

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.

ANNUAL GENERAL MEETING SUMMONS

SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held on:

MONDAY, 12 JUNE 2023 AT 1030 HOURS

In person at South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX

Or

Remotely via Teams – Link: <https://bit.ly/AGM-12-06-23>

**Please ensure you join the meeting 15 minutes prior to meeting time
Any issues please contact 01443 232000 and ask for Member Services**

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 | |
| | REPORTS FOR DECISION | |
| 3. | Election of Chairperson of the Fire & Rescue Authority for Municipal Year 2023/24 | 5 |
| 4. | Election of Deputy Chairperson of the Fire & Rescue Authority for Municipal Year 2023/24 | 7 |
| 5. | To agree the Committee Membership for the Municipal Year 2023/24 | 9 |

| | | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 6. | Election of Chairperson of Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2023/24 | 15 |
| 7. | Election of Deputy Chairperson of the Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2023/24 | 17 |
| 8. | Election of Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2023/24 | 19 |
| 9. | Election of Deputy Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2023/24 | 21 |
| 10. | Election of Chairperson of the Scrutiny Committee from its Group Members for the Municipal Year 2023/24 | 23 |
| 11. | Election of Deputy Chairperson of the Scrutiny Committee from its Group Members for the Municipal Year 2023/24 | 25 |
| 12. | To Agree the Appointment of Representatives to other groups and outside bodies for the Municipal Year 2023/24 | 27 |
| 13. | To agree the Cycle of Meetings for the Municipal Year 2023/24 | 31 |
| 14. | Audit Wales Enquiries to 'Those Charged with Governance' – Draft Response. | 35 |
| REPORTS FOR INFORMATION | | |
| 15. | Annual Report of the work of the Finance, Audit & Performance Management Committee during 2022/2023 | 57 |
| 16. | Annual Report of the work of the HR & Equalities Committee during 2022/2023 | 67 |
| 17. | Annual Report of the work of the Local Pension Board 2022/2023 | 75 |
| 18. | Annual Report on Discharge of Terms of Reference of the Scrutiny Group 2022/2023 | 83 |
| 19. | Standards Committee Annual Report 2022/2023 | 91 |

| | | |
|-----|-----------------------------------------------------------------|-----|
| 20. | To consider any items of business the Chairperson deems urgent. | 105 |
|-----|-----------------------------------------------------------------|-----|

Signature of Monitoring Officer:



MEMBERSHIP

| | | |
|---------------------|-------------------|---------|
| Jen Morgan | Blaenau Gwent | Lab |
| Paula Ford | Bridgend | Lab |
| Martin Hughes | Bridgend | Lab |
| Ceri Wright | Caerphilly | Lab |
| Colin Elsbury | Caerphilly | Plaid |
| Adrian Hussey | Caerphilly | Lab |
| Dilwar Ali | Cardiff | Lab |
| Kate Carr | Cardiff | Lab |
| Bethan Proctor | Cardiff | Lab |
| Dan Naughton | Cardiff | Lib Dem |
| Sian-Elin Melbourne | Cardiff | Cons |
| David Isaac | Merthyr Tydfil | Lab |
| Maureen Powell | Monmouthshire | Cons |
| Laura Wright | Monmouthshire | Lab |
| Miqdad Al-Nuaimi | Newport | Lab |
| Trevor Watkins | Newport | Lab |
| Steven Bradwick | Rhondda Cynon Taf | Lab |
| Georgina Williams | Rhondda Cynon Taf | Lab |
| Glynne Holmes | Rhondda Cynon Taf | Lab |
| Aurfron Roberts | Rhondda Cynon Taf | Lab |
| Steven Evans | Torfaen | Lab |
| Alfie Best | Torfaen | Lab |
| Pamela Drake | Vale of Glamorgan | Lab |
| Ian Buckley | Vale of Glamorgan | Lab |

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 3
12 JUNE 2023

**TO ELECT THE CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR
THE MUNICIPAL YEAR 2023/24**

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 4
12 JUNE 2023

TO ELECT THE DEPUTY CHAIRPERSON OF THE FIRE & RESCUE AUTHORITY FOR THE MUNICIPAL YEAR 2023/24 (who also sits as Chair of Local Pensions Board)

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 5
12 JUNE 2023

REPORT OF THE MONITORING OFFICER

**TO AGREE COMMITTEE MEMBERSHIP FOR THE MUNICIPAL YEAR
2023/24**

THIS REPORT IS FOR DECISION

REPORT APPROVED BY MONITORING OFFICER
REPORT PRESENTED BY GERAINT THOMAS - MONITORING OFFICER

SUMMARY

The report provides details of the number of Members required for each Fire & Rescue Authority committee.

RECOMMENDATION

That Members determine whether the membership of the Finance, Audit & Performance Management Committee is politically balanced or is not politically balanced but contains one representative from each constituent unitary authority.

That nominations for membership of each of the Fire & Rescue Authority committees/groups be received.

1. ISSUE

- 1.1 Standing Orders provide that the Fire & Rescue Authority is to appoint the committees required by Procedural Standing Order 4.1. These committees are:
- 1.1.1 Finance, Audit & Performance Management Committee (10 members)
 - 1.1.2 Standards Committee (3 members)
 - 1.1.3 HR & Equalities Committee (12 members)
 - 1.1.4 Local Pensions Board (4 members)
 - 1.1.5 Scrutiny Committee (7 members)
- 1.2 In accordance with sections 15-17 of the Local Government and Housing Act 1989 such committees (with the exception of the Standards Committee) are to be politically balanced unless unanimously agreed otherwise by Members. This is a decision for Members to determine.

- 1.3 As Members will be aware, it has been custom and practice for many years within the Authority for the membership of the Finance, Audit & Performance Management Committee to reflect the inclusion of the constituent authorities rather than be politically balanced. This ensures that all ten authorities are represented on the committee where financial issues are considered.
- 1.4 At the time of drafting these papers nominations had not been received from Bridgend and Newport Local Authorities.
- 1.5 The number of members required for each committee are detailed at Appendix 1.
- 1.6 For convenience, the names of the Members who sat on each committee in are detailed in Appendix 2
- 1.7 There have been no indications that existing Members no longer wish to sit on a particular committee.
- 1.8 Members are reminded of the Independent Remuneration Panel requirements of a minimum 22 days per year time commitment per Authority Member to the Authority when determining membership of committees (and also working groups and outside bodies detailed in later reports), meaning that Members should sit on at least one committee or working group in addition to attending Fire Authority meetings.

2. RECOMMENDATION

- 2.1 That Members determine whether the membership of the Finance, Audit & Performance Management Committee is politically balanced or is not politically balanced but contains one representative from each constituent unitary authority.
- 2.2 That nominations for membership of each of the Fire & Rescue Authority committees/groups be received.

| | |
|-------------------------|--------------------------------------------------------------------------|
| Contact Officer: | Geraint Thomas Director of Corporate Services & Monitoring Officer |
|-------------------------|--------------------------------------------------------------------------|

| Background Papers: | Date | Source/Contact |
|---------------------------|-------------|-----------------------|
| None | | |

| Appendices: | |
|--------------------|-----------------------------------------------|
| Appendix 1 | Number of Members Required for Each Committee |
| Appendix 2 | Members of Each Committee During 2022/23 |

APPENDIX 1

NUMBER OF MEMBERS REQUIRED FOR EACH COMMITTEE

| Committee | Total members | Lab | Con | Lib Dem | Plaid | Ind | Coalition Group | Combined Coalition |
|--------------------------------------------------------------|---------------|-----|-----|---------|-------|-----|-----------------|--------------------|
| Fire Authority | 24 | | | | | | | |
| FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE | 10 | | | | | | | |
| HR & EQUALITIES COMMITTEE | 12 | | | | | | | |
| LOCAL PENSIONS BOARD | 4 | | | | | | | |
| STANDARDS COMMITTEE | 3 | | | | | | | |
| SCRUTINY COMMITTEE | 7 | | | | | | | |

Note: The Standards Committee is exempt from the political balance requirements (under Regulation 12 “Allocation of seats to Political Groups” of the Standards Committees (Wales) Regulations 2001).

As per the Authority Constitution the FAPM Committee is drawn from one Member for each local authority area and does not require political balance.

THIS PAGE IS INTENTIONALLY BLANK

APPENDIX 2

MEMBERS OF EACH COMMITTEE DURING 2022/23

| Finance, Audit & Performance Management Committee Members: | | |
|-----------------------------------------------------------------------|--------------------|------------------|
| Cllr Jen Morgan | Blaenau Gwent | Labour |
| Cllr Ian Buckley | Vale of Glamorgan | Labour |
| Cllr David Isaac | Merthyr Tydfil | Labour |
| Cllr Ceri Wright | Caerphilly | Labour |
| Cllr Miqdad Al-Nuaimi | Newport | Labour |
| Cllr Maureen Powell | Monmouthshire | Conservative |
| Cllr Bethan Proctor | Cardiff | Labour |
| Cllr Steven Evans | Torfaen | Labour |
| Cllr Dawn Parkin | Rhondda Cynon Taff | Labour |
| Cllr Martin Hughes | Bridgend | Labour |
| Representatives on the Local Pension Board | | |
| Cllr Pamela Drake | Vale of Glamorgan | Labour |
| Cllr Daniel Naughton | Cardiff | Liberal Democrat |
| Cllr Colin Elsbury | Caerphilly | Plaid Cymru |
| Cllr Jen Morgan | Blaenau Gwent | Labour |
| HR & Equalities Committee Members: | | |
| Cllr Aurfron Roberts | Rhondda Cynon Taff | Labour |
| Cllr Dilwar Ali | Cardiff | Labour |
| Cllr Glynne Holmes | Rhondda Cynon Taff | Labour |
| Cllr Su McConnel | Monmouthshire | Labour |
| Cllr Kate Carr | Cardiff | Labour |
| Cllr Adrian Hussey | Caerphilly | Labour |
| Cllr Sian-Elin Melbourne | Cardiff | Conservative |
| Cllr Trevor Watkins | Newport | Labour |
| Cllr Colin Elsbury | Caerphilly | Plaid Cymru |
| Cllr Alfie Best | Torfaen | Labour |
| Cllr Dan Naughton | Cardiff | Liberal Democrat |
| Cllr Paula Ford | Bridgend | Labour |

| | | |
|----------------------------------------------------------------------------------|--|--|
| Standards Committee – Elected Members in addition to independent Members: | | |
|----------------------------------------------------------------------------------|--|--|

| | | |
|----------------------------|--------------------|--------------|
| Cllr Glynne Holmes | Rhondda Cynon Taff | Labour |
| Cllr Sian-Elin Melbourne | Cardiff | Conservative |
| Cllr Aurfron Roberts | Rhondda Cynon Taff | Labour |
| Katie Thorogood | Independent Member | |
| Dr M Kerbey | Independent Member | |
| Mr Ronald Joseph Alexander | Independent Member | |
| Mr Simon John Barnes | Independent Member | |
| Mr David Fussell | Independent Member | |

| | | |
|-------------------------------------------|--|--|
| Representatives on Scrutiny Group: | | |
|-------------------------------------------|--|--|

| | | |
|----------------------|------------|------------------|
| Cllr Alfie Best | Torfaen | Labour |
| Cllr Daniel Naughton | Cardiff | Liberal Democrat |
| Cllr Martin Hughes | Bridgend | Labour |
| Cllr Adrian Hussey | Caerphilly | Labour |
| Cllr Colin Elsbury | Caerphilly | Plaid Cymru |
| Cllr Kate Carr | Cardiff | Labour |
| Cllr Trevor Watkins | Newport | Labour |

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 6
12 JUNE 2023

**TO ELECT THE CHAIRPERSON OF THE FINANCE, AUDIT &
PERFORMANCE MANAGEMENT (FAPM) COMMITTEE FOR THE
MUNICIPAL YEAR 2023/24**

Please note – only those Members elected to sit on the FAPM Committee may
nominate and vote on this item (PSO 3.1)

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 7
12 JUNE 2023

**TO ELECT THE DEPUTY CHAIRPERSON OF THE FINANCE, AUDIT &
PERFORMANCE MANAGEMENT COMMITTEE FOR THE MUNICIPAL
YEAR 2023/24**

Please note – only those Members elected to sit on the FAPM Committee may
nominate and vote on this item (PSO 3.1)

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 8
12 JUNE 2023

**TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE
FOR THE MUNICIPAL YEAR 2023/24**

Please note – only those Members elected to sit on the HR & Equalities
Committee may nominate and vote on this item (PSO 3.1)

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 9
12 JUNE 2023

**TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES
COMMITTEE FOR THE MUNICIPAL YEAR 2023/24**

Please note – only those Members elected to sit on the HR & Equalities
Committee may nominate and vote on this item (PSO 3.1)

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 10
12 JUNE 2023

**TO ELECT THE CHAIRPERSON OF THE SCRUTINY COMMITTEE FOR THE
MUNICIPAL YEAR 2023/24**

Please note – only those Members elected to sit on this group may nominate
and vote on this item

THIS PAGE IS INTENTIONALLY BLANK

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 11
12 JUNE 2023

**TO ELECT THE DEPUTY CHAIRPERSON OF THE SCRUTINY COMMITTEE
FOR THE MUNICIPAL YEAR 2023/24**

Please note – only those Members elected to sit on this group may nominate
and vote on this item

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE AUTHORITY**
ANNUAL GENERAL MEETINGAGENDA ITEM NO 12
12 JUNE 2023

REPORT OF THE MONITORING OFFICER

**TO AGREE APPOINTMENT OF REPRESENTATIVES TO OTHER GROUPS
AND OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2023/24****THIS REPORT IS FOR DECISION**

REPORT APPROVED BY MONITORING OFFICER

REPORT PRESENTED BY GERAINT THOMAS - MONITORING OFFICER

SUMMARY

The report provides details of the nominations required to represent the Fire & Rescue Authority at working groups and on outside bodies.

