

Corporate Policy-05

South Wales Fire and Rescue Service Policy on

Finance and Procurement

(Responsible Director: DCO Corporate Services)

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

Finance

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

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

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

Please refer to the following Appendices:

1. Anti-Fraud and Anti-Bribery Policy
2. Public Interest Disclosure Policy (Whistleblowing)
3. Hospitality and Gifts Procedure

Procurement

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

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

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

Signed:.....

DCO Corporate Services

Date: 15th November 2018.....

CP-05, Appendix 1, Anti-Fraud and Anti-Bribery Policy

Introduction

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

This is because it:

- Diverts vital resources
 - Breaches our public service ethics and core values
 - Damages our reputation for sound financial management
 - Challenges our fitness for purpose and our credibility in the eyes of our stakeholders
- 3 Anyone found to be involved in any fraudulent or bribery activities or to have been negligent in the exercise of supervisory duties will be subject to disciplinary and where appropriate criminal proceedings.
 - 4 Action may also be taken to recover any funds that have been lost.
 - 5 The burden of identifying and reporting acts of money laundering rests within the Service. Any area within the Service that receives money from an external person or body is potentially vulnerable to a money laundering operation. The need for vigilance is vital and any suspicion concerning the appropriateness of a transaction should be reported and advice sought from the Treasurer.
 - 6 If anyone suspects fraud or bribery they must immediately report their concerns to their Manager, Treasurer or the Head of Finance and Procurement. Neither they nor their line manager should investigate allegations without advice from the pre mentioned officers as this may be likely to undermine any future action. All investigations of fraud and bribery will be directed by an appointed Senior Officer.

CP-05, Appendix 2, Public Interest Disclosure Policy (Whistleblowing)

Introduction

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

CP-05, Appendix 3, Hospitality and Gifts

Introduction

1. South Wales Fire and Rescue Service ("the Service") is committed to carrying out our business fairly, openly and honestly, preserving the integrity and reputation of the Service, our members and staff.
2. From time to time employees may be faced with the difficulty of deciding whether or not to accept hospitality and gifts, which arise during the course of their work. This procedure should assist in making the decision as to whether accepting hospitality or gifts would be acceptable.
3. An employee should not, under cover of their position or employment, accept any fee or reward other than official and proper remuneration.
4. Gifts or hospitality which do not exceed £25 must only be accepted with the prior approval of the Director of Corporate Services or the Head of Corporate Support (Scheme of Delegations 8.2.3). Any Gift or hospitality offered to an employee, whether accepted or not, must be declared and entered into the Register held by the Director of Corporate Services. Gifts of a promotional character with nominal value or received at a civic or ceremonial occasion are acceptable and do not need to be declared.
5. Gifts or hospitality which exceed £25 in value should not be accepted, unless the gift or hospitality is proportional to the circumstances (for example, lunch at a conference in London may cost £40 per person). This is a matter of judgement, but if in doubt you should check with your line manager. Expensive or disproportionate gifts or hospitality (for example holidays, hotel / theatre tickets, prestigious sport event tickets, technology) or gifts or hospitality which are given to induce an advantage must not be accepted.
6. Lunches provided by external organisations at conferences, meetings etc are acceptable provided that they are not overly extravagant, for example, a catered lunch at a conference centre would be fine, but dinner at an exclusive restaurant would not be acceptable.
7. Employees should also be aware that it is an offence under the Bribery Act 2010 to give or offer a bribe to any private or public sector organisation or any person within such organisations. Penalties can include up to ten years in prison or an unlimited fine.