	Cardiff	Conservative
Cllr V Smith	Monmouthshire	Independent
Cllr K Hyde	Cardiff	Liberal Democrats
Vacant		Labour
Vacant		Labour
Vacant		Labour

#### HR & Equalities

Cllr G Phillips	Cardiff	Labour
Cllr B Morgan	Rhondda Cynon Taf	Labour
Cllr E Galsworthy	Merthyr Tydfil	Labour
Cllr M Rahman	Newport	Labour
Cllr S J Jones	Rhondda Cynon Taf	Labour

Cllr S Pickering	Rhondda Cynon Taf	Labour
Cllr P Seabourne	Torfaen	Labour
Cllr A Jones	Torfaen	Labour
Cllr S Bradwick	Rhondda Cynon Taf	Labour
Cllr R McKerlich	Cardiff	Conservative
Cllr C Elsbury	Caerphilly	Plaid Cymru
Cllr M Powell	Monmouthshire	Conservative
Cllr E Hacker	Vale of Glamorgan	Independent
Cllr P Drake	Vale of Glamorgan	Labour
Cllr J Morgan	Blaenau Gwent	Labour
Cllr C James	Bridgend	Labour

### **Standards Committee**

Cllr B Morgan	Rhondda Cynon Taf
Cllr V Smith	Monmouthshire
Cllr J Morgan	Blaenau Gwent

Andrew Cledes	Independent Member
Geoffrey Hughes	Independent Member

## **6. ELECTION OF CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2015/16**

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

### **RESOLVED THAT**

Councillor Hannon was duly elected as Chair of the Finance, Audit & Performance Management Committee.

## **7. ELECTION OF DEPUTY CHAIRPERSON OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE FROM COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2015/16**

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

**RESOLVED THAT**

Councillor J Morgan was duly elected as Deputy Chairperson of the Finance, Audit & Performance Management Committee.

**8. ELECTION OF CHAIRPERSON OF HR & EQUALITIES COMMITTEE FROM COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2015/16**

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

**RESOLVED THAT**

Councillor S Jones was duly elected as Chair of the HR & Equalities Committee for 2015/2016.

**9. ELECTION OF DEPUTY CHAIRPERSON OF HR & EQUALITIES COMMITTEE FROM COMMITTEE MEMBERS FOR MUNICIPAL YEAR 2015/16**

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

**RESOLVED THAT**

Councillor A Jones was duly elected as Deputy Chair of the HR & Equalities Committee for 2015/2016.

**10. TO AGREE THE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS AND OUTSIDE BODIES FOR MUNICIPAL YEAR 2015/2016**

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

**RESOLVED THAT**

10.1 Members agreed the following representations to the Working Groups and outside organisations detailed in Appendix 1 attached to the report:-

**Representative to WLGA**

Chairperson – Councillor D T Davies

**Representative on LGA Fire Committee**

Chairperson – Councillor D T Davies

**Community Safety Partnership Representatives**

Cllr J Morgan	Blaenau Gwent
Cllr C James	Bridgend
Cllr C Elsbury	Caerphilly
Cllr M Javed	Cardiff
Cllr P Drake	Vale of Glamorgan
Cllr E Galsworthy	Merthyr Tydfil
Cllr V Smith	Monmouthshire
Cllr M Rahman	Newport
Cllr S Jones	Rhondda Cynon Taf
Cllr P Seabourne	Torfaen

**Representatives on Standing Orders Working Group**

Cllr V Smith	Monmouthshire
Cllr C James	Bridgend
Cllr S Pickering	Rhondda Cynon Taf
Cllr S Jones	Rhondda Cynon Taf
Cllr K Hyde	Cardiff

**Representatives on Innovations & Awards Panel**

Cllr V Smith	Monmouthshire
Cllr A Jones	Torfaen

**Representatives on Finance, Asset & Performance Management Working Group**

Cllr V Smith	Monmouthshire
Cllr C Smith	Bridgend
Cllr C Hawker	Caerphilly
Cllr P Hannon	Newport
Cllr S Jones	Rhondda Cynon Taf
Cllr S Pickering	Rhondda Cynon Taf
Cllr M Powell	Monmouthshire
Cllr E Hacker	Vale of Glamorgan
Cllr E Galsworthy	Merthyr Tydfil
Cllr C James	Bridgend
Cllr P Drake	Vale of Glamorgan
Cllr J Morgan	Blaenau Gwent
Cllr A Jones	Torfaen
Cllr D Ali	Cardiff

### **Representatives on ICT Steering Group**

Cllr P Drake	Vale of Glamorgan
Cllr A Jones	Torfaen
Cllr D Ali	Cardiff
Cllr C Elsbury	Caerphilly

10.2 Following discussion, Officers agreed to ensure that Members on Partnership meetings received copies of agendas and meeting papers.

### **11. TO RECEIVE COPIES OF STANDING ORDERS (GENERAL PROCEDURAL AND CONTRACT) FINANCIAL REGULATIONS, SCHEME OF DELEGATIONS TO OFFICERS AND COMMITTEE TERMS OF REFERENCE (CIRCULATED WITH THE AGENDA ON DISK)**

The Deputy Chief Officer provided Members the Fire & Rescue Authority's relevant constitutional documents in accordance with General Standing Order 20.7.

#### **RESOLVED THAT**

Members agreed to receive the Standing Orders (General, Procedural & Contract), Financial Regulations, Scheme of Delegations and Terms of Reference of the Fire & Rescue Authority detailed on the disc provided to Members with the report.

### **12. TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2015/16**

The Deputy Chief Officer provided Members with details of the proposed cycle of Committee and Working Group meetings for the Municipal Year 2015/16.

#### **RESOLVED THAT**

Members approved the cycle of Committee and Working Group meetings for the Municipal Year 2015/16 detailed in Appendix 1 attached to the report.



**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING  
HELD ON MONDAY 8 JUNE 2015 AT  
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**13. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
D T Davies (Chair)		Caerphilly
S Bradwick (Deputy Chair)		Rhondda Cynon Taf
D Ali		Cardiff
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
E Galsworthy		Merthyr Tydfil
E Hacker		Vale of Glamorgan
C Hawker		Caerphilly
P Hannon		Newport
K Hyde		Cardiff
C James		Bridgend
M Javed		Cardiff
A Jones		Torfaen
S J Jones		Rhondda Cynon Taf
R McKerlich		Cardiff
B Morgan		Rhondda Cynon Taf
J Morgan		Blaenau Gwent
G Phillips		Cardiff
S Pickering		Rhondda Cynon Taf
M Powell		Monmouthshire
P Seabourne		Torfaen
C Smith		Bridgend
V Smith		Monmouthshire

**APOLOGIES:**

M Rahman	Newport
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**ABSENT:**

**OFFICERS PRESENT:-** CFO H Jakeway, ACFO R Prendergast – Director of Technical Services, ACO P Haynes – Director of People Services, Mr C Barton – Treasurer, Mr C Powell – Deputy Monitoring Officer

## **14. DECLARATIONS OF INTEREST**

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

Councillor J Morgan declared a personal interest in agenda item 3.i.

## **15. REPORTS FOR DECISION**

### **15.1 FORMER BLAINA FIRE & RESCUE STATION PROPOSED DISPOSAL STRATEGY**

The Deputy Chief Officer sought approval from Members to declare the former Blaina Fire & Rescue Station a surplus asset and to proceed with its disposal.

#### **RESOLVED THAT**

- 15.1.1 Following discussion, Members unanimously agreed to declare the former Blaina Fire & Rescue Station surplus to requirements.
- 15.1.2 Members approved the disposal strategy outlined in the report.

The Deputy Chief Officer also provided an update on the sale of the Lanelay Hall site, and was pleased to advise Members that contracts had been exchanged.

## AGENDA ITEM NO 5

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

### Meeting of: Fire & Rescue Authority

Sally Chapman – DCO Huw Jakeway – CFO Andy Thomas – ACFO SD	Chris Barton – Treasurer Phil Haynes – ACO PS Richie Prendergast – ACFO TS
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Minute No	Item	Action	Leading Officer	Current Status:
12/13 – 62	Second Pumping Appliance Review Update	Savings identified in report to be achieved via voluntary reductions in percentage contracts or natural wastage through retirements/ resignations.	ACFO SD	Action Completed – savings realised
13/14 – 18.1 & 18.2	Ebbw Vale Fire & Rescue Station	Transfer of small area of forecourt to Blaenau Gwent Council for the nominal sum of £1 plus reasonable legal fees.	DCO	Blaenau Gwent CBC lawyers have not received instructions to complete to date.
13/14 – 24.1	Aberbargoed Station	Officers continue negotiations to reduce the additional claims.  Advice be sought on the potential of pursuing a legal claim.	DCO	Action Completed following report to March FA meeting
13/14 – 24.2	Hirwaun Station	Officers continue negotiations to reduce the additional claims.  Advice be sought on the potential of pursuing a	DCO	Discussions ongoing at current time in relation to resolving this dispute

Minute No	Item	Action	Leading Officer	Current Status:
		legal claim.		
13/14 - 59	Fire Cover Review Phase 1	Further report on land availability for the new fire and rescue station in the South Cornelly area.  Further public consultation on the transition to the new station.	DCO  DCO	Discussions have commenced with a local landowner in respect of a two acre site. Enquiries to identify further options for consideration are also ongoing. On hold pending new site being acquired.
13/14 - 62	Disposal of Lanelay Hall	Disposal to the preferred bidders on the agreed heads of term.	DCO	Contracts exchanged June 15
13/14 – 78.12	Bargoed & Cefn Fforest	Disposal of sites to housing association under General Disposal Consent (Wales) Order 2003.	DCO	<b>Bargoed Disposal Completed</b>  Cefn Fforest disposal awaiting exchange pending finalisation of the s.106 agreement
13/14 – 86.6.2	NIC Fire Control Feasibility Study Update	Review the internal funding mechanism to fund the upfront element of the loan	Treasurer	It will be a priority to minimise the set up costs of the project which constitute much of the Authority's initial investment. Given that much of this cost relates to existing staff resource, it is likely that the base revenue budget will be able to contribute the funding necessary to finance these upfront costs. Final review will take place at the financial year end when the outturn is known.
13/14 –	Fire Cover Review	Monmouthshire –	ACFO SD	Report scheduled for September

Minute No	Item	Action	Leading Officer	Current Status:
92.1.2	Phase 2	A further report to be brought back to the FA in 12 months on the availability of the second appliances at Chepstow, Monmouth and Abergavenny stations.		2015
		<p>Torfaen –</p> <ul style="list-style-type: none"> <li>• Determine appropriate timing for the removal of the retained duty system appliance from the station, taking into account the legal requirements and circumstances of the staff affected.</li> <li>• Provide Members with an update on discussions and brief the Authority when timelines are agreed.</li> <li>• If required, serve Notice of Redundancy on affected individuals at the appropriate time.</li> <li>• If required, determine the most appropriate method of funding redundancy payments.</li> </ul>	<p>ACFO SD</p> <p>DCO</p> <p>ACO PS</p> <p>Treasurer</p>	<p>The retained appliance will be removed on the 20<sup>th</sup> October 2015. Relevant staff have been advised</p> <p>As per action update and further reports, if required.</p> <p>Being reviewed in light of agreed date to remove the retained appliance</p> <p>Being reviewed</p>
14/15 – 35.1	Fire Cover Review Phase 3	<p>Merthyr Tydfil –</p> <ul style="list-style-type: none"> <li>• Retain a watching brief on land availability for a potential merger of Treharris and Abercynon Fire &amp; Rescue Stations at a suitable location on the A472</li> </ul>	DCO	<p>A watching brief will be maintained and reviewed in line with operational requirements.</p> <p><b>Action Completed</b></p>
		<p>Rhondda Cynon Taf –</p> <ul style="list-style-type: none"> <li>• Determine the appropriate implementation of the closure of Porth Fire &amp; Rescue Station, taking into account the circumstances of the individual staff affected</li> <li>• Update Members on discussions and</li> </ul>	<p>ACFO SD</p> <p>DCO</p>	<p>Station will close on 21<sup>st</sup> July 2015. Staff have been informed</p> <p>As per action update and further</p>

Minute No	Item	Action	Leading Officer	Current Status:
		timelines <ul style="list-style-type: none"> <li>• If required, serve Notice of Redundancy on affected individuals at the appropriate time</li> <li>• If required, determine the most appropriate method of funding redundancy payments</li> </ul>	ACO PS Treasurer	reports, if required. Where required, relevant Notices served Being reviewed
14/15 – 35.2	Redundancy Payments	To introduce an effective re-deployment evaluation process for determining suitable alternative employment.	ACO PS	Action Completed
14/15 – 35.14	Amendment to Standing Orders	Amend Standing Orders to reflect Regulation changes	DCO	Action Completed
14/15 – 52.1	Draft Improvement Plan and Improvement Objectives	Publish the Improvement Plan – ‘How we intend to improve in 2015/16’ including the agreed improvement objectives by 31 March 2015.	DCO	Action Completed
14/15 – 52.3	Dismissal Appeals	Amend the organisation’s policies, procedures and Scheme of Delegations to reflect the agreed changes	DCO/ ACO PS	In progress
14/15 – 60.5	Local Pensions Board	Amend the necessary constitutional documents to reflect the changes brought about by the creation of the Local Pensions Board	DCO	Action Completed
		Members to appoint to the Local Pensions Board at their AGM	Members	3 Labour vacancies still exist and need to be appointed to
15/16 – 15.1	Disposal of Former Blaina Fire & Rescue Station	To dispose of the former station in line with the disposal strategy	DCO	Site to be auctioned 8 July 2015

AGENDA ITEM NO 6

**Reports for Decision**



**PORTH FIRE & RESCUE STATION PROPOSED DISPOSAL STRATEGY****SUMMARY**

This report seeks approval to declare Porth Fire & Rescue Station (following its closure) a surplus asset. Further approval is sought to proceed with the stations disposal upon terms that reflect the best value achievable.

**RECOMMENDATION**

That Members declare Porth Fire & Rescue Station surplus to requirements following its closure on 21 July 2015.

That Members approve the disposal strategy outlined in the report.

**1. BACKGROUND**

- 1.1 The Fire Cover Review for Rhondda Cynon Taf (2012) recommended the closure of Porth Station. Subsequently the Station is due to close on the 21 July 2015. Following the Stations closure, the Service has no further operational use for this asset and on that basis it is recommended that the Authority formally declare the site surplus to requirements.
- 1.2 In order to remove the holding costs associated with a vacant building, and to generate a capital receipt, it is recommended that the Authority proceed with a disposal.

**2. ISSUE**

- 2.1 Initial investigations indicate a reasonable level of market interest for this asset and it is proposed that the Service proceed with the most appropriate disposal method available to secure the best value. The proposed disposal strategy is set out below.
- 2.2 Porth Fire & Rescue Station is located in an established light industrial location and may be of interest to a purchaser seeking an existing industrial/warehouse premises. Due to the anticipated level of interest it is recommended that a commercial agent is appointed to market the property prior to sale. Disposal options may then include proceeding on an informal tender basis, however, an element of flexibility in the method chosen is required to ensure we secure the most economically advantageous terms available.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The asset will incur the holding costs associated with an empty building. The anticipated capital receipt is unknown at this stage.

### 4. RECOMMENDATION

- 4.1 That Members declare Porth Fire & Rescue Station surplus to requirements following its closure on 21 July 2015.
- 4.2 That Members approve the disposal strategy outlined in the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Nick Corrigan Property Strategy Manager	RCT FCR 2012

**MEDIUM TERM FINANCIAL STRATEGY 2016-2021 & BUDGET 2016/17****SUMMARY**

To consider the draft Medium Term Financial Strategy (MTFS) and the basis of planning the 2016/17 revenue budget within this context.

The Fire & Rescue Authority has to address the challenges posed by Central Government's austerity programme and last year again matched the budget reductions imposed on its constituent councils by setting a net budget which reduced by 1.54% in cash terms.

Financial planning projections remain difficult through to the end of the decade and this is made more problematic with the lack of firm financial data from the Welsh Government at this time. The Authority made significant real terms reductions over the period of its last MTFS and this trend will need to be maintained throughout the current planning period.

This report includes the latest projections of inflation, budget pressures, reserves and currently planned savings, together with estimates of the likely reductions in funding faced by constituent authorities. In light of this information, it outlines the challenge for 2016/17 and beyond.

Further work will be necessary in developing the budget and MTFS as more information becomes available.

**RECOMMENDATION**

That Members consider the strategic approach to the MTFS and budget issues identified and approve if thought fit.

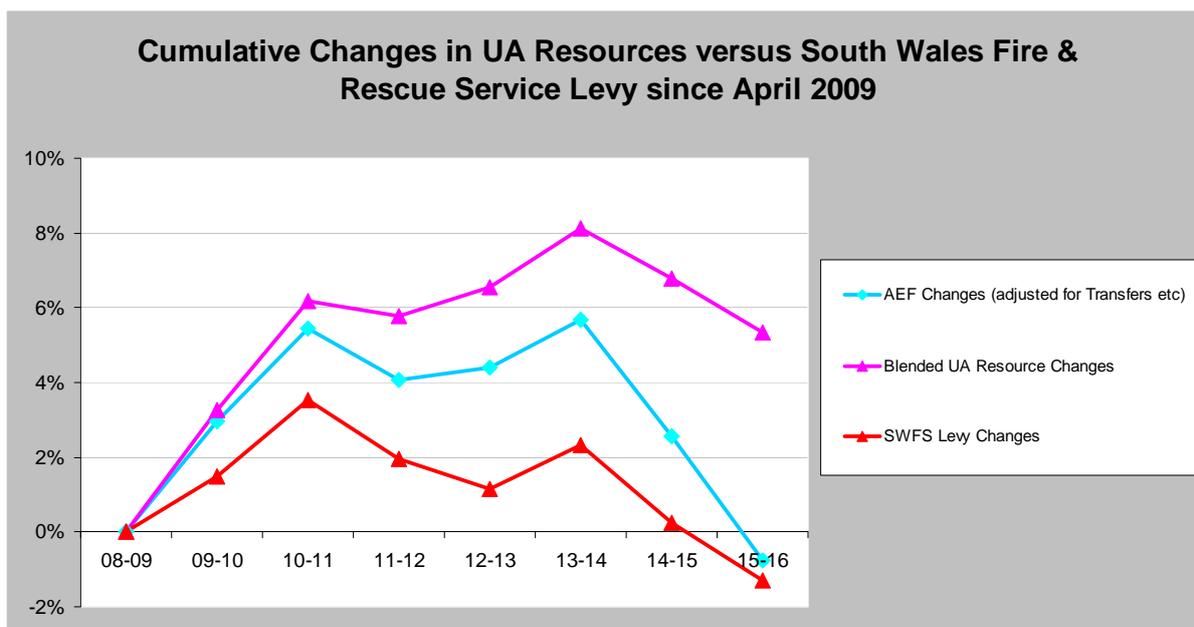
That the Treasurer be authorised to adjust the MTFS during the current budget cycle as newer and better information becomes available.

That Members agree the budget timetable shown at 6.7 of the report.

**1. BACKGROUND**

1.1 The attached Medium Term Financial Strategy (MTFS) covers the period 2015/16 to 2020/21 and has been updated to reflect the current projections discussed within this report. An effective organisation needs a number of critical corporate plans in place, of which the MTFS is one. The MTFS supports the Authority's overall strategy and improvement plans.

- 1.2 This strategic planning framework maximises resources in support of the priorities of the Fire & Rescue Authority and flows into service and individual plans to ensure that all efforts are focussed into effective and efficient service delivery.
- 1.3 Production of a robust MTFS represents best practice in ensuring a strategic approach is taken towards planning budgets and funding over a longer term that would be available under the more traditional annual process. This enables changes in focus to be managed over time and avoids 'knee jerk' reactions to change.
- 1.4 Members will be aware of the continuing national economic position and the impact this is likely to have on public spending in Wales. With the outcome of the election in May, there is no anticipated change to the national programme of austerity. The Welsh Government has issued no further projections of resources at this time and this presents some significant difficulties in planning. The last formal indication from the Finance Minister remains a warning of "more of the same".
- 1.5 The MTFS has been based on estimated revisions to Welsh Government funding acknowledging that no firm figures have been produced beyond the current financial year.
- 1.6 With this lack of funding information, the MTFS includes sensitivity to assess best, worst and anticipated levels of funding.
- 1.7 The MTFS is built on the track record of the Fire & Rescue Authority managing significant downward pressures on its budget whilst maintaining operational service delivery and improvements. These significant real terms reductions in spending have been achieved together with effective in-year budget management. The generation of annual budget under-spends assists in funding and managing the future change that is required without calling on additional funding from councils.
- 1.8 The Fire & Rescue Authority has always sought to match or reduce its budget based on the resources available to councils. The success of the Authority in achieving this goal is shown in the chart overleaf.
- 1.9 Over the period of austerity, the Authority's net budget has reduced by more than the reduction in the comparable net budgets of the constituent authorities.



## 2. THE MEDIUM TERM FINANCIAL STRATEGY

2.1 The attached MTFS forms a corner stone for the detailed budget currently under construction for next year. It provides a view on potential funding both nationally and locally. The MTFS contains the following ingredients:

- An assessment of potential un-hypothecated grant settlements and local taxation yields for constituent councils based on best, worst and anticipated figures.
- Intelligence from the outturn for last financial year and the current year's revenue budget as the base.
- A view on relevant indices to be applied to the base.
- A 'snapshot' of transformational projects currently identified within the period of the MTFS.
- A planned approach to reserves as a result of the MTFS projections.
- A view on potential funding gaps and planned approaches to these over the period in question.

2.2 The MTFS identifies the challenge of producing a balanced budget for 2016/17 and beyond which is within the average expectations of local government funding reductions as measured by changes in Aggregate External Finance (AEF) and changes in local taxation revenues.

- 2.3 It should be possible to develop a budget for 2016/17 which matches the required level of funding available and provide time to further develop savings proposals beyond those that have already been identified, in order to address future years.
- 2.4 From next financial year, the position looks increasingly more difficult with growing budget deficits to manage out. However, the extent of budget reductions and how they are distributed by Welsh Government remains a significant and unhelpful unknown in the planning framework. The National Issues Committee will be important in maintaining operational service delivery against a backdrop of further austerity measures.
- 2.5 The Authority will also have to continue to pursue its own programme of activity aimed at ensuring the Service is operating at maximum efficiency and effectiveness both in operational frontline service provision but also in its back office support functions. The “Shaping our Future” programme will be key to this activity.
- 2.6 The MTFS does not at this stage take account of any changes which may flow from the Williams Report, Silk Commission or The Fire and Rescue Services in Wales Report until such changes are clearly signalled. On this basis the MTFS assumes no financial impact from such external influences at this stage.
- 2.7 Given the challenges for funding of the Fire & Rescue Service however, any changes which positively impacted on the availability of resources would of course be welcomed.

### **3. MEDIUM TERM FINANCIAL STRATEGY KEY ASSUMPTIONS AND SENSITIVITY**

3.1 The key assumptions underpinning this MTFS include:

- Operational service demands based on the Service’s strategic plans
- The resources available from constituent councils/Welsh Government
- The level of inflationary pressure on key budgets such as pay
- The impact of changes to the National Insurance regime in 2017
- Delivery of transformation change projects

- 3.2 The actual impact of indexation is managed each year with reference to projects aimed at reducing the impact of inflation through lower usage and or efficiency. However, the base assumptions used for existing budgets are as follows:

<b>Factor (Base Case)</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
Constituent Authority funding (blended AEF + Council Tax)	0%	-1%	-1%	0%	0%
Income	+2.5%	+2.5%	+2.5%	+2.5%	+2.5%
Pay Award & Pension Costs	2%	2%	2%	2%	2%
National Insurance Change	+2%	0%	0%	0%	0%
Energy	+8%	+8%	+8%	+8%	+8%
Fuel	+5%	+5%	+5%	+5%	+5%
Capital Financing Costs	+6%	+6%	+6%	+6%	+6%
Insurances	+4%	+4%	+4%	+4%	+4%
Contracted Services	+3%	+3%	+3%	+3%	+3%
Other non-controllable costs	+2.5%	+2.5%	+2.5%	+2.5%	+2.5%
Controllable costs	0%	0%	0%	0%	0%

NB Inflation factors shown are shown before any savings initiatives

- 3.3 The sensitivities around these assumptions change according to the magnitude of the base estimate affected. To contextualise these risks, the following table shows the financial impact of variations in the underlying assumptions.

<b>Assumption</b>	<b>Base Estimate £m</b>	<b>Variation factor</b>	<b>Effect on MTFS Deficit</b>
Resources available from constituent Councils could vary from base assumption	68.9	+/- 1%	+/- £689,000 pa
Employee Pay budgets – national pay awards could vary from base assumption	45.1	+/- 1%	+/- £451,000 pa
Pension costs could vary from base assumption	7.7	+/- 1%	+/- £77,000 pa
National Insurance change 2017 – could be partially or wholly funded	40.0	- 2.0%	- £800,000
Welsh Government grants could reduce	1.0	- 10%	+ £100,000 pa
Change Projects may not deliver to estimate	1.1	- 10%	+ £110,000

- 3.4 As can be seen from the table above, any variation in the major assumptions can have a significant effect over the MTFS term.

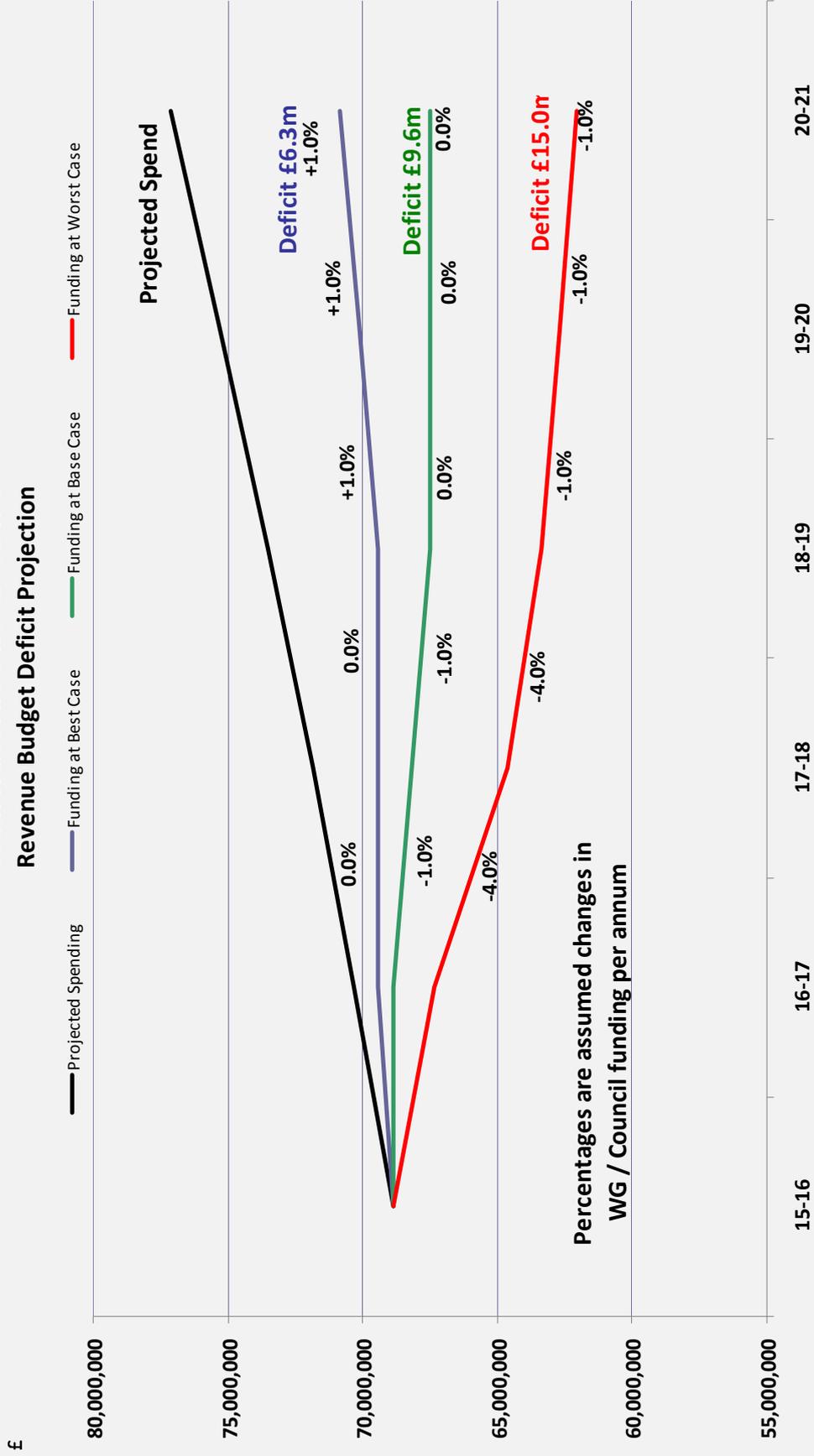
## 4. THE SIZE OF THE CHALLENGE AHEAD

4.1 The MTFs as currently drawn shows the following picture:

Revenue Budget £m	15-16	16-17	17-18	18-19	19-20	20-21	Deficit
Projected Spending	£68.9	£70.3	£71.8	£73.5	£75.3	£77.1	
Funding at Best Case	£68.9	£69.4	£69.4	£69.4	£70.1	£70.8	£6.3 (9%)
Funding at Base Case	£68.9	£68.9	£68.2	£67.5	£67.5	£67.5	£9.6 (14%)
Funding at Worst Case	£68.9	£67.3	£64.6	£63.3	£62.7	£62.1	£15.0 (22%)

4.2 At the worst case scenario deficit of £15m representing a reduction in budget of around 22% in the next 5 years. The chart overleaf shows the best/base and worst case scenarios under the different resource assumptions.