RECOMMENDATION

That nominations for representation to the working groups and outside organisations detailed in Appendix 1 to the report be received.

1. ISSUE

- 1.1 Members are required to appoint representatives to outside bodies to discharge Fire & Rescue Authority functions. In addition, the Fire & Rescue Authority has previously agreed for Members to undertake roles on working groups set up by the Fire & Rescue Authority. For Members' information, details of these roles are attached at Appendix 1 to this report, together with the positions or names of those who undertook such roles in 2021/22 where appropriate.

2. RECOMMENDATION

- 2.1 That nominations for representation to the working groups and outside organisations detailed in Appendix 1 to the report be received.

| | |
|-------------------------|--------------------------------------|
| Contact Officer: | Geraint Thomas Monitoring Officer |
|-------------------------|--------------------------------------|

| Background Papers: | Date | Source/Contact |
|---------------------------|--------------------------------------------------------------------------------|-----------------------|
| None | | |
| Appendices: | | |
| Appendix 1 | Groups and Outside Bodies including Members who undertook the Roles in 2022/23 | |

APPENDIX 1

**GROUPS AND OUTSIDE BODIES INCLUDING
MEMBERS WHO UNDERTOOK THE ROLES IN 2022/23**

| MEMBER | AUTHORITY | POLITICAL PARTY |
|------------------------------------------------------|--------------------|------------------------|
| Community Safety Partnership Representatives: | | |
| Cllr Paula Ford | Bridgend | Labour |
| Cllr Colin Elsbury | Caerphilly | Plaid Cymru |
| Cllr Bethan Proctor | Cardiff | Labour |
| Cllr Ian Buckley | Vale of Glamorgan | Labour |
| Cllr Su McConnel | Monmouthshire | Labour |
| Cllr Trevor Watkins | Newport | Labour |
| Cllr Glynne Holmes | Rhondda Cynon Taff | Labour |
| Cllr Steven Evans | Torfaen | Labour |
| Cllr David Isaac | Merthyr Tydfil | Labour |
| Cllr Jen Morgan | Blaenau Gwent | Labour |
| Representative to WLGA: | | |
| Chairperson of Fire & Rescue Authority | | |
| Representative on LGA Fire Committee: | | |
| Chairperson of Fire & Rescue Authority | | |

| MEMBER | AUTHORITY | POLITICAL PARTY |
|------------------------------------------------------------------|---------------------------------|------------------------|
| Representatives on Standing Orders Working Group: | | |
| Cllr Colin Elsbury | Caerphilly | Plaid Cymru |
| Cllr Aurfron Roberts | Rhondda Cynon Taff | Labour |
| Cllr Maureen Powell | Monmouthshire | Conservative |
| Representatives on Innovation & Awards Panel: | | |
| Cllr Steven Evans | Torfaen | Labour |
| Cllr Ceri Wright | Caerphilly | Labour |
| Cllr Dan Naughton | Cardiff | Liberal Democrat |
| Representative on Pension Scheme Advisory Board For Wales | | |
| Chairperson of HR & Equalities Committee | | |
| Member Champions: | | |
| Cllr Glynne Holmes | Property | Labour |
| Cllr Ian Buckley | Community Safety | Labour |
| Cllr Steve Bradwick | Equality, Diversity & Inclusion | Labour |
| Cllr Steve Evans | Fleet & Engineering | Labour |
| Cllr David Isaac | Service Delivery | Labour |
| Cllr Kate Carr | Sustainability and Biodiversity | Labour |

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 13
12 JUNE 2023

REPORT OF THE MONITORING OFFICER

TO AGREE THE CYCLE OF MEETINGS FOR THE MUNICIPAL YEAR 2023/24

THIS REPORT IS FOR DECISION

REPORT APPROVED BY MONITORING OFFICER
REPORT PRESENTED BY SARAH WATKINS, DEPUTY MONITORING OFFICER

SUMMARY

This report provides details of the proposed cycle of training, committee and working group meetings for the municipal year 2023/24.

RECOMMENDATION

That the cycle of training, committee and working group meetings for the municipal year 2023/24 detailed in Appendix 1 to the report be agreed.

1. ISSUE

- 1.1 Members are requested to receive and approve the attached cycle of training, committee and working group meetings for the municipal year 2023/24 as detailed in Appendix 1 to this report. Meetings will commence at 1030 hours unless Members are otherwise advised.

2. RECOMMENDATION

- 2.1 That the cycle of committee and working group meetings for the municipal year 2023/24 detailed in Appendix 1 to the report be agreed.

| | |
|-------------------------|--------------------------------------|
| Contact Officer: | Geraint Thomas Monitoring Officer |
|-------------------------|--------------------------------------|

| Background Papers: | Date | Source/Contact |
|---------------------------|-------------|-----------------------|
| None | | |

| Appendices: | |
|--------------------|---------------------------------------------------------------------|
| Appendix 1 | Cycle of Training, Committee and Working Group Meetings for 2023/24 |

THIS PAGE IS INTENTIONALLY BLANK



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

AGENDA & COMMITTEE CALENDAR 2023-2024

| | | | |
|--|-----------------------------------|--|-------------------------------------------------------------|
| | Annual General Meeting (AGM) | | Local Pension Board Agenda |
| | Fire and Rescue Authority Agenda | | Local Pension Board Meeting |
| | Fire and Rescue Authority Meeting | | Finance, Audit and Performance Management Committee Agenda |
| | HR & Equalities Committee Agenda | | Finance, Audit and Performance Management Committee Meeting |
| | HR & Equalities Committee Meeting | | Scrutiny Committee |
| | Standards Committee | | Presentation Evening * Approximate Dates* |
| | Member training | | Carol Service |

| | June 2023 | | | | | | July 2023 | | | | | | August 2023 | | | | | |
|-------|----------------|----|----|----|----|---|--------------|----|----|----|----|----|---------------|----|----|----|----|---|
| Mon | - | 5 | 12 | 19 | 26 | - | - | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - |
| Tues | - | 6 | 13 | 20 | 27 | - | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - |
| Wed | - | 7 | 14 | 21 | 28 | - | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | - |
| Thurs | 1 | 8 | 15 | 22 | 29 | - | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | 31 | - |
| Fri | 2 | 9 | 16 | 23 | 30 | - | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | - |
| Sat | 3 | 10 | 17 | 24 | - | - | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | - |
| Sun | 4 | 11 | 18 | 25 | - | - | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - | - |
| | September 2023 | | | | | | October 2023 | | | | | | November 2023 | | | | | |
| Mon | - | 4 | 11 | 18 | 25 | - | - | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - |
| Tues | - | 5 | 12 | 19 | 26 | - | - | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - |
| Wed | - | 6 | 13 | 20 | 27 | - | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - |
| Thurs | - | 7 | 14 | 21 | 28 | - | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | - |
| Fri | 1 | 8 | 15 | 22 | 29 | - | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | - | - |
| Sat | 2 | 9 | 16 | 23 | 30 | - | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | - |
| Sun | 3 | 10 | 17 | 24 | - | - | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | - |
| | December 2023 | | | | | | January 2024 | | | | | | February 2024 | | | | | |
| Mon | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | |
| Tues | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - | |
| Wed | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - | |
| Thurs | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - | |
| Fri | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | - | - | |
| Sat | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | - | - | |
| Sun | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | - | |
| | March 2024 | | | | | | April 2024 | | | | | | May 2024 | | | | | |
| Mon | - | 4 | 11 | 18 | 25 | - | 1 | 8 | 15 | 22 | 29 | - | 6 | 13 | 20 | 27 | - | |
| Tues | - | 5 | 12 | 19 | 26 | - | 2 | 9 | 16 | 23 | 30 | - | 7 | 14 | 21 | 28 | - | |
| Wed | - | 6 | 13 | 20 | 27 | - | 3 | 10 | 17 | 24 | - | 1 | 8 | 15 | 22 | 29 | - | |
| Thurs | - | 7 | 14 | 21 | 28 | - | 4 | 11 | 18 | 25 | - | 2 | 9 | 16 | 23 | 30 | - | |
| Fri | 1 | 8 | 15 | 22 | 29 | - | 5 | 12 | 19 | 26 | - | 3 | 10 | 17 | 24 | 31 | - | |
| Sat | 2 | 9 | 16 | 23 | 30 | - | 6 | 13 | 20 | 27 | - | 4 | 11 | 18 | 25 | - | - | |
| Sun | 3 | 10 | 17 | 24 | 31 | - | 7 | 14 | 21 | 28 | - | 5 | 12 | 19 | 26 | - | - | |

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 14
12 JUNE 2023

REPORT OF THE TREASURER

**AUDIT WALES ENQUIRIES TO ‘THOSE CHARGED WITH GOVERNANCE’ –
DRAFT RESPONSE**

THIS REPORT IS FOR DECISION

REPORT APPROVED BY THE TREASURER
REPORT PRESENTED BY THE TREASURER

SUMMARY

This report details a draft response to the Audit Wales paper on ‘Those Charged with Governance’ when approving financial statements.

RECOMMENDATIONS

That the Fire & Rescue Authority confirms its response to the Audit Wales questions, as detailed in Appendix 1 attached.

1. BACKGROUND

1.1 Audit Wales (AW) has requested a response from the Fire & Rescue Authority to a series of questions based on the draft paper ‘Audit enquiries to those charged with governance and management’. Paragraphs 2.1 to 2.8 detail the rationale provided by the AW behind their enquiry.

2. ISSUE

2.1 Those charged with governance are accountable for the accuracy and quality of the Authority’s financial reporting. The respective responsibilities towards the financial statements are set out in the Statement of Responsibilities of Auditors and of Audit Bodies, which states that:

2.1.1 *“The financial statements, which comprise the published accounts of the audited body, are an essential means by which it accounts for its stewardship of the resources at its disposal and its financial performance in the use of those resources. It is the responsibility of the audited body to:*

- *put in place systems of internal control to ensure the regularity and lawfulness of transactions;*
- *maintain proper accounting records; and*

- *prepare financial statements that give a true and fair view of the financial position of the body, its expenditure and income and that they are in accordance with applicable laws, regulations, and accounting policies.”*

2.2 The responsibilities of the Authority in respect of the financial statements are also summarised as part of statements made within the Statement of Responsibilities contained within the statement of account. This is signed on the Authority’s behalf by the Treasurer.

2.3 The Statement of Responsibilities of Auditors and of Audited Bodies goes on to say that:

2.3.1 *“Auditors audit the financial statements and give their opinion, including:*

- *whether they give a true and fair view of the financial position of the audited body and its expenditure and income for the year in question; and*
- *whether they have been prepared properly in accordance with relevant legislation and applicable accounting standards.*

In carrying out their audit of the financial statements, auditors will have regard to the concept of materiality.”

2.4 International Standards of Auditing (ISAs) guide AW in their approach to providing an opinion. A number of these ISAs require AW to make specific enquiries of those charged with governance.

2.5 This paper focuses on the requirement of four key ISAs:

- ISA 240 – auditor’s responsibility to consider fraud in an audit
- ISA 250 – consideration of laws and regulations in an audit of financial statements
- ISA 550 – a sufficient understanding of related party relationships and transactions to recognise fraud risk factors and if the financial statements are affected by those relationships.

