

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

FIRE & RESCUE AUTHORITY SUMMONS

SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 16 December 2019 at 1030 hours.**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

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

3. Chairperson's Announcements

4. To receive the minutes of;

- Finance, Asset & Performance Management Scrutiny Group on 25 March 2019 5
- Local Pension Board Committee on 24 June 2019 9
- HR & Equalities Committee on 8 July 2019 13
- Finance, Audit & performance Management Committee on 9 September 2019 19

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Signature of Proper Officer:



MEMBERSHIP

Councillors:

D	Ali	Cardiff
S	Bradwick	Rhondda Cynon Taff
L	Brown	Monmouthshire
D T	Davies	Caerphilly
L	Davies	Merthyr Tydfil
P	Drake	Vale of Glamorgan
S	Ebrahim	Cardiff
C	Elsbury	Caerphilly
S	Evans	Torfaen
J	Harries	Rhondda Cynon Taff
J	Holt	Blaenau Gwent
A	Hussey	Caerphilly
H	Jarvie	Vale of Glamorgan
A	Jones	Torfaen
A	Lister	Cardiff
D	Naughton	Cardiff
S	Pickering	Rhondda Cynon Taff
A	Roberts	Rhondda Cynon Taff
R	Shaw	Bridgend
V	Smith	Monmouthshire
M	Spencer	Newport
H	Thomas	Newport
D	White	Bridgend
J	Williams	Cardiff

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SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE FINANCE, ASSET & PERFORMANCE
MANAGEMENT SCRUTINY GROUP MEETING
HELD ON MONDAY 25 MARCH 2019 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

87. PRESENT:

Councillor	Left	
K Critchley (Chair)		Newport
S Bradwick		Rhondda Cynon Taff
L Brown		Monmouthshire
R Crowley		Vale of Glamorgan
S Evans		Torfaen
J Harries		Rhondda Cynon Taff
A Hussey		Caerphilly
D Naughton		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend
V Smith		Monmouthshire
H Thomas		Newport

APOLOGIES:

L Davies	Merthyr Tydfil
K McCaffer	Vale of Glamorgan
J Williams	Cardiff

ABSENT:

OFFICERS PRESENT:- DCO S Chapman – Monitoring Officer, ACO A Reed – Director of People Services, Mr C Barton – Treasurer, Mr G Thomas - Head of Finance & Procurement, Sarah Watkins – Deputy Monitoring Officer

88. DECLARATIONS OF INTEREST

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

89. CHAIR'S ANNOUNCEMENTS

The Chair wished to welcome Alison Reed, Director of People Services to her first meeting. Alison replaces Mark Malson who is due to retire from the service on 31 March 2019.

90. MINUTES OF PREVIOUS MEETING

The minutes of the previous Finance, Asset & Performance Management Scrutiny Group meeting held on 14 January 2019, were received and accepted as a true record of proceedings.

91. DRAFT ANNUAL REPORT OF THE WORK OF THE FAPM COMMITTEE AND THE DISCHARGE OF THE TERMS OF REFERENCE OF THE FINANCE, ASSET AND PERFORMANCE MANAGEMENT SCRUTINY GROUP

The Deputy Monitoring Officer presented a report which updated Members upon the draft annual report of the work of the FAPM committee and its Scrutiny Group for the municipal year 2018/19.

RESOLVED THAT

Members agreed the content of the report.

92. DRAFT ANNUAL GOVERNANCE STATEMENT 2018-2019

The Monitoring Officer reported on the Draft Annual Governance Statement 2018-2019 which will be included within the Statement of Accounts. Various changes to the Statement were explained to Members.

RESOLVED THAT

92.1 Members reviewed and agreed the content of the report.

92.2 Members requested a copy of the link to all constitutional documents.

93. WALES AUDIT OFFICE DISCUSSION PAPER: SIX THEMES TO HELP MAKE SCRUTINY 'FIT FOR THE FUTURE'

The Monitoring Officer advised Members that the Wales Audit Office conducted a thematic review of the 22 unitary authorities in Wales during 2017/18 in relation to their scrutiny functions. The report details their six key themes that emerged from the study that councils could reflect upon to improve the efficiency and effectiveness of their scrutiny functions. It is suggested that it would be beneficial for the Fire & Rescue Authority to consider the report and any learning points that could be taken from it to improve the effectiveness of their own scrutiny.

RESOLVED THAT

- 93.1** Following extensive debate and the learning that the FRA could glean from the report, Members considered and agreed the report.
- 93.2** Councillor Shaw declared an interest in this item due to his position as Chair of the public Scrutiny Board.

94. FORWARD WORK PROGRAMME

The Monitoring Officer presented the Forward Work Programme for 2018/2019 and advised Members that the learning from the previous agenda item could be incorporated into next year's forward work programme.

RESOLVED THAT

Members noted the completion of the Forward Work Programme for 2018/2019.

95. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (PART 1 OR 2)

There were no items of urgent business for Members to consider.

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON MONDAY, 24 JUNE 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

1. PRESENT

S Bradwick (Chair)	Rhondda Cynon Taff
V Smith	Monmouthshire
J Harries	Rhondda Cynon Taff
L Brown	Monmouthshire
R Prendergast	Fire Leaders Association

APOLOGIES:

ABSENT:

L Jones	Fire Brigades Union
D King	Fire & Rescue Services Association

OFFICERS PRESENT: ACO A Reed – Director of People Services; Mr C Barton – Treasurer; Mrs S Watkins – Head of Corporate Support & Deputy Monitoring Officer; Ms K Jeal – Accountant (Payroll Team)

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

The Chair welcomed Councillor Brown to her first meeting of the committee and reminded Members on the importance of their attendance for decision making on staff pensions.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Local Pension Board meeting held on 21 January 2019 were received and accepted as a true record of proceedings, however in the absence of the Representative Bodies all reports presented would be noted for information purposes only and any decisions to be reported at the next scheduled Committee meeting.

The Chair agreed to write to the individuals reminding them of their commitment to the committee and that representation would be required in their absence.

5. REPORT ON SCHEME DATA FOR THE FIREFIGHTERS' PENSION SCHEMES

The Director of People Services advised Members that the South Wales Fire & Rescue Authority, as the duly appointed Firefighters' Pension Scheme Manager, is responsible for compiling and maintaining membership data for each of the Firefighters' Pension Schemes in accordance with that Scheme's regulations. The report provided factual statistics on Scheme Membership Data.

RESOLVED THAT

- 5.1 Members noted the composition of the Scheme(s) Membership as at 1 April 2019.

6. DATA PROTECTION REGULATIONS

The Director of People Services presented the reviews on activity undertaken since May 2018 to ensure compliance with legislation as outlined in the General Data Protection Regulations (GDPR), and the Data Protection Act 2018.

This new legislation requires data protection and privacy by design and default, and requires a greater emphasis on stricter conditions for obtaining valid consent (where consent is the most appropriate legal basis), transparency and accountability by ensuring there is a legal basis for collecting and holding individual data.

RESOLVED THAT

Members accepted the report and noted its content.

7. LOCAL PENSION BOARD TERMS OF REFERENCE

The Director of People Services presented the proposals to update the Terms of Reference for the Local Pension Board.

RESOLVED THAT

- 7.1 Members reviewed the changes and approved the Terms of Reference.
- 7.2 A copy of the Terms of Reference to be provided for Representative Bodies.

8. FORWARD WORK PROGRAMME 2019/2020

The Director of People Services presented the Forward Work Programme for 2019/2020, and gave an explanation of some areas of note.

RESOLVED THAT

Members accepted the Forward Work Programme for 2019/2020.

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

There were no items of business deemed urgent by the Chair.

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 8 JULY 2019 AT CARDIFF GATE TRAINING AND DEVELOPMENT CENTRE

1. PRESENT

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
M Colbran	13:40	Merthyr Tydfil
P Drake		Vale of Glamorgan
S Evans		Torfaen
J Gauden		Torfaen
D Naughton		Cardiff
H Thomas		Newport

APOLOGIES:

C Elsbury	Caerphilly
A Hussey	Caerphilly
J Holt	Blaenau Gwent
A Lister	Cardiff
A Roberts	Rhondda Cynon Taf
H Jarvie	Vale of Glamorgan
R Shaw	Bridgend

OFFICERS PRESENT: ACO Alison Reed – Director of People Services; Mrs S Watkins – Head of Corporate Support & Deputy Monitoring Officer; AM J Evans – Head of Training Delivery; Mr A Jones – Head of Human Resources; SM M Wyatt – Training Manager, GM S Moody – Training Manager, SM G Evans – Training Manager, Mrs G Goss – HR Manager, Mrs K Davies – HR Manager, Ms L Mummery – HR Graduate

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

- 3.1 The Chair welcomed Councillor J Gauden, Councillor M Colbran and Councillor P Drake to their first meeting as members of the HR & Equalities Committee.

4. MINUTES OF PREVIOUS MEETING HELD ON 18 FEBRUARY 2019

The minutes of the meeting held on 18 February 2019 were received and accepted as a true record of proceedings.

5. TRAINING AND DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR TRAINING (CFBT) PROJECT UPDATE

The Training Manager provided a presentation on the Compartment Fire Behaviour Training (CFBT) Project which is being developed at the Training and Development Centre at Cardiff Gate. The Training Manager then provided Members with a tour of the facility.

RESOLVED THAT

- 5.1 Members noted the contents of the presentation and report.
- 5.2 Members be advised when a date is agreed for the Opening Ceremony of the new facility.

6. ALL WALES PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY 2018-2021 AND THE SOUTH WALES FIRE & RESCUE SERVICE PEOPLE PLAN

The Director of People Services advised Members that the aim of the All Wales People and Organisational Strategy is to enable the Welsh Fire & Rescue Services to meet evolving current and future expectations in achieving organisational aims and objectives by recruiting, developing and retaining a highly skilled, motivated and bilingual workforce that represents and champions the diversity of the communities we serve. The Strategy also aims to identify and maximise potential through effective people management and development, leading to a high performance culture whilst making the most effective use of public funds.

The All Wales Strategy has provided the foundations for the work we have been doing within the Service over the past 3 months to develop our People Plan. The Plan will allow the Service to work within the high level direction agreed in the All Wales Strategy but to tailor approaches, where necessary, to reflect the individual needs of the organisation.

RESOLVED THAT

- 6.1 Members noted the content of the All Wales People & Organisational Development Strategy 2018-2021.

- 6.2 Members comments were noted on the proposed draft high level themes for the South Wales Fire & Rescue Service People Plan.
- 6.3 The SWFRS People Plan be presented at the next scheduled HR & Equalities Committee.

7. SOUTH WALES FIRE AND RESCUE SERVICE – OVERVIEW OF TRAINING AND DEVELOPMENT DEPARTMENT

The Head of Training and Development provided an overview of the Training and Development department and the organisational structure and functions established to facilitate it.

RESOLVED THAT

Members considered the content of the report and endorsed the actions identified.

8. OCCUPATIONAL HEALTH UNIT ACTIVITY REPORT – 1 APRIL 2018-31 MARCH 2019

The Head of Human Resources presented the Occupational Health Unit activity report which provided data on services and expenditure, updates on occupational health initiatives and an outline of strategic development between 1 April 2018 and 31 March 2019.

RESOLVED THAT

Members noted the content of the report.

9. FIREFIGHTERS’ PENSION SCHEME – WALES GOVERNMENT CIRCULARS 2019/2020

The Director of People Services advised Members that under the terms of the Public Services’ Pension Act 2013 (PSBA 2013), the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters’ Pension Schemes.

Welsh Government issue regular communication to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities electronically in a standard circular template and can cover a variety of areas including all aspects of Firefighters’ Pension Schemes and are noted or actioned as appropriate.

RESOLVED THAT

- 9.1 Members accepted the Welsh Government (Firefighters’ Pension Scheme Circulars and emails) received during 2019/2020.

9.2 Members noted the actions implemented for each of the Circulars.

10. ANNUAL SICKNESS ABSENCE REPORT 1 APRIL 2018 TO 31 MARCH 2019

The HR Manager presented the sickness absence report which showed the average number of shifts/working days lost per employee in each category of staff (excluding On Call RDS Personnel), for the period 1 April 2018 to 31 March 2019 is 10.80 days per employee in comparison with 10.06 days per employee for 1 April 2017 to 31 March 2018.

Further analysis of short and long term absences, self-certification and accidents on duty were also reported.

RESOLVED THAT

Members noted the contents of the report.

11. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2018 TO 31 MARCH 2019

The HR Manager presented a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2018 to 31 March 2019.

RESOLVED THAT

Members noted the contents of the report.

12. THE APPRENTICESHIP LEVY

The Training Manager provided a presentation on the background to the Apprenticeship Levy and presented a report which advised Members that the levy was announced at the Summer Budget 2015, and at the Autumn Statement 2015 it was announced that it would come into effect in April 2017. A consultation was held between 21 August 2015 and 2 October 2015 to hear from employers how the levy should work in practice.

The Government is committed to boosting productivity by investing in human capital and as a part of this, is committed to developing vocational skills and increasing the quantity and quality of apprenticeships. Overall, it has committed to an additional 3 million apprenticeships by 2020. It is hoped that the levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system.

RESOLVED THAT

Members noted the contents of both the presentation and report.

13. FORWARD WORK PROGRAMME

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2019/20.

RESOLVED THAT

Members accepted the Forward Work Programme for the HR & Equalities Committee 2019/20.

14. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 OR 2)

There were no items of urgent business for Members to consider.

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SOUTH WALES FIRE & RESCUE SERVICE

MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 9 SEPTEMBER 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

08. PRESENT

Councillor

S Evans (Chair)
P Drake
V Smith
M Colbran

Left

Torfaen
Vale of Glamorgan
Monmouthshire
Merthyr Tydfil

APOLOGIES

D White

Bridgend

ABSENT

J Holt
A Hussey
S Ebrahim
J Harries
K Critchley

Blaenau Gwent
Caerphilly
Cardiff
Rhondda Cynon Taff
Newport

OFFICERS PRESENT: Mrs S Chapman – Deputy Chief & Monitoring Officer, Mr C Barton – Treasurer, Mrs S Watkins – Head of Business Support & Deputy Monitoring Officer; Mrs L Mullan, Senior Accountant, Mr C Temby – Head of Fleet & Engineering, Mr S Goulay – TIAA Internal Auditor, Mr N Selwyn – WAO, Mr M Brushett - WAO

09. DECLARATIONS OF INTEREST

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

10. CHAIR'S ANNOUNCEMENTS

There were no announcements from the Chair.

11. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10 June 2019 were received and accepted as a true record of proceedings.

12. BUSINESS PLAN ACTIONS REPORT HEALTH CHECK 2019/20 QUARTER 1

The Deputy Chief Officer presented the Business Plan Actions Health Check 2019/20 Quarter 1 report which gave assurance to Members on progress towards achievement of the Strategic Objectives and performance of the Strategic Performance Indicators for Quarter 1 (April-June) 2019/20. A detailed question and answer session followed on the actions being delivered to achieve the strategic objectives and performance on the strategic indicators.

RESOLVED THAT

The content of the report was noted.

13. REVENUE MONITORING REPORT 2019/20

The Senior Accountant presented the revenue monitoring report 2019/20 and provided details of the annual revenue budget and associated information for the year ending 31 March 2020.

RESOLVED THAT

Members noted and agreed the report content and approved the virement as detailed within the report.

14. CAPITAL MONITORING REPORT 2019/20

The Senior Accountant provided Members with a detailed update on the capital budget, transactions to date and the forecasted year end position. She also explained the links back to the revenue budget figures and highlighted the income streams from external partners.

RESOLVED THAT

Members noted the progress of the capital schemes, approved alterations identified in Appendix 1 and noted the associated funding streams.

15. 2018/19 ANNUAL TREASURY MANAGEMENT REVIEW

The Senior Accountant provided Members with the opportunity to consider the results of treasury management activities for the year ending 31 March 2019 undertaken in accordance with the Authority's approved Treasury Management Strategy.

RESOLVED THAT

Members agreed to recommend to the Fire & Rescue Authority that they note the annual treasury management review for 2018/19 and approve the actual 2018/19 prudential and treasury indicators set therein.

16. MEDIUM TERM FINANCIAL STRATEGY (MTFS), RESERVE STRATEGY AND BUDGET UPDATE

The Treasurer provided Members with an update on the Medium Term Financial Strategy (MTFS) and Reserve Strategy of the Authority together with an update on the Revenue Budget for 2020/21. He also provided Members with an analysis of potential implications for our funders and the external factors that will impact upon the service's budget requirements.

RESOLVED THAT

Members agreed the report content as the basis of its financial planning framework, for consideration by the Fire Authority.

17. INTERNAL AUDIT REPORT

The Internal Auditor updated Members upon progress being made against the Internal Audit Plan 2019/20. A question and answer session followed.

RESOLVED THAT

Members agreed to note the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.

18. WALES AUDIT OFFICE REPORT

The Wales Audit Officer provided a detailed update on improvement work undertaken through the course of the year and in particular gave a detailed presentation on the Wellbeing of Future Generations review. A question and answer session followed.

RESOLVED THAT

Members noted the content of the report.

19. FORWARD WORK PROGRAMME 2019-20

The Deputy Chief Officer presented the draft Forward Work Programme for 2019/20.

RESOLVED THAT

Members agreed the Forward Work Programme for 2019/20.

**20. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRMAN
DEEMS URGENT (PART 1 OR 2)**

There were no items of urgent business for Members to consider.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING HELD ON MONDAY 16 SEPTEMBER 2019, 09:00HRS AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

21. PRESENT:

Councillor	Arrived	Left	Authority
D T Davies (Chair)			Caerphilly
D Ali			Cardiff
L Brown			Monmouthshire
M Colbran			Merthyr Tydfil
P Drake			Vale of Glamorgan
S Ebrahim	09:50		Cardiff
S Evans			Torfaen
J Gauden			Torfaen
A Hussey			Caerphilly
H Jarvie			Vale of Glamorgan
D Naughton			Cardiff
S Pickering			Rhondda Cynon Taff
R Shaw			Bridgend
H Thomas			Newport
J Williams			Cardiff
D White			Bridgend
J Harries	09:25		Rhondda Cynon Taff
M Spencer			Newport

APOLOGIES:

J Holt	Blaenau Gwent
S Bradwick (Deputy Chair)	Rhondda Cynon Taff
A Lister	Cardiff
C Elsbury	Caerphilly
V Smith	Monmouthshire

ABSENT:

A Roberts	Rhondda Cynon Taff
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OFFICERS PRESENT:- CFO H Jakeway, DCO S Chapman – Deputy Chief Officer & Monitoring Officer, ACFO D Rose – Director of Service Delivery, Ms A Reed – Director of People Services, Mr C Barton – Treasurer, Ms S Watkins – Head of Business Support & Deputy Monitoring Officer

22. PRESENTATION: 999 WEEKEND

The Home Safety Support Manager provided a detailed presentation on the 999 Event taking place on Saturday 21 September until Sunday 22 September at Cardiff Bay. The Service will be hosting the weekend in collaboration with South Wales Police and the Welsh Ambulance Service. It was noted that South Wales Police will also be celebrating its 50 year anniversary. CFO Jakeway thanked the Home Safety Support Manager for all of her hard work and dedication in ensuring the smooth planning leading up to the event.

RESOLVED THAT

Members noted the details of the event and thanked the Home Safety Support Manager for providing the presentation and for all her hard work leading up to the event.

23. DECLARATIONS OF INTEREST

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

24. CHAIR'S ANNOUNCEMENTS

STEVE ELSE

The Chair advised Members of the tragic loss of Station Manager Steve Else on Friday last week which has shaken the Service badly. CFO Jakeway informed Members that Steve joined the Service in 2003 and was a very competent, compassionate and caring member of staff. Steve leaves a wife and three children and all our thoughts are with his family at this sad time. Funeral arrangements will be provided, when known. Members then conducted a minute's silence as a mark of respect to Steve.

COUNCILLOR KEN CRITCHLEY

The Chair advised that due to Councillor Critchley's recent ill health, Newport Council have made a temporary replacement until Councillor Critchley is in a position to decide if he wishes to continue to serve on the Authority. Members wished Councillor Critchley well in his recovery. Members also extended a warm welcome to Councillor Mark Spencer to the Fire Authority.

MEMBER TRAINING

Following a majority consensus to reschedule the Member training, the Chair reminded Members that the training would take place immediately following today's meeting for all Members able to attend.

DATES FOR THE DIARY

The Chair informed Members that a diary reminder note has been provided which covers the Emergency Services weekend and the official opening of the CFBT Facility at Cardiff Gate Training Centre on Thursday 10th October 2019.

NATIONAL PAY AWARDS

The Chair informed Members, for information, that the national cost of living pay award for grey and gold book staff has been agreed at 2%. In line with the Authority's Approved Pay Policy, this will be applied for relevant staff.

WHITE PAPER UPDATE

The Chair advised that he is scheduled to meet with the Deputy Minister and Welsh FRA Chairs on 10 October. A detailed update will be provided to Members following the meeting.

UKRO AND WORLD RESCUE CHAMPIONSHIPS

The Chair was pleased to report that following last year's success at both the UKRO and World Rescue Championships, SWFRS teams have again taken the title of overall world champions, the highest standard of any other Fire Authority. The successes of the SWFRS team at UKRO 2019 were;

Standard Scenario – Bridgend team 1st

Rapid Scenario – Bridgend team 2nd

Complex Scenario – Bridgend team 1st

Officer in charge – 1st place by Roger Magan

Technical Challenge – Bridgend team 1st

Medical Scenario – Les Evans and Ian Buckley took 2nd place.

25. MINUTES OF PREVIOUS MEETINGS

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

- Finance, Audit & Performance Management Committee on 10 June 2019.
- Fire & Rescue Authority on 29 July 2019.

26. UPDATE ON ACTIONS

The Deputy Chief Officer provided a brief update on action number 18.1.14.

27. REPORTS FOR DECISION

27.1 MEDIUM TERM FINANCIAL STRATEGY (MTFS), RESERVE STRATEGY AND BUDGET UPDATE

The Treasurer provided Members with an update on the Medium Term Financial Strategy (MTFS) and Reserve Strategy of the Authority together with an update on the Revenue Budget for 2020/21. He also provided Members with an analysis of potential implications for our funders and the external factors that will impact upon the service budget requirements.

The Treasurer also advised of increased costs as a result of changes implemented to firefighters' pension schemes, which are higher than expected. The shortfall will be picked up as part of the budget monitoring and could result in a 5% increase to local authority budgets, which is substantial. The Authority will seek a Welsh Government pension grant in this regard. In the event of the unavailability of a grant, possible scenarios of contribution costs were discussed in detail. The Authority will provide as much notice as possible on any changes to unitary authority contributions.

Following a question and answer session on the 2% pay rise, it was confirmed that those costs had already been budgeted for in this year's budget and would not result in increased contributions from local authorities this year.

It was also confirmed that meetings with senior members from each unitary authority have been arranged to share information and provide awareness.

Councillor White asked whether there was anything Members could do to put pressure on Welsh Government in relation to pension grant funding for the pension shortfall. The Treasurer advised that the Authority has requested a further contribution in this regard however, any pressure that Members can provide would be appreciated.

Councillor Williams stressed the limited timeframe for a resolution for budget approval by February. The Treasurer advised that indications will be provided at the December Fire Authority meeting for each unitary authority to consider, as part of the formal consultation undertaken every year.

The information shared with Members today will be circulated to all Treasurers at each unitary authority.

RESOLVED THAT

Members agreed the report content as the basis of its financial planning framework.

27.2 2018/19 ANNUAL TREASURY MANAGEMENT REVIEW

The Treasurer presented the results of treasury management activities for the year ending 31 March 2019, in accordance with the Authority's approved Treasury Management Strategy, for Members' consideration.

Members' attention was drawn to the Authority's capital expenditure, funding figures, gross borrowing and the Treasury position as at 31 March 2019, which were explained in detail.

RESOLVED THAT

Following consideration, Members agreed to note the annual treasury management review for 2018/19.

28. REPORTS FOR INFORMATION

28.1 UPDATE ON FIRE MEDICAL RESPONSE

The Director of Service Delivery provided Members with an update on Fire Medical Response across the South Wales Fire & Rescue Service area. He further advised that the Service continues to train all personnel in trauma response.

Councillor Brown queried whether firefighters at Chepstow could continue fire medical response on a voluntary basis. The Director of

Service Delivery confirmed that the Service will fully support firefighters at Chepstow, who wished to continue providing fire medical response on a voluntary basis.

RESOLVED THAT

28.1.1 Members noted the contents of the report.

28.1.2 The Director of Service Delivery pass on the Chair's thanks to the crew at Chepstow for their continued support.

28.2 FORWARD WORK PROGRAMME

The Deputy Chief Officer provided a brief overview of the Forward Work Programme for 2019/2020.

RESOLVED THAT

Members agreed to note the Forward Work Programme for 2019/2020.

29. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 OR 2)

There were no items of business that the Chair deemed urgent.

AGENDA ITEM NO 5

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

Sally Chapman – DCO
Huw Jakeway – CFO
Dewi Rose – ACFO SD

Chris Barton – Treasurer
Alison Reed – ACO PS
Richie Prendergast – ACFO TS

Minute No	Item	Action	Leading Officer	Current Status:
17/18 – 55.4	Land Adjoining Llantwit Major Fire Station	Dispose of the land at Llantwit Major Fire Station identified as surplus to requirements.	DCO	The sale has now completed. COMPLETED
18/19 – 28.1	Restructure to Meet Future Challenges and Demands	Implement new structure as agreed.	ELT	COMPLETED
18/19 – 54.1	Schedule of Member Remuneration 2019/20	Submit the Member Schedule of Remuneration 2019/20 to the Independent Remuneration Panel and arrange for publication on the FRA website	DCO	COMPLETED
18/19 – 54.2	Fire Cover Review 2014 Update	<p>BRIDGEND</p> <ul style="list-style-type: none"> Officers to explore the possibility of a combined emergency service station in Porthcawl if there is a desire from the Police and Welsh Ambulance Service NHS Trust. 	ACFO SD	The Service continues to explore opportunities for this and other sites. This work is likely to be ongoing and therefore this action will be marked as complete and further updates will be brought before Fire Authority at the appropriate time.

Minute No	Item	Action	Leading Officer	Current Status:
		<p>RHONDDA CYNON TAF</p> <ul style="list-style-type: none"> That officers pursue the refurbishment of the existing Pontypridd station in line with the Service's property strategy. 		Tenders have now been received and a contract awarded. Work is due to commence on site imminently and progress against spend and timelines will be reported in the normal way through FAPM committee. This action is therefore completed .
19/20 – 18.1.2	Draft Proposed Strategic Themes and Objectives 2020/21	Publish the draft Strategic Themes and Objectives in the Annual Improvement Plan - Stage 2 on the Service's website.	DCO	The Plan will be published on 31 October 2019. Action Completed
19/20 – 18.1.4	Draft Proposed Strategic Themes and Objectives 2020/21 – Fire Cadet Branches	Provide Members with detailed information on the Fire Cadet Programme.	ACFO SD	COMPLETED
19/20 – 19.3.2	Business Plan Actions – Health Check 2018/19 Quarter 4	Provide Members with a copy of their respective Unitary Authority stats.	DCO	COMPLETED
19/20 – 19.4.2	Welsh Language Standards Update	Provide Members with a report of the arbitrary costs to the Service on the provision of Welsh Language Standards	DCO	A report is on today's agenda. ACTION COMPLETED

AGENDA ITEM NO 6

Reports for Decision

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6.i

16 DECEMBER 2019

REPORT OF THE ASSISTANT CHIEF FIRE OFFICER - TECHNICAL SERVICES**HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2018/2019****SUMMARY**

The Health, Safety and Wellbeing report for 2018/19 provides a summary of the key activities undertaken and the performance of South Wales Fire and Rescue Service in the area of Health, Safety and Wellbeing.

RECOMMENDATIONS

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

Members note the overall success achieved during 2018/19 in the delivery of an environment that is supportive of the Health, Safety and Welfare of staff.

Members endorse and support the range of initiatives underway to proactively and reactively support the Health, Safety and Wellbeing of staff employed by South Wales Fire & Rescue Authority.

1. BACKGROUND

- 1.1 The annual report offers a common format to review performance of the South Wales Fire and Rescue Service over a five year period. It also provides data to assist with the development of safety policies and procedures.
- 1.2 The Health and Safety performance of the Service is monitored by the enforcing authority, the Health and Safety Executive (HSE) and other external agencies.
- 1.3 Although the accident and near miss statistics provide a reactive measure, the data enables Service Managers to identify trends, establish additional control measures and identify opportunities for improvement.

2. ISSUE

- 2.1 The Health and Safety report covers the period from 1 April 2018 to 31 March 2019. The report indicates statistical returns on accidents and injuries during this period. Additionally, the report indicates initiatives undertaken to ensure legal compliance and the creation as far as reasonably practicable of a safe working environment for the Service's personnel.

- 2.2 There were 21 Reports of Injuries Diseases and Dangerous Occurrences (RIDDOR) during the year, an increase of 7.
- 2.3 The total number of reported accidents for 2018/2019 has increased on the previous year by 18 from 57 to 75, this figure is more in line with the long term average of 70.
- 2.4 The number of injuries which have resulted in an individual being off work for between 1 and 7 days in 2018/2019 has reduced to 6 with a total of 17 days being lost as a consequence.
- 2.5 The number of injuries which have resulted in an individual being off work for over 7 days in 2018/2019 has increased from 12 to 16 with a total of 481 days being lost as a consequence.
- 2.6 The majority of days lost are a result of 4 individual incidents.
- 2.7 There were 5 major injuries reported for the period of 2018/2019 with a total of 215 days lost as a consequence.
- 2.8 The total number of days lost in 2018/2019 due to accidents was 725. This is a decrease on the previous year of 428 days. This reduction is really positive and whilst one day lost can be viewed as too many it demonstrates a positive health and safety culture within what can be a hazardous environment.
- 2.9 The number of instances of near miss reports has increased significantly to 41 in 2018/2019 from 23 in 2017/2018. This is positive progress as we are actively encouraging staff to report such occurrences.
- 2.10 The National Fire Chiefs Council (NFCC) work stream on Health and Safety has enabled us to continue to benchmark performance across the UK Fire Sector. Out of 34 UK Fire and Rescue Services who shared performance SWFRS recorded the 4th lowest injury incident rates in the UK with a rate of just 46 per 1000 employees.
- 2.11 All workplace inspections for 2018/2019 were conducted in accordance with Service Policy.
- 2.12 South Wales Fire and Rescue Service continue to be proactive in supporting a variety of Health and Wellbeing initiatives targeted towards addressing mental health challenges in the workplace.
- 2.13 Positive Representative Body consultation and engagement are undertaken via the Health and Safety Committee which meets quarterly.