### South Wales Fire & Rescue Service Revenue Budget Deficit Projection



- 4.3 The assumptions underpinning the MTFS in respect of funding are based on the combined impact of reductions in AEF available to councils from Welsh Government, blended with the available resources from local taxation. This accounts for the increase in council tax revenues each year raised as a component of council funding.
- 4.4 The MTFS shows that in the best case scenario, some £6.3m (9%) of base budget reductions will be necessary; in the worst case some £15m (22%) of reductions, and in the likely case some £9.6m (14%) of reductions will be necessary by 2020/21.

## 5. RESERVES

- 5.1 The Fire & Rescue Authority carries reserves in the same manner as other organisations do. These reserves are held for a number of reasons including to finance specific projects and liabilities but also to manage risk and fluctuations in resources and spending over the medium term. The appropriate management and use of these reserves is part of good financial management and planning.
- 5.2 The anticipated usable revenue reserves of the Fire & Rescue Authority as at 31 March 2015 (unaudited) are shown below.

Reserve	Value £m	Purpose
General	3.0	Held to cover general financial risk in running the Authority and representing just over 4% of the authority's annual revenue budget
Day Crewing	0.4	To meet the finite liabilities associated with changing crewing arrangements
Managed Underspend	0.1	To meet the remaining costs of ongoing revenue projects flowing over the financial year end
Change Management	7.5	To finance change projects to enable delivery of the budget reductions implied in the MTFS
PFI Equalisation	3.5	To meet the ongoing liabilities of the PFI contract at the Cardiff Gate Training Centre

- 5.3 Discounting existing liabilities leaves the Authority with reserves of £10.5m that it could theoretically deploy to support operations. To put this in context, if these reserves were deployed to maintain day to day core services, it would keep the Authority running for less than 2 months. Such an action would leave the Authority with no flexibility to deal with financial risk or volatility in its annual budget and would not be a course of action which, as Treasurer to the Authority, I could promote, recommend or condone.

- 5.4 Given the significant challenges faced in reducing the base budget, it is more appropriate to protect and utilise these reserves to assist in delivering the major change projects that lie ahead. These are being implemented from the ongoing Fire Cover Review and the “Shaping our Future” programme which is reviewing all aspects of our business, the capital programme and other nationally and locally evolving initiatives.
- 5.5 In considering the level of reserves, the Authority needs to consider not only their use but also their replenishment if a sustainable programme of budget reductions is to be maintained. The revenue budget includes a general contingency budget which is protected as a last resort with all other management actions being considered before it is drawn down. Effective management of budgets in year, leads to potential under-spending which also provides capacity for such replenishment.

## **6. REVENUE BUDGET 2016/17**

- 6.1 In respect of the MTFs, the 2016/17 budget is the next major hurdle. Members are not being asked to decide on budget proposals at this meeting. However, it is important to give early consideration to the budget strategy to be adopted.
- 6.2 The budget strategy for 2016/17 is aimed at consolidating savings identified from the 2014/15 outturn (an underspend of some £2.6m) together with the identification of deliverable projects that can produce cashable base budget savings going forward.
- 6.3 As for the current year, a review of the base budget is being undertaken based on the 2014/15 outturn and of current initiatives already underway. The outcome of this review work has been to identify a number of potential opportunities that exist to reduce budgets/spending in key areas. These are outlined below:
- 6.3.1 The Authority has consistently budgeted for staffing on a prudent basis and the 15/16 outturn indicates that there is still scope to manage with a reduced budget. Service managers continue to effectively deliver services at this reduced level whilst maintaining service standards.
- 6.3.2 Reduced staff costs will allow the Authority to reduce appropriate budgets for employee on costs, pensions etc.
- 6.3.3 Authority premises costs have been reduced, partly as a result of disposals but also as a result of lower energy and repairs costs. The 15/16 budget has been configured to accommodate increased

costs in some areas such as rates but overall the budget is on a downward trend.

- 6.3.4 Supplies and services budgets continue to be challenged and overall there are reductions including areas such as operational equipment, printing, publication and stationery, At the same time, there are pressures on ICT costs required to support the Authority's operational activity.
  - 6.3.5 Ongoing review of transport, fleet and fuel costs is providing opportunities for budget reductions although an element of fuel savings may of course be a time limited saving giving the volatile nature of oil prices.
  - 6.3.6 Review of the capital programme and its phasing offers the opportunity for reduced capital financing costs.
  - 6.3.7 The project for the delivery of a collaborative fire control room includes the delivery of financial savings alongside more effective and efficient operations. As the project progresses, the inclusion of elements of these savings becomes possible.
  - 6.3.8 Income levels are still higher than expected and the exploration of opportunities to generate additional income is ongoing.
- 6.4 Successful delivery of the initiatives and plans outlined in 6.3 above together with those existing projects in the MTFS already being delivered should contribute substantially to reducing the call on constituent council budgets. Whether an overall reduction will prove necessary or achievable will be determined by work undertaken in the following months.
  - 6.5 Following positive dialogue and accomplishments in previous years, constituent councils continue to expect that future contribution levels will reflect their funding capacity. This funding capacity is a function of Welsh Government grant and council tax. It is however for the Fire & Rescue Authority Members to determine a budget and consequently contributions in accordance with the South Wales Fire Service (Combination Scheme) Order 1995.
  - 6.6 It is a requirement of the Order that an estimate is provided before 31 December with any final decision on the budget of the Fire & Rescue Authority not being required until 15 February. In 2014, the Fire & Rescue Authority successfully accelerated its budget decision to assist constituent councils in deliberating their budget strategies. It is recommended that this option is taken again in 2015 if it proves possible to arrive at an agreed budget position.

6.7 Given the desire to reduce the timescale taken to approve the MTFs and budget this cycle, the following timescales are recommended for meetings.

<b>Meeting</b>	<b>Date</b>	<b>Purpose</b>
Fire & Rescue Authority	13 July 2015	To consider this report
Joint Working Group	27 July 2015	Consideration of MTFs & budget approach to identify further work
Finance, Audit & Performance Management Committee	14 September 2015	Update of MTFs & 2016/17 budget report
Joint Working Group	19 October 2015	“Firming” of MTFs & budget construction for consultation.
Chairman & Vice Chairman to meet Constituent Councils	TBC Early November 2015	Budget consultation with Constituent Councils
Joint Working Group	TBC Mid November 2015	To consider any issues arising from budget consultation
Finance, Audit & Performance Management Committee	23 November 2015	To receive consultation feedback and make contribution and budget recommendations
Fire & Rescue Authority	14 December 2015	Budget and contributions setting

## **7. FINANCIAL IMPLICATIONS**

7.1 Financial implications are addressed within the body of the report.

## **8. EQUALITY RISK ASSESSMENT**

8.1 The MTFs is a framework document rather than representing definitive proposals. It does however point towards increasingly difficult decisions that lie ahead, resulting in reduced revenue budget in real terms with equality impact needing careful assessment.

**9. RECOMMENDATION**

- 9.1 That Members consider the strategic approach to the MTFS and budget issues identified and approve if thought fit.
- 9.2 That the Treasurer be authorised to adjust the MTFS during the current budget cycle as newer and better information becomes available.
- 9.3 That Members agree the budget timetable shown at 6.7 of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Geraint Thomas Head of Finance & Procurement	MTFS 2015-21 Outturn report 2015/16 to FAPM

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# South Wales Fire and Rescue Authority

## Medium Term Financial Strategy

2015 –2021

**Fire & Rescue Authority**

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**Section 1 - The Purpose of the Medium Term Financial Strategy**

**Section 2 – Financial Principles Underpinning the Strategy**

**Section 3 – National Medium Term Funding Assessment**

**Section 4 – Baseline Funding**

**Section 5 – Baseline Spending**

**Section 6 – Transformation Projects**

**Section 7 – National Issues Committee**

**Section 8 – Medium Term Capital Strategy**

**Section 9 – Reserves Strategy**

**Section 10 – Potential Medium Term Funding Gap**

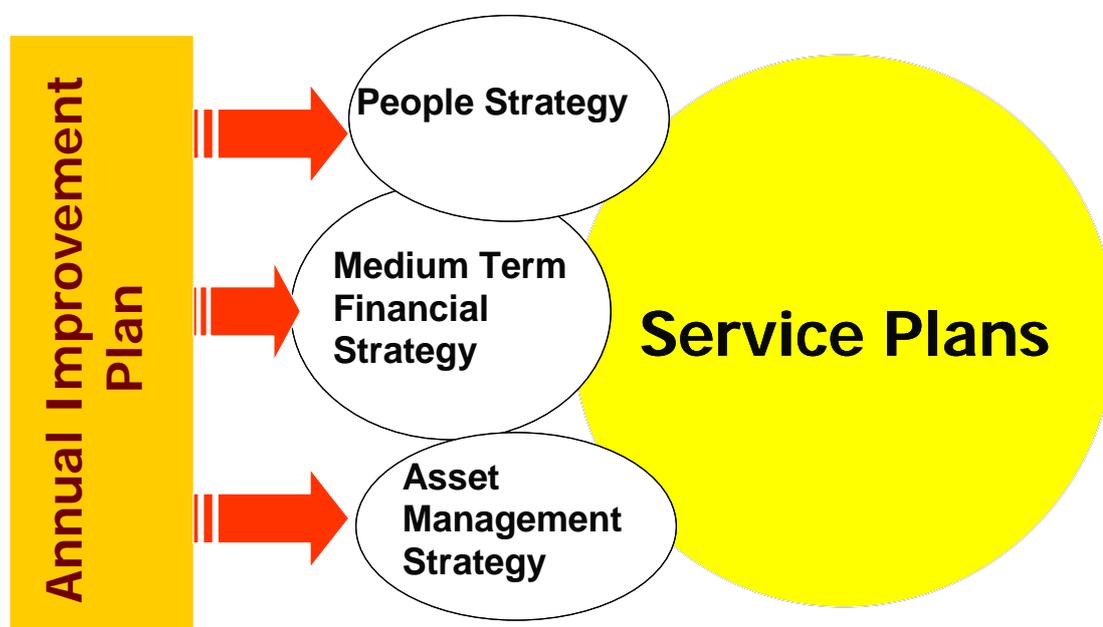
**Section 11 – Longer Term Financial Position**

**Section 12 – Conclusions**

## 1. The Purpose of the Medium Term Financial Strategy

- 1.1 An effective organisation needs a number of critical corporate strategies in place, of which the Medium Term Financial Strategy (MTFS) is one. The Medium Term Financial Strategy, the Asset Management Strategy and the People Strategy all support the statutory Annual Improvement Plan. This strategic framework maximises resources in support of the priorities of the Fire and Rescue Authority and flows into service and individual strategies to ensure that all efforts are focussed into effective and efficient service delivery. The following diagram shows how these strategies interact.

Graphic 1 – Strategic Strategy Interaction



- 1.2 The Annual Improvement Plan sets out how the Fire and Rescue Authority intends to deliver its statutory and non-statutory responsibilities to the people it serves. It is renewed annually in widespread consultation with stakeholders and identifies the major strategic challenges facing the Authority. This major strategic document sets the agenda into which the other main Strategies fit and forms a key element of this Medium Term Financial Strategy.
- 1.3 The planning framework is designed to ensure that in a time of limited resources, money and energy are directed towards strategic objectives, whilst the complimentary performance management framework will monitor whether we are on course to achieve those objectives.

- 1.4 The Improvement Plan currently under construction has to cope with continued austerity measures and reduced resources for the foreseeable future. As such the Strategy revolves around actions for maintaining – and where possible improving – operational service delivery, whilst bearing down on cost. The Fire and Rescue Authority accepts that this will involve difficult decisions having to be made.
- 1.5 The People Strategy provides the overarching strategy for how people will be deployed, managed and developed within the organisation and how they will be expected to behave. It is a reflection of the fact that our uniformed and non-uniformed staff are our major asset and the key to delivering the aims and objectives of the Fire and Rescue Authority. The Strategy focuses on the workforce interventions that underpin the achievement of the Improvement Plan.
- 1.6 The Asset Management Strategy has been previously adopted by the Fire and Rescue Authority and recognises the importance of the proper choice and management of property, vehicles, plant and equipment to deliver the aims and objectives of the Authority. The Authority currently manages a range of Fire and Rescue Stations, office, vehicle workshop, training facilities and control room accommodation. At these sites, in order to assist us in delivering our service to the public, we also hold a large number of assets, ranging from our fleet of emergency response and support vehicles, operational plant and equipment, ICT equipment and other minor assets. It is essential for us to properly manage these assets in order to ensure that they are still fit for purpose and relevant for evolving service needs and changing legislative requirements in support of the strategic objectives of the Improvement Plan.
- 1.7 The MTFS has been designed to support the Fire and Rescue Authority's identified priorities and provides the following advantages over the more traditional annual Planning round:
- Better positioning in terms of investment, disinvestment and realignment of priorities
  - Avoiding short term reactions and consequential skewing of service priorities or the undermining of wider priorities
  - More effective tactical management of change when annual budgets are set
  - Providing a framework for exit strategies in times of economic instability or downturn
- 1.8 The 2015-21 MTFS produced by the Fire and Rescue Authority builds on the previous Strategies which have proved successful in providing a planning framework for determining hard service and budget choices in the short, medium and longer term. Again, the MTFS is produced in a period of extreme uncertainty and turbulence, but against a certain

background of reduced funding for public services. Against this backdrop medium term planning is more essential than ever. The MTFS sets the base for moving forward where authorities will need to continue to perform with as much as 22% real terms reduction in financial resources over the period of this strategy.

- 1.9 The following diagram shows the impact of effective medium term planning in both service and financial terms.

Graphic 2 – Impact of Effective Medium Term Planning



## **2. The financial principles underpinning the Strategy**

- 2.1 The South Wales Fire and Rescue Authority is in legal terms, a separate local authority established in 1996 and governed by the Fire Services Combination Order. Its membership is drawn from the ten local authorities it serves. There are a number of important differences from Unitary Councils in the way the Fire and Rescue Authority receives and manages its finances.
- 2.2 First, in terms of funding, the Fire and Rescue Authority has no Council Tax raising powers and is largely dependent for funding on the ten local Unitary Councils. It does this by a process of annual consultation culminating in the Fire and Rescue Authority setting contributions required from each Unitary Council for the forthcoming financial year. As a sovereign body, there is no power with constituent councils to challenge a contributions demand once set. The total contributions requirement is allocated over constituent councils by the proxy of population forecasts (provided by the Office of National Statistics).
- 2.3 The Fire and Rescue Authority has power to issue a contributions demand outside of the normal cycle but has committed only to use this power in exceptional circumstances and after consultation with the constituent councils. The authority maintains general and specific reserves at a level to reduce the risk of need for this power which has not been used in recent years.
- 2.4 Budget and contributions setting has to be concluded before the 15<sup>th</sup> February each year and is a function of the full Authority based on recommendations from the Finance, Audit and Performance Management Committee. The Finance, Audit and Performance Management Committee hold responsibility for in-year budget monitoring.
- 2.5 Constituent Local Authorities receive recognition of Fire Service spending in the annual Revenue Support Grant round. Whilst Fire is a discrete service area within the Standard Spending Assessment, all funding is un-hypothecated and Standard Spending Assessment indicator based assessments do not represent spending targets. The Fire and Rescue Authority does not share in the capital element of the annual Wales Assembly Government Settlement round.
- 2.6 Although the Fire and Rescue Authority is not directly impacted by the pressures of the annual settlement or of limitations on levels of Council Tax, it values its membership of the family of local and public authorities in South Wales. As such, in setting its budgets and contributions levels it will always strive to be sensitive to the financial settlements being visited on constituent councils. In arriving at its annual contribution requirements however, it must also be understood that, in periods where Aggregate External Finance is

being reduced, Local Authorities have a mechanism for offsetting this impact that is not available to Fire and Rescue Authorities in Wales.

- 2.7 The Authority also raises income from fees and charges, and receives grant support direct from the Wales Government. This support is usually for specific service needs and has become an increasingly important feature in funding of the Fire and Rescue Authority's revenue and capital programmes in recent years especially in the areas of Community Fire Safety and National Resilience. Due to the current national economic circumstances, and the value placed on Fire and Rescue services notwithstanding, external grant funding is decreasing and this is likely to lead to difficult choices on programmes formerly grant aided to be supported from core budgets.
- 2.8 The setting of medium term financial priorities is a function of the Full Fire and Rescue Authority based on recommendations from the Finance, Audit and Performance Management Committee. Priorities will be reviewed annually and as new priorities emerge. The Committee will evaluate them in the context of existing service delivery strategies and budgets will be adjusted accordingly. The Medium Term Financial Strategy will be produced with the following expectations or assumptions:
- All services will be expected to achieve continuous efficiency savings and continuous improvement.
  - The Strategy will include both revenue and capital elements, and will seek to bring these together to ensure that, where possible, capital investments are used to ease revenue pressures.
  - The financial Strategy will include explicit consideration of the workforce implications of any investments or disinvestments to allow time to recruit, downsize, retrain or change the skill mix.

### 3. National Medium Term Funding Assessment

- 3.1 Any assessment of resource availability in the medium term is, almost by definition, imprecise. The majority of local authority funding comes from the Welsh Block which is, in turn, governed by the triennial Comprehensive Spending Review (CSR) process. Within this, it is for the Wales Government to determine its spending priorities.
- 3.2 The medium term prognosis continues to be of extreme concern and one where further funding constraint is confidently anticipated. The current year's settlement was more difficult than planned and already the Finance Minister has signalled that the only indicative future settlement figure issued will now prove to be too optimistic. Against these challenging settlements, the South Wales Fire Authority has historically returned contributions requirements at or lower than changes in funding available to constituent Councils.
- 3.3 The Finance Minister issues projections of Welsh Government funding from time to time and depending on the position in the funding cycle, more or less information can be forthcoming. Given the national political environment and the timing of comprehensive spending reviews, little information is currently available to support AEF projections. Planning assumptions are based on a range of information sources and in consequence, the MTFS provides best, worst and medium case models at these extremes. Inevitably, levels of confidence weaken with each extrapolation into the future.
- 3.3.1 The following table shows the Final Settlement (2015/16) for constituent Councils:

Authority	Adjusted AEF 2014-15	% Change	AEF 2015-16	Council Tax Yield 2014-15	% Change	Council Tax Yield 2015-16	Total Change
Bridgend	195.2	-3.39%	188.5	61.7	5.93%	65.4	-1.15%
The Vale Of Glamorgan	157.9	-3.41%	152.5	58.7	5.62%	62.0	-0.96%
Rhondda Cynon Taf	367.8	-3.65%	354.4	91.8	4.84%	96.3	-1.96%
Merthyr Tydfil	91.6	-2.57%	89.2	22.8	5.07%	24.0	-1.05%
Caerphilly	272.7	-3.39%	263.5	56.8	4.42%	59.3	-2.04%
Blaenau Gwent	113.3	-2.82%	110.1	27.1	3.48%	28.1	-1.61%
Torfaen	135.8	-3.69%	130.8	34.6	7.34%	37.2	-1.45%
Monmouthshire	97.8	-4.31%	93.6	47.8	6.02%	50.7	-0.92%
Newport	214.9	-2.56%	209.4	49.2	6.36%	52.3	-0.90%
Cardiff	436.3	-2.89%	423.7	135.1	5.55%	142.6	-0.89%
<b>Adjusted UA AEF increases (SWFS Area)</b>	<b>2,083.3</b>	<b>-3.24%</b>	<b>2,015.8</b>	<b>585.7</b>	<b>5.47%</b>	<b>617.8</b>	<b>-1.33%</b>

- 3.5 Given the lack of information from Welsh Government, there is little prospect of determining accurate settlement estimates for the constituent councils for the coming financial year or any beyond that and planning is consequently very difficult. All opportunities need to be taken to stress this in discussions with Ministers and senior officers of the Assembly.
- 3.6 The Welsh Local Government Association will continue to press the need for adequate funding of local government services and the Welsh Fire and Rescue Authorities case will be represented therein. The main pressure on the Welsh Government budget at present appears to be the degree of protection which could be afforded to the Health sector but also any continued desire to protect Education and Adult Social Services.
- 3.7 The capital settlement position is expected to remain bleak with further reductions in capital funding being forecast. Whilst, as indicated previously, the Fire and Rescue Authority does not receive capital borrowing support via the Revenue Support Grant process, the anticipated “squeeze” on capital may well impact on specific grant support which has been of importance in enabling operational capital spend in previous years.
- 3.8 Whilst therefore the Fire and Rescue Authority is not directly impacted by the pressures of the annual settlement or of limitations on levels of Council Tax, it will always strive to be sensitive to the financial settlements being visited on constituent councils. For this reason, the overall financial prognosis for Welsh Local Government is important in establishing the canvass for the Fire and Rescue Authority’s Medium Term Financial Strategy.

## 4. Baseline Funding

- 4.1 The six year time span of this Strategy is intended to allow for the much longer austerity period that now seems to be emerging following central government reassessment of macro economic forecasts. Beyond next year, the baseline assumption around funding is 0% with a -3% worst case and +1% best case scenario. As indicated earlier however, all the funding assumptions should be treated with extreme caution and it is for this reason that best and worst case models have been constructed with a much greater downside variance.
- 4.2 The funding figures used within the MTFs model then become as follows, assuming no use of reserves in support of the base revenue budget. As shown, the variation in funding depending on the assumed level of settlements is wide over the 5 year period with the annual variation in funding between best and worst case scenarios by 2021 being over to £8.7m pa.

### Funding modelled from case assumptions

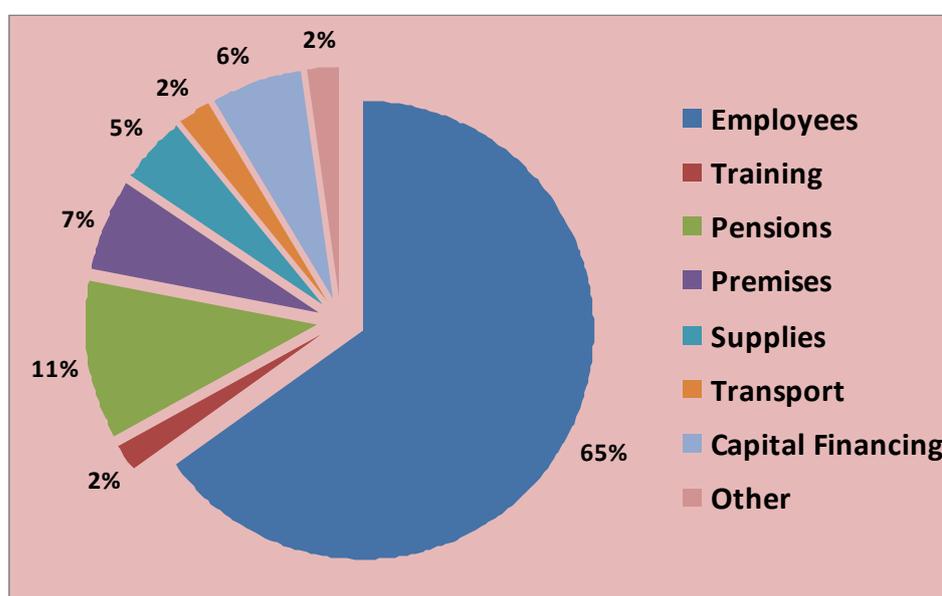
	15-16 £m	16-17 £m	17-18 £m	18-19 £m	19-20 £m	20-21 £m
Projected Spending	£68.9	£70.3	£71.8	£73.5	£75.3	£77.1
Funding at Best Case	£68.9	£69.4	£69.4	£69.4	£70.1	£70.8
Funding at Base Case	£68.9	£68.9	£68.2	£67.5	£67.5	£67.5
Funding at Worst Case	£68.9	£67.3	£64.6	£63.3	£62.7	£62.1

## 5. Baseline Spending

- 5.1 Turning to spending, for the purposes of the Medium Term Financial Strategy, a baseline activity position of 2015/16 has been adopted. This includes the financial implications of existing transformational projects. Further information on this is contained in the next section of the Strategy. Core service budgets have then been uplifted using assumptions for each year of the Strategy as determined by the Fire Authority.
- 5.2 The above assumptions lead to budget control totals provided to services for budget construction purposes. Experience here and elsewhere has shown however that service costs increase above the expenditure control totals for reasons outside of the control of service managers. For the purposes of the Medium Term Financial Strategy it is assumed that services will adhere to expenditure control totals.
- 5.3 A key spending issue is that of pay, which constitutes 2/3<sup>rd</sup> of gross revenue expenditure. The current plan tracks the UK Government's pay policy expectations for pay rises frozen at 1% for 2015/16. Obviously,

any departure from National policy has significant budget implications at local level. Assumption of pay inflation of 2% has been built into the plan beyond this point as has the full cost implication of the changes to 'contracted out' National Insurance rates in April 2016. At present, no funding is assumed to assist in meeting these costs.

- 5.4 Pensions continue to be a high priority for central government and unions with a common theme being that contributions from employees will rise sharply whilst benefits will be adjusted to make pensions provision sustainable in the long term. The MTFS takes account of the latest expectation that there will be no impact on employer contributions.
- 5.5 For reference purposes, the 2015/16 baseline budget breaks down into the following categories of expenditure and the budget is shown overleaf.



## 2015/16 Budget Baseline

Expenditure/Income Head	15-16
	£
Whole time uniformed staff	28,538,195
Retained fire fighters	5,843,717
Auxiliary Reserve	350,000
Control staff	1,606,875
Non-uniformed staff	6,649,077
Members Expenses	63,588
Overtime & Other Allowances	2,053,783
<b>Sub Total Direct Employee Costs</b>	<b>45,105,235</b>
Firefighters Scheme employers contributions	5,705,348
LGP Scheme employers contributions	1,072,239
LGPS Strain costs	196,570
Injury award pensions & other ill health charges	775,759
Travel & Subsistence	462,310
<b>Sub Total Indirect Employee Costs</b>	<b>8,212,226</b>
Repair & maintenance	709,166
Lease costs - Occ Health unit	75,000
Grounds maintenance	48,254
Cleaning	376,125
Rates Lease/Rents etc.	1,068,703
Water	42,341
Energy	635,600
Security	105,996
Telephones/Communications	1,519,264
<b>Sub Total Premises Related</b>	<b>4,580,449</b>
Training	1,292,413
<b>Sub Total Training Expense</b>	<b>1,292,413</b>
Operational equipment	283,750
Other equipment	123,860
Equipment repair & maintenance	168,700
I.C.T.	720,985
Clothing & Uniforms	360,212
Literature / subscriptions	141,832
Insurances	990,155
Other Supplies & Services	501,376
<b>Sub Total Supplies and Services</b>	<b>3,290,870</b>
Fleet & Fuel	1,515,543
<b>Sub Total Transport Costs</b>	<b>1,515,543</b>
Contracted Services	715,121
<b>Sub Total Contracted Services</b>	<b>715,121</b>
Capital Costs and Leasing	4,456,002
Contingency	850,000
<b>Sub Total Other Central Costs</b>	<b>5,306,002</b>
<b>Sub Total Expenditure</b>	<b>70,017,859</b>
<b>Income</b>	<b>-1,139,282</b>
<b>TOTAL BUDGET</b>	<b>68,878,577</b>

- 5.6 To extrapolate from the baseline year over the MTFS period a process of indexation is used. As has been previously stated, pay indexation is key to the eventual accuracy of the MTFS and for the purposes of this Strategy the Government's pay policy has been used. For non-pay items inflation projections have been used.

## 6. Transformation Projects

- 6.1 The following table summarise the scope of current Transformation projects that are essential to delivering MTFS targets:

Project Title	Project Description	16-17	17-18
		£	£
Barry 2nd Pump	Saving in costs arising from the change to this station (24WDS)	930,000	
Bargoed/Cefn Fforest	1 RDS Crew saving	32,000	
Fire Cover Review	The project considers the number, disposition and staffing type of stations.	150,000	150,000

## **7. The National Issues Committee**

- 7.1 As a response to the ever increasing need for collaboration and partnership on a national scale, the three Welsh Fire and Rescue Authorities have combined to form the National Issues Committee. The Committee is intended to meet every other month with each Authority's Chair, Vice-Chair, Chief and Deputy Chief Officer forming the standing membership.
- 7.2 The establishing document has been approved detailing the following aims and objectives of the Committee:
- Optimising collaborative working across the three authorities without compromising local delivery to meet local need.
  - Identifying and achieving savings and efficiencies to enable the services to meet the tough economic challenges ahead in a planned and structured manner
  - Identifying and achieving service improvements for the citizens of Wales which enhance Welsh resilience, operational effectiveness and improve the safety of our communities
- 7.3 Six key collaborative work areas have been identified, with each Authority being given lead responsibilities:
- National Fleet and Transport Arrangements
  - National ICT Platforms
  - National Community Fire Safety Delivery Systems
  - National Fire Cover Review
  - National Control Arrangements
  - National Operational Crewing Arrangements
- 7.4 With ever increasing pressure to deliver operation effectiveness at reduced cost, the success of the Committee is key to delivering balanced services in the medium to longer term.

