

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 via StarLeaf - Access Code: 46652 61192** on **Monday, 14 December 2020 at 1030 hours.**

Please ensure you join the meeting 15 minutes prior to meeting time

**Any issues please contact
01443 232000 and ask for Member Services**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

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

3. Chairperson's Announcements

4. To receive the minutes of;

- Fire & Rescue Authority Meeting held on 28 September 2020 5
- Finance, Asset and Performance Management Scrutiny Group held on 13 January 2020 15

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Signature of Proper Officer:



MEMBERSHIP

Councillors:

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

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SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING
HELD ON MONDAY, 28 SEPTEMBER 2020 AT 1030 HOURS
VIA STARLEAF**

22. PRESENT:

Councillor	Arrived	Left	Authority
D T Davies (Chair)			Caerphilly
S Bradwick			Rhondda Cynon Taf
D Ali			Cardiff
L Brown			Monmouthshire
M Colbran			Merthyr Tydfil
P Drake			Vale of Glamorgan
S Evans			Torfaen
A Hussey			Caerphilly
D Naughton			Cardiff
A Roberts			Rhondda Cynon Taf
V Smith			Monmouthshire
M Spencer			Newport
H Thomas			Newport
S Ebrahim	10:48		Cardiff
A Lister			Cardiff
D White			Bridgend
R Shaw			Bridgend
J Williams		10:55	Cardiff
J Harries			Rhondda Cynon Taf
C Elsbury	10:51		Caerphilly

APOLOGIES:

A Jones	Torfaen
H Jarvie	Vale of Glamorgan

ABSENT:

W Hodgins	Blaenau Gwent
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OFFICERS PRESENT: CFO H Jakeway; DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; ACO A Reed – Director of People Services; ACFO R Prendergast – Director Technical Services; ACFO Dewi Rose – Director Service Delivery, G Thomas, Head of Finance & Procurement; Sarah Watkins – Head of Corporate Support; Ms A Butler, Audit Wales

23. DECLARATION OF INTEREST

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

Councillor S Evans advised that in relation to the Acquisition of Land to Accommodate the Relocation of New Inn Fire Station, he is a Member of the Planning Committee for his Authority and queried whether this would require recording as a conflict of interest.

The Deputy Chief Officer advised that as the Members are not being asked to approve submitting a planning application, this will be noted as a general non-prejudicial interest.

24. CHANGE TO AGENDA RUNNING ORDER

The Chair requested that, for ease of the running order of the Agenda that Members agree to move agenda item 6.vii and 6.iii Acquisition of Land to Accommodate the Relocation of New Inn Fire Station to the end of the agenda

RESOLVED THAT:

Members agreed to move Agenda Item 6.vii and 6.iii to the end of the agenda.

25. CHAIR'S ANNOUNCEMENTS

Passing of Firefighter Dan Jones

It was with sadness the Chair announced the passing of Firefighter Daniel Jones of Kenfig Hill and Ely Fire stations, on 4th August following a medical emergency. Our thoughts are with his family, friends and colleagues at this time.

Passing of Firefighter Matthew John

It was with sadness that the Chair also announced the passing of Firefighter Matthew John of Whitchurch Fire station, on Sunday 30th August following a short illness. Our thoughts are with his family, friends and colleagues at this time.

He advised that condolences from the Fire & Rescue Authority will be sent to both families. A minute's silence was held.

Sue Pickering

The Chair advised that at their recent AGM, Rhondda Cynon Taf advised of a change of Fire Authority Member.

He confirmed that he had spoken to Councillor Sue Pickering and written to her thanking her for her tremendous service over the years and her very able

chairmanship of the HR & Equalities Committee and as the Authority's representative on the Welsh Strategic Pension Board.

He advised that Councillor Glynne Holmes will join the Fire & Rescue Authority, advising that Councillor Holmes was unable to attend today's meeting as the Authority had not yet received his declaration of acceptance of office.

Green & Grey Book Pay Award

The Chair advised Members that both a green book (support staff and auxiliaries) and grey book (operational) pay award has been nationally agreed and will be implemented accordingly by the Service.

Meeting with Deputy Minister

The Chair advised that he and the Chief Fire Officer met with the Deputy Minister on 17th September 2020, where a number of discussions took place in relation broadening the firefighter role, Community Safety and Pensions.

The Chief Fire Officer gave further detail, confirming that In relation to broadening the firefighter role, he and the Chair reaffirmed the organisation's commitment to ongoing discussions.

Regards Community Safety, the Chief Fire Officer advised the Deputy Minister that work, in particular Home Safety visits and activities, were down by around 60% in South Wales due to Covid. Practitioners are still getting to the high risk within our communities, she was also advised of the online tool available to the public to conduct their own home fire safety checks, resulting in a home visit where the risk is high. Also noted were the arrangements being put in place for the return of the Fire Cadets, into a Covid secure environment. The Chief Fire Officer confirmed that although there has been a delay due to Covid, all cadets will complete the programme.

A verbal update regards the low number of absences through Covid and activities carried out was given to the Deputy Minister. The Deputy Minister was pleased to note the low rate of absences, and the continued provision of services and activities to the communities.

Discussions took place in relation to the UK Government's Fire Safety Bill which is currently going through Parliament and had just finished its reading in the Commons. It was noted that The Bill would be extended to Wales as it makes important provisions to extend the Fire Safety Order, and there was insufficient time to legislate separately for Wales before the next elections to the Senedd. The Welsh Government was working on a Building Safety white paper for publication early in the New Year.

The Chief Fire Officer added that there are still high rise premises within South Wales which are high risk, and stated that to have the legislation in place as soon

as possible would be important as the current fire safety legislation does not adequately apply to residential settings.

He confirmed to Members that a report in relation to High Rise Buildings is being presented to the Cardiff PSB meeting, being held tomorrow (29th September).

The Chief Fire Officer advised that Pensions was discussed at length, adding that the landscape across pensions is very complex.

26. MINUTES OF PREVIOUS MEETINGS

The minutes of the Fire & Rescue Authority held on 13 July 2020 were received and accepted as a true record.

The minutes of the HR and Equalities Committee held 24 February 2020 were received and accepted as a true record. Councillor D Naughton advised that he had attended the meeting but the minutes show him as absent. The Deputy Chief Officer will check the register of attendance and amend the minutes.

The minutes of the Finance Audit & Performance Management Committee held 15 June 2020 were received and accepted as a true record.

The minutes of the Finance Audit & Performance Management Committee held 27 July 2020 were received and accepted as a true record. Councillor R Shaw queried whether the Business Fire Safety Annual Summary Report 2019/20 could be circulated to all Fire & Rescue Authority members, the Deputy Chief Officer agreed.

27. UPDATE ON ACTIONS

The Deputy Chief Officer advised that all outstanding actions had been completed. She confirmed that the Proposed Strategic Themes and Objectives is required to be published by 31st October. A report is being taken to the next HR & Equalities Committee meeting on the revised Lease Car Scheme as a consequence of Members decisions at the previous Fire Authority meeting.

RESOLVED THAT:

Members note the update on actions.

28. REPORTS FOR DECISION

28.1 HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2019/20

The Director of Technical Services introduced the Health, Safety and Wellbeing Annual Report 2019/20. He was particularly pleased to advise that there have

been no major/specified injuries reported for 2019/20, which is the lowest over a five year period. Also, the total days lost has reduced considerably.

Regards the reporting of injuries, diseases and dangerous occurrences, he confirmed that figures are down a third from the previous year. There is concern that individuals are not reporting near misses, this will be addressed. Councillor L Brown queried if it is possible to include a breakdown of locations of near misses, to encourage the reporting from stations. The Director of Technical Services agreed and confirmed that a breakdown will be included.

Councillor P Drake queried whether Weil's disease is considered when training in water. The Director of Technical Services confirmed that the majority of training takes place in flowing water, all venues are monitored to the highest standards and all participants wear appropriate dry suits. He added that the floods posed a challenge as responders were wearing normal kit, he confirmed that the water strategy is being reviewed to incorporate learning from floods.

RESOLVED THAT:

- 28.1.1 Members accept the report on the performance of South Wales Fire & Rescue Service in the area of Health, Safety and Wellbeing
- 28.1.2 Members note the overall success achieved during 2019/2020 in the delivery of an environment that is supportive of the Health, Safety and Welfare of staff.
- 28.1.3 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.
- 28.1.4 Thanks be extended to all involved.

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

The Treasurer gave an update to Members of the Medium Term Financial Strategy and Reserve Strategy of the Authority, together with an update on the Revenue Budget for 2021/22. He added that there are some issues ongoing such as the Welsh Government review into fire and rescue authority funding, ongoing review of firefighters pay, the complex pension situation, and also the Covid pandemic economy forecasting model.

He therefore advised that the main focus will therefore be on next financial year as it is currently still unclear what the WG response will be to some of the highlighted issues.

A key item for next year's budget will be pay, as the 2% pay award for the current year, is more likely to be 2.75% next year. There is also significant investment in ICT, this is within the approved capital programme.

He confirmed a 4.3% overall increase in budget, but acknowledged that there is no indication as yet as to what funding will be available to local authorities from Welsh Government.

He advised that for budget setting purposes, authorities are normally advised of Welsh Government allocations in early December, but he confirmed that this will now more likely be received in mid to late December, with final approval in February

Councillor D White queried EU Funding and how far forward has collaboration been taken. The Treasurer advised there are no direct EU funding streams available to the Fire & Rescue Authority, and no direct impact, but the situation is being monitored. He added that Covid temporarily hindered collaboration but this has now re-commenced.

Councillor D Naughton queried Covid funding available from Welsh Government. The Treasurer confirmed that the Service is recording all Covid expenditure and submitting to Welsh Government with the intention for them to provide funding in due course. Of note, Welsh Government will only fund 50% of ICT expenditure as this is seen as an investment and drives efficiencies for the future. The Treasurer will circulate a detailed summary of Covid spends.

Councillor L Brown noted that not all councils received the same support, and that her authority's allocation is always low, Councillor Brown wished it to be made clear that the anticipated cost increase is an average and will affect each authority differently. The Treasurer will make this clear in subsequent reports.

RESOLVED THAT

28.2.1 The Fire Authority agrees the report content as the basis of its financial planning framework.

28.2.2 The Treasurer to circulate a detailed summary of Covid spends

28.3 2019/20 ANNUAL TREASURY MANAGEMENT REVIEW

The Treasurer presented the results of treasury management activities for the year ending 31 March 2020, which are all in accordance with indicators set. He advised that capital spending was slightly lower, Covid pandemic has contributed to this.

RESOLVED THAT

- 28.3.1 Members note the annual treasury management review for 2019/20 and approve the actual prudential and treasury indicators set therein.

28.4 STATEMENT OF ACCOUNTS 2019/20

The Treasurer introduced Ms A Butler, Audit Wales, who gave an overview of the ISA260 report into the Statement of Accounts for 2019/20.

Ms Butler was pleased to confirm that there were no significant changes to financial outturn and it is the intention to sign off the accounts.

Ms Butler advised that due to Covid, it has not been possible to adhere to normal timescales, which would see sign off by end of July. The draft Statement of Accounts has been updated following the audit and a revised Statement of accounts was attached to the agenda.

The Treasurer and Ms Butler summarized the findings via a presentation.

Thanks were extended to the Accountancy Team who put in significant amounts of work, thanks were also extended to external audit staff for their support.

Councillor R Shaw commented that it is very pleasing to receive an unqualified report especially during the current climate, and thanked the team for all their efforts. He further commented on the simple errors made within the draft accounts provided for audit and requested how this could be improved upon if current practices continue.

The Treasurer advised that there have been issues with agile working, comments will be taken on board. He confirmed that lessons learnt are always considered at the end of each process.

The Chair was pleased to add this is a continuation of receiving good audits, and thanked Ms Butler for such a positive report.

RESOLVED THAT

- 28.4.1 Members received the ISA260 report of the Appointed Auditor and note the letter of representation contained therein
- 28.4.2 Members noted the audited Statement of Accounts
- 28.4.3 Thanks be extended to staff for all their hard work.

28.5 HM TREASURY CONSULTATION CHANGES TO 2015 SCHEMES TRANSITION ARRANGEMENTS

The Director of People Services advised Members of the HM Treasury (HMT) consultation on proposals to rectify unlawful age based transitional arrangements in the 2015 Pensions schemes which also affects Fire pensions. She advised that Welsh Government have asked that the fire and rescue services submit a formal response as they will not be running a separate consultation.

The Director of People Services extended her thanks to Members of the Local Pensions Board for their valuable contribution. The Deputy Chair thanked the Director of People Services and the representative bodies for all their hard work.

Councillor R Shaw mirrored the Deputy Chair's thanks. Councillor Brown requested that the resolution be amended to require that Members endorsed the SABW response rather than just note this. This was agreed.

RESOLVED THAT

28.5.1 Members endorsed the response from the Scheme Advisory Board Wales (SABW) following HM Treasury's request for technical feedback,

28.5.2 Members endorsed the proposed draft Service response

28.6 STRUCTURAL FIREFIGHTER PPE REPLACEMENT PROCUREMENT

The Director of Technical Services gave the background to the all Wales procurement process for the replacement of Structural Firefighter PPE which included a working group comprised of staff from each of the Welsh Fire Services.

REOLVED THAT

28.6.1 Members endorsed the appointment of Ballyclare Ltd as the Service providers for manufacture and managed care of structural firefighters PPE for a period of up to ten years and noted the timelines for rollout of the new PPE across the Service

29. REPORTS FOR INFORMATION

29.1 FORWARD WORK PROGRAMME FOR FIRE & RESCUE AUTHORITY 2020/2021

The Deputy Chief Officer presented the Forward Work Programme for 2020/21.

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

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

31. NOT FOR PUBLICATION TO THE PRESS OR PUBLIC BY VIRTUE OF SECTION 100A AND PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 (AS AMMENDED)

32. ACQUISITION OF LAND TO ACCOMMODATE THE RELOCATION OF NEW INN FIRE STATION

The Deputy Chief Officer gave the background to the requirement for changes to be made at New Inn Fire Station and outlined the various options available to the fire and rescue authority which included redevelopment of the current building, demolition and rebuild on the same site or the acquisition of land to accommodate a relocation of the New Inn fire Station.

The Deputy Chief Officer advised Members about a site identified in Pontypool. The search took into account Fire Cover Modelling, and confirmed there is no projected increase in fire risk.

Some discussion took place around cost and value for money and Members were assured that this would be a key priority.

RESOLVED THAT

- 32.1 Members provided approval to submit an offer for the land which will be conditional on the matters outlined in the report.
- 32.2 Once all elements of the conditionality have been overcome, Members agreed that FAPM be given the authority to approve the purchase of land upto the maximum figure outlined in the report.

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SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE FINANCE, ASSET & PERFORMANCE
MANAGEMENT SCRUTINY GROUP MEETING
HELD ON MONDAY, 13 JANUARY 2020 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

1. PRESENT

Councillor

S Evans, Chair
S Bradwick
L Brown
P Drake
A Hussey
H Jarvie
D Naughton
A Roberts
R Shaw
V Smith
H Thomas
J Williams

Authority

Torfaen
Rhondda Cynon Taf
Monmouthshire
Vale of Glamorgan
Caerphilly
Vale of Glamorgan
Cardiff
Rhondda Cynon Taf
Bridgend
Monmouthshire
Newport
Cardiff

APOLOGIES:

J Harries
A Jones

Rhondda Cynon Taf
Torfaen

OFFICERS PRESENT: DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; AM A Kibblewhite – Head of Operations; AM G Davies – Head of Operational Risk Management; Mr C Williams – Head of ICT; Mr A Jones – ICT Communications Team Manager; GM H Morse – Operational Appliance & Equipment Team Leader

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

There were no announcements from the Chair.

4. MINUTES OF PREVIOUS MEETING – 7 OCTOBER 2019

The minutes of the Finance, Asset & Performance Management Scrutiny Group meeting held on 7 October 2019 were received and accepted as a true record of proceedings.

It was noted that Cllr Jarvie was noted as absent at the last meeting which he explained was due to the fact he was unaware of his nomination to the Scrutiny Group at that time.

5. OPERATIONAL AND PERSONAL EQUIPMENT STRATEGY, BUDGET AND PLANNING ASSUMPTIONS 2020-2025

The Head of Operational Risk Management and Operational Appliance & Equipment Team Leader presented the Operational and Personal Equipment Strategy 2020-2025, and provided an update of the Asset Replacement Programme which detailed the provision of the new all-Wales state of the art structural firefighting kit and all-Wales breathing apparatus replacement procurement.

Members scrutinised the report and officers provided clarification on specific areas contained within the report.

RESOLVED THAT

Members noted the content of the report.

6. DEPARTMENTAL RISK REGISTER REPORT – HEALTH CHECK 2019/20 QUARTER 2

The Deputy Chief Officer presented the Departmental Risk Register which detailed the progress made on the management of risks identified within the register as at Quarter 2 (July-September 2019). An update to page 6 of the Register was tabled at the meeting.

Members debated the content of the report and the Deputy Chief Officer provided clarification on some aspects of the risks identified.

RESOLVED THAT

Members noted the risks and content of the report.

7. DRAFT ANNUAL GOVERNANCE STATEMENT 2019/20

The Deputy Chief Officer presented the draft Annual Governance Statement for Members' consideration and approval for inclusion within the 2019/20 Statement of Accounts.

A question and answer session took place and the Deputy Chief Officer confirmed that the areas of the draft report highlighted in yellow would be updated on receipt of the Internal Audit report and publication of the Wales Audit Office's Annual Audit Letter.

RESOLVED THAT

Subject to the amendments identified, Members approved the draft Annual Governance Statement 2019/20.

8. DRAFT ANNUAL REPORT OF THE WORK TO DISCHARGE THE TERMS OF REFERENCE OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP

The Deputy Chief Officer provided Members with a draft report summarising the work undertaken by the Finance, Audit & Performance Management Scrutiny Group for the municipal year 2019/20.

RESOLVED THAT

Members approved the draft report for onward reporting to the Finance, Audit & Performance Management Committee.

9. FUTURE TRENDS

The Head of Operations and Head of Service Performance & Communications presented a report which provided an assessment of the future of Wales, and specifically the administrative area of South Wales Fire & Rescue Service, as a means to identify some of the challenges and opportunities likely to face the Service.

The Future Trends will be monitored and updated as necessary, the frequency of which will be partially dependent on third party research as well as the monitoring of the Service's incident type trends.

The report was received with much interest and considerable debate on its content took place.

The Chair and Members requested that congratulations be extended to the report author on an excellent and informative report.

RESOLVED THAT

Members agreed to note and retain Future Trends information to assist in future planning and resource decision making.

10. REVIEW OF THE PROJECT TO UPDATE MOBILE DATA TERMINALS

The ICT Communications Team Manager provided Members with an update of the Mobile Data Terminal Upgrade Project.

RESOLVED THAT

Members noted the content of the report.

11. COMMUNITY SAFETY AND PARTNERSHIPS REPORT

The Head of Operations presented a report which provided an overview of the Community Safety Department's review of promotional items to ensure the Authority is receiving value for money and effectiveness for the purpose of engagement, safety messaging and behaviour change.

RESOLVED THAT

Members noted the content of the report.

It was noted that regular briefings for the Member Champion for Operational & Personal Issue Equipment had not been occurring and will therefore be scheduled.

12. FORWARD WORK PROGRAMME

The Deputy Chief Officer presented the final Forward Work Programme for 2019/2020.

RESOLVED THAT

Members accepted the Forward Work Programme for 2019/20.

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

The Treasurer updated Members on progress of the budget consultation process on a 4.50% increase in budget contributions. The consultation with the ten unitary authorities was in accordance with the option agreed by the Fire Authority on 16 December 2019, which reflected a small reduction in pension grant from Welsh Government.

The Treasurer confirmed that whilst he had received requests for further information, to date no consultation feedback has been received. Any response submitted in the meantime will be reported directly to the Fire Authority on 10 February 2020 for final consideration.

The Treasurer undertook to forward a copy of the consultation letter to each Member.

RESOLVED THAT

Members noted the update.

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE LOCAL PENSION BOARD MEETING HELD ON MONDAY 6 JULY 2020 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS OR REMOTELY VIA STARLEAF

1. PRESENT:

Councillor	Left
S Bradwick (Chair)	Rhondda Cynon Taff
L Brown	Monmouthshire
P Drake	Vale of Glamorgan
V Smith	Monmouthshire
R Bailey	Fire Brigades Union
D King	Fire & Rescue Service Association
R Prendergast	Association of Principal Fire Officers

APOLOGIES:

Mr S Saunders	Fire Brigade Union
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OFFICERS PRESENT:- DFO Sally Chapman - Monitoring Officer
ACO A Reed – Director of People Services, Mr C Barton –
Treasurer, Mr I Traylor – Pensions Service Director, Rhondda
Cynon Taff Borough Council

2. DECLARATIONS OF INTEREST

It was agreed that as there is a requirement to have a balance with FA Members present and employee representative Cllr Drake would take a non voting part in today's meeting. All Members declared a personal non-prejudicial interest in each agenda item which affected their Authority.

3. CHAIR'S ANNOUNCEMENTS

Cllr Bradwick asked that it be noted his and the groups thanks to Cllr Harries who had stepped down from the group, he welcomed Cllr Drake who has joined the board.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous Local Pension Board meeting held on 20 January, 2020, were received and accepted as a true record of proceedings.

5. LOCAL PENSION BOARD TERMS OF REFERENCE (ToR)

The ACO People Services presented a report which invited Members of the Local Pension Board to undertake the annual review of its Terms of Reference (ToR). Members asked if the word “merely” could be removed from page 9 (3rd paragraph). Also on page 12 item 4 it was requested that the Quorum requirement was further defined and made simpler. DCO Monitoring Officer will check what the legislation states regarding attendees, Vice Chair, member substitute and update at the next meeting.

RESOLVED THAT

Members approved the annual review of the Local Pension Board Terms of Reference with the agreed amendments.

6. LOCAL PENSION BOARD – MEMBERS HANDBOOK

The ACO People Services informed Members that Officers had developed the content of a Members Handbook for the purpose of ensuring all Board Members had the requisite knowledge, skills, and understanding to enable them to fulfil their role on the Board. The presented paper included the first four chapters of the Handbook that were previously approved by the Local Pension Board. Members had previously approved Chapters 1-4 attached to the report. The report contained the new chapters 5 - 11.

RESOLVED THAT

Members agreed to approve Chapters 5 - 11 of the Members handbook attached to the report at Appendix 1. Chapters 1 - 4 were also attached at Appendix 2 for reference.

7. LOCAL PENSION BOARD – FIREFIGHTER PENSIONS ADMINISTRATION: KEY PERFORMANCE INDICATORS AND ADMINISTRATION ACTIVITY

The Pensions Service Director informed Members that the Service Level Agreement (SLA) between South Wales Fire & Rescue Service and Rhondda Cynon Taff Borough Council sets out the manner in which certain duties and responsibilities were expected to be carried out. A key element of the SLA was the reporting on actual performance activity against the agreed key delivery Service Standards. The report was intended to provide Members of the Local Pension Board with an update on key activity undertaken during the reporting period, and to share the performance data for the period 1 April 2019 to 31 March 2020, and 1 April 2020 to 31 May 2020. ACFO Association of Principal Fire Officers passed on thank you from the Rep Bodies to RCT for their continued support.

RESOLVED THAT

- 7.1 Members agreed to note the performance data included at Appendix 1 and 2 attached to the report.
- 7.2 Members agreed to note the relevant pension administrative overview and update included at Appendix 3 attached to the report.

8. UPDATE ON PROTECTED PENSION AGE

The ACO People Services provided Members with a verbal update report on Protected Pension Age. The full paper will go to the FA Meeting on 13 July for information.

RESOLVED THAT

Members agreed to note the verbal update report on Protected Pension Age.

9. INTERNAL DISPUTE RESOLUTION PROCEDURES (IDRP)

The ACO People Services informed Members that the presented report shared the procedure for resolving internal disputes in relation to pension matters. It also provided Members with an

update on the cases that were considered under this procedure during 1 April 2019 to 31 March 2020. It was raised by Members how long was the time limit for contacting the Ombudsman, and it was advised that this would be set out in the decision letter.

RESOLVED THAT

- 9.1 Members agreed to note the procedures for resolving internal disputes.
- 9.2 Members agreed to note the cases considered under the IDR procedure in the period 1 April 2019 to 31 March 2020.

10. FIREFIGHTER PENSION SCHEMES – SCHEME COMPARISONS

The ACO People Services presented a report to Members which highlighted the differences between the Firefighter Pension Schemes. It was discussed whether more information should be added but it was agreed that by giving too much information would complicate and the information provided was intended to give an overview. ACFO People Services and RCT Pensions Service Director would go through details outside of this meeting.

RESOLVED THAT

Members agreed to note the differences as it was helpful to understand these in the context of a range of issues, including how each of the regulations impacted on pensionable pay. These were contained in the table at Appendix A attached to the report.

11. TRAINING SESSION FOR MEMBERS

Officers presented Members with a training session on Local Pension Board issues. ACFO People Services and RCT Pensions Service Director would go through risk details outside of this meeting.

RESOLVED THAT

Members noted and completed the Local Pension Board training session.

12. APPOINTMENT OF DEPUTY CHAIRPERSON OF THE LOCAL PENSION BOARD COMMITTEE

The Chair requested nominations for Deputy Chairperson of the Local Pension Board. Councillor Smith was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Smith was duly elected Deputy Chairperson of the Local Pension Board Committee for the Municipal Year 2020/2021.

13. FORWARD WORK PROGRAMME 2020/2021

The ACO People Services presented Members with the Forward Work Programme for 2020/2021.

RESOLVED THAT

Members agreed to the Forward Work Programme for 2020/2021.

14. 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 HR & EQUALITIES MEETING
HELD ON MONDAY, 20 JULY, 2020**

HELD REMOTELY VIA STARLEAF CONNECTION

1. PRESENT:

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taff
D Ali (Deputy Chair)		Cardiff
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
A Hussey		Caerphilly
A Jones		Torfaen
A Lister		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

APOLOGIES:

W Hodgins		Blaenau Gwent
H Jarvie		Vale of Glamorgan

ABSENT:

D Naughton	Failed to connect remotely	Cardiff
H Thomas	Failed to connect remotely	Newport

OBSERVORS:

D T Davies	Left at 11:30 hrs	Caerphilly
S Bradwick	Left at 11:45 hrs	Rhondda Cynon Taff

OFFICERS PRESENT:- ACO A Reed – Director of People Services, Mr A Jones – Head of HR, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms R Hazell – Occupational Health Nurse, Ms K Daves – HR Manager (Absence Management), Ms G Goss – HR Manager (Employee Relations)

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

- **WELCOME ADDRESS TO NEW MEMBER**

The Chair welcomed new Member, Councillor Hodgins, to the HR & Equalities Committee.

- **WELCOME ADDRESS TO NEWLY APPOINTED HEAD OF TRAINING & DEVELOPMENT**

The Chair extended a warm welcome to Area Manager Garry Davies, who had recently been appointed the new Head of Training & Development.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 24 February, 2020, were received and accepted as a true record of proceedings.

With reference to Item 46 recorded within the minutes, Members were advised that Area Manager Ian Greenman had deferred his retirement and had recently been appointed Head of the Recovery Project Group for a short period.

5. SOUTH WALES FIRE & RESCUE SERVICE – OVERVIEW OF TRAINING & DEVELOPMENT DEPARTMENT 2019/2020

The Head of Training & Development presented a report which provided Members with an overview of the Training &

Development department, and identified the organisational structure and functions established within in order to facilitate it.

RESOLVED THAT

Members considered the contents of the report and following a question and answer session unanimously agreed to support the organisation's future training needs.