Alongside a quarterly meeting of the Operations Health and Safety Reps Meeting.

- 2.14 Progress against the key plans and projects for Health and Safety are identified for 2018/2019 along with a set of new plans for 2019/2020. In addition a new three year strategy document has been produced and will run from April 2019 – March 2022

3. FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications as a result of this report.

4. HEALTH AND SAFETY IMPLICATIONS

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

5. EQUALITY RISK ASSESSMENT

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

6. REPRESENTATIVE BODY CONSULTATION

- 6.1 There are no Representative Body consultations required as a result of this report however contents and performance will be discussed at the next Health and Safety Committee.

7. RECOMMENDATIONS

- 7.1 Members accept the report on the performance of South Wales Fire & Rescue Service in the area of Health, Safety and Wellbeing.
- 7.2 Members note the overall success achieved during 2018/19 in the delivery of an environment that is supportive of the Health, Safety and Welfare of staff.
- 7.3 Members endorse and support the range of initiatives underway to proactively and reactively support the Health, Safety and Wellbeing of staff employed by South Wales Fire & Rescue Authority.

Contact Officer:	Background Papers:
ACFO Richard Prendergast Director of Technical Services	Annual Report 2018-2019

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Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

Annual Health, Safety and Wellbeing Report

2018/19



Summary Statement from Director for Health and Safety

Assistant Chief Fire Officer Richard Prendergast

South Wales Fire and Rescue Service is a diverse and dynamic Emergency Service. We recognise that our people are our most valuable asset and they are at the heart of everything we do and deliver. The very nature of an Emergency Service means that at times staff are expected to work in dangerous and unpredictable environments. Our firefighters often operate in pressurised, unpredictable situations when attempting to save life and mitigate emergencies. Our responsibilities to our staff extend far further than operational incidents and include all of our support functions, such as Administration, Fleet, Training and Community Engagement.

It is the duty of all staff to ensure that our safe systems of work and personal protective equipment are used and furthermore that we work together to ensure the Health and Safety of each other, visitors to our sites and the public in general. I firmly believe that an embedded Health and Safety culture is not only good for our people, but also good for the Service and this can only be achieved when all stakeholders work together with a common purpose.

I would like to thank all of you for your support in continuing to make South Wales Fire and Rescue Service a safer place to work and in particular those of you who have engaged in our Health and Safety Committee and acted as Representative Body Safety Representatives.



Richard Prendergast
ACFO Technical Services



Your Health, Safety and Wellbeing Team



Martin Hole
Health, Safety and Wellbeing Manager



Hannah Owen
Assistant Health, Safety and Wellbeing Manager



Joanna Wilcox
Health, Safety and Wellbeing Officer



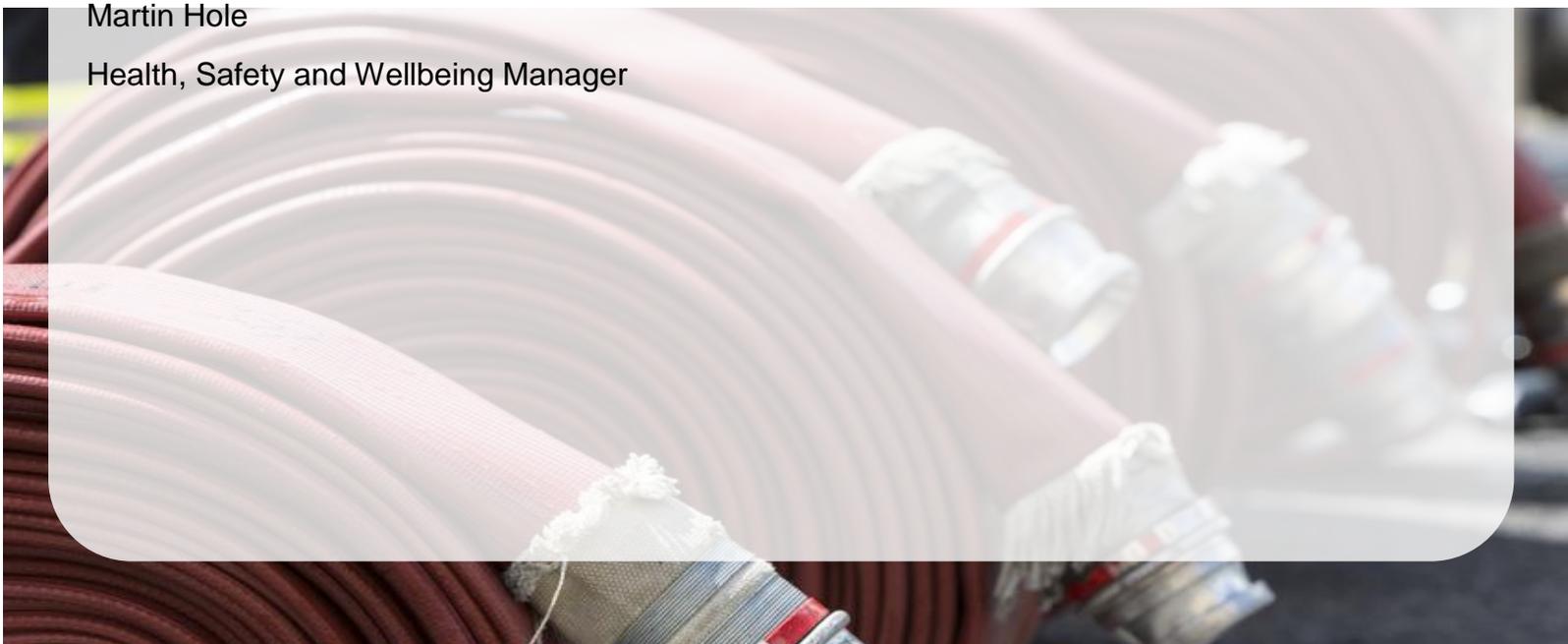
Hayley Snook
Health, Safety and Wellbeing Administrator

Introduction

South Wales Fire and Rescue Service (SWFRS) is committed to excellence, quality and organisational effectiveness and places great importance on the health and safety of its employees and others who may be affected by its operations. The Health, Safety and Wellbeing Team assists the South Wales Fire and Rescue Service Fire Authority to discharge their duties under Health and Safety Law. Our team provides a support mechanism to assist individuals with any health and safety queries or problems and as a Service we aim to reduce risk to employees and visitors from accident, injury and ill health.

Martin Hole

Health, Safety and Wellbeing Manager



Executive Summary

The Health and Safety performance of South Wales Fire and Rescue Service continues to be of a high standard and the number of accidents and incidents remains at a low level.

Accidents on Duty

Duty System	Number of Accidents
Wholetime	39
Retained	15
Recruit	6
Support Staff	10
Young Firefighter	3
Phoenix Project	1
Non Establishment	1
Total	75

The most common reported injury was 'Aches, Pain Jarring – No Visible Injury' with 35%.

The most common cause of injury was 'Hit Anything Fixed/Stationary' (20%) followed closely by 'Manual Handling' (19%).

Total Days Lost

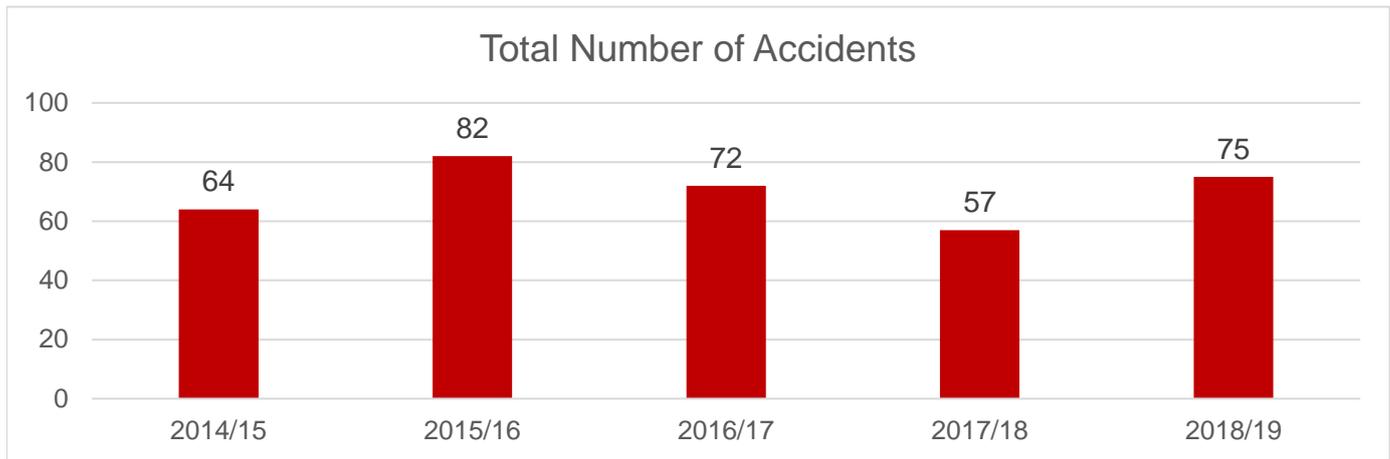
The total days lost for 2018/19 were 723, this is lower than the figure for 2017/18 which stood at 1153

Near Miss Reports

This year we received 41 near miss reports, this is an increase of 18 when compared to last year.



Total Number of Reported Accidents – 5 Year Graphical Comparison

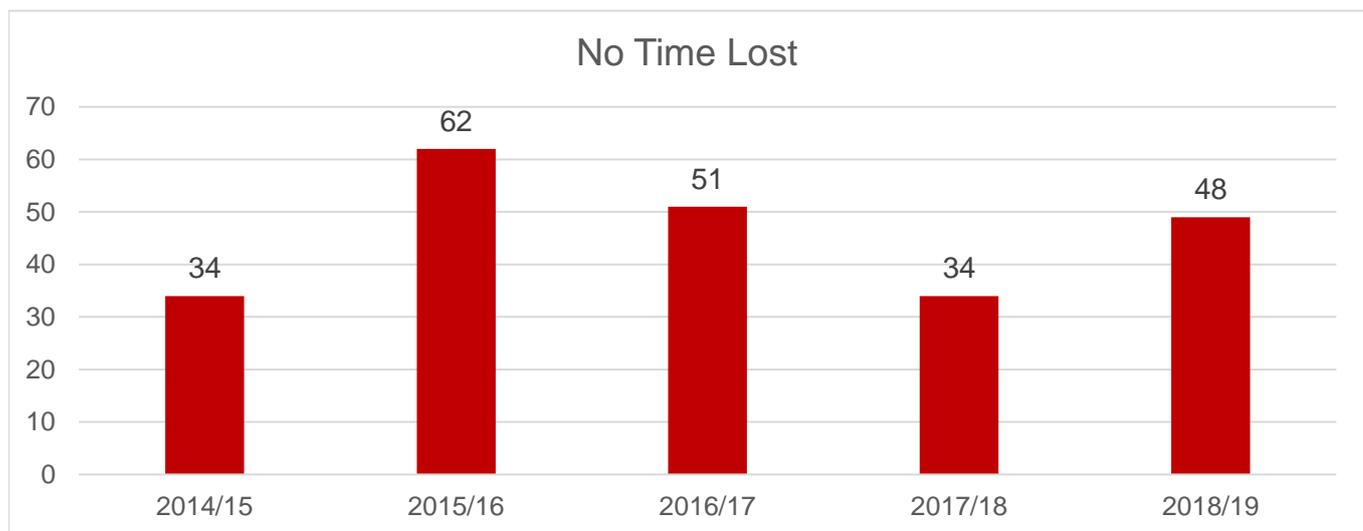


In the year 2018/19, a total of 75 accidents were reported, all of which were fully investigated and a range of recommendations were put forward. Some of the outcomes included Safety Flash Reports, Procedural Alerts, the reviewing of Risk Assessments and a range of local control measures, all of which were designed to prevent or reduce the likelihood of reoccurrence.

Total Accidents and Days Lost due to Injuries

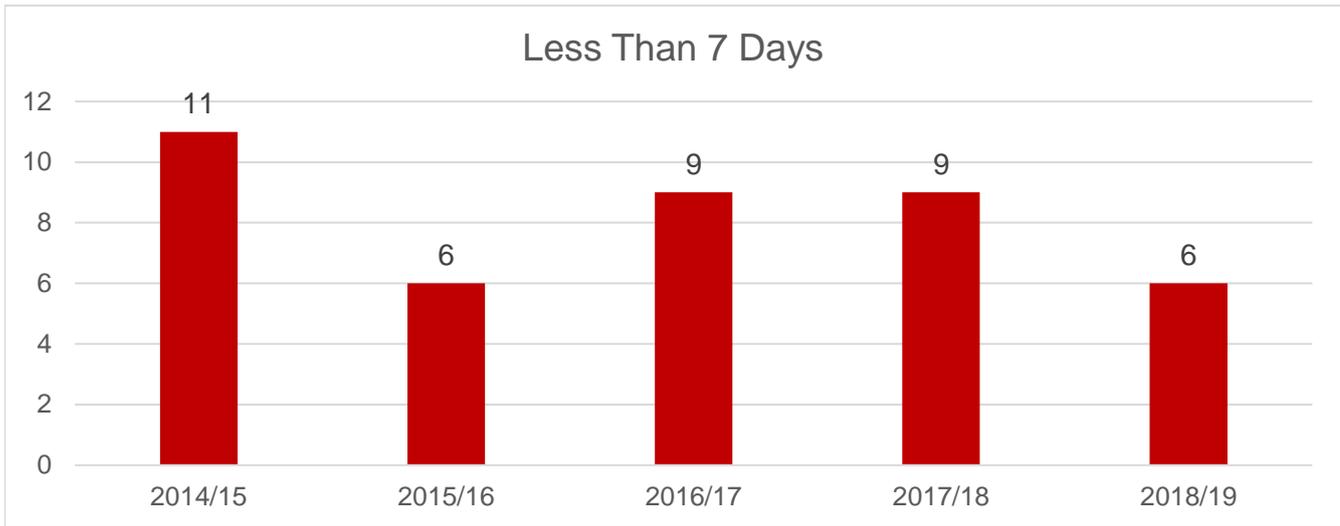
One of the ways in which we categorise accidents is time lost from work. Accidents are categorised into the following; 'No Time Lost', 'Less than 7 Days', 'Over 7 Days' and 'Major'. This is in accordance with the regulatory body, Health and Safety Executive (HSE) requirements.

No Time Lost



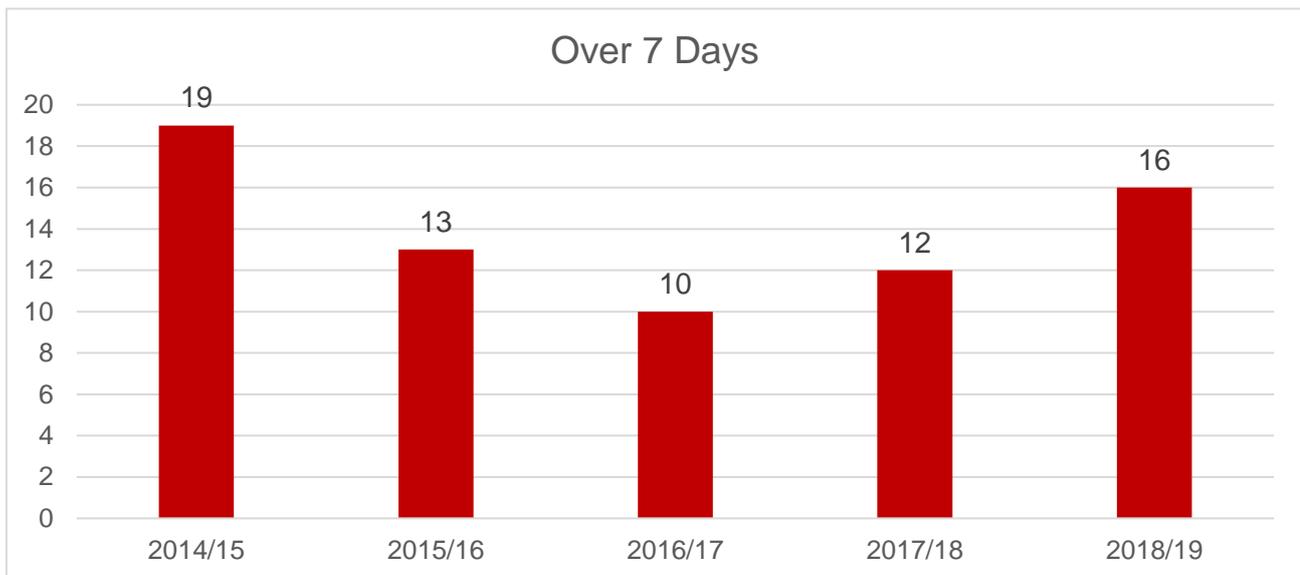
Of the 75 reported accidents, 65% of these resulted in the individual not losing any time from work as a direct result of their accident. This indicates that these incidents were of a less serious nature.

42 Less Than 7 Days

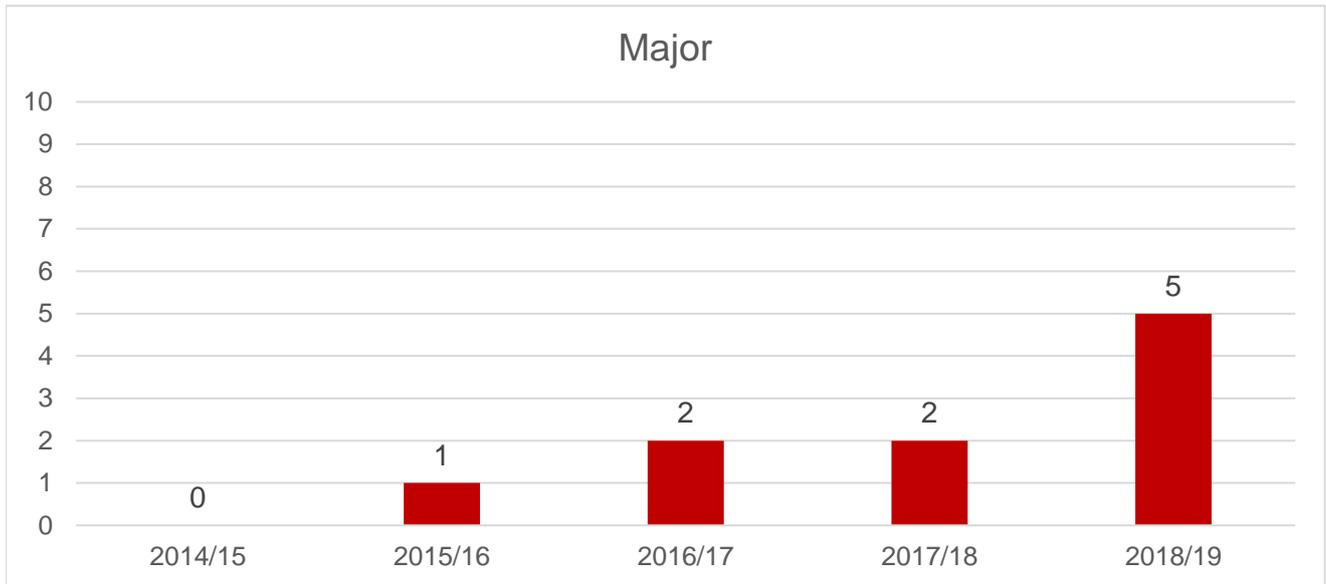


For the year 2018/19, six individuals took less than 7 days off work as a direct result of an accident. Three of these were for 'Aches, Pain, and Jarring – No Visible Injury', two were for 'Cuts and Abrasions' and one was as a result of a 'Burn or Scald'.

Over 7 Days

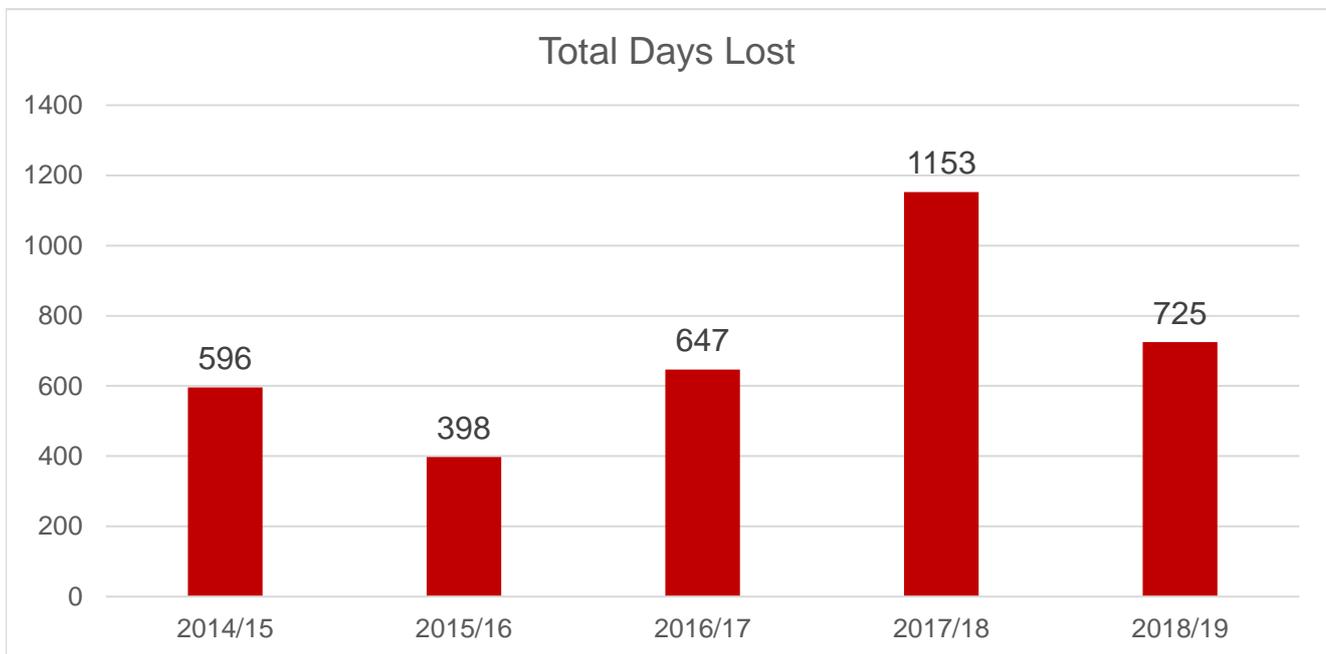


Out of the 75 reported accidents in 2018/19, 16 individuals lost 'Over 7 Days' from work, as a direct result of their accident. The lowest number of days lost being 8 and the highest being 102. All of these instances were reported to the HSE in line with RIDDOR regulations.



In 2018/19, five accidents were classified as 'Major'. All five injuries were fractures; three of which were a fractured ankle, one fractured wrist and one fractured shoulder. Four of these accidents were sustained by wholetime firefighters and one injury was sustained by a Support Member of staff whilst undertaking Community Based Activities.

Days Lost



**All figures were correct as of the last day of their respective financial year.*

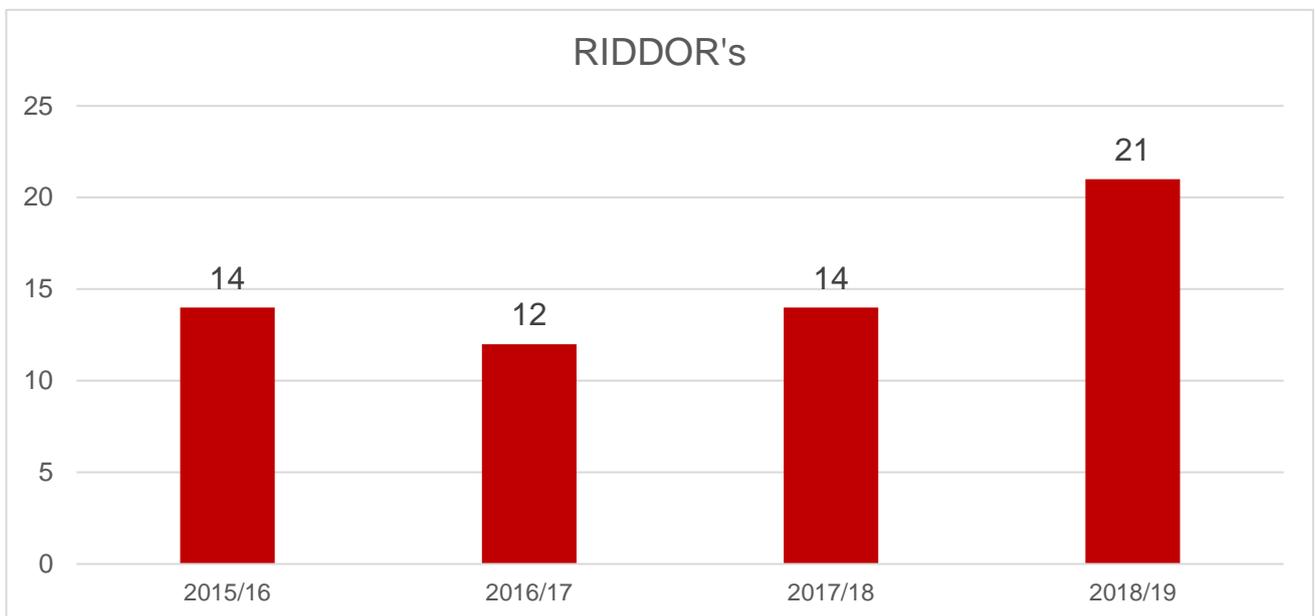
In comparison to 2017/18, we have seen a 39% decrease in relation to total days lost for the

Reporting of Injuries, Diseases & Dangerous Occurrences

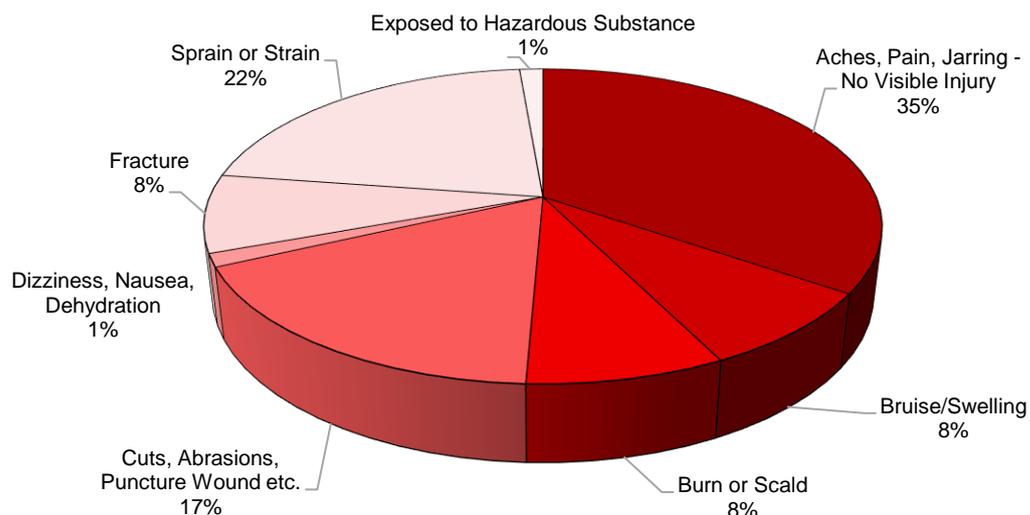
For 2018/19 we have seen an increase in the number of reports submitted to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. 16 of these reports were from 'Over 7 Days' injuries. 5 were a result of specified or 'Major' injuries.

All 'Over 7 Days' injuries were related to 'Aches, Pain, Jarring – No Visible Injury', 'Sprain or Strain' and Cuts, Abrasions, Puncture Wound etc.'

For the year 2018/19 we have made no reports in relation to 'Dangerous Occurrences' and 'Occupational Diseases'.

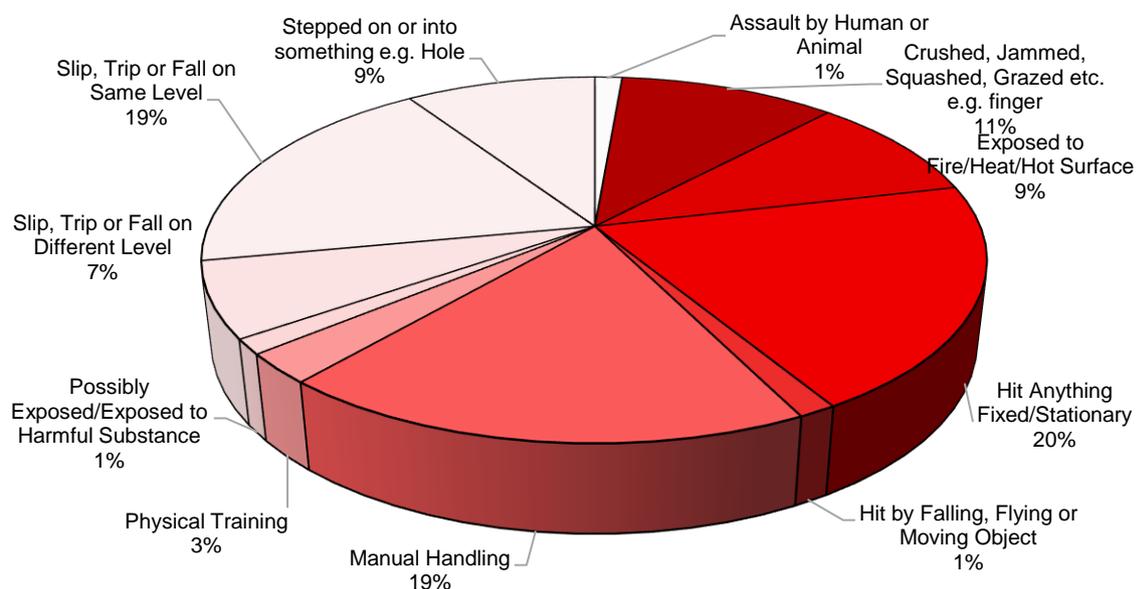


Injury Type Breakdown

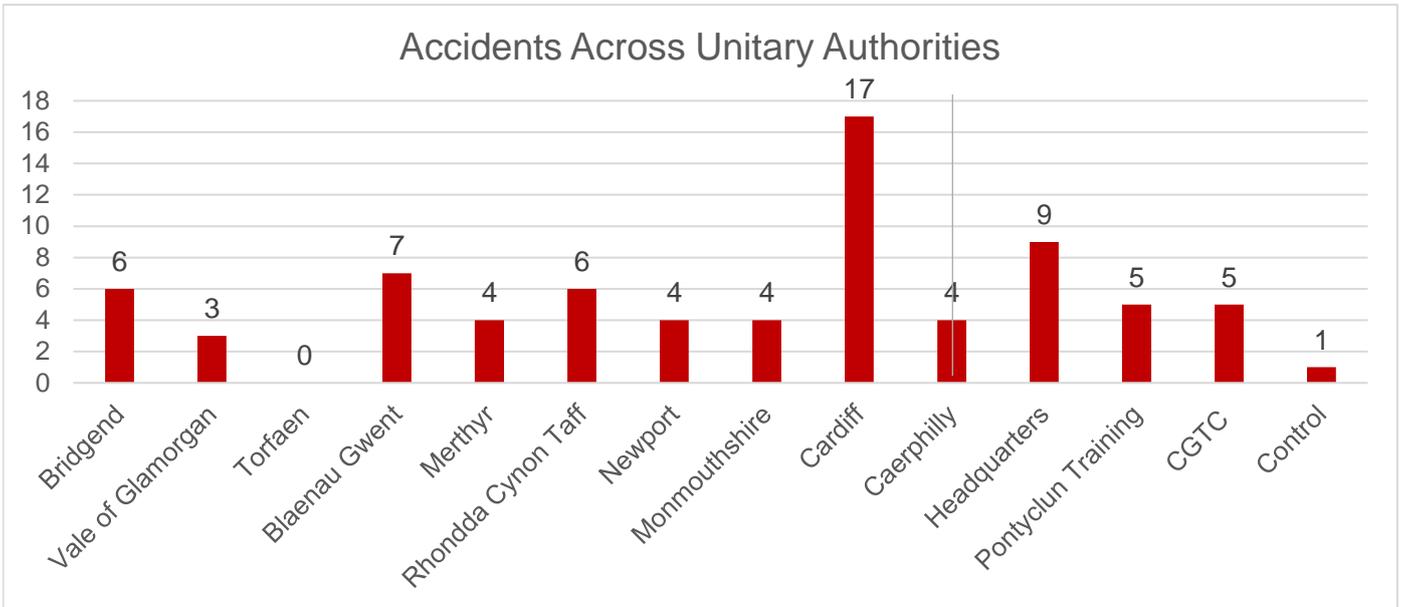


The most common reported injury was 'Aches, Pain Jarring – No Visible Injury', with 26 reported cases (35%). The second most common reported injury was 'Sprain or Strain' with 16 cases reported (22%).