## **8. The Medium Term Capital Strategy**

- 8.1 For a number of years the Authority has operated with a medium term (four year) Strategy for its capital investment. As for revenue however, capital planning is an imprecise science with local funding, in terms of capital receipts being subject to the vagaries of the market.
- 8.2 The Fire and Rescue Authority has a significant backlog of property maintenance and this, together with the scale of new investment needed is such that a fifteen year strategic Strategy is deemed appropriate, together with a four year tactical, more detailed plan to coincide with the period of the Medium Term Financial Strategy. This Strategy is in place for vehicles, plant, property improvements and new builds.
- 8.3 Under the Prudential Borrowing Code there is, effectively, no limit to the capital the Authority is able to raise subject to the borrowing being evidenced as prudent, sustainable and affordable. Like any borrower, the Fire and Rescue Authority has to make repayments of principal and interest over the expected life of the asset created, and has to be able to afford the repayments. Consequently, raising capital finance puts increased pressure on the revenue account, which becomes extremely difficult when there is severe pressure on revenue expenditure.
- 8.4 As a consequence of the current downturn in the housing market, the Authority is carefully managing the timing of sale of key surplus assets. In particular, at the time of constructing this Strategy;
- The sale of the Cardiff Central Fire station site was negotiated which saw a new Fire Station being provided as part of the sale from what would otherwise have been a capital receipt.
  - Works are planned in the programme for wholetime and RDS stations but all such works are kept under review in the light of the ongoing Fire Cover Review.
  - Sale proceeds from the Lanelay Hall site are awaited following exchange of contracts. Other smaller sites are actively being marketed.
- 8.5 As can be seen from the above, many large investment needs are dependent on the ability to raise capital. This is considered in greater detail within the Asset Management Strategy and its associated Strategies, but the current strategy in summary relies on future capital receipts for investment in major refurbishments or new builds with the capital programme concentrating on property maintenance and improvement together with vehicle and plant requirements.
- 8.6 The Medium Term Programme adopted by the Fire and Rescue Authority is summarised in the table below. It majors on improving the

standard of the operational estate and ensuring that vehicles and plant remain appropriately modern and fit for purpose. In the current economic times there must be doubt over the continuation of Assembly grant funding for capital investment purposes and that is a matter of considerable concern. The programme makes no allowance for this potential loss of grant aid.

## **9. Reserves Strategy**

- 9.1 The MTFS also needs to consider the availability and utilisation of reserves. At the 31st March 2015 (unaudited), general reserves were £3.0 million with earmarked and contingent reserves contributing a further £11.5 million. Whilst ongoing revenue budget subsidy from reserves is not recommended, the reserves are necessary to fund known liabilities and specific projects aimed at resolving the medium term funding position.
- 9.2 The Medium Term Financial Strategy is constructed on the following strategy for reserve utilisation:
- The view of the Responsible Finance Officer is that the general reserve should be maintained at £3m which is approximately 4% of the total net revenue budget. This is lower than would be considered prudent for a local authority of this scale and operational risk profile but it acknowledges the existence of specific reserves to cover known liabilities, supplementary contributions powers and the general underwriting of constituent councils. The base level of reserves estimated at the start of the Medium Term Strategy period is within the range of prudence. The Medium Term Financial Strategy assumes no further use of reserves in support of ongoing revenue.
  - Earmarked reserves, in particular the change management reserve, will continue to be used on a one off basis to enable the transition of services on a year by year basis to the medium term financial constraints. A strategic contingency reserve exists to help manage the current challenges faced in operational service delivery. Invest to Save projects will be encouraged for reserve funding.
- 9.3 When considering the annual budget and outturn, Members of the FAPM identify opportunities which exist to deliver tactical savings and to re-visit the construction of elements of the base budget.
- 9.4 The reserves position for the purposes of the Medium Term Financial Strategy is as follows:

### **Reserves Position at 1<sup>st</sup> April 2015 (unaudited)**

<b>Reserve</b>	<b>Value £m</b>	<b>Purpose</b>
General	3.0	Held to cover general financial risk in running the Authority and representing just over 4% of the authority's annual revenue budget
Day Crewing	0.4	To meet the finite liabilities associated with changing crewing arrangements
Managed Underspend	0.1	To meet the remaining costs of ongoing revenue projects flowing over the financial year end
Change Management	7.5	To finance change projects to enable delivery of the budget reductions implied in the MTFS
PFI Equalisation	3.5	To meet the ongoing liabilities of the PFI contract at the Cardiff Gate Training Centre

## 10. Potential Medium Term Funding Gap

- 10.1 The expenditure needs of the Fire and Rescue Authority, as explained previously, are predominantly met by contributions determined by the Authority and paid by constituent councils. The modelled net expenditure does not include any expectation of specific Assembly grant support.
- 10.2 The modelled net expenditure figure is therefore the sum that constituent councils need to fund. The Fire and Rescue Authority intends to continue to be sensitive to the financial circumstances being visited upon the wider local government community and, in consequence anticipates contributions reflecting Welsh Government Aggregate External Finance indications.
- 10.3 Bringing all the above together, and including the revenue implications of the medium term capital programme produces a view of the budget gap, or budget surplus projected for the worst, indicative and best case scenarios respectively. The following chart shows the modelled position over the period of the MTFP.

### MTFP Funding Gap

	15-16 £m	16-17 £m	17-18 £m	18-19 £m	19-20 £m	20-21 £m	Deficit £m	
Projected Expenditure	£68.9	£70.3	£71.8	£73.5	£75.3	£77.1		
Funding at Best Case		£69.4	£69.4	£69.4	£70.1	£70.8	<b>£6.3</b>	<b>9%</b>
Funding at Base Case	£68.9	£68.9	£68.2	£67.5	£67.5	£67.5	<b>£9.6</b>	<b>14%</b>
Funding at Worst Case		£67.3	£64.6	£63.3	£62.7	£62.1	<b>£15.0</b>	<b>22%</b>

- 10.4 The importance of the identifying projects to deliver planned savings after March 2015 is paramount.

## 11. Conclusion

- 11.1 The 2015 to 2021 Medium Term Financial Strategy is a strategic document that reflects the financial implications of the Risk Reduction Plan and sets them in the context of the expected macro financial circumstances of local government. As a strategic document it will be subject to tactical considerations and will require updating as national and local circumstances change during the budget cycle.
- 11.2 The MTFS identifies the successes of the Authority in producing balanced budgets without detriment to operational service delivery during this period of austerity unparalleled in recent times. That in itself is an excellent achievement but new and increased efforts need to be made if that performance is not to lapse. The Strategy suggests that projects currently underway will not be sufficient to deliver a balanced revenue budget next year and the position worsens thereafter unless there is significant intervention.
- 11.3 The Medium Term Financial Strategy of South Wales Fire and Rescue Authority is extremely vulnerable to relatively small changes in national financial policy and the direct or indirect consequential for local government in general and the Fire and Rescue Authority in particular. The tables below show the sensitivity to change of each plus or minus 1% on the Authority's base financial position.

### Sensitivity Analysis of 1% Change in spending

Expenditure/Income	
Head	£
Employees	455,815
Training	12,924
Pensions	77,359
Premises	45,804
Supplies	32,909
Transport	15,155
Capital Financing	44,560
Other	15,651
<b>Total</b>	<b>700,179</b>



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.iii

13 JULY 2015

REPORT OF THE ASSISTANT CHIEF FIRE OFFICER - DIRECTOR OF SERVICE DELIVERY

**PERFORMANCE MONITORING REPORT 2014/2015****SUMMARY**

To review the performance information and recorded incident statistics from January to March 2015.

**RECOMMENDATION**

It is recommended that Members:

- Review the performance details and statistical data for Quarter 4 and 2014/15 year end contained within this report.
- Approve its publication onto the South Wales Fire & Rescue Service (SWFRS) internet site.

**1. BACKGROUND**

- 1.1 To support the performance management framework within SWFRS, a quarterly report is submitted to our Senior Management Team and to our Fire & Rescue Authority. This report underpins the Strategic and Core Indicators and provides data and information to inform and support decision making processes.

**2. ISSUE**

- 2.1 Appendix 1 attached is a summary of the Performance Monitoring Report for Q4 and end of year summary for 2014/15. This summarises our performance for the National Strategic Performance Indicators and Indicators of Interest for 2014-2015. The summary provides a graphical view of the indicators of interest for Q4 2014/2015. Comparisons and trend lines are added comparing the reported year end with the previous 4 years of data.
- 2.2 Appendix 2 attached is a summary of Unitary Authority year end performance (2014/15) compared with the annual results 2013/14. The tables highlight the incident variances and contain brief commentaries.
- 2.3 The Background Paper identifies an overall reduction in Fires, Special Service Calls and Malicious False Alarms in 2014/15 compared with 2013/14. Total Fires showed an overall reduction of 922 (-13.5%) and was heavily influenced by a reduction in Secondary Fires which reduced by 803 (-17.2%).

- 2.4 Overall, deliberate fires reduced by 822 (-16.5%) compared to 2013/14 totals but while there was a significant annual reduction this indicator is reported as amber because whilst it had improved compared to last year it had not achieved its in-year target. Another positive result is a further reduction in accidental fires of 100, a decrease of -5.4% over last year.
- 2.5 There have been many initiatives and campaigns this year aimed at reducing deliberate fires including Bernie, Operation Bang, Arson Reduction Week, Domestic Property Hardening and many Days of Action.
- 2.6 The positive reduction in Accidental Dwelling Fires has been influenced by many home fire safety initiatives including improved targeting of Home Fire Safety Checks, Cooking Safety Campaigns, improved partnership working and many other weekly initiatives and campaigns.
- 2.7 The one Strategic Indicator and incident type that performed worse than last year and failed to achieve its target is 'The Number of Fires in Non-Domestic Premises'. This indicator saw an increase in incidents of 27 resulting in an annual percentage rise of 8.3%. A large number of these incidents (14%) were seen in permanently unoccupied or vacant buildings. There was a marked rise in incidents in Q4 and this has been brought to the attention of the Business Fire Safety team who are investigating this issue further.
- 2.8 All Fatality and Fire Injury PI's reported as green being under target despite the number of fire related fatalities in year rising by one, from six to seven. Five were started accidentally which was identical to figure reported last year and there were two deliberate fire fatalities which was an increase of one over 2013/14.
- 2.9 Fire related injuries saw a positive reduction, reducing from 62 in 2013/14 to 50 this year, a reduction of 19.4%. Accidental fire injuries reduced by 11 from 53 down to 42 (-20.8%) and deliberate fire injuries reduced by 1 from 9 to 8 a reduction of 11%.
- 2.10 The number of Road Traffic Collisions (RTCs) attended in Q4 increased by 29 (+10.2%) compared to the same quarter last year. However, the number of RTCs attended during the whole of 2014/15 has decreased by 52 (-3.9%) compared with 2013/14. Despite this annual reduction the ten year trend is still showing as an increase.
- 2.11 The Background Paper will be emailed to each Member to review and can also be found at the Fire & Rescue Authority Members Page on the SWFRS intranet site. It provides further in-depth analysis of incidents by type and by Unitary Authority Area and it also includes full details of the

five year trend performance of the National Strategic Indicators and the Indicators of Interest.

2.12 The data in the Background Paper is derived from the Incident Recording System (IRS).

### 3. EQUALITY RISK ASSESSMENT

3.1 This report, the accompanying Appendix and Background Papers and the targets themselves have no ERA impact. However, Service Performance and Communication Department and the respective Directorates are working with the performance data to establish any trends and implications that would include equality implications. These will be addressed at that time.

### 4. RECOMMENDATION

It is recommended that Members:

- Review the performance details and statistical data for Quarter 4 and 2014/15 year end contained within this report.
- Approve its publication onto the South Wales Fire & Rescue Service (SWFRS) internet site.

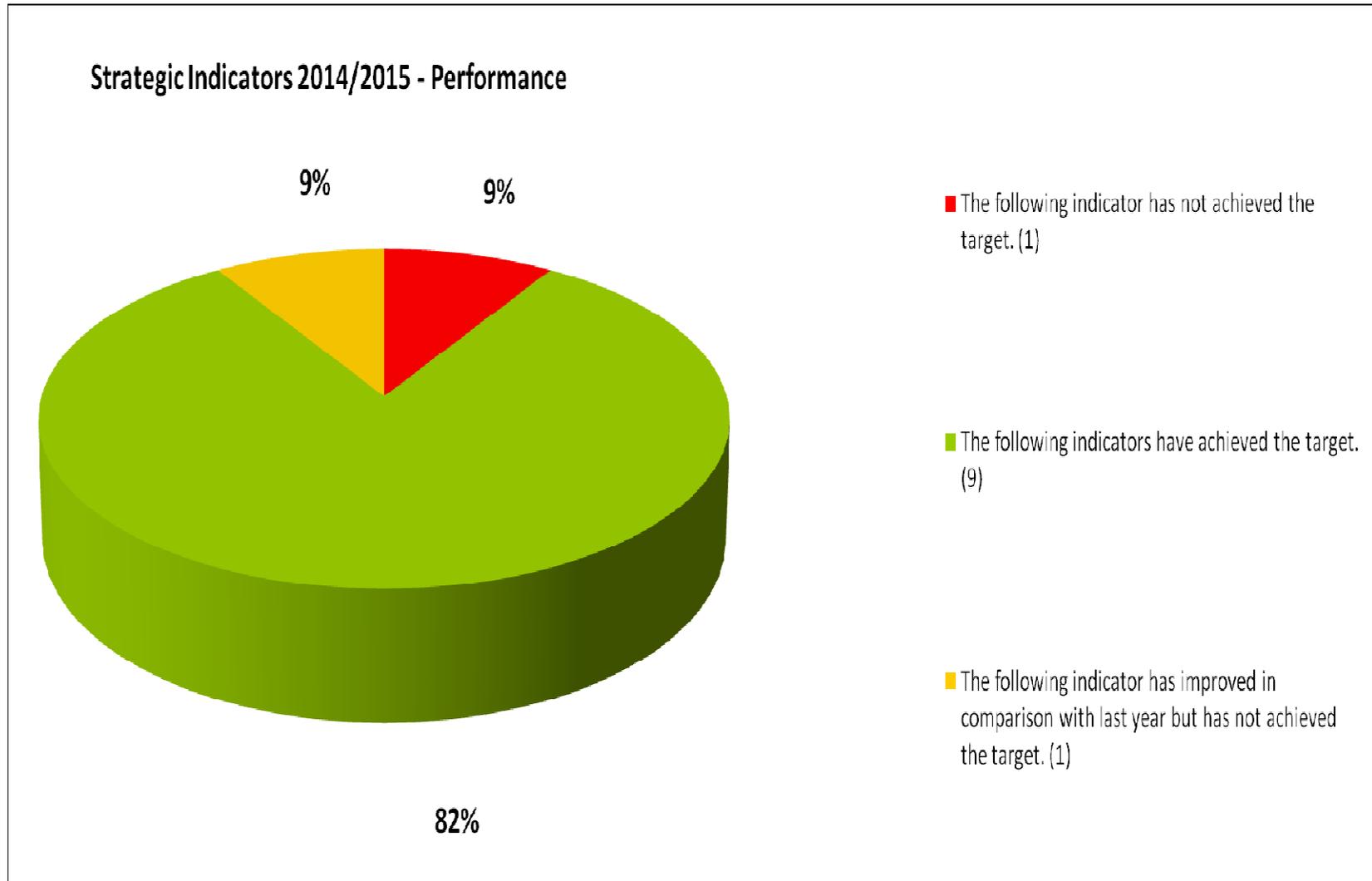
<b>Contact Officer:</b>	<b>Background Papers:</b>
Neil Herniman Statistical Analyst	Back Ground Paper Performance Monitoring Report 2014/2015 Appendix 1 - Presentation Performance Monitoring Report 2014/2015 Appendix 2 – Incident Summary Tables



# **Appendix 1 – Presentation**

## **Performance Monitoring Report 2014/2015**

# Strategic Indicators



## Strategic Indicators that achieved their targets

The following indicators have achieved the target		
Type	Indicator Ref	Description
FRS/RRC/S/001 (i)	Fire Measures	All Fires Attended per 10,000 population
FRS/RRC/S/001 (ii)	Fire Measures	All Primary Fires Attended per 10,000 population
FRS/RRC/S/001 (iii)	Fire Measures	All Accidental Fires in Dwellings per 10,000 dwellings
FRS/RRC/S/002 (i)	Deaths and Injuries	The No of Fire Deaths per 100,000 population
FRS/RRC/S/002 (ii)	Deaths and Injuries	The No of Accidental Fire Deaths per 100,000 population
FRS/RRC/S/002 (iii)	Deaths and Injuries	The No of Deliberate Fire Deaths per 100,000 population
FRS/RRC/S/002 (iv)	Deaths and Injuries	The No of Fire Injuries per 100,000 population
FRS/RRC/S/002 (v)	Deaths and Injuries	The No of Accidental Fire injuries excluding precautionary checks and First Aid per 100,000 population
FRS/RRC/S/002 (vi)	Deaths and Injuries	The No of Deliberate Fire Injuries excluding precautionary checks and First Aid per 100,000 population

Detailed graphs and commentaries on the strategic indicators can be reviewed in the background paper “Performance Monitoring Report 2014/2015” which will be emailed to each member of the Fire & Rescue Authority to review.

## Strategic Indicator has improved in comparison with last year but has not achieved the target

The following indicator has improved in comparison with last year but has not achieved the target		
Type	Indicator Ref	Description
FRS/RRC/S/001 (iv)	Fire Measures	All Deliberate Fires Attended per 10,000 population

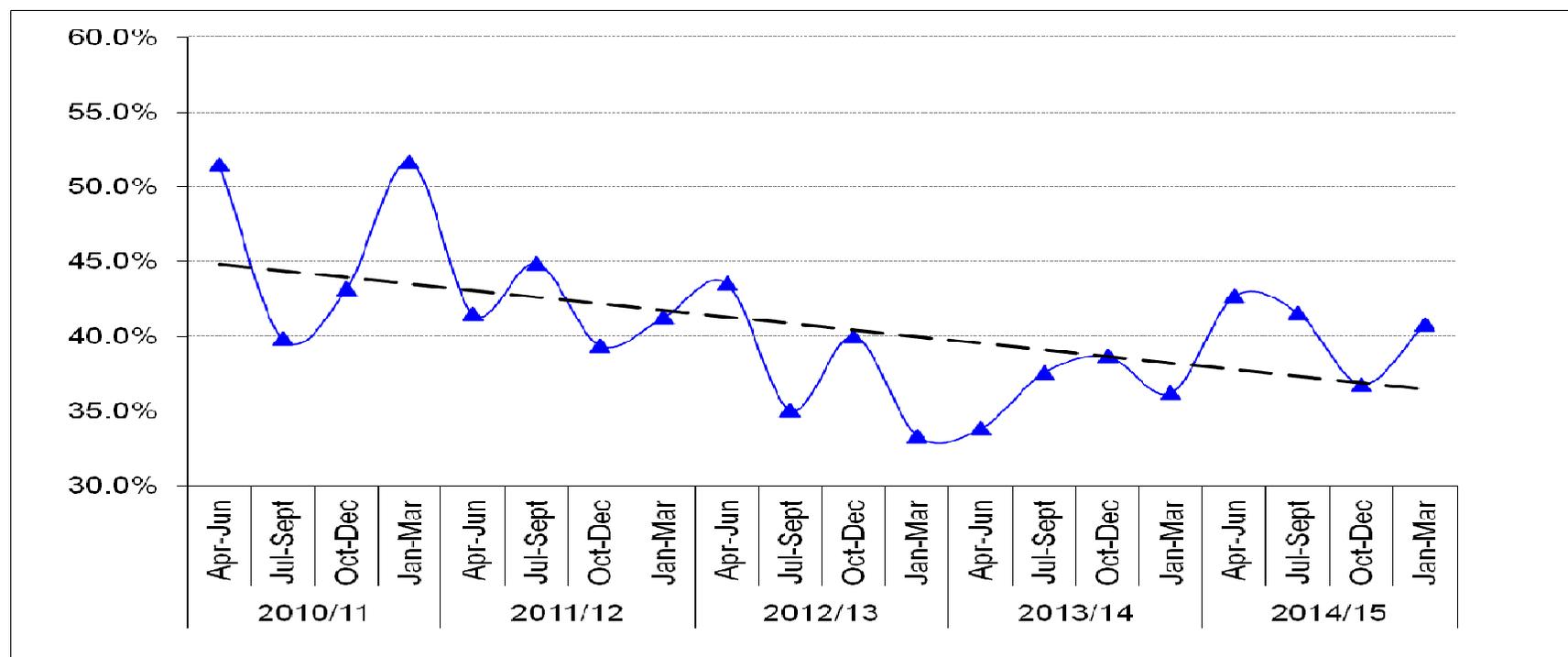
Detailed graphs and commentaries on the strategic indicators can be reviewed in the background paper “Performance Monitoring Report 2014/2015” which will be emailed to each member of the Fire & Rescue Authority to review.

The following indicator has not achieved the target

The following indicator has not achieved the target		
Type	Indicator Ref	Description
FRS/RRC/S/003	Fire Measures	The No of Fires in Non-domestic premises per 1,000 non domestic properties

Detailed graphs and commentaries on the strategic indicators can be reviewed in the background paper “Performance Monitoring Report 2014/2015” which will be emailed to each member of the Fire & Rescue Authority to review.

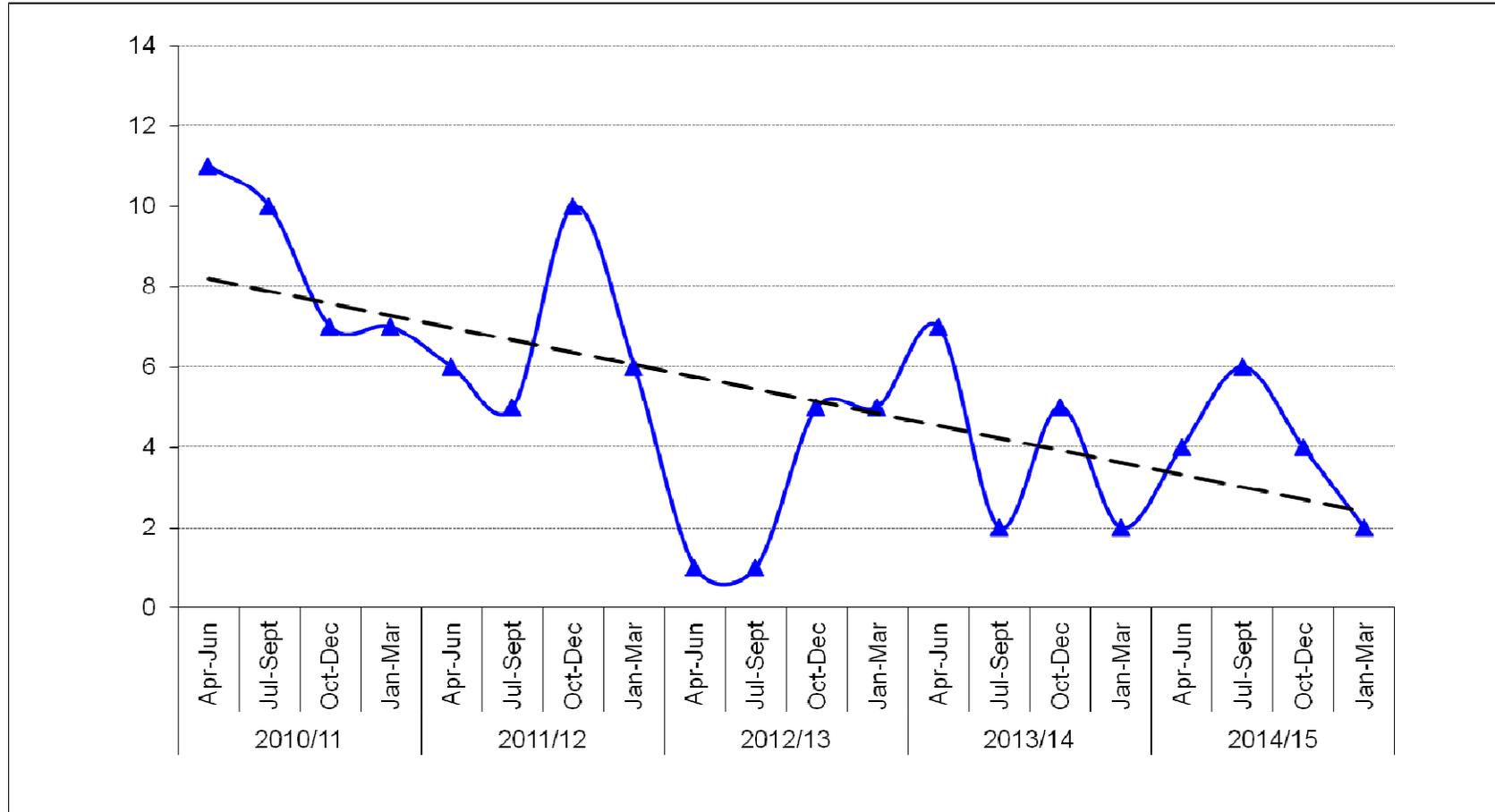
## Percentage of Dwelling Fires Where No Smoke Alarms Were Fitted



The percentage of dwelling fires where no smoke alarm was fitted during 2014/15 has risen from 36.54% last year to 40.43% this year. It can be seen from the five year trend graph that that this year has seen a definite increase in dwellings where no smoke alarm has been fitted although the overall five year trend is still downwards. This indicator causes much debate and a report is being presented to the Finance, Performance and Management Committee providing more detail on its analysis and future reporting.

The Unitary Authorities with the highest percentage of dwelling fires in which there was no smoke alarm fitted during the year were Merthyr 18 dwelling fires from 34 (53%) and Blaenau Gwent 17 dwelling fires from 37 (46%). The Unitary Authorities with the lowest percentage of dwelling fires in which there was no smoke alarm fitted during this year were Monmouthshire 12 from 38 (32%) and Cardiff 59 from 184 (32%).

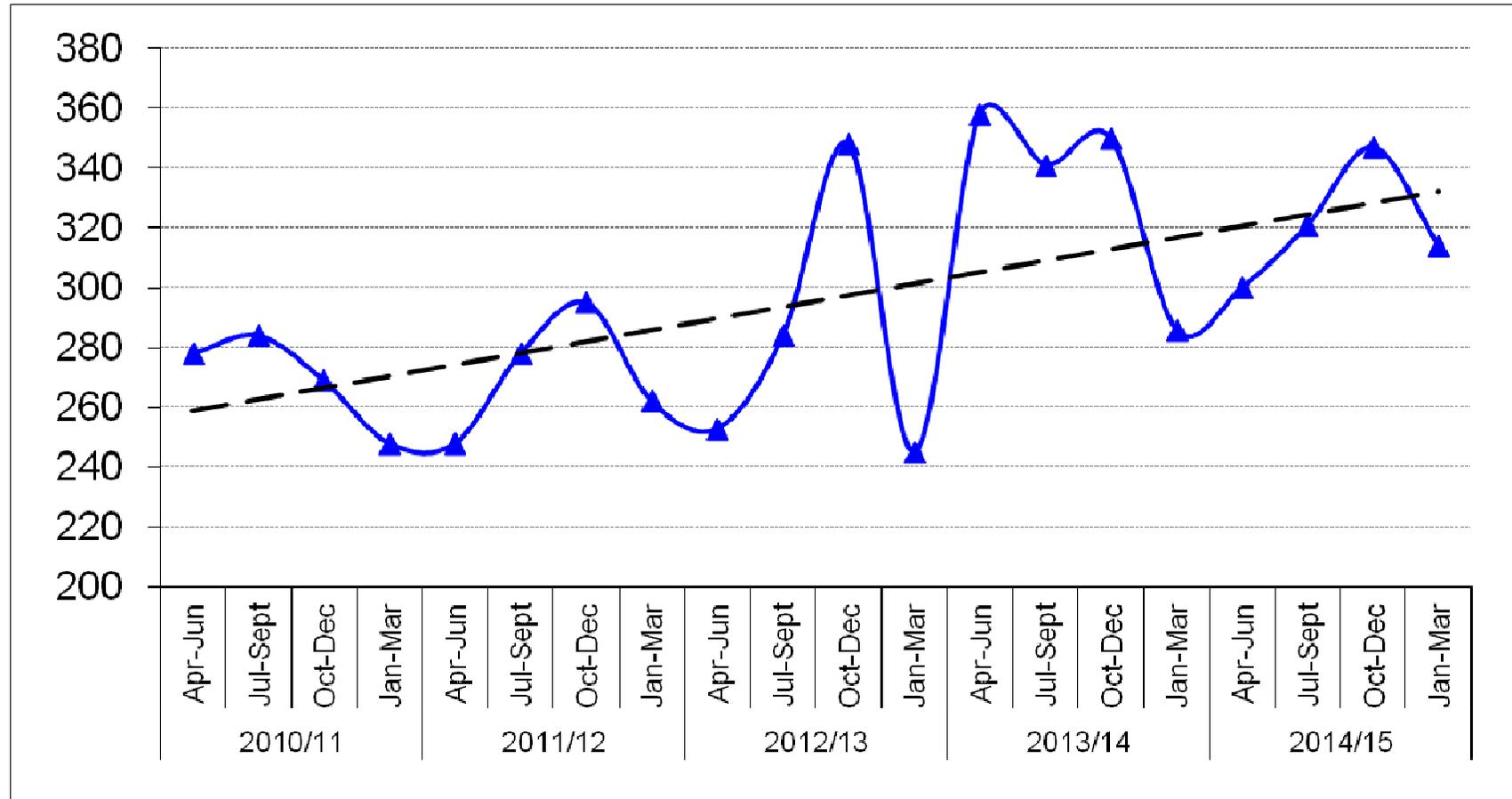
# Attacks on Crews



In Q4 there was two attacks on crews at operational incidents, one of which was harassment and the other was verbal abuse.

The annual total for attacks on crews was 16 which matched that experienced in 2013/14. Last year there were six incidents where objects were thrown at crews whilst this year we have seen a reduction to three with an increase in verbal abuse being recorded. The overall five year trend continues to fall driven in part by our partnership working with the Police and the continued push to prosecute more individuals who behave aggressively at operational incidents.

# Road Traffic Collisions (RTCs)



The number of Road Traffic Collisions (RTCs) attended during Q4 has increased by 29 (+10.2%) compared to the same quarter last year but has decreased by 33 (-9.5%) when compared to the previous quarter.