6. OCCUPATIONAL HEALTH UNIT (OHU) ACTIVITY REPORT – 1 APRIL 2019 TO 31 MARCH 2020

The Occupational Health Nurse informed Members that the presented Occupational Health Unit Activity report spanned the period from 1 April 2019 to 31 March 2020. The report provided data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

RESOLVED THAT

Members unanimously agreed to note the content of the report.

7. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021

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

The Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. The emails and circulars cover a variety of areas, including all aspects of Firefighters Pension Schemes, and need to be noted or actioned as appropriate.

RESOLVED THAT

7.1 Members unanimously agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that had been received in the 2020/2021 year to date.

7.2 Members unanimously agreed to note the actions that had been implemented for each of the circulars.

8. REPORT ON ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2019 TO 31 MARCH 2020

The HR Manager (Absence Management) presented a report to Members on the Annual Sickness Absence from 1 April 2019 to 31 March 2020, and highlighted the following key areas:-

- Sickness absence figures across the Service had reduced by 8% on the previous year
- The number of shifts/days lost to long term sickness was reducing
- A reduction in the number of injuries on duty leading to sickness absence.

The report also provided Members with a snapshot of the areas of focus for improving wellbeing and mental health activities.

RESOLVED THAT

Members unanimously agreed to note the contents of the report.

Councillor Davies withdrew from the meeting at 11:30 hrs.

9. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2019 TO 31 MARCH 2020

The HR Manager (Employee Relations) presented a report which provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2019 to 31 March 2020.

RESOLVED THAT

Following a question and answer session, Members unanimously agreed to note the content of the report.

Councillor Bradwick withdrew from the meeting at 11:45 hrs.

10. FORWARD WORK PROGRAMME 2020/2021

The ACO People Services presented Members with the Forward Work Programme for 2020/2021, and provided a brief overview of the key reports to be presented throughout the Municipal Year.

RESOLVED THAT

Members agreed to accept the Forward Work Programme for 2020/2021.

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

There were no items of urgent business to discuss.

The Chair closed the meeting by thanking Officers for their hard work in providing Members with their detailed and informative reports.

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 21 SEPTEMBER 2020 VIA STARLEAF

24. PRESENT

Councillor

S Evans (Chair)	Torfaen
S Bradwick	Rhondda Cynon Taf
DT Davies	Caerphilly
P Drake	Vale of Glamorgan
M Colbran	Merthyr Tydfil
A Hussey	Caerphilly
V Smith	Monmouthshire
M Spencer	Newport
D White	Bridgend

APOLOGIES

J Harries	Rhondda Cynon Taf
S Ebrahim	Cardiff
W Hodgins	Blaenau Gwent

OFFICERS PRESENT: DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr G Thomas – Head of Finance & Procurement; AM A Kibblewhite – Head of Operations; Mr S Franks – Audit Wales; Ms A Butler – Audit Wales; Mr S Gourlay – TIAA.

25. DECLARATIONS OF INTEREST

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

26. CHAIR'S ANNOUNCEMENTS

There were no announcements from the Chair.

27. MINUTES OF PREVIOUS MEETING – 27 JULY 2020

The minutes of the Finance, Audit & Performance Management Committee meeting held on 27 July 2020 were received and accepted a true record, subject to correction of Councillor Colbran's initial to 'M' in the final paragraph of page 8.

In addition, the Treasurer wished to bring to Members' attention that the sign-off of the Statement of Accounts has been deferred to the meeting of the Fire & Rescue Authority taking place next week, 28 September 2020.

28. HEALTH CHECK OF PRIORITY ACTIONS AND QUARTER 1 PROGRESS AGAINST THE STATUTORY PERFORMANCE INDICATORS

The Deputy Chief Officer presented the report which gives assurances to Members of the Authority and senior management within the Service on the progress towards achievement of the strategic themes for the period 1 April-30 June 2020.

It was noted that for the majority of the period in question, the population was in lockdown as a result of COVID-19 protective measures.

Under Strategic Theme ST01 – Keeping you Safe, Councillor DT Davies noted under Section 1.4 the statement that South Wales and Gwent Police have shown little interest in the receipt of information from the Joint Control Room relating to deliberate fire setters. The Deputy Chief Officer undertook to gain further information on the matter and forward to Councillor Davies.

In response to a further query, it was clarified that Care and Healthcare (CHC) as referred to in 4.3 of the report should read Continuing NHS Healthcare.

The Head of Operations provided Members with details of performance within the Strategic Performance Indicators for the period 1 April-30 June 2020, and provided clarity on certain aspects of the data in a question and answer session. She also undertook to forward to all Members a link to the Service's on-line home safety check booking form for onward sharing with home authorities.

The Chair thanked Officers for an informative report.

29. REVENUE MONITORING REPORT 2020/21

The Head of Finance & Procurement presented Members with the revenue monitoring report for 2020/21 and provided details of the annual revenue budget and associated information for the year ending 31 March 2021. In addition, he advised Members that the Service continues to submit claims for the additional COVID-19 expenditure to Welsh Government on a monthly basis.

Cllr DT Davies instructed Officers to request Welsh Government to reconsider its stance on the COVID-19 related ICT expenditure.

RESOLVED THAT

Members noted and agreed the report content.

30. CAPITAL MONITORING REPORT 2019/20

The Head of Finance & Procurement provided Members with a detailed update on the capital monitoring report, including detail of the budget, transactions to date and the forecasted year end position. He noted the typographical error in the first sentence of 2.1.1 of the report which should read “£1.6 and £2 million respectively”.

RESOLVED THAT

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

31. 2019/20 ANNUAL TREASURY MANAGEMENT REVIEW

The Treasurer provided Members with the opportunity to consider the results of treasury management activities for the year ending 31 March 2020, undertaken in accordance with the Authority’s approved Treasury Management Strategy.

RESOLVED THAT

Following clarification of the wording of paragraph 2.3 of the Treasurer’s report, Members agreed to recommend to the Fire & Rescue Authority that they note the annual treasury management review for 2019/20 and approve the actual prudential and treasury indicators set therein.

32. MEDIUM TERM FINANCIAL STRATEGY, RESERVE STRATEGY AND BUDGET UPDATE

The Treasurer provided Members with an update of the Medium Term Financial Strategy and Reserve Strategy of the Authority together with an update on the Revenue Budget for 2021/22.

The Treasurer reminded Members that distribution of the Authority's budget across the 10 local authorities in South Wales is determined by population numbers. He reported that there is a significant rebasing of population figures through the Local Government Settlement which could affect the contributions budget quite significantly in the next financial year.

RESOLVED THAT

Following a question and answer session, Members agreed the report content as the basis of its financial planning framework, for consideration by the Fire & Rescue Authority.

33. AUDIT WALES REVIEW OF INVOLVEMENT

The Audit Wales Officer provided a detailed report on the review of the Authority's approach and management of stakeholder involvement when proposing service and policy changes, and in the design of future activities. This included a detailed look at how the Authority involved Stakeholders in the development of the new Strategic Equality Plan and in the planning of public engagement events.

The review concluded that the Authority has a generally good approach to involvement with partners and communities but needs to improve its impact by evaluating current approaches to strengthen future activity.

RESOLVED THAT

Members noted the content of the report.

**34. AUDIT OF THE SOUTH WALES FIRE & RESCUE AUTHORITY
2020/21 IMPROVEMENT PLAN**

The Audit Wales Officer updated Members on the issue of the Certificate of Compliance for the audit of the Authority's 2020/21 Improvement Plan.

RESOLVED THAT

Members noted the issue of the Certificate of Compliance for the audit of the Authority's 2020/21 Improvement Plan, which is incorporated into its Strategic Plan 2020-2030.

35. FORWARD WORK PROGRAMME 2021/21

The Deputy Chief Officer presented the Forward Work Programme.

RESOLVED THAT

Members accepted the Forward Work Programme for 2020/21.

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

There were no items of business that the Chairman deemed urgent (Part 1 or 2)

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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:
20/21 – 18.4.1	Draft Proposed Strategic Themes and Objectives 2021/22	To publish the agreed strategic themes and objectives for engagement events within the consultation document for Stage 2 of the Annual Improvement Plan by 31 October 2020.	DCO	The Annual Improvement Plan was published on 23 October 2020, the 12 week consultation on the draft objectives has commenced. ACTION COMPLETED
20/21 – 21.	Vehicle Lease Scheme	<ul style="list-style-type: none"> • Minimum individual scheme member contribution to be removed. • Existing freedom of movement/on-all business commute payments for responding SM & GM roles to be removed. • Individual employee lease contributions to be assessed to the specific vehicle's annual lease cost to the Service. • Employer's contribution to each member of the Lease Scheme (with the exception of AMs, Directors and BMs) to be increased. • Employer contribution rates across the scheme to be uplifted in line with NJC Grey Book salary increases wef April 2021. 	ACFO TS	Final update on the Lease Scheme will be reported to a future meeting of the HR & Equalities Committee. Deferred to the HR & Equalities Committee meeting being held on 22 February 2020.

Minute No	Item	Action	Leading Officer	Current Status:
20/21 – 26.	Minutes of Previous Meeting	Circulate to Members a copy of the Business Fire Safety Annual Summary Report 2019/20.	DCO	ACTION COMPLETED
20/21 – 28.	Health, Safety and Wellbeing Annual Report 2019/20	Include a breakdown of locations of near misses in future reports to encourage reporting from stations.	ACFO TS	ACTIONS COMPLETED
20/21 – 28.1.4		Extend thanks to members of staff involved in the report.		
20/21 – 28.2	MTFS, Reserve Strategy & Budget Update	Circulate to Members a detailed summary of Covid spends.	Treasurer	ACTION COMPLETED
20/21 – 28.4.3	Statement of Accounts 2019/20	Extend thanks to the team for all their hard work in compiling the Statement of Accounts.	Treasurer	ACTION COMPLETED
20/21- 32.	Acquisition of Land to Accommodate the Relocation of New Inn Fire Station	Submit an offer for acquisition of the land conditional on the matters outlined in the report, and proceed with purchase arrangements subject to FAPM agreement up to maximum figure outlined.	DCO	Officers are currently awaiting local planning authority pre-application advice. This is being chased via officers and the local FRA Member.

AGENDA ITEM NO 6

Reports for Decision

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SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6.i
14 DECEMBER 2020

TO ELECT A NEW LABOUR MEMBER WITHIN THE LOCAL PENSION BOARD COMMITTEE FOR THE REMAINDER OF MUNICIPAL YEAR 2020/21

Local Pension Board Committee – Labour Member:		

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SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6.ii
14 DECEMBER 2020

REPORT OF THE TREASURER

TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2020/21**SUMMARY**

The Treasury Management Mid-Term Review Report provides an update on the Authority's treasury activities for the period 1 April-30 September 2020.

RECOMMENDATION

That the Fire Authority notes the report and treasury activity for the period.

1. BACKGROUND

- 1.1 The Fire & Rescue Authority approved the Treasury Management Strategy Statement (TMSS) for 2020/21 on 13 July 2020. The TMSS sets out the reporting framework for monitoring performance and compliance of treasury management activities.
- 1.2 This report contains indicators and information for the 6 months leading up to 30 September 2020. 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.

2. INTRODUCTION

- 2.1 This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2017). The primary requirements of the Code are as follows:
- (i) Creation and maintenance of a Treasury Management Policy Statement (TMSS) which sets out the policies and objectives of the Authority's treasury management activities.
 - (ii) Creation and maintenance of Treasury Management Practices which set out the manner in which the Authority will seek to achieve those policies and objectives.
 - (iii) Receipt by the full Authority of:
 - (a) an annual TMSS to include the Annual Investment Strategy (AIS) and Minimum Revenue Provision (MRP) Policy for the year ahead;

- (b) a Mid-year Review Report (this report), and
 - (c) an Annual Report (stewardship report) covering activities during the previous year.
- (iv) 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.
- (v) 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, Audit & Performance Management Committee.

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

- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The Authority's capital expenditure and prudential indicators;
- A review of the Authority's investment portfolio for 2020/21;
- A review of the Authority's borrowing strategy for 2020/21;
- A review of compliance with Treasury and Prudential Limits for 2020/21.

3. TREASURY MANAGEMENT STRATEGY STATEMENT UPDATE

3.1 The TMSS for 2020/21 was approved by this Authority on 13 July 2020. There are no major policy changes to report and a comparison of the TMSS and the Authority's current position is contained in the table overleaf.

Prudential/Treasury Indicators 2020/21	TMSS £000	Revised £000
Capital expenditure	7,705	5,789
Financing:		
Capital grants	(23)	(951)
Reserves	(111)	0
Revenue	(250)	(200)
Net financing requirement	7,321	4,638
Less MRP	(3,268)	(3,247)
Increase / decrease in CFR	4,053	1,391
CFR at 31 March	45,481	42,855

External debt		
Debt 1 April	26,477	26,477
Increase / decrease	584	584
Other long term liabilities	4,462	4,462
Increase / decrease	(229)	(229)
Gross debt at 31 March	31,523	31,523
Under / (over) borrowed position	13,958	11,332
Operational Boundary;		
Debt	37,000	37,000
Other long term liabilities	8,000	8,000
Total	45,000	45,000
Authorised limit		
Debt	40,000	40,000
Other long term liabilities	10,000	10,000
Total	50,000	50,000
Affordability:		
Ratio of Financing costs to Revenue	6.62%	6.30%
Operational limit	9%	9%
Authorised limit	10%	10%
Bank / current rates		
Lloyds		0%
Barclays		0%

4. PRUDENTIAL/TREASURY INDICATORS

4.1 This part of the report is structured to update Members with the following:

- 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.

4.2 The above table compares the most recent capital expenditure projection with the original estimate. More detailed information on the reasons for the £1.9 million reduction in capital spending are contained within the capital monitoring reports and this has resulted in a lower CFR at £42,855m. A key indicator is how the CFR compares to the borrowing position. Borrowing should remain below the CFR limit, at least in the long term, and this position is described as either under or over borrowed. The above table indicates the Authority is under borrowed by £11,332m and if required, has potential to take additional borrowing up to this value.

4.3 In addition to CFR, borrowing limits are in place for both external loans and other financial instruments, ie lease and PFI arrangements which

constitute borrowing, to ensure borrowing is prudent and can be controlled and monitored. It is a statutory duty for the Authority to determine and keep under review the affordable borrowing limits. During the half year ended 30 September 2020, the Authority has operated within the treasury and prudential indicators set out in the Authority's Treasury Management Strategy Statement for 2020 and as indicated in the above table. The Treasurer reports that no difficulties are envisaged for the current or future years in complying with these indicators. All treasury management operations have also been conducted in full compliance with the Authority's Treasury Management Practices.

- 4.4 The necessity to borrow this financial year remains. New borrowing in the region of £3 million will be progressed in the New Year when cash balances are lower. There are a number of things affecting cash balances to be considered, the revenue and capital budget positions; rate/volume of firefighter retirements and grants. The Authority has not undertaken interest bearing borrowing since 2014 and has utilised government supported, interest free loans to fund invest to save initiatives in addition to cash reserves to avoid the cost of carry. Between 2019/20 and 2020/21 the Authority will have repaid nearly £7 million in loans and new borrowing will help refinance this position at a time when interest rates are low, eg currently new borrowing can be secured for 10 years at rates in the region of 2.33%.
- 4.5 It is now impossible to earn the level of interest commonly seen in previous decades as all investment rates are barely above zero now that bank rate is at 0.10%, while some entities are offering negative rates of return in some shorter time periods. Given this risk environment and the fact that increases in bank rate are unlikely to occur before the end of the current forecast horizon of 31 March 2023, investment returns are expected to remain low. The Authority currently has not invested this financial year although maintains bank deposits in its operating accounts which are both zero as both track bank rate with a -0.10% adjustment. As a result, the Authority will not meet the £50k budget set for investment income this year and the foreseeable future.
- 4.6 The Bank of England has said that it is unlikely to introduce a negative bank rate, at least in the next 6-12 months, although some deposit accounts are already offering negative rates for shorter periods. This would impact the revenue budget as banking costs will effectively increase.

5. FINANCIAL IMPLICATIONS

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

6. LEGAL IMPLICATIONS

- 6.1 The Authority is required to comply with the requirements of the Local Government Act 2003 and to have regard to both the Welsh Government guidance and the CIPFA Code when determining its treasury management policy, strategies and reporting regime.

7. EQUALITY RISK ASSESSMENT

- 7.1 There are no equality implications resulting directly from this report.

8. RECOMMENDATION

- 8.1 That the Fire Authority notes the report and treasury activity for the period.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance & Procurement	TMSS 2020/21 TM Outturn Report 2019/20 Revenue/Capital Monitoring Reports Link Service information

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SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6.iii
14 DECEMBER 2020

REPORT OF THE TREASURER

REVENUE BUDGET 2021/22**SUMMARY**

This report includes the conclusion of preparatory work on the 21/22 revenue budget for consultation.

RECOMMENDATION

That Members agree the report content as the basis for the budget consultation exercise.

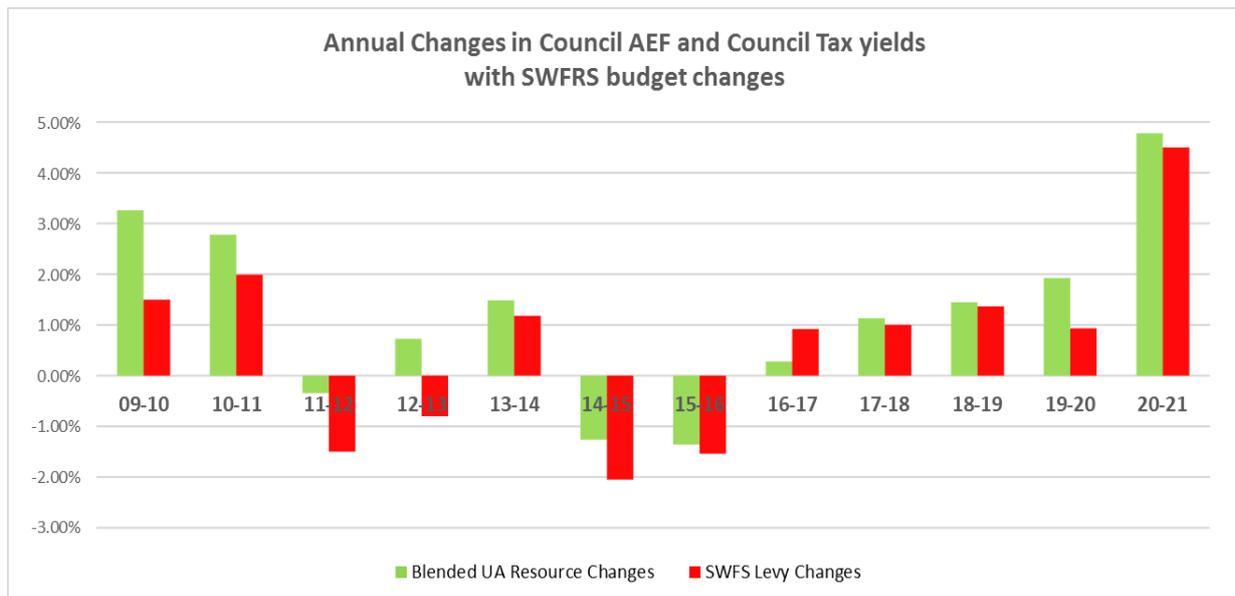
1. BACKGROUND

- 1.1 The FAPM, Scrutiny Group and Fire Authority have considered reports on the Medium Term Financial Plan (MTFS), Reserves and Budget Strategy together with updates on the preparation of the revenue budget for the coming year. This report is based on the FAPM recommendation made at its meeting in November and provides an update to a number of key budgets where work was still in progress. The attached budget is the proposed basis of the budget consultation for 21/22.

2. ISSUES

- 2.1 Public sector finances together with the economy in general could be said to be in turmoil following the Covid19 pandemic outbreak earlier this year. Unprecedented borrowing levels and public expenditure both at a national and Welsh level have left a great deal of uncertainty over any projections for next financial year and beyond. This is compounded by the ongoing uncertainty from Brexit and the lack of any clear medium term plans from Governments.
- 2.2 Last year saw the first year of significant growth in local funding in Wales with a 4.3% settlement for local councils. Against this backdrop the Fire Authority was faced with a 4.25% increase in its budget requirement driven mainly by increasing employee costs but also reflecting the continued need to invest in maintaining services. This increase was the first of this magnitude since the economic downturn which commenced over a decade ago.
- 2.3 During that decade, the Fire Authority has managed to constrain the growth of its budget whilst also improving its service performance and reducing risk in our communities. The chart below compares the

increases in the Fire Authority budget with the underlying local government settlement and council tax resources over the same period.



- 2.4 The September report to FAPM and Fire Authority together with information provided to the FAPM Scrutiny Group in October outlined a need to increase budgets next year by as much as 4.3%. This was based on early work on potential cost pressures and inflation. Further work was required to identify detailed costs and savings in a number of areas of the budget and this report highlights where that work has now been undertaken.

3 LOCAL GOVERNMENT SETTLEMENT 2021/22

- 3.1 The Fire Authority has always tried to be cognisant of the resources available to its funding partners in setting budgets. There was no indicative level given for the 2021/22 local government settlement however last financial year was the first to break the trend of austerity which had prevailed for many years. Council Tax also contributes to the resource equation with around one quarter of local council net spending now funded from this source.
- 3.2 In previous years, the Fire Authority has been informed of the consistent pattern of increases in local taxation which assists in funding council services which include fire and rescue services. Council tax yield has typically increased by an average of around between 4% and 5%.
- 3.3 This year has the prospect of another significant shift in population data underpinning the local government settlement. These same population numbers are the basis for the distribution of contributions to the Fire

Authority budget and we can again expect significant variations around the average settlement / budget share.

4 SPECIFIC BUDGET PLANNING CONSIDERATIONS

- 4.1 The Fire Authority approved a revised staffing structure in September 2018 and this forms the basis of the revenue budget. Detailed assessment of the pay budget has now been completed including any discernible impacts arising from Covid19. The Fire Authority's pay budget was already overcommitted in the current year due to a pay award for Green Book staff in excess of that budgeted. The Fire Authority has absorbed this overspend during the current year to avoid any subsequent call on council budgets.
- 4.2 The whole matter of employer pension costs remains a risk given the ongoing legal arguments following the McCloud / Sargent cases into discrimination within recent pension scheme changes. It is unlikely that any clarity will be provided on the medium to long term financial impact of these cases within this budget setting cycle.
- 4.3 Assumed pay awards are included in the budget estimates for next year. There has been recent press speculation around the Chancellor's intent to once again introduce pay constraint for public sector workers. Whilst these comments are noted, there remains significant doubt as to whether such constraints are deliverable against the background of the necessary Covid pandemic response. In preparing the budget, it is recommended that the planned inflation provisions remain in place.
- 4.4 In the September report, the pay budget (including pensions) was forecast to increase by 3% and following the detailed assessment above, this assessment remains the same.
- 4.5 Premises costs have been subject to a number of changes over the past six months with some recent decisions impacting the budget for next year. Two in particular are worthy of mention the first being business rates. The Fire Authority was anticipating significantly higher rates bills in the current year but these have not transpired and the delayed revaluation recently announced by Welsh Government will consolidate this position. The second issue is that revised ways of working together with significant investment in energy efficiency measures is allowing the Fire Authority to reduce costs. In the September report, the premises budget was forecast to increase by 2.2% next year, it is now forecast to decrease by 1.6%.
- 4.6 Transport costs have been maintained at lower level than anticipated partly due to alternative ways of working but also due to improved

management and maintenance regimes. The estimated budget increase of 2% highlighted in the September report can now be removed.

- 4.7 Supplies and Services and contracted costs have been the subject of a line by line review. Whilst some costs like Insurance and operational equipment are expected to increase, savings have been made elsewhere to offset these.
- 4.8 This has been supplemented by the ability to phase in an increase in the ICT budget to meet revised software licencing models previously highlighted in the September report. Further to this item, there have been compensating adjustments to this budget and the capital financing budget to reflect the appropriate funding streams for this work. The background to this project is contained within another report on this agenda.
- 4.9 Capital Financing costs in the September budget report were estimated to increase by over 5% next year reflecting the agreed Capital Programme and Treasury Management projections at the commencement of the current financial year. The lower level of activity on the capital programme reflected in the latest revenue budget monitoring together with the changes outlined above, allows us to further reassess next year's base budget. Current indications are that rather than increase the budget, it is possible to deliver a reduction.
- 4.10 Overall from these changes, the revised draft budget has reduced from the 4.3% increase projected in September down to a 3.54% increase reflecting a reduction of around £600k.
- 4.11 It is anticipated that there could be a range of increase in council contributions of between 2% and 6%, if a 3.54% increase were requested. Unfortunately, the lateness of the Welsh Government draft budget announcements for the coming year means this information is not available to include within this report or the consultation. If this information becomes available during the consultation, its effect will be communicated to the 10 constituent councils.
- 4.12 Several risks remain in the budget planning for next year.
 - a) the ongoing cost of Covid19 which is being met currently by Welsh Government. The budget assumes this arrangement continues. Members should note that there has already been an indication that future ICT costs associated with Covid will not now be reimbursed. This is the subject of ongoing discussion between the Service and Welsh Government officials.

b) the continued approval of existing levels of (Non Covid related) grants from Welsh Government

c) the ongoing costs of pensions arising from current legal proceedings

4.13 As usual, work will continue until the final budget setting report to identify any further opportunities to mitigate upward pressure on the budget.

5. BUDGET TIMETABLE

5.1 The Fire 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 With the current uncertain financial environment, it has not been possible to achieve this for a number of years. This is again the situation as outlined earlier, with Welsh Government due to set its draft budget in December and its final budget in February.

5.3 In order to work towards this approval, the following meetings will consider relevant information.

Date	Meeting	Consideration
14 Dec 2020	This Fire & Rescue Authority	Draft Revenue Budget
14 Dec 2020 – 17 Jan 2021	Consultation Period	
18 Jan 2021	FAPM Scrutiny	Draft Revenue Budget and Consultation Feedback
8 Feb 2021	Fire & Rescue Authority	Revenue Budget Approval

6. FINANCIAL IMPLICATIONS

6.1 Details of the financial projections are included within the MTFs and Budget reports and the Appendix attached shows the proposed draft budget.

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 Members agree the report content as the basis for the budget consultation exercise.

Contact Officer:	Background Papers:
Geraint Thomas Head of Finance and Procurement	Appendix 1 - Proposed basis of the budget consultation for 21/22

Appendix 1

	21-22 Budget
	£
Whole time uniformed staff	31,702,192
Retained fire fighters	6,532,065
Auxilliary Reserve	227,549
Control staff	1,454,768
Non-uniformed staff	8,742,284
Members Expenses	64,224
Overtime & Other Allowances	2,045,046
Apprenticeship Levy	241,478
Direct Employee Costs	51,009,606
Firefighters Scheme employers contibutions	8,904,558
LGP Scheme employers contributions	1,342,849
LGPS Strain costs	34,696
Injury award pensions & ill health charges	945,879
NHS Reimbursements & Eye Tests	56,000
Travel & Subsistence	438,000
Indirect Employee Costs	11,721,982
Repair & maintenance	1,150,114
Grounds maintenance	37,192
Cleaning	520,216
Rates, rent etc.	1,409,621
Water	37,138
Energy	753,204
Security	94,610
Telephones/Communications	1,474,564
Premises Related	5,476,659
Training Costs	1,617,663
Operational and other equipment	704,917
RTC (scrap vehicles)	67,500
Fitness/training equipment	40,000
Equipment repair & maintenance	115,000
Fire Ground consumables	10,000
I.C.T.	1,403,210
Clothing & Uniforms	658,662
Photocopying	15,545
Stationery	22,471
Printer & print consumables	54,500
Postage & freight	23,532
Advertising (vacancies, etc.)	195,900
Licences	96,570
Books, Literature / subscriptions	189,885
Catering supplies	56,740
Insurances	1,146,111
Other Supplies	44,190
Supplies and Services	4,844,733
Transport Costs	1,399,000
Contracted Services	856,101
Capital Costs and Leasing	4,686,780
Total Expenditure	81,612,524
Income	(4,082,435)
TOTAL BUDGET	77,530,089

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OFFICE PRODUCTIVITY SOFTWARE AND SERVICES PROJECT**SUMMARY**

Our current Office productivity suite will reach end of support in 2023 and so it is necessary to commence work to replace it. This presents an opportunity to further enhance our ICT provision and other essential digital services.