2.6 The AW approach also takes into account the Auditing Practices Board Practice Note 10, Audit of Financial Statements of Public Sector Bodies in the UK (PN10).

2.7 The enquiry paper is structured by each of the above ISAs, briefly summarising the requirements, then setting out a series of questions to those charged with governance.

2.8 Towards the end of the audit, audit will require a Letter of Representation is provided to them. This letter will include reference to the consideration of several issues contained in this paper, in addition to any specific assertions required as a result of the audit work carried out on the financial statements.

3. FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising directly from this report. However, the AW are seeking assurance that it can rely on the statements within the Letter of Representation in respect of all financial matters relating to fraud issue.

4. RECOMMENDATION

4.1 That the Fire & Rescue Authority confirms its response to the Audit Wales questions, as detailed in Appendix 1 attached.

| | |
|--------------------------|---------------------------------------------------------------|
| Contact Officer: | Lisa Mullan T/Head of Finance, Procurement & Property |
| Background Papers | Appendix 1 - Audit Enquiries to those Charged with Governance |

THIS PAGE IS INTENTIONALLY BLANK

1 Capital Quarter
Tyndall Street / Stryd Tyndall
Cardiff / Caerdydd
CF10 4BZ

Tel / Ffôn: 029 2032 0500

Fax / Ffacs: 029 2032 0600

Textphone / Ffôn testun: 029 2032 0660

Mr Chris Barton
Treasurer
South Wales Fire and Rescue Authority
Fire Service Headquarters
Forest View Business Park
Llantrisant
CF72 8LX
Via email

Reference: SWFRA2022-23/Audit Enq

Date issued: 11 April 2023

Dear Chris

Audit enquiries to those charged with governance and management

The Auditor General's Statement of Responsibilities sets out that he is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. It also sets out the respective responsibilities of auditors, management and those charged with governance.

This letter formally seeks documented consideration and understanding on a number of governance areas that impact on our audit of your financial statements. These considerations are relevant to both the management of the Council and 'those charged with governance'.

I have set out below the areas of governance on which I am seeking your views:

1. Matters in relation to fraud
2. Matters in relation to laws and regulations
3. Matters in relation to related parties

The information you provide will inform our understanding of the Council and its business processes and support our work in providing an audit opinion on your 2022-23 financial statements.

For ease of reference I have attached the information that you provided for 2021-22 so far as practicable, and I would be grateful if you could update the attached table in [Appendix 1 to Appendix 3](#) for 2022-23.

The completed [Appendix 1 to Appendix 3](#) should be formally considered and communicated to us on behalf of both management and those charged with governance by **30 June 2023**. In the meantime, if you have queries, please contact me on 02090 829305 or 

Yours sincerely



Gillian Gillett

Audit Manager

Appendix 1

Matters in relation to fraud

International Standard for Auditing (UK) 240 covers auditors' responsibilities relating to fraud in an audit of financial statements. This standard has been revised for 2022-23 audits.

The primary responsibility to prevent and detect fraud rests with both management and 'those charged with governance', which for the Council is the Governance & Audit Committee. Management, with the oversight of those charged with governance, should ensure there is a strong emphasis on fraud prevention and deterrence and create a culture of honest and ethical behaviour, reinforced by active oversight by those charged with governance.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error. We are required to maintain professional scepticism throughout the audit, considering the potential for management override of controls.

What are we required to do?

As part of our risk assessment procedures, we are required to consider the risks of material misstatement due to fraud. This includes understanding the arrangements management has put in place in respect of fraud risks. The ISA views fraud as either:

- the intentional misappropriation of assets (cash, property, etc); or
- the intentional manipulation or misstatement of the financial statements.

We also need to understand how those charged with governance exercises oversight of management's processes. We are also required to make enquiries of both management and those charged with governance as to their knowledge of any actual, suspected, or alleged fraud, management's process for identifying and responding to the risks, and the internal controls established to mitigate them.

Enquiries of management – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. What is management's assessment of the risk that the financial statements may be materially misstated due to fraud?</p> <p>What is the nature, extent, and frequency of management's assessment?</p> | <p>We consider the risk to be minimal and are not aware of any fraud that would impact materially on our financial statements. Robust internal controls, internal audit process and annual reviews including key financial controls and counter fraud policies exist to reduce risks in this area.</p> | <p>We consider the risk to be minimal and are not aware of any fraud that would impact materially on our financial statements. Robust internal controls, internal audit process and annual reviews including key financial controls and counter fraud policies exist to reduce risks in this area.</p> <p>Some internal controls are practiced on a transaction basis such as segregation of duties and financial reconciliations of systems and information, others are undertaken less frequently and annually, e.g., financial comparative analysis, completion of the CIPFA disclosure checklist, audit of key financial controls etc. Underpinning these are policies and processes that apply to everything we do.</p> |
| <p>2. Do you have knowledge of any actual, suspected or alleged fraud affecting the audited body?</p> | <p>There have been no instances of actual or suspected fraud since 1st April 2021.</p> | <p>There have been no instances of actual or suspected fraud since 1st April 2022.</p> |
| <p>3. What is management's process for identifying and</p> | <p>Robust systems of internal controls exist and are tested through a programme of</p> | <p>Robust systems of internal controls exist and are tested through a programme of planned internal</p> |

Enquiries of management – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>responding to the risks of fraud in the audited body, including any specific risks of fraud that management has identified or that have been brought to its attention?</p> | <p>planned internal audits each year. Financial regulations, Anti-Fraud and Whistleblowing Policies and procurement procedures provide an operating framework for all personnel. Personnel have previously completed a fraud awareness e-learning package and the sharing of potential fraud attempts is active bolster vigilance. These controls have successfully identified previous cases of fraud and act as a deterrent.</p> | <p>audits each year. The Financial regulations and processes, Anti-Fraud and Whistleblowing Policies, Fraud Response Plan and procurement procedures provide an operating framework for all personnel.</p> <p>Personnel have previously completed a fraud awareness e-learning package and the sharing of potential fraud attempts is an active bolster. These controls have successfully identified previous cases of fraud and act as a deterrent.</p> |
| <p>4. What classes of transactions, account balances and disclosures have you identified as most at risk of fraud?</p> | | <p>Classes of transactions most at risk are assets and expenditure.</p> |
| <p>5. Are you aware of any whistleblowing or complaints by potential whistle blowers? If so, what has been the audited body's response?</p> | | <p>A total of 66 complaints received in 2022-2023 and a total of 84 letters of thanks.</p> |

Enquiries of management – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>There were two cases that qualify as whistleblowing items during 2022-2023. These cases were investigated, and responses provided to the complainant.</p> <p>Where appropriate recommendations to improve processes have been implemented.</p> |
| <p>6. What is management's communication, if any, to those charged with governance regarding their processes for identifying and responding to risks of fraud?</p> | <p>The Anti-Fraud and Corruption policy, Whistle-blowing policy, fraud response plan and associated organisational procedures exist and provide the necessary reporting guidelines.</p> | <p>The Anti-Fraud and Corruption policy, Whistle-blowing policy, fraud response plan and associated organisational procedures exist and provide the necessary reporting guidelines.</p> |
| <p>7. What is management's communication, if any, to employees regarding their views on business practices and ethical behaviour?</p> | <p>The senior management team through consultation with its middle managers has adopted a comprehensive set of values which have been disseminated to all staff with guidance on how these values should be exhibited. These values are supported by a comprehensive suite of policies and procedures which are constantly being reviewed through working groups and when</p> | <p>The senior management team through consultation with its middle managers has adopted a comprehensive set of values which have been disseminated to all staff with guidance on how these values should be exhibited. These values are supported by a comprehensive suite of policies and procedures which are constantly reviewed and communicated to staff in various ways.</p> |

Enquiries of management – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>finalised communicated to staff in various ways. A standards and expectations policy has been drafted through engagement with middle leaders which sets out the standards that all employees are expected to meet in a number of areas related to conduct and behaviour. This complements Appendix 5 of General Standing Orders which outlines Officers code of conduct, applicable to all staff.</p> | <p>A standards and expectations policy has been drafted through engagement with middle leaders which sets out the standards that all employees are expected to meet in several areas related to conduct and behaviour. This complements Appendix 5 of General Standing Orders which outlines Officers code of conduct, applicable to all staff.</p> |
| <p>8. Are you aware of any instances of actual, suspected, or alleged fraud within the RCT Pension Fund (service organisation) since 1 April 2022?</p> | <p>We are not aware of any fraud within the RCT pension fund since 1st April 2021.</p> | <p>We are not aware of any fraud within the RCT pension fund since 1st April 2021.</p> |

Enquiries of those charged with governance – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Do you have any knowledge of actual, suspected or alleged fraud affecting the audited body?</p> | <p>There have been no reported instances of actual or suspected fraud since April 2021.</p> | <p>There have been no reported instances of actual fraud since April 2022.</p> <p>Suspected frauds have been identified during the year and the Fraud Response Plan has been activated twice. Ensuing investigations have shown these were not fraud and that our systems are effective in identifying such instances.</p> |
| <p>2. What is your assessment of the risk of fraud within the audited body, including those risks that are specific to the audited body's business sector?</p> | | <p>Fraud</p> <p>We have a contract for internal audit services that includes fraud alerts, advice, and awareness sessions. The last alert we received was in June 2022 in relation to fuel fraud because of the escalating cost of fuel. Following the alert, the issue was highlighted at a senior management team meeting and a review of our processes was undertaken. This would be the usual approach to alerts from our contractor.</p> <p>The finance team regularly receive awareness and training updates from banking providers to ensure vigilance against financial fraud. Instances of attempted fraud are shared with the wider team</p> |

Enquiries of those charged with governance – in relation to fraud

| Question | 2021-22 Response | 2022-23 Response |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | and logged with ICT as these attempts are usually electronic and made via email. |
| <p>3. How do you exercise oversight of:</p> <ul style="list-style-type: none"> • management's processes for identifying and responding to the risk of fraud in the audited body, and • the controls that management has established to mitigate these risks? | <p>The FAPM committee undertakes this role on behalf of the Fire and Rescue Authority. The FAPM committee scrutinise the corporate risk register on which it receives quarterly reports. They also scrutinise internal audit reports to ensure risks are managed and controls are robust.</p> | <p>The FAPM committee undertakes this role on behalf of the Fire and Rescue Authority. The FAPM committee scrutinise the corporate risk register on which it receives quarterly reports. They also scrutinise internal audit reports to ensure risks are managed and controls are robust.</p> <p>A key consideration of the Fraud Response Plan is the reporting of actual frauds to FAPM.</p> |

Appendix 2

Matters in relation to laws and regulations

International Standard for Auditing (UK and Ireland) 250 covers auditors' responsibilities to consider the impact of laws and regulations in an audit of financial statements.

Management, with the oversight of those charged with governance, is responsible for ensuring that the Council's operations are conducted in accordance with laws and regulations, including compliance with those that determine the reported amounts and disclosures in the financial statements.

As external auditors, we are responsible for obtaining reasonable assurance that the financial statements are free from material misstatement due to fraud or error, taking into account the appropriate legal and regulatory framework. The ISA distinguishes two different categories of laws and regulations:

- laws and regulations that have a direct effect on determining material amounts and disclosures in the financial statements
- other laws and regulations where compliance may be fundamental to the continuance of operations, or to avoid material penalties

What are we required to do?

As part of our risk assessment procedures we are required to make enquiries of management and those charged with governance as to whether the Council is in compliance with relevant laws and regulations. Where we become aware of information of non-compliance or suspected non-compliance we need to gain an understanding of the non-compliance and the possible effect on the financial statements.