The number of RTCs attended during the whole of 2014/15 has decreased by 52 (-3.9%) compared with 2013/14. RTC extrications have reduced from 257 down to 219.

The overall reduction this year is positive but there is still a rising 5 year trend and specific targeting and initiatives continue to be delivered.

# **Appendix 2 - Incident Summary Tables**

## **Unitary Authority Incident Summary Tables**

**April 2014 to March 2015**

Incident Categories	Blaenau Gwent				Bridgend				Caerphilly				Cardiff			
	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%
<b>Total Incidents</b>	1083	1103	20	1.8%	1610	1402	-208	-12.9%	2004	1758	-246	-12.3%	4093	3984	-109	-2.7%
<b>Special Service Calls (SSC)</b>	148	134	-14	-9.5%	307	308	1	0.3%	351	339	-12	-3.4%	802	753	-49	-6.1%
SSC - Road Traffic Collisions	48	45	-3	-6.3%	127	136	9	7.1%	127	141	14	11.0%	252	227	-25	-9.9%
SSC - Other	100	89	-11	-11.0%	180	172	-8	-4.4%	224	198	-26	-11.6%	550	526	-24	-4.4%
<b>False Alarms</b>	403	383	-20	-5.0%	714	638	-76	-10.6%	718	669	-49	-6.8%	2147	2191	44	2.0%
Malicious False Alarms	19	29	10	52.6%	30	19	-11	-36.7%	80	52	-28	-35.0%	113	146	33	29.2%
Good Intent False Alarms	207	167	-40	-19.3%	275	219	-56	-20.4%	321	291	-30	-9.3%	534	581	47	8.8%
Automatic Fire Alarms	177	187	10	5.6%	409	400	-9	-2.2%	317	326	9	2.8%	1500	1464	-36	-2.4%
<b>Fires</b>	532	586	54	10.2%	589	456	-133	-22.6%	935	750	-185	-19.8%	1144	1040	-104	-9.1%
Deliberate Fires	455	484	29	6.4%	406	296	-110	-27.1%	757	555	-202	-26.7%	725	654	-71	-9.8%
Accidental Fires	77	102	25	32.5%	183	160	-23	-12.6%	178	195	17	9.6%	419	386	-33	-7.9%
Accidental Dwelling Fires	27	33	6	22.2%	69	57	-12	-17.4%	63	61	-2	-3.2%	171	168	-3	-1.8%
% Dwelling Fires - No Alarm Fitted	41.2%	45.9%	4.77%		43%	43%	-0.23%		55%	45%	-10.06%		20%	32%	12.17%	
Attacks on Fire Crews	1	2	1	100.0%	1	1	0	0.0%	2	0	-2	-100.0%	3	7	4	133.3%
	<p>Blaenau Gwent saw a significant increase in total fires attended with a 10.2% increase from last year. This was the only UA to show an increase in total fires. Deliberate fires increased by 6.4% and accidental fires by 32.5%.</p> <p>There was also a rise in Accidental Dwelling Fires with a 22.2% increase from last year. This was the 2nd largest increase of all the UA's.</p> <p>There was a reduction in the amount of Special Service Calls that were attended with 14 less this year showing a reduction of 9.5% on last year.</p>				<p>Bridgend saw a significant reduction in overall incidents with a reduction of 12.9%.</p> <p>Total fires attended reduced by 22.6% with specifically Accidental Dwelling fires reducing by 17.4%.</p> <p>Of interest is that Bridgend saw a reduction in their Automatic Fire Alarm calls against a rising trend of this incident type.</p> <p>There was a rise of 7.1% in Road Traffic Collisions attended making them one of three Unitary Authorities experiencing rises this year.</p>				<p>Caerphilly saw a significant reduction in fires attended with 185 (-19.8%) less fires attended this year compared to last. This was the largest incident and percentage reduction of all 10 Unitary Authorities.</p> <p>Deliberate fires reduced by 202 (-26.7%) although accidental fires did increase by 17 (+9.6%) on last year.</p> <p>Malicious False alarms reduced by 28 compared to last year with a 35% reduction. Automatic fire alarms did however show an increase of nine (+2.8%) compared to last year.</p> <p>There was rise of 11% in Road Traffic Collisions attended making them one of three Unitary Authorities experiencing rises this year.</p>				<p>Cardiff experienced the highest number of incidents attended of all the Unitary Authorities, however there numbers did fall by 2.7% from last year.</p> <p>Attacks on crews in Cardiff have shown the largest increase of any Unitary Authority with seven attacks last year compared to three the previous year. There were four incidents of verbal abuse and three where objects were thrown at the fire-fighters or appliance.</p> <p>Malicious False Alarms increased by 33 (+29.2%) compared to last year with Cardiff experiencing more than double the amount of Malicious Calls compared to any other Unitary Authority.</p>			

Incident Categories	Merthyr				Monmouthshire				Newport			
	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%
<b>Total Incidents</b>	1011	964	-47	-4.6%	1042	1058	16	1.5%	2178	2084	-94	-4.3%
<b>Special Service Calls (SSC)</b>	162	154	-8	-4.9%	277	182	-95	-34.3%	426	390	-36	-8.5%
SSC - Road Traffic Collisions	50	63	13	26.0%	139	93	-46	-33.1%	156	145	-11	-7.1%
SSC - Other	112	91	-21	-18.8%	138	89	-49	-35.5%	270	245	-25	-9.3%
<b>False Alarms</b>	401	417	16	4.0%	516	662	146	28.3%	995	953	-42	-4.2%
Malicious False Alarms	21	19	-2	-9.5%	8	2	-6	-75.0%	60	61	1	1.7%
Good Intent False Alarms	139	135	-4	-2.9%	110	116	6	5.5%	301	286	-15	-5.0%
Automatic Fire Alarms	241	263	22	9.1%	398	544	146	36.7%	634	606	-28	-4.4%
<b>Fires</b>	448	393	-55	-12.3%	249	214	-35	-14.1%	757	741	-16	-2.1%
Deliberate Fires	375	318	-57	-15.2%	101	74	-27	-26.7%	565	572	7	1.2%
Accidental Fires	73	75	2	2.7%	148	140	-8	-5.4%	192	169	-23	-12.0%
Accidental Dwelling Fires	33	25	-8	-24.2%	37	36	-1	-2.7%	71	65	-6	-8.5%
% Dwelling Fires - No Alarm Fitted	32%	53%	20.51%		27%	32%	4.55%		41%	42%	0.65%	
Attacks on Fire Crews	1	1	0	0.0%	3	0	-3	-100.0%	0	1	1	
	<p>Merthyr saw a reduction in total incidents of 47, a reduction of 4.6%.</p> <p>The number of fires was reduced by 12.3% overall with deliberate fires reducing by 57 a 15.2% fall.</p> <p>The number of RTCs have shown a sizeable increase of 13 (+26%) to an annual total of 63.</p> <p>The number of dwelling fires reduced by eight (-24%) but the percentage of dwelling fires where no smoke alarm was fitted showed a large increase from 32% to 53% a rise of 20.5%. This was the largest percentage increase of dwelling fires with no smoke alarms fitted across all Unitary Authorities.</p>				<p>Monmouthshire saw an increase of 16 incidents this year a rise of 1.5%</p> <p>Fires reduced by 35 a reduction of 14.1% and Special Service Calls reduced by 95 (-34.3%)</p> <p>A large rise in Automatic Fire Alarms of 146 (+36.7%) significantly influenced the incident total.</p> <p>The number of dwellings where no smoke alarm was fitted was 32% the joint lowest of all 10 Unitary Authorities.</p> <p>Attacks on crews reduced from three in 2013/14 to zero in 2014/15.</p>				<p>Newport saw a reduction of 94 incidents in the year a percentage fall of 4.3% over the previous year.</p> <p>Fires reduced by 16 down 2.1% and Special Service Calls reduced by 36 (-8.5%)</p> <p>Accidental Dwelling fires reduced by 6 (-8.5%) but the number of dwelling fires without a smoke alarm fitted rose slightly to 42%</p> <p>Newport experienced one attack on crew which was one more than the previous year.</p>			

Incident Categories	RCT				Torfaen				VOG			
	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%	2013/14	2014/145	Diff	%
<b>Total Incidents</b>	2866	2660	-206	-7.2%	1234	1182	-52	-4.2%	1279	1202	-77	-6.0%
<b>Special Service Calls (SSC)</b>	537	505	-32	-6.0%	183	192	9	4.9%	323	330	7	2.2%
SSC - Road Traffic Collisions	241	231	-10	-4.1%	58	71	13	22.4%	136	129	-7	-5.1%
SSC - Other	296	274	-22	-7.4%	125	121	-4	-3.2%	187	201	14	7.5%
<b>False Alarms</b>	984	1065	81	8.2%	564	628	64	11.3%	604	589	-15	-2.5%
Malicious False Alarms	39	36	-3	-7.7%	24	21	-3	-12.5%	24	35	11	45.8%
Good Intent False Alarms	406	426	20	4.9%	163	176	13	8.0%	184	213	29	15.8%
Automatic Fire Alarms	539	603	64	11.9%	377	431	54	14.3%	396	341	-55	-13.9%
<b>Fires</b>	1345	1090	-255	-19.0%	487	362	-125	-25.7%	352	283	-69	-19.6%
Deliberate Fires	1063	824	-239	-22.5%	356	244	-112	-31.5%	175	135	-40	-22.9%
Accidental Fires	282	266	-16	-5.7%	131	118	-13	-9.9%	177	148	-29	-16.4%
Accidental Dwelling Fires	105	96	-9	-8.6%	42	55	13	31.0%	63	59	-4	-6.3%
% Dwelling Fires - No Alarm Fitted	43%	44%	1.00%		37%	44%	7.71%		47%	41%	-6.15%	
Attacks on Fire Crews	3	1	-2	-66.7%	1	1	0	0.0%	1	2	1	100.0%
	<p>RCT saw a significant fall in incidents attended with a reduction of 206 from last year(-7.2%).</p> <p>Fires fell by 255 (-19%) of which Deliberate Fires reduced by 239 (-22.5%).</p> <p>Special Service Calls reduced by 32 (-6%) with a fall in RTCs accounting for 10 of the reduction.</p> <p>False Alarms showed a rise of 81 (+8.2%) influenced mainly by a rise in Automatic Fire Alarms which were up 64 (+11.9%)</p> <p>There was a positive reduction in attacks on crews falling from three in 2013/14 to one last year.</p>				<p>Torfaen experienced a fall of 52 (-4.2) in total incidents.</p> <p>Fires reduced by 125 (-25.7%) from 487 in 2013/14 to 362 in 2014/15. This was the largest percentage fall of fires in all the Unitary Authorities.</p> <p>Accidental dwelling fires increased from 42 up to 55 a rise of 31%. This was the largest actual and percentage rise experienced in all Unitary Authorities.</p> <p>Dwelling fires where no smoke alarm was fitted also increased from 37% to 44% the second largest rise of all Unitary Authorities.</p> <p>Special Service Calls increased slightly from 183 to 192 and False Alarms increased more significantly from 564 up to 628 a rise of 11.3%. Automatic Fire Alarms accounted for the majority of the increase.</p>				<p>The Vale Of Glamorgan experienced a fall of 77 (-6%) in total incidents attended.</p> <p>Fires reduced by 69 (-19.6%) influenced heavily by a 40 (-22.9%) fall in deliberate fires.</p> <p>Total Special Service Calls increased by 7 (+2.2%) but there was a reduction in the number of RTC's from 136 down to 129 a reduction of 5.1%.</p> <p>Total False Alarms reduced by 15 (-2.5%) but Good Intent False Alarms and False Alarm Malicious increased by 29 and 11 respectively. The increase in malicious false alarms of 45.8% was the second highest experienced by all Unitary Authorities.</p> <p>There was an increase in attacks on crew of one rising from one to two for the year.</p>			

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.iv

13 JULY 2015

**REPORT OF THE ASSISTANT CHIEF FIRE OFFICER - TECHNICAL SERVICES****HEALTH & SAFETY REPORT 2014/2015****SUMMARY**

The annual Health & Safety report for 2014/15 presents statistics and activities, which provides data on performance within South Wales Fire & Rescue Service.

This report continues to identify the downward trend in accidents and injuries from the base line data of 1997/1998 in line with our Health & Safety Strategy. However for ease of reading shows graphical images of a 10 year period.

**RECOMMENDATION**

Members accept the report on the performance of South Wales Fire & Rescue Service in the area of Health & Safety.

Members note the overall success achieved in the area of Health & Safety across the Service area.

Members endorse and support the range of initiatives underway to proactively and reactively support Health & Safety for South Wales Fire & Rescue Service.

**1. BACKGROUND**

- 1.1 Year 2014/15 is the 18<sup>th</sup> year for the Service to review and report against Health & Safety statistics. The annual report offers a common format to review performance. It provides Health & Safety intelligence in assisting with the development of safety policies and procedures.
- 1.2 The Health & Safety performance of the Service is monitored by the enforcing authority, the Health & Safety Executive (HSE) and other external agencies. The report provides information for these bodies against agreed standards.
- 1.3 Although the accident statistics provide a reactive measure, the data in turn provides Service Managers with identification of trends and the establishment of appropriate solutions.

## 2. ISSUE

- 2.1 The Health & Safety report covers the period from 1 April 2014 to 31 March 2015. The report indicates statistical returns on accidents and injuries during this period. Additionally, the report indicates initiatives undertaken to ensure legal compliance and the creation as far as reasonably practicable of a safe working environment for the Service's personnel.
- 2.2 The overall trend is downward and indicates that over the last 10 years there has been a 63% reduction in total reported injuries.
- 2.3 The total number of injuries for 2014/2015 decreased by 7 from the previous year's performance. For 'reportable' injuries, the reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) changed on 1 April 2012 increasing the time period for the reporting of lost time injuries from "more than three" days to "more than seven" days. As a result, comparators for more than seven day injuries are limited and therefore we will continue to evaluate performance against the over three day injuries also, until adequate data is available for comparing more than seven day injuries. 'Over seven day' injuries reduced by 2 to a total of 19 and 'over three day' injuries reduced by 4 a total of 23.
- 2.4 There were no major injuries reported for the period of 2014/2015. A notable performance for a Service that employs nearly 2,000 personnel and responded to almost 17,500 emergency incidents during the year.
- 2.5 The performance data identifies that 47% of notifiable injuries for operational personnel occurred on non-operational duties. Analysis shows that 'Inappropriate Procedures' and 'Slips, Trips and Falls (Same level)' was identified as being the greatest contributor for *cause* of injury with Routine Duties and Training the greatest for *activity*. These areas formed part of the theme for the 'Focus on Safety' Page of the @SWFireandRescue Newsletters.
- 2.6 There were no 'dangerous occurrences' reported during 2014/2015.
- 2.7 The Health and Safety Committee continues to meet quarterly and involves each Directorate and the representative bodies.

2.8 Additional initiatives have continued to be supported, these include:-

- Manual handling operations
- Display screen equipment
- Workplace Health & Safety and welfare Regulations
- Control of substances harmful to health
- Noise at work
- Safety information (flashes)
- Risk in fleet assessment policy and guidance
- Work at height assessment and guidance
- Health & Safety training
- CFOA representation
- Induction Training
- Work equipment
- Personal protective equipment
- Management of Health and Safety at Work Regulations
- Electricity at work
- Control of contractors
- Asbestos
- Vibration
- H&S collaboration (Wales and devolved administration)
- Audit
- H&S library and documentation
- Three year Health & Safety Strategy for Improvement

### **3. FINANCIAL IMPLICATIONS**

3.1 Identified needs are transferred to a Health & Safety strategy implemented over a three year period. This involves individual departments having to take specific actions to comply with their identified responsibilities. Therefore, there may be financial implications which will be identified within the draft individual departmental budget for consideration during the annual budget cycle.

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

4.1 As identified within the report to help ensure legislation is complied with and a positive Health & Safety culture is maintained.

## 5. EQUALITY RISK ASSESSMENT

5.1 The report contains no adverse issues that would impact on equality.

## 6. REPRESENTATIVE BODY CONSULTATION

6.1 Positive representative body consultations and engagement are undertaken via the Health & Safety Committee and regular liaison on specific and ad hoc issues. The Health & Safety Team have also worked hard this year to establish liaison with station based safety representatives helping to substantially increase the numbers.

## 7. NIC ALL WALES H&S WORKING GROUP

7.1 An all Wales NIC H&S Working Group has been established this year looking at ways of collaborative working between the three Health & Safety teams in Wales. Initial work streams include policy refinement/coordination, data collection and the introduction of an H&S Culture Survey set to take place in 2015/16.

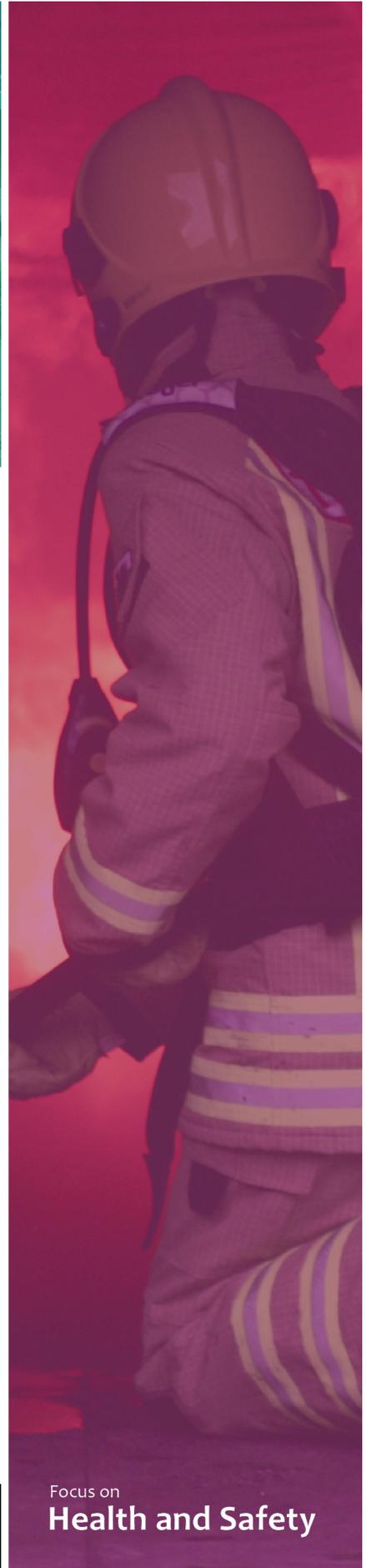
## 8. RECOMMENDATION

8.1 Members accept the report against performance of South Wales Fire & Rescue Service in the area of Health & Safety.

8.2 Members note the overall success achieved in the area of Health & Safety.

8.3 Members endorse and support the range of initiatives underway to support Health & Safety across South Wales Fire & Rescue Service.

<b>Contact Officer:</b> ACFO Richard Prendergast Director of Technical Services	<b>Background Papers:</b> Annual Report 2014-2015
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**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

# Health & Safety *Report* 2014/15

**RAISING AWARENESS - REDUCING RISK**

Focus on  
**Health and Safety**

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## **HEALTH AND SAFETY ANNUAL REPORT 2014/2015**

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  - 2.2 Non-notifiable (no lost time) injuries
  - 2.3 Non-notifiable injuries (seven or less days lost)
  - 2.4 Notifiable injuries (over seven days lost)
  - 2.5 Over three day injuries (for information only)
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3. DANGEROUS OCCURRENCES
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9. SUMMARY

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- A INCIDENCE RATES
- B BREAKDOWN OF INJURIES BY OCCUPATION
- C SAFETYFLASH – SF 01-2014
- D SAFETYFLASH – SF 01-2015

## 1. INTRODUCTION

I submit to the Senior Management Team, this report on Health and Safety for the year 2014/2015. The year runs in this case from 1st April 2014 to 31st March 2015.

In addition to the presentation of statistical information there is reference to other work carried out within the Health and Safety fields especially progress on EC Directives, policy making and the Health and Safety Manual.

Although accident data etc, is a reactive measure it can be analysed which, in turn, will assist the Service in establishing trends and devising solutions, therefore allowing proactive Health and Safety Management to be adopted more effectively.

Corresponding figures for the previous year can be found alongside the current year's figures. However, the reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) changed on 1<sup>st</sup> April 2012 increasing the time period for the reporting of lost time injuries from **more than three** days to **more than seven** days. As a result, once again this year there are limited comparators for more than seven day injuries (only three years) therefore, we will continue to evaluate performance against the over three day injuries for this period and also continue to incorporate over seven day injuries. It is anticipated that future reports until 2016/17 will continue with the over three day element until we have enough over seven day comparators.

Identified adverse trends are examined and measures adopted in an attempt to reverse them in the most appropriate manner.

Also indicated in the figures we have continued with the new list set up last year for the Auxiliary Reserve Firefighters, however once again we have not added them to the overall figures to allow us to undertake a likewise comparison against 2013/14.

When addressing year on year statistic previously, we had gone back as far as 1997/98 as a comparator as that was the first year in which these reports were compiled. In 2013/14 we decided to change this to a ten year rolling period, this change will continue for all future reports as feedback showed it produced more meaningful comparators.

This report indicates once again that the Service continues to perform well year on year with a reduction of seven reported injuries to our personnel in 2014/15 compared to 2013/14.

## 2. **INJURIES** - The final statistics of reported injuries for the year 2014/2014

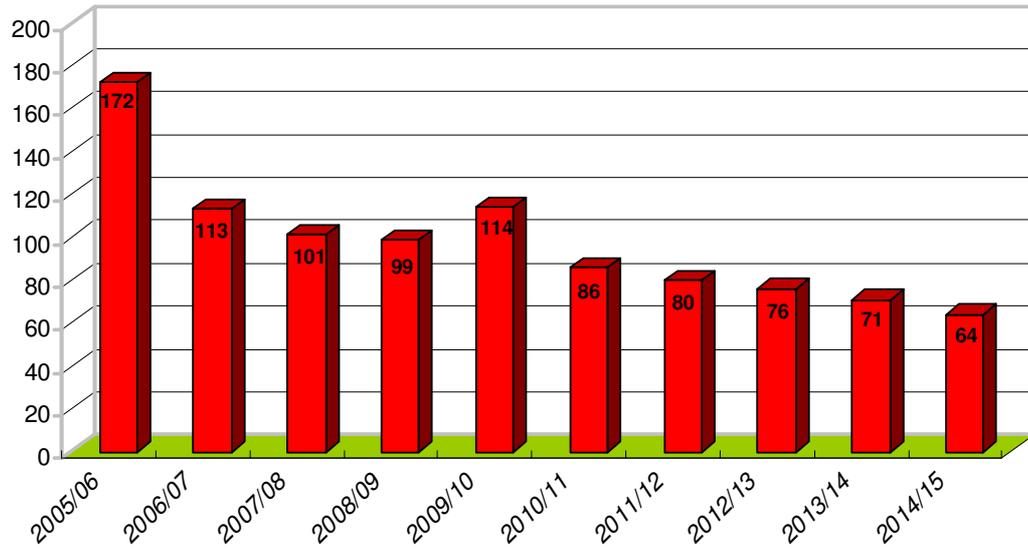
### 2.1 **Number of instances of injury**

The total number of injuries for the year was: 13/14 14/15  
71 64

The injuries were sustained by personnel working from the following premises:

Station Name		No of Injuries				Station Name		No of Injuries			
		13/14		14/15				13/14		14/15	
		WT	RDS	WT	RDS			WT	RDS	WT	RDS
1	Bridgend	1	0	2	1	31	Risca	-	1	-	1
2	Porthcawl	-	0	-	0	32	Cwmbran	1	0	0	0
3	Kenfig Hill	-	1	-	0	33	New Inn	0	0	0	0
4	Cowbridge	0	-	0	2	34	Abersychan	-	0	-	1
5	Pencoed	-	2	-	0	35	Abertillery	-	0	-	0
6	Ogmore Vale	-	0	-	0	36	Blaina	-	2	-	0
7	Pontycymmer	-	0	-	1	37	Ebbw Vale	1	0	0	0
8	Maesteg	3	0	2	1	38	Brynmawr	-	0	-	0
9	Treorchy	-	0	-	0	39	Blaenavon	-	6	-	0
10	Tonypanyd	5	0	3	0	40	Abergavenny	-	0	-	0
11	Ferndale	-	0	-	2	41	Monmouth	-	0	-	0
12	Porth	-	2	-	0	42	Usk	-	0	-	0
13	Gilfach Goch	-	0	-	0	43	Chepstow	-	3	-	1
14	Pontyclun	-	1	-	0	44	Caldicot	-	0	-	0
15	Pontypridd	3	0	2	0	45	Malpas	3	0	2	0
16	Hirwaun	-	0	-	0	46	Maindee	3	0	2	0
17	Aberdare	1	0	1	0	47	Duffryn	0	0	2	0
18	Abercynon	-	0	-	0	49	Whitchurch	1	0	1	0
19	Llantwit Major	-	0	-	0	50	Roath	3	0	3	0
20	Barry	2	0	2	0	51	Central	4	0	2	0
21	Aberbargoed	-	-	6	-	52	Ely	3	0	5	0
22	Penarth	2	0	1	0	FSHQ	Forest View	2	-	5	-
24	Caerphilly	3	1	4	0	Training	Staff	1	-	1	-
25	Treharris	-	0	-	0	Training	Students	0	-	2	-
26	Merthyr Tydfil	1	2	1	0	F & Eng	Fleet & Eng	1	-	0	-
27	Tredegar	-	1	-	1	Control	Control staff	1	-	1	-
28	Rhymney	-	0	-	0	Other	CS, Stn Cooks	1	0	1	-
30	Abercarn	-	0	1	0	YFF etc.	YFF	3	-	1	-
<b>Total Employee Injuries</b>								<b>71</b>	<b>64</b>		
Auxiliary Reserve								3	1		
Non - FRS								2	2		
Employability Programme								-	2		
								<b>76</b>	<b>69</b>		

NB. Station 23 Bargoed and Station 29 Cefn Fforest have been removed from the table above as they showed no accident reports for 2013/14 or 2014/15 prior to closure; in addition Station 21 Aberbargoed has been added. Blaina remained due to accidents showing in 2013/14.

**Total Number of Injuries to SWFRS staff – 10 Year Comparison**

The overall trend continues downward for the period in question.

The Health and Safety Team are pleased to report another drop in reported accidents for the year 2014/15; this trend has continued since 2009/10 and is always welcome.

This continued reduction is down to the continued engagement by all departments to ensure health and safety stays at the forefront of all activities undertaken in the organisation.

## 2.2 Non notifiable injuries (No lost time injuries)

These are classed as injuries that have been reported within the Service but have not resulted in the person losing any time from work.

Activity at Time of Injury	No of Injuries	
	13/14	14/15
Routine duties (on station).....	3	3
Routine duties (off station).....	0	0
Kitchen Duties.....	1	2
Responding to fire call - on station.....	0	2
Mounting/dismounting appliance.....	2	2
Fireground - building.....	6	5
Fireground - grass Fire.....	2	2
Fireground - other.....	2	0
Special Service Call (Flooding, animal rescue, RTC) .....	4	2
Training BA/Hot Fire.....	4	1
Training (on station).....	4	4
Training (off station).....	1	2
Cardiff Gate general (other than BA).....	0	0
Physical training.....	1	1
Responding to firecall from home.....	0	0
Turning Out/EnRoute/On Arrival.....	1	1
Handling etc.....	2	0
YFF.....	3	0
Any other activity.....	4	7
<b>Total</b>	<b>40</b>	<b>34</b>

- A welcome reduction of six reported accidents across this category
- Minimal variation in individual categories.

The non notifiable injuries were caused by the following:

Cause of Injury	No of Injuries	
	13/14	14/15
Failure/misuse of Equipment etc,.....	1	1
Struck by falling, flying or moving object .....	3	1
Struck something fixed or stationary.....	1	6
Crushing/Jamming.....	0	0
Handling, lifting, or carrying.....	5	3
Slip, trip or fall on same level.....	3	7
Slip, trip or fall from a height.....	3	2
Exposed to fire/hot surface.....	1	2
Inappropriate/incorrect techniques.....	10	4
Physical training.....	2	1
Assault by animal/person.....	1	1
Lack of care and attention.....	6	2
Poor underfoot conditions.....	1	0
Any other kind of cause.....	3	3
<b>Total</b>	<b>40</b>	<b>34</b>

- **Slip, trip or fall on same level** showed an increase of four and included tripping over a hose on three separate occasions.
- **Struck something fixed or stationery** increased and represented minor incidents on station including ‘bumped head on open appliance door’ and ‘struck open locker door’.
- **Inappropriate/incorrect techniques** reduced by six in the last year.

### 2.3 Non notifiable (Lost Time) injuries

These are classed as injuries that result in one to seven days lost from work.

Activity at Time of Injury	No of Injuries	
	13/14	14/15
Routine duties on station.....	2	1
Responding to fire call - on station.....	1	1
Responding to fire call - from home.....	0	0
Mounting/dismounting appliance.....	1	1
Fireground - building.....	0	1
Fireground - grass Fire.....	2	0
Fireground - other.....	0	2
Special Service Call (Flooding, animal rescue, RTC).....	1	2
Turning out/en route/on arrival at incident.....	0	0
Training (on station).....	0	0
Training (off station).....	2	3
Training CG (Hot fire/BA).....	0	0
Training CG (General).....	0	0
Physical training.....	1	0
Kitchen duties.....	0	0
Other.....	0	0
<b>Total</b>	<b>10</b>	<b>11</b>

The above injuries were caused by the following:

Cause of Injury	No of Injuries	
	13/14	14/15
Failure/misuse of Equipment etc,.....	1	0
Exposed to fire/heat/hot surface.....	1	0
Exposed to harmful substance.....	0	0
Struck by falling, flying or moving object...	2	2
Struck something fixed or stationary.....	0	0
Crushing/jamming.....	1	1
Handling lifting or carrying.....	0	1
Slip, trip or fall on same level.....	1	2
Slip, trip or fall from a height.....	1	1
Inappropriate/incorrect technique.....	1	3
Foreign body in eye.....	0	0
Physical assault (human or animal).....	1	0
Lack of Care and Attention.....	0	0
Any other kind of injury (pain etc).....	1	1
<b>Total</b>	<b>10</b>	<b>11</b>

- Minimal variation in individual categories.