RECOMMENDATIONS

1. Move to a Hybrid model of providing our Office productivity suite and utilise some cloud based services such as email and MS Teams.
2. Members endorse the procurement of the MS Office Licences (as identified in appendix A) through the National Procurement Service Lot 3 Direct Award.

1. BACKGROUND

- 1.1 As a Service, we have previously purchased perpetual 'On Premises' backend server and device licences. Such licenses allow us to use products until they become obsolete. Our current office productivity suite is reaching end of life and support for it stops in 2023.
- 1.2 During the recent pandemic we have introduced new ways of working and although the support of our ICT Department has been excellent our increased reliance on agile working requires a change in approach and investment in our Office productivity software.
- 1.3 The increased usage of video conferencing and remote access solutions present a significant opportunity to improve the way in which we conduct our business whilst also improving working conditions for staff, improving engagement with other partners and reducing the impact on our activities on the environment.
- 1.4 The Service also needs to continue to enhance its range of digital management tools to ensure compliance with current best practice in Security and Information Governance. This will reduce the risks of system breaches and safeguard the security of our data.

2. OPTIONS

- 2.1 The following is a summary of the options available to the Service with a more detailed explanation at Appendix A – NB in practice, only three deliverable options exist and these have been costed.

2.2 **Do Nothing**

We continue to run the software versions we currently use but, after 2023 security, collaboration and integration with other applications will become a major issue. This option has therefore been discounted.

2.3 **'On Premises' Licencing (Current Method)**

The Service purchases new 'On Premises' backend server licenses every 5 years and office productivity software licenses for devices every 5 years.

2.4 **'On Premises' Licencing (Software Assurance)**

If we were to eliminate the security and support risks of a five year cycle of upgrade with on-site systems, then the most cost effective model is to join the Microsoft Software Assurance Scheme. We consider that due to its cost parity with the Hybrid model outlined below, we would not recommend this route as it does not deliver all of the security, information management and online collaboration benefits the Service requires.

2.5 **Hybrid**

The model uses cloud services such as Teams, email but keeps an 'On Premises' directory (logon details) and allows running of other internal servers.

2.6 **Full Cloud Based Licencing**

This is a possible end state after the Hybrid transition. The Service moves to a total revenue budget funded licencing model and consumes cloud licences for all systems and services – this model is not currently considered achievable as a direct move but can be explored as part of future planned projects if we adopt the Hybrid model now.

2.7 **Cost Comparison of Options**

The table below evaluates the impact of the costed options as follows:

	<u>'On Premises' Licencing (Current Method)</u>	<u>'On Premises' Licencing (Software Assurance)</u>	Hybrid
Revenue costs			
Financing capital (5 years)	334	20	20
Per User Licences ^{see note 1}	-	375	388
SQL Software Assurance	40	40	40
Starleaf	22	-	-
Total Revenue Costs	396	435	448
Training & Consultancy – One Off	-	46	46
Note 1 - The costs outlined above are based on 1650 staff made up of Wholetime, Retained and Corporate staff. Auxiliary (84), volunteers (21) and members (30) have NOT been included at this point.			

- 2.8 As can be seen from the table, there is broad financial parity between the options.
- 2.9 Based on the security, information risks and future aspirations of the Service, it is recommended that the Hybrid model is chosen. Its will provide the optimal solution without significant additional cost and is consistent with our current ICT Strategy as presented to Members of the FAPM Committee.
- 2.10 During the transition we will have dual running costs for some 'On Premises' services which are contained within the estimated spend. Following transition it is also envisaged that further services will be ceased or reduced which will again offset some of the costs identified.

3. FINANCIAL IMPLICATIONS

- 3.1 The overall estimated costs of the proposed model is approximately £450k per annum annual licensing fee and a £46k one off consultancy fee.
- 3.2 The new subscription based licencing models represent an annual cost rather than a larger one-off capital purchase which should enhance future budget forecasting.
- 3.3 All costs have been included in the draft budget for 2021-22.

4. EQUALITY RISK ASSESSMENT

4.1 There are no adverse identified impacts as a result of this project.

5. RECOMMENDATION

5.1 Move to a Hybrid model of providing our Office productivity suite and utilise some cloud based services such as email and MS Teams.

5.2 Members endorse the procurement of the MS Office licences (as identified in appendix A) through the National Procurement service Lot 3 Direct award.

Contact Officer:	Background Papers:
Chris Williams Head of ICT	Appendix A - Office Productivity Software & Services Project

APPENDIX A

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

ICT OFFICE PRODUCTIVITY SOFTWARE AND SERVICES PROJECT

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1. BACKGROUND

The ICT Annual Plan for 20/21 incorporated a number of items on this main theme as alluded to in our 2019-2022 Information Technology Plan; For many years our approach to provision of all ICT software, hardware and infrastructure has been a capital investment in hardware and software perpetual licences that has allowed us to 'sweat' the assets (often up to and beyond 5 years) wherever possible or needed. This avoided the costs in several areas and SWFRS did not take part in the full three year Enterprise Agreements that were common across UK government.

This has been less achievable with other services and bigger procurements in the last few years, where fixed term contracts have shortened and opportunities for extensions have been reduced. The primary driver and one that we must now take into account, is the sea change in provision of software and services from almost all suppliers (not just Microsoft) to a continuous licencing model which drives the pace of upgrade from outside. This has also seen a less than subtle drive towards off premise Cloud delivery of the 'As A Service' solutions sometimes (like the Adobe suite) by removal of on premise options or in many other areas reduced functionality, short/unclear lifetimes for support and no perpetual (only rental) licences.

The increasing complexity of the risks in Cyber Security mean that older software is often vulnerable and only the latest versions can offer the best protection. Even where patches are available the rate at which they must be applied is increasing daily. Many Cloud xAAS approaches are designed from the ground up that patching can often

happen in the background without the disruption it can bring to on premises solutions. This is especially vital now for SWFRS to support the commitment to Welsh Government to achieve and maintain IASME/CyberEssentialsPlus security accreditation.

This report will briefly discuss the current licensing situation within SWFRS and will outline the options we have, with some brief strengths and weaknesses for each option. It will also lay out the major cost items to be changed over the remaining two financial years of the plan and define the skeleton of the next three years to transition to the new approach.

The adoption of a continuous payment for provision of major systems and services is now unavoidable and suitable provision for a revenue based approach to ICT will be needed beginning in the 21/22 financial year, whichever option is adopted.

2. SCOPE AND ISSUES

All the major areas involved in ICT are affected but, the primary focus of this report is on end user productivity such as Office (Word, Excel etc), Mail clients, videoconferencing and increasingly presence/instant messaging.

A typical office/exchange product would have normally had a 10 year support life cycle, most of the latest on premise solutions now have an end support date of no longer than 2024. This is not only a commercial issue but, the rate of change of increasingly connected systems requiring integration with new functionality and the elimination of security vulnerabilities.

Our Videoconferencing and Collaboration software. Due to the unprecedented needs of the Covid 19 pandemic we rapidly scaled up use (and therefore increased costs) of our current solution Starleaf which will continue to provide services until the transformation is complete. Its use has also allowed us to implement recording of Fire Authority sessions for example to increase public transparency. It does not however support other services requested by the organisation such as livestreaming to provide broadcast and remote learning capabilities supporting the recent rollout to stations of significant VideoConferencing equipped multimedia hardware.

End User Hardware is a topic in itself Desktops, Laptops, Remote Terminals, Tablets, Mobile Phones - Currently Corporate Owned Personal Enabled (COPE) and indeed users own devices (BYOD) which we have limited tools to support. Many of our current systems are due for replacement and capital planned for that replacement in 21/22 – however, we will need to ensure that the Windows OS is suitably licenced for these moving forward including needed security updates, as the licences we ‘own’ are supplied and associated with the specific hardware. ICT also have limited access to corporate level deployment tools that make these activities faster and simpler for users.

Microsoft licencing for Users, Servers (including operating systems), Exchange Mail, SharePoint Intranet, virtualisation and management tools etc. Due to current cloud

trends Microsoft like other vendors are typically charging an extra 40% for on premise to drive adoption of their cloud approach.

Note that the Service SQL Database Systems are already the subject of a Software Assurance Arrangement so are not considered extensively within this report.

Our security solutions around desktop anti-virus, e-mail/web content and for ensuring backups of critical data. It must be clear from the outset that a robust backup and some extra security solutions are still required even in the cloud first model.

The two year Microsoft Digital Transformation Agreement (DTA), agreed with UK Government Procurement, which replaced the previous two year Cloud Transition Arrangements (CTA) is due to end before May 2021, which our hybrid costings are based on. Beyond this date it is not clear there will be a further incentive to begin transition (due to the number of organisations already in transition), significantly increasing the likely costs we would have to pay.

The need to use the NCSC recommended Microsoft 365 Security & Compliance Packages (SCP) which is available only in the UK and only to Government purchasers. Note that Microsoft currently offer the ability to add a version of this service to F3 licences (as well as E3) through a F SKU promotion that only runs until December 2020. It is possible that it will become an available add-on moving forward but, it is advisable to engage with Microsoft early to try to secure this option in line with the deployment as they indicate it is roughly an 84% reduction against adding individual options or needing to procure an E3 licence for all staff.

Server side hardware (including VDI support) although we have a rolling programme of replacing servers and supporting infrastructure such as the Storage Area Networks (SAN's) several items will be due for replacement over the next two years. How to approach this replacement will depend on the outcome of the move to a hybrid arrangement proposed in this report.

Server Room systems (physical space, power and cooling). The power side (UPS) of these have just had a midterm service as they were well over ten years old. The current infrastructure should serve us for the life of a transition and beyond as some onsite server provision is usually unavoidable even in Cloud First approaches.

Vertical applications like Finance (On premise), Core HR (Private Cloud based), and Operational Intelligence (moving to Public Cloud based) etc. The movement of these into service based private or cloud environments often drives the need for changes in related infrastructure more rapidly than usual. Continuing to use older Office productivity software risks the inability to make these transitions or integrate with them.

3. DEVELOPMENT NEEDED

It has been recognised that several areas in the Service need development moving forward:

- The on premise solutions we have are very limited for implementing data retention policies and lack discovery tools. This is increasingly important with meeting modern Data Protection regulations.
- As alluded to above there is a rising requirement for additional collaboration tools with partners many of whom are already a long way down the path of Office 365 and Teams. All 10 unitary authorities within the SWFRS area and our close working partner of MAWWFRS use these systems already. South Wales Police are also in transition as part of the National Police programme.
- ICT as a department would benefit from many of the additional corporate level tools around device management and especially in the area of security management where limited staff resources and disparate systems mean we do not have an efficient Security Operations Centre (SOC) facility to deal with the increasing levels of threats faced.
- Project management is limited to individual point tools; the extension of these services using the recommended cloud hybrid approach e.g. in the use of dashboards and teams services will enable team and goal based working to be improved.

4. WORKLOADS ARE CHANGING

A typical user uses more than mailbox and calendar to perform work, with more people working remotely for the foreseeable future the service will need to review what packages we provide.

The increase in home working has resulted in an exponential growth in the use of products such as Teams (with other organisations) and StarLeaf (internally) for video conferencing, presence and messaging.

As a geographically spread organisation providing the tools to effectively work and learn in the virtual space has never been more important even without the sudden increase as a result of Covid 19. The reduction in travel it offers and the increased ability to allow people to collaborate both reduces the service impact on the environment and increases staff productivity, where they do not need to travel especially for shorter collaborations. This is a major contribution to the service sustainability agenda.

5. CURRENT LICENSING MODEL

SWFRS uses full on premise licencing. This license model usually follows a 5 year refresh cycle where ICT purchases these standard licenses which allow users to have basic mail, calendar, file access and access to desktops/office packages (CAL – Client access license) on the latest software:

- User CAL for Server (Required for users to access resources)
- Exchange CAL for Exchange (Required for mailboxes)

- SharePoint CAL (Required for Intranet)
 - RDSH CAL (Required for accessing desktops)
- Office licenses (Word, Excel etc.)

There is another major item needed by most of our applications and that is SQL Server. We recently switched to licencing this on a revenue basis by the number of cores (processors in our server farms) rather than as individual pieces of software and Client CAL's. This was needed to meet the Microsoft licence requirements for the service to be able to move workloads between systems.

In addition to the above licenses SWFRS also consumes licenses for the following - some will need to be retained as discussed above, even in a cloud first approach although others can be replaced as part of the SCP bundle:

- Operating System Licences (desktops, laptops and servers) – These come with some limitations as they are professional rather than enterprise agreement maintained reducing ICT access to several management tools and options to support the environment, e.g. central Bitlocker (drive encryption) administration tools.
- Mobile device management (Iphones)
- Device security (Kaspersky)
- Backup licenses (Arcserve for backing up Exchange Mail, Sharepoint, SQL, Office/Personal and other drives)
- Perimeter Security systems such as firewalls
- Mail and Web content scanning (Clearswift).
- These licenses were mostly purchased using capital investments 5 years ago.
- The Service currently has 2276 email boxes between 1568 staff – extensive use is made of shared mailboxes for productivity.

6. MODELLING FOR CLOUD AND HYBRID MODELS

In Cloud models for Office Productivity the relevant metrics for sizing and licencing are based on the Number of Mailboxes and the size of physical data retained. The costings in this report are based on provision for Wholetime, Retained and Corporate Staff at the following levels:

- Required no with full desktop services: 400
- Required no with cloud only services via RDSH + needed CAL: 1250
- Any increased provision for Auxiliary (approx. 80), Volunteer staff (approx. 40) or Members would attract proportional increased costs – likely in the cloud only category unless associated with service issued personal devices. There are other licences (Like F1) that use some tools like Teams rather than e-mail that may be more advantageous for these groups that could be explored if required.

7. CURRENT LICENSING COSTS

These costs are based on our last purchases in June 2015 or the most recent annual licence cost:

- Microsoft - £575,000
- Security software - £70,000
- Message and Videoconferencing - £22,000 (already an annual, cloud based fee)

The current cost of Arcserve for Backup at £63K is expected to be needed again as a capital investment whichever option is pursued, so will continue to form part of our Capital bid although it is likely these sort of solutions will also eventually need to move to a revenue (rental licence) model even if remaining on premise.

The current Software Assurance for SQL database systems will need to continue - this annual £40K cost will continue whichever model is adopted. Currently this programme of works does not consider moving these systems into the Cloud in the near term although it will create the infrastructure needed to support that should we decide to do so as we examine the future programme of work.

To allow a comparison to the options below these can be considered as a total cost of £755,000 (575 + 70 + 110) over a five year period – excluding SQL and Backup which continues unchanged. OVER 5 years this has been effectively **£151,000** per annum.

This figure does not include mobile device management and additional hardware costs such as storage of data, datacentre power.

Note that these last items (especially Mobile device management) would decrease during transition but, until detailed project plans are created we cannot provide useful savings estimates. In any case during the change we will need to 'dual run' many systems which will add costs although we would hope to contain this within the spend profile. Any savings on these will be examined but, will likely be offset by the need to retain some third party security systems long term such as Web Browsing security.

8. OPTIONS

Do nothing – not costed as not considered reasonable.

We will discount this option as although we have perpetual licences for most systems many of them will have no software support within a very short timescale and will therefore become increasingly impossible to maintain, install on new devices or integrate with changing systems. More importantly will prevent us securing systems from Cyber risks - which will prevent our ability to achieve IASME/CyberEssentialsPlus as agreed with Welsh Government. Finally it will not provide the additional services being requested by the business.

Keep with on premise perpetual licenses (Current method) – Cost example 11.1

The Service purchases Office licenses for devices every 5/6 years.

The Service continues purchasing back end services licenses every 5/6 years. It runs the Exchange/SharePoint internally only.

The Service purchases Operating System licences as part of upgrades and uses Enterprise Agreements such as for SQL databases where no other valid option exists.

All security is handled internally using third party products.

Note that we have also discounted a wholesale change of underlying solutions such as the Open Source (Linux, LibreOffice etc.) route due to the high risks in such a massive change; not least of which the significant cost to change in terms of ICT Staff knowledge, User re-skilling and the loss of many of the interoperability benefits of adopting the same approach to almost all of our partners in the Welsh public sector who have already gone down the Microsoft Route.

Advantages of current method

Guaranteed costs (Cloud is usually a revenue cost that may vary at the control of the supplier) although this is increasingly untrue.

All data is held in our datacentre, no cloud hosting (We know where it is)

We are currently not required to upgrade our products to the latest version.

Disadvantages of current method

The Service has to purchase extra solutions to cover what the on-premise solution does not cover – e.g. Starleaf.

Licence costs for on premise are increasing year on year, current quotes put our next refresh at 40% increased costs on our last purchase as illustrated below.

Difficult to keep track of licensing – increased risk of unlicensed use and reputational damage.

Increased risk of compliance failures

We are unable to collaborate fully with partners and other services as they have moved to the cloud.

Increasing Cyber Security risk with older or even unsupported software due to longer cycles of change.

Using software in extended support risks lack of features needed to make use of new and emerging technology or the ability to integrate with an increasing number of cloud solutions.

Keep with on premise licences only using Software Assurance – Cost example 11.2

This option would likely be cheaper if we wish to upgrade on a three year cycle (as opposed to 8.2 where we continue to sweat the assets to the full 5 or 6 year maximum life). This would remove the risk associated with running perpetual software licences on premise after the three year procurement to avoid any exposure to risk from needed upgrades or additional functionality that cannot be accessed without another procurement.

Move to hybrid solution (Cloud licensing/ On premise servers) – Cost example 11.3

The Service moves to a hybrid solution, using cloud services such as email and Teams but keeping an on premise directory (in shared cloud configuration) and keeping the licenced ability to run our needed servers internally. Note that in theory we could consider other suppliers such as Google but, that would not allow hybrid use - we would still need many Microsoft licences for the same services, for at least a few years.

Advantages of the hybrid model

Provides all the benefits of cloud licensing but allows better control of access to internal resources

Allows the ability to move back to full on premise if required

Allows cautious approach to migration to Cloud first over a number of years

Continued licenced use of on premise systems while we effect migration.

No need for big bang changes to all systems at once.

Disadvantages of the hybrid model

Increased costs of hardware – cloud hardware benefits are reduced

Some potential complexity for users.

Multiple platforms, increasing complexity for ICT in the medium term.

Still subject to at least part of the risk of increased revenue costs.

Move to full cloud based licensing – not costed as cannot be achieved directly

Not so much an option but a possible end state (after the above Hybrid transition) as a direct jump to the cloud will present too great a business change at this point to achieve. The service moves its licensing to a revenue model and consumes cloud licensing such as O365, this is the standard way that the majority of public sector organisations are now operating. The use of an alternative like Google at that time would require a significant cost to change in terms of ICT Staff knowledge, User re-skilling and lose many of the interoperability benefits of adopting the same approach to almost all of our partners in the Welsh public sector (and beyond) who have already gone down the Microsoft Route.

Advantages of the cloud model

This model allows users to use more than office, email and calendar and access to increasingly used collaboration tools like Teams.

Allows all users to access software remotely

Simpler licensing model

All cloud users can collaborate fully both internally and externally

Reduced risk of compliance failures

Reduced datacentre costs in terms of power and cooling

Reduced hardware requirements moving forward so savings on replacement server hardware.

Disadvantages of the cloud model

Costs can fluctuate – revenue implications

Data is held centrally and managed away from our datacentre

Difficult to move back to a hosted model once in the cloud

May need to force upgrades of software more than usual

Users may only use 20% of what is offered
 Users will need training on large amounts of new software and processes at the same time.

9. WHY DO THIS?

Serving the wider corporate Plan 2020-2030 Strategic Themes:

- Using Technology Well (appropriate technology, enabling agile working)
- Continuing to work effectively (flexible movement of work from desk, to meeting room to home)
- Engaging and communicating (using videoconferencing, chat and more powerful collaborative software to enable productive teams)
- Protecting our environment (leveraging the reduced travel and the opportunities that shared data centres and collaboration tools offer to maximise and spread workload)
- Valuing our people (giving them the tools they need to work effectively)
- Working with our partners (compatible easy to use tools)

All of which support the Mission of Responding to your Emergency and Keeping you safe

And the ICT Seven Themes:

- 1 Improving Customer Experience (Ease of use, Self service, Helpdesk, Training – blended approach)
- 2 ICT Infrastructure (Maintain, Refresh, Available, Review BCP, Cloud First)
- 3 Mobility (Anytime, Anywhere, COPE, BYOD, ESN)
- 4 Security and Information Management (Technical solutions, Rapid patching, continuous upgrades, Need to improve Information Management) achieving IASME/CyberEssentialsPlus.
- 5 Sustainability (Procure, lifecycle, reduced office space and travelling costs, disposal)
- 6 Governance (Stakeholders, Management and SMT, maximise existing systems rather than bespoke)
- 7 Collaboration (NIC, JESG, NFCC, ESMCP, NPS, SWP etc.)

10. FUTURE LICENSING COSTS

Office 365 license types

Microsoft has multiple license types, the following chart will explain what is offered. We are recommending a mixture of M365 E3 and F3 (Shown roughly as O365 E1 on chart which predates the rename of the service). The primary reason being that it allows us to continue use of the current on premise systems (or even if needed, upgrade them) during the period of a transition to a cloud first, revenue based model.

We also consider the costs later to continue with on-site perpetual licences as they are still currently available but, as indicated above, risk continued technical debt or

even unsupported products at the end of the 3 year procurement cycle and therefore possible delays in security patching.



This chart does exclude the needed licence for our staff to use the Thin Client network we make use of mainly at Station (VDI). This will need to be added in to any procured solution. Slightly more detail of the newly available Microsoft 365 F3 proposed for most staff is included in the chart below.

		Microsoft 365 F1 \$4/u/m	Microsoft 365 F3 \$10/u/m (Renamed from M365 F1 as of 4/1/20)	Office 365 F3 \$4/u/m (Renamed from O365 F1 as of 4/1/20)
EMS	EMS E3	•	•	
Windows	Windows 10 E3		•	
	Windows Virtual Desktop Rights		•	
Office 365	Teams	•	•	•
	SharePoint ¹ and Yammer Enterprise	•	•	•
	Office Web/Mobile Apps	Read-only	• ²	• ²
	Microsoft Forms		•	•
	OneDrive Storage		2 GB	2 GB
	Email		2 GB ³	2 GB ³
	Power Automate		2000 steps/day	2000 steps/day
	Power Apps		•	•
	Stream ⁴	•	•	•

¹SharePoint Plan K. Cannot be administrators. No site mailbox. No personal site. F1 users unable to create forms, 2GB per user/10GB shared storage.

²Office mobile apps included in F1 limited to devices with integrated screens 10.1" diagonally or less

³2GB inbox only. No Outlook integration. No Voicemail

⁴Consumption only, no publish/share

User Eligibility: M/O365 F-SKU licenses may only be assigned to users without a Dedicated Device. A Dedicated Device is a computing device used for work with a 10.1" screen or larger, used by the user more than 60% of the user's total work time during any 90-day period.

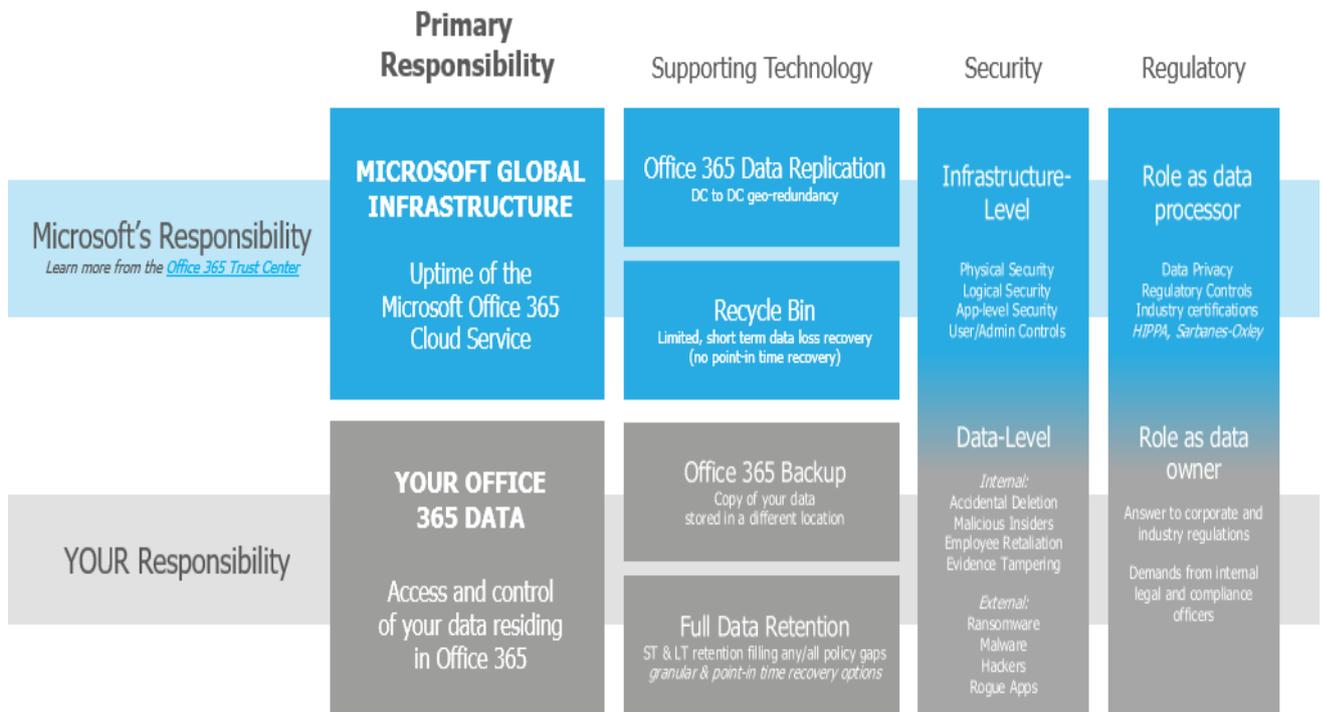
Other Services and Licences Required

We also recommend that during the first two years of transition we procure specialist support from an experienced partner for two services; for budget estimate purposes for the cloud models then costs are likely to be in the region of:

- Call off consultancy days to aid in planning and staff knowledge transfer. 30 days per year consultancy at @1200 per day – subject to a procurement. Estimate £36,000
- The provision of on-demand online training resources for staff. Online access to a training portal for all users – subject to a procurement. Estimate £10,000
- There is also a need to continue with additional services for security and backup to the procured licenses moving forward on an annual basis. As per the

Microsoft model shown below we (in Grey) have to provide for many areas including data recovery (as opposed to availability) which are provided by the Cloud Services.

The Office 365 Shared Responsibility Model



Our current on premises backup solution (Arcserve) can have additional connections to the cloud services. This will serve during the initial transition but, longer term we will examine the best approach to provision of this and similar services in line with the end of the current ArcServe contract in 2023.

M365 E3 already includes:

- On Premise Exchange and SharePoint CAL's which will allow us to continue to use our current infrastructure for a phased transition. A single big bang change of all systems will have a massive impact on staff, processes, productivity and possibly exceed the ICT resources available to make it a success.
- Azure AD Conditional Access – allows control of where it is used enabling us to ensure the data stays within our zone of control.
- Basic Advanced Threat Analytics (ATA) and access to Windows Defender AV and Bitlocker encryption. This will allow us to replace some of our current security solutions or make better use of them.
- It is proposed that we add a bundle of additional services (SCP) in line with recommendations from NCSC for best security with Microsoft 365 services.