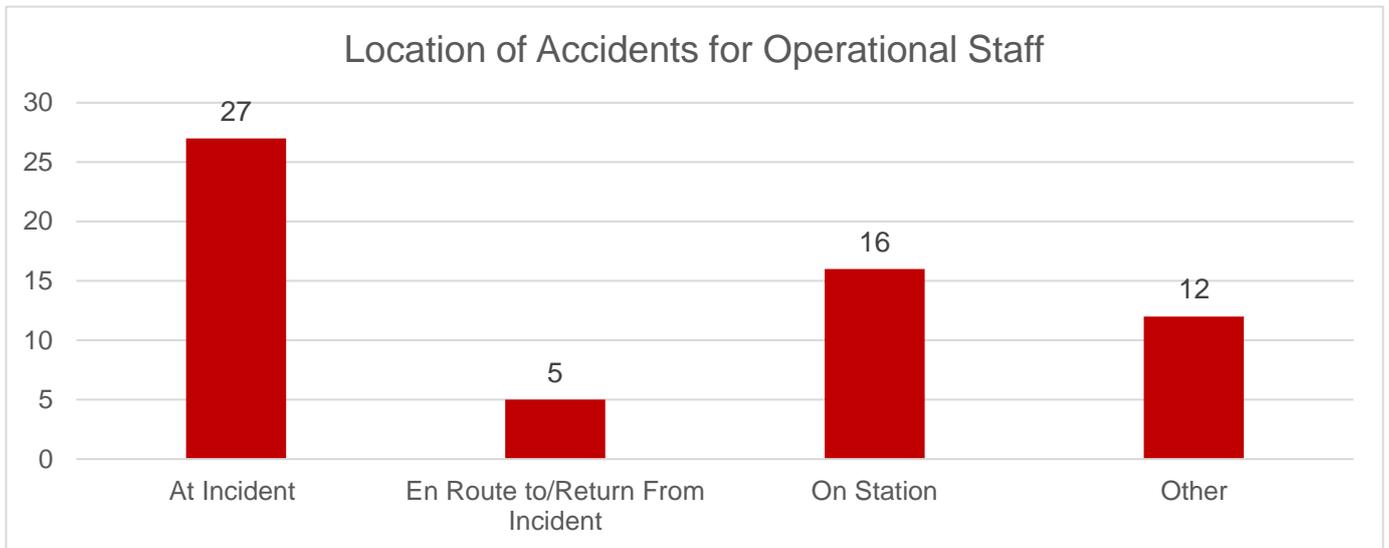
Cause of Injury



Almost 60% of all reported injuries were as a result of 'Hitting Anything Fixed or Stationary', 'Slip, Trip or Fall on Same Level' and 'Manual Handling'.



The locations displayed in this graph are attributed to where the injured party is based, and is not necessarily an indication of where exactly the accident took place. For example, a Support Member of staff, who is based in headquarters, injured themselves whilst undertaking community based activities in Cardiff Bay.

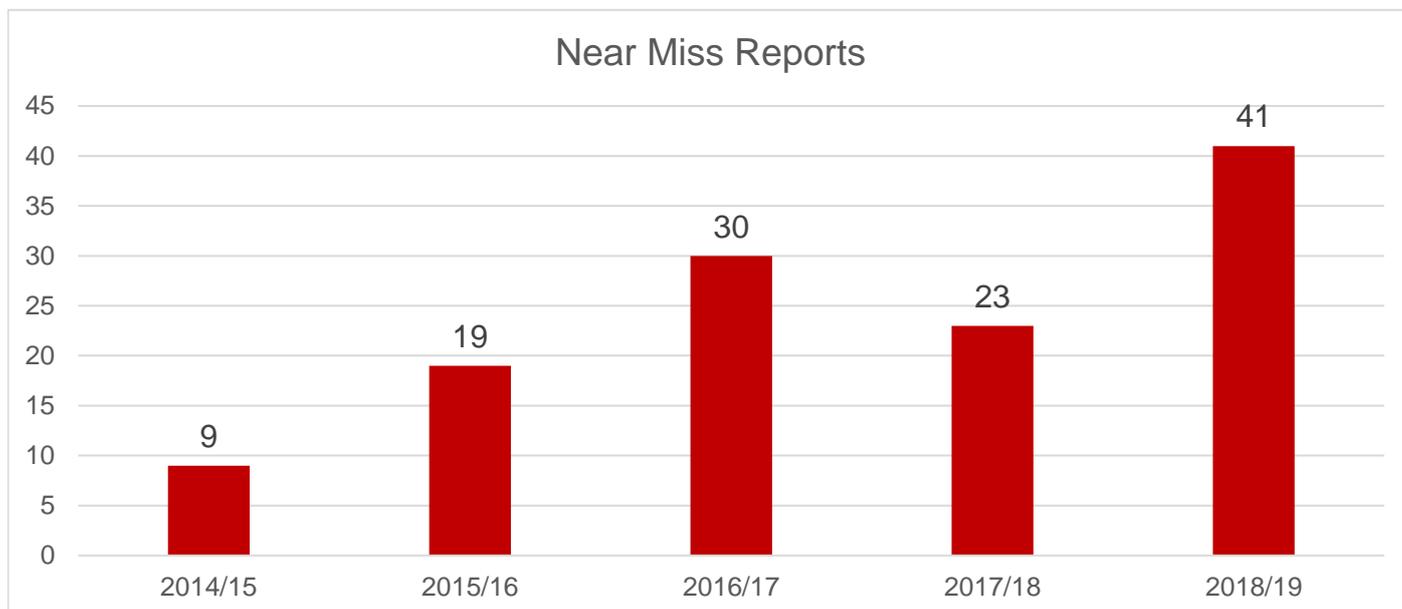


The figures in this graph only represent accidents to operational members of staff, hence the total number of accidents totalling 60 as opposed to 75. Individuals sustained the most injuries whilst being present at incidents, followed by being on station, and closely followed by 'Other'. The term 'Other' refers to injuries sustained at Training Facilities and whilst undertaking any other activities such as community based activities.

For greater perspective, during 2018/19 our operational members of staff attended 17,906 incidents. We received 32 accident reports as a result of attending an incident or being en route to/returning from an incident. Therefore, less than 1% of calls to incidents resulted in an accident.

Near Misses

The HSE defines a near miss as an “unplanned event which does not cause injury and/or damage, but could have done so”.

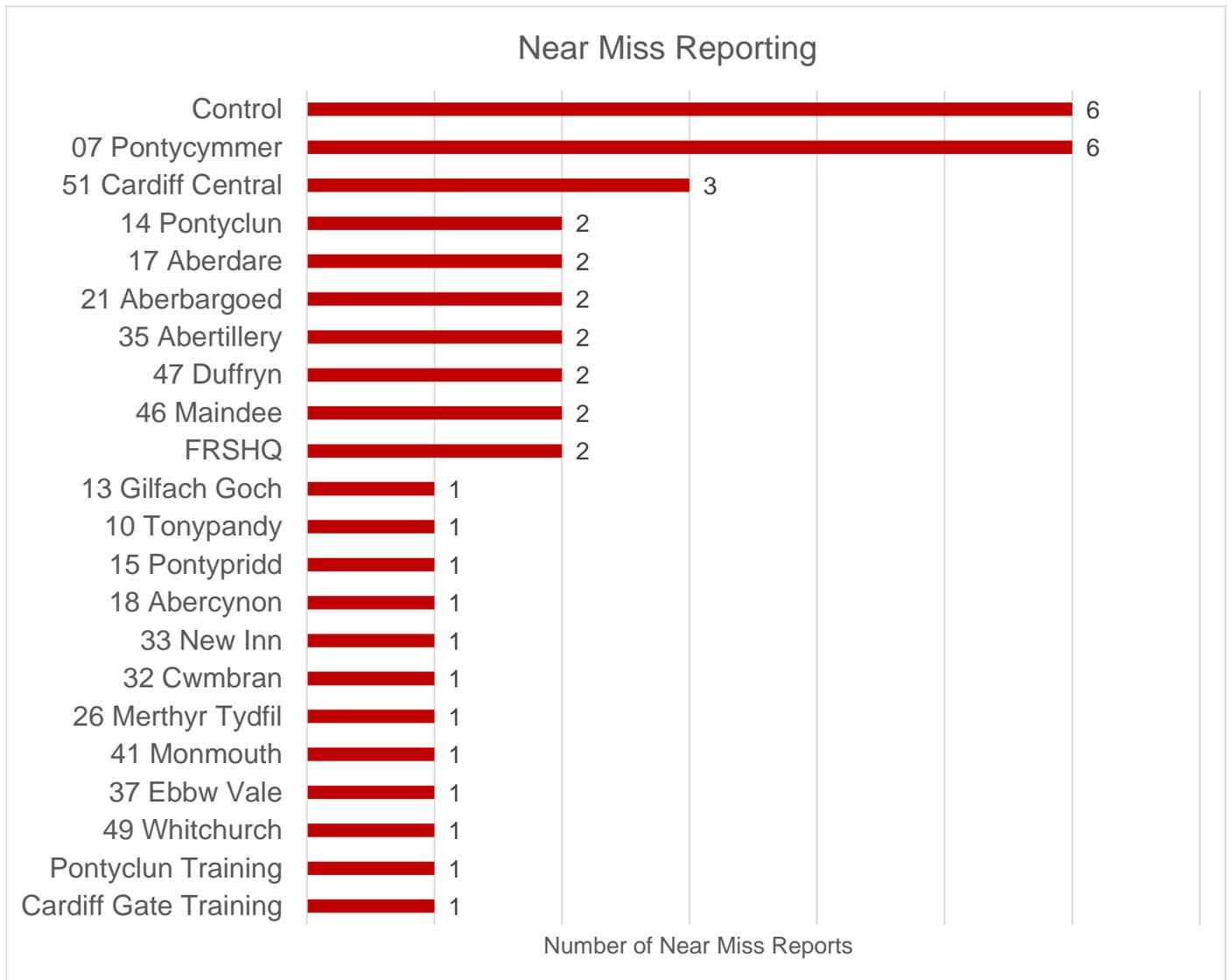


As a Service we recognise how important the reporting of near misses are for the reduction of accidents and encouraging a positive health and safety culture. We noticed that the number of near misses being reported was relatively low, and there was potential for improvement. As a result, on the 1st April 2018 we introduced a new near miss reporting procedure in the form of a ‘Reporting Card’ to encourage more people to report near misses.

The card is quick and easy to fill-in and captures the most important information. They can be found on stations and in headquarters for ease of access. Once they have been filled in, they can be handed in to the Health and Safety Team or sent through our internal mailing system. There is also an electronic version of the card displayed on our Health and Safety Intranet Page to further encourage responses.

We have found this initiative to be very successful. In addition to the 24 near miss reports we received through the traditional H4 reporting procedure, we have received 11 near miss reports via the online reporting mechanism and 6 near miss reports through the use of the reporting card, totalling 41 reports. Potentially, we have received an additional 17 near miss reports that might otherwise have been missed if this new initiative had not been introduced. We will continue to encourage the use of this reporting procedure in 2019/20.

Who Has Been Reporting Near Misses?



18 out of 47 stations reported at least one near miss in 2018/19. Control and Pontycymmer reported the most near misses. The near misses reported from Pontycymmer were mostly in relation to a lack of space reported on station and chairs that were easily broken.

Submitted by:

Location of 'Near Miss':

Date of 'Near Miss':

Time of 'Near Miss':

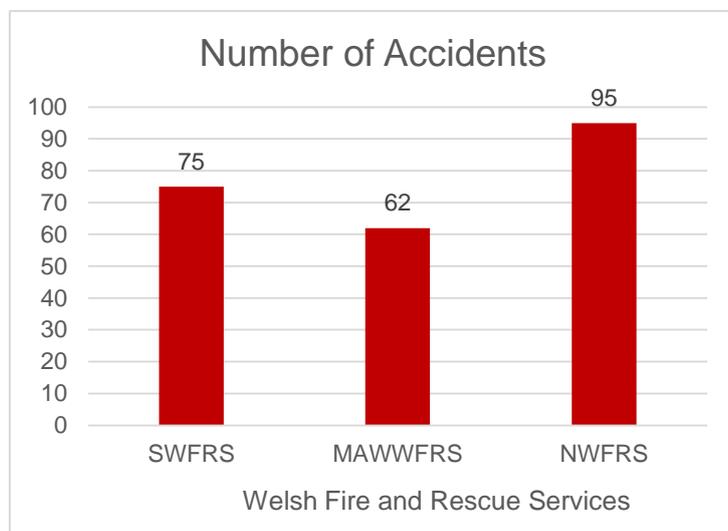
Brief description of 'Near Miss'	What immediate action has been taken?

“This year we have seen a considerable increase in the number of near miss reports. We would like to thank everyone from across the Service for their continued engagement”.

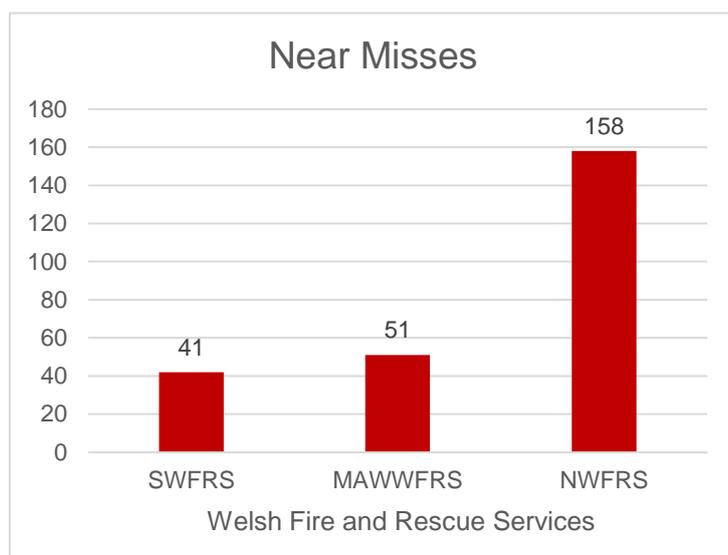
- Guidelines:**
1. To be completed and returned to the health and safety team within 7 days of occurrence
 2. Please include either your name or your watch and station under submitted by
 3. Please include the exact location of the near miss e.g. for example first floor staircase leading to gym
 4. Please include a brief outline of the circumstances involved and any immediate actions taken following event

All Wales/UK Figures

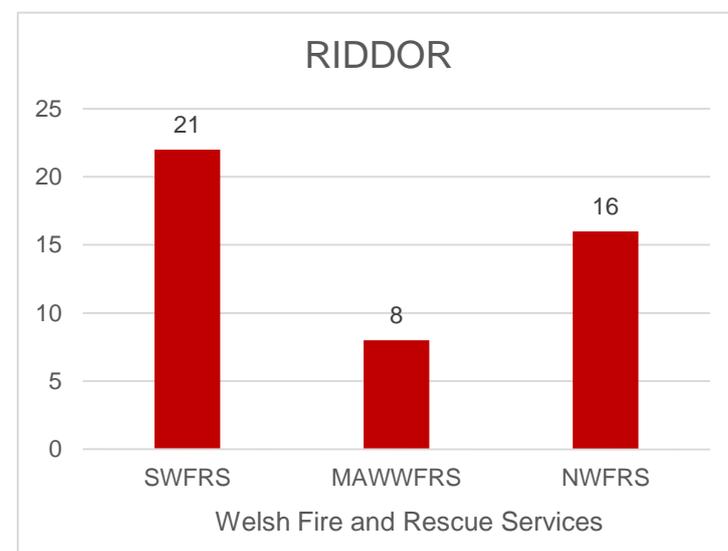
It is important to note that each Fire and Rescue Service have different staffing levels and might have different reporting procedures.



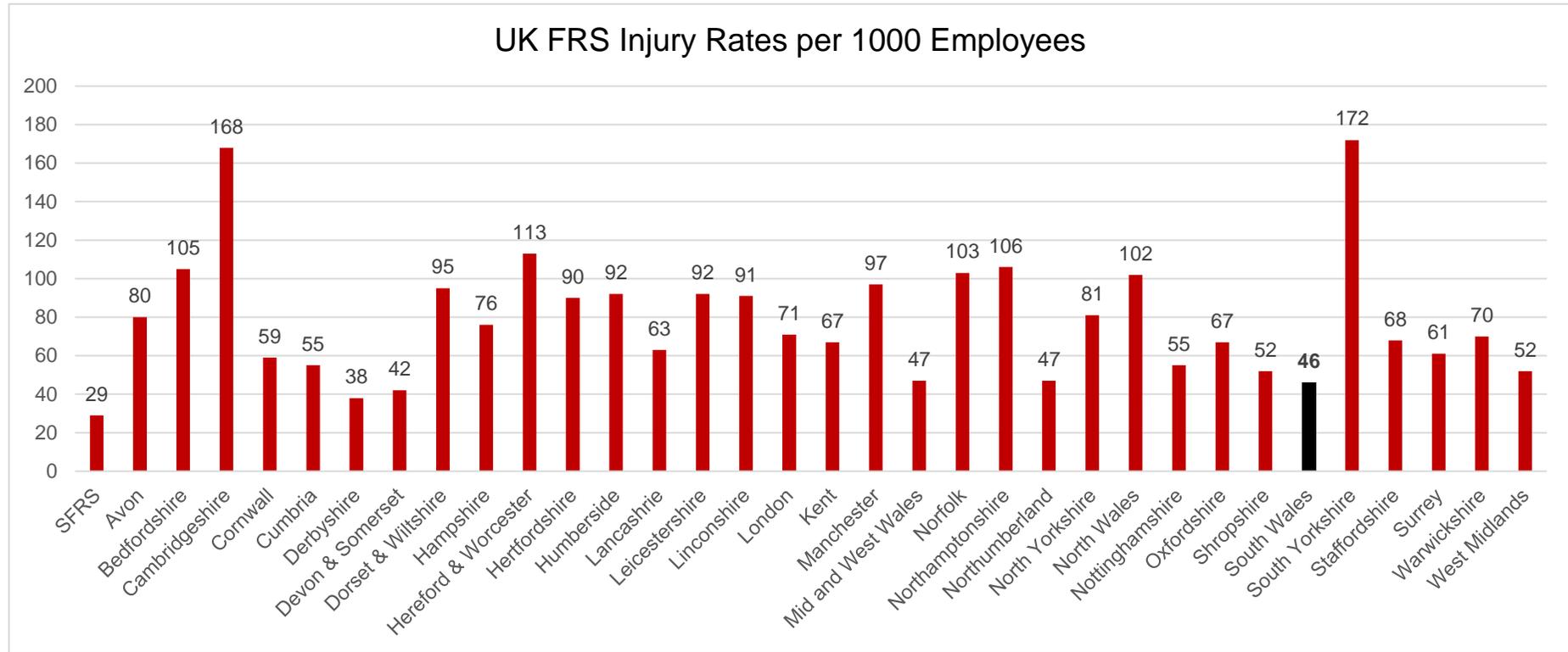
North Wales received the highest number of accident reports, followed by South Wales and Mid and West Wales.



North Wales received the highest number of near miss reports, followed by Mid and West Wales and South Wales.

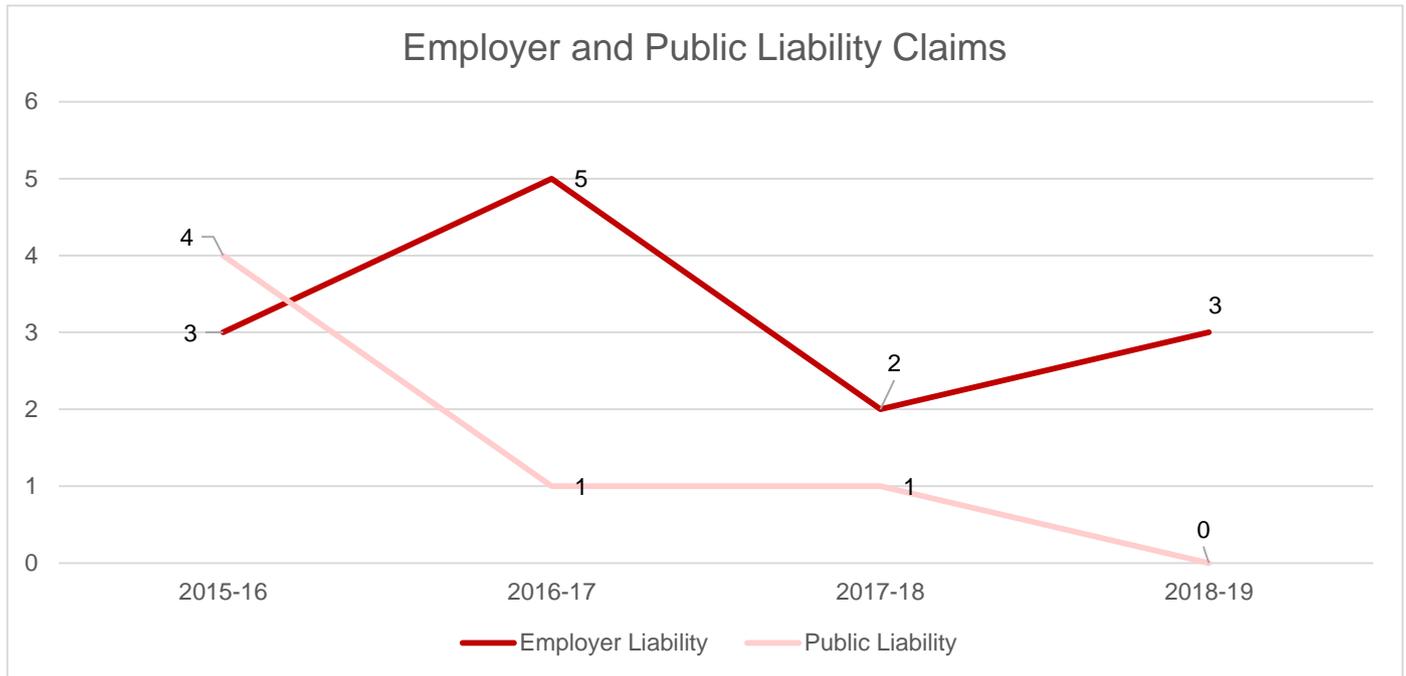


South Wales submitted the highest amount of RIDDOR's, followed by North Wales and Mid and West Wales.

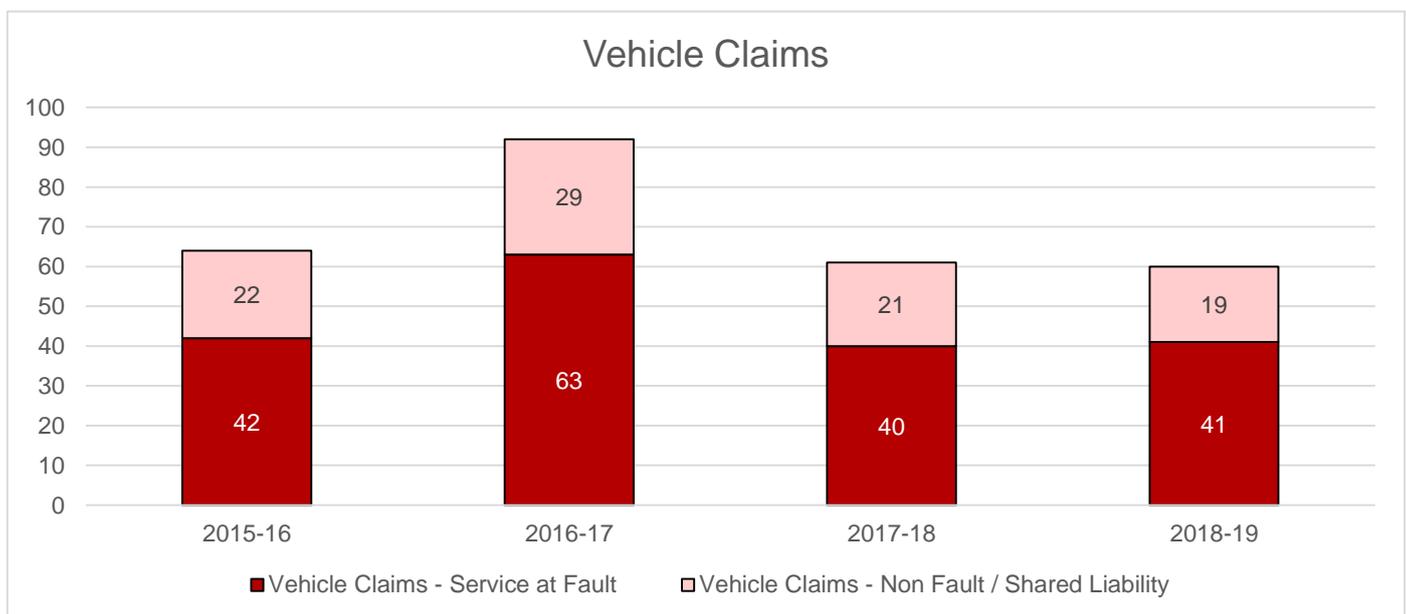


South Wales Fire and Rescue Service has the lowest injury rate across the Welsh Fire & Rescue Services. In terms of our overall standing, we place 4th out of 34 UK Fire & Rescue Services for the lowest injury rate per 1000 employees.

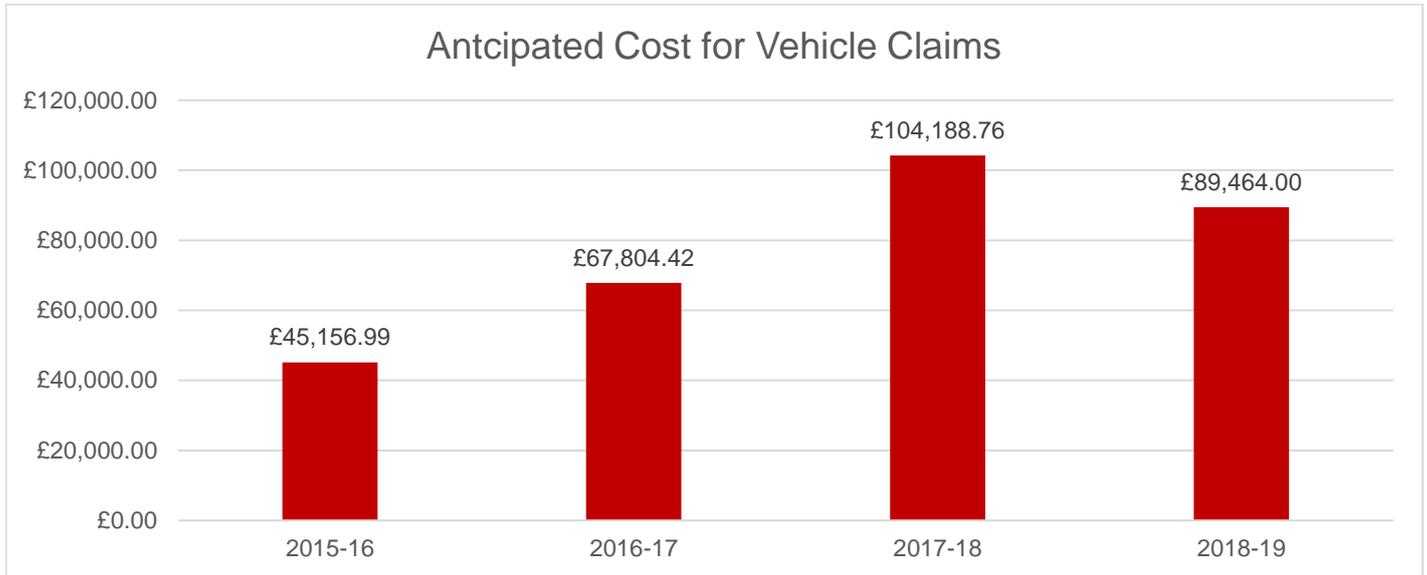
Insurance



This graph shows the number of employer liability and public liability claims that were made in 2018/19. It is important to note that this does not mean that the individual's accident happened in 2018/19 but rather their claim was processed during this time.



This graph shows the number of vehicle accident claims over the last 4 years. There were a total of 60 claims made in 2018/19, the Service was found at fault for 41 of these accidents. The remaining 19 were considered to be non-fault/shared liability.



This graph shows the anticipated costs for vehicle accidents in which the Service was at fault. The figure is down from last year, however remains higher than previous year's costs.

Workplace Inspections

In order to manage Health, Safety and Wellbeing effectively, the Service relies on both proactive and reactive systems to monitor levels of performance.

Workplace inspections are a proactive measure of Health and Safety, as not only do they help to identify hazards and minimise risk, they also act as a learning opportunity as our Health, Safety and Wellbeing Officers get the chance to engage in meaningful conversations about health and safety with members of staff across the organisation.