## 2.4 Notifiable (lost time) injuries (Over-seven-day injuries)

These are injuries defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations which result in the person injured being unable to attend for work for **more than seven consecutive days**. *Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days.* (HSE 2013)

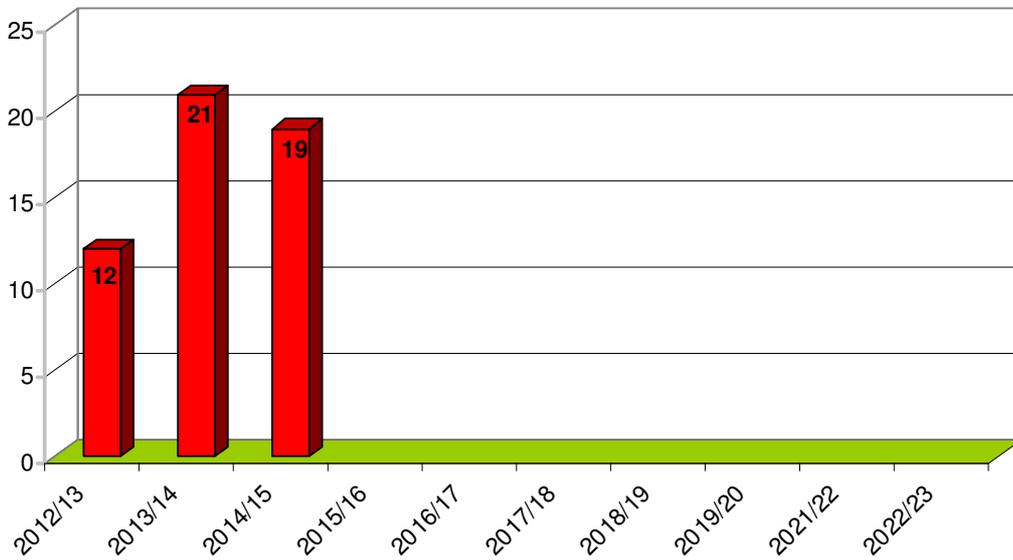
These injuries were sustained carrying out the following activities:

Activity at Time of Injury	No of Injuries	
	13/14	14/15
Routine duties on stn.....	4	4
Routine duties off stn (inc CFS.....	0	0
Kitchen duties.....	0	1
Responding to fire call – on station.....	2	1
Responding to call from home.....	0	0
Mounting/dismounting appliance.....	0	0
Fireground – building .....	4	6
Fireground – grass Fire .....	1	1
Special Service Call (RTC, animal rescue etc).....	1	1
Fireground – other .....	1	0
Turning out/en route/on arrival at incident.....	5	0
Training (on station).....	1	2
Training (off station).....	1	1
Training CG (specialised).....	1	1
Training general CG.....	0	1
Physical training .....	0	0
Other.....	0	0
<b>Total</b>	<b>21</b>	<b>19</b>

The notifiable lost time injuries were caused by the following:

Cause of Injury	No of Injuries	
	13/14	14/15
Slip, trip or fall on same level .....	2	4
Slip, trip or fall from a height.....	0	3
Struck by falling, flying or moving object.....	4	0
Struck something fixed or stationary.....	5	4
Failure/lack of PPE.....	0	0
Handling, lifting or carrying .....	0	2
Failure/misuse of equipment.....	0	1
Crushed, jammed or grazed.....	0	0
Exposed to fire/heat/hot surface.....	0	0
Lack of care & attention.....	1	0
Physical training.....	0	0
Inappropriate/incorrect techniques.....	8	4
Responding to station from home.....	0	0
Any other cause of injury .....	1	1
<b>Total</b>	<b>21</b>	<b>19</b>

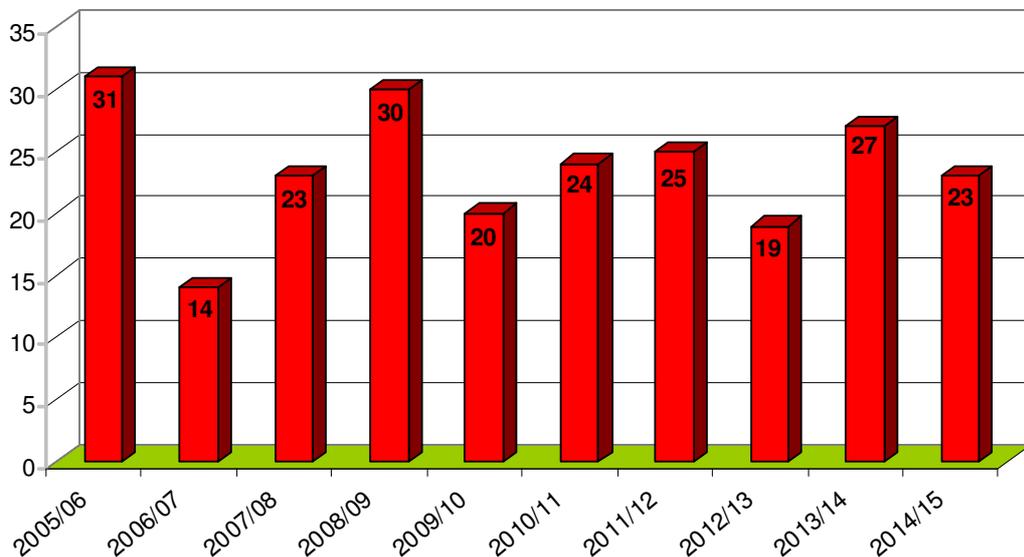
**Over seven day Injuries**



## 2.5 Over Three Day Injuries

- This is the third year in which we could make a comparison for ‘**over seven day injuries**’ following the change in reporting requirements from April 1<sup>st</sup> 2012 from ‘over three day injuries’.
- However, in order to evaluate longer term performance, those injuries which would have been classed as ‘over three day injuries’ will also continue to be reported for the next two years until a useful ‘benchmark’ can be established for ‘over seven day injuries’. Considering this, there would have been **Twenty Three (23)** ‘over three day injuries’ this year (2014/15) compared to **Twenty Seven (27)** for the previous year (2013/14) indicating that there would have been an **reduction in reportable injuries of four (4)** – see chart below.

### Over Three day Injuries



**NB** the above chart is for information only and indicates how performance would have been if reporting requirements had not changed from over three day injuries to over seven day injuries.

Below are more precise examples of how some of the over seven day and over three day injuries occurred.

<b>a) Routine Duties – 2 Injury examples</b>	<b>Injury</b>
<ul style="list-style-type: none"> <li><i>i)</i> Hand slipped whilst moving lockers in appliance bay</li> <li><i>ii)</i> Caught hand on cutting gear whilst checking kit on appliance</li> </ul>	<ul style="list-style-type: none"> <li>Cut hand</li> <li>Fractured hand</li> </ul>
<b>b) Fireground – Building 2 Injury examples</b>	
<ul style="list-style-type: none"> <li><i>i)</i> Gaining entry through front door with sledge hammer</li> <li><i>ii)</i> Stairs collapsed whilst gaining access to the first floor of property to carry out fire fighting search and rescue</li> </ul>	<ul style="list-style-type: none"> <li>Injured hand</li> <li>Minor burns</li> </ul>
<b>c) Fireground – Other – 1 Injury example</b>	
<ul style="list-style-type: none"> <li><i>i)</i> Walking down the mountain towards fire and stepped in a small pothole covered by ferns</li> </ul>	<ul style="list-style-type: none"> <li>Knee</li> </ul>
<b>d) Mounting/dismounting Appliance – 1 Injury example</b>	
<ul style="list-style-type: none"> <li><i>i)</i> Dismounting the appliance and trouser leg fabric caught on the appliance</li> </ul>	<ul style="list-style-type: none"> <li>Groin / Ankle</li> </ul>
<b>e) Training off Station - 1 Injury example</b>	
<ul style="list-style-type: none"> <li><i>i)</i> At CWWC defensive swimming course and bumped coccyx on ground</li> </ul>	<ul style="list-style-type: none"> <li>Coccyx</li> </ul>
<b>f) Special Service Call – 1 Injury example</b>	
<ul style="list-style-type: none"> <li><i>i)</i> Carrying equipment down an embankment</li> </ul>	<ul style="list-style-type: none"> <li>Shoulder</li> </ul>

**NB** Due to the changes in the reporting procedures under the terms of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – known as RIDDOR 13 not all of the above injury reports were required to be reported to the enforcing authority.

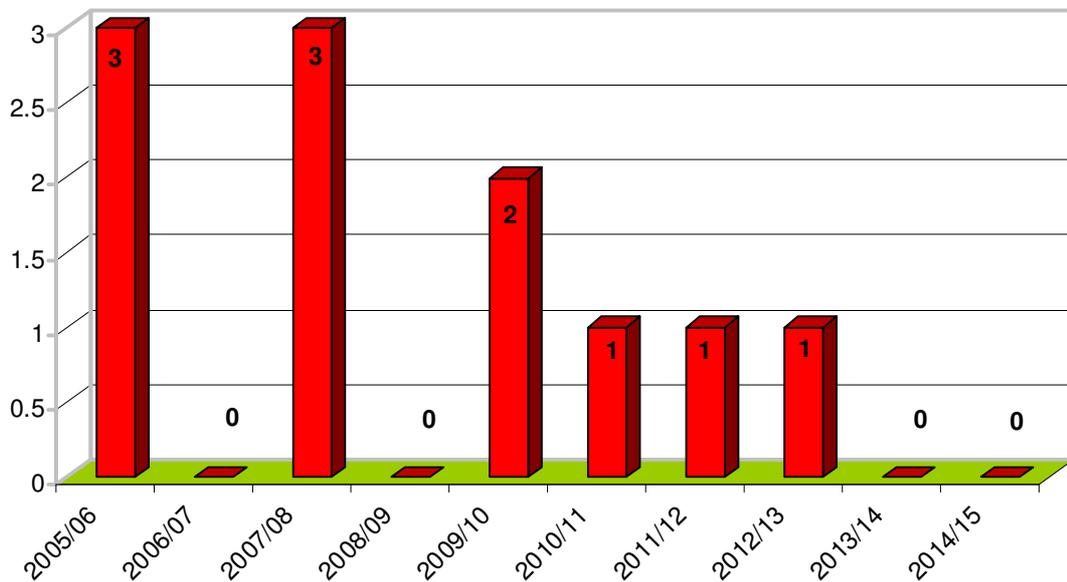
## 2.6 Major injuries

These are specified injuries defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Some examples are fracture to any bone other than in the fingers, thumbs or toes, any amputation, any injury requiring admission to hospital for more than 24 hrs etc. (A full list can be found in the Health and Safety Manual, HSGN 3).

There were no major injuries to report under the terms of RIDDOR 2013 in this year.

Activity at Time of Injury	No of Injuries	
	13/14	14/15
	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Major Injuries 10 year comparison



## 2.7 Fatal Injury

We are pleased to report there were no fatal injuries this year.

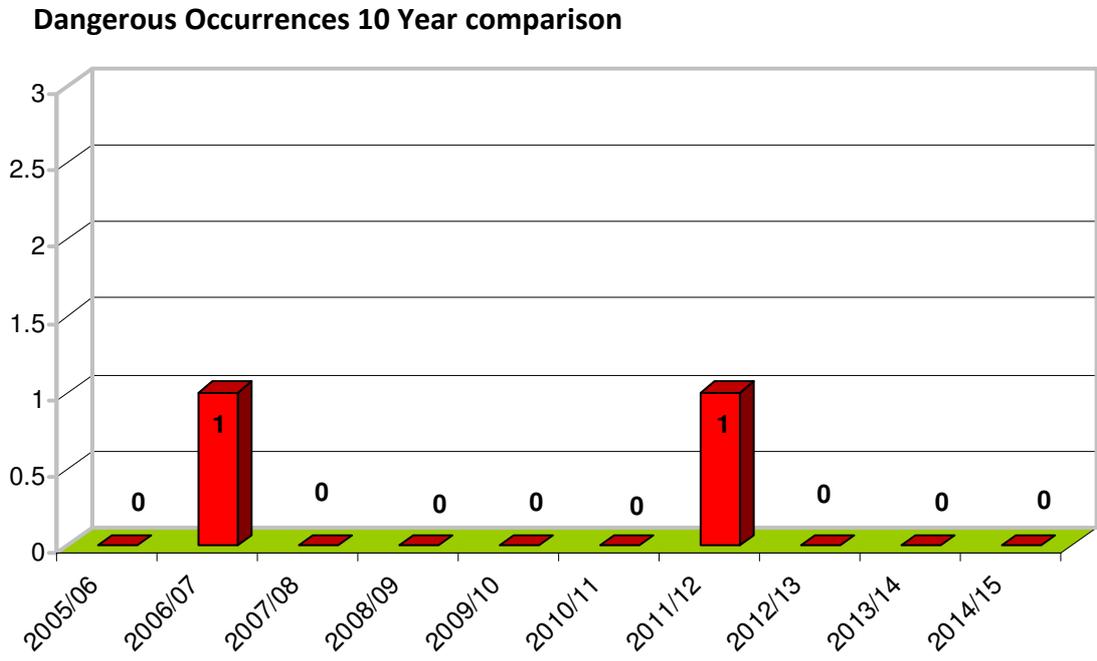
## 2.8 Industrial Disease

There were no cases of reportable disease in the Service this year.

- A breakdown of the total number of injuries, non-notifiable injuries and notifiable injuries by occupation can be found in appendix B.

### 3. **DANGEROUS OCCURRENCES**

There were no dangerous occurrences within the Service this year



#### 4. **NEAR MISSES**

The definition of a **near miss** is “**an unplanned event which does not cause injury and/or damage, but could have done so**”.

There were nine near misses reported during the year, all of which were fully investigated with satisfactory remedial action being taken for each occurrence where there was an identified need. This is evidence that in the main, employees are more aware of procedures and identifying potentially hazardous situations and that remedial action has prevented further incidents.

The reporting of ‘near miss’ incidents should not be seen as an indication that the Service is ‘doing things incorrectly or dangerously’, but should, and are, used as an opportunity to identify areas of risk where we have previously been fortunate to have escaped injury or damage to property. Examples over recent years include ‘booby trapped’ scenarios at incidents and a hydraulic hose detaching at the coupling etc.

The Service encourages the reporting of such incidents as this data gathering exercise helps identify trends and enables procedures to be changed if necessary, assisting in the reduction or elimination of these situations in the future, during the next year 2014/15 the Health and Safety Team are going to look at ways in which near miss reporting can be made easier and a fresh campaign will be introduced to identify the importance of near miss reporting.

Near miss events are divided into three categories, these are:

- **Actual** – when there is no doubt e.g. failure of an item of equipment that could have caused injury or damage.
- **Beneficial** – not a near miss in the true sense but provides useful information e.g. a series of road traffic “near misses” that may require investigation into driving procedures.
- **Other** – neither of the above but reported with good intent.

This year the near misses can be categorised as:

- **Actual**            6
- **Beneficial**       2
- **Other**             1

## 5. WORKPLACE INSPECTIONS

In order to manage safety in a proactive manner, the service relies on proactive and reactive systems to monitor levels of performance. Inspections of the workplace provide a measure of safety attitudes and possible sources of hazards from which a structured approach to workplace health and safety management can be developed. Inspections can help identify if policy, organisation and systems are actually achieving the right results and helps inform about the reliability and effectiveness of systems.

<b>Total Number of Inspections from 01<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015</b>			
Total Number of <u>Wholetime</u> Inspections Per Year	40	Number Completed	38
Total Number of <u>RDS</u> Inspections Per Year	28	Number Completed	28
Total Number of <u>Other</u> Inspections Per Year	08	Number Completed	7
Percentage of all Complete Inspections			96%

### Overdue/No Proposed Date

Station / Location	1 <sup>st</sup> Inspection Date		2 <sup>nd</sup> Inspection Date (if applicable)		Number of Inspections Required per year
	Proposed Date	Actual Date	Proposed Date	Actual Date	
01 Bridgend	03.05.14	27.08.14	27.02.15	19-03-15	2
02 Porthcawl	01.03.15	23-02-15	N/A		1
03 Kenfig Hill	01.10.14	23.10.14	N/A		1
04 Cowbridge	19.03.15	26-03-15	N/A		1
05 Pencoed	20.12.14	17.12.14	N/A		1
06 Ogmere Vale	15.10.14	16-10-14	N/A		1
07 Pontycymmer	09.08.14	01-09-14	N/A		1
08 Maesteg	26.09.14	09-10-14	24.03.15	27.03.15	2
09 Treorchy	26.02.15	24-02-15	N/A		1
10 Tonypany	12.10.14	05-11-14	29.03.15		2
11 Ferndale	11.03.15	15-02-15	N/A		1
12 Porth	01.02.15	29.01.15	N/A		1
13 Gilfach Goch	10.06.14	16.04.14	N/A		1
14 Pontyclun	30.09.14	30-09-14	N/A		1
15 Pontypridd	01.05.14	15.05.14	17.11.14	22.12.14	2
16 Hirwaun	09.10.14	15-10-14	N/A		1
17 Aberdare	27.09.14	24-09-14	12.03.15	refurb	2
18 Abercynon	06.01.15	18-01-15	N/A		1
19 Llantwit Major	05.03.15	04-03-15	N/A		1
20 Barry	11.09.14	01-10-14	12.03.15	13-03-15	2
21 Aberbargoed			10.01.15	29.01.15	2
22 Penarth	28.05.14	25.03.14	25.09.14	07-10-14	2
24 Caerphilly	30.10.14	11-11-14	20.03.15	25-03-15	2
25 Treharris	01.08.14	12-09-14	N/A		1
26 Merthyr Tydfil	14.05.14	08.08.14	08.02.15	01-01-15	2
27 Tredegar	01.12.14	01.12.14	N/A		1
28 Rhymney	17.02.15	06-03-15	N/A		1
30 Abercarn	09.04.14	14.04.14	N/A		1
31 Risca	22.10.14	19-11-14	N/A		1
32 Cwmbnan	18.09.14	04.09.14	05.03.15	05-03-15	2
33 New Inn	14.11.14	07.01.14	31.03.15		2
34 Abersychan	26.06.14	11-09-14	N/A		1
35 Abertillery	18.03.15	18-03-15	N/A		1

Station / Location	1 <sup>st</sup> Inspection Date		2 <sup>nd</sup> Inspection Date (if applicable)		Number of Inspections Required per year
	Proposed Date	Actual Date	Proposed Date	Actual Date	
36 Blaina	13.03.15	N/A	N/A		1
37 Ebbw Vale	02.09.14	01.09.12	01.03.15	01-03-15	2
38 Brynmawr	13.03.15	18-03-15	N/A		1
39 Blaenavon	19.12.14	21-10-14	N/A		1
40 Abergavenny	05.02.15	28-01-15	N/A		1
41 Monmouth	29.07.14	01-08-14	N/A		1
42 Usk	30.07.14	23.07.14	N/A		1
43 Chepstow	31.07.14	01-08-14	N/A		1
44 Caldicot	05.03.15	11-03-15	N/A		1
45 Malpas	04.08.14	07-08-14	03.02.15	18-02-15	2
46 Maindee	11.06.14	09.04.14	05.12.14	07.01.15	2
47 Duffryn	26.07.14	01-10-14	23.01.15	23-02-15	2
49 Whitchurch	25.09.14	09.09.14	25.03.15	29-03-15	2
50 Roath	12.07.14	29-08-14	22.01.15	24-02-15	2
51 Cardiff Central	14.08.14	17-09-14	27.02.15	18-03-15	2
52 Ely	15.11.14	09-12-14	29.03.15	29-03-15	2
FRSHQ – Fleet Services	01.09.14	01-10-14	01.03.15	18-03-15	2
FRSHQ – Admin	01.08.14	25-09-14	01.02.15	28-01-15	2
FRSHQ – Stores	01.08.14	16-09-14	01.02.15	30.01.15	2
14 Pontyclun – Control	15.11.14	28.01.15	29.03.15		2

### Outstanding Inspections

There were only three inspections outstanding for 2014/15, however, it should be acknowledged that these were all due on or around the last day of the financial (recording) period and may have been completed prior to going to print. As of 2015/16 these dates will be adjusted slightly to ensure there is a period of time for the inspection to be completed prior to the writing of the report. Overall there was an excellent approach to workplace inspections by all managers involved, and the Health and Safety Team would like to express their sincere thanks, as this proactively helps reduce accidents on all SWFRS premises.

### Workplace Inspection Anomalies Action Group

The working group continue to meet monthly to evaluate and prioritise reported anomalies from workplace inspections. This has helped ensure repeated reported minor anomalies do not undermine the main objectives of the inspection regime as a pro active initiative. Recommendations are made and put forward via the Operations Team and Property Services representatives.

## 6. HEALTH AND SAFETY STRATEGY

Initially, this strategy was developed primarily as a result of the review of health and safety within the Service and to enhance continuing health and safety activity. It is the fifth revision of the first strategy, developed in 1998/99, which proved extremely successful in promoting good health and safety management and helping the Service to comply with legislative requirements.

The strategy comprises three parts and sets out how the implementation and development of formal health and safety requirements will be progressed within South Wales Fire & Rescue Service. It is essential that identified needs are dealt with in a timely, structure manner to ensure they are achievable hence the strategy extends for three years from the date of revision.

The fifth edition has completed its third year in 2014/15 although it will contain some initiatives that have followed on from the previous edition. A new sixth edition is planned for the year 2015/16

Those with responsibilities for managing identified initiatives, form the strategy review group. This group reviews progress every three months, which results in the strategy being updated as required.

The strategy contains a plan and planner which provide detailed action points, dates and responsibilities quick and easy reference.

In 2014/15 there were 21 ongoing initiatives within the strategy.

An example from the plan can be found below.

Objective	Action to be Taken	By Whom	Deadline	Resources Required	Completion Date	Review Date
5.27 H&S CS ICT	<ul style="list-style-type: none"> <li>❶ Plan and programme individual 'themed' H&amp;S audits of each department within SWFRS and report on same CS to be audited first –2013/14</li> <li>❷ ICT 2014/15</li> </ul>	H&S and relevant managers	<ul style="list-style-type: none"> <li>❶ 31.03.14</li> <li>❷ 31.03.15</li> </ul>	Staff time	❶ Completed	2018

## **7. HEALTH AND SAFETY MANUAL**

The policies and guidance notes below are contained within the manual. These are subject to programmed review and update where necessary and are published on the intranet.

The manual contains guidance notes/supplementary policies on the following:

- General Health and Safety Policy
- Injuries, Dangerous Occurrence, Reportable Disease and Near Miss Reporting and Investigation
- Safety Representatives and Safety Committees
- Workplace Inspections
- Health and Safety Complaints Procedure
- The Management of Occupational Road Risk
- Safe Electrical Working Practice
- Control of Substances Hazardous to Health (CoSHH)
- The Display Screen Equipment
- The Manual Handling Operations
- Personal Protective Equipment (PPE)
- Risk Assessment
- The Control of Contractors
- Provision and Use of Work Equipment
- Safety Flash
- Noise at Work
- The Management of Asbestos and ACMs in Fire & Rescue Service Premises.
- The Control of Vibration at Work
- Lone Working Procedures
- RF Hazards Associated with ICT Networks and Mobile Telephone Systems.
- The Management of Serious and Fatal Injuries to a SWFRS Employee in the Course of their Duty
- Managing Snow and Ice at SWFRS Premises

Five of these policies were updated during the year 2014/15 and a further six are planned to be updated during 2015/16. Work is also taking place by the All Wales NIC Health and Safety Working Group to integrate all these policies in to an all Wales policy, and as a result there may be changes to the way these policies are updated in future years. It is important that all policies and procedures are made specific to each of the three organisations to ensure they are suitable and sufficient for use.

A planned Food Safety policy will be completed shortly in conjunction with the HR department in line with a role out of refresher training for all station based cooks.

## 8. SAFETY INITIATIVES

- A health and safety education strategy is ongoing which will ensure that supervisory personnel receive health and safety training in line with their particular role and responsibility. Health and Safety induction training continues to be given to new operational trainees prior to them starting work. 'First day' H&S induction training is given to all new support staff members with a full induction within three months.
- "In house" programmes continue for trainee Firefighters, Watch Managers and support staff. SWFRS is accredited as a training provider for the IOSH "Managing Safely" and IOSH "Working Safely" course and there is an ongoing programme to train Supervisory and Middle Managers to the recommended level in H&S.
- The Safety Committee was very active throughout the year meeting quarterly as planned. During this period numerous health and safety issues were discussed with practical suggestions/solutions being forthcoming. Directorate safety groups deal with 'local' safety issues and can refer any unresolved issues to the main safety committee.
- The Health and Safety Departments of the three Welsh FRSs continue with their Safety Practitioners Forum and Wales CFOA Regional meetings to discuss health and safety matters relevant to the Fire & Rescue Service. The group continues to collaborate and consolidate the work being done by each FRS and standardise where possible, systems for good health and safety management. The Wales group are currently collaborating on a number of work streams including National Issues Committee initiatives and safety audits. South Wales FRS continues to represent the three Welsh Services at the CFOA UK National Health and Safety Group.
- The new 'Focus on Health and Safety' column in the monthly SWFRS Newsletter is proving to be effective in getting safety advice and messages out to all staff members. Additionally, the "Safetyflash" alert - a system for promulgating urgent safety critical information, continues to be successful in highlighting critical health and safety issues and bringing them to the attention of all stations etc, within a short period of time. This initiative also overlaps with the Procedural Alert which is issued whenever deviations from procedure are identified or when it is considered procedures need to be highlighted. Two 'Safetyflash' alerts were issued during the year 2014/15 (See appendix C & D).
- The Health & Safety Department continues to acquire a considerable library of health and safety E-publications which are available to all staff on the H&S intranet site including CDs/DVDs from which information can be extracted. A loan facility is available for those publications that cannot be copied. Additionally, there is a facility with Technical Indexes, which allows rapid access to press releases, recent legislative changes and consultation documents.
- The CFOA Wales Region was active throughout the year co-ordinating national issues into regional action.
- A health and safety handbook for visitors and contractors continues to be issued to individual visitors and contractors who visit SWFRS premises and contains basic H&S guidance and emergency procedures.

- “Tool box talks” are continuing to be a Health and Safety Cultural success story and continue to be arranged with stations to informally discuss H&S issues.
- The Operational and Development and Review Team (ODART) are a team of operational managers who attend specific incidents and exercises to observe incident management, arrange debrief sessions and make recommendations as regards policy/guidance change as a result of their findings. They work closely with the H&S department in developing safe systems of work. They also produce the ‘Procedural Alert’ as described earlier.
- SWFRS is benchmarking with a number of FRs, via the CFOA Key Performance Indicators (KPIs). Additionally, the Three Welsh FRs are benchmarking utilising the KPI facility. The intention is that all UK FRs will eventually benchmark health and safety performance.
- SWFRS has again collaborated with MWWFRS and produced a health and safety calendar whereby each month depicts an actual accident that has occurred within the services along with a safety message. These have proved to be hugely popular.
- A Claims Management Group has been set up which is attended by, H&S, HR, Insurance, Resolution and Operations Group Managers; this is chaired by the Health and Safety Manager on a bi-monthly basis and it allows us to proactively look at the accidents being received and any potential claim which could be likely. This will allow us to also address the increased number of over seven day accidents for this period in conjunction with targeted proactive training and information provided in the ‘Focus on Health and Safety’ column.
- Initiatives have been put forward regarding improved accident recording data, this has led to a much higher standard of accident reports being received and in a more timely manner, this allow the organisation to identify areas of concern and address them more quickly.
- The Road Risk group continues to examine all reported vehicle accidents and the team which is similar in make up to the Claims Management Group also includes the SWFRS Driving Instructors and Training Centre Managers. The aim is to identify and address trends in accident reporting. The Management of Occupational Road Risk policy is also updated via this working group alongside an initiative for the checking of Driver Licences for all people whom are required to drive any vehicle in the course of their work of SWFRS.
- The Operations Health and Safety meeting has been convened with a good number of applicants expressing an interest in becoming FBU Safety Representatives. With nine new names nominated recently a training programme is to be set up by the FBU and arrangements have already been made to meet with the new and existing Reps alongside the GM Operations Health and Safety Lead. This will allow the Health and Safety Team to have a more direct contact for each station.

## 9. SUMMARY

- The year 2014/2015 was the eighteenth year for the South Wales Fire & Rescue Service as far as health and safety statistics are concerned, however, an amendment was made in 2013/14 to look at only a rolling ten year comparison this was to allow for easier reading of the data and greater comparison with more recent years, this proved to be a success and will be used in this and future reports.
- Compared with the previous year, the total number of injuries decreased in total by seven, in addition this is represented with a small decrease in all categories as a reduction of 6 accidents reported under 'No Time Lost', a reduction of 2 reported accidents in the category of 'Notifiable Over Seven Days'; however, there was a small increase of 1 additional reported accident in the category 'One to Seven Days – Not reportable'.
- There were no 'Dangerous Occurrences' reported during the year.
- There were nine near misses reported during the year, all of which were fully investigated with satisfactory remedial action being taken for each occurrence where there was an identified need.
- The Service is actively engaged in pursuing legislative compliance for all its activities.
- A number of new policies and guidance notes have been developed by ORM to help meet objectives and support the pro-active approach to respective work activities.
- Formal Health and Safety training continues to form part of the Services Health and Safety Management Strategy with IOSH Managing Safely and general Health and Safety refresher being regularly pursued. The Service retains its approved centre status for delivering the IOSH Managing Safely course and health and safety team members are actively involved in the presentation of each course.
- The Safety Committee met quarterly on all occasions as planned and continues to be a well represented and productive forum providing guidance and information on all aspects of health and safety within the service.
- All managers should continue to emphasise good practices to the workforce in an attempt to eliminate the causes of accidents especially those with a high incidence rate and continue with the excellent performance achieved during 2014/15.

