

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: 4548197958** on **Monday, 22 March 2021 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
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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, 8 FEBRUARY 2021 AT 1030 HOURS  
VIA STARLEAF**

**42. PRESENT:**

<b>Councillor</b>	<b>Arrived</b>	<b>Left</b>	<b>Authority</b>
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
C Elsbury		1100hrs	Caerphilly
D Naughton			Cardiff
A Lister			Cardiff
J Williams			Cardiff
A Roberts			Rhondda Cynon Taf
V Smith			Monmouthshire
M Spencer			Newport
H Thomas			Newport
D White		1100hrs	Bridgend
R Shaw			Bridgend
G Holmes			Rhondda Cynon Taf
A Jones			Torfaen

**APOLOGIES:**

J Harries			Rhondda Cynon Taf
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; Mr S Frank - Wales Audit

#### **43. DECLARATION OF INTEREST**

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

The Deputy Chief Officer confirmed that a general declaration is always made in respect of items that impact Members' home authorities as they can only be a Fire Authority member by virtue of being a local authority member.

#### **44. CHAIR'S ANNOUNCEMENTS**

##### **National Agreement**

The Chair referred to the recent correspondence sent to Members from the Chief Fire Officer in relation to National Employers and FBU discussions and their inability to reach agreement. Members noted the correspondence, there were no questions from Members.

##### **Meeting with Deputy Minister – Thursday 21<sup>st</sup> January 2021**

The Chief Fire Officer provided an update to Members from the meeting held with the Deputy Minister on 21 January 2021. The Chief Fire Officer advised that topics of discussion were Covid, Broadening the Role, Building Safety and Budget 2021/22.

- **Covid Pandemic**

The Chief Fire Officer advised that the good work being undertaken by volunteers to the ambulance service was highlighted to the Deputy Minister, noting that over 380 shifts have been completed. He confirmed that all volunteers with the ambulance service have received vaccinations and are receiving regular testing. He also advised that conversations are ongoing with Welsh Government in relation to the mass vaccination programme and any assistance the Service can provide. A request had been received to assist Aneurin Bevan Health Board with Track, Test, Protect, but this is no longer required.

The Chief Fire Officer confirmed that the Chair and Deputy Chair wrote to the Deputy Minister prior to Christmas requesting that fire and rescue service staff be included within the vaccination and lateral flow testing programme, and that management are in conversation with Welsh Government in relation to enhanced health surveillance for all staff.

- **Broadening the Role**

The Chief Fire Officer advised that Members will be aware of the Deputy Minister's ambition to expand the fire and rescue services' role formally to encompass a wider range of tasks, in particular to support the NHS. He confirmed that conversations are progressing well, and advised that Assistant Chief Fire Officer Dewi Rose is the Service representative on the Broadening

the Firefighter Role Task and Finish Group who are considering the three broad areas of Emergency Medical Response, non-injured fallers and extending home fire safety checks to include other domestic hazards particularly tripping and falling.

- **Building Safety**

The Chief Fire Officer advised that as a result of the tragic events at Grenfell the UK and Welsh governments intend to reinforce legislation around building safety. He advised that Welsh Government have issued a White Paper in relation to Building Safety. He confirmed that the White Paper is being considered by the specialist team within Business Fire Safety, who will report back to management detailing the impacts this will have for the Service.

Councillor Holmes commented that he feels the White Paper will have lots of repercussions for the Service and requested that an update be provided to Members when appropriate.

The Chief Fire Officer confirmed that a briefing will be provided to Members at a later stage of the consultation, adding that a meeting is being held with management and the Head of Business Fire Safety this week to discuss. He confirmed an impact assessment will be provided to Welsh Government, also the fire and rescue services will be represented at the Local Government Committee hearing to present views.

- **Budget 2021/22**

The Chief Fire Officer advised of recent correspondence received from the Deputy Minister to the Chair advising that the Welsh Government grant for 2020/21 will be cash flat.

### **Audit Wales**

The Chair welcomed Mr Steve Franks to the meeting. He also advised that Alison Butler who has been the Authority's appointed Audit Wales financial auditor for a number of years has come to the end of her placement with the Fire Authority and would be rotating to a different public sector organisation. He thanked Alison for her work with us over the years.

## **45. MINUTES OF PREVIOUS MEETINGS**

The minutes of the Fire & Rescue Authority held on 14 December 2020 were received and accepted as a true record.

The minutes of the Finance, Asset & Performance Management Scrutiny Group held 12 October 2020 were received and accepted as a true record, subject to a minor typographical error on 5<sup>th</sup> paragraph of agenda item 10.

The minutes of the Local Pension Board held 19 October 2020 were received and accepted as a true record.

The minutes of the Standards Committee held 3 February 2020 were received and accepted as a true record.

#### **46. UPDATE ON ACTIONS**

The Deputy Chief Officer advised that all outstanding actions had been completed.

#### **RESOLVED THAT:**

Members noted the update on actions.

#### **47. REPORTS FOR DECISION**

##### **47.1 AUDIT WALES CERTIFICATE OF COMPLIANCE – AUDIT OF ASSESSMENT OF SOUTH WALES FIRE & RESCUE AUTHORITY'S 2019/20 PERFORMANCE**

The Auditor was pleased to confirm that Audit Wales has completed its review of the audit of assessment of the Authority's performance of 2019/20 and the Authority has been awarded the Audit Wales Certificate of Compliance.