Enquiries of management – in relation to laws and regulations

| Question | 2021-22 Response | 2022-23 Response |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. How have you gained assurance that all relevant laws and regulations have been complied with?</p> <p>Are there policies and procedures in place?</p> | <p>The Monitoring Officer has a general advisory role to the Fire and Rescue Authority as well as serving as Director of Corporate Services. He and the Head of Corporate Support are supported by a legal Services officer and specialist external legal advisors.</p> <p>In his role as responsible financial officer (S112) the Treasurer to the authority also ensures compliance with up to date regulations and guidance relating to financial reporting. The Treasurer is supported by qualified and experienced finance team.</p> | <p>The Monitoring Officer has a general advisory role to the Fire and Rescue Authority as well as serving as Director of Corporate Services. He and the Head of Corporate Support are supported by a legal Services officer and specialist external legal advisors.</p> <p>In his role as responsible financial officer (S112) the Treasurer to the Authority also ensures compliance with up-to-date regulations and guidance relating to financial reporting. The Treasurer is supported by a qualified and experienced finance team</p> |
| <p>2. Are you aware of any instances of non-compliance with laws or regulations? Is the entity on notice of any such possible instances of non-compliance?</p> | <p>Management are not aware of any non-compliance with relevant laws or regulations in 2021/22.</p> | <p>Management are not aware of any non-compliance with relevant laws or regulations in 2022/23.</p> |

Enquiries of management – in relation to laws and regulations

| Question | 2021-22 Response | 2022-23 Response |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 3. Are there any potential litigations or claims that would affect the financial statements? | All litigations or claims are explicitly disclosed or recorded as contingent liabilities in the financial statements. | All litigations or claims are explicitly disclosed or recorded as contingent liabilities in the financial statements. |
| 4. Have there been any reports from other regulatory bodies, such as HM Revenues and Customs which indicate non-compliance? | Management are not aware of any such non-compliance. | Management is not aware of any such non-compliance. |
| 5. Are you aware of any non-compliance with laws and regulations within RCT Pension Fund (service organisation) since 1 April 2022? | Management are not aware of any such non-compliance. | Management is not aware of any such non-compliance. |

Enquiries of those charged with governance – in relation to laws and regulations

| Question | 2021-22 Response | 2022-23 Response |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Are you aware of any non-compliance with laws and regulations that may be expected to have a fundamental effect on the operations of the entity?</p> | <p>The Fire and Rescue Authority are not aware of any instances of non-compliance with laws or regulation in 2021/22.</p> | <p>The Fire and Rescue Authority are not aware of any instances of non-compliance with laws or regulation in 2022/23.</p> |
| <p>2. How do those charged with governance, obtain assurance that all relevant laws and regulations have been complied with?</p> | <p>The Fire and Rescue Authority adopts a system of sub committees and working groups together with designated lead members for specific areas of work, through this framework members are able to effectively scrutinize the processes and actions taken to ensure compliance has taken place.</p> | <p>The Fire and Rescue Authority adopts a system of sub committees and working groups together with designated lead members for specific areas of work, through this framework members are able to effectively scrutinize the processes and actions taken to ensure compliance has taken place.</p> |

Appendix 3

Matters in relation to related parties

International Standard for Auditing (UK) 550 covers auditors' responsibilities relating to related party relationships and transactions.

The nature of related party relationships and transactions may, in some circumstances, give rise to higher risks of material misstatement of the financial statements than transactions with unrelated parties.

Because related parties are not independent of each other, many financial reporting frameworks establish specific accounting and disclosure requirements for related party relationships, transactions and balances to enable users of the financial statements to understand their nature and actual or potential effects on the financial statements. An understanding of the entity's related party relationships and transactions is relevant to the auditor's evaluation of whether one or more fraud risk factors are present as required by ISA (UK and Ireland) 240, because fraud may be more easily committed through related parties.

What are we required to do?

As part of our risk assessment procedures, we are required to perform audit procedures to identify, assess and respond to the risks of material misstatement arising from the entity's failure to appropriately account for or disclose related party relationships, transactions, or balances in accordance with the requirements of the framework.

Enquiries of management – in relation to related parties

| Question | 2021-22 Response | 2022-23 Response |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Have there been any changes to related parties from the prior year? If so, what is the identity of the related parties and the nature of those relationships? Confirm these have been disclosed to the auditor.</p> | | <p>Related parties have remained substantially the same and are disclosed in detail in the statement of account.</p> |
| <p>2. What transactions have been entered into with related parties during the period? What is the purpose of these transactions? Confirm these have been disclosed to the auditor.</p> | | <p>Details of related parties are disclosed in the statement of account. An audit trail has been maintained within our working paper files to support this.</p> |
| <p>3. What controls are in place to identify, account for and disclose related party transactions and relationships?</p> | <p>An annual disclosure for the Statement of Accounts is required for all senior officers, any officer with budget responsibility in addition to Fire Authority members to declare any related party transactions in accordance with IAS 24. Each year at the AGM members sign a</p> | <p>An annual disclosure for the Statement of Accounts is required for all senior officers, any officer with budget responsibility in addition to Fire Authority members to declare any related party transactions in accordance with IAS 24.</p> |

Enquiries of management – in relation to related parties

| Question | 2021-22 Response | 2022-23 Response |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | declaration of interests which is also held on file which is cross referenced for consistency. | Each year at the AGM members sign a declaration of interests which is also held on file and is cross referenced to the related party disclosure for consistency and completeness. |
| 4. What controls are in place to authorise and approve significant transactions and arrangements: <ul style="list-style-type: none"> • with related parties, and • outside the normal course of business? | | <p>The same controls as for any significant transactions, i.e., procurement processes, segregation of duties/authorisation, internal risk assessments, internal audit regime etc.</p> <p>Outside normal business items are discussed and agreed SMT level.</p> |

Enquiries of those charged with governance – in relation to related parties

| Question | 2021-22 Response | 2022-23 Response |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1. How those charged with governance, exercise oversight of management's | Through FAPM scrutiny, forward work programmes, Fire and Rescue Authority | Through FAPM scrutiny, forward work programmes, Fire and Rescue Authority |

Enquiries of those charged with governance – in relation to related parties

| Question | 2021-22 Response | 2022-23 Response |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <p>processes to identify, authorise, approve, account for and disclose related party transactions and relationships?</p> | <p>approval of the annual statement of accounts and audit of the same.</p> | <p>approval of the annual statement of accounts and audit of the same.</p> |

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE AUTHORITY**
ANNUAL GENERAL MEETINGAGENDA ITEM NO 15
12 JUNE 2023

REPORT OF THE HEAD OF CORPORATE SUPPORT

ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE**THIS REPORT IS FOR INFORMATION**REPORT APPROVED BY DIRECTOR OF CORPORATE SERVICES
REPORT PRESENTED BY SARAH WATKINS, HEAD OF CORPORATE SUPPORT**SUMMARY**

This report is the draft annual report on the work of the Finance, Audit & Performance Management Committee for the municipal year 2022/2023.

RECOMMENDATIONS

That Members consider the report and make any necessary amendments to its content prior to reporting to the Fire & Rescue Authority as a summary of the workload carried out by Finance, Audit & Performance Management Committee during the municipal year.

1. BACKGROUND

1.1 This report sets out the annual report of the Finance, Audit and Performance Management Committee (FAPM) during the municipal year.

2. ISSUE

2.1 As Members will be aware, FAPM was established to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.

2.2 FAPM is responsible for:

- the planning and management of the Authority's financial resources, including authorising expenditure, virement of funds and donations of equipment or other property within the remit of the Authority's Financial Regulations.
- overseeing the financial reporting process and provides a detailed examination of financial performance, including the extent that this

affects the Authority's exposure to risk and weakens the control environment.

- demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.

2.3 FAPM provides assurance that available funding and assets are utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire & Rescue Authority by reviewing, challenging and monitoring:

- the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement.
- the management of the Authority's assets
- how the Authority manages its performance and how this is presented in a meaningful way to the public and its stakeholders.

2.4 Appendix 1 to this report contains the Annual Report of the work of FAPM for the municipal year.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|-------------------------------------------------|----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Well-Being Of Future Generations (Wales) Act | No |
| Socio Economic Duty | No |
| Sustainability / Environment / Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.1.1 Although not specifically addressed in this report, many of the papers that FAPM receives during the municipal year provide cognisance to many of the aspects within this Community and Environment section, particularly Well-Being of Future Generations Act, the Socio Economic Duty and Sustainability.

3.2 Regulatory, Strategy and Policy

| | |
|------------------------------|-----|
| Legal | No |
| Financial | Yes |
| Procurement | No |
| Corporate Risk | Yes |
| Information Management | No |
| Data Protection / Privacy | No |
| Health, Safety and Wellbeing | No |
| Governance & Audit | Yes |
| Service Policy | No |
| National Policy | No |

3.2.1 The FAPM Committee by virtue of its terms of reference and the papers it receives provides scrutiny of and assurance to the Authority in terms Financial, Corporate Risk and Governance and Audit.

3.3 Resources, Assets and Delivery

| | |
|-----------------------------------------------------|-----|
| Human Resources and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | Yes |
| Procurement | No |
| Budget Revenue/Capital | Yes |

3.3.1 By virtue of reviewing and scrutinising progress against Priority Actions and the Statutory PI's, the FAPM Committee discharges responsibilities and provides assurance to the Authority of the appropriate progress and performance against Service Delivery.

3.3.2 Additionally, FAPM provides robust and vigorous scrutiny and challenge to the Statement of Accounts, Medium Term Financial Plan, Revenue and Capital monitoring and Treasury Management Outturn.

4. RECOMMENDATIONS

4.1 That Members consider the report and make any necessary amendments to its content prior to reporting to the Fire & Rescue Authority as a summary of the workload carried out by Finance, Audit & Performance Management Committee during the municipal year.

| | |
|-------------------------|--------------------------------------------|
| Contact Officer: | Sarah Watkins Head of Corporate Support |
|-------------------------|--------------------------------------------|

| Background Papers: | Date | Source/Contact |
|---------------------------|-------------|-----------------------|
| None | | |

| | |
|--------------------|-------------------------------------------------|
| Appendices: | |
| Appendix 1 | Annual Report of the Work of the FAPM Committee |

APPENDIX 1**DRAFT ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE****1. PURPOSE OF THE COMMITTEE.**

- 1.1 As Members will be aware, the Finance, Audit & Performance Management Committee was established to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and the attainment of related performance targets.
- 1.2 The Committee is responsible for the planning and management of the Authority's financial resources including authorising expenditure, virement of funds and donations of equipment or other property. It oversees the financial reporting process and provides a detailed examination of financial performance including the extent that this affects the Authority's exposure to risk and weakens the control environment. The Committee also provides assurance of the adequacy of the risk management framework and associated control environment. Within the scope of the Committee, it also assists the Fire & Rescue Authority in policy and strategy development issues relating to Finance, Audit & Performance Management and Good Governance issues.
- 1.3 To discharge its functions the Committee plans its work through a forward work programme. The work of the Committee broadly falls under three distinct categories, namely: financial; policy, audit or development; and scrutiny. For the purposes of this report it is intended that an overview of the work undertaken by the Committee in the 2022/2023 municipal year is detailed under each of the sub headings.

2. FINANCIAL

- 2.1 The Committee is specifically tasked with reviewing and challenging where necessary the Authority's financial statements, interim reports, preliminary projections and related formal statements before clearance by the auditors. Particular attention is paid to:
 - 2.1.1 The critical accounting policies and practices and any changes in them.
 - 2.1.2 The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed.
 - 2.1.3 The clarity of reports.
 - 2.1.4 Significant adjustments resulting from audits.
 - 2.1.5 Compliance with accounting standards.
 - 2.1.6 Compliance with other legal requirements.

- 2.2 The Committee also monitors the management action in response to issues raised in relation to financial reporting and carries out spending reviews of budgets to enable reviews of current spending policy.
- 2.3 In discharging these functions the Committee has undertaken a large amount of work this year on a variety of financial issues. This work has included the following:
- 2.4 **Revenue and Capital Monitoring** – The Committee has considered in detail regular monitoring reports in respect of the current financial year’s revenue and capital budgets which provide an update of expenditure against the budget for the year. Detailed scrutiny has taken place in respect of variations against budget, and further reports or information have been requested where appropriate to address Members’ queries. Detailed questioning has been undertaken in respect of various costings, including approving virements. Members also noted the budget and progress of capital schemes and approved alterations noting the associated funding streams.
- 2.6 **Revenue and Capital Outturn** – Members considered the revenue and capital outturn reports for the previous financial year which advise on total revenue and capital expenditure against the respective budgets following the year end. Members scrutinised year end variations and used this information to help understand the budget pressures and to influence budget setting for subsequent years. Members received reports on the outturn position and deployment of usable reserves.
- 2.7 **Reserves Strategy** – Members were updated on the reserves position of the Authority and, in accordance with best practice, considered and scrutinised their stance on reserves and reaffirmed the previous strategy with regard to reserves.
- 2.8 **Revenue and Capital Budget Setting** – The Committee and its Finance, Asset & Performance Management Scrutiny Group have taken a detailed role in assisting in the formulation of the appropriate revenue and capital budgets required to meet the Service’s requirements for the next financial year. The work has once again been greatly assisted by a full review of the Authority’s Medium Term Financial Plan, which has been updated accordingly. The culmination of this work resulted in the Authority resolving to consult on a budget increase of 12.7% as recommended by the Committee for the coming year, a budget subsequently approved by the Authority.
- 2.9 **Statement of Accounts 2021/2022** – In July 2022, the Committee were presented the draft Statement of Accounts for 2021/2022 and the

Treasurer was given authority to make any necessary amendments that may be required as a consequence of the audit process. The final Statement of Accounts was reported to the Fire & Rescue Authority in September 2022. The Annual Audit Summary for 2021/2022 was also directly reported to the Fire & Rescue Authority at its February 2023 meeting.