All managers should continue to actively encourage the reporting of accidents and incidents as required by Service Policy and Procedural Documents. Only by maintaining vigilance in the correct reporting procedures will the Service be able to ensure problems are identified and suitably dealt with.

### Health and Safety Manager

May 2015

## INJURY INCIDENCE RATES

The incidence rate is the number of **notifiable** injuries per 100,000 persons employed. The formula used is similar to that which is used by the Health and Safety Executive for benchmarking purposes for the organisations for which they are the enforcing authority.

The formula is:

$$\text{Injury Rate} = \frac{\text{No of Injuries}}{\text{Av. No of Employees} \times 100,000}$$

Incident Rates 2014-15		
1.	Uniformed Personnel (Wholetime Firefighters)	5447
2.	Uniformed Personnel (Retained Firefighters)	1656
3.	Control Personnel	1960
4.	Non Uniformed Personnel	2413
5.	Total Uniformed personnel	3698
6.	Total Personnel Injury Rate	3549

Incident Rates Five Year Comparison		2010-11	2011-12	2012-13	2013-14	2014-15
1.	Uniformed Personnel (WDS Firefighters)	1728	1529	820	4773	5447
2.	Uniformed Personnel (RDS Firefighters)	968	1388	569	3211	1656
3.	Control Personnel	1785	-	-	1886	1960
4.	Non Uniformed Personnel	2857	2777	2500	1315	2413
5.	Total Uniformed personnel	1365	1455	702	4070	3698
6.	Total Personnel Injury Rate	1215	1280	-	-	3549

## APPENDIX B

**BREAKDOWN OF INJURIES BY OCCUPATION**

No Lost Time	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Wholetime FF	6	5	6	5	22
RDS	0	0	1	3	4
Control	0	0	1	0	1
Support Staff - Admin	3	1	0	1	5
Support Staff - Fleet	0	0	0	0	0
Support Staff - Other	0	0	0	0	0
Training - Staff	0	0	0	0	0
Training - Students	0	0	1	0	1
YFF	1	0	0	0	1
<b>Total</b>					<b>34</b>
Auxiliary Reserve	0	0	0	1	1
Non FRS	1	0	0	1	2
Employability Programme	0	0	1	1	2

1 to 7 Days Lost	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Wholetime FF	3	1	2	2	8
RDS	0	0	1	1	2
Control	0	0	0	0	0
Support Staff - Admin	0	0	0	0	0
Support Staff - Fleet	0	0	0	0	0
Support Staff - Other	0	0	0	0	0
Training - Staff	0	0	1	0	1
Training - Students	0	0	0	0	0
YFF	0	0	0	0	0
<b>Total</b>					<b>11</b>
Auxiliary Reserve	0	0	0	0	0
Non FRS	0	0	0	0	0
Employability Programme	0	0	0	0	0

Notifiable over 7 days	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Wholetime FF	4	3	1	4	12
RDS	2	0	2	1	5
Control	0	0	0	0	0
Support Staff – Admin	0	0	0	0	0
Support Staff – Fleet	0	0	0	0	0
Support Staff – Other	0	1	0	0	1
Training – Staff	0	0	0	0	0
Training – Students	0	0	1	0	1
YFF	0	0	0	0	0
<b>Total</b>					<b>19</b>
Auxiliary Reserve	0	0	0	0	0
Non FRS	0	0	0	0	0
Employability Programme	0	0	0	0	0

Major Injuries	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Wholetime FF	0	0	0	0	0
RDS	0	0	0	0	0
Control	0	0	0	0	0
Support Staff – Admin	0	0	0	0	0
Support Staff – Fleet	0	0	0	0	0
Support Staff – Other	0	0	0	0	0
Training – Staff	0	0	0	0	0
Training – Students	0	0	0	0	0
YFF	0	0	0	0	0
<b>Total</b>					<b>0</b>
Auxiliary Reserve	0	0	0	0	0
Non FRS	0	0	0	0	0
Employability Programme	0	0	0	0	0

Total No of Injuries	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Wholetime FF	13	9	9	11	42
RDS	2	0	4	5	11
Control	0	0	1	0	1
Support Staff - Admin	3	1	0	1	5
Support Staff - Fleet	0	0	0	0	0
Support Staff - Other	0	1	0	0	1
Training - Staff	0	0	1	0	1
Training - Students	0	0	2	0	2
YFF	1	0	0	0	1
<b>Total FRS</b>					<b>64</b>
Auxiliary Reserve	0	0	0	1	1
Non FRS	1	0	0	1	2
Employability Programme	0	0	1	1	2
<b>Total Reported</b>					<b>69</b>

## APPENDIX C



**Issue N°:** SF 01-14  
**Title:** Leakage from Dual Fuel LPG Tanks (Vauxhall Zafira)  
**Date:** 09/12/2014  
**Authorising Manager:** AM R Matheson  
**Review Date:** 01/2016

## Safety Flash

### INTRODUCTION

It has been brought to our attention by Hereford and Worcester FRS that there is a potential for severe corrosion to LPG Tanks on factory converted dual fuel Vauxhall Zafira's which can cause leaking of Liquid LPG from the tanks. The vehicle in question was a 53 plate Reg. Vauxhall Zafira which had been factory converted to dual fuel i.e. both petrol and LPG, and had just been filled with gas at a local filling station prior to the incident.

The Operational Crew in attendance utilised a low pressure air bag to raise the vehicle to allow sufficient access to investigate the source of the leak. It became apparent that the LPG fuel tank had been fitted with a protective plastic cover which had a small drain hole in the lower face, from which the liquid LPG was leaking.

On subsequent inspection it was immediately apparent that the LPG tank was extremely corroded to the point that it had become porous as can be seen from the attached photographs. A possible cause for the extensive corrosion may have been as a result of the protective plastic cover fitted to the LPG tank which had been retaining moisture next to the metal surface of the tank thus creating an environment where rusting of the metal was more likely.

### RISK ASSESSMENT

Hereford and Worcester FRS have conducted some research and believe that there are approximately 900 vehicles of this type in existence and that there is a possibility that there will be other vehicles with the LPG tank in a similar condition. Hereford and Worcester FRS are of the opinion that there is significant potential for a serious incident arising from the greatly reduced integrity of the LPG tank. This may be as a result of a Road Traffic Collision (RTC) or if the vehicle is involved in a fire in which case the tank is likely to fail before the pressure relief valve operates.

**SAFETY MEASURES**

The Operational Crews closed the street to traffic and carried out a survey of the area to identify the extent of the spread of LPG gas. As a control measure a hose reel jet was placed adjacent to the pool of LPG to evaporate the frozen pool and assist with the dissipation and dilution of the vapour cloud. The tank was allowed to vent off and the vehicle then handed over to the owner.

**GENERAL CONSIDERATIONS**

On arrival the crews found the vehicle leaking LPG liquid from the base of the fuel tank which was located under the rear of the vehicle in the space normally occupied by the spare wheel. The leak had formed a pool of frozen LPG underneath the vehicle which was producing a vapour cloud that was slowly dispersing due to a very light wind.

On the basis of this observation, it is reasonable to assume that if a vehicle in this condition is stored in an enclosed space such as a garage, there is a much higher potential for a concentrated accumulation of LPG to occur within the room / structure.



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Red	White	Blue	Green	RDS	Department

## APPENDIX D



South Wales  
Fire and Rescue Service

Gwasonoth Tân ac Adhuh  
De Cymru

**Issue N°:** SF 01-15  
**Title:** UK Threat Level  
**Date:** 21/01/2015  
**Authorising Manager:** ACFO Andy Thomas  
**Review Date:** 01/16

# Safety Flash

**INTRODUCTION**

In light of events & planned incidents against individual police officers on the Continent over the past couple of weeks, Police Forces in the UK are considering enhanced security measures to protect their officers. The current UK threat Level is assessed at SEVERE, meaning an attack is highly likely. The SWFRS associated response is assessed at a HEIGHTENED state of Alert. (Detailed in General Considerations) The UK Threat Level increased to SEVERE on 29 August 2014

**RISK ASSESSMENT**

SWFRS personnel could in some instances, especially in undress or white shirt, be mistaken for police officers and subsequently be at increased risk.

**SAFETY MEASURES**

All personnel should take appropriate measures to avoid putting themselves at increased risk. For example: consider what they are wearing when travelling to and from places of work.

**GENERAL  
CONSIDERATIONS**

Personnel to report any suspicious behavior, all visitors to wear passes at chest height. Staff handling mail should be vigilant at all times.

**People:**

- All Staff to display their photographic service ID
- All staff to be vigilant at all times
- Public entrances to be supervised and all visitors recorded
- All visitors to display their visitor pass at chest height
- People who are not recognised are to be challenged

**Estate:**

- Threat level boards updated to display SEVERE (UK level) and HEIGHTENED (response level)
- Station Gates/HQ Barriers to be closed
- All doors to be secure
- All windows to unoccupied rooms to be secured
- All vehicles parked on SWFRS premises to be locked. Vehicles parking areas to be checked regularly
- Porches, basements and other areas which are hidden from immediate view are to be lit in the hours of darkness where possible
- In all buildings the destination of visitors, including visiting employees and cleared contractors will be checked with the person they are visiting or Department/unit

**Operational:**

- Incoming mail: Staff handling and receiving mail to be vigilant at all times and mindful of the suspect package policy. Mail to be opened in the mail room at FSHQ
- Implement any additional measures which are necessary to deal with individual specific threats and local requirements
- Flexi – Duty officer group not to fall below minimum levels

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.v

13 JULY 2015

## REPORT OF THE DEPUTY CHIEF OFFICER

**REPORT ON PROGRESS OF ACHIEVEMENT OF IMPROVEMENT OBJECTIVES AS AT THE END OF FINANCIAL YEAR 2014/2015.****SUMMARY**

This report will give assurance to the Members of the Fire & Rescue Authority and Senior Management within SWFRS on progress towards achievement of the Improvement Objectives agreed for 2014/2015 as at the end of financial year.

**RECOMMENDATION**

1. Members accept the progress that has been achieved in delivering the improvement objective 2014/15.
2. Members endorse the carrying forward or transfer of work detailed within Appendix 2 to the report onto 2015/16.
3. Members endorse the cancellation of one engagement action as detailed within Appendix 2 to the report.

**1. BACKGROUND**

- 1.1 The Welsh Government requires us to set Improvement Objectives to address particular areas for Improvement. These objectives are reviewed annually and actions within our service planning framework are aligned to the appropriate Improvement Objective.
- 1.2 Quarterly updates are recorded by action owners onto the Service Planning Framework, and staff within the Engagement, Transformation and Performance (ETP) team monitors the information and extract reports accordingly.

**2. ISSUE**

- 2.1 There were 26 actions in our Service Planning Framework which underpin our two Improvement Objectives. Six supporting the Improvement Objective to “Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline”. There were twenty supporting the Improvement Objective to “Bring together and improve all our engagement activities to identify our communities and local business’ needs to shape our future service provision”.
- 2.2 The end of year performance for 2014-15 is 73.08% of actions progressed to status green (action progressed as planned); 3.82% of

actions progressed to amber (action progressed but required monitoring) and 11.53% red (actions not currently progressed as planned). This is provided in Appendix 1.

- 2.3 One action progressed to amber (action progressed but required monitoring). This action has been transferred to 2015/16 for action.
- 2.4 Three actions progressed to red (actions not currently progressed as planned). These have also been transferred to 2015/16 for action.
- 2.5 Two actions were included in other actions and therefore closed.
- 2.6 One action was cancelled.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 It is the responsibility of the action owner to ensure that Equality Risk Assessments are carried out for their actions.

### **4. RECOMMENDATION**

- 4.1 Members accept the progress that has been achieved in delivering the improvement objective 2014/15.
- 4.2 Members endorse the carrying forward or transfer of work detailed within Appendix 2 to the report into 2015/16.
- 4.3 Members endorse the cancellation of one engagement action as detailed within Appendix 2 to the report.

<b>Contact Officer:</b> Anne Fairclough Engagement, Transformation and Performance Officer	<b>Background Papers:</b> Service Planning Framework
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### **APPENDIX 1.**

Appendix 1 provides the end of year progress report of active Service Plan Actions mapped to each improvement objective.

### **APPENDIX 2.**

Appendix 2 provides the quarterly descriptions of progress for each of the 2014/15 Service Plan Actions.

## Appendix 1

Quarter 4 Progress report of active Service Plan actions mapped to each improvement objective.

RAG status summary table as at Quarter 4.

Improvement Objective (IO) / Strategies	Red	Amber	Green	No update	Cancelled	Transferred to 2015/16
IO 1: Reduce deliberate fire setting by 41% over the next 4 years using 2010-11 results as a baseline.	0	0	6	0	0	0
IO 2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision	3	1	13	0	1	2
<b>Total(and Percentage)</b>	<b>3 (11.53%)</b>	<b>1 (3.85%)</b>	<b>19 (73.08%)</b>	<b>0 (0%)</b>	<b>1 (3.85%)</b>	<b>2 (7.69%)</b>

**Red** = action not currently progressing as planned

**Amber** = action progressing but requires monitoring

**Green** = action progressing as planned



## APPENDIX 2 a)

## End of year Report describing progress for each Service Plan Action during 2014/15.

## IO1: Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline.

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>To reduce the number of deliberate fires set in South Wales by working closely with other agencies and stakeholders to identify and reduce arson activities.</b>	Service Delivery	Green	<p>Station Managers are being given a daily report on the deliberate fires that have occurred in their area for the previous day by the Fire Control Unit (FCU).</p> <p>Trends and 'hotspots' are identified and the FCU Parishioners are working closely with the Station Managers.</p> <p>Events are being planned and delivered where there are problem areas.</p> <p>A more sophisticated mapping process that links with Anti-social behaviour (ASB) and deliberate fires.</p> <p>A presentation has been given to Safer South Wales Action Group which was well received.</p> <p>ASB and deliberate firesetting have been included in the Police and Crimes Commission's (PCC) Plans and Group Managers are taking this to their Local Service Board for multi-agency approach to reducing these types of incidents.</p> <p>A number of arrests and prosecutions are on going.</p>	Green	<p>Operation Bang project has been developing targeted strategies and initiatives for Halloween and Bonfire Night to help reduce incidents.</p> <p>Patrols were carried out in Cardiff during September to identify areas of potential deliberate fires and intelligence led positive action with partners has reduced risk in that area.</p> <p>Fire Crime Unit has held a number of training sessions with Police Community Support Officers (PCSO) from Gwent and South Wales Police. To raise their awareness of deliberate fires and arson and the link to ASB.</p> <p>Business Fire Safety and Fire Crime identified potential premises that could have been targeted by protesters before, during and after NATO</p>	Green	<p>Operation Bang was a resounding success with a reduction of 56% in fires in the 4 areas where actions took place.</p> <p>There continues to be good focus on implementing actions contained within Community Risk Management Plans (CRMP).</p> <p>Following success of the first Community Safety Awareness day, the Operations and Community Safety Departments are now developing a second Community Safety awareness day, to be held in Feb 2015.</p> <p>The day will assist Station Managers and Community Safety staff in identifying risk reduction activity linked to station Unitary Authorities (UA) and Service objectives.</p> <p>The Statistics and Risk Team has developed improved data software to increase the identification of the most 'at risk' groups from accidental fires. The intention is for this to be used when targeting risk reduction activity for 2015-16.</p> <p>There are issues surrounding the publishing of incident data which forms a large part of controls and participation in this objective.</p> <p>Meeting held with Press and Media - action plan created and Press and Media will talk to all watches to explain the policy and encourage the use of twitter and public safety messages</p>	Green	<p>A day of action was carried out in St Dials in Cwmbran. Bernie project started at the end of March. Bernie's rant has been uploaded onto YouTube. Community Safety and operations are continuing to work in partnership on local issues relating to deliberate fires.</p> <p>The first three quarters indicate a 26% reduction in deliberate fires.</p>

**IO1: Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline.**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Reduce the number of deliberate fires occurring in the Service area by working with and through others.</b>	Service Delivery	Amber	<p>Station Managers are being given a daily report on the deliberate fires that have occurred in their area, for the previous day by the FCU.</p> <p>Trends and 'hotspots' are identified and the FCU parishioners are working closely with the Station Managers.</p> <p>Events are being planned and delivered where there are problem areas.</p> <p>A more sophisticated mapping process that links ASB and deliberate fires and has given a presentation to Safer South Wales Action Group which was well received.</p> <p>ASB and deliberate firesetting have been included in the PCCs plans and GM's are taking this to their LSB for multi-agency approach to reducing these types of incidents.</p> <p>A number of arrests and prosecutions are on going.</p>	Green	<p>Operation Bang project is well established and stations and partners has been involved.</p> <p>There has been good support from both police forces and officers who have volunteered to assist. .</p> <p>Proactive work has been commenced prior to Operational Bang in Cardiff.</p> <p>Four areas have been identified for targeting in this period. These are Cardiff, Newport, Torfaen and Merthyr/RCT.</p>	Green	<p>Operation Bang was a resounding success with a reduction of 56% in fires in the four areas where actions took place.</p>	Green	<p>Bernie project launched Friday 27th March and Bernie Newsbleat uploaded onto YouTube.</p> <p>Day of action held in Cardiff and Torfaen.</p> <p>Third quarter stats indicate 26% reduction in deliberate fires over the year.</p>

**IO1: Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline.**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<p><b>Ensure 'Community Risk Management Plans' are focused on risk reduction activities that deliver clear outcomes and benefits to the public and local communities and supports the Service's improvement objectives linked to reducing deliberate fires and increasing engagement.</b></p>	Service Delivery	Green	<p>All stations have now produced revised Community Risk Management Plans (CRMP), with station personnel leading on identifying risks within their area.</p> <p>Community Safety (CS) and Operational Management team are supporting stations by facilitating Community Safety workshops for Station Managers. The next Workshop programmed is scheduled for Oct 1st 2014.</p>	Green	<p>Operations and Community Safety departments continue to work closely to develop targeted CS work based on higher levels of risk.</p> <p>CRMPs continue to be developed by supporting watch based personnel to identify risk.</p> <p>Operation Bang project has been developing initiatives for Halloween and Bonfire Night to help reduce incidents.</p> <p>All Station Managers have been requested to consider how aspects of Operation Bang can be implemented in their station area.</p> <p>Station Managers will be sharing examples of good practice at CS workshop in October.</p> <p>All stations increased the number of School Arson Vulnerability Assessment (SAVA) during quarter 2 – July, due to identified increase in incidents within schools.</p>	Green	<p>There continues to be good focus on implementing actions contained within CRMPs.</p> <p>Following success of the first Community Safety Awareness day the Operations and Community Safety Departments are now developing a second Community Safety awareness day, to be held in Feb 2015. The day will assist Station Managers and CS staff in identifying risk reduction activity linked to station, UA and Service objectives.</p> <p>The Statistics and Risk Team has developed improved data software to increase the identification of the most 'at risk' groups from accidental fires. The intention is for this to be used when targeting risk reduction activity for 2015-16.</p>	Green	<p>There continues to be good focus on implementing actions contained within CRMPs.</p> <p>A second Community Safety Awareness day was delivered in Feb 2015. Themes covered included: Arson Safety Week, 'Paws on Patrol', domestic abuse and links to fire, road traffic collision reduction activity, targeted HFSC and tiered approach. All of these subjects will assist Station Managers in continuing to develop effective and targeted CRMPs.</p> <p>The Statistics and Risk Team has developed improved data software to increase the identification of the most 'at risk' groups from accidental fires. The intention is for this to be used when targeting risk reduction activity for 2015-16.</p> <p>It is hoped this is available for April 2015. In addition the Operations Team is in the process of considering realignment of station boundaries to council wards; this will assist in more efficient and accurate analysis of fire and safety data. Thus assisting stations in targeting risk reduction activity.</p>

**IO1: Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline.**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Reduce deliberate fire setting: Increase network of internal and external partners to improve understanding of arson risk thus identifying opportunities to reduce the risk by identifying trends through collaborative intervention</b>	Service Delivery	Green	<p>Operation Bernie; carried during the first quarter which saw a 66% reduction of incidents in the 5 areas targeted.</p> <p>236 incidents of deliberate fire setting (Grass) 2013 reduced to 80 during 2014.</p> <p>High profile campaign conducted in collaboration with numerous partners (Police, local authorities, PCSO's, Station personnel).</p> <p>During the first quarter SWFRS attended 497 incidents in 2014 compared to 1130 which equates to a 56% reduction.</p>	Green	<p>Daily/Weekly/monthly report identifying trends sent to stations and FCU practitioners.</p> <p>All deliberate fire and ASB data inputted onto map to focus our resources.</p> <p>CADRO meetings held on Stns to jointly combat ASB and associated deliberate fires. Operation Bang programmed for four UA's (Newport, Cardiff, RCT and Torfaen).</p> <p>Buy in from Local councils, Police forces, control and stations.</p> <p>Media campaign launched with Media and Communications Manager.</p> <p>Grass fires attended in first 6 months 855 which was a 47.35 % reduction on previous year (1624).</p> <p>Refuse fires continue to be prevalent in most UA's every month. SWF&amp;RS attended 1166 refuse fires during the 6 month period compared to 1168 in 2013.</p>	Green	<p>Ongoing collaboration with Stations identifying trends and addressing them quickly has seen a reduction in deliberate fires this calendar year of over 50%.</p> <p>Operation Bang carried out in 5 Unitary areas in collaboration with our partners that resulted in a 56.5 % reduction in deliberate refuse fire for this period.</p>	Green	<p>Multi-Agency days of action conducted in Cardiff, Cwmbran and Newport aimed at reducing deliberate refuse fires.</p> <p>Operation Bernie planned for 2 week Easter period starting March 27th.</p> <p>Planning in progress for Arson Awareness Week (May 18-22).</p>
<b>FIS improvement of service: Screening attendees, Partnerships and develop links with Fire Crime Unit Police Sergeant to target known offenders. Possible links to Restorative Justice.</b>	Service Delivery					Green	<p>Police sergeant unable to provide names of known offenders due to data protection.</p> <p>Police officer forwarding incidents of fire via niche</p> <p>Restorative conferences between young 'arson' offenders and 'fire service' are taking place</p>	Green	System of referrals from FCU to Firesetting Intervention Scheme (FIS) set up and functioning

**IO1: Reduce deliberate fire setting by 41% over the next 2 years using 2010-11 results as a baseline.**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Support the Organisational Strategy on the reduction of deliberate fires</b>	Service Delivery	Green	<p>A further organisation initiative is CRMP - which Control has now signed up to and will deliver into this the same as stations.</p> <p>Statistics received are being reviewed by watches to evidence messages being sent out to the public</p>	Green	<p>CRMP is now underway with all watches imputing information - The Operational lead for this has reviewed the control input and has requested slight changes to the way information is being recorded. The requirement is for more day to day information to be recorded rather than wait until the end of the month</p> <p>CS Activities are ongoing which include the message on reducing deliberate fires</p>	Green	<p>CRMP now understood and watches are liaising with relevant departments to achieve and get involved in the organisational initiative.</p> <p>Issues surrounding the publishing of incident data which forms a large part of Control's participation in this objective.</p> <p>Meeting held with Press and Media - action plan created and Press and Media will talk to all watches to explain the policy and encourage the use of twitter and public safety messages</p>	Green	<p>Awareness session on the reduction of deliberate fires undertaken with all watch supervisors</p> <p>CRMPs now embedded.</p> <p>Statistics and liaison with other departments being used and undertaken to distribute the organisational message.</p>



## APPENDIX 2 b)

## IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Employee Relations and Engagement</b>	People Services	Green	Meetings with the trade unions take place on a regular basis.  Current financial situation communicated to all staff groups.  Medium Term Financial Plan (MTFP) developments and pressures shared with all Trade Unions (TUs).	Amber	Meetings with all representative bodies take place on a regular basis.  Current financial situation communicated to all staff groups and via middle manager engagement sessions.  MTFP developments and pressures shared with all representative bodies	Green	Current financial situation communicated to all staff groups and via middle manager engagement sessions.  Representative bodies receive regular updates via standard consultative practices.	Green	Current financial situation communicated to all staff groups and via middle manager engagement sessions.  Representative bodies receive regular updates via standard consultative practices.  SOF programme matters have been reported to representative bodies.
<b>We will ensure our products, procedures and services (PPS) are customer focussed through effective engagement</b>	Technical Services	Green	The Breathing Apparatus (BA) wire cutters and protective shrouds are at a point where procurement is imminent following consultation and engagement with end users, including extensive user testing.	Green	A report concerning the procurement of major operational equipment on an all Wales basis is being developed. This will drive the engagement and Research and Development (R&D) work on an all Wales basis.	Green	A paper detailing replacement equipment procurement for high value contracts has been presented to National Issues Committee (NIC).  Areas of focus have been agreed and determination made on whether procurement and engagement activities will take place on a local or regional basis.	Green	Procurement of BA wire cutters now underway. End user engagement of replacement Closed-Circuit Television (CCTV) underway. Review of Operational Procedures on target. Initial review into Gas Tight Chemical Protection suits being carried out. Future work will be carried out in line with NIC paper.
<b>Improve the Consultation, Engagement and Collaboration activities with external agencies and stakeholders in order to deliver the Operational Response Strategy, Risk Reduction Strategy.</b>	Service Delivery	Green	Partnership Manager is engaging with new partners to increase the number of Service Level Agreements (SLA's) and Memorandum of Understandings (MOU). South Wales Fire and Rescue Service (SWFRS) is engaged in the Cardiff and the Vale local health Board Stakeholder Reference Group and the Pan Gwent Vulnerability Intelligence Project.  Stations are creating Community Risk Management Plans (CRMP) that includes engagement with local partners. Group Managers' (GM) contribute to the Unitary Authority (UA) LSB's	Green	Existing SLA's and MOU's are currently being reviewed through the Legal Department to ensure partners are delivering inline with service expectations.  Llandocho Hospital partnership is now established where a hospital discharge service is referring vulnerable people directly to SWFRS.  Continue to engage with local partners with the GM's contributing to the UA LSB's.	Green	White Ribbon accreditation to support the ending of domestic violence. We are the first FRS in the world to attain this accreditation. We have linked in with the Older People's Commissioner for Wales and the Alzheimer's Organisation to deliver training for all personnel.  Continue to engage with local partners with the GM's contributing to the UA LSB's.	Green	Sprinkler Seminar held in Headquarters (HQ) in March.  Online awareness package on Alzheimer's delivered to all personnel.  Continue to engage with local partners with the GM's contributing to the UA LSB's.  Continuing engagement with 3rd Sector to deliver SLA's.  LLandocho Hospital partnership commenced. Meeting with National Resources Wales (NRW) to discuss new sharing protocols.  Continue engagement with other blue light services regarding sharing premises. Have confirmed agreements at Abertillery, Brynmawr, Roath and Whitchurch stations.