The adoption of this extra bundle will also allow us to improve several of the development areas identified above (especially around reducing risk of information breaches that could risk fines from the ICO) and bring other options for certain sections of ICT:

- Selected improved security features that are only in the higher Level E5 provision normally (which has many features we would not currently use) but, can be purchased separately or as parts of discounted bundles.
- In Place Hold (being replaced by Litigation Hold) for long term data archive with Data Loss Protection and Discovery tools – e.g. simplified Data Access Request retrieval. This also allows us to retain the data from mailboxes for these purposes without consuming the storage limits on mailboxes, this is especially relevant for F3 users with a 2Gb limit.
- Access to the Security Dashboard facilities which will ensure that AI and machine learning systems are available to support our 24/7 service to mitigate threats and make incident management simpler for staff.
- Unlimited support issues with Microsoft not just Critical.
- Access to Cloud VDI to allow a more flexible approach to SAN and Infrastructure planning (and possible consequent savings) if functionality and performance can be proven as equivalent. This is a further project within the programme of change as part of our planned capital expenditure.

11. ESTIMATED BUDGET COSTS OF LICENCE MODELS

As in the discussion at point 8 above on options, we have only financially modelled three possible approaches. The cost of doing the same as we did last time. The cost to move to a continuous onsite upgrade system to eliminate some of the security and compatibility risks and the almost cost equivalent option to implement the preferred hybrid model.

11.1 Existing perpetual (Outright purchase)

Costs to be paid annually for three years to actually purchase. As can be seen this is a significant jump in the cost of licences (x3 almost) and larger than our Capital planning.

If we assume 3 years procure and 2 years sweat then the cost becomes: **£308,003** (still over double the costs of the previous period) and is only marginally cheaper (£69K) than the preferred model – this is also roughly equivalent to the expected security spend (£70K) which will also need to continue. This is also without its advantages of services like Teams, Advanced Threat, Information Management and Corporate ICT tools.

If we wished to avoid technical debt with 3 year upgrade cycles that would be effectively an Annual Price and the Software Assurance model should be used (see next item).

Description	Quantity	Annual Price	Total Annual
-------------	----------	--------------	--------------

Windows Remote Desktop Services CAL	1650	£ 98.72	£162,888.00
Windows Enterprise per Device Upgrade	700	£ 60.79	£42,553.00
Office Professional Plus Licence	700	£ 188.36	£131,852.00
Core CAL	1650	£ 102.29	£168,778.50
Exchange Server	2	£ 301.76	£603.52
Sharepoint Server	1	£ 2,897.39	£2,897.39
Windows Server Core	10	£ 376.57	£3,765.70
Total			£513,338.11

11.2 On premise annual (Software Assurance)

As with the first option it will be necessary to retain the full £70K third party security licences on top of these costs.

Description	Quantity	Annual Price	Total Annual
Windows E3 per Device Upgrade	400	£ 51.72	£20,688.00
Core CAL	1650	£ 59.04	£97,416.00
Office Professional Plus Licence	700	£ 119.04	£83,328.00
Exchange Enterprise CAL (for mail services)	700	£ 20.33	£14,231.00
Windows Remote Desktop Services CAL	1650	£ 33.84	£55,836.00
Sharepoint CAL (as we will need to continue to upgrade on a regular basis)	1650	£ 63.00	£103,950.00
Total			£ 375,449.00

11.3 Costs of licenses: Cloud/Hybrid model (with security bundle)

Description	Quantity	Price Monthly	Price yearly	Total Annual	Comments
M365 E3	400	£ 15.74	£ 188.88	£75,552.00	Full M365 E3 user licence

Windows Remote Desktop Services CAL	1650		£ 3.84	£55,836.00	Needed for every user who can potentially access RDSH
M365 F3	1250	£ 6.44	£ 7.28	£96,600.00	M365 F3 for frontline staff
Enterprise Mobile and Security E5/E3 – F3 special SKU	1650	£ 3.17	£ 8.04	£62,766.00	equal quantities of all 4 highlighted SKUs must be purchased and added to M365 E3
Win E5 Step Up From Windows E3	1650	£ 1.88	£ 2.56	£37,224.00	equal quantities of all 4 highlighted SKUs must be purchased and added to M365 E3
O365 Advanced Threat Protection Plan 1 E3, F3 special SKU	1650	£ 0.64	£ 7.68	£12,672.00	equal quantities of all 4 highlighted SKUs must be purchased and added to M365 E3/F3
M365 E5 Information Protection & Governance E3, F3 special SKU	1650	£ 2.37	£ 8.44	£46,926.00	equal quantities of all 4 highlighted SKUs must be purchased and added to M365 E3/F3
				£387,739.80	

The bundle of four items are £8.06 extra per user rather than the £13.65 extra that would be needed for them to have the E5 level which includes those services (and others). For an F3 user we believe that this cost is reduced further currently with the F SKU Promotion so the above is a worst case estimate should that not be available.

Note that it is possible with the proposed bundle that additional savings in the on-site security provision costs could be realised (e.g. in mobile device management), over and above Antivirus and Mail scanning replacement, once migration is complete. The Information Protection and Governance services are likely to provide a significant portion of the services needed to meet that additional requirement.

12. DEPLOYMENT AND SPEND PROFILE

Microsoft are prepared to explore with us a straightforward approach that recognises our rollout plan (and the fact we will not be able to get full value from the licence bundles from day 1 and also need to retain some in house security services, and hence cost, during transition) but, allows a similar spend profile to be realised ensuring we can use remaining budget for dual running costs etc. This also allows us to procure the entire licence bundle as one entity to simplify procurement and the ability to activate many services like the Security Centre as part of the deployment from the first licence.

13. PROCUREMENT APPROACH

SWFRS is able to make use of the NPS Lot 3 for Direct Award of these services as the DTC has been agreed by UK National Procurement Service (NPS) so any of the suppliers on the framework can fulfil the licence supply at the same costs. We are currently undertaking a basket exercise on this framework to determine a supplier.

However as discussed above in order to secure the ability to use the security SCP bundle with F3 licences and to allow a spend profile that reflects our deployment plan we need to engage with Microsoft directly to ensure that facility is available to channel partners on our behalf.

In order to ensure independence of the engaged consultancy we will ensure any bidders for that service (a procurement through sell to wales) are excluded from being on the award of licences.

It is possible that training systems provision may form part of the bids on the NPS offers – if not we will seek to procure that through a sell to wales opportunity.

14. SUMMARY

The Service has primarily invested in long term purchases of Microsoft licenses such as Office, SharePoint and Exchange email. In the past this type of license purchase was the preferred way to purchase software, with the advent of cloud services such as Office 365 and Google Cloud the way licenses are consumed has changed, resulting in organisations moving away from “on premise” licensing models which is in line with the Cloud First model promoted by the UK Government.

It is now unavoidable that ICT need to make revenue provision for annual costs of operating Microsoft Office software. The actual costs of replacement are far higher than the previous Capital estimates made several years ago. This means that adoption of a Cloud Hybrid model is now almost cost equivalent but, also provides additional needed services within the cost.

ICT recommends that a hybrid model is used during transition following the ‘Plan on a Page’ migrating to a Cloud First approach. This allows us to transition services at a slower pace over the next three financial years to avoid a big bang change and its inherent risks. This also has the benefit of being a slightly more cost effective solution for the service if we remove the now high risk use of software beyond the 3 year update cycle.

We believe that any dual running costs can be absorbed within the worst case estimates due to Microsoft indicating a flexibility in costs in the first year until we can get full value from the licences.

The current Arcserve onsite backup solution is updated for cloud services as they are added to allow data security in the short term.

A project must be initiated with Information Management to clarify the requirements for Legal Data archive functions and incorporate that into the cloud delivery (should the bundled features prove adequate) or create clear requirements for whatever replacement backup solution is procured (onsite or alternate cloud to be considered).

As described above the hybrid model has the benefits of both solutions but allows the control of internal infrastructure and resources. This model allows internal resources such as remote desktop services to continue on premise but, also allows the flexibility of cloud services such as teams, remote access, collaboration tools and will allow users to adopt the latest technologies.

It also allows us to explore within the suite the adoption of other cloud services to deliver additional functionality around security operations and as part of our planning for on premise infrastructure replacement in the area of SAN's, SQL, virtual servers and even desktops moving forward as we look to a Cloud First model.

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LEGAL CHALLENGE TO THE 2015 PENSION REFORMS**SUMMARY**

To provide Members with information relating to the current position with regard to the remedy to the McCloud / Sargeant judgement which followed a successful legal challenge from the Fire Brigades Union (FBU) on behalf of its members on the grounds of discrimination.

RECOMMENDATION

1. That Members note the background to the McCloud / Sargeant judgement
2. That Members acknowledge the current position with regards to the remedy
3. That Members remain alert to the potential financial implications of the remedy

1. BACKGROUND

- 1.1 Following Lord Hutton's 2011 review of public sector pensions, the Public Service Pensions Act (2013) provided the legal framework to reform public sector pension schemes. Reforms included restricting existing final salary schemes, extending retirement ages and introducing career average schemes.
- 1.2 During 2015 all main public service pensions, including the firefighters' scheme were reformed to provide defined benefits on a career average basis and extend the normal retirement age of members. The pension scheme regulations were amended to introduce these changes.
- 1.3 The amended regulations also provided protection for members of existing final salary schemes. This protection was age related and members reaching the normal pension age of 55 by 31 March 2022 were afforded full protection with other members receiving protection on a tapered basis depending on their age. This protection was known as transitional protection and members who did not qualify for protection were moved out of their legacy schemes directly onto the new 2015 Firefighters Pension Scheme.
- 1.4 Key to the ongoing legal arguments and the impact of the remedy on employers is the fact that the Firefighters' Pension Schemes are statutory schemes i.e. they are governed by legislation formulated, agreed and issued by relevant lawmakers including the Welsh Government.

Employers like South Wales Fire Authority do not have the power to change the operation of the pension schemes save for limited and explicit discretions set out in the legislation.

2. LEGAL CHALLENGE TO THE AGE PROTECTION

- 2.1 Two legal claims were combined and taken through the legal process; one against the judges' pension scheme (the McCloud case) and the other against the firefighters' pension scheme (the Sargeant case). The basis of the legal challenge was that the transitional arrangements were discriminatory on the basis of age, sex and race.
- 2.2 The original Employment Tribunals (McCloud in Nov 2016 and Sargeant in Feb 2017) both concluded that the pension scheme changes were discriminatory.
- 2.3 In December 2018 the Court of Appeal also determined that the transitional protection gave full rise to unlawful discrimination. The Supreme Court refused the Government's application for permission to appeal, meaning that the Court of Appeal decision stands.
- 2.4 It has since been recognised that other public sector pension schemes with similar historical changes and protections, including the local government pension scheme (LGPS), would also be captured by these findings of discrimination.

3. HM TREASURY CONSULTATION ON REMEDY PROPOSALS

- 3.1 On 16 July 2020, HM Treasury issued a consultation document which set out proposals and options for addressing the discrimination in the Fire Pension Schemes. Members approved the formal response, as an employer, on 28 September 2020 and it was submitted to HM Treasury on 6 October 2020. This was developed with input from the Local Pension Board. The consultation closed on 11 October 2020.
- 3.2 One key plank of the consultation was the timing of each individual scheme member's choice whether to revert to their legacy scheme or continue in their existing scheme for the remedy period.
 - a) the first option was "immediate choice" providing clarity and simplicity for employee and employer but with risks that employees may make a sub-optimal choice
 - b) the second option was "deferred choice" allowing employees to make their decision at the time of retirement ensuring that they made the most advantageous choice based on their final career outcome. This "deferred choice" option introduces uncertainty in terms of costs and

benefits together with increased administrative burden for scheme managers.

4. NEXT STEPS

- 4.1 Whether by reason of age or ill health, a number of scheme members will reach their potential retirement date before the statutory regulations have been amended. Such scheme members are deemed to be in immediate detriment. This reflects that, under the proposed remedy, they would be eligible for retirement under the terms of their legacy scheme but as the regulations have not yet been amended, the scheme manager has no legal powers to deliver this outcome. Scheme members who revert to their legacy scheme will be required to make good any underpayment of employee contributions and it is expected that the underpayment should be made good over a number of years. In addition, requiring members to revert to their legacy scheme will give rise to backdated employer contributions and it is not yet clear how these will be administered or indeed funded.
- 4.2 Simultaneously with this case, one of the FRA defences that was put on hold pending the aforementioned decision related to the legal ability of FRAs to not implement any part of the government regulations if they were discriminatory. This element of the case is now due to be heard in mid-December, with a decision at some point thereafter. The outcome of this will assist in providing clarity about whether the FRAs have the legal powers to implement the required changes to pension schemes arising from the court decision without further government amendments to the relevant regulations.
- 4.3 Technical discussions have also been held with other Fire & Rescue Services and Welsh Government to agree how such cases would be processed in the event that there is clarity in respect of FRAs ability to do so.
- 4.4 The full scheme valuation is undertaken on a four yearly basis. The scheme data to enable the next full valuation is currently being prepared and this will be used to calculate future contribution for both the employer and the employee.
- 4.5 Longer term, the Government is considering the future of all public sector pension schemes with an indication that 2022 may see a new Fire Pension Scheme. There is currently no detail available on what these schemes may look like from an employee or employer perspective.

5. FINANCIAL CONSIDERATIONS

- 5.1 The remedy proposals suggest that eligible members will be able to revert to legacy schemes for the period of the remedy. This provides enhanced benefits to those members affected. The financial implications of this have been estimated by the Government Actuary Department (GAD) and included in the Authority's accounts. However, it is impossible to accurately assess the final cost until the remedy is agreed and employees have individually made their choice as to which scheme they wish to be part of for the remedy period.
- 5.2 The future funding for the impact of the legal challenge has not yet been determined and officers are maintaining close dialogue with Welsh Government officials.

6. EQUALITY RISK ASSESSMENT

- 6.1 When formulating policy proposals, the UK government is required to comply with the Public Sector Equality Duty in the Equality Act 2010. The proposals address the unlawful age-based transitional protection arrangements in the 2015 pension schemes, ensuring fair treatment for all pension members.

7. RECOMMENDATIONS

- 7.1 That Members note the background to the McCloud / Sargeant judgement.
- 7.2 That Members acknowledge the current position with regards to the remedy.
- 7.3 That Members remain alert to the potential financial implications of the remedy.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: None
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A4119 COEDEL Y DUALLING, COMPULSORY PURCHASE ORDER**SUMMARY**

Rhondda Cynon Taf County Borough Council are in the process of making a Compulsory Purchase order (CPO) which affects land in our ownership. The scheme contained within the CPO affects a small proportion of our land the details of which are set out below. Negotiations in respect of the land are already in progress and although these discussions are under the threat of CPO it is intended that the matter will be resolved by agreement with a compensation amount payable.

RECOMMENDATIONS

Provide the DCO with the authority to proceed and agree the disposal of the land required to support the scheme at a compensation figure to be agreed.

The DCO will seek to ensure that the interests of the Fire and Rescue Authority in relation to its ownership of land at Fire Service Headquarters are protected.

1. BACKGROUND

1.1 Discussions with RCT in respect of the dualling proposal have been ongoing since 2018. The original proposals included stopping up our existing access onto the A4119, however this option is no longer being pursued and the scheme has been amended. The amended scheme will still require the acquisition of land within the ownership of the Fire and Rescue Authority albeit substantially reduced in area and with no impact on the use of our existing access.

2. ISSUE

2.1 The proposals impact a small part of our land which is outside of our physical boundary, but within our legal boundary, and consists of predominantly undeveloped land adjoining the highway. It's been split into 4 parcels, 3 of which RCT intend to purchase, and 1 of which they intend to have a licence over for the duration of the works. The land subject to the licence will be reinstated following completion of works.

2.2 The area of land to be acquired measures 0.14 aces / 0.06 hectares and has been identified as Plot 20, 20B, and 21. Plot 20A will be subject to a licence for the duration of the works and measures 0.11 acres / 0.05 hectares.

- 2.3 A plan of the areas of land affected is attached as Appendix 1.
- 2.4 Plot 20 is currently grassed verge and its loss will have no impact on our current usage or any future development of our site. Due to its location and limited alternative use it has no significant value.
- 2.5 Plot 20B which covers part of the existing access to Headquarters would become designated adopted highway. This would not impact the use of our access in any way, however the adoption of the land as highways may impact any future development we may wish to undertake.

3. FINANCIAL IMPLICATIONS

- 3.1 Compensation will be payable in respect of the land being acquired, and the land subject to a licence. To ensure best value is achieved an independent valuer will be appointed.

4. EQUALITY IMPACT ASSESSMENT

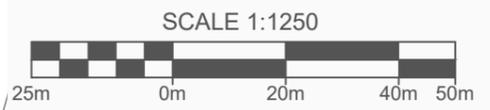
- 4.1 N/A

5. RECOMMENDATIONS

- 5.1 To proceed with the appointment of an independent valuer to ensure best value is achieved in respect of compensation claims submitted in respect of the CPO and authorise the DCO to agree the disposal of the subject land.

Seek further clarification from RCT in respect of Plot 20B and ensure the proposals do not impact any future development potential in relation to our access.

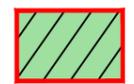
Contact Officer:	Background Papers:
Nick Corrigan Head of Property Services	Appendix 1 - Plan of the areas of land affected



Land to be acquired coloured:

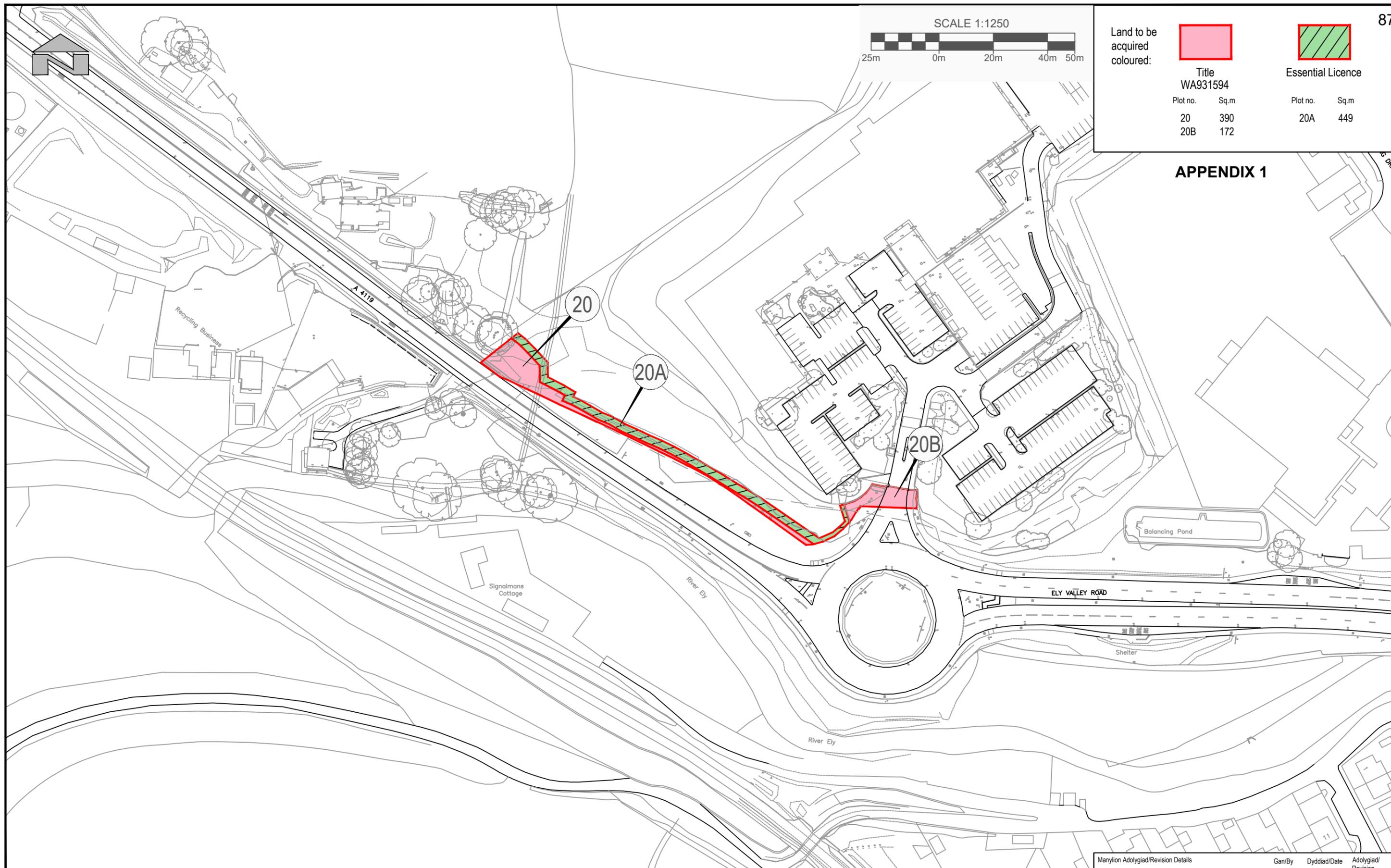


Title
WA931594
Plot no. Sq.m
20 390
20B 172



Essential Licence
Plot no. Sq.m
20A 449

APPENDIX 1



Manylion Adolygiad/Revision Details		Gan/By	Dyddiad/Date	Adolygiad/Revision
Rhif y Proiect/ Project No.	Graddfa/ Scale @ A3		Dyddiad/ Date	
P048	1:1,250		Feb '20	
Rhif y Llun/ Dwg No.			Adolygiad/ Revision	
P048-SH-64-04 (20)			P00	
Paratowyd gan/ Prepared by:	Gwirwyd gan/ Checked by:		Gymeradwywyd gan/ Approved by:	
JS	NM		NM	

RHONDDA CYNON TAF
FFYNIANT, DATBLYGU, A GWASANAETHAU
RHENG-FLAEN

RHONDDA CYNON TAF
PROSPERITY, DEVELOPMENT AND
FRONTLINE SERVICES

PROSIECTAU STRATEGOL/STRATEGIC PROJECTS
Ty Sardis/Sardis House, Heol Sardis/Sardis Road, Pontypridd, CF37 1DU
Ffôn/Tel: 01443 425001 Ffacs/Fax: 01443 490414

WA931594
South Wales Fire And Rescue Authority
Fire Service Headquarters
Forest View Business Park
Llantrisant
CF72 8LX

Cleient/ Client
**Rhondda Cynon Taf
County Borough Council**

Proiect/ Project
A4119 Coedely Dualling

Teitl y Llun/ Dwg Title
**Land Required Plan
Plot 20**

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AGENDA ITEM NO 7

Reports for Information

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BUSINESS PLAN ACTIONS REPORT

Health Check

2020/21 Quarter 2 v0.4

Report Date 13th November 2020



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 South Wales Fire & Rescue Service (SWFRS) on progress towards achievement of the Strategic Themes and performance of the Strategic Performance Indicators for the period 01 July – 30 September 2020.

Background

- 1.1 The Welsh Government requires SWFRS to develop Strategic Plans to identify the direction for the Service and address particular areas for improvement. The Service does this by developing a 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 Themes and Strategic Indicators for the period 01 July – 30 September 2020.

Issue

- 2.1 For Members' information going forward, taking into account the Well-Being of Future Generations (Wales) Act 2015, the Service has eight Strategic Themes as listed below:
- ST01 – Keeping you safe
 - ST02 – Responding to your emergency
 - ST03 – Using technology well
 - ST04 – Working with our partners
 - ST05 – Engaging and communicating
 - ST06 – Valuing our people
 - ST07 – Protecting our environment
 - ST08 – Continuing to work effectively
- 2.2 Each of these Strategic Themes has one or more Objectives that the Service has monitored progress against during 01 July – 30 September 2020.
- 2.3 Appendix 1 attached is a summary of the Performance Monitoring Report, which reviews the period 01 April - 30 September 2020 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 one indicator has not met their target and performed worse than last year, one indicator has not achieved the target but was within 0-5% of doing so and has performed worse than last year and five indicators are achieving their target.
- 2.5 The one indicator that is not meeting its target and has performed worse than last year is:
1. False Alarms Attended
- 2.6 The one indicator that is not meeting the target but is within 0% to 5% of the target and has performed worse than last year is:
1. % of Dwelling Fires confined to the room of origin

2.7 The five indicators that have achieved their targets are:

1. Total Fires Attended
2. Total Road Traffic Collisions Attended
3. Other Special Services Calls Attended
4. Total Deaths and Injuries in Fires
5. Accidental Deaths and Injuries in Fires

2.8 Appendix 2 attached provides some key information about the Service and its performance during the 01 April - 30 September 2020.

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 the period 01 July – 30 September 2020 contained within this report.

Scorecard

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

ST01 20/21 Keeping you safe				
▲	●	★	Unknowns	Total
3	8	27	0	38
ST02 20/21 Responding to your emergency				
▲	●	★	Unknowns	Total
2	13	15	0	30
ST03 20/21 Using technology well				
▲	●	★	Unknowns	Total
0	12	17	0	29
ST04 20/21 Working with our partners				
▲	●	★	Unknowns	Total
1	10	16	0	27
ST05 20/21 Engaging and communicating				
▲	●	★	Unknowns	Total
3	7	19	0	29
ST06 20/21 Valuing our people				
▲	●	★	Unknowns	Total
2	10	18	0	30
ST07 20/21 Protecting our environment				
▲	●	★	Unknowns	Total
0	8	18	0	26
ST08 20/21 Continuing to work effectively				
▲	●	★	Unknowns	Total
0	16	38	0	54

Strategic Theme Task Commentary

ST01 – Keeping you safe

1.1 Reduce the impact of false alarms on our resources

The new four-stage Unwanted Fire Signals (UFS) guide, providing incident commanders, station commanders and business fire safety (BFS) officers guidance on what action should be taken at every UFS call, has now been rolled out to all stations. The stages focus on working with businesses and responsible persons to reduce UFS. All those concerned have received training and provided access to performance data on BMIS. Reports are sent to station areas identifying those premises that are reaching trigger points. Station personnel are then asked for an update on what engagement and action has taken place. Crews have been encouraged to engage with Responsible Persons (or persons with responsibility) at each incident and visit those premises reaching appropriate trigger points to give advice and deliver leaflets and UFS reduction packs. The new procedures are working well in particular the communication and co-operation between departments. Stakeholders who we are currently working with include, retail complexes, schools, Ministry of Defence sites, local authority fire safety officers, large industrial sites and housing associations. BFS Station Liaison Officers have worked with stations regarding attending premises and identifying solutions to remedy the issues.

A new App, designed to capture all the above information, is in the process of being created which will be an interactive form on the Operations intranet page. Guidance documents regarding UFS at domestic premises have been issued to Station Commanders with flowcharts and further guidance to assist them with supplying stop messages and Incident Recording System form completion.

Joint Fire Control (JFC) continue to work with external agencies including South Wales and Gwent Police on call challenge and nuisance calls. Call challenge will be used on Halloween and Bonfire Night and has been used for controlled burns during the pandemic. Some alignment of automatic fire alarm (AFA) policies of SWFRS and Mid and West Wales Fire and Rescue Service has now taken place with further work to be done with both services.

1.2 Reduce the number of fires in the home and understand the behaviours and cause of them

Enhanced Home Safety Check (EHSC) visits have been rolled out in eight of our 10 Unitary Authority (UA) areas. The Pandemic is still an issue and thus progress hindered.