Our initial plan for 2018/19 was to visit all 47 stations and carry out a workplace inspection alongside the respective station commander and a member of Business Fire Safety. However, due to a change in the team's structure and a temporary reduction in staff part way through the year, this plan did not come to fruition.

As a result, we requested that station commanders take sole responsibility for carrying out their workplace inspection. Stations were made aware that if they wanted the attendance of one of our Health and Safety Officers, this would be arranged.

All 47 stations underwent at least one workplace inspection in 2018/19.

A schedule is already in place for 2019/20 to implement our original plan, and coincide our workplace inspections with Business Fire Safety. We aim to carry out all 47 workplace inspections for the next financial year.

Noise Monitoring

We have the necessary equipment and training to carry out reliable noise assessments for the Service. During 2018/19 we carried out a total of 16 assessments across a variety of sites.

Legionella Inspections

All sites are covered under a term service contract with an external contractor (IWS). Inspection and testing is carried out monthly, quarterly, 6 months and annually. Risk Assessments are carried out every two years and actions taken to reduce risk. All inspection and testing is recorded on the IWS portal which property maintenance manage.

Training Provision

Service Inductions

Duty System	Number of Inductions	Number of Delegates
On Call	9	103
Wholetime	1	21
Corporate	4	42
Total	14	166

There were 14 inductions carried out over 2018/19 for new starters to the organisation. All of these inductions will have included a 1-2 hour session covering Health and Safety Training which will have been presented by a member of the Health, Safety and Wellbeing Team. These inductions are an important opportunity to provide new employees with a basic understanding of Workplace Health and Safety and to raise awareness of the services the Health, Safety and Wellbeing Team provide.

IOSH Managing Safely Courses

During 2018/19, the Service successfully provided in-house IOSH training for 39 employees over 4 sessions. The delegates included Operational and Corporate members of staff. Each training course ran over 3 days and was held at our Cardiff Gate Training Facility. These courses will continue to run through 2019/20.

Occupational Health

The Health, Safety and Wellbeing Team work closely with the Occupational Health Unit to assist with the treatment of individuals following an accident or stressful event.

The table below has been produced by Occupational Health and provides an overview of the number of appointments broken down by consultation category. The figures highlighted in red are the total number of appointments for the previous financial year (2017/18).

CONSULTATION CATEGORY	QUARTERS				TOTAL
	1	2	3	4	
Routine Medical Surveillance WDS	56	69	48	99	272
Routine Medical Surveillance OCDS @ OHU	3	20	5	39	67
Routine Medical Surveillance OCDS @ Station	0	6	5	15	26
Routine Medical Surveillance AUX	0	0	0	0	0
LGV Medicals	34	42	34	31	141
Pre-Employment Medical	89	38	43	102	272
Review Appointments	221	219	262	225	927
Management Referrals/ Sickness Absence	115	105	66	87	373
Physiotherapy Appointments	142	133	78	142	495
Routine Health and Fitness Assessments	237	239	236	212	924
Health & Fitness Advisor Referrals	1	1	0	2	4
TOTAL APPOINTMENTS	660 (515)	632 (495)	541 (570)	740 (516)	2573 (2096)

Occupational Health Initiatives

“Psychological ill health is the second most prevalent cause of reduced performance and sickness absence. SWFRS has benefitted from a long standing partnership with the Department of Liaison Psychiatry at UHW, which has provided very effective treatment for

firefighters affected by the traumatic aspects of Fire & Rescue Service duties as well as other occupational and non-occupational psychological health conditions.”

– *Abstract taken from Occupational Health Activity Report 2018/19.*

The figures below highlight the number of referrals that have been made in the last two years through our partnership with the UHW:

- In 2017/18, there were 34 referrals.
- In 2018/19, there were 43 referrals.

Using the National Procurement Service (NPS) Framework, an external provider has been appointed to deliver counselling services. This contract provides an on-site counselling service 1 day per week and this has been in place since March 2016.

The table below provides a summary of all counselling referrals that were made in 2018/19:

Number of Counsellor Days on Site	52
Number of Sessions Offered	295
Number of Clients Referred and Seen	46
Number of Appointments	271
Number of DNA's (Did Not Attend)	19
Number of Late Cancellations	12

We will continue to work closely with Occupational Health, especially in regards to matters of employee's wellbeing and mental health. An important area of work that is continuing to develop across the Service.

Health and Wellbeing

Below are a few examples of the wellbeing initiatives we have introduced or contributed to over the past year.

Wellbeing Steering Group

Towards the end of this year, the Health Safety and Wellbeing Team contributed to the set-up a Wellbeing Steering Group which will meet on a regular basis to discuss a variety of topics relating to employee's wellbeing. The group will consist of a representative from Health, Safety and Wellbeing, HR, Occupational Health, Operational Risk Management and Corporate Services. As the meetings progress, the plan is to introduce a larger sub-group that will meet more regularly and ultimately feed into the steering group.

The Wellbeing Steering Group was developed following a suggestion that originated from our Health and Safety Committee Meetings. Members of the meeting put forward their ideas of creating a separate Wellbeing Group and the potential benefits of doing so. We aim to contribute to the successful start-up of this forum and its running throughout 2019/20.

HR and Occupational Health

Over the past year a range of wellbeing services have been provided by the Occupational Health Unit and HR Teams combined. These have looked at a range of health issues with particular emphasis on Mental Health. Further initiatives are to be explored to benefit the Service including (but not exclusively) men's health, women's health, healthy eating and fitness initiatives.

Sit, Stand Desks

Another area which we are continuing to explore is the provision of sit stand desks throughout FSHQ. During this year we introduced a standing meeting room desk at headquarters, which has proven to be very popular. Over the next year we will consider the viability of having additional meeting rooms available at headquarters.

Consultation and Engagement

Detailed below are some of the main areas of consultation and engagement that we are involved in across the Service.

Safety Committee

Our longstanding Safety Committee Meetings continued to run successfully through 2018/19. During this year, a number of Health and Safety issues were discussed, with practical solutions put forward and implemented. As a Service, representatives came together from all departments to meet on a quarterly basis. These meetings took place on the following dates:

- 18th April 2018
- 18th July 2018
- 17th October 2018
- 16th January 2019

All of the relevant meeting papers are accessible via our Health and Safety Intranet Page.

FBU Operations Safety Representatives

During this period we continued to meet at regular intervals with our station based Safety Representatives. This is an important forum for engagement and fostering a positive Health and Safety Culture across the Service. The meetings are an ideal opportunity for Safety Representatives to raise any Health and Safety concerns relevant to their station. This in turn also provides us with additional insight into what is happening across the Services' premises.

These meetings took place on the following dates:

- 30th May 2018
- 20th September 2018
- 10th January 2019

All Wales

During this period we met regularly with our Welsh counterparts. These face-to-face meetings are important for knowledge sharing and learning best practice from one another. We continued to meet in two separate capacities, one through our All Wales NIC Group which includes members of senior management, and the second, through our All Wales Practitioners Meeting which includes a smaller group of delegates who are day-to-day practitioners in the field. This year this forum proved particularly useful in sharing leading and lagging indicators, near miss reporting procedures and safety critical information.

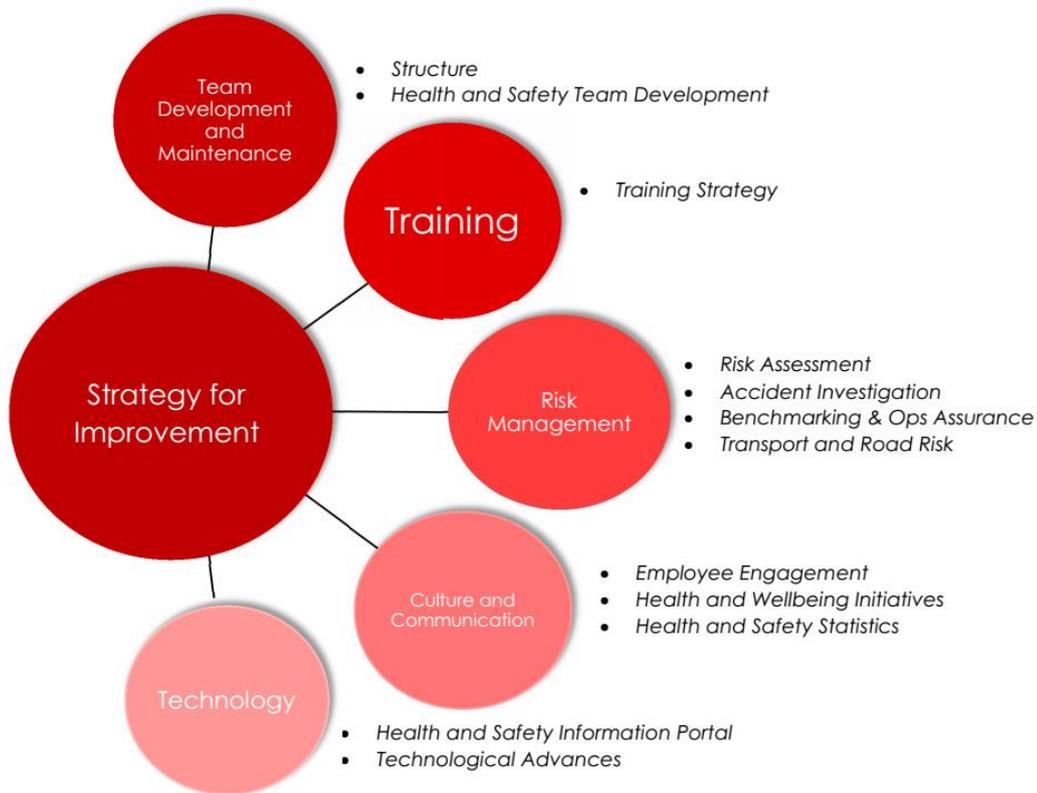
Cross Contaminants

Following the introduction of the Cross Contaminants group in February 2018, we have continued to meet regularly throughout 2018/19 to discuss issues relating to contaminant concerns and queries. Below are some examples of the developments of the group:

- Disposable bags to be kept in TAC officer's cars for contaminated kit.
- Following a trail, DeCon wipes have been procured and issued to all stations and appliances to enable operational members of staff to remove dirt/contaminants before re-entering the cab of the appliance.

Health Safety and Wellbeing 3 Year Strategy

A 3 year strategy report has been developed with a forward thinking approach to support an ever changing Fire and Rescue Service. As a Health and Safety Team we are proud of the work we carry out to help deliver the Services' health and safety programme to anyone who may interact with the Service. To allow for future proofing the health and safety team has to evolve and look at ways of providing our support service more efficiently through embracing new technologies. As a result we have identified a number of areas in the report to look at delivering this improvement strategy.



This strategy document has gone live as of the 1st April 2019 and will be monitored regularly to ensure it is kept on track an update will be provided via the annual report.

Progress against Projects, Plans and Objectives for 2018/19

1. Explore opportunities where we can make the best use of social media to improve our Health and Safety Communications.

We are still currently identifying how we can utilise social media in a productive manner whilst ensuring we remain compliant under GDPR Legislation.

2. Explore opportunities where technology can enhance our procedures.

Over the last year we have worked closely with the Engagement, Performance and Transformation team to incorporate the Business Management Information System (BMIS) into our daily reporting and processing systems. We have reviewed the way we record and present our data and have collectively put a lot of work into developing a recording mechanism that makes best use of the data we collect. During 2018/19 we have trialled using BMIS at Senior Management Team meetings to report on and present our Accident and Near Miss statistics. For 2019/20 we will continue to build on this project and aim to streamline our reporting procedures even further.

3. Implement, review and maintain a Health and Safety Training Strategy to ensure we have the right people, at the right level with the appropriate skills, knowledge and information to effectively manage the Health and Safety function.

A Health and Safety Training Report was finalised towards the end of this financial year. The report went out for consultation and was also presented to the Senior Management Team for review. The report provides an up-to-date strategy for Health and Safety training throughout the Service. It takes into account legislative requirements and aligns key roles with key skill sets required to effectively manage the Health and Safety needs of the Service.

4. Review our team's structure and skill-set in order to ensure we are providing the most efficient health and safety programme to the Service.

Over the past year, the proposed restructure of the Health and Safety Team has been finalised and work is ongoing to put approved recommendations into action. The team's structure has now grown which will allow the team to identify and undertake more proactive preventative work. The new structure includes a Health, Safety and Wellbeing Manager, an

Assistant Health, Safety and Wellbeing Manager, two Health Safety and Wellbeing Officers and one Administrator. The Health, Safety and Wellbeing Manager has identified the individual skill sets required for each role and has scheduled suitable training to safeguard ongoing familiarisation and future development, which links in with the 3 Year Strategy document.

5. Explore the opportunity to benchmark Health and Safety with other organisations.

Work continues to benchmark against other fire and rescue services throughout the UK. On an all Wales basis we have recently developed a 'Leading and Lagging Indicators document which will identify how the three Welsh Services monitor and measure individual statistical data. Work will also continue on identify suitable relationships with other blue light services' and identified suitable private sector organisations.

6. Develop key performance indicators which will allow our team to identify opportunities to learn and improve.

A range of KPI's have been identified and will be monitored during the year 2019/20 which again will help the Health Safety and Wellbeing team to demonstrate the improvements made through the introduction of the 3 year strategy report.

Key Objectives for 2019/20

1. Risk Assessments.

Moving into the next financial year, we will be working on simplifying our Risk Assessment template and subsequently updating our Risk Assessment Policy (HSGN 14). We will look at running Risk Assessment Workshops, primarily for operational members of staff, to ensure that individuals are informed of the Risk Assessment process and what their responsibilities are as assessors. In addition we will be working to identify better ways for storing and retrieving risk assessments for ease of use through end user engagement.

2. Explore opportunities to automate our Health and Safety Processes and Systems.

Linking into the 2018/19 strategies we have now identified a range of KPI's and will be measuring and monitoring against these in the coming year, utilising the BMIS system to help provide an ongoing visual management programme to ensure we achieve the desired results.

3. Monitor and review the 3 year strategy document to ensure efficiency and effectiveness.

This objective will ensure the Strategy document continues to be effective throughout its lifecycle, close monitoring will be required within the first period to ensure deliverables are achievable against planned schedules.



Further information

For any further information please contact Martin Hole:

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Health, Safety and Wellbeing Manager

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Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6.ii
16 DECEMBER 2019

REPORT OF THE TREASURER

TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2019/20**SUMMARY**

The Treasury Management Mid-Term Review Report provides an update on the Authority's treasury activities for the period 1 April – 30 September 2019.

RECOMMENDATION

To note and approve the report and the treasury activity for the period.

1. BACKGROUND

- 1.1 The Fire & Rescue Authority approved the Treasury Management Strategy Statement (TMSS) for 2019/20 on 11 February 2019. The TMSS sets out the reporting framework for monitoring performance and compliance of treasury management activities. Appendix 1 presents the detailed statutory and regulatory reporting requirements contained within the TMSS.
- 1.2 In accordance with the internal scrutiny protocol, the Finance, Audit & Performance Management Committee (FAPM) will receive this initial report in order to make a recommendation to Fire & Rescue Authority.

2. ISSUE

- 2.1 The Treasury Management Mid-Term Review Report is attached as Appendix 1.
- 2.2 The report contains indicators and information for the 6 months leading up to 30 September 2019. Treasury procedures and reporting are intended to limit the Authority's exposure to unforeseen and unbudgeted financial consequences and to ensure that treasury management activity has been conducted in accordance with legislation and the agreed strategy.

3. FINANCIAL IMPLICATIONS

- 3.1 The financial implications of treasury activities have been factored into the Authority's budgeting processes and reporting cycles.

4. LEGAL IMPLICATIONS

- 4.1 The Authority is required to comply with the requirements of the Local Government Act 2003 and to have regard to both the Welsh Government

(WG) guidance and the CIPFA Code when determining its treasury management policy, strategies and reporting regime.

5. EQUALITY RISK ASSESSMENT

5.1 There are no equality implications resulting directly from this report.

6. RECOMMENDATION

6.1 To note and approve the report and the treasury activity for the period.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance & Procurement	TMSS 19/20 TM Outturn Report 18/19 Revenue/Capital Monitoring Reports Link Service information

Appendix 1: Background

1.1 Capital Strategy

In December 2017, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. As from 2019/20, all local authorities have been required to prepare a Capital Strategy which is to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

1.2 Treasury management

The Authority operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the Authority's capital plans. These capital plans provide a guide to the borrowing need of the Authority, essentially the longer term cash flow planning to ensure the Authority can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Authority risk or cost objectives.

Accordingly, treasury management is defined as:

“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

1. Introduction

This report has been written in accordance with the requirements of CIPFA's Code of Practice on Treasury Management (revised 2017).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Authority's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the Authority will seek to achieve those policies and objectives.
3. Receipt by the full Authority of
 - a. an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead
 - b. a Mid-year Review Report, and
 - c. an Annual Report, (stewardship report), covering activities during the previous year.
4. Delegation by the Authority of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

5. Delegation by the Authority of the role of scrutiny of treasury management strategy and policies to a specific named body. For this Authority the delegated body is the Finance, Asset and Performance Management committee:

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2019/20 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Authority's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the Authority's investment portfolio for 2019/20;
- A review of the Authority's borrowing strategy for 2019/20;
- A review of any debt rescheduling undertaken during 2019/20;
- A review of compliance with Treasury and Prudential Limits for 2019/20.

2. Treasury Management Strategy Statement and Annual Investment Strategy Update

The Treasury Management Strategy Statement, (TMSS), for 2019/20 was approved by this Authority on 11 February 2019. There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

3. The Authority's Capital Position (Prudential Indicators)

This part of the report is structured to update:

- The Authority's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

4 Prudential Indicators

The below table details the various prudential indicators set by the strategy, the revised estimate for capital expenditure and the changes to the financing arrangements.

Prudential Indicators			2019/20 Original Estimate £000	Current position £000	2019/20 Revised Estimate £000
Capital Expenditure	Total capital expenditure		6,819	3,327	9,015
	Financed by:				
	Capital receipts	vehicles			857
	Capital grants (inc 3rd party conts)				952
	Revenue contribution		200		256
	Reserve funding		1,798		3,059
	Total financing		1,998	0	5,125
	Borrowing requirement		4,821		3,890
CFR	CFR		45,042		43,015
	Net movement in CFR	inc	1,586		830
	Borrowing requirement		4,821	0	3,890
	less MRP		3,235		3,060
	Additional borrowing requirement		1,586	0	830
Operational Boundary	Borrowing		40,000		40,000
	Other long term liabilities		8,000		8,000
	Total debt		48,000	0	48,000
Authorised Limit	Borrowing		42,000		42,000
	Other long term liabilities		9,000		9,000
	Total debt		51,000	0	51,000
Actual Debt	O/bal borrowing		30,987		30,987
	New borrowing with PWLB		3,500		0
	Loan repayments		(4,416)		(4,416)
	C/Bal borrowing		30,071	0	26,571
	Other long term liabilities	PFI	4,691		4,691
	Total actual debt		34,762	0	31,262
	Under/over borrowed		10,280		11,753

All capital expenditure is unsupported and the Authority must arrange finance for all its capital requirements. The borrowing element of the table increases the underlying indebtedness of the Authority by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision).

Revised estimates have altered due to the increased requirement, i.e. £2.2million, for capital investment in addition to the fact that borrowing is unlikely to take place during the year given the pace of payments being made on capital schemes, thus negating the requirement to add an additional £3.5 million to existing borrowing. This has increased the under borrowing position, i.e. borrowing compared to CFR, which strives to ensure we do not borrow to fund revenue activities and are able to manage our cash flow position effectively.

Members will note that we remain within both the operational and authorised boundaries set and

5 Investment Portfolio 2019/20

In accordance with the Code, it is the Authority's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Authority's risk appetite. It remains a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the current 0.75% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment and the fact that increases in Bank Rate are likely to be gradual and unlikely to return to the levels seen in previous decades, investment returns are likely to remain low.

APPENDIX 2: Approved countries for investments as at 30.9.19

Clients may wish to draw the attention of members to any changes to their approved list of countries for investments since their last report to members.

Based on lowest available rating

AAA

- Australia
- Canada
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Hong Kong
- France
- U.K.

AA-

- Belgium
- Qatar

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SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6.iii
16 DECEMBER 2019

REPORT OF THE TREASURER

REVENUE BUDGET 2020/21**SUMMARY**

The report includes an update on the preparation of the Revenue Budget for 2020/21 and recommends the Fire Authority consults with its ten constituent councils on its contribution budget for that year.

RECOMMENDATION

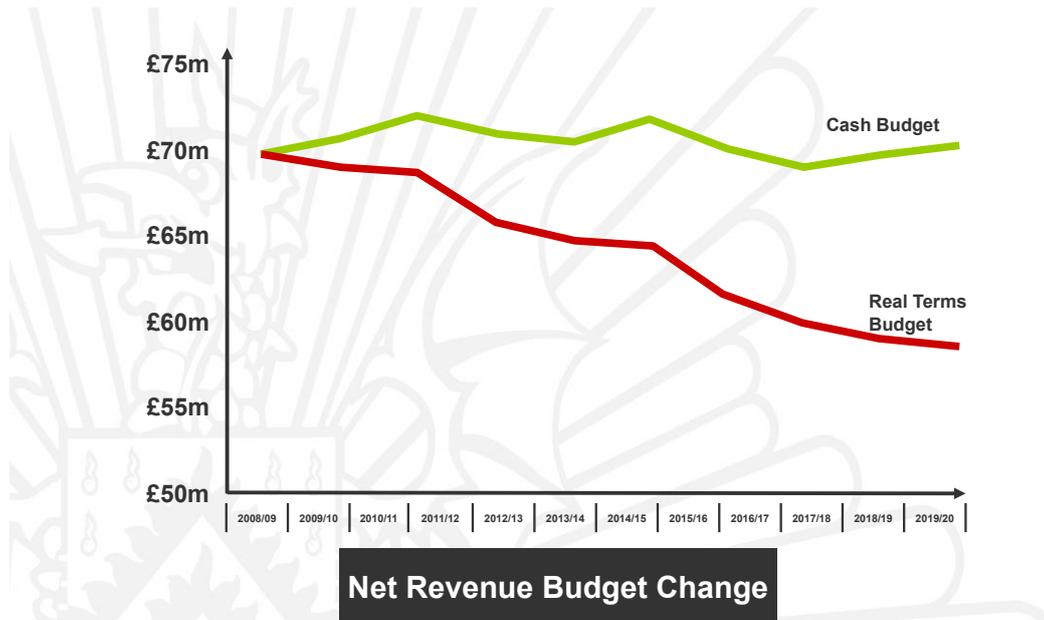
That the Fire & Rescue Authority notes the current situation update and agrees the basis of the consultation.

1. BACKGROUND

- 1.1 The Authority operates a Medium-Term Financial Strategy (MTFS) which provides a backdrop to the planning of resource allocation and spending for future years. This report is an update of the current budget preparation for 2020/21 and includes a situation update in respect of those matters which could impact on the recommended contributions budget for that year.
- 1.2 The report also recommends the basis and timing of consultation with its constituent authorities in light of the above.
- 1.3 The Finance, Audit & Performance Management (FAPM) Committee received a report on the key points within the MTFS and budget at its meeting of 9 September 2019 and this was endorsed by the Fire Authority on 16 September 2019. The FAPM Scrutiny Board considered further background and detail to the budget at its meeting on 7 October 2019. The information considered in the Scrutiny meeting is included within this report as is a further update made to the FAPM Committee on 25 November 2019.

2. ISSUES

- 2.1 The approved MTFS included historical data on spending and budget reductions within the Service throughout the last decade of austerity. It shows the previous decisions made by the Fire Authority in relation to its budget setting. The graph overleaf demonstrates the Fire Authority has maintained its cash budget at the same level over the austerity period representing around £12m (17%) of efficiency savings on a real terms basis.



- 2.2 Brexit and the General Election on 12 December continue to dominate the political agenda and the uncertainty this has created in terms of economic forecasts has resulted in delays to key announcements and decisions. No firm forward financial plans have been released by central government whether nationally or regionally. Welsh Government has delayed its budget announcement and accordingly the Local Government Settlement for next year.
- 2.3 Planning for fire services in Wales is further compromised by the ongoing review of governance and funding being undertaken by Welsh Government. Until this review has concluded, the number and structure of Fire Authorities remains uncertain as is the method of funding the services they provide. For the purposes of this report, a 'no change' scenario is assumed.
- 2.4 The MTFs identified the operational context in which the financial management of the Authority takes place currently and sets out the challenges, risks and responses which are relevant in the short to medium term where this is possible. Further specific risks apply to the setting of the budget next year.

3 LOCAL GOVERNMENT SETTLEMENT 2020/21

- 3.1 There was no indicative level given for the 2020/21 local government settlement and the announcements relating to next year have been delayed due to the Pre Election Period.
- 3.2 In the current financial year, Welsh Government heavily skewed additional resources towards the health sector in Wales and accordingly, local authorities were again provided with a reduced real terms settlement. It is not possible to know what the quantum or distribution of

resources will be at the time of writing this report. Should any announcements be made between the General Election and this meeting, an update will be provided at the meeting.

- 3.3 Councils have responded to austerity with further cuts to services and increases in Council Tax which now accounts for around one quarter of their net spending.
- 3.4 In previous years, the Fire Authority has been informed of the consistent pattern of increases in local taxation which assists in budget setting for council services which include fire and rescue services. Council tax yield has typically increased by an average between 4% and 5%. Higher increases have been seen in the current financial year which exceed the Welsh Government's informal 5% cap and in some cases have reached double digits.
- 3.5 Population data relating to the settlement was confirmed by Welsh Government on 25 November. This population data is used as the basis for the distribution of contributions from the ten constituent councils as set out in legislation. The table below illustrates the change to contributions arising from the new population data before any budget decisions are made by the Fire Authority for next year. It is important to note that councils which see increases in population are also likely to benefit from a proportionately favourable Welsh Government Settlement and vice versa.

Authority	Budget 19/20	Population 19/20	Population 20/21	% Change	£ Change
Bridgend	6,746,905	143,272	144,074	0.6%	20,991
The Vale Of Glamorgan	6,047,690	128,424	130,294	1.5%	72,888
Rhondda Cynon Taf	11,252,298	238,945	239,538	0.2%	32
Merthyr Tydfil	2,790,365	59,254	59,719	0.8%	14,943
Caerphilly	8,537,563	181,297	181,158	-0.1%	-27,641
Blaenau Gwent	3,266,932	69,374	69,544	0.2%	-93
Torfaen	4,336,523	92,087	92,568	0.5%	11,871
Monmouthshire	4,382,814	93,070	93,606	0.6%	14,341
Newport	7,028,089	149,243	151,272	1.4%	77,934
Cardiff	17,437,965	370,299	367,273	-0.8%	-185,266
Total	71,827,144	1,525,265	1,529,046	0.2%	0

4 SPECIFIC BUDGET PLANNING CONSIDERATIONS

- 4.1 The employee budget is the largest part of expenditure and pay inflation is the biggest single factor at play. Underlying inflationary pay increases of 2% are factored into the budget at around £1.0m per annum for both grey and green book staff. In setting the budget, the Authority has usually assumed savings will be delivered in the employee budget due to

turnover and in year efficiencies and this practice will continue in 2020/21.

- 4.2 The pay and conditions and the widening role of firefighters remains an unresolved issue nationally and 'no change' is also assumed in this regard for next year.
- 4.3 Prior to setting the 2019/20 budget, the Fire Authority was kept abreast of the ongoing Firefighters' Pension Fund Revaluation. Following the budget setting meeting, Welsh Government confirmed over £3m of specific grant funding. Since that funding was announced, it has transpired that the increased costs likely to fall on the Fire Authority are approximately £0.8m higher and this is now a matter of ongoing budget monitoring and discussion with Welsh Government.
- 4.4 In terms of future budgets, these increased pension costs are permanent and the sustainability of the Fire Authority's revenue budget is therefore dependant on Welsh Government meeting them in full. Failure to do so could add around £3.8m to the revenue budget. It is understood that Welsh Government may release notifications of grant with its budget proposals on 16th December (the date of this meeting). An update will be provided at the meeting. A range of scenarios is considered in this regard.

Welsh Government decision on SCAPE	£m	% Impact
Full funding of costs	-	-
Funding as per Current Year	+0.8	+1.1
Zero funding	+3.8	+5.3

- 4.5 The recent legal cases which the Government have lost in respect of the tapering arrangements for the firefighters' pension schemes will also have an impact on costs at some future date. The degree and timing of the impact will not become apparent until a solution is agreed. The revenue budget does not include provision for these costs at this time. It is assumed that central funding will be provided to meet any additional costs arising from a Government proposed solution to the future of firefighters' pension benefits.
- 4.6 Generally, the Authority has not added inflationary increases to non-staff budgets for a number of years and it is likely that this tack will again be necessary to constrain spending. Such increases have been dealt with through general efficiency savings measures in previous years by reducing activity at the margins as a cost avoidance measure. As each year passes, the scope to continue this type of efficiency activity reduces. The Service has made initial assessments of other spending pressures

within the budget including capital financing, property maintenance, energy costs, business rates, ICT, transport and supplies costs.

- 4.7 Based on the work completed to date, the contribution budget for 2020/21 would need to increase by 3.4%. In summary, this 'best case' scenario provides funding for the following budget pressures.

Proposed Budget Consultation	£m Increase	% Increase
Pay inflation	+1.0	+1.4
Premises – rates, energy and repairs	+0.8	+1.1
Equipment and supplies	+0.1	+0.1
Contracted services	+0.1	+0.1
Capital financing charges	+0.5	+0.7
	+2.5	+3.4

- 4.8 With the uncertainty that the pension grant funding brings from paragraph 4.4 above, a range of possible outcomes is envisaged as shown below. Appendix 1 provides a breakdown of these scenarios by council area including the population impact.

Proposed Budget Consultation	% Increase
Full Funding of pension costs from WG	+3.4
Pension Funding as per Current Year	+4.5
Zero Pension Funding	+8.7

- 4.9 As usual, work will continue to identify potential savings to offset any upward pressure wherever possible. Two specific aspects of work are currently ongoing.

- An assessment of the impact of the valuation results of the Local Government Pension Scheme Fund
- Increased costs of capital financing arising from the approved capital programme

5. BUDGET TIMETABLE & CONSULTATIONS

- 5.1 The Authority has in recent years sought to set its revenue budget requirement at the December meeting of the Fire & Rescue Authority with a consultation period prior to that meeting. This was seen as advantageous to the constituent councils in terms of their budget planning cycles.
- 5.2 Last year, there were a number of factors which conspired against the Authority not least of which was the pension funding question. With Brexit, the General Election and delays to funding announcements, it is again deemed sensible to defer the final budget decision until the

February meeting. Councils are being kept abreast of possible budget scenarios.