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>To review and redraft a new communication and engagement strategy.</b>	Corporate Services	Amber	<p>This work will be completed through a collaborative approach with our partners at MWWFRS.</p> <p>A Community Engagement Team has been set up; part of the terms of reference includes the development of a Community Engagement Strategy. Work has already commenced on this and the first meeting took place on 30th June 2014.</p>	Amber	<p>The Community Engagement Group (CEG) has met on a couple occasions and a draft strategy has been written for the engagement aspect; this needs to be aligned with the Mid and West Wales Fire and Rescue Service (MWWFRS) communications strategy.</p> <p>A draft toolkit has been put together and station based staff are being consulted on its application</p>		See Q3	Green	Complete & Transferred to Media & Communications
<b>Link the HR activities to the corporate engagement strategy</b>	People Services	Amber	<p>This action will commence on the publication of the Communication and Engagement Strategy.</p> <p>A member of HR has been nominated to be our representative on the CEG (Community Engagement Group).</p>	Amber	As per Q1	Amber	As per Q1	Green	<p>The department has nominated a member of staff to be part of the engagement strategy group to support the work of implementing this strategy.</p> <p>We will incorporate this work into our business processes and operations.</p>

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Support Community Engagement initiatives and improve Fire Controls recording of practices and examples</b>	Service Delivery	Green	<p>Control should continue to support Community Engagement where ever possible.</p> <p>To continue and expand the areas we cover to provide assistance to Careers Wales with Mock Interviews, Classroom Talks and Mentoring pupils; all staff to receive training where required.</p> <p>To increase the number of visits from schools and other groups that wish to attend the control suite.</p> <p>To establish links with Crimes and Consequences in Community Safety and Partnership (CS&amp;P) to provide assistance where we can.</p>	Green	Control staff continue to participate in school visits and get involved in Fire safety initiatives	Green	<p>Database now kept of all visits to control.</p> <p>Several letters of thanks received from visit organisers</p> <p>Ongoing; this is now an embedded practice within Control - they get involved in the Bernie project and Operation Bang.</p>	Green	<p>Community safety work is ongoing in Control with specific volunteers championing the visits - all visits being collated</p> <p>A review of Control's Community Safety Strategy has been carried out.</p>
<b>Cross - organisational and directorate collaboration, communication and support to reduce risk to the community and improve firefighter safety.</b>	Service Delivery	Green	<p>CSP and Operational GM's are meeting on a monthly basis. A CS workshop for Station Managers has been held and a further workshop is planned for October 2014.</p> <p>Fire Control Unit (FCU) are passing intelligence to SM's on a daily basis on deliberate fires which is being well received.</p> <p>Business Fire Safety (BFS) will be delivering building construction and FS awareness on every level of the Incident Command Course.</p> <p>BFS Liaison Officers have been assigned to stations.</p> <p>Joint visits are being arranged to complex buildings with watches</p>	Green	<p>Monthly CS partnerships meetings are held with GMs Operations &amp; CS. This is a resounding success.</p> <p>BFS are now giving input on Level 1 Incident Command courses.</p> <p>Station Managers CS workshop held which was well received.</p>	Green	<p>Monthly CS partnerships meetings are held with GMs Ops &amp; CS and are now embedded in business as usual.</p> <p>BFS are now giving input on Level 1 Incident Command (IC) courses.</p> <p>Level 2 courses commence this month with a full two days of BFS including site visits.</p> <p>Station Managers CS workshop held which was well received.</p>	Green	<p>Second CS Station Managers Day very successful.</p> <p>BFS have completed all IC training for Tactical Officers relating to BFS.</p> <p>Further work ongoing BFS and Operations to reduce Unwanted Fire Signals.</p>

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Increase in the number of HFSCs delivered to the most vulnerable people in South Wales. Increasing the specialist area of work in relation to substance/alcohol misuse, mental health, domestic violence and hate crime.</b>	Service Delivery	Amber	<p>One Home Fire Safety Check Specialist Practitioner has been unavailable for several months. The other parishioners have been covering her workload. A partnership has been dissolved as the Third Sector Organisation no longer exists.</p> <p>Mosaic data has been evaluated and the types of households to target have been refined to 8 types.</p>	Amber	<p>A further practitioner has left to join the forthcoming recruit's course.</p> <p>A CS workshop has been held for Station Commanders to improve the quality of the HFSC.</p> <p>A DVD is also being produced to show best practice for HFSCs. This will be uploaded onto the Operational Standard Procedures.</p> <p>This will be produced for all three FRS's and will be available in Welsh.</p> <p>Training has commenced to introduce the tiered HFSC service in October.</p> <p>Station has been consulted and a vulnerability questionnaire has been devised for 'walk-ins' on station. The M20 form has also been redesigned to guide station personnel to appropriate hardware that should be installed/given out during visits, depending on the type of vulnerability/lifestyle.</p>	Amber	<p>Tiered Service has commenced and an initial review is being carried out to iron out nay issues.</p> <p>HFSC DVD has been produced and is being Quality Assured before release to the three services.</p>	Green	<p>DVD is in final stage of being completed for HFS Practitioners and station personnel.</p> <p>Three month review of Tiered Service indicates more than 80% of referrals are now in high risk groups.</p> <p>Officer is progressing dataset with Statistics and Risk on overlaying Welsh Index of Multiple Deprivation (WIMD) data onto Mosaic and lists of the most homes at risk will be passed to each station shortly.</p>
<b>We will work closely with internal departments to develop the Service engagement framework, including appropriate measurement systems, which allow the Service to evidence achievements.</b>	Corporate Services	Amber	<p>Community Engagement Working Group to be set up. This group met on 30th June 2014 and the Terms of Reference has been agreed and work has commenced.</p> <p>A draft strategy has been developed and the beginnings of a framework. However further consultation with key stakeholders is required.</p>	Green	<p>The Community Engagement Group (CEG) continues to meet and initial workstreams have been agreed. Engagement strategy and toolkit have been developed, however there is a need to clarify direction.</p> <p>Further direction required from SMT, as the proposed new strategic planning framework which involves gathering community feedback in developing future services.</p>	Amber	<p>This business objective can be amalgamated with SPC05. We can now close this and have one objective relating to engagement and consultation.</p>	Transferred To SPC05	

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Continue to provide support for Fire Cover Review Phase Three</b>	Corporate Services	Green	<p>Following several public consultation events the official survey closed on 23 May.</p> <p>Full analysis of all responses together with copies of petitions and all correspondence have been submitted to Assistant Chief Officer (ACO) for compiling into the Report to the Fire Authority meeting of 29 September.</p>	Green	Proposals accepted by Fire Authority meeting on 29 September - action then closed.	Green	Proposals accepted by Fire Authority meeting on 29 September - action then closed.	Green	Proposals accepted by Fire Authority meeting on 29 September - action then closed.
<b>Support the drafting of the engagement part of the new Communication and Engagement Strategy (CS001)</b>	Corporate Services	Green	The first meeting of the Community Engagement Group has been held and drafts of the Terms of Reference, Engagement Strategy and proposals for a framework discussed	Amber	The CEG have met on a couple occasions and a draft strategy has been written for the engagement aspect; this needs to be aligned with the MWFRS communications strategy. A draft toolkit has been put together and station based staff are being consulted on its application	Amber	<p>The Engagement Strategy and Toolkit have been merged into a combined document which had been circulated to CEG members and to be signed off.</p> <p>Suggested received that the document could be tailored to be a bit more specific - e.g. by referencing Mosaic as a means of identifying both at risk groups and also groups to engage with more generally.</p> <p>To reformat the combined Engagement Strategy/Toolkit into a Standard Operating Procedure (SOP) format for use on Stations. This will then ensure that appropriate forms can be agreed and the document is subject to service-wide consultation in line with SOP procedures.</p>	Transferred To SPC03	

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Review and improvement of Community Safety Partnership (CSP) reports</b>	Corporate Services	Red	This action has not started due to no resource capacity	Red	This action has not started due to lack of resource capacity.	Red	This action has not started due to lack of resource capacity.	Red	This action has not started due to lack of resource capacity. Will be carried forward to 2015/16.
<b>Communication - Customer Engagement (Accountancy intranet site accessible by all stakeholders in a user friendly format)</b>	Corporate Services	Red	No progress made to date.	Red	No progress made to date.	Red	No progress made to date.	Red	No progress made to date. Will be carried forward to 2015/16.
<b>To review the content and format of the statistical data presented on the South Wales Fire and Rescue Service web site to ensure it is fit for purpose and meets the public needs.</b>	Corporate Services	Amber	Due to other priority jobs and a high level of workload little progress has been achieved on this action.	Amber	Due to other priority jobs and a high level of workload little progress has been achieved on this action.  This action may be suspended awaiting decisions from the Shaping Our Future project.	Amber	Due to other priority jobs and a high level of workload little progress has been achieved on this action.  This action may be suspended awaiting decisions from the Shaping Our Future project and work being conducted by Media and Communications	Red	This action is dependent on discussions and work being conducted on the future ownership and management of the SWFRS Web Site.  Discussions are ongoing between ICT and Media and Communications as to who will have ownership of the web site in the future.  This action will be carried over to 2015/16.

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Arson Reduction: Identify opportunities to reduce arson attacks and target harden those identified in the key areas of Domestic Abuse, Hate Crime, High Risk areas and schools through information sharing protocols and data analysis.</b>	Service Delivery	Green	<p>Domestic violence (DV) and hate crime referrals received during the first quarter where HFSC and target hardening conducted.</p> <p>An increase in anti-social behaviour (ASB) and deliberate fires in or near schools identified and information shared with internal and external partners</p>	Green	<p>271 DV and hate crime referrals received during the 2nd quarter where HFSC and target hardening conducted.</p> <p>An increase in ASB and deliberate fires in or near schools identified and information shared with internal and external partners.</p> <p>GM met with Cardiff Emergency Management Officer and Headteacher Representatives. GM has arranged a training session with Cardiff Headteachers' on Nov 20th. The 10 most at risk schools from deliberate fire and ASB have had target hardening and bids submitted and signed by head teachers. School Arson Vulnerability Assessment (SAVA) and Arson Vulnerability Assessment (AVA) policy to be addressed in 3rd quarter.</p>	Green	<p>SWF&amp;RS led on a multi-agency partnership approach to tackling ASB and deliberate fires around Halloween and Bonfire night.</p> <p>In the 5 areas that were targeted we saw a 56.5% reduction in Deliberate Refuse Fires.</p> <p>Arson Vulnerability awareness training was issued to 15 Headteachers in Cardiff UA with future sessions planned in conjunction with Cardiff Emergency Management.</p> <p>Fire Crime have received and processed 463 DV referrals in the 9 months April-Dec.</p> <p>Working group established to address the School Arson Vulnerability Assessment (SAVA) need. Awaiting IT to complete revised electronic form before Policy and Procedure is produced.</p> <p>Pro-Active approach to cylinder retrieval adopted (Cylinder Amnesty Days) with over 400 additional cylinders repatriated via this new approach.</p>	Green	<p>Fire Crime to lead on Operation Bernie starting on March 27th for 2 weeks. Its aim is to raise awareness and educate members of the public on the effects of deliberate wildfire fire setting.</p> <p>FC working in Partnership with Crimes &amp; Consequences and Stations to deliver 20 + FireFighter for The Day Diversionary events during the Easter period.</p> <p>Arson Vulnerability training issued to a further 15 Headteachers in Cardiff UA with further sessions planned.</p> <p>This training is to be expanded to all UA in 2015-16.</p> <p>FC received and delivered 200 DV referrals during the 4th quarter and increase 40% on previous quarters.</p>

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Explore &amp; identify 3rd Sector Partners to conduct Domestic Violence (DV) referrals within office hours.</b>	Service Delivery	Green	<p>Domestic Abuse referral Service Level Agreement set up with Safer Merthyr. They carry out Home Fire Safety Checks and target harden properties during the working week.</p> <p>Safer Merthyr has conducted 39 referrals from May 06th until June 30th.</p> <p>Fire Crime have conducted 15 DV referrals out of hours during the first quarter</p>	Green	<p>Of the 271 DV/Hate crime referrals received in the first 6 months, Safer Merthyr sent 107 referrals, Fire Crime attended 164.</p> <p>Due to Action short of Strike (ASOS) Fire Wardens not utilised to cover shortfalls. All five FCU practitioners and a non Fire Brigade Union (FBU) Fire Wardens trained to the same standard to cover AL, sickness etc.</p>	Green	<p>464 referrals received to date. FC completing the majority of referrals during the 3rd quarter due to high risk nature of referrals.</p> <p>Station Managers (SM) informed that the partnership will cease due to budgetary constraints placed on SWF&amp;RS next year.</p>	Green	<p>Nearly 700 DV referrals conducted in 2014-15. Due to funding cuts SM contract ceased on March 31st 2015.</p> <p>Referrals from DV partners increased since White Ribbon Campaign launched.</p>
<b>Embed Road Safety Activity as Core Business at Station Level (Domino) by utilising the Road Safety Watch Managers in the modified role of Station Mentors/Liaison.</b>	Service Delivery	Amber	The Domino initiative is being delivered in some but not all Station areas, the apparent lack of delivery is being addressed by the relevant GM to each UA in line with the relevant Station Managers	Amber	<p>The Domino Initiative is being delivered in some station areas and all stations that require them are now receiving new Domino delivery packs to ensure they are all match fit to deliver going forward.</p> <p>Training of Station personnel is ongoing to enable delivery.</p>	Amber	Some stations are not delivering Domino in the numbers required, this is being addressed by the Road Safety team and respective GM's for the UA areas.	Amber	All Stations are now fully aware of their responsibilities in relation to Domino delivery. All Station Managers and Operational Group Managers are aware that this is to take priority for delivery to key stage 3/4. This has also been reiterated at the Operational and Community Safety GM meetings. However results have yet to be realised.
<b>To utilise and embed the Domino presentation as part of the Welsh Bacalaureate delivered by students following a trial at Merthyr College.</b>	Service Delivery	Red	Cancelled due to lack of capacity at pilot educational establishment due to over crowded curriculum						Action Cancelled

**IO2: Bring together and improve all our engagement activities to identify our communities and local business' needs to shape our future service provision**

Action Title	Directorate	Q1 RAG	Q1 Update Narrative	Q2 RAG	Q2 Update Narrative	Q3 RAG	Q3 Update Narrative	Q4 RAG	Q4 Update Narrative
<b>Seek appropriate collaboration with private, public and voluntary sector organisations that employ target group drivers</b>	Service Delivery	Green	Pilot scheme taking place with Tesco Aberdare with a view to including ALL Tesco delivery drivers across SWFRS area	Green	A number of workplace deliveries have taken place (GE aircraft services, SSE South Wales and the West) by both CS staff and Stations with positive feedback received. Efforts in place to deliver to other workplaces.	Amber	Workplace deliveries have been delivered by Road Safety team and independently by some Stations. More needs to be done and Operational GM's are addressing this in respective UA's to ensure additional station activity.	Green	Several high profile partners are on board and various workplace Domino deliveries have taken place both by station and road safety team staff.
<b>To develop social media policy for the Service and implement social media strategy</b>	Corporate Services	Amber	This was not in place during Q1	Green	Social media policy signed off following consultation register with SMT, Union reps, Knowledge Manager and other members of Service staff. Strategy to be started.	Green	Policy is an official Operational Policy and Procedural Document (OPPD) and has been shared with the organisation.  Training for Control is currently being undertaken to share the policy and ensure any queries can be answered.	Green	Social media policy is in place and has not had any queries or issues.  Training with Control was completed and will be monitored.



**ANNUAL MONITORING REPORT TO WELSH LANGUAGE COMMISSIONER  
2014 – 2015 - BRIEFING PAPER****SUMMARY**

This report provides Members with an overview of performance against the Authority's Welsh Language Scheme 2010 – 2013, which is still in force pending the introduction of Welsh Language Standards.

**RECOMMENDATION**

- That Members accept the Annual Welsh Language Monitoring Report for 2014-15.
- That Members note the need to continue to implement and monitor the Authority's Welsh Language Scheme in order to provide the Welsh Language Commissioner with the evidence required to prove that the Authority is meeting its legal responsibilities with regard to the Welsh Language.

**1. BACKGROUND**

- 1.1 As Members will be aware, under the Welsh Language Act 1993 the Fire & Rescue Authority (the Authority) is required to operate a Welsh Language Scheme that states how the Authority will ensure that in the conduct of public business in Wales, it will treat the English and Welsh languages on the basis of equality. The implementation of Welsh Language Schemes by public bodies is monitored by the Welsh Language Commissioner, a position created under the auspices of the Welsh Language (Wales) Measure 2011. As part of the Welsh Language Commissioner's monitoring process, all public bodies in Wales are required to submit an Annual Report that states progress against the targets that the Authority has agreed to and published in its Welsh Language Scheme. It is likely that this will be the last report to the Welsh Language Commissioner in the current format. Once a Compliance Notice is placed upon the Authority with regard to Welsh Language Standards, a new monitoring regime will come into force. The exact nature of the new regime is unknown at present, but Members will be kept informed of requirements as they are advised by the Welsh Language Commissioner's Office.

## **2. ISSUE**

- 2.1 Members will see from the report that most of the targets in the Welsh Language Scheme are now embedded into core business. During the lifetime of the Scheme, work has continued to raise awareness and understanding amongst all staff as to how the Welsh Language Act impacts upon the Authority and hence their individual roles within the Service. The Welsh Language Officer continues to provide advice and guidance as to the correct implementation of the Scheme across all areas of business and provides scrutiny and quality assurance that enables the requirements of the Welsh Language Act to be efficiently and effectively incorporated into core business.
- 2.2 The challenge for the coming months will be to ensure a seamless transition between the existing Welsh Language Scheme and the new Welsh Language Standards that are likely to come into force for the Authority in late 2015/early 2016. Members will see from the attached report, that there is a firm and stable base of activity already embedded across the business. This places the Authority in a strong position to respond to the challenges of the new Welsh Language Standards from a position of knowledge and confidence regarding the provision of its Welsh language services.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 None, covered within existing budgets.

## **4. EQUALITY RISK ASSESSMENT**

- 4.1 An Equality Risk Assessment has been undertaken by the Welsh Language Officer and no adverse impacts on any other Protected Characteristics have been identified. There are positive impacts to the extent that Welsh speaking individuals from within all of the Protected Characteristic groups will benefit from having the option to access and receive most of the Authority's services in Welsh.

## **5. RECOMMENDATION**

- 5.1 That Members accept the Annual Welsh Language Monitoring Report for 2014-15.
- 5.2 That Members note the need to continue to implement and monitor the Authority's Welsh Language Scheme in order to provide the Welsh Language Commissioner with the evidence required to prove that the Authority is meeting its legal responsibilities with regard to the Welsh Language.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Cath Baldwin Welsh Language Officer	Annual Monitoring Report to the Welsh Language Commissioner 2014-15



**South Wales Fire & Rescue Authority Annual Report to  
Welsh Language Commissioner 2014/2015**

## **South Wales Fire & Rescue Authority Annual Report to Welsh Language Commissioner 2014/2015**

### **Scheme Compliance**

Please see the monitoring matrix for detailed information concerning compliance with the Scheme.

### **Scheme Management and Administration**

#### ***WLI 1 – Contracted out services***

The Service does not usually contract out services, however there are standard paragraphs referring to compliance with our Welsh Language Scheme in contract and tendering documentation. The Service also supplies third parties with a leaflet outlining the main points of its Scheme and giving contact details for the Welsh Language Officer should clarification be required. Third party arrangements are monitored by the member of staff responsible for any given contract or tender.

During the reporting period 2014/15 one supplier chose to deal with the Authority in Welsh.

### **Front Line Services**

#### ***WLI 2 – front line services***

*Number and percentage of main reception posts, contact centre posts or one stop shop posts designated as Welsh essential*

The Service has two receptionist posts – both are designated as Welsh essential and both those posts (i.e. 100%) are filled by bilingual staff.

### **Linguistic skills: comparing service needs and capacity**

#### ***WLI 4 – Human Resources – Skills***

- (a) The number and % of staff who have received training in Welsh to a specific qualification level.

There are currently 14 members of staff (0.76%) being supported by the Authority to learn Welsh. Of these, 1 are working towards the Entry Level qualification, 3 are working towards the Basic Level, 7 are working towards the Intermediate Level and 3 are now studying at Uwch level.

The number of staff who hold qualifications in Welsh are as follows:

Staff who hold Welsh language GCE O level qualification: 2  
 Staff who hold Welsh second language GCSE qualification: 64  
 Staff who hold Welsh second language A Level qualification: 7  
 Staff who hold Welsh first language GCSE qualification: 41  
 Staff who hold Wlpan qualification: 1  
 Staff who hold Mynediad qualification: 14  
 Staff who hold Sylfaen qualification: 3  
 Staff who hold Canolradd qualification: 3

The overall aim of the Authority is to ensure that there is a consistent improvement in its ability to deliver all its services in Welsh or English, according to the personal preference of the service user and with the standard of service received being equally high in both languages.

(b) The number and % of staff who have received language awareness training.

**Number of staff who have received training – 1795**  
**Percentage of staff who have received training – 98%**

During the reporting period 2014/15 Welsh Awareness training has been delivered on Induction to all new staff. The Authority will continue to seek opportunities to deliver Welsh Language Awareness Training to staff that have yet to receive it.

## Complaints

***WLI 6 - Number of complaints received about the implementation of the Welsh Language Scheme and the % of complaints dealt with in line with the organisation's corporate standards.***

During the reporting period 2014/15 no complaints have been received by the Authority concerning its Welsh Language Scheme or provision of Welsh language services.

## Service Provision

The Authority continues to incorporate the Welsh language into its Equality Risk Assessment process and documentation. The Welsh Language Officer is able to offer advice and guidance to staff who are required to undertake Equality Risk Assessments.

During the reporting period 2014/15, the Authority has continued to ensure that its Welsh Language Scheme is being implemented throughout the organisation and local Welsh Language Performance Indicators are used to gather performance data for every station and department.

**Publishing information on performance**

This report will be published on our Website and will be available in alternative formats upon request.

### Annual Monitoring Report to Welsh Language Commissioner 2014 – 15

Section	Action	Responsibility	Target Date	Update
<b>2.</b>	<b>Service Planning and Delivery</b>			
2.1.1	Lead Officers to assess linguistic consequences of new policies, projects and initiatives.	Policies: Policy Owner Projects: Project Manager Initiatives: Head of Department responsible for initiative	Current Practice	The Welsh Language Officer was included in the internal consultation of 13 new policies or procedures during the reporting period. Examples of these are: <ul style="list-style-type: none"> <li>• Mass Decontamination</li> <li>• Evacuation of Premises</li> <li>• Communicating Through Social Media</li> </ul>
2.1.5	Scheme available to staff via Intranet	Welsh Language Officer	Current Practice	Welsh Language Scheme on Intranet under Service Schemes and Publications section and also under the Welsh Language Scheme “staff Guidance” section.
	Develop a summary of the Scheme for staff	Welsh Language Officer	Current Practice	There is a guidance for staff section on the Welsh Language information pages of the Intranet. This guidance is updated as and when appropriate, and will be updated to reflect the introduction of the Welsh Language Standards.
2.1.6	Welsh Language Awareness Training sessions delivered to established staff via rolling programme.	Welsh Language Officer/Head of Training	Action completed	The Authority intends to put in place further Welsh Language Awareness Training for staff once the implications of the Welsh Language Standards are known.

Section	Action	Responsibility	Target Date	Update
<b>2.</b>	<b>Service Planning and Delivery continued</b>			
2.1.6	Welsh Language Awareness Training sessions delivered to new staff on induction	Head of Training	Current Practice	New staff now receive a 20/30 minute Welsh Language Awareness Training session that covers the basic principles of the Service's Welsh Language Scheme. This session is delivered either by the Welsh Language Officer or another member of staff from the Training Department.
<b>2.2</b>	<b>Service Delivery</b>			
2.2.4	Welsh Language Skills Support Team bridges skills gap in Welsh language service provision	Welsh Language Officer	Current Practice	The Team currently has 98 members who deliver services in Welsh on behalf of the Authority. In the reporting period 2014/15 the Team provided a Welsh language service on over 50 occasions.
	Directory of Welsh Language Skills Support Team available to staff via Intranet	Welsh Language Officer	Current Practice	A database of members of the Welsh Language Skills Support Team is held on the Intranet. Managers are required to check the accuracy of the information held on this database at least once every quarter and notify the Welsh Language Officer of any changes that are necessary, eg if a member of their staff has moved to another work location. The database is reviewed and updated regularly by the Welsh Language Officer.

Section	Action	Responsibility	Target Date	Update
<b>2.3</b>	<b>Standards of Quality</b>			
2.3.1	Welsh Language to be incorporated into improvement planning	Heads of Service	Continual Process	<p>The Authority continues to ensure that the need to consider the Welsh Language Scheme is addressed in all improvement planning.</p> <p>The Authority's Annual Improvement Plan is published on its website in both English language and Welsh language versions simultaneously. This is also the case with the electronic and paper surveys that give the public an opportunity to engage with the improvement planning process in their preferred language, and tell us what they think of the plans and offer suggestions for consideration by the authority. For example, during the reporting period 2014/15, the public were asked to contribute to a consultation as part of a review of fire cover arrangements. Public meetings were held, where bilingual staff were on hand to answer queries and hold discussions in Welsh. Both the electronic and hard copy versions of fire cover review questionnaires were made available in order for members of the public to contribute in their preferred language.</p>

Section	Action	Responsibility	Target Date	Update
2.3	<b>Standards of Quality</b>			
2.3.1	Welsh Language to be incorporated into improvement planning continued	Heads of Service	Continual Process	<p>There is also a specific prompt in the Project Management Procedure to consider Welsh language implications.</p> <p>In Operational Procedure-6.001, which refers to the production of policies and procedures, there is a specific requirement to consider Welsh language implications by means of completing an Equality Risk Assessment.</p> <p>Since 2010, the Authority has been collecting data regarding the implementation of its Welsh Language Scheme via local Welsh Language Performance Indicators for Departments and Stations.</p>

Section	Action	Responsibility	Target Date	Update
<b>2.3</b>	<b>Standards of Quality</b>			
2.3.3	Conduct a mystery shopper exercise	Welsh Language Officer	31.12.10 31.12.11 31.12.12	The Authority is currently considering peer review as an alternative to mystery shopper exercises. It is anticipated that this will be a more rigorous quality assurance methodology.
<b>3.</b>	<b>Dealing with the Welsh Speaking Public</b>			
<b>3.1</b>	<b>Written Communications</b>			
3.1.1	Correspondence answered in language of original correspondence	All Staff	Current Practice	Where correspondence in Welsh is received by staff in Welsh essential posts, they answer it themselves in Welsh. This includes e-mails. Non-Welsh speaking staff receiving Welsh correspondence forward the correspondence to the Welsh Translator for translation into English. Replies are then drafted in English and translated into Welsh before being issued to correspondents.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.1</b>	<b>Written Communications continued</b>			
3.1.2	Welsh correspondence responded to within 10 working days	All Staff	Current Practice	All staff are aware of the corporate standard that requires all correspondence, in either Welsh or English, to receive a response within 10 working days.
3.1.3	Database of language preference of service users available to staff via Intranet	Welsh Language Officer	Current Practice	This database is made available to all staff via the Welsh Language Information section of the Intranet. It is amended by the Welsh Language Officer as the Authority becomes aware of organisations/individuals who wish to communicate through the medium of Welsh. No new groups, organisations or individuals have been identified as wishing to deal with the Authority in Welsh during the reporting period 2014/15.
	Staff initiating correspondence to check language preference database before corresponding	All Staff	Current Practice	All staff have been made aware of the need to check the language preference database before corresponding. The Authority has published a "Guidance for Staff" section on the Intranet that makes reference to checking this data base before issuing correspondence. As of 31st March 2015, 70 organisations and individuals have registered their language preference as Welsh. These are predominantly Welsh Medium Schools.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.1</b>	<b>Written Communications continued</b>			
	Where language preference is unknown, correspondence to be issued bilingually	All Staff	Current Practice	All staff have been made aware of the need to issue correspondence bilingually where the language preference is not known. All general correspondence with the public is issued bilingually as a matter of course.
3.1.4	Language choice offered for follow up correspondence following meeting, interview or telephone conversation in Welsh	All Staff	Current Practice	All staff have been made aware of the need to offer follow up correspondence in Welsh where verbal contact has been made in Welsh.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.1</b>	<b>Written Communications continued</b>			
3.1.7	Standard statement on official paper and compliments slips "Croesawn ohebiaeth yn y Gymraeg neu Saesneg/We welcome correspondence in English or Welsh"	Head of Business Support	Current Practice	The Service's official letter headed paper and compliments slips bear this statement embedded within the design.
3.1.8	All new public facing standard letters and circulars to be issued bilingually as standard	All Staff	Current Practice	The Service does not generally issue circulars, but all public facing standard letters are bilingual as a matter of course.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.2</b>	<b>Telephone Communications</b>			
3.2.1	Substantive Reception duty posts at FRSHQ designated as Welsh essential	Head of Business Support	Current Practice	The Receptionist post at Fire and Rescue Service Headquarters are designated as "Welsh essential" and are filled by fluent Welsh speakers.
	Basic Welsh call handling skills training for staff that cover Reception	Head of Business Support	Action completed	The Authority has recruited a pool of people who are fluent in Welsh which has resulted in Welsh speaking staff being available to cover Reception at all times. Therefore, there is, at present, no need to run basic Welsh skills courses for staff covering Reception. In future, training will be arranged as and when it is required.
3.2.4	Eight posts in Fire Control to be designated as Welsh essential	Group Manager Control	31.03.13	The target has not been achieved. The Authority has begun work on the merger of South Wales and Mid and West Wales Fire Controls with South Wales Police. The number of Welsh essential posts will be re-assessed as part of this project which is due to be completed in 2016. There will be no permanent recruitment to Control for the foreseeable future.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.2</b>	<b>Telephone Communications</b>			
3.2.5	Contingency arrangement in place to deal with Welsh only emergency call	Group Manager Control	Current Practice	This contingency plan is still in place and will be maintained until the control project is completed in 2016.

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.2</b>	<b>Telephone Communications continued</b>			
3.2.6	Non-urgent answer phone messages invite caller to leave message in Welsh or English	Heads of Service	Current Practice	<p>The headquarters telephone number has an answer phone facility which is deployed outside of normal office hours, i.e. between 5pm and 8.30 am Monday to Friday and on weekends. The answer phone message is bilingual.</p> <p>The Authority operates a free phone service for members of the public to request Home Fire Safety Checks. This free phone service offers a language choice at the start of the message and has the facility for a message to be left by the caller in either Welsh or English.</p> <p>The Control Room updates an information line for media enquires several times each day. This information line is updated in Welsh and English.</p> <p>Individual members of staff who are members of the Welsh Language Skills Support Team are encouraged to record a bilingual message stating that callers may leave a message in Welsh or English.</p>

Section	Action	Responsibility	Target Date	Update
<b>3.</b>	<b>Dealing with the Welsh Speaking Public continued</b>			
<b>3.2</b>	<b>Telephone Communications continued</b>			
3.2.7	Members of the Welsh Language Skills Support Team give a bilingual greeting when answering their direct lines to external calls or calls received via the switchboard	Line Managers/Individual Members of Team	Current Practice	All Welsh speaking staff and staff who are known to be learning Welsh, are encouraged to give bilingual greetings when answering the telephone. The Authority has published a "Guidance for Staff" section on the Intranet that includes reference to bilingual telephone greetings.
<b>3.3</b>	<b>Public Meetings</b>			
3.3.1	Arrangements in place to enable use of Welsh at public meetings	Heads of Service	Current Practice	The Service does not generally hold public meetings. All staff have been made aware of the need to facilitate use of Welsh at any public meetings held and of the procedure to follow in doing so. During the reporting period 2014/15 a number of public consultation events have been held by the Authority regarding its Fire Cover Review. Bilingual members of staff have been present at each of these events in order for the public to engage with the consultation in their preferred language.