We continue to review the impact of the Dame Hackett review (Buildings & Fire Safety) and also the public enquiry from the Grenfell Tower fire and a number of consultation documents from both Welsh Government (WG) and the National Fire Chiefs Council (NFCC) being completed by SWFRS

Learning Evaluation after the Fire (LEAF) training has been delivered to all current station commanders and a refresher program put in place for those newly appointed. All qualifying Accidental Dwelling Fires (ADFs) with effect from 1st July 2020 have been sent an invitation for a LEAF visit.

Training of JFC staff with regards to raising awareness of human behaviour in, and causes of, fires in the home has been significantly reduced as a consequence of the JFC Training Team providing resilience by undertaking Emergency Response (ER) and Prevention and Protection (P&P) work. The infrastructure needed to deliver remote learning is not in place.

1.3 Reduce the number of Road Traffic Collisions

Road Safety Wales links have continued through the COVID-19 period as has work with South Wales and Gwent Police. Initiatives currently being undertaken include:

- “Surround the Town” - an initiative which sees road safety and enforcement resources focussed on a tight geographical area where there are high rates of collisions and casualties. In Wales, the initiative is being coordinated by Gwent Police and GoSafe, the Welsh road casualty reduction partnership. The first Surround the Town day took place in Newport on 2 October, in partnership with Newport City Council and South Wales Fire and Rescue Service.
- Road Safety Week - planned for November in various locations.
- Workplace Domino - carried out in 16-25 year olds workplace locations.

We continue to analyse road safety data to ensure our interventions are aimed at the right target groups. Data is suggesting a high number of incidents involve mature drivers so, therefore, we are developing driver presentations tailored to that group.

We are also working closer with Media and Communications to deliver regular social media messages.

1.4 Reduce the number of deliberate fires

Community Safety (CS) has continued to provide support for arson reduction throughout Q2. The Fire Crime Unit (FCU) has been extremely proactive with various partnerships in providing advice, education and clearing of several sites where there is evidence of prolific fly tipping.

Our Police secondment has been involved in all activities throughout Q2 and secured police resources to deal with the most serious incidents. FCU continued to provide resources for partnership patrols in various UA's during Q2 with the unprecedented prolonged warm period, this activity supports and extended Operation Dawns Glow.

“Operation Dawns Glow is an all-Wales multi-agency task force supported by a range of partners whose aim is to reduce the uncontrolled environmental destruction and potential threat to lives and property arising from deliberately set grass fires.”

The Refuse Fire Working Group remains active in reducing deliberate refuse fires. Refuse fires have decreased during Q2 in comparison to the same quarter last year. A spike was evidenced during the national lockdown, however a number of media options were utilised to educate and inform our communities. The use of social media has proved to be a key element of CS education in reducing arson throughout Q2.

JFC ER staff continue to record description of deliberate fire setters, where available from 999 callers, and pass these on to South Wales / Gwent Police. Multi Agency Incident Transfer (MAIT) is due to go live in the next quarter and will improve information sharing with the police.

JFC P&P have been unable to undertake trend analysis and provide situational reports regarding deliberate fires and a meeting is required with CS to establish requirements.

1.5 Improve safety in and around water

The Waterside Community Responder Scheme, in partnership with the Royal National Lifeboat Institution (RNLI), is scheduled to commence at Cardiff Bay in October. Those working close to water, especially where alcohol is consumed, receive training on the dangers that cold water poses to their customers, and how to rescue people safely. They learnt how to use a throw line and what to do when people get into distress in or near the water. They were also provided with the knowledge and equipment to help rescue people safely.

Water safety education resources for delivery to young people have been developed and are available for use.

JFC continue to support the “Float to Live” water rescue campaign and liaise with Media and Communications with regards to water safety messages.

1.6 Improve fire safety in buildings in our communities

The Risk Based Inspection Programme (RBIP) has been revived with RIDGE now being used as guide on premises attended. Physical audits are being undertaken with strict adherence to the COVID-19 risk assessment tool.

The WG consultation on Fire and Rescue Authorities becoming a statutory consultee on major planning application is complete. The Service is awaiting a decision from WG on this issue.

Further discussions have taken place with Station Commanders in order to achieve all set Site Specific Risk Information (SSRI) visits. Priority is now given to completing the outstanding high rise buildings followed by any others. Weekly completion rates are being monitored by Operations and sent to Ops Intel to ensure that the completed SSRI's are actually being published and show on the Mobile Data Terminals (MDT's).

JFC Systems are to work with BFS to improve SSRI / Pre Determined Attendance (PDA) / vicinity info.

Access to some premises has proven to be a problem often within the context of the COVID-19 pandemic. Where access is refused we have the option of utilising our legal powers under the **FRS Act 2004** or the **Emergency Workers (Obstruction) Act 2006**. However, an option short of this is to utilise a BFS warranted officer to support the completion of outstanding SSRI's especially those within a residential care setting.

CS personnel continue to work with BFS and others to keep people safe in high rise premises with joint visits being completed where appropriate.

Due to additional work earlier in the year as a result of COVID-19 work has not commenced on a BFS module within the Business Management Information System (BMIS). It is expected that a draft module will be available for BFS to critique early 2021.

ST02 – Responding to your emergency

2.1 Respond effectively when you need us

Operational assurance, via incident command assessment, to ensure operational competence is on target to be complete by March 2021.

JCR support team flexible working has proved to be an invaluable asset in providing resilience to increased activity between 0800 and 2200. Data has been collected in respect of the number of occasions demand led crewing has proved to support the activity in control and reduce the requirement for overtime or recall to duty. This area of work is being monitored as part of the review of the JCR.

JFC has also:

- Agreed, published and implemented life survival guidance with North Wales Fire and Rescue Service. This will be reviewed via the call handling audit.

- Continued to monitor efficiency and effectiveness via debriefs and quarterly Watch Manager meetings.
- Progressed the review of fall-back working with two of the four ER watches undertaking exercises and the remaining two programmed for the next quarter.
- Progressed the review of Business Continuity Management plans.
- Progressed ongoing work with both services to ensure General Information (GI) are up to date and reflect Standard Operating Procedures (SOPs).
- Continued to seek out improvements and advances in technology to support the use of intelligent mobilising, e.g. developing links to 999Eye, national control talk group, national emergency services talk group, access to the Police helicopter link and What3Words.

“999Eye launched by Capita in collaboration with West Midlands Fire Service, is the first-ever smartphone solution that enables 999 callers, with compatible devices, to securely send live footage or images of incidents to JFC.”

“What3words is a geocode system for the communication of locations with a resolution of three metres. What3words encodes geographic coordinates into three dictionary words.”

- Held discussions with South Wales Police regarding their procurement of a new command and control system.
- Made progress with regards to the relocation, within the Joint Public Service Centre (JPSC) of the ER and P&P teams along with the restructure of the joint control teams.
- Prepared for the replacement of Direct Electronic Incident Transfer (DEIT), used to send key incident details to other emergency services mobilising systems electronically by Multi Agency Incident Transfer (MAIT) allowing emergency services to share electronic incident records.

JFC have been unable to progress maximising the use of geospatial tools to assist caller location identification due to COVID-19 restrictions.

Operations continue to review the effectiveness of our special appliance:

- Incident command unit resilience - preparing to deliver outcome to OCG
- Water bowser provision
- ALP provision and resilience
- Welfare unit

2.2 Do all we can to make sure that our On Call Duty System (OCDS) is available

Recruitment pathways have been enhanced to compliment recruitment which is having a positive impact on retention along with the formulising of temp WDS/OCDS contracts and local level management and support.

The Retained Management Team (RMT), Human Resources (HR) and Media & Communications are progressing at local levels in line with local need with positive results. A targeted local approach is being adopted along with the identification of how we are reaching candidates (social media, word of mouth, local campaigns) being reviewed bi-monthly. Two courses OCDS with 32 candidates conducted with over 40 candidates in the recruitment system in Q2

HR and the Statistics and Risk Team are working together to monitor recruitment and retention data to ensure that recruitment activities are focussed in the right areas. OCDS availability and absence planning pages are built. User testing is in progress to ensure functionality, usability, reliability and compatibility.

2.3 Train our firefighters to respond to current and future risks in our communities

Training is currently being delivered despite difficult COVID-19 restrictions. The Training and Development department, during quarter two, delivered 140% as programmed in December 2019. This has created a huge workload on instructional staff who continually deliver. A reduced level of activity is planned for quarter three in order to support their welfare.

20 OCDS recruits successfully completed their Core Skills Course on 25th September 2020. Plans are in place for another OCDS Core Skills Initial before the end of the year.

Work continues to ensure that training materials are amended to reflect updates in SOPS as a result of National Operational Guidance (NOG). Some are with subject matter experts; awaiting return of these to update and upload to Coursemill.

The monitoring and review of the competence of operational personnel is ongoing via the station audit process. Amendments were made to PDRpro during July to assist in ensuring that Day Duty supervisory managers maintain operational competence.

The technical rescue validation exercise programme for Newport & Monmouthshire UAs, Ex Quarry Challenge 20, was delivered on two weekends in August and September. A full multi agency event with L3 Incident Command System (ICS) architecture, the exercises provided an opportunity for all operational personnel within the UAs to take part. This was unique as normally an exercise will only capture one quarter of the workforce of WDS. The two separate weekends provided four days to allow each watch to take part. A summary was submitted with recommendations to utilise a similar model across the Service as an element of the Operations Department Operational Assurance Programme. This is currently sitting with the ACFO Service Delivery and Head of Operations.

Ex Ivor 20 is in the planning stages to be delivered the end of November 2020. Constrained by the withdrawal of a number of NHS agencies due to the spike in COVID-19 in the region, the Service will scale back to focus specifically and primarily on FRS objectives with a full ICS Level 4 (Gold / Strategic level) architecture supporting.

The Operations Department will scope out the feasibility of using the Aberthaw Power Station as a major incident exercise site for 2021. The site will soon be entering a phased de-commissioning period.

Operational Assurance continue to work in collaboration with the Operational Development and Review Team (ODRT) and Training in order to ensure that all debriefs generated as a result of simulation and operations are collated into a shared depository in order to identify, learn and improve. ODRT and Training currently store data on their own drives with no access available to other departments. Currently liaising with these departments to identify a way forward.

ST03 – Using technology well

3.1 Use the most suitable technology and equipment to improve our services

We are currently incorporating new technology into our Breathing Apparatus (BA) courses. This includes Drager BA board Simulations which can create scenarios/events. We are now training crews in the use of the new Fire Escape Hoods which have gone live on eight stations. Crews are now being taught the use of the new Smoke Blockers which will also soon be going live on the eight city stations. Two Compartment Fire Behaviour Training (CFBT) instructor courses have been delivered with more planned.

“Smoke blockers, made out of heat resistant fabric, can be installed quickly into a door or entrance opening using a tension lever. The door to the affected area can then be opened so firefighters can enter the room behind for their operations without the spread of smoke and heat in the building. Escape routes for the residents and retreat ways for the fire fighters can then be kept smoke-free. <https://www.youtube.com/watch?v=PS-zl49ooU8>”

Use of body worn cameras is proving to be invaluable for the delivery of initial incident command courses. A paper is currently being developed to be put forward to OCG.

BMIS:

The Station Audit monthly module is now ready to Go Live and is being trialled by a small number of stations. Some work remains on the annual module.

Develop a Welsh language standards reporting module within BMIS.

CoreHR:

The self-service aspect of CoreHR has been enhanced so that staff are now able to view additional information, e.g. death in service scheme membership.

E-recruitment is being launched in Q3. E-talent is due to be launched in 2021.

The previously utilised attendance management system is no longer in use. All sickness incidents are now input to CoreHR. The CoreHR “Time“ module does require significant configuration. This cannot be achieved until the SWFRS and MAWWFRS separation from CoreHR is completed (scheduled for Q4).

24/7 Ticketing System:

The 24/7 health and safety reporting system is in use and working well.

Develop Information Governance self-service tools within 24/7 ticketing system. Not yet started, this forms a future piece of work. The 24/7 system is being utilised in phases and more work is required to understand if and how a self-serve option might work.

Work continues to use various features of the Ticketing system to help streamline the Information Governance process.

General:

Some initial upgrades to the reprographics studio have been made to satisfy our immediate needs, i.e. an upgraded corporate background for filming speakers, a microphone, an iPad stand, lighting and new teleprompter software. The next phase of upgrades in line with our future needs are currently being discussed.

A draft ICT Major Upgrade (Hardware and Software) report has been prepared and presented to ELT with a final costed report due to be presented to the Fire and Rescue Authority (FRA) in December. Hardware will be reviewed by the ICT Infrastructure Team once direction of travel is confirmed.

3.2 Review the standard and use of technology and equipment across the Service

The new Tranman server has been built and we have moved the current version onto that server. Tranman is continuing to work in the background to transfer historical data. Meetings have taken place to discuss the new tiles that will be used.

“Tranman: fleet management software that supports organisations to more effectively manage processes and reduce costs through improved information management and more efficient data capture. E.g. enhance workshop productivity, minimise vehicle downtime for repairs, improve accident and risk management, and improve fuel usage controls.”

Work has started on the new intranet and the Public, Private and Data Store sites have been created. The Public site will be open to all staff and will be bilingual, the Privates sites will be Departmental/Team site and will only be visible to member of those Departments/Teams. The Data Store sites are those departments/teams that store large volumes of data e.g. BFS, HR (PRF's) and Medical Records. Subject to no further disruptions the planned completion date will be the end of December with a go-live date of January 2021.

The review of employees' access requirements to BMIS has been completed, individuals who haven't used the system in a six month period have had their access removed. Removing the access has allowed extra licenses to roll the system out to the wider service who haven't already got access. The review of permissions and groups is still ongoing.

Consultancy has been purchased to assist in the installation of our *NetScalers* in order to enhance our disaster recovery systems.

“Citrix NetScaler makes apps and cloud-based services run five times better by offloading app and database servers, accelerating app and service performance, and integrating security. Deployed in front of web and database servers, NetScaler combines high-speed load balancing and content switching, data compression, content caching, SSL acceleration, network optimization, application visibility and application security on a single, comprehensive platform. By using NetScaler to create a services delivery fabric overlay spanning enterprise and cloud datacentres, enterprises can make the cloud a transparent extension of their own network. IT organizations can extend existing in-place processes and tooling to the cloud-based services the business adopts.”

ST04 – Working with our partners

4.1 Work with our Public Service Boards (PSBs) to support our communities

We remain fully committed to our PSB's. Meetings have, however, been placed on hold due to COVID-19 but should now recommence as we move towards the new normal.

During the pandemic we took the opportunity to share our working practices, lessons learnt and how we recovered our service delivery- i.e. CS and BFS activity. We have also been involved in 'task and finish' group for wider public services lessons learnt and good practice.

Work continues on procurement and commissioning streams including attendance at Gwent PSB Community Wealth Building Initiative. South East Wales Regional Procurement team are taking forward collaborative procurements.

Community wealth building is a new people-centred approach to local economic development, which redirects wealth back into the local economy, and places control and benefits into the hands of local people. <https://cles.org.uk/community-wealth-building/what-is-community-wealth-building/>

It is intended that the Station monthly audit dashboard, which has recently gone live on BMIS, will be utilised as a template for a PSB area on BMIS. This will facilitate the collation and reporting of evidence of how we support the nine PSB wellbeing objectives and will be prioritised during quarter three.

4.2 Work with our partners to deliver our services where they are needed

The JFC continues to work closely with South Wales Police whilst taking into account COVID-19 social distancing and safety measures.

After a short period of inactivity due to COVID-19 restrictions an all Wales training managers virtual meeting was held in September with positive outcomes of future joint working in key areas with working groups set up.

Training delivery at Cardiff Gate Training and Development Centre (CGTDC) has worked very well during COVID-19 restrictions. Bi-monthly and quarterly meetings undertaken with Babcock who continually support high level of resource management.

We completed four virtual Joint Emergency Services Interoperability Principles (JESIP) courses and raised awareness with MAWWFRS, Welsh Ambulance Service Trust (WAST), RNLI, HM Coastguard, Mountain Rescue, Civil Contingences officer, British Transport Police (BTP) and an Environmental Strategy officer.

Develop partnership working with RNLI and all FRS within Wales to collaboratively deliver Water Rescue Boat Operator (WRBO) and water training. Currently running instructor courses with Mid and North Wales Next course is planned for January 21. MOU needs to be put in place regarding training assets. Instructor CPD training taking place December 21

BFS officers continue to work closely with UAs, University Health Boards (UHB's), WG, Primary Authority Scheme (PAS) partners, Clearsprings (an independent organisation set up to provide accommodation services to the UK Visa and Immigration Services), etc.

We continue to liaise with our community cohesion partners to maximise potential recruitment / engagement opportunities and focus resources appropriately. This work is being undertaken as part of the 2020-21 WDS recruitment campaign in order to ensure that we maximise our reach into underrepresented groups.

Due to COVID-19 restrictions:

- Eight JESIP operational courses for Category 1 & 2 responders programmed for South Wales, Gwent, Dyfed and Powys Local Resilience Forum (LRF) groups were postponed. It is anticipated that we will complete these outstanding courses in 2021.
- Collaborative training between JFC and South Wales Police is not currently taking place currently as JFC does not have access to suitable ICT equipment to support remote learning sessions.
- Work with the other Welsh FRS to agree and adopt a common format for operational training information has not progressed.
- Healthcare concordat meetings have not yet been reintroduced. Work continues with all three UHBs and early involvement with all projects ongoing ensures compliance.
- Work with the four Welsh LRFs to establish strategic and multi-agency holding areas across Wales has been paused.
- The tri service data sharing project has not been progressed as the group has not met. Contact was made with group members on 29th July 2020 however no date has yet been identified where all stakeholders are available to meet. This is to be followed up in order to ascertain the group's plans for the future.

4.3 Review and evaluate our existing partnerships

Although COVID-19 restrictions have impacted on efforts to develop new PASs we continues to provide advice to Housing Associations via the Care and Healthcare (CHC) co-ordinated PAS. A Survey Monkey

survey is currently being built to capture the CHC PAS member's thoughts regarding the scheme which will be used to evaluate and develop this PAS.

“The aim of the PAS is for FRS’ to develop effective partnerships with businesses in order to achieve a national consistency in delivering fire safety advice and regulatory activities.”

We are continuing to review our contractual partnership arrangements in terms of legal, health and pensions by reviewing performance in terms of Key Performance Indicators, Service Level Agreements etc. to ensure appropriate assurance and governance requirements are met.

ST05 – Engaging and communicating

5.1 Deliver on the recommendations of the Investors in People (IIP) report

In response to the 2019 IIP report we have initiated new and different ways of engaging including a reshaped SHOUT forum and the "You said We did" campaign. An interim health check showed positive improvement in all areas. We are now prepping for our next assessment which will conclude early 2021.

A number of SHOUT forums have now been delivered virtually using StarLeaf and have been well attended by staff from across the Service. The most recent forum was held on Wednesday 14th October 2020.

The development of an app for smart phones was identified as a priority by the COVID-19 recovery cell as part of their research; they have been subsequently tasked with investigating this. The feasibility of procuring and producing this app before rolling it out is currently being investigated by a working group.

The internal engagement plan has been developed and is being closely monitored and periodically reviewed in line with the ongoing restrictions imposed by COVID-19. Ongoing internal engagement activities are being planned on an activity to activity basis at the moment, according to the objectives of each activity and the methods of engagement that we can utilise in accordance with COVID-19 guidance.

Leader engagement has continued, taking COVID-19 into consideration, via differing media and at all levels.

- Face to face Principal Officer / Heads of Service visits to station across both duty systems = 29
- Face to face and video conference UA station commander briefs conducted by GM(B)'s = 5
- OCDS Junior Officer seminars - 3
- Junior Officer meetings conducted on all stations

5.2 Involve our communities and make sure they have their say in what we do

Heads of Service meetings were held during September to formulate the Business Plan for 2021/2022 and consider feedback from the pre-consultation which was used to help shape the plan. The Annual Improvement Plan, due to be published in late October, will detail the rationale behind our plans and an opportunity will be there for further feedback to be submitted.

As part of the upcoming consultation on our priorities for 2021/2022 the stakeholder register is being reviewed and those who no longer wish to be included will be removed. We will then engage with our partners in each PSB to identify ways of broadening the reach of the stakeholder register.

We continue to explore new ways of effectively and safely engaging with the public in line with the evolving COVID-19 restrictions. We are exploring these new ways of engaging with the public in collaboration with

our internal stakeholders, our all-Wales equivalents, with other Fire and Rescue Services and with our various partners.

The planned forum with building leads to improve how we consult and engage has been postponed due to COVID-19. A meeting with all Local Authority Building Control Officers will take place at a later date.

Operational training, community safety outputs by station personnel and operational Intelligence gathering all contribute to making the public aware of all the activity that operational personnel engage in every day.

Media and Communications have had to be inventive about the way it delivers risk reduction information and has successfully engaged station based colleagues in creating digital and remote content plus virtual tours. This will continue.

5.3 Help keep our communities safe through safety education and attending community events

The digital media and communications campaign calendar continues to be used by Media and Communications however, due to the increased demand on the team as a result of COVID-19 and the ongoing uncertainty around how our campaigns will be communicated going forward, roll out across the Service has been postponed.

BFS teams continue to support our communities through the COVID-19 period providing advice and support to address the changing risk. Teams are providing proactive support through face to face and remote audits along with media and social media advice in partnership with Media and Communications to address risk appropriately. BFS also provide support to operational crews and Operational Risk management (ORM) staff to address operational intelligence gathering initiatives as new risk emerges.

A revised process of delivering Key Stage 1-4 in educational establishments is being developed to assist with COVID-19 restrictions.

The All Wales Home Safety Working Group are exploring the possibility of utilising an external production company to assist with designing and implementing a virtual reality (VR) Home Safety Check.

The Momentum Programme is up and running, although due to COVID-19 pandemic no courses completed this year although as things progress and improve the Momentum Programme will be reinvigorated.

“We have been assisting survivors of domestic abuse since 2009, identifying those at risk and providing valuable home safety advice. In October 2017, we started the ‘Momentum Project’, which is unique as it involves the whole family, from young children to adults. It is designed to help build confidence and allow families to make new friends and learn new things. The parent activities include self-care, mindfulness and wellbeing. Young people learn firefighting skills and the discipline that is expected on the drill yard.”

The Sbarc Mascot was launched digitally on an All Wales basis during the Easter period. Due to the ongoing COVID-19 pandemic, and the resultant postponement of suitable public engagement events, a physical launch has been suspended until further notice.

Social media and Starleaf training has been delivered to station personnel during August and September at Maesteg, Ely, Penarth, Pencoed, Caerphilly, Llantwit Major, Abercynon, Roath and Abercarn. Further training is to be delivered by the end of the year.

Social media training was delivered to JFC over several sessions in September.

ST06 – Valuing our people

6.1 Attract a workforce that reflects and represents our communities

A review of the previous WDS campaign has been undertaken and key learning points identified. Will be initiating further campaign in the coming months and will use all available resources to ensure that we reach all communities and maximise opportunity for all groups.

The Diversity Officer and the Learning and Development Team are developing a line manager training package for diversity.

6.2 Develop our people by identifying training and development opportunities

We continue to develop a process and culture to ensure instructional staff have the skills & competence to maximise training delivery across all subject areas. Fit to train records of all instructors are under monthly review and will hopefully align with new PDRpro system. Additional instructors courses in HAZMAT and Trauma Instructors courses is to be run in November with 10 students per course plus an in house Breathing Apparatus Instructor (BAI) course for five instructors. This will give greater resilience across the department

All three Welsh FRS' are nearing completion of aligning NOG with training delivered and service policy. With regards to Road Traffic Collision (RTC) – two training packages have been uploaded to the online learning platform with an additional four packages under review. All other technical rescue training packages are under review to ensure they reflect NOG.

Work on developing an annual training strategy to ensure training activities meet operational needs of the Service is currently on hold due to COVID-19, however, meetings are scheduled for quarter three to identify key operational objectives and requirements whereby the strategy will be created along with a robust planner which will link into the new PDRpro system

An updated Training Needs Analysis for all incident commanders has been undertaken and an assessments phase has been developed and is currently being delivered remotely via video conference.

Operational Discretion is being embedded at all levels within incident command, via initial courses, assessments, tactical and junior officers' seminars.

During the current COVID-19 pandemic day duty risk reduction staff are maintaining their operational competency via PDRpro / OSPs and (where appropriate) by attending operational courses (e.g. at CGTDC).

Ongoing data protection awareness training has been delivered face to face and remotely via planned training courses e.g. Crew Managers and WDS Recruits Induction days.

The first part of the "Security Series" awareness campaign was launched during quarter two (focussing on email safety), however, due to COVID-19, activities have now been postponed until a more appropriate time. Work continues with ICT colleagues to prepare new delivery for early 2021 with content being amended to address any emerging concerns e.g. increased cyber threats.

The criteria for competency standards for BFS personnel who respond to Building Regulations and Planning consultations regarding complex buildings with fire engineered solutions has yet to be determined by the NFCC. However, in anticipation of the changes, the BFS Department is currently looking to nominate one member of the Future Developments Team to attend a virtual Xact Level 5 course. On completion of the course, feedback will be provided as to the suitability of the course for the remaining members of staff who require the qualification.

“The Xact Level 5 qualification is aimed at building control officers, approved inspectors, fire engineers, fire safety auditors, inspectors, risk assessors, managers, surveyors and fire safety professionals. It enhances previous experience in applying fire safety guidance such as Approved Document B and BS 9999 fire safety in the design, management and use of buildings.”

We continue to prepare a BFS training and skills package in readiness of the outcomes of the Dame Hackett review (Buildings & Fire safety) and the public enquiry from the Grenfell fire. This has been hampered slightly due to COVID-19 health crisis.

The ODRT have embedded electronic debrief recording forms within the Service and a formal JESIP/National Police training model of structured debriefs has been adopted and utilised for debriefing with internal and external agencies. This has assisted in identifying trends and influencing ODRT identified themes for monitoring and review.

Work continues on the new Learning and Development strategy in multiple development areas. Some are near completion (e.g. appraisals and Masterclass planning) whilst others will be released at a later stage (e.g. Pathways). This task will need to roll into 2021.

Social media training was delivered to JFC over several sessions in September

A meeting was held at the end of September for the Statistics and Risk Team to share their experiences using the BMIS. This was intended to help tailor a training package to up skill members of the team to use BMIS. A similar training exercise will be conducted with the Planning, Performance and Risk team in October.

6.3 Support our people to feel well, healthy and happy at work

The Inclusive Fire Service Plan has been incorporated within other plans, such as IIP and the new Strategic Equality Plan (SEP). All actions are reported on via the SEP. The current COVID-19 pandemic means some priorities have shifted albeit temporarily.

Employee wellbeing meetings are now held on a monthly basis. An options paper is being prepared for SMT in order to consider whether to pursue the Corporate Health Award or take the IIP route to use as a template for improving the Service in terms of wellbeing.

Junior officer seminars are well underway and Wellbeing sessions have been included in the programme

All preparatory work on fire stations, to facilitate Fire Fit, has been completed. Property services are carrying out a revisit of all stations to ensure compliance

ST07 – Protecting our environment

7.1 Reduce our usage of single use materials

33 laptops have been procured and currently utilised by the trainees instead of paper.

All staff have been issued with personal issue water bottles.

7.2 Explore the use of electric vehicles

Tenders for the provision of electric vehicle charging points have been issued and returned and are currently being evaluated. 20 charging points are to be provided at HQ and an additional 4 in North, East, South and West of the Service area.

Hybrid vehicles have been introduced into service, the next step following the completion of the charging stations will be to replace 22 pool cars with electric versions. The exact models which will be used are not known at this present time.

7.3 Reduce our energy use and our carbon footprint

The Head of Finance and Procurement has been confirmed as the Service Sustainability champion.

Latest green energy and sustainable technologies are being installed on new projects and on station / plant upgrades.