- 5.3 As part of this engagement and consultation activity, the Chairman, Deputy Chairman, Chief Fire Officer and Treasurer have offered the ten councils the opportunity to receive briefings on the current landscape within the Fire & Rescue Service including the budget. These have been taking place throughout November and December.
- 5.4 The Fire Authority consults on its budget with the ten constituent councils and it is proposed that this formal consultation takes place between this meeting and the 12 January 2020. This will allow any formal responses to be considered by the FAPM Scrutiny Board at its meeting on the 13 January. As in previous years, the Fire Authority will of course consider representations made right up to the date of the budget decision to be taken at the Fire Authority meeting on the 10 February 2020.
- 5.5 The following table sets out the budget timetable as agreed.

Date	Meeting	Consideration
9 Sep 2019	FAPM Committee	MTFS and Reserves Strategy
16 Sep 2019	Fire & Rescue Authority	MTFS and Reserves Strategy
7 Oct 2019	FAPM Scrutiny	Revenue Budget Preparation and Assumptions
25 Nov 2019	FAPM Committee	Revenue Budget Update
16 Dec 2019	Fire & Rescue Authority	This meeting
16 Dec 2019 - 12 Jan 2020	Consultation Period	
13 Jan 2020	FAPM Scrutiny	Draft Revenue Budget and Consultation Feedback
10 Feb 2020	Fire & Rescue Authority	Revenue Budget Approval

6. FINANCIAL IMPLICATIONS

- 6.1 Details of the financial projections are included within the Strategy and report.

7. EQUALITY RISK ASSESSMENT

- 7.1 There are no equality implications resulting directly from this report. Each significant change in the Authority's budgets will undergo equality

and diversity risk assessment by the responsible budget holder as part of the budget planning process.

8. RECOMMENDATION

- 8.1 That the Fire & Rescue Authority notes the current situation update and agrees the basis of the consultation.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance and Procurement	

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Appendix 1

Contribution Projections with Population Changes	Contribution 19/20	Increase 20/21	Percentage increase	Contribution 20/21
Bridgend	£6,746,905	£248,612	3.7%	£6,995,517
The Vale Of Glamorgan	£6,047,690	£278,739	4.6%	£6,326,429
Rhondda Cynon Taf	£11,252,298	£378,477	3.4%	£11,630,775
Merthyr Tydfil	£2,790,365	£109,293	3.9%	£2,899,658
Caerphilly	£8,537,563	£258,569	3.0%	£8,796,132
Blaenau Gwent	£3,266,932	£109,779	3.4%	£3,376,711
Torfaen	£4,336,523	£158,119	3.6%	£4,494,642
Monmouthshire	£4,382,814	£162,228	3.7%	£4,545,042
Newport	£7,028,089	£316,927	4.5%	£7,345,016
Cardiff	£17,437,965	£394,987	2.3%	£17,832,952
Total	£71,827,144	£2,415,730	3.4%	£74,242,874

Contribution Projections with Population Changes	Contribution 19/20	Increase 20/21	Percentage increase	Contribution 20/21
Bridgend	£6,746,905	£328,829	4.9%	£7,075,734
The Vale Of Glamorgan	£6,047,690	£351,284	5.8%	£6,398,974
Rhondda Cynon Taf	£11,252,298	£511,846	4.5%	£11,764,144
Merthyr Tydfil	£2,790,365	£142,543	5.1%	£2,932,908
Caerphilly	£8,537,563	£359,433	4.2%	£8,896,996
Blaenau Gwent	£3,266,932	£148,499	4.5%	£3,415,431
Torfaen	£4,336,523	£209,659	4.8%	£4,546,182
Monmouthshire	£4,382,814	£214,346	4.9%	£4,597,160
Newport	£7,028,089	£401,152	5.7%	£7,429,241
Cardiff	£17,437,965	£599,474	3.4%	£18,037,439
Total	£71,827,144	£3,267,065	4.5%	£75,094,209

Contribution Projections with Population Changes	Contribution 19/20	Increase 20/21	Percentage increase	Contribution 20/21
Bridgend	£6,746,905	£612,623	9.1%	£7,359,528
The Vale Of Glamorgan	£6,047,690	£607,934	10.1%	£6,655,624
Rhondda Cynon Taf	£11,252,298	£983,683	8.7%	£12,235,981
Merthyr Tydfil	£2,790,365	£260,176	9.3%	£3,050,541
Caerphilly	£8,537,563	£716,275	8.4%	£9,253,838
Blaenau Gwent	£3,266,932	£285,486	8.7%	£3,552,418
Torfaen	£4,336,523	£391,997	9.0%	£4,728,520
Monmouthshire	£4,382,814	£398,729	9.1%	£4,781,543
Newport	£7,028,089	£699,125	9.9%	£7,727,214
Cardiff	£17,437,965	£1,322,922	7.6%	£18,760,887
Total	£71,827,144	£6,278,950	8.7%	£78,106,094

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SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6.iv
16 DECEMBER 2019

REPORT OF THE DEPUTY CHIEF OFFICER

BIODIVERSITY FORWARD PLAN**SUMMARY**

This report addresses the statutory requirements of all Local Authorities in Wales under Section 6 of the Environment (Wales) Act 2016, to demonstrate how they will '*seek to maintain and enhance biodiversity in the proper exercise of their functions, and in doing so promote the resilience of ecosystems*'. Part one (the appended document) sets out the background, legislative context, and identifies challenges and opportunities.

The Biodiversity Forward Plan looks at how South Wales Fire & Rescue Authority manages and improves natural resources to ensure that biodiversity is considered in all Service areas, and are core themes in service delivery, becoming an integral part of the decision making processes throughout the Fire & Rescue Authority.

The actions in the Biodiversity Forward Plan will be reviewed and updated at the end of each 3-year reporting period.

RECOMMENDATIONS

That Members approve the Biodiversity Forward Plan (Part 1) set out in Appendix 1 attached to the report.

1. BACKGROUND

1.1 All Public Sector bodies in Wales have a duty to prepare and publish a Biodiversity Forward Plan, setting out its proposals to comply with the requirements of the Environment (Wales) Act, Section 6, duty in the exercise of the Fire & Rescue Authority's functions, and in doing so to promote the resilience of ecosystems.

2. ISSUES

2.1 The Biodiversity Forward Plan looks at how the Fire & Rescue Authority manages and improves nature resources to ensure that biodiversity and sustainability are considered in all Service areas, and are core themes in service delivery, becoming an integral part of the decision making processes through the Fire & Rescue Authority.

2.2 The actions in the Biodiversity Forward Plan will be reported on every three years, in accordance with statutory requirements, and reviewed and updated at the end of each 3-year reporting period.

- 2.3 These actions will address at least one of our identified objectives taken from the Nature Recovery Action Plan, and each action will be assessed against the 5 ways of working. The plan is linked to and aligned with the Fire & Rescue Authority's Strategic Plan, and departmental business plans.
- 2.4 Detailed actions to deliver against these objectives may be presented in a further report to the Finance, Audit & Performance Management Scrutiny Group prior to submission for Fire & Rescue Authority approval.
- 2.5 The Plan has been considered in the context of the Environment (Wales) Act, the Wellbeing of Future Generations (Wales) Act 2015, the Nature Recovery Plan, and others as detailed within the report.
- 2.6 The biodiversity duty seeks to improve the environment for all to benefit, and with the aim that results in biodiversity enhancement and conservation, and a more sustainable way of living, to protect our resources and ensure that future generations have the same or better quality of life.
- 2.7 Some areas will require collaboration with Local Authorities and other partner organisations to ensure delivery.

3. HOW DO PROPOSALS EVIDENCE THE FIVE WAYS OF WORKING AND CONTRIBUTE TO OUR WELLBEING OBJECTIVES?

- 3.1 The Biodiversity Forward Plan works alongside the Wellbeing of Future Generations (Wales) Act, and strives to achieve the same, particularly in the following areas:-
 - 3.1.1 **A Prosperous Wales:** promoting and striving to achieve a low carbon society which recognises the limits of the global environment, and therefore uses resources efficiently and proportionally (including acting on climate change).
 - 3.1.2 **A Resilient Wales:** a nation which maintains and enhances a biodiverse natural environment with health functioning ecosystems that supports social, economic and ecological resilience, and the capacity to adapt to change e.g. climate change.
 - 3.1.3 **A Globally Responsible Wales:** a nation which, when doing anything to improve the economic, social, environmental and cultural wellbeing of Wales, takes account of whether doing such a thing may make a positive contribution to global wellbeing.

3.2 The Plan embodies the Sustainable Development Principle, and the 5 ways of working by promoting each of these aspects with the aim of conserving and enhancing biodiversity, and promoting the resilience of ecosystems:-

3.2.1 **Long Term** - This plan sets out what specific actions are required to conserve and enhance biodiversity today for the generations of tomorrow. A more detailed plan will be developed to incorporate a 3-yearly reporting schedule which will enable us to assess whether the Fire & Rescue Authority has been successful.

3.2.2 **Integration** - Further stakeholder analysis will be undertaken to produce a set of measures to improve biodiversity throughout all of the Fire & Rescue Authority's functions. This will include consultation with our stakeholders, clients, and partners.

3.2.3 **Involvement** – Some of these aims will be translated directly into the Strategic Plan, which will reference the Biodiversity Forward Plan.

3.2.4 **Collaboration** – The delivery of the Plan will require maintenance of the existing partnerships, and creating further working partnerships with other public bodies and the voluntary sector.

3.2.5 **Prevention** – The Biodiversity Forward Plan will be produced with a strong prevention element, looking at ways to conserve existing biodiversity, and reduce further losses arising through the implementation of the Fire & Rescue Authority's functions.

4. FINANCIAL IMPLICATIONS

4.1 Actions resulting from the Biodiversity Forward Plan to meet the Authority's obligations under Section 6 of the Environment (Wales) Act 2016, will need to be funded from existing budgets.

5. LEGAL AND EQUALITY RISK ASSESSMENT

5.1 The Authority has a statutory requirement (placed on all public authorities in Wales) under Section 6 of the Environment (Wales) Act 2016, to demonstrate how the Authority will '*seek to maintain and enhance biodiversity in the proper exercise of their functions, and in doing so promote the resilience of ecosystems*'.

5.2 The Authority must prepare and public a plan before the end of 2019, and before the end of every third year after 2019, and before the end of every

third year after 2019, publish a report of what it has done to comply with the biodiversity duty, Environment (Wales) Act, Sections 6(6) and 6(7).

6. RECOMMENDATION

- 6.1 That Members approve the Biodiversity Forward Plan (Part 1) set out in Appendix 1 attached to the report.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance & Procurement	Environment (Wales) Act 2016 http://www.legislation.gov.uk/anaw/2016/3/contents/enacted The Wellbeing of Future Generations (Wales) Act 2015 http://www.legislation.gov.uk/anaw/2015/2/contents/enacted

APPENDIX 1

INTRODUCTION

All public authorities in Wales are subject to an enhanced **biodiversity and resilience of:-**

ecosystems duty (the Section 6 duty) – a legal requirement from the Environment Act (Wales) Act 2016. This duty requires that public authorities must seek to

maintain and enhance biodiversity so far as consistent with the proper exercise of their functions and in so doing promote the resilience of ecosystems.

What is Biodiversity?

Biodiversity [Biological-Diversity] is the variety of life on Earth. It includes all living plants and animals, their genetic variation and the ecosystems on which they depend. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains, rivers and the oceans. Biodiversity represents quality of life. It gives pleasure, interest and an appreciation of our natural environment, but more fundamentally, it is the systems that provide us with food, that control floods, the systems that clean our air and our water; in effect the worlds' ecosystem is our life-support system.

Biodiversity matters for a whole variety of reasons: ethically, emotionally, environmentally and economically. It is at the very foundation of our society and the basis of our economic success and well-being

To comply with the duty, South Wales Fire and Rescue Authority (the Authority) is tasked to do a number of things:

- **embed the consideration of biodiversity and ecosystems** in business planning, including any policies, plans, programmes and projects, as well as their day to day activities.
- **prepare and publish a plan** setting out what they propose to do to maintain and enhance biodiversity, and promote ecosystems resilience.
- **have regard to a wide range of evidence and policy** produced by Welsh Government, the State of Natural Resources Report (SoNaRR) the Nature Recovery Plan for Wales, Natural Resources Policy, Section 7 list of important habitats and species and the Area Statements being produced by NRW.
- **report** on what the authority has done to comply with the duty by the end of **2019** and then every three years after this date.

This document constitutes a **Biodiversity and Ecosystems Resilience Forward Plan for South Wales Fire and Rescue Authority** to comply with this Duty and is intended to meet all of the above requirements. As such, this document provides an enhanced organisational approach to Biodiversity and Ecosystems Resilience (BER) within the context of a wider delivery system for BER outcomes across the service area.

We recognise that Biodiversity protection and enhancement can offer a range of benefits for our organisation which might include:

- Environmental Protection - Protection and enhancement of open spaces, wildlife and habitats.
- Climate Change - Alleviation of the effects of climate change through habitat creation.
- Well-being - Improved physical and social access to nature and open spaces encouraging healthy leisure pursuits.
- Community engagement - Supporting social regeneration in our Local Authority's areas, making our stations a more attractive and inviting community resource by maintaining or enhancing the biodiversity present on our premises.
- Availability of resources - Adoption of sustainable economic and procurement practices through the responsible maintenance of ecosystem functions.
- Regulatory compliance and the avoidance of fines and prosecution The Environmental Damage (Prevention and Remediation) Regulations 2009.

The legislation requires the Authority to promote the **resilience of ecosystems** through its work. This means improving the diversity between and within ecosystems; the connections between and within ecosystems; the scale of ecosystems; the condition of ecosystems (including their structure and functioning); and adaptability – the ability of ecosystems to adapt over time.

The Authority is committed to delivering actions to develop an enhanced approach to BER. This Plan will help to initiate and manage collaboration, development and delivery across Authority Services and with partners to deliver BER outcomes between 2019 and 2022. It has been developed to establish and deliver an integrated and coherent approach to BER with both strategic and operational outcomes for community benefit. As a result of implementing this Plan capacity will also be built within Authority deliver BER and the Authority will be able to maximise funding opportunities to deliver this activity.

This Plan needs to be delivered in an ongoing climate of reduced public funding, stretched budgets, potential governance and funding reforms together with the uncertainty over funding for BER leading up to and beyond Brexit. Welsh public services and partnerships are undergoing major change, and the Authority is

committed to new ways of working, collaboration and delivery to address the BER agenda within this challenging context.

The Authority has a number of key 'traditional' roles to deliver BER, these include: management of physical assets within our property portfolio; sustainable procurement principles, in our approach to delivering services through partnership work with the Public Services Board and other partners; through regional collaboration; and in working directly with communities to enhance local environmental assets and volunteering.

It is important to note that this plan is not a list of what the Authority is already doing to deliver on BER through the above activity. It is a plan to build on existing work to develop an enhanced and coherent corporate response to the BER challenge between 2019 and 2022.

Whilst the Authority supports a wide variety of habitats, these habitats are generally heavily fragmented because of past/present development pressure and habitat loss. As a result, less mobile species of animals and plants are less able to move within the landscape and adapt to the likely impact of climate change. Restoring, creating and managing semi-natural habitats appropriately can help to improve the opportunities for species to move, in turn, helping creating resilient and healthy ecosystems. Positive management of these habitats can also provide additional benefits for our communities through attenuating water flows and reducing soil loss as well as providing interesting, rich and inspiring greenspaces for the benefit of residents.

No data specifically relating to the resilience of ecosystems has been published. Habitats throughout the service area are reducing in extent (with the possible exception of woodland and rivers which are likely stable). Some species are increasing e.g. otter and bats but most are decreasing. For some species, the picture isn't quite so clear, the hedgehog having suffered massive declines in the last 30 years is still in serious decline in our countryside, however, urban populations appear to be stable or possibly increasing, however the distribution is patchy.

As an Authority our ecological footprint is low (ecological footprint = sustainability), however, it has a relatively large carbon footprint.

Carbon footprint:

A measure of the total amount of carbon dioxide (CO₂) and methane (CH₄) emissions of a defined population, system or activity, considering all relevant sources, sinks and storage within the spatial and temporal boundary of the population, system or activity of interest. Calculated as carbon dioxide equivalent using the relevant 100-year global warming potential (GWP100).

Ecological footprint:

An indicator of the total environmental burden that society places on the planet. It represents the area of land needed to provide raw materials, energy and food, as well as absorb pollution and waste created and is measured in global hectares²⁰.

Evidence relating to biodiversity in the Service is lacking and needs further improvement to contribute to the overall Well Being Assessments for our service area.

Nature Recovery Action Plan objectives

A number of objectives have been identified in the Nature Recover Action Plan (NRAP) to address the issues that are driving the decline in biodiversity, and to support recovery.

The NRAP Objectives are:

- 1. Engage and support participation and understanding to embed biodiversity throughout decision making at all levels.**
- 2. Safeguard species and habitats of principle importance and improve their management.**
- 3. Increase the resilience of our natural environment by restoring degraded habitats and habitat creation.**
- 4. Tackle key pressures on species and habitats.**
- 5. Improve our evidence, understanding and monitoring.**
- 6. Put in place a framework of governance and support for delivery.**

A set of indicators will also be developed to measure the progress of the Nature Recovery Action Plan against objectives. To accompany the plan, the Nature Recovery Framework will set out the roles and responsibilities of the key players for delivery of action for biodiversity in Wales, and how they are linked together.

This Draft Plan contributes to the Authority's approach to the Well-being of Future Generations Act (WBFGA) (Wales) 2015, specifically the goal for a Resilient Wales,

Wales' Resilience Well-being Goal

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and

ecological resilience and the capacity to adapt to change (for example climate change)

Once implemented the actions are likely to have multiple benefits for other well-being goals in the Act: The action plan provides more detail on the potential contribution of actions to each goal.

The production of this draft plan has also utilised the WBFGAs **sustainable development principle** to inform its development and structure. The aim of the actions in the plan is to build a coherent, integrated approach by the Authority to Biodiversity and Ecosystems Resilience. The focus of the actions are to develop the capacity of the organisation to take long term BER outcomes into account in the way that it plans, implements and makes decisions about its activities. Many of the actions will ensure that the Authority builds its understanding of this issue preventing further negative impacts on BER.

The Authority's Plans and Policies that link to the Environment (Wales) Act 2016

- Strategic Plan 2019-2024
- Annual Improvement Plan (2018-2021).
- Asset Management Strategy
- Medium Term Financial Strategy/Reserves Policy

DELIVERY FRAMEWORK

This Plan contains a wide range of actions which seek to deliver an enhanced approach to BER in the following Nature Recover Action Plan (NRAP) objectives.

1. **EMBED** – activities which will ensure BER is considered in the way that the service operates, delivers services and makes decisions.
2. **SAFEGUARD & IMPROVE** – activities which will safeguard and improve management of important species and habitats
3. **RESTORE & CREATE** –activities which will restore degraded habitats or habitat creation.
4. **TACKLE KEY PRESSURES** – activities which will tackle key pressures on habitats and species.
5. **EVIDENCE BASE** - activities which will improve the Authority evidence base on BER

6. GOVERNANCE – activities which contribute to the way in which BER is managed at the highest level in the Authority and its partnerships and the systems for doing this.

The following will support Plan implementation.

- i. implementation of the Biodiversity Forward Plan will be overseen by the Authority Senior Management Team and be part of the Strategic Planning approach and its future revisions.
- ii. a lead member from the Authority as Biodiversity Champion will act as an advocate for Plan implementation.
- iii. implementation may be reviewed by the Finance Scrutiny Board as considered appropriate.
- iv. The Director of Corporate Services will be responsible for cross service working to facilitate the implementation of the Plan.
- v. Service Managers will be responsible for incorporating the Plan's commitments into their business plans to ensure they are acted upon and sufficiently resourced.
- vi. Performance Management will focus on whether each of the commitments made in this Plan has been progressed and produce monitoring reports at these stage.
- vii. The Authority will share emerging practice with PSB and other partners on delivery of the Section 6 Duty.

Key drivers of the plan include:

ESTATES MANAGEMENT

Making best use of all our sites to improve the ecological value through better management of grass verges and garden areas. A detailed biodiversity and ecology audit will be undertaken to gather data to highlight best practice and areas for improvement. Reviewing our grounds maintenance contracts to give greater consideration to protection of flora and fauna and safeguard the environment. All new builds and major refurbishments will have environmental impact assessments with efforts made to protect and enhance the ecological value of the sites. We will strive to achieve BREEAM 'Excellent' status for all new builds and major refurbishments including attainment of the range of BREEAM Land Use and Ecology credits where possible,

PROCUREMENT

The procurement of goods and services often has far reaching environmental impacts. We have drafted a sustainable procurement strategy and amending our procurement processes to include environmental requirements in specifications and tenders.

OPERATIONAL RESPONSE

We will seek to improve the quality of biodiversity data available, especially when responding to incidents at Sites of Special Scientific Interest (SSSI). This will assist firefighters to make the best decisions as to how to respond on these sites.

WASTE RECYCLING SITES

Due to the expansion of the recycling and waste management industry and following a series of major fires on waste and recycling sites, we have increased awareness of Hazardous Materials and Environmental Protection across our personnel. Such fires have the potential to burn for days and can have huge impacts on the environment especially if these sites neighbour SSSI's which could be impacted by the fire and the firewater run-off.

PARTNERSHIPS

We will continue to work closely with our partner agencies across all sectors to improve our environmental and ecological impacts. These include National Resources Wales, the nine Public Service Boards in our area, Local Wildlife groups, Housing associations, landowners and residents groups,

OUR STAFF

We will encourage our staff to become Environmental Champions and raise awareness of Environmental issues and impacts of the service across all of our staff through engagement and awareness sessions, regular in-house articles in our service magazine, e-learning packages and induction programmes.

Action Plan

The action plan below is split into the following sections:

Embed

Include biodiversity into the annual improvement plan

Take biodiversity into consideration when preparing specifications and tenders in the procurement process.

Introduce a sustainable procurement policy.

Create biodiversity champions across the service.

Safeguard and Improve

Ensure no negative impacts on protected species.

Support management of protected species e.g. Sites of importance for Nature Conservation.

Support the work of the Local Authorities through the Public Service Boards biodiversity work streams

Restore and Create

Provide designated landscaping and planting on all our sites

Install nest boxes on all our premises to provide safe spaces for species.

Create wildlife areas where possible to provide nesting and hibernation areas to encourage a range of species.

Change mowing regimes by reducing the frequency of cuts to encourage wildflowers and other pollinator friendly plants, also providing cover for small mammals and reptiles.

Tackle Key Pressures

Purchase more environmentally favourable products.

Restrict the use of pesticides on properties.

Waste management sites

Water quality

Evidence Base

Gather baseline data to inform future action and targets.

Work with PSB and other partners to gather collate and understand the data and share best practice.

Work with partners to monitor key factors and inform future decision making.

Support local data surveys.

Governance

Consider inclusion of biodiversity/sustainability considerations in all existing and new policies.

Identify areas across the service where potentially harmful practices can occur and develop mechanisms of conservation and enhancement where possible.

Create partnerships with local wildlife trust for example, to improve wildlife areas.

Seek expert advice on biodiversity from local authorities and Environmental groups.

Identify a lead member to champion biodiversity across the service functions.

Nature Recovery Action Plan Objective 1	Engage and support participation and understanding to embed biodiversity throughout decision making at all levels
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Actions

Embed the consideration of biodiversity and sustainability throughout decision making.

Ensure there are strong links between the Service and local nature partnerships to ensure input into the PSB, well-being assessment objectives and auditing process.

Produce a biodiversity and ecosystems resilience duty delivery plan for the Authority.

Implement Welsh Government guidance on the duty and undertake specific awareness sessions and articles in the service newsletters, notices etc.

Ensure that the biodiversity and sustainability duty are considered within committee reports by including a standard consideration of the biodiversity and ecosystem resilience duty on all reports.

Adopt a whole life costing approach to procurement of all future goods and service.

Undertake an internal communication strategy to improve understanding of the duty and sustainability issues and responsibilities as a whole.

Engage expert advice on ecological matters where necessary to assist in achieving our goals.

Provide training on biodiversity at various organisational levels to ensure staff understand the Services' role in protecting biodiversity and how this translates into their role, including; the Environment Induction for all new staff; the Middle Managers Development Programme on Environmental Protection; Crew and Watch Manager training.

Include on the fire-fighter development programme appropriate reference to biodiversity issues as a part of wider environmental protection training.

Promote information on SSSIs and other operational environmental matters through Operational Bulletins and newsletters.

Establish links between biodiversity projects and carbon and waste reduction initiatives.

Celebrate achievements through social media, inter/intranet and service magazine.

Outcomes

Achieve the Resilient Wales goal: Ensure biodiversity integration with strategic objectives and PSB Wellbeing work-streams.

Legislative and policy requirements are met and reflected in strategic plans, reports and processes.

Improved understanding and awareness leads to behavioural change.

Nature Recovery Action Plan Objective 2	Safeguard species and habitats of principle importance and improve their management
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Actions

Develop actions in consultation with the local nature recovery partnership and evidence from the State of Natural Resources

Report (SoNaRR)

Manage our estate management and procurement activities in a way that protects, and where possible, enhances existing ecological value.

To make provisions in contracts to ensure information about the biodiversity of our sites is passed to contractors and a responsible approach is taken.

To reduce the demand for virgin resources and the resulting damage to species and habitats by, wherever possible buying products made from recycled materials, and to use reclaimed materials.

Avoid, where possible, chemicals that can harm species including; chlorofluorocarbons (CFCs); hydrochlorofluorocarbons (HCFCs); persistent organic pollutants (POPs); chemicals that the European Union classifies as substances of very high concern; 'volatile organic chemicals' ('VOCs') which can be present in goods such as paint; cleaning substances; formaldehyde; and pesticides.

Review SSSI information sheets and distribute up to date copies to stations, including the production of information sheets for any newly dedicated SSSI sites.

Encourage the inclusion in CRMP's, station led risk based incident response plans for SSSI sites, that consider the value of the site appropriately and sensitively, increase familiarity with the site including understanding neighbouring risks.

Outcomes

Ensure best evidence to underpin development control and planning policy decision making and safeguard species and habitats.

Increased resilience of our ecosystems by improving the attributes of resilience: diversity, extent, condition and connectivity.

Nature Recovery Action Plan Objective 3	Increase the resilience of our natural environment by restoring degraded habitats and habitat creation
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Actions

Maintain and enhance our wildflower areas and grass verges.

Produce and implement a tree strategy and management plan.

Carry out a landholding biodiversity audit to create /enhance further the Authority's estate.

Assess landholdings and prioritise habitat improvements near protected sites.

Develop partnerships with local wildlife groups.

To pay due regard to ecological value in the way we respond to operational incidents at designated (protected) sites. *Seek to build on our relationship with Natural Resources Wales, encouraging the recognition of the potential Fire and Rescue Service role in species and habitat protection

Outcomes

Habitat creation for pollinators with wider environmental benefits.

Restoring degraded habitat and improving wider landscape connectivity.

Habitat creation, maintenance and enhancement.

Nature Recovery Action Plan Objective 4	Tackle key pressures (Climate change/Invasive non native species/Habitat loss) on species and habitats
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Expand our carbon reduction and energy efficiency initiatives.

Follow best practice guidelines in terms of biodiversity enhancement on Authority sites.

Reducing waste production and promoting resource efficiency.

Coordinate and support projects which control Invasive Non Native species.

Review processes and consider opportunities for improvements for wildlife in our New buildings/refurbishment schemes.

Coordinate and support Section 7 species/habitat specific project work.

Improve process to enhance biodiversity by producing local Section 7 guidance note.

Continue to support the development of biodiversity across the PSB's

To identify biodiversity risks and opportunities through our contracts risk register and take them into account when buying goods, works and services.

Implement a system for dealing with small quantities of decontamination run off which are deemed too hazardous to be dealt with by normal drainage and water undertakers. Specifically, through the use of absorbent materials to solidify hazardous decontamination run-off.

Outcomes

Reduced Carbon Footprint supporting positive impacts on climate change.

Reduction in invasive species.

Reduce key pressures on habitats and species of principle importance for conservation.

Reduce development pressures through continued ecologist advice and guidance notes.

Nature Recovery Action Plan Objective 5	Improve our evidence, understanding and monitoring
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Actions

Use SoNaRR to help guide local action for ecosystems.

Monitor new activities and their potential impact on biodiversity through Sustainable Development Impact Assessments (SDIA) which are carried out for all projects, policies, procedures or processes.

Monitor results of historical habitat improvement schemes to guide future projects.

Initiate research on the role of biodiversity in managing risks

Report biodiversity action through agreed national database.

Outcomes

Improved use of evidence in decision making
Improve baseline evidence for decision making
Improved understanding and monitoring
Standardised data capture and action reporting

Nature Recovery Action Plan Objective 6	Put in place a framework of governance and support for delivery
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Actions

Ensure the Authority is fully compliant with legislative and policy requirements and proactive in biodiversity conservation.

Establish a framework to support and govern local biodiversity action.

Establish a framework of governance internally for projects which focus on biodiversity or sustainability.

Create a cross departmental sustainability working group to implement actions.

Support the PSB's work to advance environmental sustainability and advance the wellbeing plans.

Develop a SSSI Policy to provide guidance for operational response and the use of information on technical resources, ensuring that the emerging issue of increased risk of fire at "Waste Sites" (i.e. refuse derived fuel) and the impact of this on SSSI sites is considered where appropriate

Develop a SSSI Policy/Procedure/Guidance Note for use by Inspecting Officers, ensuring that the emerging issue of increased risk of fire at "Waste Sites" (i.e. refuse derived fuel) and the impact of this on SSSI sites is considered where appropriate

Identify relevant monitoring information for incidents attended at SSSI sites and adjacent to SSSI sites.

Progress reported and monitored through the Finance Scrutiny Group.

Outcomes

Fire and Rescue Authority and Senior Management Team support for improvement and action to improve biodiversity.
A framework is in place to support and govern local biodiversity action

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6.v

16 DECEMBER 2019

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

GENDER PAY GAP STATEMENT – 31 MARCH 2019**SUMMARY**

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication is 30 March, 2020, for the Service's Gender Pay Gap report based on figures as at 31 March, 2019.

This report details the legal background and requirements placed on the Fire & Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation, and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

The Gender Pay Gap Statement is presented in the report attached at Appendix 1.

RECOMMENDATIONS

That Members approve the 2019 Gender Pay Gap report and Statement to be published by 30 March, 2020.