Section	Action	Responsibility	Target Date	Update
<b>3.4</b>	<b>Other meetings</b>			
3.4.3	Language choice offered for visits to schools, business and homes	Heads of Service	Current Practice	All staff have been made aware of the need to offer language choice at the point of first contact. During the reporting period 2014/15 the Authority has provided Welsh language presentations to over 40 Welsh medium schools.

Section	Action	Responsibility	Target Date	Update
<b>3.5</b>	<b>Communicating by Other Means</b>			
3.5.2	Bilingual website	Heads of Service	Current Practice	The Authority's website is fully bilingual. Staff who upload information onto the website have been made aware of the procedure which includes a control point to ensure that no information is uploaded onto the live site unless the Welsh and English versions are uploaded simultaneously, the exceptions to this are press releases which are sometimes posted on the English side of the website before the Welsh versions are published.
<b>4</b>	<b>The Authority's Public Face</b>			
4.1.1	Fully bilingual corporate identity adopted for use on materials and goods	Head of Business Support	Current Practice	The Authority has adopted a bilingual corporate identity which is used on all materials and goods that it produces.
4.1.2	Title and standard information on letter headings, fax covering sheets, business cards, drop cards, acknowledgement cards and other printed materials to be bilingual	Head of Business Support	Current Practice	The Authority has adopted the policy of issuing bilingual printed materials and compliance is monitored by the Welsh Language Officer in conjunction with the Design and Print staff who produce all corporate templates.

Section	Action	Responsibility	Target Date	Update
<b>4</b>	<b>The Authority's Public Face continued</b>			
4.1.3	Bilingual livery on vehicles	Head of Fleet and Engineering	Current Practice	All the Authority's vehicles display bilingual livery. Compliance is monitored by the Welsh Language Officer in conjunction with the Head of Fleet and Engineering. A local performance indicator has been established to ensure compliance with regard to bilingual livery on Authority vehicles.
4.1.5	Guidance on the use of the bilingual corporate identity issued	Media and Communications Manager	Current Practice	The Authority has published a "Guidance for Staff" section on the Intranet that includes reference to the use of the bilingual corporate identity and bilingual design.
<b>4.2</b>	<b>Meetings of the Authority and its committees</b>			
4.2.1	Members of the public able to contribute to Fire Authority meetings	Head of Business Support	Current Practice	Generally members of the public are not permitted to contribute to Fire Authority meetings. However if the Fire Authority arranges to receive contributions from the public at one of its meetings then arrangements would be made to facilitate this in Welsh if that is the preferred language of the contributor. No members of the public have requested to contribute to Fire Authority meetings during the reporting period 2014/15.

Section	Action	Responsibility	Target Date	Update
<b>4.3</b>	<b>Signs</b>			
4.3.1	Rolling programme to replace existing monolingual signage	Property Services Manager	31.03.13	There has been limited progress in this replacement programme. The matter will be addressed internally.
4.3.2	New and replacement public facing signage to be bilingual / pictorial	Property Services Manager	Current Practice	The Service operates a policy of providing all new signage in a bilingual or pictorial format.
<b>4.4</b>	<b>Publications</b>			
4.4.1	Published materials aimed at the public to be issued bilingually	Heads of Service Station Commanders	Current Practice	<p>All public facing published materials are designed and produced by the Design and Print Department. There is a control mechanism in the process for production of published materials which ensures that they conform with the Authority's Welsh Language Scheme. Examples of printed materials issued by the Authority and aimed at members of the public during this reporting period are:</p> <ul style="list-style-type: none"> <li>• Fire Cover Review posters, flyers and questionnaires</li> <li>• Arson prevention campaign banners, posters and literature</li> <li>• Station performance statistics banners</li> </ul>

Section	Action	Responsibility	Target Date	Update
<b>4.4</b>	<b>Publications continued</b>			
4.4.2	Separate Welsh and English versions state that a version is available in another language	Heads of Service	Current Practice	<p>The Authority tries to avoid the production of separate Welsh and English publications with the preferred design of documents being tilt and turn - i.e. Welsh and English documents back to back and upside down in relation to each other. A local performance indicator has been established to capture information about any separate Welsh and English documents that are produced. However, now that many documents are published electronically rather than hard copies, the English version of a document will appear on the English side of our website and the Welsh version on the Welsh side. The Authority has only issued separate Welsh and English versions of documents in one area of business during this reporting period, that is recruitment. The Authority publishes separate English and Welsh recruitment documentation such as recruitment information packs, however where language preference is not clearly stated, applicants receive a copy of the documentation in both languages.</p>

Section	Action	Responsibility	Target Date	Update
<b>4.4</b>	<b>Publications continued</b>			
4.4.3	Translation scoring system adopted	Welsh Language Officer/Heads of Service	Current Practice	The Authority has based its translation scoring system on those used by the Welsh Assembly Government and North Wales Police with some minor adaptations to make it fit for purpose within the Fire and Rescue Service.
<b>4.5</b>	<b>Forms and Explanatory Materials</b>			
4.5.1	Public facing forms to be available bilingually	Heads of Service	Current Practice	All forms for use by the public have now been translated and are issued in a bilingual format. New forms are designed to accommodate both Welsh and English in the most user friendly format.
<b>4.6</b>	<b>Press Releases</b>			
4.6.1	Press releases to the press and media in Wales to be issued bilingually where deadlines permit	Media and Communications Manager	Current Practice	A local performance indicator has been established to monitor this.

Section	Action	Responsibility	Target Date	Update
<b>4.6</b>	<b>Press Releases continued</b>			
4.6.1	Press releases to Welsh language publications to be issued in Welsh only	Media and Communications Manager	Current Practice	A local performance indicator has been established to monitor this.
4.6.2	Welsh speaking staff available for media interviews where possible	Media and Communications Manager	Current Practice	Members of the Welsh Language Skills Support Team assist the Service in providing Welsh speakers for media interviews. Staff who are willing and able to give media interviews in Welsh are listed on the Intranet, together with their work location and contact details. A local performance indicator has been established to monitor the effectiveness of this arrangement.

Section	Action	Responsibility	Target Date	Update
<b>4.7</b>	<b>Advertising and Publicity Activities</b>			
4.7.1	Permanent or temporary exhibitions, displays and presentations to advertise services to be bilingual	Organiser of the Event	Current Practice	Any permanent or temporary displays and presentations to advertise services are bilingual as a matter of course, this includes displays and presentations regarding recruitment.
4.7.2	Other organisations mounting public exhibitions to be made aware of Scheme and requested to use bilingual materials	Organiser of the Event	Current Practice	External organizations displaying at headquarters are always asked to display in the medium of Welsh and English.

Section	Action	Responsibility	Target Date	Update
<b>4.7</b>	<b>Advertising and Publicity Activities continued</b>			
4.7.3	Promotional or advertising campaign using press, television, radio, cinema, posters, help lines, cold calling, hoarding, electronic messages or public address systems use both languages in appropriate manner	Originator of the Promotional/Advertising Campaign	Current Practice	All promotional or advertising campaigns are conducted bilingually as a matter of course.
4.7.4	Public facing surveys and market research conducted bilingually	Originator of Survey	Current Practice	During the reporting period 2014/15 the Authority has conducted a public survey with regard to the provision of fire cover across the ten unitary authorities it serves. The survey was in the form of a questionnaire available in hard copy, electronically via our website and in some cases, staff with iPads undertook conversations with members of the public and recorded those responses. Members of the public were able to complete the survey in either Welsh or English, no responses in Welsh were received.

Section	Action	Responsibility	Target Date	Update
<b>4.7</b>	<b>Advertising and Publicity Activities continued</b>			
4.7.6	Presentations to Welsh medium schools, youth clubs and associations conducted in Welsh	Heads of Service	Current Practice	The Authority has undertaken to deliver all presentations to Welsh medium schools and groups in Welsh. During the reporting period 2014/15 more than 60 such presentations were made.
	Language choice offered for presentations where language preference is currently unknown	Heads of Service	Current Practice	All official presentation materials produced by the Service itself are bilingual and language choice is offered at the point of first contact.
<b>4.8</b>	<b>Public and Official Notices</b>			
4.8.1	Public and official notices issued bilingually	Heads of Service	Current practice	All public and official notices issued by the Authority (e.g. Annual Accounts Statement) are produced bilingually in accordance with the Service's translation guidelines.

Section	Action	Responsibility	Target Date	Update
<b>4.9</b>	<b>Staff Recruitment Advertising</b>			
4.9.2	All recruitment adverts to be bilingual as standard, except for adverts placed in Welsh language publications which will be Welsh only	Head of Human Resources	Current practice	This requirement is embedded into the Authority's Recruitment Policy under sections 7.4 and 8.4. A copy of the policy is available upon request.
4.9.2	Recruitment adverts for Welsh essential posts to be advertised bilingually or in Welsh only according to the level of Welsh required for the post	Head of Human Resources	Current practice	This requirement is embedded into the Authority's Recruitment Policy under sections 7.4 and 8.4. A copy of the policy is available upon request.

Section	Action	Responsibility	Target Date	Update
<b>4.9</b>	<b>Staff Recruitment Advertising</b>			
4.9.3	Recruitment awareness targeting of young adults	Head of Human Resources	Current Practice	During the reporting period 2014/15 one school event designed to promote the value of Welsh language skills to pupils was attended by a member of the Recruitment and Assessment team.
<b>5</b>	<b>Implementing and Monitoring the Scheme</b>			
<b>5.1</b>	<b>Staffing</b>			
5.1.1	Implementation of revised Linguistic Skills Strategy	Head of Human Resources	Current Practice	The revised Strategy has been in operation since September 2008.
5.1.3	Develop policy for increased use of Welsh internally	Welsh Language Officer	Current Practice	The Authority continually seeks to identify opportunities to facilitate increased use of Welsh in its working practices. During 2014/15, one example of this is the purchase of new HR software that can be used by staff either in Welsh or English according to their personal language preference.

Section	Action	Responsibility	Target Date	Update
<b>5</b>	<b>Implementing and Monitoring the Scheme</b>			
<b>5.2</b>	<b>Learning Welsh</b>			
5.2.2	Implementation of Welsh Language training Programme	Welsh Language Officer	Current Practice	There are currently 14 members of staff being financially supported by the Authority to learn Welsh.
5.2.8	Copies of "Cysgliad" available to appropriate staff	Heads of Service	Current Practice	Copies of "Cysgliad" are made available to members of staff that request this. A local performance indicator has been established to monitor how many staff are using Cysgliad. At present there are 6 members of staff who have Cysgliad installed on their computers.

Section	Action	Responsibility	Target Date	Update
5.3	<b>Recruitment</b>			
5.3.1	All recruitment campaigns conducted bilingually	Head of Human Resources	Current Practice	<p>All recruitment campaigns for Wholetime Firefighters are run jointly by the three Welsh Fire and Rescue Services and are conducted bilingually. Applicants are able to complete most elements of the selection process in either Welsh or English, however it is not currently possible to offer the practical tests through the medium of Welsh. Recruitment of Firefighters for the Retained Duty System is done on an ad hoc basis throughout the year as the need arises. All recruitment information is provided bilingually and the opportunity for language choice is exactly the same as for Wholetime Firefighters. Support staff are also recruited on an ad hoc basis throughout the year as the need arises. All support staff recruitment advertisements are bilingual (or Welsh only for some Welsh essential posts), as are the recruitment information packs and application forms. Candidates who indicate a preference to communicate in Welsh are corresponded with in their preferred language throughout the selection process.</p>

<b>Section</b>	<b>Action</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Update</b>
<b>5.3</b>	<b>Recruitment</b>			
5.3.5	Recruitment Policy to include measures aimed at targeting individuals with Welsh language skills	Head of Human Resources	Current Practice	This requirement is fulfilled by means of Human Resources Department working practices to support targeted recruitment activity amongst certain currently under-represented groups, including those with Welsh language skills.
<b>5.4</b>	<b>Vocational Training</b>			
5.4.1	Vocational training opportunities made available	Welsh Language Officer	Current Practice	Operational staff enrolled on the in-house Welsh courses have been instructed in the use of the Authority's Welsh language educational resources for primary school pupils.
<b>5.6</b>	<b>Services on Behalf of the Authority by Other Parties</b>			
5.6.4	Bilingual requirements appear in tendering documents, contract agreements and conditions	Head of Finance and Procurement	Current Practice	All tender briefs undergo an Equality Risk Assessment before being advertised. Bilingual tender packs are issued to potential suppliers and include specific references to Welsh language provisions where appropriate. Contract documents and agreements also contain relevant sections on the provision of services or goods in Welsh where that has been identified as a requirement.

Section	Action	Responsibility	Target Date	Update
<b>5.8</b>	<b>Monitoring</b>			
5.8.1	Local Performance Indicators reviewed	Welsh Language Officer	Quarterly	The Welsh Language Officer has continued to use local Welsh Language Performance Indicators to track the Authority's progress against its Welsh Language Scheme.
	Robust monitoring mechanisms developed and implemented	Welsh Language Officer	May 2007	The Welsh Language Officer has continued to use local Welsh Language Performance Indicators to track the Authority's progress against its Welsh Language Scheme.
5.8.2	Compare performance against standards and targets set in the Scheme within the Annual Report to the Welsh Language Commissioner	Welsh Language Officer	30.06.11 30.06.12 30.06.13	The process of compiling the Annual Monitoring Report is carried out by the Welsh Language Officer and scrutinised by the Senior Management Team and the Fire and Rescue Authority.

Section	Action	Responsibility	Target Date	Update
6	<b>Publicity</b>			
6.6.3	Publicise the Scheme	Heads of Service	On Scheme approval and on a continuing basis thereafter	The Scheme has been issued to main libraries and other partner agencies for display to members of the public. The Service promotes the Welsh Language Scheme when working in partnerships. The Scheme is published in full on the Service's bilingual website.



AGENDA ITEM NO 7

**Reports for Information**



**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.i

13 JULY 2015

## REPORT OF THE DEPUTY CHIEF OFFICER

**SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING****SUMMARY**

This report updates Members on the outcomes of the April 2015 meeting of the Fire & Rescue Services' All Wales National Issues Committee.

**RECOMMENDATION**

That Members note the content of the National Issues Committee summary report.

**1. BACKGROUND**

- 1.1 The National Issues Committee (NIC) meeting was held on 28 April 2015 at Llandrindod Wells, and the following report summarises the content of the meeting.

**2. NEW OFFICER APPOINTMENT**

- 2.1 The Chair extended a warm welcome to Mr Mick Crennell, the newly appointed Deputy Chief Fire Officer of Mid & West Wales Fire & Rescue Service, and wished him all the very best in his new role.

**3. ICiPS (Institute of continuous improvement in Public Sector) awards**

- 3.1 The NIC were recognised again in February at the Institute for Continuous Improvement in Public Services (ICiPS) awards conference in York. Unfortunately we didn't win the category but have received a certificate and will be forwarded a small trophy for our collection. The conference was very informative; there were many public service organisations at the conference, all at very different stages of continuous improvement and collaboration, which suggested to me that the NIC are leading the way in many aspects of collaboration, something we should be proud of. Customer focus appeared to be key scoring criteria and health organisations did well throughout the whole awards. We were well represented from a Welsh perspective with Monmouth children services also being recognised.

## **4. PROGRESS OF KEY COLLABORATIVE AREAS**

### **4.1 National Issues Committee ICT workstreams**

4.1.1 The DCFO of North Wales FRS presented a report to Members which set out the progress against the original ICT projects, and requested approval for revision to those 'flag ship' projects to reflect the wider opportunities available for partnership working in the field of communications and information.

4.1.2 Members agreed to note the progress made against the original list of projects. Members endorsed the revised focus of the work-stream, which sought to deliver an ambitious programme of projects with other 'blue-light' partners across Wales.

### **4.2 National Control Arrangements**

4.2.1 The CFO of South Wales FRS informed Members that the Joint Public Service Centre Project remained on target with progress being made in all areas. Work had commenced on the main collaboration agreement between Mid & West Wales Fire & Rescue Service, South Wales Fire & Rescue Service, and South Wales Police. Fire Control staff and stakeholder engagement continued to be a focus, with regular information provided in briefing notes and on the project website. Bi-monthly meetings had been held with three Trade Unions, and negotiation on the establishment and structure of the proposed joint Fire Control team was ongoing with the Fire Brigade Union. The building work at South Wales Police was due to commence in May 2015, with the handover in October 2015. The procurement of the Command and Control system was progressing, with the anticipated award of contract due the third week in June 2015. The revised All Wales Business Continuity Management Plan had been agreed by all three Welsh Fire & Rescue Services in January 2015. The vetting process to enable Fire Control staff to work from police premises had commenced.

4.2.2 There was considerable debate around the extension of time given to the Ambulance Service to consider joining the project, and the absolute cut off date for a decision to enable the project to remain on track.

### 4.3 Training & Development

4.3.1 The CFO of Mid & West Wales FRS presented a report to Members which built on previous papers submitted to the National Issues Committee, in terms of recent work within the areas of the Training and Development work-stream, which was initially presented to the Board in November 2012, and July 2013.

4.3.2 Members agreed to note the progress to date. Members approved the Forward Work Programme of the Training and Development work-stream.

### 4.4 Operational assurance

4.4.1 The CFO of South Wales FRS informed Members that the Operational Assurance process was a key tool which enabled Fire & Rescue Services to evaluate themselves against a set of expectations contained within centrally agreed Key Assessments Areas.

4.4.2 The KLOE implemented in 2006 and amended in 2014 to Key Assessment Areas, continued to provide the Fire & Rescue Services with the opportunity to identify strengths and areas for improvements so that actions could be prioritised accordingly.

4.4.3 Opportunities existed for the three Fire & Rescue Services in Wales to embrace the Operational Assessment and Fire Peer Challenge Toolkit (as amended 2014).

4.4.4 Members agreed to note the content of the report and in particular agreed the following recommendations:-

4.4.5 That a task and finish working group would be established to look at the make up of the peer assessment teams, and reporting requirements, including who, what, where, why, when and how.

4.4.6 That it would be identified if the Wales Audit Office would be an integral part of the process and continue to build on their knowledge, skills and understanding.

4.4.7 That all final reports were reported to the respective Fire & Rescue Authority and to the Minister of Public Services at Welsh Government to ensure transparency and to evidence how and where continuous

improvements were being made by the three Welsh Fire & Rescue Services.

## **5. NATIONAL ISSUES COMMITTEE 'PLANNING THE ROAD AHEAD' CONFERENCE**

- 5.1 Following the successful NIC conference that was held on the 23 April, the Members have agreed that two conferences per annum would be arranged for the NIC in order to build upon the avenues of communication between the project areas, share the work and successes' on a broader field and raise the NIC profile internally.

## **6. EQUALITY RISK ASSESSMENT**

- 6.1 There are no equality impacts arising from the report. Equality considerations will be an integral part of each project area and considered by the relevant project lead.

## **7. RECOMMENDATION**

- 7.1 That Members note the content of the National Issues Committee summary report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Christian Hadfield NIC Programme Co-ordinator	<ul style="list-style-type: none"> <li>Minutes of NIC meeting 28 April 2015.</li> </ul>

AGENDA ITEM NO 7.ii

**Firefighters' Pension Dispute Update on Industrial Action**  
-  
**Verbal**



## REPORT OF THE DEPUTY CHIEF OFFICER

**USE OF EMERGENCY POWERS: JOINT PUBLIC SERVICE CENTRE PROJECT (JPSCP): COMMAND & CONTROL SYSTEM PROCUREMENT****SUMMARY**

This report updates Members on the use of emergency powers to secure the joint procurement of the Command and Control (C&C) system, part of the Joint Public Service Centre Project (JPSCP). This follows the evaluation of the tender returns from Company A and Company B.

**RECOMMENDATION**

That the use of emergency powers be noted for the award of the Command and Control System contract to Company A.

**1. BACKGROUND**

- 1.1 As Members will be aware, under the Authority's Scheme of Delegation, the Chief Fire Officer (or in his absence the Deputy Chief) may, in matters of urgency and in the interests of the Organisation, use delegated powers to take a decision that they would otherwise normally report to Members, subject to the use of this delegation being reported to the next available Authority meeting.
- 1.2 This report advises Members of the use of those delegated powers.

**2. ISSUE**

- 2.1 As Members will be aware, they have previously approved the collaborative project to create the Joint Public Service Centre at Bridgend, to provide a merged control team with Mid and West Wales Fire & Rescue Service and also share space with the South Wales Police control team to improve service to the public.
- 2.2 Part of this project involved the procurement of a new combined command and control system, which needs to be delivered in accordance with stringent timelines within the project programme to avoid potential financial penalties to the Authority for slippage and ensure that the Welsh Government Invest to Save loan is paid back within the agreed timeframes.
- 2.3 A procurement exercise was undertaken with tender evaluation criteria being based on 70% quality weighting and 30% price weighting. Following the completion of the evaluation process, the highest quality

and lowest price tender received was from Company A for the sum of £1,564,478. This represents the whole of life value of the contract covering a commitment to a 5 year contract with the option to extend for a maximum of 3 further years. This cost would be split equally with Mid and West Wales FRA.

- 2.4 As Members will observe, the whole of life costs for the new command and control system for the maximum contract term exceeded the £1.5m threshold specified in Contract Standing Order CSO15, thereby requiring Fire & Rescue Authority approval.
- 2.5 However, due to the project timelines and financial penalties that would arise from any slippage of the project, the award of the contract needed to take place before the date of the next Fire & Rescue Authority meeting.
- 2.5 As a consequence, Senior Members of the Fire & Rescue Authority (Chairman; Deputy Chairman; Chair of FAPM; Deputy Chair of FAPM; Chair of HR & Equalities) and the statutory officers were consulted about the use of emergency powers to award the contract and this course of action was approved by all consulted.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The estimated upfront cost of the C&C system was included in the JPSCP business plan at £0.5m. The actual upfront costs to be incurred in years 1 and 2 of the contract amount to £0.627m. Whilst this cost exceeds the estimate, it can still be funded from savings generated by the project. This capital sum will be funded 50/50 by the two FRAs.
- 3.2 The funding for the annual support fees represents a charge to the revenue budget and will be offset by the budget provision for the existing C&C system. The current annual support fees of approximately £88k are lower than the new annual support and licence fees of £108k. However, the difference reflects the additional support and maintenance services provided by Company A and again can be offset by the savings generated by the project. Revenue costs are again funded 50/50 by the two FRAs.
- 3.3 The impact of this specific element of the project will be to reduce the projected savings in the business plan. However, until all elements of the project are complete, it is not possible to say whether the overall projected target savings will be achieved.

#### 4. EQUALITY RISK ASSESSMENT

4.1 There are no equality impacts arising directly from this report.

#### 5. RECOMMENDATION

5.1 That the use of emergency powers be noted for the award of the Command and Control System contract to Company A.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	Report Requesting Use of Emergency Powers – Exempt by virtue of Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972



**FORWARD WORK PROGRAMME FOR  
FIRE & RESCUE AUTHORITY 2015/16**

AGENDA ITEM NO 7.iv

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
Each meeting	Firefighters' Pension Dispute – Update on Industrial Action	To provide Members with a verbal update on industrial action arising from the pension dispute	ACFO TS  Contact Officer: Richie Prendergast	On agenda
Each meeting following the NIC meeting	Update Report on the work of the NIC	To keep Members up to date with the work of the NIC	DCO  Contact Officer: Sally Chapman	On agenda
As appropriate when amendments required	Updating Constitutional Documents	To ensure that the constitutional documents of the Authority remain up-to-date and reflecting the requirements and practices of the organisation	DCO  Contact Officer: Sally Chapman	
As and when appropriate	Updates on key issues from Shaping Our Future Programme	To keep Members abreast of key developments and seek authorisations where required	DCO  Contact Officer: Sally Chapman	
13 July 2015	Health & Safety Annual Report 2014/15	To advise Members of Health and Safety performance of the organisation	ACFO TS  Contact Officer: Martin Hole	On agenda
13 July 2015	Report on end of year performance on achievement of Improvement Objectives 2014/15	To advise Members of the end of year position in securing the achievement of the Improvement Objectives	DCO  Contact Officer: Steve Rossiter	On agenda

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
13 July 2015	End of year Performance and Statistics Report 2014/15	To advise Members of end of year performance against agreed targets	DCO  Contact Officer: Steve Rossiter	On agenda
13 July 2015	Annual Welsh Language Scheme 2015/16 or Report on the New Welsh Language Standards (if received by this date)	To advise Members on the content of the Annual Welsh Language Scheme or the requirements on the Service under the new Welsh Language Standards if received in time	ACO PS  Contact Officer: Phil Haynes	On agenda
13 July 2015	Declaration of Assets Surplus to Requirements	To consider declaring assets surplus to requirements and to agree disposal routes for each asset	DCO  Contact Officer: Nick Corrigan	On agenda
13 July 2015	Budget Strategy 2016/17	To obtain clarification upon the political steer for the budget strategy for 2016/17 budget setting process	Treasurer  Contact Officer: Chris Barton	On agenda
21 Sept 2015	Draft Improvement Plan 2016/17	To seek Members' approval to the draft Improvement Plan being issued for publication for public consultation	DCO  Contact Officer: Steve Rossiter	
21 Sept 2015	Statement of Accounts (Revenue and Capital) for 2014/15 budget	To seek Members' approval for publication of the Statement of Accounts	Treasurer  Contact Officer: Geraint Thomas	

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
21 Sept 2015	Treasury Management Outturn 2014/15	To advise Members of the year end treasury management position	Treasurer  Contact Officer: Chris Barton & Geraint Thomas	
21 Sept 2015	Fire Cover Review Phase 2 Update report on availability of second appliances at Chepstow, Monmouth & Abergavenny Stations	To follow up on FA recommendations to review availability at these stations	ACFO SD  Contact officer: Andy Thomas	
21 Sept 2015	Draft Improvement Objectives for 2016/17	To seek Members' approval to the Improvement Objectives being issued for publication for public consultation	DCO  Contact Officer: Steve Rossiter	
14 Dec 2015	Performance & Statistics Reports	To advise Members of performance against agreed targets, PIs, risks and corporate objectives and trends over a 5 year period	DCO  Contact Officer: Steve Rossiter	
14 Dec 2015	Report on progress of achievement of Improvement Objectives and Strategic Objectives for 2015/16	To keep Members apprised of progress	DCO  Contact Officer: Steve Rossiter	
14 Dec 2015	Estimated Revenue & Capital Budget determination for 2016/17	To consider consultation responses and to set the recommended budget determination for consideration by Fire Authority in December	Treasurer  Contact Officer: Geraint Thomas	

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
14 Dec 2015	Treasury Management Mid Term Report 2015/16	To advise Members of the mid year position in relation to our treasury management	Treasurer Contact Officer: Geraint Thomas	
14 Dec 2015	Independent Remuneration Panel for Wales' Draft Annual Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales	DCO Contact Officer: Sally Chapman	
8 Feb 2016	KPI Target Setting 2016/17	To set the targets for the following financial year	ACFO SD Contact Officer: Steve Rossiter	
8 Feb 2016	Report on Responses to the consultation of the draft Improvement Plan and Improvement Objectives 2016/17	To advise Members of consultation responses and seek approval for a final version of the Improvement Plan	DCO Contact Officer: Steve Rossiter	
8 Feb 2016	Pay Policy Statement 2016/17	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance	ACO PS Contact Officer: Phil Haynes	
14 March 2016	Annual Report of the work of the Finance, Audit & Performance Management Committee & its working group during 2015/16	To advise Members of the work of the committee	DCO Contact Officer: Sally Chapman	
14 March 2016	Annual Report of the work of the HR & Equalities Committee during 2015/16	To advise Members of the work of the committee	ACO PS Contact Officer: Phil Haynes	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
14 March 2016	Treasury Management Strategy 2016/17	To secure Members' approval to the adoption of the Treasury Management Strategy 2016/17	Treasurer  Contact Officer: Geraint Thomas	

Huw Jakeway – CFO  
 Sally Chapman – DCO  
 Phil Haynes – ACO People Services  
 Andrew Thomas – ACFO Service Delivery  
 Richie Prendergast – ACFO Technical Services

Chris Barton – Treasurer  
 Geraint Thomas – Head of Finance & Procurement  
 Mark Malson – Head of Human Resources  
 Dewi Rose – Head of Operations  
 Calvin Powell – Head of Business Support  
 Steve Rossiter – Head of Service Performance & Communications



## AGENDA ITEM NO 8

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



1.	Apologies for Absence	
2.	Declarations of Interest	
	Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.	
3.	Chairman's Announcements	
4.	To receive the minutes of;	
	• HR & Equalities meeting held on 26 January 2015	5
	• Standards Committee meeting held on 2 March 2015	13
	• FAPM meeting held on 9 March 2015	15
	• Fire & Rescue Authority meeting held on 16 March 2015	21
	• FAPM meeting held on 11 May 2015	31
	• Annual General Meeting held on 8 June 2015	41
	• Fire & Rescue Authority meeting held on 8 June 2015	49
5.	Update on Actions	51
6.	<b>REPORTS FOR DECISION</b>	55
6.i	Porth Fire & Rescue Station Proposed Disposal Strategy	57



6.ii	Medium Term Financial Strategy 2016/21 and Budget 2016/17	59
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6.v	Report on Progress of Achievement of Improvement Objectives as at the End of Financial Year 2014/15	143
6.vi	Annual Monitoring Report to Welsh Language Commissioner 2014/15 – Briefing Paper	163
7.	<b>REPORTS FOR INFORMATION</b>	201
7.i	Summary of the National Issues Committee Meeting	203
7.ii	Firefighters' Pension Dispute Update on Industrial Action - <b>Verbal</b>	207
7.iii	Use of Emergency Powers: Joint Public Services Centre – Project (JPSCP): Command & Control System Procurement	209
7.iv	Forward Work Programme	213
8.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	219