Once the new Tranman system has been implemented we will be able to monitor the carbon footprint of pool vehicles in order to help assess the beneficial impact of new electric powered vehicles on the environment.

Six Kia Nero Hybrid Vehicles have been entered into service. We are still awaiting delivery of three electric Nissan NV 200 vans, these are scheduled for delivery Oct/Nov 2020.

As result of COVID-19 stock deliveries to fire stations have reduced from two runs per week to one and, to date, has had no impact on stations. We will continue to monitor the impact on station in conjunction with the Operations Department and explore the feasibility of this becoming a permanent change and reducing our carbon footprint.

The operations department continues to work to minimise appliance movements for training

All CGTDC appliances are Euro compliant. No unnecessary movements are carried out, as all training is conducted on site due to COVID-19 restrictions.

The carbon footprint of SMT has already greatly reduced with the use of Starleaf and travel has drastically reduced. The organisation is looking at ways to incorporate these new ways of working going forward. The Secretariat has been essential in helping carbon reduction, particularly with the arranging of daily virtual meetings. SMT have also embraced working from home for part of the week.

7.4 Consider how our activities impact on the environment

CoreHR has enabled People Services to reduce its use of paper, printing etc. across all functions. The restrictions of COVID-19 have also encouraged greater use of electronic data and communications to reduce handling of paper etc. A number of the department's regular activities in terms of meetings, e.g. HR and Equalities, All Wales HR meetings have been undertaken through video conferencing for the last six months and we will seek to continue in a similar vein going forward.

All risk reduction promotional items purchased have been requested with the following criteria; reliably sourced, recycled/recyclable materials and from UK based companies in order to reduce carbon footprint.

The monitoring, review and evaluation of the environmental efficiency of the CFBT facility during its first year of use at CGTDC is ongoing. Following any accidental carbonaceous release all measures are taken to identify and rectify the cause. We work in collaboration with LION, in Holland who monitor our system. We also monitor the use of the oriented strand boards (OSB) to minimise the number of sheets per burn which reduces the impact on the environment. Liquid Petroleum Gas (LPG) usage is ongoing and being monitored by property services to determine the annual cost.

“LION is the world’s largest provider of fire and safety training tools and full-scale, multidisciplinary firefighter training complexes.”

ST08 – Continuing to work effectively

8.1 Be clear and publically accountable

One Station Information Governance Audit has been attended by Information Governance & Compliance however attendance is not required for every audit. Further work is required to review findings by colleagues and deliver appropriate feedback for stations in a constructive and timely manner.

The People Plan will be formally published early in quarter three having been agreed at the necessary levels.

The implementation, and effective communication to affected staff, of the court decision regarding the Firefighter Pension Scheme tapering arrangements is on hold awaiting further guidance.

The review of the Incident Recording System (IRS) has now been extended to include a Quality Assurance Framework for IRS. A draft of this document is expected by March 2020.

The Job Evaluation process is currently underway. The moderation stage includes ratifying grades and remuneration. As part of this, there will be an assessment of any Gender Pay issues.

The Assurance Metrics project continues to progress with a presentation made to SMT in July which provided updates on the Prevention section of the Metrics. A further update to SMT is scheduled for October 15th which will focus on the measure under the area of Training. The dashboard is live and available for use by SMT and work in quarter three will focus on providing dashboards to departments to view the data that feeds the assurance metrics.

The new Legal Services Officer is due to start during quarter three and, as a consequence, the due date to develop assurance metrics for legal and insurance is being extended to enable the shaping of this element.

A number of surveys have been successfully devised and rolled out by the Statistics and Risk team, which have then been accompanied by robust evaluation for the customer. Upcoming consultation activities are discussed and prioritised via the Consultation and Engagement Group (CEG), in an attempt to ensure a steady and consistent means of obtaining feedback from both staff and members of the public.

8.2 Maximise value for money

Work has been ongoing to maximise benefits of CoreHR. E-recruitment will be launched early in quarter three. Work has commenced on e-talent which will tie into the Service' proposed appraisal process etc. The decision to split from MAWWFRS has been ratified and will occur in quarter three / four.

A technician has now been appointed to manage the CFBT. A maintenance contract is now in place for key elements such as LION maintenance etc. An annual review will take place to establish on cost managing the facility against projected costs for a third party arrangement.

The Home Safety Check (HSC) working group continues to meet to identify improvements that can be made to the data collection process and to streamline reporting from the HSC database.

Progress has also been made to develop a reporting dashboard for the safeguarding database and a process map of the data collection process was put together for JFC and the safeguarding leads to review.

Data relating to the job sheet has yet to be included in the review and is unlikely to be completed before December.

The QGIS, a free and open source Geographic Information System, upgrade from 2.18 to 3 has hit problems due to some incompatibilities with some plugins. This is being investigated by ICT and a member of Stats and Risk. A meeting of the Geospatial Data User Group (GDUG) was held during quarter two where the responsibility for providing certain maps was discussed with an agreement to review the reasons for the request and to champion the use of the new large screens on stations for ad-hoc viewing of maps.

Regular meetings are taking place between Operations and Training to ensure that we are maximising course capacity where possible

Further development of Fleet and Engineering assurance metrics will commence after completion of the Tranman install.

8.3 Develop for a new normal way of working

All departmental risk assessments have been carried out and first reviews undertaken by the Health and Safety (H&S) team. Some 200+ COVID-19 risk assessments have now been completed and are available on the H&S intranet site.

The WG All Wales COVID-19 Workforce Risk Assessment Tool Guidance for Managers and Staff is proposed to be used to engage with people returning to work following COVID-19 sickness, a period of shielding or returning from a prolonged period of time to the workplace e.g. ending of Firebreak restrictions. Agreement with Absence Management and occupational health on what process to implement following assessment is yet to be finalised.

The COVID-19 recovery team is in regular dialogue with Public Health Wales (PHW) to understand, interpret and review guidance issued to support people who are affected by COVID-19, thus ensuring our workforce is resilient and aware of the constantly changing landscape.

Following the WG Black, Asian and Minority Ethnic (BAME) COVID-19 Socioeconomic Subgroup report, the Service has completed an Equality Risk Assessment (ERA) and Data Protection Impact Assessment (DPIA) and these are awaiting sign off from the Deputy Chief Officer.

Regular reinforcing of key messaging, e.g. social distancing, is taking place along with review of all risk assessments by H&S.

Further work to enhance hygiene in the workplace is being progressed by H&S and a link has been established with WAST for infection protection control training.

Contractors & visitors adherence to COVID-19 guidelines is managed by recipients with risk assessments being shared with all.

Face coverings now advised to be worn in all service vehicles, RA/Ops bulletin/HR bulletin issued.

All COVID-19 specific personal protective equipment (PPE) is monitored using the Critical Incident Team (CIT) tracker within BMIS, which links into stores for station stock levels.

A link is now established with PHW via HR for direct advice on Test, Trace and Protect (TTP) issues.



PERFORMANCE MONITORING REPORT

Appendix 1

01 April - 30 September 2020



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 2020/21 highlights performance for the period 01 April 2020 to 30 September 2020. The report includes:

1. Strategic Indicator Performance Summary.....Page 3
2. Strategic Indicator Performance Comments.....Pages 4-7
3. Analysis of incident activity levels by Unitary Authority Area (UAA).....Pages 8-15

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.

Changes to Working Practices due to COVID-19 - Quarter 1/2

South Wales Fire and Rescue Service and in particular Community Safety & Partnerships has continued to support communities through the pandemic by looking at new ways of working and delivering Home Safety Checks (HSC) by means of a modified HSC, which is conducted over the telephone to give safety advice while avoiding/limiting contact with the household in line with current guidance.

Depending on the information gathered from the individual, equipment has been either delivered to the doorstep with appropriate literature and guidance or a practitioner attends site and completes the more complex check of the needs of individuals. Practitioners have utilised the transferable skills throughout the department to meet the needs of communities throughout this difficult period.

The COVID-19 pandemic has also prevented us from delivering many of our education and youth prevention programs such as Foundation Phase, Key stage 2 education talks and road safety talks. Youth prevention activities such as the Phoenix, Crimes and Consequences and our Fire Cadets have also been put on hold. Staff have been redirected from areas of youth and education to assist with the successful new revised HSC process. As a result for

the Q1/2 period the service has been able to carry out 2,650 HSCs. 273 were refused and at 252 addresses we were unable to contact the occupier.

With the easing of restrictions we have been able to recommence education and planning for youth intervention in a new COVID-19 compliant format. During the period we have delivered valuable road safety prevention messages with our partners in the Police and Local Authority to local communities. We have also been able to run a revised Phoenix program to change the behavior of young people in the Gwent region.

New restrictions have meant revisiting all our programs and our teams are working on identifying and trialing different ways of working. The return of the cadets was put on hold until after the 2nd National lockdown in November and will recommence at some point this year, along with recommencing some form of schools education and community engagement.

For safety reasons the Business Fire Safety department has been unable to carry out audits in the usual manner to premises, except to those that were deemed to be high risk i.e. after fire assessments and premises that have an alleged high risk due to livelihood or life risk. The department have been proactively working with health boards on the introduction of field hospitals and have developed new ways of working including completing audits to premises remotely and will start to recommence more activity as lockdown eases.

Due to the pandemic and continued support to other agencies, work by stations on 2020/21 CRMPs (Community Risk Management Plans) has been put on hold and will continue in the foreseeable future.

Noticeable differences to the type of incidents that the service has attended in Q1/2 has been the increase in assisting other agencies, in particular assistance to the Police/Ambulance. Assistance to the Police/Ambulance has increased from 102 incidents last year in Q1/2 to 156 incidents this year, an increase of 53%. Assistance to all other agencies has increased from 146 incidents last year to 191 incidents this year, an increase of 31%.

The service has also experienced an increase in attendance to bariatric patients with incidents rising from 34 last year in Q1/2 to 72 incidents this year, an increase of 112%. Attendance by crews to suicide or attempted suicide has also risen sharply during Q1/2 with 40 incidents compared to 25 last year. A 60% increase.

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 and is subject to change.

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 n-hernimand@southwales-fire.gov.uk 01443 232775 or Jon Carter j-carter@southwales-fire.gov.uk 01443 232347 to discuss.

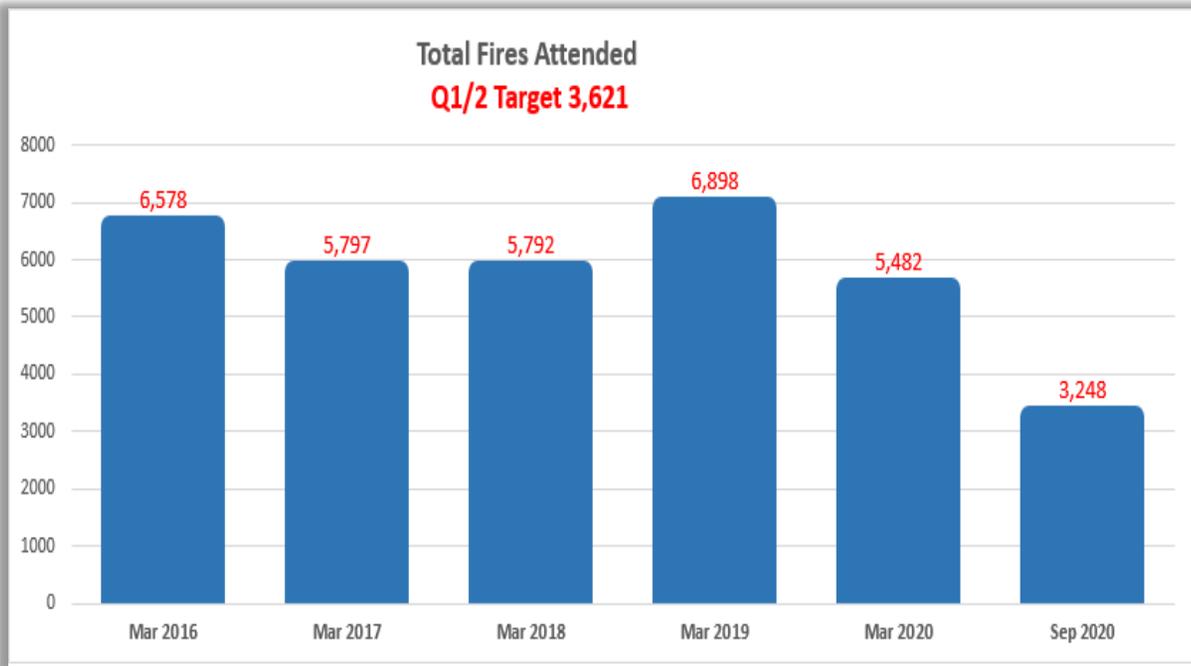
Strategic Indicators 2020/21 – Performance Q1/Q2

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

Performance Key	 Better than or equal to target	 Up to 5% above target	 Over 5% from target
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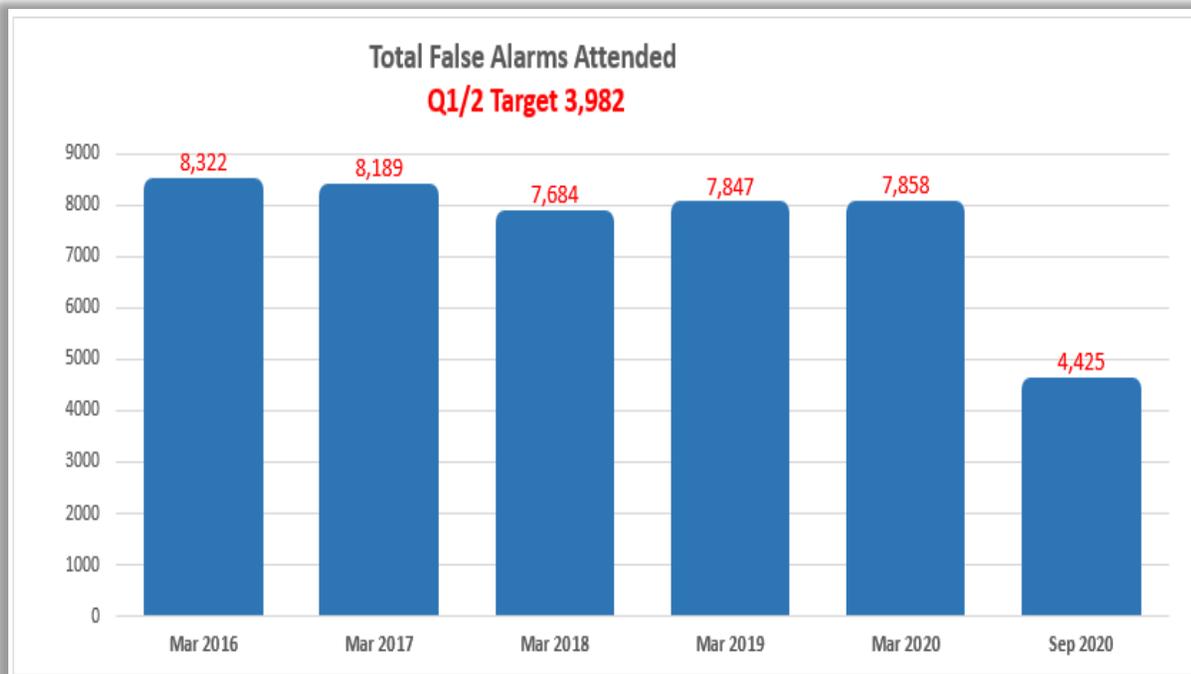


	Q1 – Q2 Actual	Q1 – Q2 Target	Q1 – Q2 2020/21	Q1 – Q2 2019/20
Total Fires Attended	3,248	3,621		3,456
Total RTCs Attended	296	504		526
Total False Alarms Attended	4,425	3,982		4,126
Total Other SSCs Attended	1,071	1,131		1,193
% of Dwelling Fires Confined to Room of Origin	81%	85%		85%
Total Deaths and Injuries in Fires	22	34		45
Total Accidental Deaths and Injuries in Fires	17	30		32



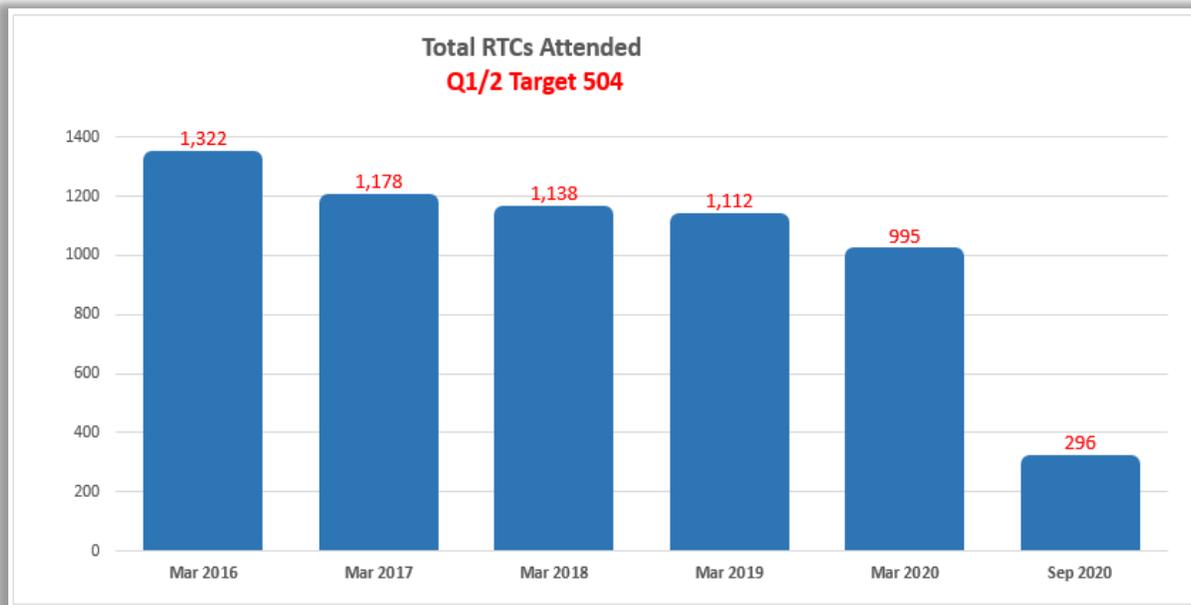
2020/21 Q1/2 Performance V Q1/2 2019/20

- Total fires ↓ 6% (3,456 - 3,248)
- 11% below the Q1/2 target of 3,621
- Grass fires ↓ 10% (952 – 860), refuse ↑ 1% (1,377 – 1,389)
- Accidental dwelling fires ↓ 11% (313 – 280), vehicle fires ↓ 20% (401 – 322)
- Deliberate fires ↓ 9% (2,561- 2,329)
- Deliberate fires accounted for 72% of all fires.



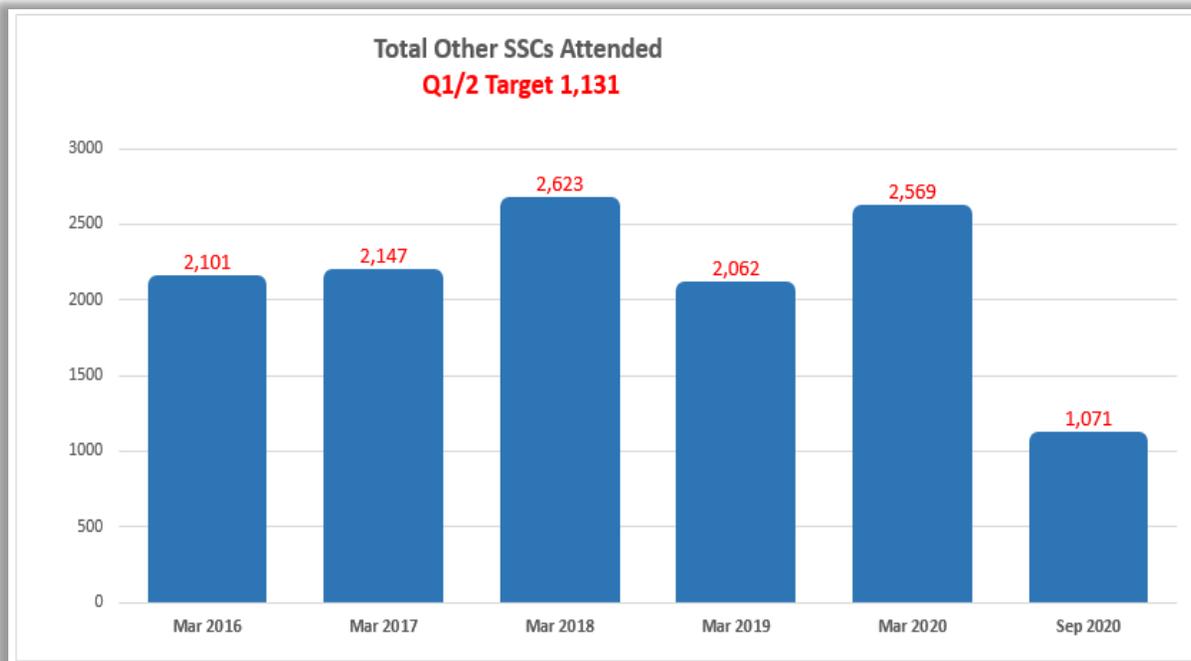
2020/21 Q1/2 Performance V Q1/2 2019/20

- False Alarms ↑ 7% (4,126 – 4,425)
- 11% above the target of 3,982
- False Alarm Good Intent ↑ 24% (1,826 – 2,276)
- False alarm due to apparatus ↓ 7% (2,180 – 2,029)
- False Alarm Malicious ↓ 10% (126 – 113)
- Residential homes ↓ 37% (231 – 145)
- Hospitals ↓ 18% (354 – 290)



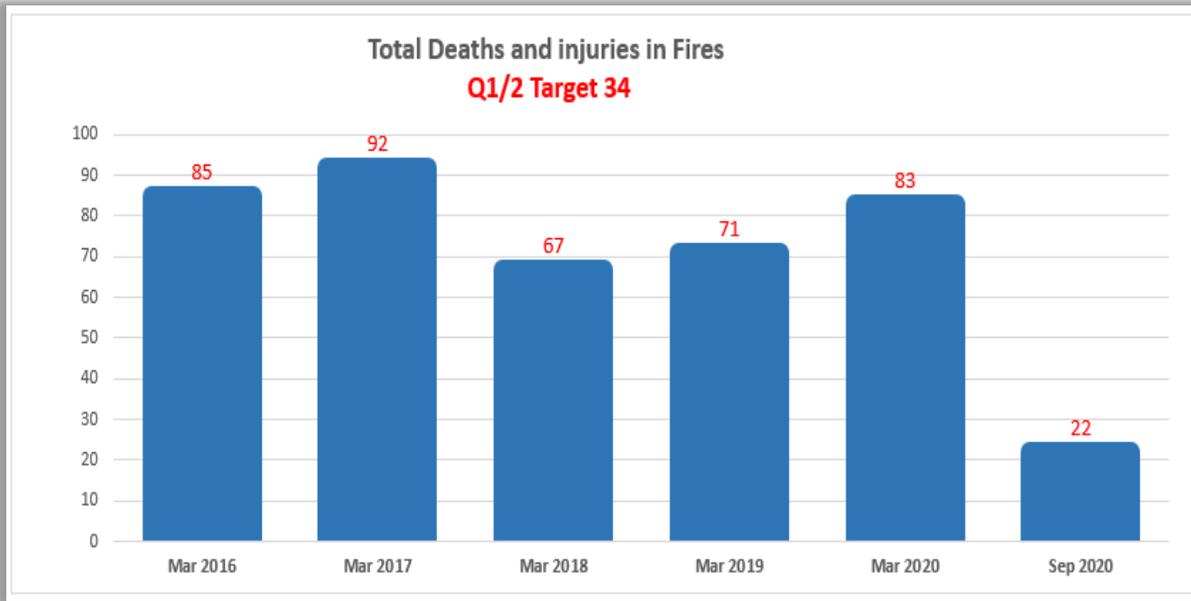
2020/21 Q1/2 Performance V Q1/2 2019/20

- Total RTCs ↓ 44% (526 – 296)
- Lowest numbers for 5 years.
- 41% below the target of 504.
- 58 extrications/release of persons compared to 106 last year.
- The percentage of extrications/release of persons has remained at 20%.
- August (15) saw particularly high numbers of extrications and release of persons spread out across the service area.

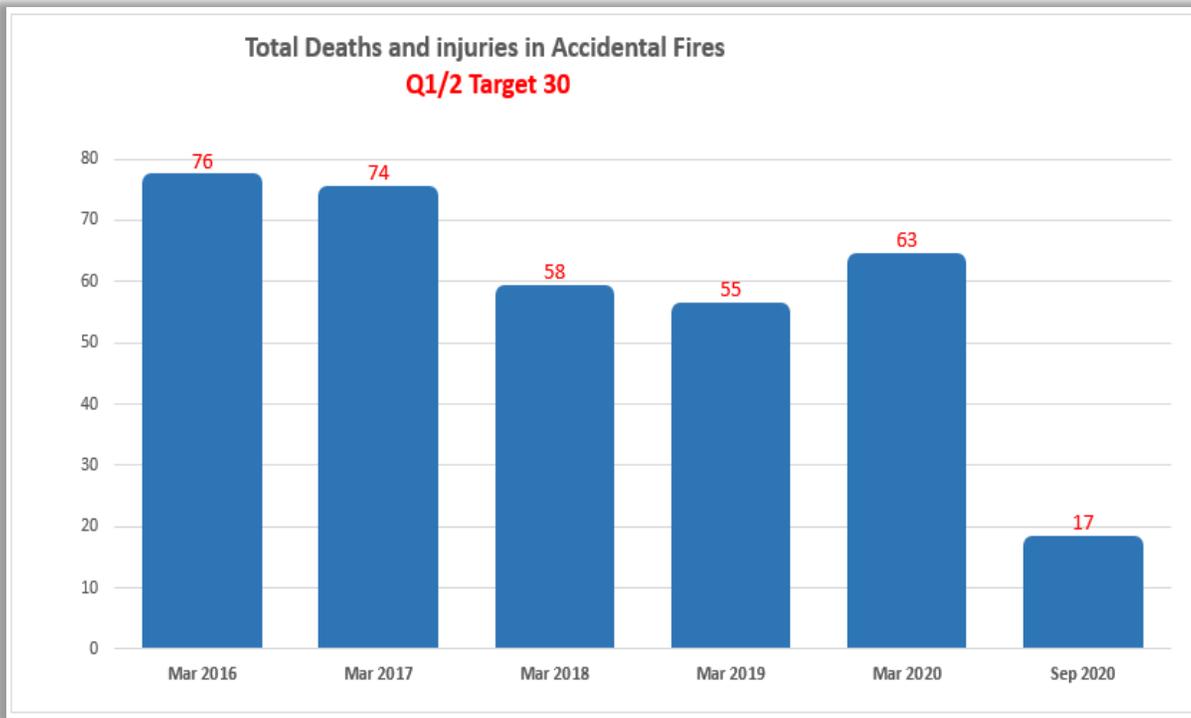


2020/21 Q1/2 Performance V Q1/2 2019/20

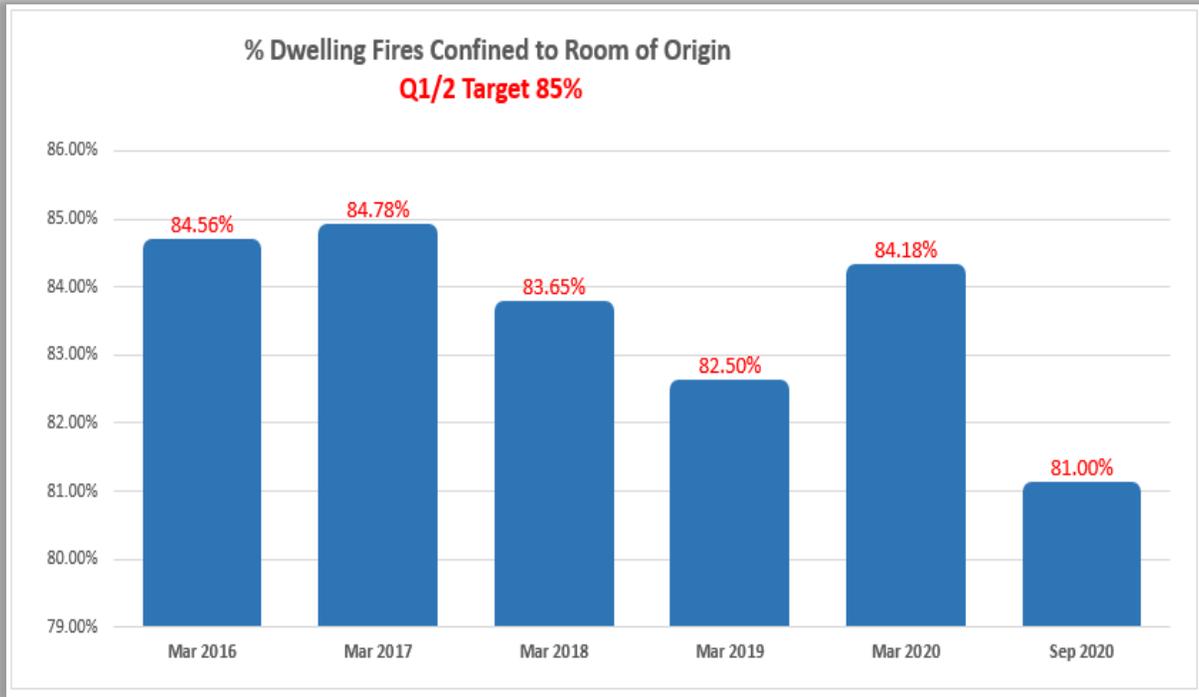
- Other SSCs ↓ 10% (1,193 – 1,071)
- 5% below the target of 1,131
- Effecting entry ↓ 42% (169 – 98)
- Suicide/attempts ↑ 60% (25 – 40) - 10 of which were in May.
- Assisting other agencies ↑ 31% (146 – 191)
- Bariatric incidents ↑ 112% (34 – 72)
- Cardiff UA had the highest number of incidents with 250.