- 2.10 **Treasury Management** – In October 2022, the Committee considered the Treasury Management annual report which advises on performance against the Treasury Management Policy and Strategy following the financial year end. The report provided Members with an opportunity to scrutinise performance and also to assess any implications for the current strategy and budget setting proposals for the following financial year. Members noted the annual treasury management review for 2021/2022 and approved the actual prudential and treasury indicators set therein.
- 2.11 In December 2022, the Committee considered the Treasury Management mid-term report which outlined performance against the Treasury Strategy from April to September of the current financial year. Detailed scrutiny and questioning took place resulting in recommendations to the Fire & Rescue Authority to approve the revised Strategy.
- 2.12 **Medium Term Financial Strategy** – Members received updates on the Medium Term Financial Strategy and were informed of the best, medium and worst case scenarios that had been used in the financial modelling that had been undertaken and were afforded the opportunity to scrutinise the process and scrutinise the implications for the Service of various scenarios.

3. POLICY, AUDIT OR DEVELOPMENT

- 3.1 The Committee has specific responsibilities in relation to internal control and risk management; internal audit; external audit and inspection; performance management; and the Local Government Measure. In relation to internal control and risk management, the Committee is responsible for reviewing the Authority's procedures for detecting fraud and corruption and whistleblowing, and ensuring that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, finance control and any other matters. The Committee also reviews officers and the internal auditor's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management, and monitors the integrity of the Authority's internal financial controls. The Committee is also required to review and approve the Authority's assurance statements, including the Annual Governance Statement, and be

satisfied that they properly reflect the risk environment and any actions required to improve it. In addition, Members assess the scope and effectiveness of the systems established to identify, assess, manage and monitor financial risk, and review and approve the Authority's Corporate Risk Register.

- 3.2 **Internal Audit** – In relation to internal audit, the Committee is required to review and approve the internal audit programme for the Authority and ensure that the internal audit function is adequately resourced. In this respect it receives reports on the results of the internal auditor's work on a periodic basis and receives the annual report of the internal auditor. The Committee reviews and monitors action taken by departments as a result of the internal auditor's findings and recommendations, and monitors and assesses the role and effectiveness of the internal audit function in the overall context of the Authority's risk management system. Where necessary, direct action is to be taken as a consequence of an internal audit report if required.
- 3.3 The Committee agreed an annual internal audit programme for 2022/2023 at their meeting in July 2022, covering the areas identified below. Since the programme was agreed, the Committee has considered in detail the progress and findings of the relevant audits:
- Collaboration – Co-location
 - Rosters
 - Human Resources Management – Wellbeing
 - Station Visits
 - Payroll
 - Contract Management
 - General Data Protection Regulation (GDPR)
 - ICT Network Security
 - Key Financial Controls
 - Risk Management – Mitigating Controls
 - Human Resources Management – Training
 - Sustainable Procurement
- 3.4 Members have noted the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.
- 3.5 **External Audit** – In relation to external audit and inspection, the Committee is responsible for overseeing the Authority's relations with the external auditor. It approves the terms of engagement to the external auditor in respect of auditing inspection services received by the Authority.
- 3.6 The Committee also reviews with the external auditor the findings of their work including any major issues that arise during the course of an audit, key accounting and audits judgements, level of errors identified during the audit, and obtain explanations from managers or auditors as to why

certain errors might remain unadjusted. In addition, the Committee reviews and monitors the actions taken by departments as a result of the external auditor's findings and recommendations and, where necessary, direct action should be taken as a consequence of an external audit report.

- 3.7 In October 2022 the Committee received the Audit Wales Final Audit Letter advising on the conclusion of the financial audit.
- 3.8 Members also assess at the end of the audit cycle the effectiveness of the audit process by reviewing whether the auditor has met the agreed audit plan and understanding the reasons for any change (including changes in perceived audit risks and the work undertaken by the external auditors to address those risks); consideration of the robustness and perceptiveness of the auditors in handling of the key accounting and audit judgements; responding to questions from the Committee, and their commentary, where appropriate, on the systems of internal control.
- 3.9 Previously the Fire & Rescue Authority required that the Committee meets with both internal and external auditors without management present to discuss the audit work of the Authority. Following discussions with the Committee, internal and external auditors' agreement was made that meeting annually was sufficient.
- 3.10 **Performance Management** – The Committee receives all external reports on the performance of the Authority and considers and recommends to the Fire & Rescue Authority action plans relating to these reports and monitors progress against the approved action plans. In relation to the Wales Programme for Improvement, the Committee reviews, approves and challenges, where necessary, the performance and improvement plan; the operational and non-operational assurance self-assessment when appropriate; the joint risk assessment; and any other periodic reports on performance management of relevant areas of the Service. In addition, the Committee considers comparative studies, including benchmarking and best practice.
- 3.11 As a consequence, the Committee has to date considered reports on progress of audit, scheme and circular action updates and also provides detailed scrutiny of the Service's Strategic Risk Register. In addition, considerable time has been taken up considering progress against the Statutory Performance Indicators the Service reports against to Welsh Government; and its health check of performance against the Priority Actions identified by the Service as being required to be implemented to achieve the eight Strategic Themes approved by the Authority in its ten-year Strategic Plan.

4. ADDITIONAL AREAS OF WORK UNDERTAKEN

- 4.1 In addition to the work above, the Finance, Audit & Performance Management Committee undertook several other pieces of detailed work during in the final meeting of the municipal year.
- 4.2 **Treasury Management Strategy Report** - To secure Members' approval to the adoption of the Treasury Management Strategy for the following financial year.
- 4.3 **Draft Annual Report of the Work of the FAPM Committee** - To consider the draft report on the annual work of the Committee before its submission to the Fire Authority and to ensure the Authority has efficient use of resources and robust procedures in place to ensure and manage this.
- 4.4 **Internal Audit Programme** - To outline the planned internal audit coverage for the financial year and to seek comment and approval.
- 4.5 **Revenue Monitor** - To provide an update on revenue expenditure against the revenue budget for the year.
- 4.6 **Capital Monitor** - To provide an update on capital expenditure against the capital budget for the year.
- 4.7 **Health Check of Priority Actions and Q3 progress against the Statutory PI's** - To scrutinise progress of the Service's Priority Actions and statutory PI's as at the end of Q3.
- 4.8 **Internal Audit Annual Report** - To provide an opinion on the adequacy and effectiveness of risk management, control and governance processes based on the internal audit work undertaken during the financial year. This will support the statement of internal control.
- 4.9 **Corporate - Departmental Risk Register** - To seek Members' views upon the Corporate Departmental Risk Register.
- 4.10 **Register of Gifts and Hospitality** - To advise Members of gifts and hospitality accepted and declined by Members and Officers during the year.

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE AUTHORITY**
ANNUAL GENERAL MEETINGAGENDA ITEM NO 16
12 JUNE 2023

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**ANNUAL REPORT OF THE WORK OF THE HR & EQUALITIES COMMITTEE
DURING 2022/2023****THIS REPORT IS FOR INFORMATION**REPORT APPROVED BY ACO A REED
REPORT PRESENTED BY ACO A REED**SUMMARY**

This report informs Members of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2022/2023.

RECOMMENDATIONS

That Members note the work of the HR & Equalities Committee.

1. BACKGROUND

- 1.1 This report summarises the work that the HR & Equalities Committee has undertaken over the last twelve months.

2. ISSUES

- 2.1 As Members will be aware, the HR & Equalities Committee was established to demonstrate the Authority's commitment to ensuring that the Service has a well-equipped, skilled, and motivated workforce, that is able to work safely and whose composition reflects the diverse communities it serves.
- 2.2 To discharge its functions the Committee plans its work through a Forward Work Programme. The work of the Committee broadly falls under distinct categories, namely:- Human Resources (including Occupational Health), Training & Development, and Equality & Diversity.
- 2.3 For the purpose this report it is intended that an overview of the work undertaken by the Committee in the 2022/2023 Municipal Year is detailed under each of the sub-headings.

2.4 HUMAN RESOURCES DEPARTMENT

- 2.4.1 The Fire & Rescue Authority established a Local Pension Board (LPB) in April 2015 in order to be able to fulfil its statutory commitments to the management of its devolved Pension Schemes. The HR & Equalities Committee is now responsible for addressing Welsh Government Pension Circulars and as a Board for Internal Disputes Resolution for pension matters, administered through the department. The Committee may provide information to the Local Pension Board.
- 2.4.2 The HR Department is working towards devolving more HR responsibilities to line management and to equip Line Managers with the skills to undertake HR activities to improve HR performance management and develop reporting procedures.
- 2.4.3 It continues to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology with the implementation of Core HR, and implementing revised and new policies and procedures. Additionally it provides greater support to Line Managers on a day-to-day and face-to-face basis.
- 2.4.4 The Occupational Health Unit continues to provide a wide range of services required by Fire & Rescue Authorities under Health & Safety Law, Employment Law, Pension Provisions, and in accordance with directions issued by relevant government departments. Firefighting can be an extremely demanding and hazardous occupation, requiring high level of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our continuing effort to maintain optimum operational effectiveness and efficiency.
- 2.4.5 The HR & Equalities Committee received reports from the HR Department throughout 2021/2022 and these are summarised in Appendix 1 attached to the report.
- 2.4.6 Within South Wales Fire & Rescue Service the main Diversity & Equalities and Welsh Language officers report through the HR Department.
- 2.4.7 The various strands of equality and diversity are embedded in every directorate plans and throughout functional and operational activities.

2.4.8 The HR & Equalities Committee received a range of reports throughout 2022/2023 and these are summarised in Appendix 1 attached to the report.

2.5 TRAINING & DEVELOPMENT DEPARTMENT

2.5.1 Committee Members received reports which appraised them of the structure and functions of the Training & Development Department, the major objectives and issues facing the department, and the issues associated with the delivery of functions through the Cardiff Gate Training Centre contract.

2.5.2 Members noted that the work of the department has developed to continuously meet the ever-changing demands of South Wales Fire & rescue Service by developing a flexible approach to the changing demands linked to key legislation:- Fire & Rescue Service Act 2004, Civil Contingencies Act 2004, Health & Safety at Work Act 1974, etc., and Road Traffic Act 1974.

2.5.3 The HR & Equalities Committee received reports from the Training & Development Department throughout 2021/2022 and these are summarised in Appendix 2 attached to the report.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--------------------------------------------------|-----|
| Equality, Diversity and Inclusion | Yes |
| Welsh Language | Yes |
| Wellbeing of Future Generations (Wales) Act 2015 | Yes |
| Socio Economic Duty | Yes |
| Sustainability/Environment/Carbon Reduction | Yes |
| Safeguarding | Yes |
| Consultation and Communications | Yes |
| Consultation with Representative Bodies | Yes |
| Impact Assessment | Yes |

3.1.1 There are no immediate financial issues arising as a result of this report, but the plan provides a strategic planning framework for future years.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|-----|------------------------------|-----|
| Legal | Yes | Data Protection / Privacy | Yes |
| Financial | Yes | Health, Safety and Wellbeing | Yes |
| Procurement | Yes | Governance & Audit | Yes |
| Corporate Risk | Yes | Service Policy | Yes |
| Information Management | Yes | National Policy | Yes |

3.3 Resources, Assets and Delivery

| | |
|-----------------------------------------------------|-----|
| Human Resource and People Development | Yes |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. EVALUATION & CONCLUSIONS

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this report.

5. RECOMMENDATIONS

- 5.1 That Members note the work of the HR & Equalities Committee.

| | |
|--------------------------|------------------------------------------------|
| Contact Officer: | ACO Alison Reed Director of People Services |
| Background Papers | Appendices 1 & 2 |

APPENDIX 1

REPORTS AND CIRCULARS RECEIVED BY THE HR & EQUALITIES COMMITTEE DURING 2022/2023

REPORTS FOCUSING ON HR, E D & I AND WELSH LANGUAGE:-

- **NJC for Brigade Managers Salaries and Numbers Survey 2020**

To provide Members with an update on the NJC annual survey of FRA's Brigade Managers roles in terms of gender, ethnic origin, age, and the use of Grey Book terms and conditions.