1. BACKGROUND

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, came into force from 6 April, 2017, where relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.
- 1.2 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).
- 1.3 The Authority must publish the information within 12 months of the 'snapshot date' of 31 March, meaning that the deadline for publication is 30 March, 2020. The prescribed information must be published on an annual basis.

- 1.4 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.
- 1.5 For the purposes of calculating the gender pay gap the Authority must identify which of its employees are 'relevant employees', and 'full-pay relevant employees'.
- 1.6 The Authority must base its gender pay gap calculations on pay data from a specific pay period.
- 1.7 Having collected details of all full-pay relevant employees' ordinary pay and bonus pay, the Authority must calculate each employee's hourly rate of pay.
- 1.8 The Authority must calculate the differences in mean pay, median pay, mean bonus pay, and median bonus pay between male and female employees.
- 1.9 The Authority must also identify the proportion of male and female employees in each pay quartile by reference to their hourly pay, and the proportion of male and female employees who were paid bonus pay.
- 1.10 The Authority must publish its gender pay gap information, together with a written statement confirming its accuracy, on its own website or a Government website. While there is no legal requirement to do so, the Authority may also publish a narrative to explain their gender pay gap information.
- 1.11 Although the Regulations contain no sanctions for non-compliance, the explanatory note to the Regulations states that non-compliance will constitute an unlawful act under s.34 of the Equality Act 2006.

2. ISSUES

The Reporting Metrics

- 2.1 The Authority must publish six metrics in respect of the 'relevant pay period'.
 - The difference in the mean hourly rate of pay between male and female full pay relevant employees.
 - The difference in the median hourly rate of pay between male and female full pay relevant employees.
 - The proportions of male and female full pay relevant employees in each of the four quartile pay bands.

- The difference in mean bonus pay between male and female relevant employees.
- The difference in median bonus pay between male and female relevant employees, and
- The proportions of male and female relevant employees who received bonus pay.

Each metric listed above must be expressed as a percentage figure.

- 2.2 The term ‘full-pay relevant employee’ is relevant only to the hourly pay calculations and quartile pay bands required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.3 A full-pay relevant employee is ‘a relevant employee who is not, during the relevant pay period, being paid at a reduced rate or nil as a result of the employee being on leave’. For these purpose ‘leave’ includes:- annual leave, maternity, paternity, adoption, parental or shared parental leave, sick leave, and special leave. ‘Special leave’ is not defined in the Regulations.
- 2.4 Consequently, employees who are absent from work during the relevant pay period because of leave, and who are in receipt of less than full pay as a result of that leave, are excluded for the purposes of calculating the differences in mean and median hourly pay between male and female employees. Such employees are also excluded from the employer’s calculations in respect of the quartile pay bands. Including such employees may result in a higher gender pay gap where the employer has a high number of employees on maternity leave, for example.
- 2.5 Regulation 3(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘ordinary pay’ as basic pay, allowances, pay for piecework, pay for leave, and shift premium pay. An allowance is defined as for example, London weighting, purchase, lease or maintenance of a vehicle or an allowance paid to recruit or retain an employee. Out-of-pocket expenses, for example travel or fuel costs, are excluded.
- 2.6 Regulation 4(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘bonus pay’ as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, or relates to profit-sharing, productivity, performance, incentive or commission. The Regulations do not contain a requirement that bonus pay should be contractual. Therefore, both contractual and non-contractual bonus payments are covered by the Regulations.

**Gender Pay Gap Statement for South Wales Fire & Rescue Authority
– 30 March 2020**

- 2.7 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 31 March, 2019. The statement summarises the required reporting metrics and the Authority's position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.
- 3.2 The assessment concluded that there is an impact based on the evaluation of the gender pay gap. This is being addressed through the Authority's review of organisational structures that includes an analysis of pay strategy, pay structures, job roles, job descriptions, and person specifications to include all related allowances to address any identified inequalities in pay and grades.

4. RECOMMENDATIONS

- 4.1 That Members approve the 2019 Gender Pay Gap report and Statement to be published by 30 March, 2020.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	Equality Act 2006 Equality Act 2019 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

2019 GENDER PAY GAP REPORT

From 2017 onwards, any UK organisation employing 250 or more employees has to publicly report on its gender pay gap. We are required to report on the mean and median gender pay gap and also a breakdown, by quartiles of the proportion of men and women in each quartile, based on hourly rate

The gender pay gap is the difference between the average hourly rates of pay between males and females employees regardless of their role in the Service. This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid the same rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

Mean and Median Data – difference between men and women

	Mean (Average)	Median (Mid Point)
Hourly rate	14.04% (16.33%)	17.30% (14.38%)

Note: The figures in brackets are the 2018 figures for comparison purposes.

The table above shows our overall mean (average) and median (mid-point) gender pay gap based on hourly rates of pay as at the 31 March 2019. It can be seen that there has been a considerable improvement in the mean figures during 2019. Whilst the Service has seen some success in increasing the number of employment contracts secured by female employees, there has also been an overall increase in contracts in general.

Pay Quartiles

Use last year's report and just amend the figures in yellow. Please review pie charts to reflect percentages and gender etc.

Lowest: men 67% female 33%

Lower Middle: men 92% female 8%

Upper Middle: men 95% female 5%

Upper: men 90% female 10%

The above information illustrates the gender distribution at South Wales Fire & Rescue Service, as at 31st March 2019, as per Gender Pay Gap Reporting requirements.

The gender pay gap is based on average pay of females and males, so one of the biggest causes of it can be the numbers of women and men in different roles and at different levels in the organisation.

For example:- if the majority of employees in the upper pay levels are male and the majority of employees in the lower pay levels are female, there is likely to be a gender pay gap, even though everyone is being paid the correct pay for the roles they are undertaking.

Other reasons which may contribute to a gap include:-

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay choices that are made at various points of an individual's working life

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in. Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

As part of our Operational Recruitment and Attraction Strategy, South Wales Fire & Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service.

Closing the Gender Pay Gap

We are committed to continuing to reduce the overall gap and this is demonstrated through the following initiatives:-

Our processes – recruitment, retaining and developing a diverse workforce:-

- Mixed gender sift and interview panels
- Blind sifting where all identifiable characteristics are removed
- Changing the perception of some roles in the Service through our media campaigns
- Developing new learning pathways for all staff

Councillor Tudor Davies

Chair, South Wales Fire & Rescue Authority

SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2019

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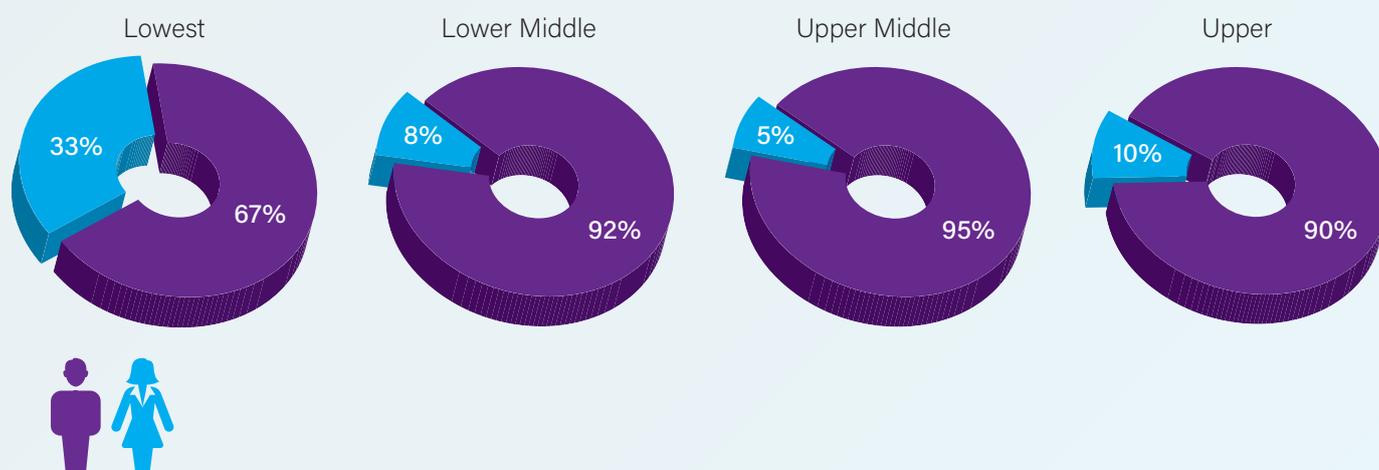
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Pay Quartiles (based on hourly rates)



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SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2019

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Councillor Tudor Davies

Chairman, South Wales Fire and Rescue Authority



SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6.vi

16 DECEMBER 2019

REPORT OF THE DIRECTOR OF PEOPLE SERVICES

SERVICE WIDE JOB EVALUATION EXERCISE**SUMMARY**

This report provides a summary of the proposed Service wide Job Evaluation Exercise.

RECOMMENDATION

1. That Members consider the content of this report.
2. That Members agree to proceed with the proposed Job Evaluation Exercise.
3. That Members agree to the associated costs listed within the report.

1. BACKGROUND

1.1 Job Evaluation is a systematic approach to determining the value of a post, which is then plotted into a pay structure. In January 2020, the organisation plans to commence a Service wide Job Evaluation Exercise which will allow the Service to:-

- Ensure that our people are remunerated fairly in line with their current roles and responsibilities.
- Identify any areas in which our people are being over or underpaid based on historic role responsibilities.
- Take appropriate action to ensure fair remuneration against our current structure going forward.

2. SCOPE

2.1 This exercise will only focus on the 227 Corporate (Green Book) posts within the Service. The roles, responsibilities and remuneration of our Uniformed (Grey Book) posts are governed by nationally agreed 'Role Maps' and Conditions of Service. Therefore, it would not be appropriate to include Grey Book posts within the scope of this exercise.

2.2 Initial discussions have identified the Job Evaluation Exercise as an opportunity to also:-

2.2.1 **Review Green Book On-Call Arrangements** – Currently the Service has a number of teams who provide 'On-Call' cover outside of office hours. These separate teams are remunerated differently for this aspect of their work.

2.2.2 **Identify job families** – There are a number of posts within the Service which require the same knowledge/skill base, but these may not be based in the same department. Identifying ‘job families’ will ensure consistent remuneration and identify opportunities for our people to work across departments where appropriate.

2.2.3 **Align job titles** – At present, each Head of Service decides on the post titles for positions within their department. This approach has resulted in an inconsistent approach to the classification of managers and officers.

3. RISKS

3.1 Prior to engaging in this exercise it is important that consideration is given to the associated risks. The following risks are noted:-

3.1.1 **Workforce Morale** – While the recent ratification of the organisational structure has provided a greater sense of job security, the Job Evaluation Exercise is likely to have an adverse impact. Staff engagement and transparent communication will help mitigate against this risk. The offer of pay protection for those posts that are identified as being overpaid will also provide some reassurance.

3.1.2 **Costs** – While it is accepted that this activity will add value to the Service in the medium to longer term, there are immediate financial costs. These are listed in item 4 within the report.

3.1.3 **Capacity** – The Service is working within leaner structures, and as such there is limited capacity internally to support the evaluation activity, and external evaluators will be required. This approach, however, will ensure that the workforce view the exercise as independent and impartial.

3.1.4 **Establishment Budgets** – It is recognised that the establishment budgets are set and that there is no scope for the Job Evaluation Exercise to result in an increase to establishment costs. Should the exercise result in an increase to the establishment costs, remedial action will be required. This may involve the Service’s structure being adapted to bring costs back in line with budget. It is important to recognise that the exercise may also result in a decrease in establishment costs.

4. FINANCIAL IMPLICATIONS

4.1 The projected costs of this exercise are identified below:-

Project Costs	£67,000 Comprising of:- External evaluator costs - £48,260 Software, Licensing and Training - £18,740
Establishment Budget	Cost Neutral It is recognised that the Establishment Budget is fixed.
Potential Pay Protection Cost	£635,175 (based on 3 years' pay protection) £211,725 per annum for the agreed life span of the pay protection period

4.1.1 **Project Costs** – The costs highlighted above include Software, Licensing and Training costs that would be required regardless of whether a Service wide exercise is agreed (i.e. £18,740 of the listed costs would need to be met regardless).

4.1.2 **Establishment Budget** – It is recognised that the Establishment Budgets are set and that there is no scope for an increase. With this in mind consideration will need to be given as to how to manage any differential that the Job Evaluation Exercise identifies.

4.1.3 **Pay Protection Cost** – The Service currently offers 3 years of pay protection to any employee whose grade is decreased as part of the Job Evaluation Exercise. The calculation of pay protection highlighted in the table above is based on an assumption that a third of posts will increase by 1 grade, a third will decrease by 1 grade, and a third will remain the same. The figure presented is therefore an indicative cost only. Until the exercise is complete, there is no way to determine with certainty the number of posts that will be affected.

5. HR IMPLICATIONS

- 5.1 This will be a Service wide project, and a number of departments will be involved in the project team to support a robust approach.
- 5.2 While it is intended that the Service use external evaluators to support the process, there will be an additional resource burden in the following areas:-
- **Administration** – Monitoring the different stages of the evaluation process, arranging appointments for employees, managers, Representative Bodies, and Evaluators.
 - **HR/Communications** – Consulting with and updating employees on progress/outcomes
 - **HR** – Updating systems, and initiating pay protection arrangements as required.
 - **Representative Bodies / Managers / Employees** – attending and feeding into Job Evaluation meetings.

6. REPRESENTATIVE BODY CONSULTATION

- 6.1 The Representative Bodies are supportive of the Job Evaluation proposal, acknowledging that it will provide a clear platform for a fair and transparent assessment of posts going forward. This noted, they are also aware of the need for clear and consistent communication with the workforce to alleviate any concerns. The Service is committed to working closely with the Representative Bodies to ensure that appropriate support mechanisms are in place for our workforce, including 'Briefing Sessions', 'Frequently Asked Questions', and communication systems to ensure timely updates.
- 6.2 Ongoing consultation with the Representative Bodies will be fundamental to the project planning and implementation. Plans and updates will be presented at the monthly 'Accredited Representatives of Support Staff' meeting, with additional meetings being arranged as required. Representatives will also be invited to undertake training that will familiarise them with the Job Evaluation process and tools.

7. EQUALITIES RISK ASSESSMENT

- 7.1 An Equalities Risk Assessment has been undertaken in relation to the PILAT system that will be used to support the evaluation process.

7.2 Evaluation of the overall process will also be monitored for adverse impact with remedial action being taken as appropriate.

8. RECOMMENDATION

8.1 That Members note the contents of this report.

8.2 That Members agree to proceed with the proposed Job Evaluation Exercise.

8.3 That Members agree to the associated costs listed within the report.

Contact Officer:	Background Papers:
Ms Gillian Goss HR Manager – Employee Relations	None

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AGENDA ITEM NO 7

Reports for Information

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.i

16 DECEMBER 2019

REPORT OF THE DEPUTY CHIEF OFFICER

COST OF WELSH LANGUAGE PROVISION**SUMMARY**

Following a request by Members, this report details the costs to the Service of complying with the requirements of the Welsh Language Standards.

RECOMMENDATIONS

That the contents of the report be noted.

1. BACKGROUND

- 1.1 Members will recall that at the September Fire Authority meeting, they requested that a report be brought to the next Fire Authority meeting detailing the cost to the Service of complying with the Welsh Language Standards. This report details the costs to the Service.

2. COST OF PROVISION

- 2.1 In determining the costs of compliance with the Standards to the Service, a pragmatic approach has been taken, particularly with regard to staffing costs.
- 2.2 As Members will be aware, the Service discharges on behalf of the Authority a range of statutory duties. To facilitate this discharge of functions, staff are employed who possess a range of skillsets. For certain posts within the organisation, there is a requirement to be able to speak and/or write in Welsh as well as English (welsh essential posts). However, this specific requirement is only an element of the other skillsets required for the post. If there were no Welsh Language Standards in force, the Service would still need to employ those individuals in order to discharge the relevant statutory functions. For these welsh essential posts, there is therefore no additional cost to the Service in complying with the Welsh Language Standards
- 2.3 However, there are two specific posts that the Service recruits to that are for the sole purpose of Welsh Language translation. In addition, the Service has a call off contract in place for Welsh Language translation if capacity becomes an issue.
- 2.4 In 2018/19 financial year, the costs to the Service of the Welsh Language translator posts and the outsourcing of translation work at peak times were £56,175.61. In the first six months of this financial year (2019/20) the costs

to the Service were £27,692.83. Therefore, taking an average cost of £57,000 a year, this equates to approximately 0.038 pence per individual resident in South Wales.

- 2.5 To minimise costs and speed up translations, the Service invested a number of years ago in specific Welsh Language translation software that utilises a word recognition system. There are no ongoing costs for this software.
- 2.6 As Members will also be aware, the Service tries to minimise printing of educational, promotional and consultation materials wherever possible, preferring to utilise electronic methods. This too reduces costs to the Service. Where hard copies are required, these would have been required whether the Welsh Language Standards were in force or not. The only additional costs to the Service will therefore only be on documents of more than one page. Unfortunately, it is not possible to quantify these costs from our financial records.

3. RECOMMENDATIONS

- 3.1 That the contents of the report be noted.

Contact Officer:	Background Papers:
Sally Chapman, Deputy Chief Officer	None



BUSINESS PLAN ACTIONS REPORT

Health Check

2019/20 Quarter 2

Report Date 11th November 2019



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

Produced in

BMIS
Business Management
Information System

Summary

This paper will give assurance to the Members of the Fire & Rescue Authority and senior management within the South Wales Fire & Rescue Service on progress towards achievement of the Strategic Objectives and performance of the Strategic Performance Indicators for Quarter 1 & 2 (April – September) 2019/20.

Background

- 1.1 The Welsh Government requires the South Wales Fire & Rescue Service to develop Strategic Plans to identify the direction for the Service and address particular areas for improvement. The Service does this by developing a five year Strategic Plan, implementing actions and measuring indicators to enable the Service to achieve these organisational goals.
- 1.2 All departments link actions within their annual department plans to the appropriate Strategic Objectives. This enables us to measure how well we are performing against these objectives by how many of the linked actions are on target and review how the associated indicators are performing.
- 1.3 Quarterly updates are recorded by action owners onto the Business Management Information System (BMIS), and staff within the Planning, Performance and Risk Team monitor the information and extract reports accordingly.
- 1.4 To further support the performance management framework, National Strategic Indicators were introduced for reporting year 2015/16. Together these provide data and information to inform and support decision making processes within the Service to target activity and drive improvement. The Statistics and Risk Team monitors the information and extract reports accordingly.
- 1.5 This report will provide Members and Officers with a health check on performance against the Strategic Objectives and Strategic Indicators for Quarter 1 & 2 (April - September) 2019/20.

Issue

- 2.1 For Members' information going forward, taking into account the Well-Being of Future Generations (Wales) Act 2015, the Service has revised the Strategic Plan to include five Strategic Themes as listed below:
- ST01 - We will Reduce Risk
 - ST02 - We will Engage and Communicate
 - ST03 - We will Nurture Sustainable Resources
 - ST04 - We will Embrace Technology
 - ST05 - We will Strengthen Partnerships
- 2.2 Each of these Strategic Themes has one or more Priority Actions that the Service has monitored progress against during 2019/20.
- 2.3 Appendix 1 attached is a summary of the Performance Monitoring Report, which reviews Quarter 1 & 2 (April - September) 2019/20 performance against agreed targets for the seven National Strategic Performance Indicators. It also includes a summary comment for each indicator.
- 2.4 Appendix 1 identifies that two indicators have not met their target but were within 0-5% of doing so and are performing better than last year, one indicator has not achieved the target and performed worse than last year, one indicator has not achieved the target but performed better than last year and three indicators are achieving their target.
- 2.5 The one indicator that is not meeting its target and is performing worse than last year is:
1. Other Special Services Calls Attended
- 2.6 The one indicator that is not meeting its target but is performing better than last year is:
1. Total Deaths and Injuries In Fires

2.7 The two indicators that are not meeting their target but are within 0% to 5% of the target and are performing better than last year are:

1. False Alarms Attended
2. % of Dwelling Fires confined to the room of origin

2.8 The three indicators that are on course to achieve their targets are:

1. Total Fires Attended
2. Total Road Traffic Collisions Attended
3. Accidental Deaths and Injuries in Fires

Equality Risk Assessment

1. This report, the accompanying appendices and the targets themselves have no Equality Risk Assessment impact. The Service Performance and Communications Department and the respective Directorates are working with the performance data to establish any trends and implications that would include equality implications. These will be addressed at that time.
2. It is the responsibility of the action owners to ensure that Equality Risk Assessments are carried out for their actions in the planning framework.

Recommendations

- 4.1 That Members review the performance details and statistical data for Quarter 1&2 (April - September) 2019/20 contained within this report.

Scorecard

The scorecard below lists the number of tasks in progress relating to each Priority Action along with a breakdown by RAG status.

The “Unknowns” indicate the number of tasks that have either:

1. Started subsequent to the completion of the previous quarter (0); or
2. Not been updated by the action owner (0).

PA1: Provide an efficient, effective and relevant response to our communities.				
▲	●	★	Unknowns	Total
0	3	13	0	16
PA2: Working with others to provide education to prevent harm / risk of harm				
▲	●	★	Unknowns	Total
1	31	26	0	58
PA3: Developing efficient and effective ways of engaging and communicating with our communities				
▲	●	★	Unknowns	Total
0	5	10	0	15
PA4: Attract, develop, retain workforce reflecting communities and deliver services				
▲	●	★	Unknowns	Total
1	20	43	0	64
PA5: Reducing our Service's impact on the environment to ensure future sustainability.				
▲	●	★	Unknowns	Total
0	2	8	0	10
PA6: Ensuring we use technology to enable efficient and improved service delivery.				
▲	●	★	Unknowns	Total
1	16	31	0	48
PA7: Working with our Public Service Boards and partners to support local communities.				
▲	●	★	Unknowns	Total
0	3	5	0	8

Priority Action Commentary

PA01 Ensure we provide an efficient, effective and relevant response to our communities.

- The Operational Response Review has been completed and is awaiting full approval from the Executive Leadership Team and presentation to the Fire and Rescue Authority prior to the implementation of recommendations.
- Joint Fire Control supervisors work closely with South Wales Police Force Incident Managers and Welsh Ambulance Service NHS Trust when in the Joint Fire Control and dealing with live incidents. Incidents involving collaboration are tagged and best practice discussed at internal meetings.
- Members of Training and Development, Operations, Resilience and Planning and the Operational Development Review Team have continued to work together to develop an exercise working group. An exercise at Cardiff Airport and a multi-agency rail exercise are both in the planning stage with the expectation that they will be delivered during Quarter 3.
- A new database has been created, in line with National Operational Guidance (NOG), to identify trends and good practice.
- Water awareness training has been delivered to wholetime and on call duty system firefighters. A scoping study is ongoing regarding the delivery of water awareness training to auxiliary firefighters.
- Rescue from high rise is currently under review.
- Water rescue, bariatric rescue and large animal rescue have all been reviewed.
- Course profiles have been created for the new Compartment Fire Behaviour Training (CFBT) facility at Cardiff Gate Training and Development Centre and will be trialled prior to going live.
- The flexible rostering system has been updated after discussions with representative bodies with changes to be reviewed in due course.

PA02 Work with others to provide education to our communities to prevent harm, and protect against the risk of harm

- After several months planning by Community Safety and Partnerships, along with external partners, the Tri Services Emergency Weekend took place on the 21st & 22nd September 2019. Initial feedback, from partners and SWFRS staff, has been highly positive. SWFRS were represented by a number of departments and teams engaging with a large footfall of public on the 21st September; the 22nd September experienced a lesser footfall probably due to weather conditions. We are currently in the evaluation phase with internal evaluation being rolled out from the middle of October and external partner evaluation planned for the end of October. This evaluation will be shared along with any lessons learned for a potential 2020 event. Communication and engagement with the Wales Millennium Centre, Cardiff City Council, Mermaid Quay and other key stakeholders has been extremely positive.
- Joint Fire Control have utilised South Wales Police training materials for the use of "what3words" - a mobile phone app that assists in identifying any precise location by giving every 3m x 3m square in the world a unique 3 word address.

PA03 Develop efficient and effective ways of engaging and communicating with our communities to involve them in how we deliver our services

- Aberbargoed Fire Cadet Unit is now up and running whilst Cardiff Gate Fire Cadet Unit and Malpas Junior Fire Cadet Unit are scheduled to commence during October.
- The Parc Prison youth offender intervention is scheduled to commence in October.
- A new Lead Digital Communications Officer has now been appointed enabling us to prioritise the enhancement of our digital communications streams.

PA04 Ensure we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future

- Recruitment are streamlining processes and will work with the new Learning and Development team to produce master classes for managers involved with recruitment and selection by the end of March 2020.
- The Compartment Fire Behaviour Training (CFBT) Project was completed on schedule in August 2019. The Training and Development Department is currently carrying out testing and commissioning of the facility with an anticipated go live date of Nov / Dec 2019.
- A new trauma course has gone live with full approval and clinical governance from the Welsh Ambulance Service NHS Trust.
- The planned date for the all Wales Water Rescue Boat Operator (WRBO) instructors course is 11th - 15th Nov 2019 with a second course scheduled for Jan/Feb 2020.
- SWFRS has developed four new Royal Yachting Association (RYA) level 2 boat instructors.
- Work is underway in relation to a job evaluation review for corporate staff. It is proposed that this activity commences in January 2020 subject to Executive Leadership Team authorisation.
- The Wellbeing Steering Group has been set up and had three meetings. Formal application has been submitted for the Corporate Health Standard, an assessor has been allocated and the Group are working on the first draft of the action plan.
- Line Manager training with regards to mental health is still in discussion with the aim of assessing the most effective ways of providing training.
- Employee Relations presented to Middle Leaders on the 3rd and 23rd of Sept specifically in relation to discipline. Additional sessions and wider employee relations training is to be developed when resources become available within the Employee Relations team to allow focus in this area.
- A structured programme of finance, budgetary and procurement training is to be offered at various key points throughout the financial year.
- Information Governance and Compliance have delivered awareness sessions dedicated to retention and destruction. These consisted of 45 minute drop in sessions based at HQ and open to all. An article in the Service newsletter promoted the key principles and signposted for further support/ resources. Departmental sessions have also been held as required including a full day bespoke session with Occupational Health.

PA05 Reducing our Service's impact on the environment to ensure future sustainability

- Fleet and Engineering are progressing work to exchange 22 pool vehicles from petrol / diesel to fully electric versions by March 2020.
- Procurement have postponed a review of fuel tank efficiency post Brexit to ensure the Service maintains its fuel stocks.
- A project is ongoing in order to comply with future Welsh Government legislation with regards to waste management.
- Business Support are reviewing the requirements for paper agendas, minutes and reports for internal meeting and exploring the options of providing these electronically.

PA06 Ensuring we use technology to enable efficient and improved service delivery

- Information, Communication and Technology are reviewing new specifications for multimedia on Fire Stations and a tender document is being created.
- Business Fire Safety have carried out initial testing of the West Midlands Fire Service' (WFFS) Risk Identifier and Data Generating Engine (RIDGE) resulting in positive feedback. The areas for development have been noted and updated to WMFS. Further testing on these areas will be carried out.
- Community Safety and Partnerships are exploring commercially available virtual reality (VR) systems with a view to creating a VR home safety package.
- Statistics and Risk have amended the Home Safety Check dashboard, for the management and monitoring of all home safety checks, in light of comments from station personnel and Community Safety. It will be trialed in a small number of fire stations before going live.
- Statistics and Risk are preparing a presentation for the Senior Management Team outlining the current use of the Fire Service Emergency Cover (FSEC) model and whether it is considered to befit for purpose. Market research into other models is being conducted as well as details of what other Fire and Rescue Services are using to predict risk.
- Statistics and Risk are working with Operations to design and implement a Public Service Board (PSB) area within our Business Management Information System (BMIS) for the collation and reporting of evidence of how we are supporting the nine PSB wellbeing objectives. Discussions are ongoing with Duffryn Fire Station with regards to transferring its Community Risk Management Plan (CRMP) to BMIS and incorporating alignment with the PSB objectives.
- Within Procurement, the eproc system upgrade project kick off meeting has taken place, awaiting delivery of servers before implementation dates scheduled. Current target for go live is 31st January 2020.

PA07 Work with our Public Service Boards and partners to support local communities

- Operations department Group Managers continue to attend their respective Public Service Board (PSB) Groups to ensure that the statutory responsibility conveyed under the Act is supported. In recent months various work streams and action areas have been identified and planning and implementation groups formed to progress identified issues. An example of this is the formation of a community safety hub, within Caerphilly Unitary Authority, whereby staff from SWFRS, Gwent Police and the Local Authority, are working closely together to resolve issues surrounding Anti-Social Behaviour (ASB). Additionally over the last few months, a number of work streams around Green Spaces have started to emerge, with involvement at a number of UA areas, including Cwm Taff, Caerphilly, Cardiff, Newport and Blaenau Gwent, with key staff leading in a number of areas.
- Station Commanders, supported by Business Fire Safety liaison officers, continue to engage with key external stakeholders, including health boards and local education authorities. with the aim of reducing false alarms received from automatic fire alarms. Joint Fire Control staff continue to call challenge and intelligently mobilise to support the drive to reduce attendance to this type of incident and contact premises, following mobilisations to unwanted fire signals, to discuss proactive management of premises to comply with responsible person duties. There has been a significant increase in false alarms in the past quarter, primarily driven by incidents at domestic premises. Consequently, there is a risk that the false alarm reduction target may not be achieved.
- The Information Governance and Compliance team continue to rationalise our policies to enable effective data sharing with our partners and for ease of access internally. A plan is in place to ensure that all forms of data sharing within areas such as investigation interviews are managed robustly.
- Engagement activities for this period has included renewed NHS agreement meetings ensuring close working relationships with our Local Health Board fire safety directorates.
- Work has progressed with sharing information regarding the National Fire Chiefs Council (NFCC) "Fire Safety in Specialised Housing" guide, involving housing associations, local authorities and internal engagement involving a number of departments.
- Joint Fire Control continue to work with South Wales Police to develop partnerships between mental health, social workers and ambulance staff within the Joint Public Service Centre. Opportunities continue to be identified for collaborative training with South Wales Police, e.g. health and safety, Marauding Terrorist Firearms Attack (MTFA), etc.

- A member of Joint Fire Control has spent time in North Wales Fire and Rescue Service Control in St Asaph discussing mutual training needs.
- Our Statistical Analysts continue to build relationships with the analysts from both South Wales Police and the Welsh Ambulance Service Trust as work progresses towards more tri service data sharing. Unfortunately the majority of scheduled meetings set for the tri service data sharing group during Quarter 3 have been cancelled by the meeting organisers. The significant issues highlighted during Quarter 1, data sharing, work streams and ultimate location of analysts, still remain.

