

Corporate Policy-05

South Wales Fire and Rescue Service Policy on

Finance and Procurement

(Responsible Director: DCO Corporate Services)

As a publicly funded organisation we have a duty to be fully accountable for the money we control and how we spend it in order to demonstrate value for money to the communities we serve and our regulators.

Finance

The Service is under a duty to comply with financial accounting codes of practice and regulations.

In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- A robust Medium Term Financial Plan.
- Safeguarding of financial assets.
- Robust maintenance of records and audit trails for all transactions.
- The publication of audited annual accounts and other financial information in accordance with prevailing legislation and codes of practice.
- Robust short term and long term budget setting and monitoring.
- Robust Financial Regulations.
- Robust and transparent scrutiny and audit.
- Zero tolerance to fraud and corruption

Please refer to the following Appendices:

1. Anti Fraud Corruption Policy
2. Public Interest Disclosure Policy (whistleblowing)
3. Hospitality & Gifts Procedure OP-05.006

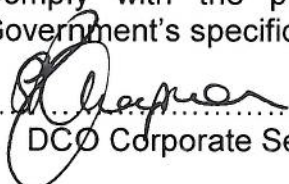
Procurement

The Service is under a duty to provide the best value for public money when purchasing goods and services to support the delivery of service to our communities.

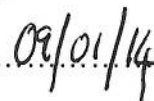
In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- a. Robust Contract Standing Orders and Procurement Procedures.
- b. Fair and open competition in accordance with prevailing legislation and codes of practice.
- c. Robust specification of requirements to ensure goods and services meet the identified needs of the Service.
- d. The maximising of economies of scale and purchasing power by means of collaboration.
- e. Good contract management.
- f. Production of an annual procurement spend plan.
- g. Comply with the procurement requirements as established by the Welsh Government's specific duties (Equality Act 2010).

Signed:.....


DCO Corporate Services

Date:.....



CP-05, Appendix 1, Public Interest Disclosure Policy (Whistleblowing)

Introduction

- 1.1 South Wales Fire & Rescue Authority is committed to ensuring high standards of conduct and to encouraging a culture of integrity and honesty.
- 1.2 All Fire Authority Members and employees are expected to carry out their duties in an ethical manner and to report any instances of malpractice of which they become aware.
- 1.3 The Authority's whistleblowing procedures are designed to ensure that employees can do this in confidence at an early stage and in the right way without detriment or risk to their employment. Business malpractice will not be tolerated whether committed by Fire Authority Members, employees, sub contractors, agency staff or business partners. Such malpractice includes any action or failure to act which may lead to:
 - The committing of a criminal offence
 - A breach of legal obligations
 - A breach of policies or procedures
 - A risk to health and safety
 - Danger to the public
 - Damage to the environment
 - A miscarriage of justice
 - Material financial exposure or risk to the Authority
 - The deliberate concealment of any malpractice
- 1.4 This policy applies throughout the Authority's operations and whether the malpractice in question occurred in the past, present or is anticipated. The Authority will ensure that any concerns as to malpractice raised in accordance with laid down procedures will be investigated and appropriate follow up action taken.
- 1.5 The provisions of this policy apply to matters of suspected fraud and impropriety, matters of a more general grievance would be dealt with under the Authorities grievance procedures.
- 1.6 This Policy has been written to take account of the Enterprise and Regulatory Reform Act 2013 which provides protection for Authority Members and employees who raise genuine concerns which they reasonably believe are in the public interest.

CP-05, Appendix 2, Anti Fraud Corruption Policy

Introduction

- 1.1 South Wales Fire and Rescue Authority ("the Authority") is committed to ensuring that its resources will be used only for the purposes intended i.e. that of providing services to the citizens of South Wales. The Authority's policy on fraud and corruption is one of zero tolerance.
- 1.2 Fraud and corruption against South Wales Fire and Rescue Authority funds and assets, by Fire Authority Members, Service staff, partner organisations (e.g. contractors) or other agencies will not be tolerated.

This is because it:

- Diverts vital resources
 - Breaches our public service ethics and core values
 - Damages our reputation for sound financial management
 - Challenges our fitness for purpose and our credibility in the eyes of our stakeholders
- 1.3 Anyone found to be involved in any fraudulent or corrupt activity or to have been negligent in the exercise of supervisory duties will be subject to disciplinary and where appropriate criminal proceedings.
 - 1.4 Action may also be taken to recover any funds that have been lost.
 - 1.5 If anyone suspects fraud or corruption they must immediately report their concerns to their Manager, Treasurer or the Head of Finance and Procurement. Neither they nor their line manager should investigate allegations without advice from the pre mentioned officers as this may be likely to undermine any future action. All investigations of fraud and corruption will be directed by an appointed Senior Officer.