- **Report on Personal Reviews**

To update Members on the launch of the new Personal Review process, including the pilot phase, the upskilling and the digital solution.

- **Pension Circulars**

Purpose is to update Members on pension circulars received from the Welsh Government.

- **Report on Occupational Health Activity 2021/22**

To provide Members with an update on the variety of services delivered by the Occupational Health Unit.

- **Annual Report on Discipline & Grievance**

Purpose is to update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service, and to identify the actions that have taken place in order to enable greater organisational improvement.

- **Update on Learning Pathways**

To update Members on the work being undertaken to introduce learning pathways to all staff groups in the Service.

- **Update report on Job Evaluation process**

- **Report on People Plan 2021-2024 & All Wales POD Strategy**

To provide Members with an update on South Wales Fire & Rescue Service's People Strategy 2021-2024, and progress against the key themes

- **Annual Pay Policy Statement 2022/2023**

Purpose is to inform Members and to enable the Service's Policy to be evaluated.

- **Report on Gender Pay Gap Statement**

Purpose is to update Members on analysis of Gender Pay Gap across the Service.

- **Summary of HR & Training Reports**

Purpose is for Members to consider the annual report of the work of the HR & Equalities Committee before its submission to the Fire & Rescue Authority.

- **Structure update report**

- **Recruitment & Attraction**

- **Proposed increased salary increments for On-Call firefighters**

To provide Members with details of proposed salary increment for On-Call personnel.

- **Annual Welsh Language Report**

The purpose of this report is to update Members on the Service's compliance and progress with the Welsh Language Standards.

- **Review of Service response to the Socio Economic**

- **Strategic Equality Plan Update 202-2025 & Annual Equality Report**

To update Members of progress towards the Service's Strategic Equality Plan 2020-2025.

APPENDIX 2**TRAINING REPORTS**

- **Update on Investors in People (IIP)**
- **Review of Training & Development Activities 2021/2022 & Apprenticeship Scheme**

To update members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE AUTHORITY**
ANNUAL GENERAL MEETINGAGENDA ITEM NO 17
12 JUNE 2023

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**ANNUAL REPORT OF THE WORK OF THE LOCAL PENSION BOARD
2022/2023****THIS REPORT IS FOR INFORMATION**REPORT APPROVED BY ACO PEOPLE SERVICES, ALISON REED
REPORT PRESENTED BY ACO A REED**SUMMARY**

This report informs Members of the work that the Local Pension Board Committee has undertaken during the Municipal Year 2022/2023.

RECOMMENDATIONS

That Members note the work of the Local Pension Board Committee.

1. BACKGROUND

1.1 This report summarises the work that the Local Pension Board Committee has undertaken over the last twelve months.

2. ISSUES

2.1 As Members will be aware, the Local Pension Board Committee was established to demonstrate the Authority's commitment to ensuring that it fulfils its statutory obligations as required by the Public Service Pension Act 2013.

2.2 To discharge its functions the Board plans its work through a Forward Work Programme.

2.3 For the purpose of this report an overview of the work programme undertaken by the Board in the 2022/2023 Municipal Year is attached at Appendix 1.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|--------------------------------------------------|-----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Wellbeing of Future Generations (Wales) Act 2015 | No |
| Socio Economic Duty | No |
| Sustainability/Environment/Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | Yes |
| Consultation with Representative Bodies | Yes |
| Impact Assessment | No |

3.1.1 There are no immediate financial issues arising as a result of this report, but the plan provides a strategic planning framework for future years.

3.2 Regulatory, Strategy and Policy

| | | | |
|------------------------|-----|------------------------------|-----|
| Legal | Yes | Data Protection / Privacy | Yes |
| Financial | Yes | Health, Safety and Wellbeing | No |
| Procurement | Yes | Governance & Audit | Yes |
| Corporate Risk | Yes | Service Policy | Yes |
| Information Management | Yes | National Policy | Yes |

3.3 Resources, Assets and Delivery

| | |
|-----------------------------------------------------|-----|
| Human Resource and People Development | Yes |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. EVALUATION & CONCLUSIONS

4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this report.

5. RECOMMENDATIONS

5.1 That Members note the work of the Local Pension Board Committee.

| | |
|--------------------------|------------------------------------------------------------------|
| Contact Officer: | ACO Alison Reed Director of People Services |
| Background Papers | Appendix 1 – Work Programme undertaken by the Board in 2022/2023 |

THIS PAGE IS INTENTIONALLY BLANK

APPENDIX 1

**PROGRAMME OF WORK UNDERTAKEN BY THE
LOCAL PENSION BOARD IN THE MUNICIPAL YEAR 2022/2023**

| Report Name | Purpose of report | Date Presented |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------|
| To review Key Performance Indicators and Scheme Data for Firefighters Pension Scheme | To update Members on performance against Key Performance Indicators as per the SLA. | 4 July 2022 |
| Internal Dispute Resolution Procedures – Update on cases over last 12 months | To update Members on the procedure for IDRP following an update in June 2022. | 4 July 2022 |
| Report on McCloud-Tapering – No of ID cases processed | To update Members on the McCloud case. | 4 July 2022 |
| Standard item – Recent publications, updates, information | To update Members re FPS Bulletins, LGA advice on Immediate Detriment, Home Office advice on Immediate Detriment. | 4 July 2022 |
| Training Session for Members | To update Members. | 4 July 2022 |
| Scheme Pay Review | To review current policy | 4 July 2022 |
| Update report on Publication of Annual Benefits Statement | To update Members | 17 October 2022 |

| | | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|
| Report to review Key Performance Indicators | To update Members on performance against Key Performance Indicators as per the SLA. | 17 October 2022 |
| Update report on Firefighter Pensions - Remediating Age Discrimination | To update Members | 17 October 2022 |
| Update report from Scheme Advisory Board | To update Members on items discussed at the Scheme Advisory Board. | 17 October 2022 |
| Standard item – Recent publications, updates, information | To update Members | 17 October, 2022 |
| Training Session for Members | To update Members | 17 October 2022 |
| Report to review Key Performance Indicators | To update Members on the position regarding immediate Detriment cases. | 23 January 2023 |
| Update report on McCloud – Immediate Detriment | To update Members | 23 January 2023 |
| The Pensions Regulator Returns 2020-2021 | To update Members and for awareness and discussion | 23 January 2023 |
| Standard item – Recent Publications, Updates, Information | To update Members on FPS Bulletins | 23 January, 2023 |

| | | |
|---------------------------------------------------|-------------------|-----------------|
| Update report from Scheme Advisory Board – Verbal | To update Members | 23 January 2023 |
| Training Session for Members | To update Members | 23 January 2023 |

THIS PAGE IS INTENTIONALLY BLANK

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN

SOUTH WALES FIRE & RESCUE AUTHORITY
ANNUAL GENERAL MEETING

AGENDA ITEM NO 18
12 JUNE 2023

REPORT OF THE HEAD OF CORPORATE SUPPORT

ANNUAL REPORT ON DISCHARGE OF TERMS OF REFERENCE OF THE SCRUTINY GROUP

THIS REPORT IS FOR INFORMATION

REPORT APPROVED BY DIRECTOR OF CORPORATE SERVICES
REPORT PRESENTED BY HEAD OF CORPORATE SUPPORT – SARAH WATKINS

SUMMARY

This report is the draft annual report on the work of the Scrutiny Group for the municipal year 2022/2023.

RECOMMENDATIONS

That Members consider the report and make any necessary amendments to its content prior to reporting to the Fire & Rescue Authority as a summary of the workload carried out by the Scrutiny Group.

1. BACKGROUND

1.1 This report sets out the annual report of the Scrutiny Group (SG) during the municipal year.

2. ISSUE

2.1 As Members will be aware, SG was established to:

- review and/or scrutinise decisions made, or actions taken in connection with the discharge of any of the Fire & Rescue Authority's functions whether by the Authority or its committees.
- make reports and/or recommendations to the Fire & Rescue Authority and/or the Committees, in connection with the discharge of any functions.
- consider any matter affecting the Fire & Rescue Authority area or its inhabitants; and
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Authority and Officers.

2.2 The SG has 5 specific functional areas:

- Policy Development and Review
- Scrutiny
- Finance
- Performance
- Annual Report.

2.3 Appendix 1 to this report contains the Annual Report of the work of SG for the municipal year.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|-------------------------------------------------|----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Well-Being Of Future Generations (Wales) Act | No |
| Socio Economic Duty | No |
| Sustainability / Environment / Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.1.1 Although not specifically addressed in this report many of the papers that SG receives during the municipal year provide cognisance to many of the aspects within this Community and Environment section, particularly Well-Being of Future Generations Act, the Socio-Economic Duty and Sustainability.

3.2 Regulatory, Strategy and Policy

| | |
|------------------------------|-----|
| Legal | No |
| Financial | Yes |
| Procurement | No |
| Corporate Risk | Yes |
| Information Management | No |
| Data Protection / Privacy | No |
| Health, Safety and Wellbeing | No |
| Governance & Audit | Yes |
| Service Policy | No |
| National Policy | No |

3.2.1 The SG by virtue of its terms of reference and the papers it receives provides scrutiny of and assurance to the Authority in terms of Financial, Corporate Risk and Governance and Audit.

3.3 Resources, Assets and Delivery

| | |
|-----------------------------------------------------|-----|
| Human Resources and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | Yes |
| Procurement | No |
| Budget Revenue/Capital | Yes |

3.3.1 By virtue of reviewing and scrutinising progress against Priority actions and PI's the SG discharges responsibilities and provides assurance to the Authority of the appropriate progress and performance against Service Delivery.

3.3.2 Additionally, SG provides robust and vigorous scrutiny and challenge to the Statement of Accounts, Medium Term Financial Plan, Revenue and Capital monitoring and Treasury Management Outturn.

4. RECOMMENDATIONS

4.1 That Members consider the report and make any necessary amendments to its content prior to reporting to the Fire & Rescue Authority as a summary of the workload carried out by the Scrutiny Group.

| | |
|-------------------------|--------------------------------------------|
| Contact Officer: | Sarah Watkins Head of Corporate Support |
|-------------------------|--------------------------------------------|

| Background Papers: | Date | Source/Contact |
|---------------------------|-------------|-----------------------|
| None | | |

| Appendices: | |
|--------------------|-------------------------------------------------|
| Appendix 1 | Annual Report of the Work of the Scrutiny Group |
| | |

THIS PAGE IS INTENTIONALLY BLANK

APPENDIX 1**ANNUAL REPORT OF THE SCRUTINY GROUP 2022-2023****1. PURPOSE OF THE SCRUTINY GROUP**

1.1 As Members will be aware, the Scrutiny Group was established to achieve two purposes:

1.1.1 Firstly, to demonstrate the Authority's commitment to the efficient and effective deployment of public resources and to give assurance that available funding is utilised as efficiently and effectively as possible to protect the level of service offered to the public within the core priorities defined by the Fire & Rescue Authority. This was considered necessary to enable detailed and in-depth scrutiny of the Service's operations and its budgets in a manner that was not possible within the time constraints posed within the Committee structure.

1.1.2 Secondly, to demonstrate the Authority's commitment to the efficient and effective management of its assets, and to give assurance that its assets are utilised as efficiently and effectively as possible to ensure that the level of service offered to the public, within the core priorities defined by the Fire & Rescue Authority, is delivered.

1.2 The Scrutiny Group achieves this through discharging its specific responsibilities which are to:

- review and/or scrutinise decisions made, or actions taken in connection with the discharge of any of the Fire & Rescue Authority's functions whether by the Authority or its committees;
- make reports and/or recommendations to the Fire & Rescue Authority and/or the Committees; in connection with the discharge of any functions;
- consider any matter affecting the Fire & Rescue Authority area or its inhabitants; and
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Authority and Officers.

1.3 The five Specific Functions of the scrutiny group are:

1.3.1 **Policy Development and Review:**

- assist the Fire & Rescue Authority in the development of policy framework by in-depth analysis of policy issues;
- question members of the Authority and/or Committees and Officers about their views on issues and proposals affecting the area; and

- liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working;
- consider the impact of policies to assess if they have made a difference.

1.3.2 Scrutiny:

- review and scrutinise the decisions made by and performance of the Authority and/or Committees and Officers both in relation to individual decisions and over time;
- review and scrutinise the performance of the Authority in relation to its policy objectives, performance targets and/or particular service areas;
- question members of the Authority and/or Committees and Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- make recommendations to the Authority and/or appropriate Committee arising from the outcome of the Scrutiny process;
- review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Group and local people about their activities and performance; and
- question and gather evidence from any person (with their consent).