PERFORMANCE MONITORING REPORT

Appendix 1

2019/20 Quarter 1 & 2



Gwasanaeth Tân ac Achub
De Cymru

South Wales
Fire and Rescue Service

Produced in

BMIS

Business Management
Information System

Introduction

The Performance Monitoring Report for 2019/20 highlights performance for the period April to September 2019. The report includes:

1. Strategic Indicator Performance Summary.....Page 1
2. Strategic Indicator Performance Comments.....Pages 2-5
3. Analysis of incident activity levels by Unitary Authority Area (UAA).....Pages 6-15

The performance indicators included show six years of data to enable us to demonstrate how the organisation is performing for the communities it serves by showing long term trends in performance.

Following consideration by the Senior Management Team and the Fire and Rescue Authority, the report is made available to the public via the internet.

The Service Performance & Communications department co-ordinates and compiles this report on behalf of the Service Delivery Directorate. All information is extracted from updated Directorate quarterly Service Plans and the data sets are maintained and validated by the Statistics and Risk team.

We are continually seeking to improve this report and welcome comments on additional information or other changes that you would like to see, please feel free to contact Neil Herniman on 01443 232775 or Jon Carter 01443 232347 to discuss.

Strategic Indicators 2019/20 – Performance Q1 & Q2

The sunburst below displays the progress of each Strategic Indicator based on its performance against the target set.

Performance Key	 Better than target	 0% to 5% from target	 Over 5% from target
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	to 30/09/2019			
	Q1 - Q2 Actual (YTD)	Q1 - Q2 Target (YTD)	Q1 - Q2 Performance (YTD)	Q1 - Q2 2018/2019 (YTD)
Total Fires Attended	3,435	3,772		4,450
Total RTCs Attended	495	531		568
Total False Alarms Attended	4,094	4,043		4,293
Total Other SSCs Attended	1,220	1,033		1,061
% of Dwelling Fires Confined to Room of Origin	84.84%	85.00%		82.18%
Total Deaths and Injuries In Fires	38	33		41
Total Accidental Deaths and Injuries In Fires	25	29		36

Total Fires Attended

2019/20 Target 6,200 - Q1 & Q2 Target 3,772

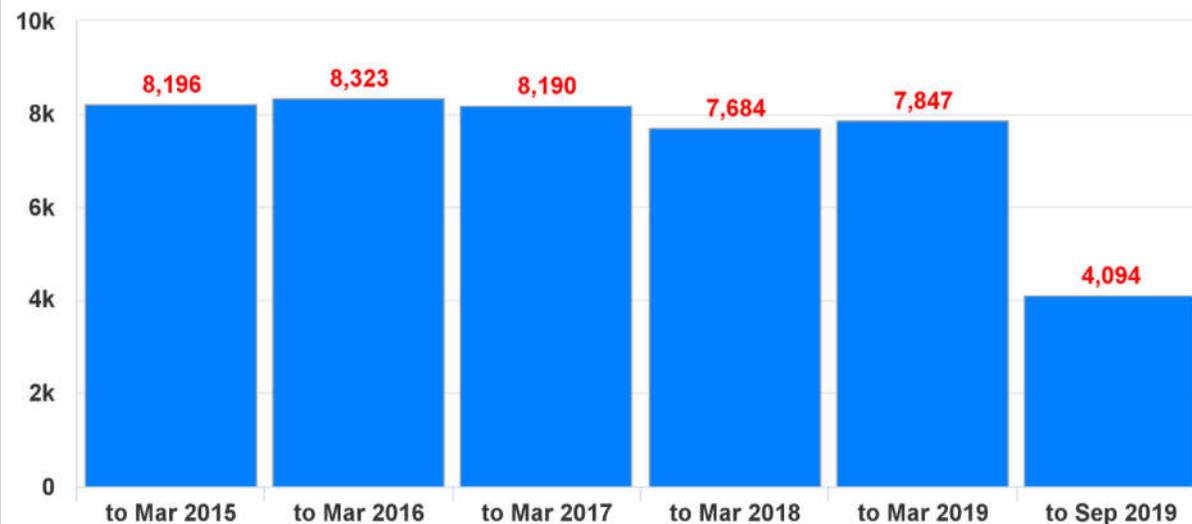


Q1/2 Performance V Q1/2 last year

- Total fires ↓ 1,016 (23%)
- Accidental fires ↓ 198 (18%)
- Deliberate fires ↓ 818 (24%)
- 9% below the Q1/2 target of 3,772
- April ↑ 110%, July ↓ 61%
- Grass fires ↓ 46%, Refuse fires ↓ 14%, Road Vehicle ↓ 5%, ADFs ↑ 2%
- Deliberate fires accounted for 74% of all fires

Total False Alarms Attended

2019/20 Target 7,655 - Q1 & Q2 Target 4,043

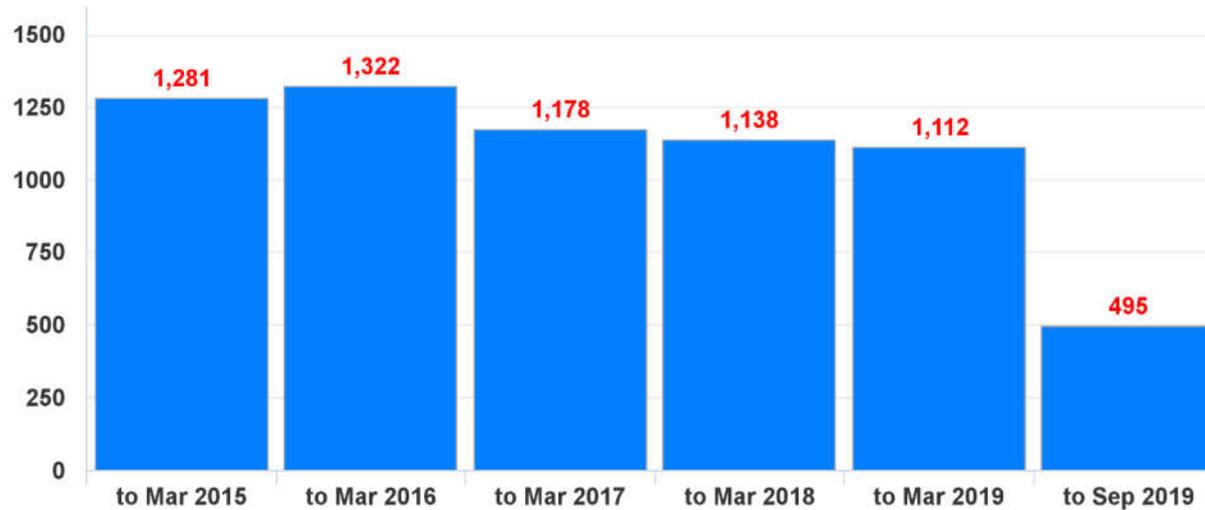


Q1/2 Performance V Q1/2 last year

- Total False Alarms ↓ 208 (5%)
- 1% above the Q1/2 target of 4,043
- False alarm due to apparatus ↑ 8%, caused by a 41% increase to alarms in dwellings.
- Residential homes ↓ 15%
- Hospitals ↓ 9%
- Appliances in attendance at hospitals ↓ 6%, residential homes ↓ 15%

Total RTCs Attended

2019/20 Target 1,074 - Q1 & Q2 Target 531

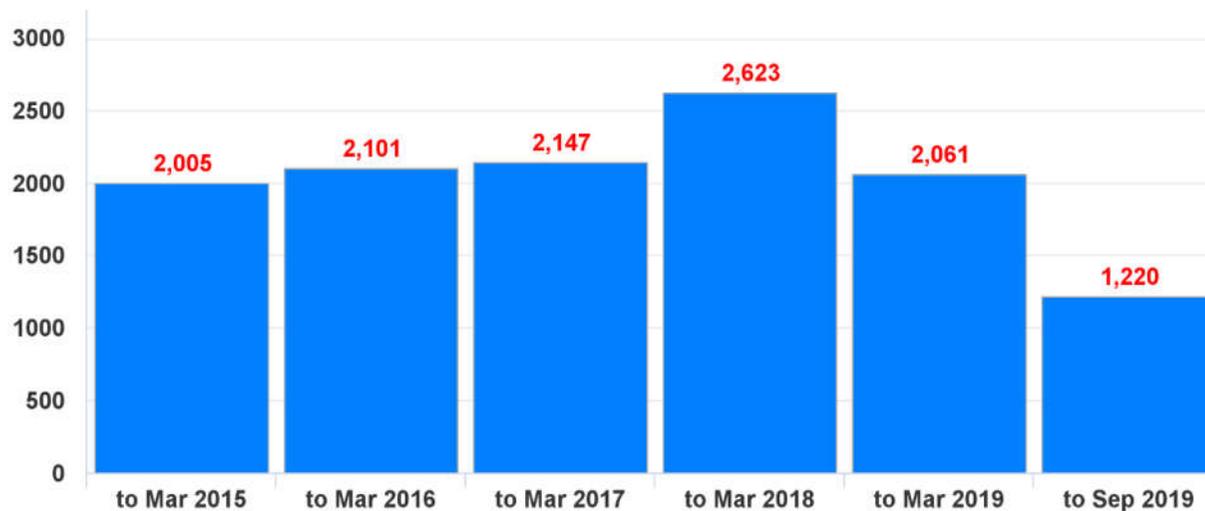


Q1/2 Performance V Q1/2 last year

- Total RTCs ↓ 73 (13%)
- 7% below the Q1/2 target of 531
- May to September were the lowest numbers for 5 years.
- Extrications and release of persons have risen from 18% of all RTCs in Q1/2 last year to 21% this year.
- July (26) saw particularly high numbers of extrications and release of persons spread out across the service area.

Total Other SSCs Attended

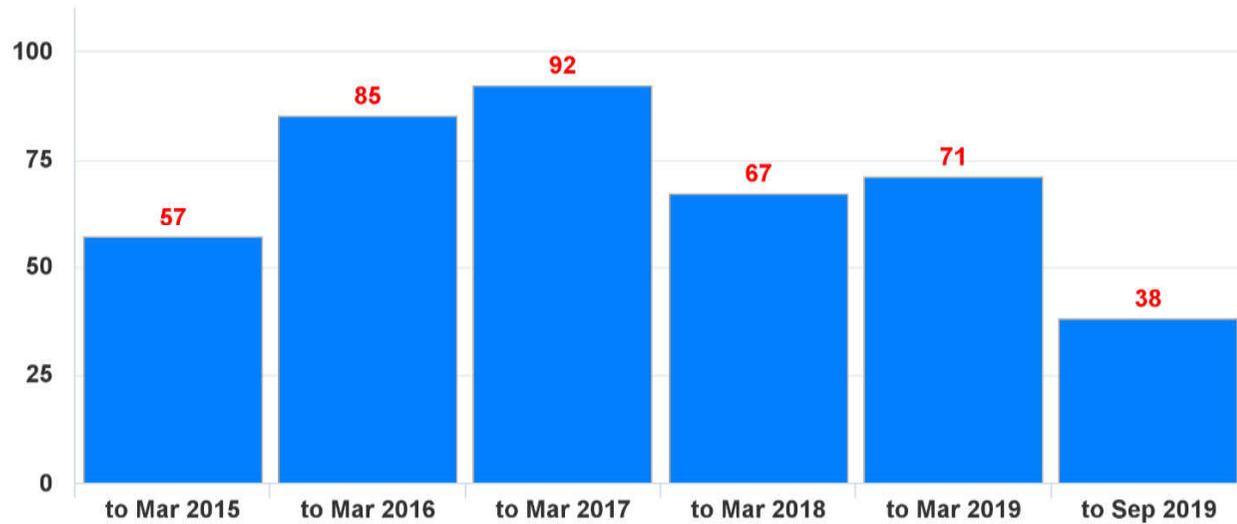
2019/20 Target 2,048 - Q1 & Q2 Target 1,033



Q1/2 Performance V Q1/2 last year

- Other SSCs ↑ 155 (15%)
- 18% above Q1/2 target of 1,033
- Flooding ↑ 52%
- Lift rescues ↑ 19%
- Assisting other agencies ↑ 33%
- Cardiff UA had the highest number of incidents in Q1/2 (345).
- 60 of these incidents were flooding, 56 effecting entry and 46 lift release.

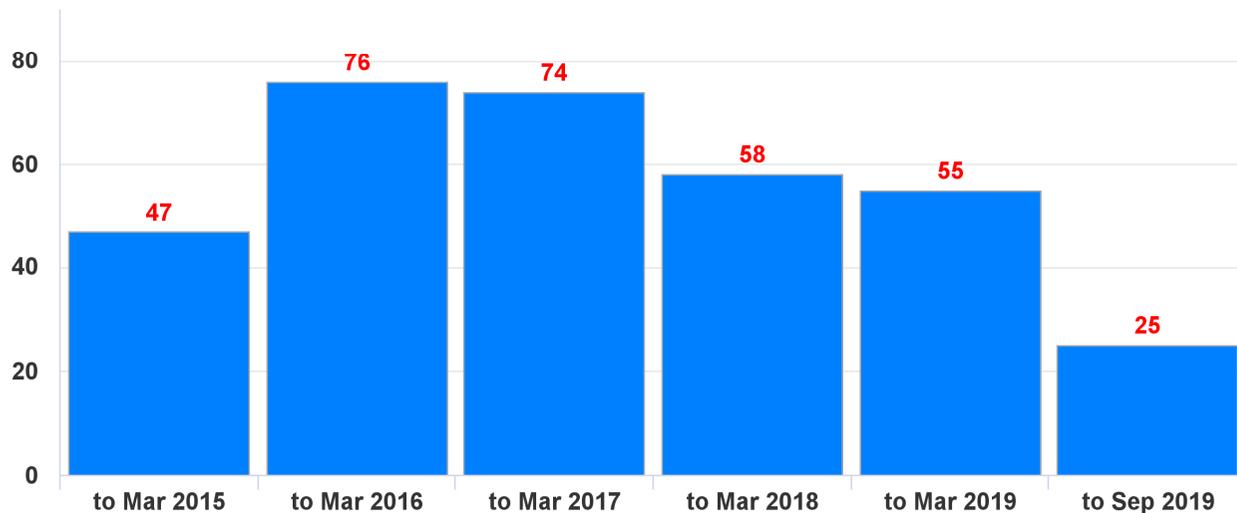
Total Deaths and Injuries In Fires
 2019/20 Target 66 - Q1 & Q2 Target 33



Q1/2 Performance V Q1/2 last year

- Fatalities and Injuries ↓ 7%
- 15% above the Q1/2 target of 33
- 5 fatalities from fires compared to 4 last year
- 2 of these were in accidental dwelling fires
- Serious injuries ↓ 44%, (9 to 5)
- Slight injuries were the same as last year (27)
- August (12) had the highest numbers in 5 years with 10 of these being slight injuries.

Total Accidental Deaths and Injuries In Fires
 2019/20 Target 59 - Q1 & Q2 Target 29

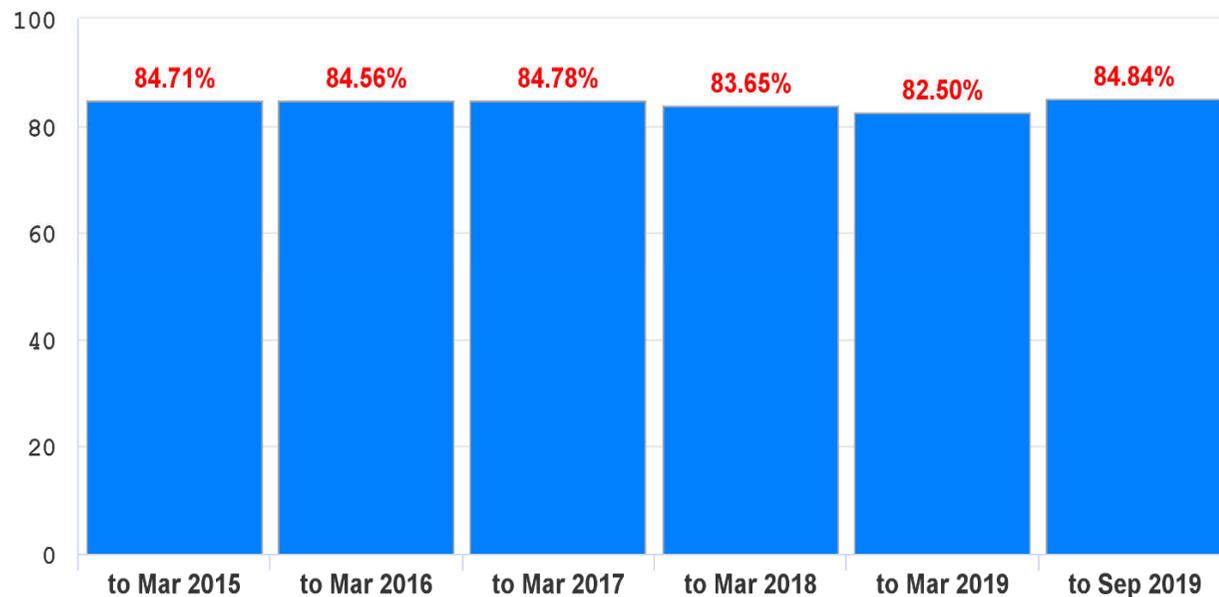


Q1/2 Performance V Q1/2 last year

- Accidental fatalities and Injuries ↓ 33% (36 to 24)
- 17% below the Q1/2 target of 29
- 2 accidental fatalities - both in accidental dwelling fires
- Accidental serious injuries ↓ 29% (7 to 5)
- Accidental slight injuries ↓ 28% (25 to 18)
- June 2019 saw the lowest figure in 5 years with no injuries during the month.

% of Dwelling Fires Confined to Room of Origin

2019/20 Target 85% - Q1 & Q2 Target 85%



Q1/2 Performance V Q1/2 last year

- 291 of 343 dwelling fires have been confined to the room of origin (85%).
- 3% higher than last year and is matching the target set of 85% the start of the year.
- Cardiff UA had the highest numbers with 72 of the 79 fires (91%) confined to the room of origin.
- Blaenau Gwent UA had the lowest numbers with 7 of the 11 (63%) confined to the room of origin.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	1,063	94	87	47	86	78	81							228	245			473	680	-207	-30%	★
Special Service Call	131	8	15	8	9	9	13							31	31			62	67	-5	-7%	★
Total RTCs Attended	36	4	4	1	2	3	3							9	8			17	19	-2	-11%	★
Total Other SSCs Attended	95	4	11	7	7	6	10							22	23			45	48	-3	-6%	★
Total False Alarms Attended	364	36	29	18	29	45	37							83	111			194	213	-19	-9%	★
Malicious False Alarms	8	0	0	0	1	2	1							0	4			4	5	-1	-20%	★
Good Intent False Alarm	212	27	21	10	15	23	16							58	54			112	138	-26	-19%	★
Automatic False Alarms	144	9	8	8	13	20	20							25	53			78	70	8	11%	▲
Total Fires Attended	568	50	43	21	48	24	31							114	103			217	400	-183	-46%	★
Deliberate Fire	488	42	37	15	39	23	26							94	88			182	348	-166	-48%	★
Deliberate grass fires attended	220	19	10	1	7	3	5							30	15			45	202	-157	-78%	★
Deliberate refuse fires attended	199	19	19	9	22	12	16							47	50			97	104	-7	-7%	★
Accidental Fire	80	8	6	6	9	1	5							20	15			35	52	-17	-33%	★
Accidental Dwelling Fires Attended	21	2	1	2	4	0	0							5	4			9	14	-5	-36%	★
Total Deaths and Injuries In Fires	3	0	0	0	0	0	0							0	0			0	1	-1	-100%	★
Total Accidental Deaths and Injuries In Fires	2	0	0	0	0	0	0							0	0			0	1	-1	-100%	★

An analysis of the statistics relating to accidental dwelling fires suggest that Blaenau Gwent UA has maintained a significantly low number of incidents with a decrease of 36% in incidents compared to quarter 1+2 last year. The number of incidents have decreased from 14 to 9. The South Wales Fire and Rescue strategy to reduce accidental dwelling fires is closely linked to the Welsh Government wider social justice and supporting people agendas by targeting the most vulnerable groups within our society and making them safer within their homes. Running through Brynmawr are 3 arterial trunk roads the A467/A4047 and A465 Heads of the valley. This presents a mix of dual and single carriageways the roads serve as commuter routes to Newport and Cardiff, Ebbw vale and Abergavenny. Crews will continue to work closely with partner agencies to reduce RTC's by being part of and attending Gwent Road Safety meetings. Crews with the relevant skills will deliver and support RTC reduction initiatives within schools and colleges such as Domino and the Options programme. In addition, crews also intend to run an RTC reduction day at Ebbw Vale College and additional events such as the Christmas Drink Drive campaign and Road Safety week during November. Deliberate fire setting remains an issue within the Blaenau Gwent area and therefore stations will continue to seek opportunities to reduce the number of these types of incidents. It is the aim of crews within Blaenau Gwent UA to ensure that the area improves its position as a high performing UA with regards to reducing deliberate secondary fires. Ebbw Vale and Tredegar Stations were heavily involved in organising the local fireworks display at Eugene Cross Park, Ebbw Vale. Fire Service personnel took the lead on this initiative with the assistance of various local Community Groups, South Wales Police and the Local Authority. Automatic false alarms have increased by 11% compared to last year. Crews will target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	1,501	204	145	129	157	115	109							478	381			859	864	-5	-1%	★
Special Service Call	327	28	17	24	25	24	28							69	77			146	165	-19	-12%	★
Total RTCs Attended	129	13	5	4	9	5	5							22	19			41	65	-24	-37%	★
Total Other SSCs Attended	198	15	12	20	16	19	23							47	58			105	100	5	5%	▲
Total False Alarms Attended	619	64	55	70	64	53	69							189	186			375	328	47	14%	▲
Malicious False Alarms	9	3	0	5	1	5	4							8	10			18	5	13	260%	▲
Good Intent False Alarm	353	43	24	18	27	20	21							85	68			153	195	-42	-22%	★
Automatic False Alarms	257	18	31	47	36	28	44							96	108			204	128	76	59%	▲
Total Fires Attended	555	112	73	35	68	38	12							220	118			338	371	-33	-9%	★
Deliberate Fire	373	90	61	23	50	20	8							174	78			252	263	-11	-4%	★
Deliberate grass fires attended	134	74	29	2	11	2	0							105	13			118	101	17	17%	▲
Deliberate refuse fires attended	174	14	20	17	31	11	6							51	48			99	118	-19	-16%	★
Accidental Fire	182	22	12	12	18	18	4							46	40			86	108	-22	-20%	★
Accidental Dwelling Fires Attended	59	5	3	6	5	6	2							14	13			27	33	-6	-18%	★
Total Deaths and Injuries In Fires	4	0	0	0	0	0	1							0	1			1	4	-3	-75%	★
Total Accidental Deaths and Injuries In Fires	4	0	0	0	0	0	1							0	1			1	4	-3	-75%	★

Crews continue to target high risk properties with the aim of reducing accidental dwelling fires in Bridgend by supporting national campaigns such as The Cooking Campaign and Electrical Safety Week and organising or attending bespoke events within the community. Crews have also developed strong partnerships with V2C who have delivered bespoke “Fire Safety in the Home” presentations at the Sheltered Accommodation complex’s in Kenfig Hill. This will continue throughout 2019/20. It is anticipated that this service will improve with Community Safety visits incorporating falls prevention, carbon monoxide awareness, smoking cessation and crime prevention information. A commander previously attended a meeting in Bridgend police HQ chaired by the DCI Justin Evans and DI Dean Taylor, to initiate a multi-agency information sharing platform to raise awareness of local policing issues such as county lines, child sex exploitation and illegal drugs and discussions involved into how the Police may ‘Upskill’ crews on what to be mindful of at Home Safety checks. Although RTCs have reduced compared to last year (-37%) station personnel will deliver the Domino Effect Presentation at various schools and support Global Road Safety Week, by delivering a Workplace Domino Effect at the new ASDA store due to the fact that it will employ a high number of 18-24 year olds (new & inexperienced drivers), our target audience. Deliberate fires still account for a large proportion of fires in Bridgend (30%). In support of this stations have delivered a number of bespoke initiatives within the community such as; launching of The Paws on Patrol (POP) initiative at Kenfig Nature Reserve. POP aims to reduce deliberate fire setting and ASB by working in partnership with the local community having them as our eyes and ears on the ground. Stations will continue to proactively undertake Arson Vulnerability Assessments-AVA every quarter within the community at disused/derelect venues that are susceptible to arson, and in a reactive role AVA’s will be conducted as and when required using data from the Fire Crime Unit that identifies trends. Automatic false alarms have increased by 59% compared to last year. Crews will target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	2,118	256	185	107	201	132	139							548	472			1,020	1,285	-265	-21%	★
Special Service Call	326	30	15	20	38	33	25							65	96			161	165	-4	-2%	★
Total RTCs Attended	117	12	7	7	10	7	9							26	26			52	57	-5	-9%	★
Total Other SSCs Attended	209	18	8	13	28	26	16							39	70			109	108	1	1%	●
Total False Alarms Attended	735	64	58	43	67	52	59							165	178			343	424	-81	-19%	★
Malicious False Alarms	25	8	1	4	1	1	3							13	5			18	11	7	64%	▲
Good Intent False Alarm	405	43	39	19	29	22	23							101	74			175	260	-85	-33%	★
Automatic False Alarms	305	13	18	20	37	29	33							51	99			150	153	-3	-2%	★
Total Fires Attended	1,057	162	112	44	96	47	55							318	198			516	696	-180	-26%	★
Deliberate Fire	874	142	98	30	62	37	48							270	147			417	587	-170	-29%	★
Deliberate grass fires attended	375	80	59	5	20	2	5							144	27			171	319	-148	-46%	★
Deliberate refuse fires attended	394	47	30	17	32	22	22							94	76			170	204	-34	-17%	★
Accidental Fire	183	20	14	14	34	10	7							48	51			99	109	-10	-9%	★
Accidental Dwelling Fires Attended	53	4	6	1	10	5	2							11	17			28	26	2	8%	▲
Total Deaths and Injuries In Fires	6	1	1	0	0	1	0							2	1			3	3	0	0%	★
Total Accidental Deaths and Injuries In Fires	3	1	1	0	0	0	0							2	0			2	2	0	0%	★

Crews continue to target high risk properties with the aim of reducing accidental dwelling fires in Caerphilly by supporting national campaigns such as The Cooking Campaign and Electrical Safety Week and organising or attending bespoke events within the community. Caerphilly station are leading on the education of a previously untargeted group called 'The Caerphilly Hard of Hearing/Tinnitus Group'. Stations will also work with the Community Safety Education department to develop packages to deliver a constant community safety message for ad hoc groups which visit the stations or are visited at their own site. These groups include the Cubs, Scouts, Cadets etc. A significant proportion of the population commute into and out of the town on a daily basis. This influences the type and effectiveness of engagement activities. For this reason the focus for RTC reduction must account for both the local population and the wider Service community. Domino presentations have taken place to local rugby clubs, an OAP driving initiative has taken place and crews have been involved in Biker Down to educate and make bikers safe. Automatic false alarms have decreased by 2% compared to last year. Crews will target premises that are identified on the Business Management Information system to identify causes and trends to be able to liaise with premises owners to provide advice on reducing these call outs further. Crews will target premises that are no longer trading and assess risks to fire fighters.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	3,921	310	346	334	394	337	319							990	1,050			2,040	2,179	-139	-6%	★
Special Service Call	728	59	68	86	88	74	68							213	230			443	390	53	14%	▲
Total RTCs Attended	199	17	16	18	17	15	15							51	47			98	103	-5	-5%	★
Total Other SSCs Attended	530	42	52	68	71	59	53							162	183			345	287	58	20%	▲
Total False Alarms Attended	2,030	148	154	162	179	172	173							464	524			988	1,082	-94	-9%	★
Malicious False Alarms	72	4	5	9	4	8	4							18	16			34	36	-2	-6%	★
Good Intent False Alarm	747	63	60	46	49	59	40							169	148			317	403	-86	-21%	★
Automatic False Alarms	1,211	81	89	107	126	105	129							277	360			637	643	-6	-1%	★
Total Fires Attended	1,163	103	124	86	127	91	78							313	296			609	707	-98	-14%	★
Deliberate Fire	774	67	86	61	100	60	61							214	221			435	491	-56	-11%	★
Deliberate grass fires attended	207	26	19	7	24	6	10							52	40			92	176	-84	-48%	★
Deliberate refuse fires attended	454	30	55	42	55	36	33							127	124			251	256	-5	-2%	★
Accidental Fire	389	36	38	25	27	31	17							99	75			174	216	-42	-19%	★
Accidental Dwelling Fires Attended	163	23	14	12	6	10	8							49	24			73	78	-5	-6%	★
Total Deaths and Injuries In Fires	20	6	2	0	1	6	3							8	10			18	10	8	80%	▲
Total Accidental Deaths and Injuries In Fires	17	5	2	0	0	1	3							7	4			11	9	2	22%	▲

To reduce Accidental Dwelling Fires in the area crews will continue to provide education to all groups. This education will take the form of 'Home Fire Safety Checks' (Safe & Well Visits), 'Key Stage I & II' school visits and other community group engagement as requested (students / nursery groups / Scouts / Guides / Cadets / Fetes etc). Crews will engage with 5-7yr olds (Key Stage 1) and 9-10yr olds (Key Stage 2) in schools to promote fire safety messages and basic fire prevention in the home. A plan was implemented to ensure that all Clearsprings properties have working smoke/heat detectors fitted; the onus for this has been placed on Clearsprings but a collaborative approach has been adopted and Operational Crews will continue to monitor and gather information relating to the location and identified risks within residential properties used to accommodate asylum seekers within respective station areas and continue to provide heat and smoke detection when required. Deliberate fires in Cardiff have remained relatively constant over the past 5 years. Crews will build on the strong relationship developed with the Service Fire Crime Team and continue with the programme of engagement activities with the partner agencies to address ASB within the UA. RTCs have been targeted through the following engagement activities: Pass Plus Cymru – working in partnership with Pass Plus to deliver training based on the 'fatal 5' to drivers within the local community, Biker Down – the delivery of first aid and safety training specifically for motorcyclists, Domino Presentation –in collaboration with the CFS Department crews will continue to deliver Domino for employers in the City of Cardiff. The large inland water area of Cardiff Bay is very popular with locals and visitors, this has led to an increase in the number of water related incidents over recent years. Crews and partner agencies will be looking at preventative campaigns to make these areas a safer place to visit. Cardiff Water Safety Partnership along with the Samaritans and business owners in Cardiff are looking to source signage displaying the details of the Samaritans on all the bridges in Cardiff. This will hopefully reduce incidents of persons entering the water to commit suicide. The partnership is also attempting to find ways of reducing the risks at these hotspot areas by securing access, producing more signage and by educating the young people in local schools.