- ### 2020/21 Q1/2 Performance V Q1/2 2019/20
- Deaths/injuries ↓ 51% (45 – 22).
 - 12 below the Q1/2 target of 34.
 - 5 fatalities from fires – the same as Q1/2 last year.
 - 3 in accidental dwelling fires, 2 were deliberate.
 - Serious injuries ↓ from 5 to 2
 - Slight injuries ↓ 56% (34 to 15)
 - 2 fatalities caused by cooking, aged 82 and 93. The other was caused by an electrical fault - aged 57.



- ### 2020/21 Q1/2 Performance V Q1/2 2019/20
- Accidental fatalities and Injuries ↓ 47% (32 to 17)
 - 13 below the Q1/2 target of 30
 - 3 accidental dwelling fatalities - aged 57, 82 and 93 – all in Q1
 - Accidental serious injuries ↓ from 5 to 2
 - Accidental slight injuries ↓ 52% (25 to 12)
 - June (2) and July (1) – experienced the lowest accidental deaths and injuries in 5 years.



2020/21 Q1/2 Performance V Q1/2 2019/20

- 254 of 313 dwelling fires have been confined to the room of origin (81%).
- This is below last year and is 4% below the target set of 85%.
- Newport UA had the highest actual numbers with 32 of the 35 fires (91%) confined to the room of origin.
- Torfaen UA had the lowest percentage with 11 of the 15 (73%) confined to the room of origin.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	861	98	98	69	60	61	81							265	202			467	476	-9	-2%
Special Service Calls	149	8	5	14	11	17	11							27	39			66	65	1	2%
Total RTCs Attended	40	0	0	1	2	1	2							1	5			6	18	-12	-67%
Total Other SSCs Attended	109	8	5	13	9	16	9							26	34			60	47	13	28%
Total False Alarms Attended	355	42	44	23	21	25	38							109	84			193	193	0	0%
Malicious False Alarms	8	0	6	1	0	0	1							7	1			8	5	3	60%
Good Intent False Alarms	177	33	27	17	10	11	22							77	43			120	115	5	4%
Automatic False Alarms	170	9	11	5	11	14	15							25	40			65	73	-8	-11%
Total Fires Attended	357	48	49	32	28	19	32							129	79			208	218	-10	-5%
Deliberate Fire	281	35	39	27	23	15	27							101	65			166	180	-14	-8%
Deliberate Grass Fire Attended	51	17	13	4	2	1	0							34	3			37	46	-9	-20%
Deliberate Refuse Fire Attended	167	15	18	17	14	10	25							50	49			99	98	1	1%
Accidental Fire	76	13	10	5	5	4	5							28	14			42	38	4	11%
Accidental Dwelling Fire Attended	31	3	1	0	2	1	0							4	3			7	9	-2	-22%
Total Deaths and Injuries in Fires	2	1	0	0	0	0	0							1	0			1	0	1	100%
Total Accidental Deaths and Injuries in Fires	2	1	0	0	0	0	0							1	0			1	0	1	100%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 22% compared to Q1/2 last year. The number of incidents have decreased from 9 to 7. There were 3 incidents in April and 2 in July. 4 of the 7 incidents were caused by combustible articles too close to the heat source, 1 was caused by cooking, 1 by faulty fuel supplies and the other was caused by a bonfire going out of control. 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. Sadly there was 1 fatality in April, a male aged 82 which was caused by combustible articles too close to the heat source. Attendance at Other special service calls has increased by 28% with assistance to other agencies increasing by 220% compared to last year. The number of Road traffic collisions attended has decreased by 12 (67%) from 18 to 6 with crews attending only 1 incident in Q1 and 5 in Q2. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate grass fires however have decreased by 20% from 46 to 37. Deliberate refuse fires have increased by 1% from 98 to 99. Automatic false alarms have decreased by 11% (73 to 65) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. There has been a rise in malicious false alarms in Q1/2 with 8 incidents. 6 of these were in May and were as a result of malicious calls to grass fires (5) and a dwelling fire. There was a 4% increase in Good intent false alarms with refuse (52 calls) and grass fires (26 calls) accounting for the majority of this increase.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	1,543	188	165	126	118	106	127							479	351			830	878	-48	-5%
Special Service Calls	297	14	19	21	26	31	23							54	80			134	149	-15	-10%
Total RTCs Attended	92	7	6	5	14	10	5							18	29			47	47	0	0%
Total Other SSCs Attended	205	7	13	16	12	21	18							36	51			87	102	-15	-15%
Total False Alarms Attended	698	79	68	68	54	54	62							215	170			385	383	2	1%
Malicious False Alarms	24	0	3	0	2	3	4							3	9			12	16	-4	-25%
Good Intent False Alarms	318	51	43	43	32	30	30							137	92			229	190	39	21%
Automatic False Alarms	356	26	20	25	19	21	28							71	68			139	177	-38	-21%
Total Fires Attended	548	95	78	37	38	21	42							210	101			311	346	-35	-10%
Deliberate Fire	373	72	60	27	19	15	30							159	64			223	255	-32	-13%
Deliberate Grass Fire Attended	136	42	22	10	4	0	3							74	7			81	119	-38	-32%
Deliberate Refuse Fire Attended	169	26	33	15	13	15	19							74	47			121	105	16	15%
Accidental Fire	175	21	18	9	19	6	12							48	37			85	91	-6	-7%
Accidental Dwelling Fire Attended	65	3	6	2	5	2	4							11	11			22	31	-9	-29%
Total Deaths and Injuries in Fires	2	0	1	0	0	1	0							1	1			2	5	-3	-60%
Total Accidental Deaths and Injuries in Fires	2	0	1	0	0	1	0							1	1			2	5	-3	-60%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 29% compared to Q1/2 last year. The number of incidents have decreased from 31 to 22. There were 6 incidents in May and 5 in July. 8 (36%) of the 22 incidents were caused by cooking with 3 caused by combustible articles too close to the heat source. 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. Sadly there was 1 fatality in May, a female aged 93 where the fire was caused by cooking and there was also a slight injury at an incident in August. Attendance to Other special service calls has fallen from 102 last year to 87 this year (-15%). The biggest decrease was attendance at effecting entry which reduced from 17 last year in Q1/2 to 4 incidents this year. Sadly crews attended 7 suicide/attempts in Q1/2. The number of Road traffic collisions attended has remained the same as last year with 47 incidents with crews only attending 18 incidents between April and June. The majority of these incidents (27) were making the scene/vehicle safe. 5 extrications took place by crews during quarter 1/2. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have increased by 15% compared to Q1/2 last year. Deliberate grass fires however have decreased by 32% from 119 to 81. Automatic false alarms have decreased by 21% (177 to 139) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. There has also been a decrease in malicious false alarms in Q1/2 with 12 incidents compared to 16 last year. There was a 21% increase in Good intent false alarms with refuse (61 calls) and grass fires (32 calls) accounting for the majority of this increase.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	1,804	203	200	139	115	149	153							542	417			959	1025	-66	-6%
Special Service Calls	334	16	10	14	19	34	19							40	72			112	158	-46	-29%
Total RTCs Attended	117	4	1	4	6	7	4							9	17			26	65	-39	-60%
Total Other SSCs Attended	217	12	9	10	13	27	15							31	55			86	93	-7	-8%
Total False Alarms Attended	684	79	90	54	56	64	80							223	200			423	349	74	21%
Malicious False Alarms	25	0	1	0	0	2	1							1	3			4	16	-12	-75%
Good Intent False Alarms	352	64	59	35	32	35	40							158	107			265	195	70	36%
Automatic False Alarms	307	15	30	19	24	27	39							64	90			154	138	16	12%
Total Fires Attended	786	108	100	71	40	51	54							279	145			424	518	-94	-18%
Deliberate Fire	591	91	73	53	28	39	41							217	108			325	420	-95	-23%
Deliberate Grass Fire Attended	185	54	33	18	3	9	9							105	21			126	173	-47	-27%
Deliberate Refuse Fire Attended	296	27	33	32	19	23	27							92	69			161	175	-14	-8%
Accidental Fire	195	17	27	18	12	12	13							62	37			99	98	1	1%
Accidental Dwelling Fire Attended	71	3	4	7	6	3	3							14	12			26	28	-2	-7%
Total Deaths and Injuries in Fires	7	0	0	1	0	0	1							1	1			2	4	-2	-50%
Total Accidental Deaths and Injuries in Fires	6	0	0	1	0	0	0							1	0			1	3	-2	-67%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 7% compared to Q1/2 last year. The number of incidents have decreased from 28 to 26. The most incidents were in June (7) and July (6). 10 (38%) of the 26 incidents were caused by cooking. 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. Sadly there was 1 slight injury in June, a female aged 37 fell asleep whilst cooking and was carried out of the property by crews. There was also a slight injury in September, a male aged 40 who was overcome by gas in a deliberate ignition. Attendance to Other special service calls has fallen from 93 last year to 86 this year (-8%). The biggest decrease was attendance at effecting entry which reduced from 15 to 6 (-60%). Sadly crews attended 2 suicides/attempts both in Q1. The number of Road traffic collisions attended has decreased by 39 (-60%) with crews attending 26 incidents between April and September. The majority of these incidents (17) were making the scene/vehicle safe. 4 extrication/release of persons took place by crews during Q1/2. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires however this year have decreased by 8% compared to Q1/2 last year. Deliberate grass fires have also decreased by 27%. Automatic false alarms have increased by 12% (138 to 154) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. There has been a decrease in malicious false alarms with 4 incidents compared to 16 last year. There was a 36% increase in Good intent false alarms with refuse (66 calls) and grass fires (60 calls) accounting for the majority of this increase.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	3,795	283	320	260	282	338	352							863	972			1835	2041	-206	-10%
Special Service Calls	834	53	37	42	46	73	60							132	179			311	440	-129	-29%
Total RTCs Attended	196	14	6	12	8	9	12							32	29			61	96	-35	-36%
Total Other SSCs Attended	638	39	31	30	38	64	48							100	150			250	344	-94	-27%
Total False Alarms Attended	1,997	140	141	132	158	184	196							413	538			951	992	-41	-4%
Malicious False Alarms	69	2	5	3	7	7	9							10	23			33	33	0	0%
Good Intent False Alarms	670	75	59	60	61	77	66							194	204			398	395	3	1%
Automatic False Alarms	1,258	63	77	69	90	100	121							209	311			520	564	-44	-8%
Total Fires Attended	964	90	142	86	78	81	96							318	255			573	609	-36	-6%
Deliberate Fire	635	57	92	51	49	52	65							200	166			366	437	-71	-16%
Deliberate Grass Fire Attended	101	10	36	12	6	11	8							58	25			83	94	-11	-12%
Deliberate Refuse Fire Attended	411	34	44	36	35	29	44							114	108			222	269	-47	-17%
Accidental Fire	329	33	50	35	29	29	31							118	89			207	172	35	20%
Accidental Dwelling Fire Attended	155	16	16	11	10	14	14							43	38			81	70	11	16%
Total Deaths and Injuries in Fires	31	1	2	1	0	0	1							4	1			5	18	-13	-72%
Total Accidental Deaths and Injuries in Fires	23	1	2	1	0	0	1							4	1			5	11	-6	-55%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 16% compared to Q1/2 last year. The number of incidents have increased from 70 to 81. There were 16 incidents in April, 16 in May and 14 each in August and September. 30 (37%) of the 81 incidents were caused by cooking. 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. Sadly there were 5 slight injuries from fires in Q1/2. 2 injuries were caused by careless handling of smoking materials, 1 injury was caused by cooking, 1 was faulty fuel supplies and the other was combustibles too close to the heat source. Attendance to Other special service calls has fallen from 344 last year to 250 this year (-27%). The biggest decrease was effecting entry which reduced from 52 incidents to 35 (-33%). Attendance where we assisted other agencies increased from 33 to 39 (18%). Sadly crews attended 11 suicides/attempts in Q1/2. The number of Road traffic collisions attended has decreased by 35 (36%) with crews attending 61 incidents between April and September. The majority of these incidents (34) were making the scene/vehicle safe. 9 extrications/release of persons took place by crews during Q1/2 which is 3 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires however have decreased by 17% compared to Q1/2 last year. Deliberate grass fires have also decreased by 12%. Automatic false alarms have decreased by 8% (564 to 520) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. Malicious false alarms have remained the same as last year with 33 calls. There was a 1% increase in Good intent false alarms with refuse (77 calls) and grass fires (50 calls) accounting for the majority of this increase. Good intent calls to dwellings saw a drop of 31% from last year although they did account for 149 of the 398 callouts.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	773	127	77	56	60	62	51							260	173			433	422	11	3%
Special Service Calls	167	8	5	13	12	18	6							26	36			62	78	-16	-21%
Total RTCs Attended	47	1	1	4	6	5	2							6	13			19	25	-6	-24%
Total Other SSCs Attended	120	7	4	9	6	13	4							20	23			43	53	-10	-19%
Total False Alarms Attended	330	42	28	19	31	22	25							89	78			167	169	-2	-1%
Malicious False Alarms	4	1	2	0	0	0	0							3	0			3	3	0	0%
Good Intent False Alarms	110	26	14	11	11	12	10							51	33			84	60	24	40%
Automatic False Alarms	216	15	12	8	20	10	15							35	45			80	106	-26	-25%
Total Fires Attended	276	77	44	24	17	22	20							145	59			204	175	29	17%
Deliberate Fire	201	67	33	20	10	15	12							120	37			157	139	18	13%
Deliberate Grass Fire Attended	64	45	17	3	0	0	0							65	0			65	50	15	30%
Deliberate Refuse Fire Attended	99	16	12	14	8	12	9							42	29			71	66	5	8%
Accidental Fire	75	10	11	4	7	7	8							25	22			47	36	11	31%
Accidental Dwelling Fire Attended	35	4	3	0	1	3	2							7	6			13	15	-2	-13%
Total Deaths and Injuries in Fires	3	0	0	0	0	0	0							0	0			0	2	-2	-100%
Total Accidental Deaths and Injuries in Fires	3	0	0	0	0	0	0							0	0			0	2	-2	-100%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 13% compared to Q1/2 last year. The number of incidents have decreased from 15 to 13. There were 4 incidents in April and 3 in May and August. 6 (46%) of the 13 incidents were caused by cooking. 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. There were no deaths or injuries from fires in Q1/2 which is 2 less than the same period last year. Attendance to Other special service calls has fallen from 53 last year to 43 this year (-19%). The biggest decrease was lift release which reduced from 7 to 3 (-57%). Attendance where we assisted other agencies also decreased from 15 to 7 (53%). Sadly crews attended 3 suicides/attempts in Q1/2. The number of Road traffic collisions attended has decreased by 6 (-24%) with crews attending 19 incidents between April and September. The majority of these incidents (11) were making the scene/vehicle safe. 4 extrications/release of persons took place by crews during Q1/2 which is 5 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have increased by 8% compared to Q1/2 last year. Deliberate grass fires have also increased by 30%. Automatic false alarms have decreased by 25% (106 to 80) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. Malicious false alarms remained the same as last year with 3 incidents. There was a 40% increase in Good intent False Alarms with refuse (31 calls), dwellings (20) and grass fires (12 calls) accounting for the majority of this increase.

Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	959	66	74	81	56	114	88							221	258			479	474	5	1%
Special Service Calls	271	7	10	18	12	22	9							35	43			78	105	-27	-26%
Total RTCs Attended	71	2	3	9	2	7	2							14	11			25	44	-19	-43%
Total Other SSCs Attended	200	5	7	9	10	15	7							21	32			53	61	-8	-13%
Total False Alarms Attended	496	47	37	48	36	64	62							132	162			294	265	29	11%
Malicious False Alarms	5	1	2	2	0	0	1							5	1			6	3	3	100%
Good Intent False Alarms	133	20	12	18	12	17	17							50	46			96	75	21	28%
Automatic False Alarms	358	25	23	28	24	47	44							76	115			191	187	4	2%
Total Fires Attended	192	12	27	15	8	28	17							54	53			107	104	3	3%
Deliberate Fire	70	5	11	10	4	15	7							26	26			52	39	13	33%
Deliberate Grass Fire Attended	22	1	9	0	0	8	2							10	10			20	12	8	67%
Deliberate Refuse Fire Attended	24	1	0	9	4	5	4							10	13			23	13	10	77%
Accidental Fire	122	7	15	5	4	13	10							27	27			54	65	-11	-17%
Accidental Dwelling Fire Attended	35	1	5	0	0	2	3							6	5			11	16	-5	-31%
Total Deaths and Injuries in Fires	2	0	1	0	0	1	1							1	2			3	1	2	200%
Total Accidental Deaths and Injuries in Fires	2	0	1	0	0	1	1							1	2			3	1	2	200%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 31% compared to Q1/2 last year. The number of incidents have decreased from 16 to 11. The month with the highest incidents was May with 5 fires. 7 (64%) of the 11 incidents were caused by cooking. 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. There was 1 fatality from fire and 2 serious injuries which is 2 more than last year. The fatality was a 57 year old female and the fire was caused by a fault in the fridge freezer. Attendance to Other special service calls has fallen from 61 last year to 53 this year (-13%). The biggest decrease was where assistance to animals was required with numbers falling from 11 to 4 (-64%). Attendance where we assisted other agencies decreased from 11 to 10 (-9%). Sadly crews attended 2 suicides/attempts in Q1/2. The number of Road traffic collisions attended has decreased by 19 (-43%) with crews attending 25 incidents between April and September. The majority of these incidents (14) were making the scene/vehicle safe. 5 extrications/release of persons took place by crews during quarter 1/2 which is 6 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have increased from 13 to 23 (77%) compared to Q1/2 last year. Deliberate grass fires have increased from 12 to 20 (67%). Automatic false alarms have increased by 2% (187 to 191) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. There has been an increase in malicious false alarms this quarter with 6 incidents compared to 3 last year. There was a 28% increase in Good intent false alarms with refuse (21 calls) and grass fires (13 calls) accounting for the majority of this increase. Good intent calls to dwellings saw a decrease of 21% from last year accounting for 27 of the 94 callouts.

Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	2,278	185	193	154	179	190	193							532	562			1094	1267	-173	-14%
Special Service Calls	378	19	30	15	34	29	25							64	88			152	200	-48	-24%
Total RTCs Attended	98	5	1	2	6	4	5							8	15			23	50	-27	-54%
Total Other SSCs Attended	280	14	29	13	28	25	20							56	73			129	150	-21	-14%
Total False Alarms Attended	1,106	97	91	89	93	96	105							277	294			571	594	-23	-4%
Malicious False Alarms	62	1	1	2	1	8	6							4	15			19	35	-16	-46%
Good Intent False Alarms	392	56	49	39	39	33	45							144	117			261	212	49	23%
Automatic False Alarms	652	40	41	48	53	55	54							129	162			291	347	-56	-16%
Total Fires Attended	794	69	72	50	52	65	63							191	180			371	473	-102	-22%
Deliberate Fire	615	58	52	40	44	51	47							150	142			292	370	-78	-21%
Deliberate Grass Fire Attended	95	12	8	7	3	9	5							27	17			44	87	-43	-49%
Deliberate Refuse Fire Attended	369	43	30	23	30	32	30							96	92			188	201	-13	-6%
Accidental Fire	179	11	20	10	8	14	16							41	38			79	103	-24	-23%
Accidental Dwelling Fire Attended	77	5	7	4	2	4	7							16	13			29	42	-13	-31%
Total Deaths and Injuries in Fires	8	0	0	0	0	0	0							0	0			0	3	-3	-100%
Total Accidental Deaths and Injuries in Fires	7	0	0	0	0	0	0							0	0			0	2	-2	-100%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 31% compared to Q1/2 last year. The number of incidents have decreased from 42 to 29. The months with the highest incidents were May (7) and September (7). 13 (45%) of the 29 incidents were caused by cooking. 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. There were no fatalities or injuries from fire in Q1/2 which is 3 less than last year. Attendance to Other special service calls has decreased from 150 last year to 129 this year (-14%). The biggest decrease was effecting entry with numbers falling from 30 to 12 (-60%). Attendance where we assisted other agencies remained the same as last year with 18. Sadly crews attended 7 suicides/attempts in Q1/2 compared to 5 last year. The number of Road traffic collisions attended has decreased by 27 (-54%) with crews attending 23 incidents in Q1/2. The majority of these incidents (14) were making the scene/vehicle safe. 4 extrications/release of persons took place by crews during quarter 1/2 which is 5 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have decreased from 201 to 188 (-6%) compared to Q1/2 last year. Deliberate grass fires have also decreased from 87 to 44 (-49%). Automatic false alarms have decreased by 16% (347 to 291) compared to Q1/2 last year. Crews, when in it is safe to do so, will continue to 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. There has been a big decrease in malicious false alarms this quarter with 19 incidents compared to 35 last year (-46%). There was a 23% increase in Good intent false alarms with refuse (85 calls) and grass fires (39 calls) accounting for the majority of this increase. Good intent calls to dwellings saw an increase of 20% compared to last year accounting for 79 of the 261 callouts.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	2,544	395	374	252	198	206	186							1021	590			1611	1410	201	14%
Special Service Calls	598	21	43	38	39	53	32							102	124			226	266	-40	-15%
Total RTCs Attended	183	3	11	10	14	14	7							24	35			59	106	-47	-44%
Total Other SSCs Attended	415	18	32	28	25	39	25							78	89			167	160	7	4%
Total False Alarms Attended	1,004	162	145	122	101	106	97							429	304			733	527	206	39%
Malicious False Alarms	9	5	1	2	3	2	3							8	8			16	5	11	220%
Good Intent False Alarms	519	120	97	80	60	49	51							297	160			457	313	144	46%
Automatic False Alarms	476	37	47	40	38	55	43							124	136			260	209	51	24%
Total Fires Attended	942	212	186	92	58	47	57							490	162			652	617	35	6%
Deliberate Fire	688	176	140	69	37	30	36							385	103			488	478	10	2%
Deliberate Grass Fire Attended	269	117	81	32	3	3	5							230	11			241	217	24	11%
Deliberate Refuse Fire Attended	310	51	50	30	28	16	19							131	63			194	203	-9	-4%
Accidental Fire	254	36	46	23	21	17	21							105	59			164	139	25	18%
Accidental Dwelling Fire Attended	110	12	14	6	10	7	7							32	24			56	54	2	4%
Total Deaths and Injuries in Fires	15	4	0	0	0	0	0							4	0			4	5	-1	-20%
Total Accidental Deaths and Injuries in Fires	8	1	0	0	0	0	0							1	0			1	3	-2	-67%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been an increase of 4% compared to Q1/2 last year. The number of incidents have increased from 54 to 56. The months with the most incidents were May (14) and April (12). 19 (34%) of the 56 incidents were caused by cooking. 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. There was 1 fire fatality, a male aged 43 and 3 slight injuries in Q1/2. There were 5 in the same period last year. Attendance to Other special service calls has increased from 160 last year to 167 this year (4%). The biggest increase was assisting other agencies with numbers rising from 12 to 36 (200%). Attendance to incidents where we have effected entry/exit decreased from 18 to 14 (-22%). Sadly crews attended 3 suicides/attempts in Q1/2 the same as last year. The number of Road traffic collisions attended has decreased by 47 (-44%) with crews attending 59 incidents in Q1/2. The majority of these incidents (27) were making the scene/vehicle safe. 16 extrications/release of persons took place by crews during Q1/2 which is 10 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have decreased from 203 to 194 (-4%) compared to Q1/2 last year. Deliberate grass fires have increased from 217 to 241 (11%). Automatic false alarms have increased by 24% (209 to 260) compared to Q1/2 last year. Crews, when it is safe to do so, will continue to 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. There has been a big increase in malicious false alarms in Q1/2 with 16 incidents compared to 5 last year. There was a 46% increase in Good intent false alarms with refuse (136 calls) and grass fires (107 calls) accounting for the majority of this increase. Good intent calls to dwellings saw an increase of 10% compared to last year accounting for 91 of the 457 callouts.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	1,152	95	103	93	109	107	98							291	314			605	655	-50	-8%
Special Service Calls	201	6	9	10	23	25	15							25	63			88	110	-22	-20%
Total RTCs Attended	53	1	1	1	4	5	6							3	15			18	29	-11	-38%
Total Other SSCs Attended	148	5	8	9	19	20	9							22	48			70	81	-11	-14%
Total False Alarms Attended	610	57	54	56	59	56	48							167	163			330	332	-2	-1%
Malicious False Alarms	14	0	0	0	1	4	1							0	6			6	7	-1	-14%
Good Intent False Alarms	228	37	34	30	22	16	19							101	57			158	129	29	22%
Automatic False Alarms	368	20	20	26	36	36	28							66	100			166	196	-30	-15%
Total Fires Attended	341	32	40	27	27	26	35							99	88			187	213	-26	-12%
Deliberate Fire	209	27	29	20	19	18	23							76	60			136	137	-1	-1%
Deliberate Grass Fire Attended	46	11	16	12	3	4	3							39	10			49	41	8	20%
Deliberate Refuse Fire Attended	121	14	8	7	9	10	17							29	36			65	71	-6	-8%
Accidental Fire	132	5	11	7	8	8	12							23	28			51	76	-25	-33%
Accidental Dwelling Fire Attended	43	2	2	2	3	1	3							6	7			13	18	-5	-28%
Total Deaths and Injuries in Fires	4	1	0	0	0	2	0							1	2			3	3	0	0%
Total Accidental Deaths and Injuries in Fires	2	1	0	0	0	2	0							1	2			3	1	2	200%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 33% compared to Q1/2 last year. The number of incidents have decreased from 18 to 13. The months with the most incidents were July (3) and September (3). 3 of the 13 incidents were caused by cooking with 3 others caused by faulty fuel supplies. 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. There were 3 slight injuries in Q1/2 with 1 in April and 2 in August. Attendance to Other special service calls has decreased from 81 last year to 70 this year (-14%). There was a big decrease to animal assistance incidents with numbers falling from 10 to 4. Attendance to incidents where we have effected entry/exit also decreased from 15 to 2. Sadly crews attended 3 suicide/attempt which was 2 more than last year. The number of Road traffic collisions attended has decreased by 11 (38%) with crews attending 18 incidents between April and September. The majority of these incidents (10) were making the scene/vehicle safe. 8 extrication/release of persons took place by crews during Q1/2 which is 1 less than last year. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have decreased from 71 to 65 (-8%) compared to Q1/2 last year. Deliberate grass fires have increased from 41 to 49 (20%). Automatic false alarms have decreased by 15% (196 to 166) compared to last year. Crews, when in it is safe to do so, will continue to 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. There has been a decrease in malicious false alarms this quarter with 6 incidents compared to 7 last year. There was a 22% increase in Good intent false alarms with refuse (44 calls) and grass fires (15 calls) accounting for the majority of this increase. Good intent calls to dwellings saw an increase of 18% compared to last year accounting for 59 of the 158 callouts.