1.3.3 Finance

- The Scrutiny Group may review and scrutinise the Authority's:
 - Medium Term Financial Strategy
 - Revenue Budget setting and monitoring processes
 - Capital Programme and associated budgets.

1.3.4 Performance

- The Scrutiny Group may undertake the scrutiny of the performance of the Service against the Corporate Objectives, Strategic Themes, associated strategies, plans and performance indicators.
- The Scrutiny Group may also receive progress reports from Member Champions to monitor progress and improvement in associated areas.

1.3.5 Annual Report

- The Scrutiny Group will report annually to the Authority on their workings and make recommendations for future work programmes and amended working methods if appropriate.

2. WORK OF THE SCRUTINY GROUP

During the municipal year 2022-2023 the work of the Scrutiny Group was as follows:

- 2.1 **Scrutiny Group Proposed New Terms of Reference** - To provide an overview of the changes to the terms of reference.
- 2.2 **Review Revenue & Capital Outturn** - To provide Members with a detailed analysis of areas of under and overspend.
- 2.3 **Medium Term Financial Strategy** - To provide Members with a detailed update of the potential WG budget settlements and the financial impact and position of the Authority encompassing proposed project savings.
- 2.4 **Revenue & Capital Budget Setting 2022/23** - To enable Members to have a detailed understanding of the construction of the revenue and capital budget proposals for 2022/23 and allow effective scrutiny to be applied.
- 2.5 **Overview of FA and Committee Work Programmes** - To enable Members to identify areas/themes for Scrutiny.
- 2.6 **Strategic Risk Report** - To scrutinise the strategic risks facing the organisation and the mitigation measures already in place, and further actions planned to reduce risk further.
- 2.7 **Assurance Metrics** – Review of BMIS Assurance Metrics - To review the Assurance Metrics within the BMIS System for Members to identify future areas for scrutiny.
- 2.8 **Extract from Draft Constitution** - Chapter 6, Scrutiny Committee - To review the Scrutiny Committee section of the draft Constitution.
- 2.9 **Scrutiny of Departmental Risks** - To scrutinise the highest departmental risks facing the organisation and the mitigation measures already in place and further actions planned to reduce risk further.
- 2.10 **Scrutiny of Policy Management** - To allow Members to scrutinise the Policy Management Process.
- 2.11 **Report on Responses to the Consultation of the draft rolling Strategic Plan and Priority Actions 2023/24** - To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan.
- 2.12 **Economic & Social Value of the UKFRS** - To advise Members of the work of the NFCC Economic & Social Value.

- 2.13 **Scrutiny of Pay Policy** - To scrutinise the Service's Pay Policy ahead of the Fire & Rescue Authority meeting on 27 March 2022.
- 2.14 **Scrutiny of Gender Pay Gap** - To scrutinise the Service's Gender Pay Gap Policy ahead of the Fire & Rescue Authority meeting on 27 March 2022.

3 FURTHER AREAS OF SCRUTINY

- 3.1 **Draft Annual Governance Statement** - To allow Members to consider the draft Annual Governance Statement.
- 3.2 **Draft Annual Report on discharge of terms of reference of the Scrutiny Group** - To report to the Fire Authority on the work undertaken under the terms of reference.
- 3.3 **Future Trends** - To assist future strategic decision-making.
- 3.4 **Consultation on the Strategic Themes and Objectives** - To advise Members of the Consultation Strategy on 2023/24 Consultation on Strategic Themes and Objectives.
- 3.5 **Water Capability** - To advise Members of the Service's water rescue capability.
- 3.6 **Annual Report on the work of the member Champions:**
- Property
 - Community Safety
 - Equality, Diversity & Inclusion
 - Fleet & Engineering
 - Service Delivery (previously Operational & Personal Issue Equipment)
 - Sustainability and Biodiversity
 - To report on Member Champion activity and allow scrutiny on impact of Member Champion involvement.
- 3.7 **Annual Report from each directorate** – Director overview report:
- CFO
 - Service Delivery
 - Technical Services
 - Corporate Services
 - Human Resources
 - To report on Directorate outcomes, issues, and areas of focus.
- 3.8 **Consultation responses** - To provide details of consultation responses to Welsh Government and other bodies.

THIS REPORT IS NOT EXEMPT AND IN THE PUBLIC DOMAIN**SOUTH WALES FIRE & RESCUE AUTHORITY**
ANNUAL GENERAL MEETINGAGENDA ITEM NO 19
12 JUNE 2023

REPORT OF HEAD OF CORPORATE SUPPORT

STANDARDS COMMITTEE ANNUAL REPORT 2022/2023**THIS REPORT IS FOR INFORMATION**REPORT APPROVED BY DIRECTOR OF CORPORATE SERVICES
REPORTED PRESENTED BY HEAD OF CORPORATE SUPPORT – SARAH
WATKINS**SUMMARY**

As a matter of good corporate governance, an action was included in the 2022/2023 Annual Governance Statement to introduce an annual report on the work of the Standards Committee to provide the Authority with an update on its activities during each financial year.

RECOMMENDATIONS

That Members note the contents of the Standards Committee Annual Report 2022/2023.

1. BACKGROUND

- 1.1 The Local Government and Elections (Wales) Act 2021) was passed by the Senedd on 18 November 2020 and received Royal Assent on 20 January 2021. Having monitored the Bill's progress since publication in November 2019, and having actively engaged with the public consultation, the most recent of which was the response to the consultation on the Regulations to establish corporate joint committees, the Service is now implementing the requirements placed on it by the Act.
- 1.2 As a result, the Service has embedded measures to enable the Standards Committee to produce the first Annual Report to the Fire & Rescue Authority in 2022. The Annual Report of the Standards Committee is reported to the Fire & Rescue Authority on an annual basis as soon as reasonably practicable after the end of each financial year, the Standards Committee must make an annual report to the authority in respect of that year.
- 1.3 The Authority will consider the contents of the report and any recommendations made by its Standards Committee within three months of its receipt.

2. PROPOSAL

- 2.1 Appendix 1 contains the Standards Committee Annual Report 2022/2023 for presentation to the Fire & Rescue Authority as required by legislation.

3. IMPLICATIONS

3.1 Community and Environment

| | |
|-------------------------------------------------|----|
| Equality, Diversity and Inclusion | No |
| Welsh Language | No |
| Well-Being Of Future Generations (Wales) Act | No |
| Socio Economic Duty | No |
| Sustainability / Environment / Carbon Reduction | No |
| Safeguarding | No |
| Consultation and Communications | No |
| Consultation with Representative Bodies | No |
| Impact Assessment | No |

3.2 Regulatory, Strategy and Policy

| | |
|------------------------------|-----|
| Legal | No |
| Financial | No |
| Procurement | No |
| Corporate Risk | No |
| Information Management | No |
| Data Protection / Privacy | No |
| Health, Safety and Wellbeing | No |
| Governance & Audit | Yes |
| Service Policy | No |
| National Policy | No |

3.2.1 To ensure compliance with the actions set out in the Annual Governance Statement which is considered as part of the audit of financial statements by Audit Wales each year.

3.3 Resources, Assets and Delivery

| | |
|-----------------------------------------------------|----|
| Human Resources and People Development | No |
| Assets and Resources (Property/Fleet/ICT/Equipment) | No |
| Service Delivery | No |
| Procurement | No |
| Budget Revenue/Capital | No |

4. RECOMMENDATIONS

- 4.1 That Members note the contents of the Standards Committee Annual Report 2022/2023.

| | | |
|--------------------------|---------------------------------------------|-----------------------|
| Contact Officer: | Sarah Watkins Head of Corporate Support | |
| | | |
| Background Papers | Date | Source/Contact |
| None | | |
| | | |
| Appendices | | |
| Appendix 1 | Standards Committee Annual Report 2022/2023 | |

THIS PAGE IS INTENTIONALLY BLANK



South Wales Fire and Rescue Authority Standards Committee Annual Report 2022/2023



Contents

| | |
|----------------------------------------------------------------------------|---|
| 1. Background..... | 2 |
| 2. Terms of Reference..... | 2 |
| 3. Membership..... | 4 |
| 4. Work of the Committee | 4 |
| 5. Issues Discussed..... | 6 |
| 03 October 2022 Standards Committee | 6 |
| 30 January 2023 the Committee Meeting | 7 |
| Observation of Authority Meetings | 8 |
| 6. Complaints of Breach of the Code of Conduct for Authority Members | 8 |
| 7. Financial Implications..... | 9 |
| 8. Conclusion..... | 9 |
| 9. Useful Contacts | 9 |

1. Background

This is the Standards Committee's second annual report to the Fire and Rescue Authority and spans the period from April 2022 to March 2023. Legislation requires that Standards Committees meet at least annually. The Terms of Reference of the Standards Committee provide a remit to promote and maintain high standards of conduct by Members of the Authority. Also, where statute permits, to receive reports and complaints about Members and to conduct or oversee investigations and make recommendations to the Authority.

The quorum for this body is at least 3 persons present (including chairperson) and at least half members present are independent members.

2. Terms of Reference

The terms of reference of the Standards committee were reviewed in the October 2022 Meeting and are as follows:

SOUTH WALES FIRE & RESCUE AUTHORITY STANDARDS COMMITTEE TERMS OF REFERENCE

The Standards Committee will have the following roles and functions:

1. Promoting and maintaining high standards of conduct by Fire & Rescue Authority Members and co-opted Members of the Authority.
2. Assisting the Fire & Rescue Authority Members and co-opted Members to observe the Members' Code of Conduct.

3. Advising the Fire & Rescue Authority on the adoption or revision of the Members' Code of Conduct.
4. Monitoring the operation of the Members' Code of Conduct.
5. Advising, training or arranging to train Fire & Rescue Authority Members and co-opted Members on matters relating to the Members' Code of Conduct.
6. Granting dispensations to Fire & Rescue Authority Members relating to interests set out in the Members' Code of Conduct.
7. Dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter referred to that officer by the Local Commissioner in Wales.
8. Review, monitor and challenge the content and effectiveness of the Authority's policies, procedures, guidance notes and other documents designed to prevent breaches of the Bribery Act 2010 within the organisation and to make recommendations to improve these to reduce risk to the Authority.
9. Overview of complaints handling and Ombudsman investigations.
10. Make an Annual Report to Full Fire & Rescue Authority describing how the Committee's functions have been discharged during the financial year.
11. Maintain an overview of the operation and maintenance of the Authority's complaints handling procedures insofar as they relate to issues concerning Members.

ANNUAL REPORT

12. As soon as possible after the end of each financial year, the Standards Committee must make an annual report to the Fire & Rescue Authority.
13. The annual report must include:
 - 13.1 a description of how the Standards Committee has discharged its functions.
 - 13.2 a summary of any reports and recommendations that were referred to the Standards Committee under Chapter 3 of Part 3 of the Local Government Act 2000.
 - 13.3 a summary of the actions that the Standards Committee has taken following consideration of the reports and recommendations referred to in 13.2 above.
 - 13.4 a summary of any notices that were given to the Standards Committee under Chapter 4 of Part 4 of the Local Government Act 2000; and
 - 13.5 the Standards Committee's assessment of the extent to which Members on the Fire & Rescue Authority have complied with their duties to promote and maintain high standards of conduct and to co-operate with the Standards Committee in the exercise of the Standards Committee's functions; and
 - 13.6 any recommendations which the Standards Committee considers it appropriate to make to the Fire & Rescue Authority about any matter which falls within the Committee's functions.

WORK PROGRAMME

14. The Committee will prepare a work programme which will be reviewed and approved at each Committee meeting.

3. Membership

| Independent Members | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Mr Ronald Alexander</p>  <p>Min Tenure 2018-2022 Max tenure 2018-2030</p> <p>Appointed Chairperson 2022 Tenure 2022-2027</p> | <p>Mr Simon Barnes</p>  <p>Min Tenure 2018-2022 Max tenure 2018-2030</p> <p>Appointed Deputy Chairperson 2023 Tenure 2023-2028</p> | |
| <p>Dr Mark Kerbey</p>  <p>Min Tenure 2016-2022 Max tenure 2020-2028</p> | <p>Mr David Fussell</p>  <p>Min Tenure 2018-2022 Max tenure 2018-2030</p> | <p>Ms Kate Thorogood</p>  <p>Min Tenure 2022-2026 Max tenure 2018-2034</p> |
| Fire and Rescue Authority Members | | |
| <p>Cllr Aurfron Roberts</p>  <p>Min Tenure 2017-2022 Max tenure 2017-2027</p> | <p>Cllr Sian-Elin Melbourne</p>  <p>Min Tenure 2022-2027 Max tenure 2022-2032</p> | <p>Cllr Glynne Holmes</p>  <p>Min Tenure 2021-2026 Max tenure 2021-2031</p> |

The committee would like to formally thank the outgoing chair Mr Geoffrey Hughes for his long standing commitment to the Authority. Geoffrey stood down in August 2022 having been an independent member of the Standards Committee for his 12 years of excellent dedicated service on behalf of the Standards Committee, with 6 years being as Chair.