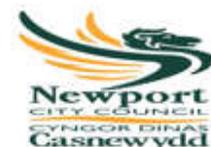
Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	838	90	67	63	67	70	61							220	198			418	524	-106	-20%	★
Special Service Call	148	16	6	11	11	17	16							33	44			77	77	0	0%	★
Total RTCs Attended	58	4	1	3	3	7	5							8	15			23	28	-5	-18%	★
Total Other SSCs Attended	90	12	5	8	8	10	11							25	29			54	49	5	10%	▲
Total False Alarms Attended	317	24	28	30	24	33	28							82	85			167	177	-10	-6%	★
Malicious False Alarms	9	1	0	0	0	1	2							1	3			4	5	-1	-20%	★
Good Intent False Alarm	158	13	9	9	5	7	7							31	19			50	92	-42	-46%	★
Automatic False Alarms	150	10	19	21	19	25	19							50	63			113	80	33	41%	▲
Total Fires Attended	373	50	33	22	32	20	17							105	69			174	270	-96	-36%	★
Deliberate Fire	301	43	29	16	27	11	14							88	52			140	221	-81	-37%	★
Deliberate grass fires attended	151	22	12	1	9	3	2							35	14			49	130	-81	-62%	★
Deliberate refuse fires attended	108	14	11	13	12	5	7							38	24			62	70	-8	-11%	★
Accidental Fire	72	7	4	6	5	9	3							17	17			34	49	-15	-31%	★
Accidental Dwelling Fires Attended	19	3	1	4	1	6	1							8	8			16	10	6	60%	▲
Total Deaths and Injuries In Fires	4	0	0	0	1	1	0							0	2			2	3	-1	-33%	★
Total Accidental Deaths and Injuries In Fires	4	0	0	0	1	1	0							0	2			2	3	-1	-33%	★

Total accidental dwelling fires have increased from 10 to 16 (+60%) compared to quarter 1+2 last year. Crews will continue to carry out presentations to our colleagues who work for MVH and MTHA Housing associations who have access to over 8,000 homes in the area. Visits have been rolled out, and crews will carry out follow up HSFC's on request. Merthyr Valley Homes – ongoing liaison with MVH means that the crews will be providing awareness training to all workers who access homes. These staff will be able to identify houses of potential risk and then inform the Service via the 0800 number of a referral. This is a similar initiative to the training being delivered to care workers in the Service area. MVH has responsibility for a large number of housing stock in the area. It is hoped that this will not only generate more HFSC visits, but will increase awareness of staff within their organisation to the risks of fire within the home. Crews will also visit all residents groups and deliver fire safety message at meetings on a monthly basis. Deliberate fires have shown a decrease compared to last year, however, crews are working with local partners on an identified site in the Gurnos that has suffered from significant deliberate fires in the past. Crews will continue to use the 'Wildfire Toolbox' and land management techniques to rejuvenate the area to enable community ownership. All activities will aim to reduce the numbers of these incidents. Crews will also target the area north of Merthyr Tydfil with leaflet drops and skip amnesty, raising awareness & knowledge to residents, and help understand the effects of deliberate fire setting, risks and injuries to themselves and the environment.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %
Total Incidents	957	72	67	71	88	93	74							210	255			465	524	-59	-11%★
Special Service Call	204	12	12	15	26	24	15							39	65			104	98	6	6%▲
Total RTCs Attended	90	7	6	3	9	5	8							16	22			38	46	-8	-17%★
Total Other SSCs Attended	114	5	6	12	17	19	7							23	43			66	52	14	27%▲
Total False Alarms Attended	496	47	35	42	48	53	35							124	136			260	269	-9	-3%★
Malicious False Alarms	11	1	0	1	0	0	3							2	3			5	7	-2	-29%★
Good Intent False Alarm	137	9	16	9	6	11	7							34	24			58	77	-19	-25%★
Automatic False Alarms	348	37	19	32	42	42	25							88	109			197	185	12	6%▲
Total Fires Attended	257	13	20	14	14	16	24							47	54			101	157	-56	-36%★
Deliberate Fire	103	6	4	6	7	9	8							16	24			40	70	-30	-43%★
Deliberate grass fires attended	39	1	2	0	4	3	2							3	9			12	33	-21	-64%★
Deliberate refuse fires attended	38	1	1	3	3	5	1							5	9			14	21	-7	-33%★
Accidental Fire	154	7	16	8	7	7	16							31	30			61	87	-26	-30%★
Accidental Dwelling Fires Attended	29	2	4	2	0	3	4							8	7			15	16	-1	-6%★
Total Deaths and Injuries In Fires	1	0	1	0	0	0	0							1	0			1	1	0	0%★
Total Accidental Deaths and Injuries In Fires	1	0	1	0	0	0	0							1	0			1	1	0	0%★

Water safety in Monmouthshire is an area of community safety crews need to be proactive in. At risk groups include younger persons, along with people using waterways for leisure such as anglers, runners and walkers. Crews have taken an educational approach with the school children and local organisations. Crews have run events linked with Natural Resources Wales (NRW) educating visitors to the area of the dangers posed by the rivers. Monmouthshire has the river Usk as its main water source along with many other static water sources close to its towns and villages. The sea front also attracts a lot of groups and as a result crews respond to a number of water related incidents every year ranging from accidental emersions, suicides and flood incidents. Crews have a good working relationship with the 'Severn area rescue association' (SARA). This informal agreement allows us to request attendance of SARA when we are mobilised to a water rescue by passing on contact details to control. In response to the increase in the number of AFAs (+6%) stations are currently attempting to reduce calls by engaging with businesses, schools and health care premises to reduce calls. RTC's also present an issue, taking up a disproportionately large percentage of the calls. This is primarily due to country roads and scenic driving that the area presents, attracting many motorbike enthusiasts. Stations have carried out road safety campaigns during the summer months such as RTC events at Tesco's and a 'Hogging the bridge' event recently held. Crews has also been proactive with RTC's delivering a multi-agency open day with emphasis on road safety. There has also been a classic car open day drawing the public onto stations and providing road safety education at this well attended event.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	2,216	218	217	172	226	216	212							607	654			1,261	1,195	66	6%	▲
Special Service Call	324	31	27	10	39	47	44							68	130			198	158	40	25%	▲
Total RTCs Attended	117	7	12	3	10	8	12							22	30			52	58	-6	-10%	★
Total Other SSCs Attended	207	24	15	7	29	39	32							46	100			146	100	46	46%	▲
Total False Alarms Attended	1,022	93	103	99	98	100	98							295	296			591	519	72	14%	▲
Malicious False Alarms	40	1	10	10	4	6	3							21	13			34	20	14	70%	▲
Good Intent False Alarm	386	34	35	28	19	28	29							97	76			173	209	-36	-17%	★
Automatic False Alarms	596	58	58	61	75	66	66							177	207			384	290	94	32%	▲
Total Fires Attended	870	94	87	63	89	69	70							244	228			472	518	-46	-9%	★
Deliberate Fire	673	77	72	51	67	50	55							200	172			372	396	-24	-6%	★
Deliberate grass fires attended	141	35	17	7	16	5	8							59	29			88	128	-40	-31%	★
Deliberate refuse fires attended	399	31	41	29	33	35	24							101	92			193	200	-7	-4%	★
Accidental Fire	197	17	15	12	22	19	15							44	56			100	122	-22	-18%	★
Accidental Dwelling Fires Attended	59	6	8	5	4	11	7							19	22			41	27	14	52%	▲
Total Deaths and Injuries In Fires	12	0	0	1	0	2	0							1	2			3	5	-2	-40%	★
Total Accidental Deaths and Injuries In Fires	9	0	0	0	0	2	0							0	2			2	4	-2	-50%	★

Crews have done a lot of work with Business Fire Safety (BFS) and our BFS liaison officers to reduce alarms in hospitals and with our repeat offenders. We have given out the automatic fire alarm reduction packs and leaflets and provided advice to a number of businesses. There was a spike in calls to the Bettws and Shaftsbury wards of Newport in quarter 1+2. To address this crews have been working with our partner agencies and Fire Crime to reduce the number of deliberate calls to these areas of Newport. A multi-agency action day took place in Bettws to engage with the residents and a multi-agency clean-up of the Shaftsbury and McDonalds area of Newport has taken place. Fire Crime have erected arson boards and the CSO's patrol our high risk areas. Crews are working closely with the Police as most of the ASB in Shaftsbury is drug related county lines. Crews have engaged with the homeless tented community to give fire safety advice. We have worked closely with Newport City Council and the Environmental agency to board up problem premises utilising enforcement and eviction notices. September saw a spike in deliberate arson calls in the Rhiwderin area. Working in partnership with Fire Crime, Police and Melin homes crews have contributed to the arrest of the suspect arsonist and their subsequent eviction and relocation has reduced the number of fires in this area. Continual home safety initiative, 0800, hot strikes, education in schools and attendance at events to educate the public has assisted in the drive to reduce accidental dwelling fires. Engagement has taken place via electrical safety events, 50 plus events, enforcement and engagement events pan Newport. The partnership working with the Newport Engagement Hub at Malpas has played a big part in identifying and reducing risk in the Newport area.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	2,936	330	290	171	233	158	216							791	607			1,398	1,791	-393	-22%	★
Special Service Call	519	38	39	38	45	38	67							115	150			265	267	-2	-1%	★
Total RTCs Attended	207	15	20	16	18	11	20							51	49			100	111	-11	-10%	★
Total Other SSCs Attended	312	23	19	22	27	27	47							64	101			165	156	9	6%	▲
Total False Alarms Attended	1,055	112	92	67	95	71	83							271	249			520	610	-90	-15%	★
Malicious False Alarms	21	0	1	1	1	1	2							2	4			6	11	-5	-45%	★
Good Intent False Alarm	538	71	59	34	52	31	33							164	116			280	329	-49	-15%	★
Automatic False Alarms	496	41	32	32	42	39	48							105	129			234	270	-36	-13%	★
Total Fires Attended	1,362	180	159	66	93	49	66							405	208			613	914	-301	-33%	★
Deliberate Fire	1,076	159	129	42	66	39	43							330	148			478	727	-249	-34%	★
Deliberate grass fires attended	497	101	74	3	22	6	7							178	35			213	402	-189	-47%	★
Deliberate refuse fires attended	472	48	39	31	38	16	21							118	75			193	258	-65	-25%	★
Accidental Fire	286	21	30	24	27	10	23							75	60			135	187	-52	-28%	★
Accidental Dwelling Fires Attended	92	9	9	12	11	3	10							30	24			54	58	-4	-7%	★
Total Deaths and Injuries In Fires	8	0	1	0	2	0	1							1	3			4	4	0	0%	★
Total Accidental Deaths and Injuries In Fires	3	0	1	0	0	0	1							1	1			2	2	0	0%	★

Continual home safety initiatives, 0800, hot strikes, education in schools and attendance at events to educate the public has assisted in the drive to reduce accidental dwelling fires this year by 7%. Crews will also use links with the Community Safety dept. to co-ordinate efforts and resources around the National Safety Campaigns such as Electrical Safety Week and the safe cooking campaign. Although deliberate fires have reduced by 34% they still pose a problem to all areas of the UA. Stations will link with partners including Fire crime and local PCSOs. Crews will also look to engage in activities in local schools targeting deliberate fire setting and work with the local authority in reducing opportunities for deliberate fire setting. Crews will also continue to assess the vulnerability of disused and derelict buildings, identify vacant disused properties and carry out Arson Vulnerability Assessments (AVA). Each station area has targeted specific areas to patrol and target this work. With AVA's being completed each month, this will ensure operational intelligence is available for crews attending incidents at these premises improving firefighter safety and awareness of building condition and associated hazards. In areas where fly tipping is or may be an issue, crews have worked with the Local Authority and the Service Refuse Working Group to address the matter. In line with the UK national drowning prevention strategy crews will help support the priorities of the strategy, specifically "to increase awareness of everyday risks in, on and around the water". Crews will do this through support of NFCC events and RLSS events. Crews have also engaged with local educational establishments to help in educating young people in the dangers of water. Crews will also continue to work with local community groups to promote, reinforce and support national road safety campaign messages. Crews across the UA have been actively involved in schools and colleges to deliver the Domino presentation and commanders have liaised with Local Road Safety Officers in Church Village to look at ways signage can be placed in the areas most affected by collisions.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	1,228	123	119	92	103	103	112							334	318			652	689	-37	-5%	★
Special Service Call	189	22	22	18	12	23	11							62	46			108	96	12	13%	▲
Total RTCs Attended	64	6	7	5	3	6	2							18	11			29	30	-1	-3%	★
Total Other SSCs Attended	125	16	15	13	9	17	9							44	35			79	66	13	20%	▲
Total False Alarms Attended	668	57	58	48	56	47	65							163	168			331	381	-50	-13%	★
Malicious False Alarms	18	0	3	0	0	2	3							3	5			8	7	1	14%	▲
Good Intent False Alarm	233	28	20	11	25	19	15							59	59			118	139	-21	-15%	★
Automatic False Alarms	417	29	35	37	31	26	47							101	104			205	235	-30	-13%	★
Total Fires Attended	371	44	39	26	35	33	36							109	104			213	212	1	0%	●
Deliberate Fire	257	30	31	20	18	15	20							81	53			134	148	-14	-9%	★
Deliberate grass fires attended	77	15	13	2	5	5	2							30	12			42	64	-22	-34%	★
Deliberate refuse fires attended	125	12	11	12	10	6	11							35	27			62	53	9	17%	▲
Accidental Fire	114	14	8	6	17	18	16							28	51			79	64	15	23%	▲
Accidental Dwelling Fires Attended	34	4	1	2	4	4	2							7	10			17	17	0	0%	★
Total Deaths and Injuries In Fires	9	0	1	0	1	0	0							1	1			2	8	-6	-75%	★
Total Accidental Deaths and Injuries In Fires	8	0	0	0	0	0	0							0	0			0	8	-8	-100%	★

Continual home safety initiatives, 0800, hot strikes, education in schools and attendance at events to educate the public has assisted in the drive to reduce accidental dwelling fires, although this year they have remained the same as last year in quarter 1+2 with 17 incidents. Crews will also use links with the Community Safety dept. to co-ordinate efforts and resources around the National Safety Campaigns such as Electrical Safety Week, Deaf Awareness Week, Child Safety Week and the safe cooking campaign. Crews have worked in partnership with the following, Gwent Police, Bron Afon Housing, Charter Housing, Melin Housing, Torfaen Safety Advisory Group and the Local Authority to reduce accidental dwelling fires. The road traffic collision statistics relevant to Torfaen UA shows a slight decrease from 30 incidents in quarter 1+ 2 last year to 29 incidents this year. Crews will endeavor to reduce the number further during this financial year by being proactive within the community in relation to RTC reduction. Crews will address this issue in a number of ways which include engaging with our partners within our community, consulting with our own Road Traffic Collision Reduction Department, working to improve education to high risk groups (17-25 year olds) and general awareness raising activities with a view to reducing the number of incidents within the area. Cwmbran crews have delivered educational information to target various groups within the area and deliver relevant information to those who are new drivers and to those who intend to become a driver. In addition crews will run numerous RTC reduction days throughout the year. Consideration will be given to supporting additional events such as the Christmas Drink Drive campaign over the festive period. We also intend to facilitate Pass Plus Cymru in addition to working with other agencies on local and national road safety campaigns. Biker Down is also supported at several stations with the crews having involvement through the event.



Incident Categories	Apr 2018 - Mar 2019	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1 - Q2	Last Year Q1 - Q2	Q1 - Q2 YoY	Q1 - Q2 YoY %	
Total Incidents	1,139	116	115	91	129	100	107							322	336			658	641	17	3%	●
Special Service Call	276	23	29	23	25	22	29							75	76			151	146	5	3%	●
Total RTCs Attended	95	10	12	5	6	4	8							27	18			45	51	-6	-12%	★
Total Other SSCs Attended	181	13	17	18	19	18	21							48	58			106	95	11	12%	▲
Total False Alarms Attended	541	52	50	50	60	57	56							152	173			325	290	35	12%	▲
Malicious False Alarms	18	0	0	0	1	1	0							0	2			2	11	-9	-82%	★
Good Intent False Alarm	216	27	27	17	18	15	17							71	50			121	103	18	17%	▲
Automatic False Alarms	307	25	23	33	41	41	39							81	121			202	176	26	15%	▲
Total Fires Attended	322	41	36	18	44	21	22							95	87			182	205	-23	-11%	★
Deliberate Fire	181	23	22	5	26	13	16							50	55			105	125	-20	-16%	★
Deliberate grass fires attended	51	5	7	0	9	1	3							12	13			25	45	-20	-44%	★
Deliberate refuse fires attended	99	12	9	5	14	9	6							26	29			55	61	-6	-10%	★
Accidental Fire	141	18	14	13	18	8	6							45	32			77	80	-3	-4%	★
Accidental Dwelling Fires Attended	46	9	2	7	7	3	1							18	11			29	22	7	32%	▲
Total Deaths and Injuries In Fires	4	0	0	0	2	2	0							0	4			4	2	2	100%	▲
Total Accidental Deaths and Injuries In Fires	4	0	0	0	2	2	0							0	4			4	2	2	100%	▲

Continual home safety initiatives, 0800, hot strikes, education in schools and attendance at events to educate the public has assisted in the drive to reduce accidental dwelling fires, although this year in quarter 1+2 incidents have increased from 22 to 29 (7%). Crews will also use links with the Community Safety dept. to co-ordinate efforts and resources around the National Safety Campaigns such as Electrical Safety Week and the safe cooking campaign. Crews have visited schools to provide an educational visit in the language of their choice and also delivered the service education pack Tanni. Road traffic presentations have taken place across the UA including Domino presentations at local comprehensive schools, local community groups, elderly drivers and local businesses. Working closely with the Fire Crime Unit has enabled crews to identify areas of anti-social and deliberate fire setting. Anti-social signage has been erected in these areas and collaboration patrols with the Police has taken place. The large inland water area of Penarth marina is very popular with locals and visitors; this has led to an increase in the number of water related incidents over recent years. Past incidents have been fires, carbon monoxide poisoning and water rescues. Crews working with partner agencies have carried out preventative campaigns to make the water a safer place to visit and have visited local yacht clubs to deliver drowning prevention education. In response to the increase in the number of AFAs (+16%) stations are currently attempting to reduce calls by engaging with businesses, schools and health care premises to reduce calls. Crews have attended Llandough hospital on 91 occasions so far this year which represents a decrease of 38% on last year.

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7.iii

16 DECEMBER 2019

REPORT OF THE DEPUTY CHIEF OFFICER

INDEPENDENT REMUNERATION PANEL FOR WALES' DRAFT ANNUAL REPORT – FEBRUARY 2020**SUMMARY**

This report brings to Members' attention the relevant sections of the Independent Remuneration Panel for Wales' Draft Annual Report that relate to payments to Members of Welsh Fire & Rescue Authorities.

RECOMMENDATIONS

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

1. BACKGROUND

- 1.1 As Members will be aware, the Local Government (Wales) Measure 2011 gave powers to the Independent Remuneration Panel for Wales to determine and review the remuneration of Members of Local Authorities, National Park Authorities, Fire & Rescue Authorities and Town & Community Councils.
- 1.2 The Panel is also required to produce an Annual Report and consult on this prior to its issue. The Panel has now issued its draft report, and the relevant extract for Members is attached at Appendix 1 to this report.
- 1.3 Members will note that the proposals for Councillors' remuneration for Fire & Rescue Authority duties recommend an increase for the 2020/21 municipal year based on the proviso of an increased workload of 22 days per year.

2. EQUALITY RISK ASSESSMENT

- 2.1 There are no equality impacts arising directly as a result of the draft report as the report is intended to apply to all Elected Members equally regardless of protected characteristics. Additionally, the Independent Remuneration Panel will be responsible for undertaking their own equality risk assessment of the implications of their report prior to its publication in February 2020.

3. RECOMMENDATION

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

Contact Officer:	Background Papers:
Sally Chapman Deputy Chief Officer	Independent Remuneration Panel for Wales' Draft Annual Report

APPENDIX 1

8. Payments to Members of Welsh Fire and Rescue Authorities (FRAs)

Structure of Fire and Rescue Authorities

- 8.1 The three Fire and Rescue Services (FRAs) in Wales: Mid and West Wales, North Wales and South Wales were formed as part of Local Government reorganisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal councils within the fire and Rescue Service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 7.

Table 7: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the Framework as set out in Section 9.
- 8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:
- The Chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary Panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
 - There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
 - Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

- 8.6 As a result of the information obtained from the Panel's visits to the three FRAs in 2019 the time commitment on which the remuneration is based is increased from 20 to 22 days. The salary for members will increase to £2,005.
- 8.7 The Panel determined that the remuneration of a FRA Chair should be aligned to that part of a Band 3 senior salary received by a committee chair of a principal council. This salary will increase to £10,705.
- 8.8 The Panel determined that the remuneration of a FRA Deputy Chair will be aligned with the Band 5 senior salary for principal councils. This will increase to £5,705 and must be paid if the authority appoints a deputy chair.
- 8.9 The Panel has determined that up to two FRA committee chairs can be remunerated also aligned with Band 5. This will increase to £5,705

Additional Senior Salaries

8.10 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel extends this provision to FRAs as reflected in the following principles:

- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
- b. There must be clear evidence that the post or posts have additional responsibility demonstrated by a description of the role, function and duration.
- c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.11 The Panel has considered requests from FRAs to allow them to pay salaries to Chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the Chair and members if they wish. Therefore, it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board Chairs. The senior salaries in Determination 27 or 28 cannot be used exclusively for this role.

8.12 The Panel has made the following determinations:

Determination 27: The basic salary for FRA ordinary members shall be £2,005.

Determination 28: The senior salary of the Chair of an FRA shall be £10,705.

Determination 29: An FRA senior salary of £5,705 must be paid to the Deputy Chair where appointed.

Determination 30: Up to two Chairs of committees can be paid. This shall be paid at £5,705.

Determination 31: FRAs can apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 32: Members must not receive more than one FRA senior salary.

Determination 33: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 34: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

9. Payments to Co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities

- 9.1 The Panel has determined that a daily or half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid. Recognising the important role that co-opted members have, payment must be made for travel and preparation time; committee and other types of meetings as well as other activities, including training, as set out in Determinations 36 to 39.
- 9.3 The determinations are set out below and principal councils, NPAs and FRAs must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and make the appropriate officer aware of the range of payments that should be made.

Determination 35: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 8).

Table 8: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£198 (4 hours and over) £99 (up to 4 hours)

Determination 36: Reasonable time for pre-meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 37: Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

Determination 38: The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination 39: Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Support for co-opted members

9.4 The Panel's visits to principal councils in 2017 identified some good practice in how the important role of co-opted members was reflected in the communication and support they receive. In the best cases, they received the same range of support as elected members, enabling them to undertake their role fully. However, concerns were raised in several councils where the Panel's determinations were not being fully implemented and there was limited support available for co-opted members.

Determination 40: Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision for Community and Town Councils is set out in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter any individual from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 Members, including co-opted members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty which might include preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this.
- 10.4 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in change to the requirements for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 41: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties.
- 12.3 Expenses reimbursed to members of principal councils, by their principal council are exempt from Income Tax and employee NICs. Members of National Park Authorities and Fire and Rescue Authorities may be subject to other arrangements as determined by HMRC.
- 12.4 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.5 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

- 12.6 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

12.7 All other claims for travel, including travel by taxi if this is the only, or most appropriate, method of transport, must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost-effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and or family

12.8 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.

12.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.

12.10 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.

12.11 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to Community and Town Councils at this time. The following applies to all authorities including Community and Town Councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it in the previous financial year to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements). This must be published as soon as practicable and no later than 30 September following the end of the previous

financial year- and must be submitted to the Panel no later than that date.

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**FORWARD WORK PROGRAMME FOR
FIRE & RESCUE AUTHORITY 2019/20**

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
Each meeting following the NIC meeting	Update Report on the work of the NIC	To keep Members up-to-date with the work of the NIC.	DCO Contact Officer: Sally Chapman	
29 July 2019	Strategic Risk	To advise Members of the Strategic Risks of the organisation and how these are being treated, managed or reduced.	DCO Contact Officer: Sarah Watkins	Completed
29 July 2019	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2019/20 Improvement Plan.	DCO Contact Officer: Sally Chapman	Completed
	Annual Reports:			
29 July 2019	End of year Health Check on Performance and Strategic Objectives 2018/19	To advise Members of end of year performance against agreed targets and to advise Members of the end of year health check position in securing the achievement of the Strategic Objectives.	DCO Contact Officer: Sarah Watkins	Completed
29 July 2019	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards.	ACO PS Contact Officer: Alison Reed	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
29 July 2019	Report on Proposed Priority Actions 2020/21	To advise Members of the proposed Priority Actions 2020/21 and to seek authority to enter into public consultation on these.	DCO Contact Officer: Sarah Watkins	Completed
29 July 2019	Statement of Accounts (Revenue and Capital) for 2018/19 budget	To seek Members' approval for publication of the Statement of Accounts.	Treasurer Contact Officer: Geraint Thomas	Completed
16 Sept 2019 16 Dec 2019	Health & Safety Annual Report 2018/19	To advise Members of Health & Safety performance of the organisation.	ACFO TS Contact Officer: Richie Prendergast	On agenda
16 Sept 2019	Update on MTFS and Reserves Strategy	To update Members on the Financial Strategy and Reserves Strategy of the Authority prior to considering the report on the 2020/21 Budget Setting Strategy.	Treasurer Contact Officer: Chris Barton	Completed
16 Sept 2019	Budget Strategy 2020/21	To obtain clarification upon the political steer for the Budget Strategy for 2020/21 budget setting process.	Treasurer Contact Officer: Chris Barton	Completed
16 Sept 2019	Treasury Management Outturn 2018/19	To advise Members of the year end treasury management position.	Treasurer Contact Officer: Chris Barton & Geraint Thomas	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
16 Sept 2019	Medical Response Update	To advise Members of the current status of medical response within the Service	ACFO SD Contact Officer: Alison Kibblewhite	Completed
16 Dec 2019	Welsh Language Costs	To advise Members of the current costs for complying with the Welsh Language Standards	DCO Contact Officer: Geraint Thomas	On agenda
16 Dec 2019 10 Feb 2020	WAO Annual Improvement Report	To advise Members of the key issues emanating from the annual report and to provide an opinion on adequacy and effectiveness of the organisation and its potential to improve, its approach to risk management, control and governance processes based on the WAO work undertaken during the year, including data quality & PIs, HR work, a Framework update, whistleblowing and forward planning.	DCO Contact Officer: Sally Chapman	Report not yet available. Deferred to next meeting.
16 Dec 2019	Half Yearly Health Check of Performance and Review of Strategic Themes	To advise Members of performance against agreed performance indicator targets and achievement of Strategic Themes at the mid-way point through the year.	DCO Contact Officer: Sarah Watkins	On agenda

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
16 Dec 2019	Treasury Management Mid Term Report 2019/20	To advise Members of the mid year position in relation to our treasury management.	Treasurer Contact Officer: Geraint Thomas	On agenda
16 Dec 2019	Independent Remuneration Panel for Wales' Draft Annual Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales.	DCO Contact Officer: Sally Chapman	On agenda
10 Feb 2020	Estimated Revenue & Capital Budget determination for 2020/21	To consider consultation responses and to set the recommended budget determination for consideration by the Fire Authority.	Treasurer Contact Officer: Geraint Thomas	
10 Feb 2020	KPI Target Setting 2020/21	To set the targets for the following financial year.	ACFO SD Contact Officer: Sarah Watkins	
10 Feb 2020	Report on Responses to the Consultation of the draft rolling Strategic Plan and Priority Actions 2020/21	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan.	DCO Contact Officer: Sarah Watkins	
10 Feb 2020	Pay Policy Statement 2019/20	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	ACO PS Contact Officer: Alison Reed	
10 Feb 2020	Gender Pay Gap Statement	To update Members on the analysis of the gender pay gap across the Service.	ACO PS Contact Officer: Alison Reed	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
30 March 2020	Annual Report of the work of the Finance, Audit & Performance Management Committee & its scrutiny group during 2019/20	To advise Members of the work of the Committee.	DCO Contact Officer: Sally Chapman	
30 March 2020	Annual Report of the work of the HR & Equalities Committee during 2019/20	To advise Members of the work of the Committee	ACO PS Contact Officer: Alison Reed	
30 March 2020	Annual Report of the Work of the Local Pensions Board 2019/20	To advise Members of the work of the Board.	ACO PS Contact Officer: Alison Reed	
30 March 2020	Annual Report of the Work of the PSB's	To update Members on the work of each of the PSB's and how this impacts upon the work of SWFRS.	DCO Contact Officer: Sarah Watkins	
30 March 2020	Treasury Management Strategy 2020/21	To secure Members' approval to the adoption of the Treasury Management Strategy 2020/21.	Treasurer Contact Officer: Geraint Thomas	
30 March 2020	Fire Authority & Committee Meeting Dates for 2020/21	To present Members with proposed dates of Authority & Committee meetings for 2020/21	DCO Contact Officer: Sally Chapman	

Huw Jakeway – CFO
Sally Chapman – DCO
Dewi Rose – ACFO Service Delivery
Richie Prendergast – ACFO Technical Services
Alison Reed – ACO People Services

Chris Barton – Treasurer
Geraint Thomas – Head of Finance & Procurement
Alison Kibblewhite – Head of Operations
Sarah Watkins – Head of Corporate Services
Andrew Jones – Head of Human Resources

AGENDA ITEM NO 9

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

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1.	Apologies for Absence	
2.	Declarations of Interest	
	Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct.	
3.	Chairperson's Announcements	
4.	To receive the minutes of;	
	<ul style="list-style-type: none"> • Finance, Asset & Performance Management Scrutiny Group on 25 March 2019 • Local Pension Board Committee on 24 June 2019 • HR & Equalities Committee on 8 July 2019 • Finance, Audit & performance Management Committee on 9 September 2019 • Fire & Rescue Authority Meeting on 16 September 2019 	<p style="text-align: right;">5</p> <p style="text-align: right;">9</p> <p style="text-align: right;">13</p> <p style="text-align: right;">19</p> <p style="text-align: right;">23</p>
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6.ii.	Treasury Management Mid-Term Review Report 2019/20	67
6.iii.	Revenue Budget 2020-21	75
6.iv.	Biodiversity Forward Plan	85
6.v.	Gender Pay Gap Statement – 31 March 2019	107

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7.ii.	Business Plan Actions Report – Health Check – 2019/20 Quarter 2	125
7.iii.	Independent Remuneration Panel for Wales’ Draft Annual Report – February 2020	155
8.	Forward Work Programme 2019-20	169
9.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	175