Incident Categories	Apr 2019 - Mar 2020	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1-Q2	Q1-Q2 Last Year	Q1-Q2 Diff	Q1-Q2 %
Total Incidents	1,195	137	117	106	116	137	120							360	373			733	665	68	10%
Special Service Calls	335	15	25	24	24	30	22							64	76			140	154	-14	-9%
Total RTCs Attended	98	1	2	1	3	3	4							4	10			14	47	-33	-70%
Total Other SSCs Attended	237	14	23	23	21	27	18							60	66			126	107	19	18%
Total False Alarms Attended	578	65	54	52	64	71	72							171	207			378	328	50	15%
Malicious False Alarms	8	1	0	0	3	2	1							1	6			7	3	4	133%
Good Intent False Alarms	237	40	32	27	33	19	33							99	85			184	141	43	30%
Automatic False Alarms	333	24	22	25	28	50	38							71	116			187	184	3	2%
Total Fires Attended	282	57	38	30	28	36	26							125	90			215	183	32	17%
Deliberate Fire	145	35	25	16	19	19	15							76	53			129	106	23	22%
Deliberate Grass Fire Attended	27	9	11	2	1	4	1							22	6			28	24	4	17%
Deliberate Refuse Fire Attended	80	23	10	13	12	11	11							46	34			80	57	23	40%
Accidental Fire	137	22	13	14	9	17	11							49	37			86	77	9	12%
Accidental Dwelling Fire Attended	59	5	2	5	2	7	2							12	11			23	30	-7	-23%
Total Deaths and Injuries in Fires	4	0	1	0	1	0	0							1	1			2	4	-2	-50%
Total Accidental Deaths and Injuries in Fires	4	0	0	0	1	0	0							0	1			1	4	-3	-75%

An analysis of the statistics relating to accidental dwelling fires suggest that there has been a decrease of 23% compared to Q1/2 last year. The number of incidents have decreased from 30 to 23. The months with the most incidents were August (7), April (5) and June (5). 7 of the 23 incidents were caused by a fault in equipment or appliance with 5 others caused by cooking. 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. There was 1 fatality in Q1, a female aged 91 the cause of which is still under Fire Investigation. There was also 1 slight injury in July. Attendance to Other special service calls has increased from 107 last year to 126 this year (18%). The biggest increase was assistance to other agencies with numbers rising from 14 to 19 (36%). Attendance to incidents where we removed objects from people has also increased from 4 to 8 (100%). Sadly crews attended 2 suicide/attempts which was 1 more than the same period last year. The number of Road traffic collisions attended has decreased by 33 (-70%) with crews attending 14 incidents between April and September. 5 of these incidents were making the scene/vehicle safe, 2 were release of persons and 2 were stand by no action. Deliberate fire setting remains an issue within the UA and therefore stations will continue to seek opportunities to reduce the number of these types of incidents when it is safe to do so. Deliberate refuse fires have increased from 57 to 80 (40%) compared to Q1/2 last year. Deliberate grass fires have increased from 24 to 28 (17%). Automatic false alarms have increased by 2% (184 to 187) compared to last year. Crews, when in it is safe to do so, will continue to 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. There was a 30% increase in Good intent False Alarms with refuse (37 calls) and grass fires (28 calls) accounting for the majority of this increase. Good intent calls to dwellings was less than last year accounting for 67 of the 101 callouts compared to 75 last year.

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SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 9
14 DECEMBER 2020

REPORT OF THE DEPUTY CHIEF OFFICER

INDEPENDENT REMUNERATION PANEL FOR WALES' DRAFT ANNUAL REPORT – FEBRUARY 2021**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 extracts for Members are attached at Appendix 1 to this report.

2. RELEVANT ISSUES

- 2.1 Members will note that the proposals for Councillors' remuneration for Fire & Rescue Authority duties recommend an increase for the 2021/22 municipal year of salaries as follows:
- Basic salary £2,026 per annum
 - Senior Salary £5,765 per annum (inclusive of basic salary)
 - Chair Of Fire Authority Salary £10,818 per annum (inclusive of basic salary)
- 2.2 Members will note that the report also attributes a significant section this year to the Panels review of contributions towards the costs of care and personal assistance. This is as a consequence of slow take up of this allowance and the tax implications of these payments. The payments under this section have therefore been significantly updated, together with the requirement for receipts for both formal and informal care. The panel have also stated that "care costs cannot be paid to someone who is a part

of a member's household". Officers have sought further clarity on what the panel mean by this and early indications from the panel suggest that it means living in the same house as the Member, although they have indicated that they will consider this issue further once the consultation period has closed to provide further clarity.

3. EQUALITY RISK ASSESSMENT

- 3.1 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 2021.

4. RECOMMENDATION

- 4.1 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	Appendix 1 - Independent Remuneration Panel for Wales' Draft Annual Report



Independent Remuneration Panel for Wales

Annual Report

DRAFT

February 2021

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

ANNUAL REPORT 2021

FOREWORD

As with very many organisations the coronavirus pandemic has impacted on the work of the Panel. However, we have continued to meet regularly to carry out our statutory function via Microsoft Teams.

We completely understand the implications that the pandemic has had and continues to have on all local authorities in Wales, so we have limited the extent of the changes to our Remuneration Framework this year. It is important that the payments to elected members of principal councils should not fall further behind average earnings so this draft report proposes modest increases in the basic salary with appropriate adjustments for members of other organisations.

The membership of the Panel has changed. Roger Symonds' term of office ended on 31 May and two new members, Claire Sharp and Joe Stockley who were appointed from 1 January and 1 June respectively. Sadly, long standing member, Stephen Mulholland passed away earlier this year after a short illness. His contribution to the work of the Panel over many years was significant and he will be missed.

John Bader
Chair

Panel Membership
John Bader, Chair
Greg Owens, Vice Chair
Saz Willey
Claire Sharp
Joe Stockley

Detailed information about the members can be found on the website: [Panel website](#)

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Introduction

This is the thirteenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the tenth published under the requirements of the Local Government (Wales) Measure 2011 (as amended).

1. Although this draft Report is in respect of the Panel's determinations for 2021/2022 our consideration has inevitably been influenced by the impact of the coronavirus pandemic. The ongoing issues affect the operation of all local authorities and will continue to do so for the foreseeable future.
2. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1. In May 2020 we published a [Supplementary Report](#) that set out specific principles relating to the provision of financial support for care needs. These are incorporated in Section 10 and will be included in future Annual Reports.
3. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
4. In determining the level of payments to members of local authorities, the Panel seeks to meet the principle of 'acceptability' by ensuring that these are not 'so great as to require a significant diversion of resources from key council priorities'. But Section 142(8) of the Measure is more explicit on 'affordability' when it states that "when setting an amount¹, the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities". The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments. It is therefore a matter of balancing issues of affordability and public perception with fairness to members for their time, worth and responsibility.
5. The Panel originally set the basic salary of elected members of principal councils at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.
6. The financial constraints on the public sector and particularly on local authorities over many years have meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To minimise further erosion in relation to average earnings the Panel proposes to increase the basic annual salary by £150. Other payments that are based on the basic salary will be adjusted accordingly.

7. Payments for members of National Park Authorities and Fire and Rescue Authorities will increase as a result of the uplift proposed for principal councils. One other change proposed for these authorities is to remove the limitation on the number of senior salaries that can be paid.
8. The payment information provided by relevant authorities show that still very few members are utilising the provision in the framework to reimburse the costs of care. We reiterate the importance that Democratic Services Committees encourages and facilitates greater use of this element of our framework so that members concerned are not financially disadvantaged. We are proposing significant changes regarding the costs of care which are set out in Section 10.
9. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. The Panel produces leaflets for prospective candidates on the remuneration of members of councils. We are pleased that several councils include this leaflet on their websites. In addition we have produced a short film [Ever thought about being a Welsh councillor?](#) This can be viewed on our website.
10. We continue to engage with community and town councils and have met with numerous representative groups. Unfortunately the extent of engagement has been curtailed as a consequence of COVID 19. For 2021/2022 we are not proposing any specific changes to payments in respect of community and town councils.
11. The Panel's Regulations have been updated to reflect changes to the remit (see Annex 2).
12. One issue that has arisen again, particularly in the context of the pandemic lockdown is the action of the Council in respect of the Reports of the Panel which it receives. When the Panel's Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.
13. Only an individual member may communicate in writing to the proper officer if, as *an individual*, they wish to decline all or part of the payment to which they are entitled.

14. How the IRPW Annual Report is formally received or noted by full council is not a matter that is within the Panel's statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the IRPW statutory Annual Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.

¹ [Local Government \(Wales\) Measure 2011](#)

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1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all authorities to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The Framework will be capable of being applied consistently to members of all authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The Framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Officers

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the heads of paid service of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 11	page 25	page 28	N/A ²
Senior Roles	page 14	page 25	page 28	page 41
Committee Chairs	page 13	page 25	page 28	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 16	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 42
Other Travel Costs	page 38	page 38	page 38	page 42
Subsistence Costs	page 39	page 39	page 39	page 42
Costs of Care	page 32	page 32	page 36	page 32
Family Absence	page 23	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 30	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 22	N/A	N/A	N/A
Co-optees	page 30	page 30	page 30	N/A
Specific or Additional Allowances	page 18	N/A	N/A	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Compensation for Financial Loss	N/A	N/A	N/A	page 43
Statement of Payments	page 73	page 73	page 73	page 73
Schedule of Remuneration	Page 71	Page 71	Page 71	N/A
Salaries of Head of Paid Services	Page 49	N/A	Page 49	N/A

² Not Applicable

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 re-organisation in 1996.
- 8.2 FRAs comprise elected members who are nominated by the Principal Councils within each Fire and Rescue Service area.
- 8.3 The structure of the each of the three FRAs is set out in Table 5.

Table 5: 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 The time commitment on which the remuneration is based is 22 days. The salary for members of FRAs will increase to £2,026.
- 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 £10,818.
- 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 £5,765 and must be paid if the authority appoints a deputy chair.
- 8.9 The Panel has previously determined that up to two other committee Chairs can be remunerated. If the FRA considered this was restrictive, there was an option to apply for additional Senior Salary. It is proposed that this restriction is removed and that FRAs determine the number of Senior posts it requires as appropriate to its governance arrangements. The determination relating to the application for additional senior salaries is removed. Committee Chairs and any other senior post if remunerated will be aligned with Band 5. This will increase to £5,865.

Local Pension Boards

8.10 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 26 or 27 cannot be used exclusively for this role.

8.11 The Panel has made the following determinations:

Determination 26: The basic salary for FRA ordinary members shall be £2,026 with effect from 1 April 2021.

Determination 27: The senior salary of the Chair of an FRA shall be £10,818 with effect from 1 April 2021.

Determination 28: An FRA senior salary of £5,765 must be paid to the Deputy Chair where appointed.

Determination 29: Chairs of committees or other senior posts can be paid. This shall be paid at £5,765.

Determination 30: Members must not receive more than one FRA senior salary.

Determination 31: A FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.

Determination 32: 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 Authorities⁶

- 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.
- 9.2 The number of days in any one year for which co-opted members may be paid varies and reflects the specific work discharged by the relevant committee. This context for payment therefore differs from that for elected members of principal councils which provides a monthly payment. Many elected members of principal councils report that they rely on this as part of a core income without which they would be unable to continue in the role.
- 9.3 In dialogue with the Panel, co-opted members acknowledge the importance of fees they receive but do not identify these payments as an income for living upon which they depend. Panel determinations in relation to co-opted member fees occur in this context and any uplifts are therefore not comparable with the changes to salaries of elected members.
- 9.4 The Panel proposes an increase of £12 to £210 daily rate for ordinary co-opted members and for those with additional responsibility.
- 9.5 Recognising the important role that co-opted members discharge, 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 34 to 37.
- 9.6 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 33: Principal councils, NPAs and FRAs must pay the following fees to co-opted members who have voting rights (Table 6).

Table 6: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£210 (4 hours and over) £105 (up to 4 hours)

Community and town councillors sitting on principal council standards committees	£210 (4 hours and over) £105 (up to 4 hours)
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Determination 34: 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 35: 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 36: 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 37: 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

Determination 38: 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.

⁶This section does not apply to co-opted members to community and town councils.

10. Contribution towards costs of care and personal assistance

- 10.1 This section applies to all members of principal councils, National Park Authorities, Fire and Rescue Authorities and to Co-opted members of these authorities. The same provision applies to Community and Town Councils.
- 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. The Panel has adopted specific principles related to support for the costs of care which were the subject of a Supplementary Report published in February 2020. These principles are replicated in the [supplementary report](#).
- 10.3 The Panel has reviewed the arrangements for this financial support and proposes the following changes:
- a) As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this will be retitled to “Contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
 - b) Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
 - c) Clarification in respect of a member’s own care or support needs: Reimbursement may be claimed where the support and or cost of any additional needs are not available or are not met directly by the authority such as Access to work, Personal Payments, Insurance. These could arise when the needs are recent and or temporary.
- 10.4 Members, including co-opted members are entitled to claim towards the costs of care and personal assistance, for activities that the individual council has designated official business or an approved duty which might include appropriate and reasonable preparation and travelling time. It is a matter for individual authorities to determine specific arrangements to implement this; each authority must ensure that any payments made are appropriately linked to official business or approved duty.
- 10.5 The Panel has reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:
- Formal (registered with Care Inspectorate Wales) care costs to be

reimbursed in full.

- Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household

- 10.6 The Panel continues to recognise the issues relating to the publication of this legitimate expense and has retained 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 contribution towards costs of care and personal assistance.

Table 7

The Panel's principles relating to care and personal assistance

The Minimum Authorities should do		How this could be done
Be clear who it is for	<p>Members with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.</p> <p>For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	A Confidential review of the needs of individual members annually and when circumstances change
Raise Awareness	Ensure potential candidates, candidates and current members are aware that financial support is available to them should their current or future circumstances require.	Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Remind serving members via e-mail and or training. Signpost to IRPW Payments to Councillors leaflets.
Promote a Positive Culture	Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed.	Encouragement within and across all parties of Relevant Authorities to support members to claim.

The Minimum Authorities should do	How this could be done
	<p>Agree not to advertise or make public individual decisions not to claim.</p>
<p>Set out the approved duties for which CCCPA can be claimed</p>	<p>Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report.</p> <p>“Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.”</p>
<p>Be as enabling as possible about the types of care that can be claimed</p>	<p>Members should not be “out of pocket” subject to the limit set in the Annual Report.</p> <p>Models of care and needs vary. Members may use a combination of several care options.</p> <p>Patterns of care may alter over the civic and academic year.</p> <p>Not all care is based on hourly (or part hourly) rates.</p> <p>Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session.</p> <p>Members may need to:</p> <ul style="list-style-type: none"> • book and pay for sessions in advance • commit to a block contract: week, month or term • pay for sessions cancelled at short notice <p>Where care need straddles two sessions both should be reimbursed.</p>

The Minimum Authorities should do		How this could be done
Have a simple and effective claim process	Members should know how to claim. The claim process should be clear, proportionate and auditable.	Check members understand how to claim and that it is easy to do so. Flexibility to accept paperless invoices Online form Same or similar form to travel costs claim
Comply with IRPW Publication rules	The IRPW Framework states: “In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.”	

Determination 39: All relevant authorities must provide for the reimbursement of the contribution towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- **Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full.**
- **Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred.**

Reimbursement must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying them the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel's Framework provides specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not

senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members of National Park Authorities.

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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 business or approved 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 or an approved duty 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.

Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) For the remuneration of members and co-opted members of relevant authorities**
- b) For functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**
- c) Chief Officers of Principal Councils**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Payments for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1 April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".

- b. These IRPW Regulations came into force on 1 April 2021 and replace those in force from 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.
- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31 July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Payment” means the actual or maximum amount which may be paid to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual Report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure and includes a principal council (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal council has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure. The Panel must take account of these representations.
- “Constituent authority” – for national park authorities this is a principal council falling within the area of a national park authority; for Welsh fire and rescue authorities it is a principal council falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a principal council where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the remit of the committee on which they serve.
- “Co-opted Member payment” has the same meaning as set out in paragraph 19 of these Regulations.
- “Costs of Care” has the same meaning as set out in paragraph 21 of these Regulations.
- “Democratic Services Committee” means the principal council committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and the related Regulations
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or subcommittee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Member” means a person who serves on an authority.
 - For a principal council or a community or town council a “Member” may be:
 - An “Elected Member” which means a person who has been elected to serve as a councillor for that authority. It is possible for a person to hold an elected office if, further to the completion of an election, no candidate has presented and a person holds that office subject to proper process.
 - A ‘Co-opted Member’ which means a person who has been placed into membership of a council committee or to discharge a function subject to proper process.
 - For a national park authority, a “Member” means a person appointed by a constituent authority and a person appointed by Welsh Ministers.
 - For Welsh fire and rescue authorities a “Member” means a person appointed by a constituent authority.
- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the reimbursement of care, travel and subsistence costs necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any other body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of principal council functions.

- i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.
 - “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
 - “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
 - “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
 - ‘Political group’ may be formed from members of a recognised political party or be a group of independent members unaffiliated to any recognised political party. “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
 - “Principal Council” is as defined by the 1972 Act and means a county or county borough council.
 - “Proper officer” has the same meaning as in section 270(3) of the 1972 Act. In community and town councils, the ‘Proper Officer’ may be the clerk or other official appointed for that purpose. “Public body” means a body as defined in section 67(b) of the 2013 Act.
 - “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
 - “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
 - “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
 - “Relevant matters” are as defined in Section 142(2) of the Measure.
 - “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
 - “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
 - “Sickness absence” means the arrangements as set out in the Annual Report.

- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence payment” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:
 - “financial year” – the period of twelve months ending 31 March;
 - “calendar year” – the period of twelve months ending 31 December;
 - “municipal year” – the year commencing on the date of the annual meeting of the authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member or co-opted member payments

Commencement of term of office

3. The term of office of:
 - An elected member of a principal council or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
 - A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on their acceptance of that office further to being either elected or appointed as a chair or deputy chair of a national park authority.
 - A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
 - A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of payments to members (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel's determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary

which may not be the same for all authorities or categories of authorities.

- The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:
 - The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
 14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of an authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.

17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary. Payment must also be withheld if directed by the Welsh Ministers.

Co-opted member payment

19. A relevant authority must provide for payments to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Payments

Costs of Care

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member or co-opted member of the authority in relation to the care of the same child or dependant for the same episode of care.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or

dependants.

22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the reimbursement of the cost of care payable to that member or co-opted member in receipt of the responsibilities or duties from which that member or co-opted member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).
24. An authority's Schedule must stipulate the amount of the contribution towards costs of care and personal assistance payable and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence payments

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence payments at rates determined by the Panel in its Annual or Supplementary Reports. Such payments are in respect of expenditure incurred by a member or co-opted member in the performance of the official business within or outside the boundary of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence payment to a principal council member for the performance of official business within the boundaries of a county or county borough where they are a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a council who live outside that authority.
27. A principal council may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence payments payable to that member or co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority. Payment must also be withheld if directed by the Welsh Ministers for reasons other than suspension (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for principal council members in its Annual or Supplementary Reports. Such determinations may:
- Define which members for whom the principal council will be required to pay a pension.
 - Describe the relevant matters in respect of which a local authority will be required to pay a pension.
 - Make different decisions for different principal councils.

Payments to support the function of an authority member

30. An authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Arrangements in relation to family absence

31. Part 2 of the Measure sets out the rights of principal council members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to these payments in its Annual or Supplementary Reports.

Sickness Absence

32. Arrangements for long-term sickness absence of senior salary holders of principal councils, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Payments

Repayment of payments

33. An authority can require that such part of a payment be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- a. is suspended or partially suspended from that member's or co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - b. ceases to be a member or co-opted member of the authority.

- c. or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing payments

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a payment under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Payments

36. Payments
- a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council may make payments to members in respect of costs of travel for attending approved duties within or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council may reimburse subsistence costs to its members when attending approved duties within or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council may pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties within or outside the area of the council. The payments will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council may make a payment to the chair or mayor and deputy chair or mayor of the council for the purposes of undertaking the role of that office. The payment will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements for payments to members of a council who undertake senior roles and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to payment under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for payment to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence payments arise during which a claim for must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling, subsistence or care costs in accordance with these Regulations (excluding claims for travel by private vehicle or bicycle) shall be accompanied by appropriate receipts proving actual cost.

Avoidance of duplication

43. A claim for a payment of travelling, subsistence or care costs must include, or be accompanied by, a statement signed by the member or co-opted member that the member or co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of payments

44. An authority must keep a record of the payments made in accordance with these Regulations. as set out in an Annual or Supplementary Report.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, arrange for the Schedule's publication within the authority's area and to notify the Panel. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of the financial year **all relevant authorities** must publicise within the authority's area and notify the Panel:
- the total sum paid by it to each member or co-opted member in respect of basic salary, senior salary, co-opted member fee, travel and subsistence payments.
 - the total expenditure on contribution towards costs of care and personal assistance.
47. In the same timescale and in the same manner, an authority must publicise any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members and co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

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**FORWARD WORK PROGRAMME FOR
FIRE & RESCUE AUTHORITY 2020/21**

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
13 July 2020	Ratification of Various Emergency Decisions	To provide ratification of the following emergency decisions: <ul style="list-style-type: none"> • Emergency Delegated Powers • Strategic Equality Plan • Firefighter Pension Discretions • Pay Policy • Report to those Charged with Governance 	DCO Contact Officer: Sally Chapman	Completed
13 July 2020	Treasury Management Strategy 2020/21	To seek Members' approval to the Treasury Management Strategy for the financial year.	Treasurer Contact Officer: Geraint Thomas	Completed
13 July 2020	Carbon Reduction Plan	To seek Members' observations and approval on the proposed plan and associated actions.	DCO Contact Officer: Geraint Thomas	Completed
13 July 2020	Lease Cars and Tax - Proposals to Amend Lease Scheme	To update the Lease Scheme to ensure it is tax compliant and to review contribution rates.	ACFO TS Contact Officer: Richie Prendergast	Completed
13 July 2020	Pension Ombudsman Decision	To advise Members of the outcome of a recent Pension Ombudsman decision affecting the Fire & Rescue Authority.	ACO PS Contact Officer: Alison Reed	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
13 July 2020	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
13 July 2020	End of year Health Check on Performance and Strategic Objectives 2019/20	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
13 July 2020	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards.	ACO PS Contact Officer: Alison Reed	Completed
13 July 2020	Report on Proposed Priority Actions 2021/22	To advise Members of the proposed Priority Actions 2021/22 and to seek authority to enter into public consultation on these.	DCO Contact Officer: Sarah Watkins	Completed
28 Sept 2020	Health & Safety Annual Report 2019/20	To advise Members of Health & Safety performance of the organisation.	ACFO TS Contact Officer: Richie Prendergast	Completed
28 Sept 2020	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 2021/22 Budget Setting Strategy.	Treasurer Contact Officer: Chris Barton	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
28 Sept 2020	Budget Strategy 2021/22	To obtain clarification upon the political steer for the Budget Strategy for 2021/22 budget setting process.	Treasurer Contact Officer: Chris Barton	Completed
28 Sept 2020	Treasury Management Outturn 2019/20	To advise Members of the year end treasury management position.	Treasurer Contact Officer: Chris Barton & Geraint Thomas	Completed
28 Sept 2020	New Inn Fire & Rescue Station	To discuss options for the redevelopment or relocation of New Inn Fire & Rescue Station	DCO/ACFO SD Contact Officer: Sally Chapman	Completed
14 Dec 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	On agenda
14 Dec 2020	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 of 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
14 Dec 2020	Treasury Management Mid Term Report 2020/21	To advise Members of the mid-year position in relation to our treasury management.	Treasurer Contact Officer: Geraint Thomas	On agenda
14 Dec 2020	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
8 Feb 2021	Estimated Revenue & Capital Budget determination for 2021/22	To consider consultation responses and to set the recommended budget determination for consideration by the Fire Authority.	Treasurer Contact Officer: Geraint Thomas	
8 Feb 2021	SPI Target Setting 2021/22	To set the targets for the following financial year.	ACFO SD Contact Officer: Sarah Watkins	
8 Feb 2021	Report on Responses to the Consultation of the draft rolling Strategic Plan and Priority Actions 2021/22	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan.	DCO Contact Officer: Sarah Watkins	
8 Feb 2021	Pay Policy Statement 2020/21	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance.	ACO PS Contact Officer: Alison Reed	
8 Feb 2021	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
8 Feb 2021	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2020/21 Improvement Plan.	DCO Contact Officer: Sally Chapman	
22 March 2021	Annual Report of the work of the Finance, Audit & Performance Management Committee & its scrutiny group during 2020/21	To advise Members of the work of the Committee.	DCO Contact Officer: Sally Chapman	
22 March 2021	Annual Report of the work of the HR & Equalities Committee during 2020/21	To advise Members of the work of the Committee.	ACO PS Contact Officer: Alison Reed	
22 March 2021	Annual Report of the Work of the Local Pensions Board 2020/21	To advise Members of the work of the Board.	ACO PS Contact Officer: Alison Reed	
22 March 2021	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	
22 March 2021	Treasury Management Strategy 2021/22	To secure Members' approval to the adoption of the Treasury Management Strategy 2021/22.	Treasurer Contact Officer: Geraint Thomas	
22 March 2021	Fire Authority & Committee Meeting Dates for 2021/22	To present Members with proposed dates of Authority & Committee meetings for 2021/22.	DCO Contact Officer:	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
			Sally Chapman	
22 March 2021	Carbon Reduction Plan	To update Members on the Carbon Reduction Plan.	DCO Contact Officer: Geraint Thomas	
22 March 2021	Strategic Equality Plan	To provide Members with the current Strategic Equality Plan.	ACO PS Contact Officer: Andrew Jones	
22 March 2021	Review of Firefighter Pension Schemes	To provide Members with an update on the current position of the Firefighter Pension Schemes.	ACO PS Contact Officer: Alison Reed	
22 March 2021	Member Attendance	To review Member attendance 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 8

**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"> • Fire & Rescue Authority Meeting held on 28 September 2020 • Finance, Asset and Performance Management Scrutiny Group held on 13 January 2020 • Local Pension Board Meeting held on 6 July 2020 • HR & Equalities Meeting held on 20 July 2020 • Finance, Audit & Performance Management Meeting held on 21 September 2020 	<p>5</p> <p>15</p> <p>21</p> <p>27</p> <p>33</p>
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