4. Work of the Committee

The Committee's main role is to promote and maintain high standards of conduct by elected and co-opted members of South Wales Fire Authority and to assist them to observe the Members' Code of Conduct

The committee meets at least twice annually for the routine scheduled meetings. Additional meetings would be scheduled as required. The Committee endeavours to maintain regular training.

Fire Authority Member Induction Training - Member Training Delivered to Fire Authority Members

A training session for elected members was held on 5th July 2022. The focus of this training is a general introduction for new elected members to the work of the Fire Authority and refresher training for returning elected members of the Authority.

Standards Committee members in attendance were:

| | |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>Independent Members Mr Geoff Hughes</p> | <p>Fire and Rescue Authority Members Cllr Glynne Holmes Cllr Sian-Elin Melbourne</p> |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

Training – Standards Committee Member Training Delivered by Dave Daycock

A training session for members was held during the 3rd October 2022 meeting focusing on the Members Code of Conduct. This was kindly delivered by David Daycock LLB (Wales) LLM (Bristol) Barrister, Clerk and Monitoring Officer Mid and West Wales Fire and Rescue Authority. The Training can be viewed in the [video of the Committee meeting](#) the training runs from 2 minutes into the video until 1 hour and 12 minutes.

Members in attendance were:

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>Independent Members Mr Simon Barnes (via teams) Dr Mark Kerbey Mr David Fussell Ms Katie Thorogood</p> | <p>Fire and Rescue Authority Members Cllr Glynne Holmes Cllr Sian-Elin Melbourne</p> |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

03 October 2022 Meeting

The scheduled meeting was held in a hybrid format via Teams 03 October 2022. The video recording of the meeting is available via this [link](#).

Members in attendance were:

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <p>Independent Members Mr Simon Barnes (via teams) Dr Mark Kerbey Mr David Fussell Ms Katie Thorogood</p> | <p>Fire and Rescue Authority Members Cllr Glynne Holmes Cllr Sian-Elin Melbourne</p> |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

30 January 2023 Meeting

The scheduled meeting was held in a hybrid format via Teams 30 January 2023. The video recording of the meeting is available via this [link](#).

Members in attendance were:

| Independent Members | Fire and Rescue Authority Members |
|-----------------------------------|------------------------------------------|
| Mr Ronald Alexander (Chairperson) | Cllr Aurfron Roberts |
| Mr Simon Barnes (via teams) | Cllr Glynne Holmes |
| Dr Mark Kerbey | Cllr Sian-Elin Melbourne |
| Mr David Fussell | |
| Ms Katie Thorogood | |

5. Issues Discussed

03 October 2022 Standards Committee

Review of Terms of Reference of the Standards Committee

Following a review, Members unanimously agreed the Terms of Reference of the Standards Committee.

Schedule of Observation Visits by Independent Members of Standards Committee to SWFRA Committees

Members unanimously agreed to accept and schedule the observation visits by Independent Members of the Standards Committee to South Wales Fire & Rescue Authority Committees.

Member Training Delivered by Dave Daycock

Mr D Daycock, Mid & West Wales FRS Monitoring Officer, provided Members with an online verbal training session on the following key areas:-

- Part 1 – Members Code of Conduct
- Part 2 – Work of the Standards Committee and Members of the Standards Committee
- Part 3 – The Ombudsman, The Adjudication Panel of Wales, and the Role of the Monitoring Officer

Public Service Ombudsman for Wales' Code of Conduct Casebook - for the period March 2021 to August 2022.

Following discussion on individual cases and the rise in social media cases, Members agreed to note the content extracted from the 'Our Findings Section' of the Public Service Ombudsman for Wales website, concerning complaints against the Code of Conduct for the period March 2021 to August 2022.

Update Regarding the All Wales Standards Forum

Members agreed to note the verbal update on the All Wales Standards Forum.

Outcome Report Following the Consultation on Welsh Government's Standards of Conduct Statutory Guidance

The T/Monitoring Officer informed Members that Welsh Government consulted on the draft guidance relating to 'Standards of Conduct' under the Local Government and Elections (Wales) Act 2021, which included the following duties:-

- To promote and maintain high standards of conduct.
- To co-operate with the Council's Standards Committee

- To provide advice and training
- To write an Annual Report

30 January 2023 the Committee Meeting

Feedback From the National Standards Committee Forum for Wales.

The Chair advised Members that he recently attended the National Standards Committee Forum for Wales providing a brief overview of the structure of the meeting and confirmed that 28 separate bodies had attended the meeting on a voluntary basis. He advised that the Ombudsman had attended part of the meeting and confirmed that 300 complaints had been received throughout the year, from Principal Councils and Town/Community Councils, with many referring to lack of respect and behavioural issues.

Appointment of Deputy Chair of the Standards Committee.

Simon Barnes was duly elected Deputy Chair of the Standards Committee.

Draft Standards Committee Annual Report

Members agreed to note the contents of the Standards Committee Annual Report 2022/2023. Following discussion on observations and feedback on the Standards Committee Annual report, Officers agreed to include start and end dates of Members terms in office.

Public Service Ombudsman for Wales – Code of Conduct Casebook

Following discussion on individual cases, Members agreed to note the content extracted from the 'Our Findings Section' of the Public Service Ombudsman for Wales website, concerning complaints against the Code of Conduct for the period August 2022 to 29 December 2022.

With reference to drug and drink driving convictions, and possible issues with the chain of evidence being affected, Officers agreed to provide Members with information on whether individuals would have the right to redress if their specific case was overturned.

Feedback Report Following Observation Visits by Independent Members of Standards Committee to SWFRA Committees

The Chair took the opportunity to inform Members that he recently observed a Local Pensions Board Committee meeting and provided a brief overview of the structure of the meeting and his observations, which he considered to be positive and purposeful. He also advised Members that the observation form was a structured form which should be completed for Officers to receive valuable feedback and comments on performance, etc.

The Chair urged Independent Members to try and observe at least one of the online Committee meetings whenever possible.

Standards Conference Wales 2023

The Deputy Monitoring Officer assured Members' that they would be informed of the date of the next conference as soon as possible.

Adjudication Panel for Wales – Annual Report 2021-2022

Following discussion on Members observations on the number of disciplinary cases, and the disappointment expressed in upward trends, Members agreed to note the Adjudication Panel for Wales Annual Report 2021/22.

Independent Remuneration Panel for Wales Draft Annual Report 2023-2024

Members agreed to note the extract of the Independent Remuneration Panel's Draft Annual Report, attached to the report at Appendix 1, which provided details of payments to Members of Welsh Fire & Rescue Authorities.

PUBLIC SERVICE OMBUDSMAN FOR WALES – ANNUAL REPORT AND ACCOUNTS 2021/22

Members agreed to note the content of the report.

PUBLIC SERVICE OMBUDSMAN FOR WALES – UPDATED GUIDANCE ON THE CODE OF CONDUCT

Members agreed to note that the report would be deferred to the next meeting.

Observation of Authority Meetings

Independent members of the Committee have attended meetings of the Authority as observers, and discussed their observations.

Such observation is helpful to inform the Standard Committee's work and understand the work of the Authority.

The Standards Committee Independent Members were pleased to observe positive Elected Members' conduct at Authority meetings, with meetings being business focussed and respectful.

6. Complaints of Breach of the Code of Conduct for Authority Members

| | |
|-----------------------------------------------------------------------------------------------------------------------------|------|
| Complaints made but not investigated by the PSOW | None |
| Complaints made and investigated by the PSOW | None |
| Investigations completed by the PSOW where the decision was no evidence of breach of the Code of Conduct or no action taken | None |
| Investigations undertaken by the PSOW where the decision was to discontinue the investigation | None |
| Investigations referred to the Standards Committee for consideration by the Standards Committee by the Standards Committee. | None |
| Investigations completed by the PSOW which determined there was evidence of a breach of the Code of Conduct | None |

7. Financial Implications

The budget for the Standards Committee is managed through a single budget heading for all Authority costs. Independent members of the Standards Committee are entitled to claim remuneration based on meetings and events attended. For attending meetings in this financial year, a total of £2077 has been claimed. In the previous financial year 2021/2022 the committee costs were £659.

The increase in costs compared to the previous year are accounted for by an agreed additional annual meeting, independent member recruitment, travel remuneration and remuneration for preparation time.

8. Conclusion

Following its work over the last 12 months the SWFRA Standards Committee is of the opinion that it has complied with its duty to promote the code of conduct and that the Elected Members of the Authority have maintained high standards of conduct and co-operated with the Standards Committee in the exercise of the Standards Committee's functions. The Standards Committee recommends that the South Wales Fire and Rescue Authority notes its annual report 2022/23.

9. Useful Contacts

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Geraint Thomas ACO - Director Corporate Services & Monitoring Officer Tel: 01443 232000 Address: Business Park, Forest View, Llantrisant, Ynysmaerdy, Pontyclun CF72 8LX www.southwales-fire.gov.uk</p> | <p>Sarah Watkins Head of Corporate Support & Deputy Monitoring Officer Tel: 01443 232000 Address: Business Park, Forest View, Llantrisant, Ynysmaerdy, Pontyclun CF72 8LX www.southwales-fire.gov.uk</p> |
| <p>Adjudication Panel for Wales Oak House, Cleppa Park, Celtic Springs Newport, NP10 8BD Telephone: 03000 259805 E-mail: adjudication.panel@gov.wales www.adjudicationpanel.gov.wales/contact</p> | <p>Public Services Ombudsman for Wales 1 Ffordd yr Hen Gae, Pencoed, CF35 5LJ Telephone: 0300 790 0203 Fax: (01656) 641199 E-mail: ask@ombudsman.wales www.ombudsman.wales</p> |

THIS PAGE IS INTENTIONALLY BLANK

AGENDA ITEM NO 20

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

THIS PAGE IS INTENTIONALLY BLANK

| | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 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 | |
| | REPORTS FOR DECISION | |
| 3. | Election of Chairperson of the Fire & Rescue Authority for Municipal Year 2023/24 | 5 |
| 4. | Election of Deputy Chairperson of the Fire & Rescue Authority for Municipal Year 2023/24 | 7 |
| 5. | To agree the Committee Membership for the Municipal Year 2023/24 | 9 |
| 6. | Election of Chairperson of Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2023/24 | 15 |
| 7. | Election of Deputy Chairperson of the Finance, Audit & Performance Management Committee from its Committee Members for the Municipal Year 2023/24 | 17 |
| 8. | Election of Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2023/24 | 19 |
| 9. | Election of Deputy Chairperson of HR & Equalities Committee from its Committee Members for the Municipal Year 2023/24 | 21 |
| 10. | Election of Chairperson of the Scrutiny Committee from its Group Members for the Municipal Year 2023/24 | 23 |
| 11. | Election of Deputy Chairperson of the Scrutiny Committee from its Group Members for the Municipal Year 2023/24 | 25 |
| 12. | To Agree the Appointment of Representatives to other groups and outside bodies for the Municipal Year 2023/24 | 27 |

THIS PAGE IS INTENTIONALLY BLANK

| | | |
|-----|-----------------------------------------------------------------------------------------------------|-----|
| | | |
| 13. | To agree the Cycle of Meetings for the Municipal Year 2023/24 | 31 |
| | | |
| 14. | Audit Wales Enquiries to 'Those Charged with Governance' – Draft Response. | 35 |
| | | |
| | REPORTS FOR INFORMATION | |
| | | |
| 15. | Annual Report of the work of the Finance, Audit & Performance Management Committee during 2022/2023 | 57 |
| | | |
| 16. | Annual Report of the work of the HR & Equalities Committee during 2022/2023 | 67 |
| | | |
| 17. | Annual Report of the work of the Local Pension Board 2022/2023 | 75 |
| | | |
| 18. | Annual Report on Discharge of Terms of Reference of the Scrutiny Group 2022/2023 | 83 |
| | | |
| 19. | Standards Committee Annual Report 2022/2023 | 91 |
| | | |
| 20. | To consider any items of business the Chairperson deems urgent. | 105 |