#### **RESOLVED THAT:**

Members accepted the Audit Wales Certificate of Compliance.

##### **47.2 AUDIT WALES ANNUAL REPORT LETTER 2019/20**

The Treasurer presented the Audit Wales Annual Audit Letter which details the conclusions of Audit Wales review of the Authority's financial reporting for 2019/20. He was pleased to confirm the Auditor General had once again issued an unqualified audit opinion on the Authority's accounting statements in relation to its financial transactions.

Councillor Shaw commended the Service on another unqualified audit and complimented staff for their record keeping, policies and procedures. The Chair reiterated Councillor Shaw's comments adding that the Authority has seen unqualified reports for nine years running, for which he is immensely proud.

Councillor Smith queried why the Authority were required to pay the additional fee for actuarial revaluation reports, adding that she was of the opinion funding is the responsibility of Welsh Government.

The Treasurer advised that Councillor Smith is partly right, confirming that pension costs are met by Welsh Government but the actual costs of accounting and running the schemes sits with the Authority.

The Treasurer wished to draw Members attention to the wording under 'financial audit fee' that states the final accounts audit fee is above the estimated fee set out in the Annual Audit Plan due to significantly more resources required to deliver. He wished to allay any concerns Members may have in relation to any significant issues arising in the audit, confirming that there were no major issues with the accounts themselves.

### **RESOLVED THAT:**

Members accepted the Annual Audit Letter of Audit Wales.

### **47.3 REVENUE BUDGET 2021/22 AND CAPITAL PROGRAMME**

The Treasurer presented the report on the Revenue Budget 2021/22 and Capital Programme, including outstanding matters in respect of revenue budget, feedback on the consultation exercise undertaken and recommendation on the level of the contributions budget for 2021/22 together with the associated capital programme planned for future years.

He drew Members attention to the population data within, noting that the two biggest changes were in respect of Newport with a 2.4% increase and Cardiff with a 1.34% decrease.

The Treasurer advised that a significant element of the budget relates to pay. Although the Chancellor announced pay constraints for public sector, it was felt there were associated risks within the fire and rescue service for such constraints, particularly in relation to blue light responders and pay demands for increases that will be received from representative bodies, so it was decided to include provision for a pay increase. He further advised that if a material pay increase does not occur he is seeking the agreement from Members for delegation to allow him to reduce the contributions budget for next year and to make such calculations as may be necessary and to adjust/refund constituent council contributions accordingly.

The Treasurer confirmed that responses have been received from Caerphilly, Bridgend and Newport querying the pay award. He confirmed that he has been in consultation with the Treasurers from the 10 constituent authorities where the issue of any pay awards has been discussed and the recommendation to Members for delegated powers for the Treasurer to reduce accordingly.

Councillor Brown commented that, with constituent authorities struggling with their own budget is it remiss of the Authority to request more funds than is required.

The Treasurer confirmed that discussions have taken place with the Treasurers who have confirmed that it is more prudent for councils to budget on a worst case scenario basis and have money refunded rather than be presented with a lower budget followed by a request for more funds.

Councillor Smith noted that just three out of 10 responses were received and queried whether the current consultation process is adequate.

The Treasurer confirmed that the response to Caerphilly in relation to the pay award was copied to all 10 constituent authority Treasurers, with this query answered they may not have seen the value in responding. He confirmed that historically the Authority has never received responses from all 10 constituent authorities, advising the authorities that if no response is received then they would assume that there are no comments to make.

## **RESOLVED THAT**

- 47.3.1 Members approved the contribution budget at £77,530,089 representing an increase of 3.54%
- 47.3.2 Members confirmed the Capital Programme as set out in Appendix 2
- 47.3.3 Members agreed to delegate to the Treasurer discretion to reduce the contributions budget for next year should there be a material downward difference in the actual pay awards for 2021/22 and also gives delegated powers to the Treasurer to make such calculations as may be necessary and to adjust/refund constituent council contributions accordingly.

## **47.4 REPORT ON THE STRATEGIC PERFORMANCE INDICATOR TARGETS 2021/22**

The Assistant Chief Fire Officer, Service Delivery presented the report in relation to the Strategic Performance Indicator Targets for 2021/22, and detailed the seven Strategic Performance Indicators, four of which are incident based indicators, two fatality and injury indicators and one being an effective response indicator.

Councillor Smith noted the statistics, and queried the main factors with regards to road traffic collisions. The Assistant Chief Fire Officer, Service Delivery advised there are a number of factors including the use of mobile phones, under

the influence of drink or drugs, not paying attention and speed. He noted there has been a decrease in RTCs this year, partly due to Covid, but also due to the successful proactive work the Service undertakes with key target groups such as young drivers. This work will continue, particularly when schools re-open.

Councillor Brown queried the increase in special service calls noting that these calls appear to be just over the upper range of the predicted level. The Assistant Chief Fire Officer, Service Delivery advised that this is a result of the increase in flooding incidents as well as assistance given to partners such as WAST as a result of the pandemic.

## **RESOLVED THAT**

- 47.4.1 Members endorsed the Performance Indicator Targets proposed for 2021/22
- 47.4.2 Members approved delegation to Assistant Chief Fire Officer to review Q4 2020/21 data, planned reduction strategies and refine targets as necessary.

The Deputy Chair took over Chair of the meeting whilst the Chair was temporarily unavailable.

## **47.5 REPORT ON RESPONSES TO THE CONSULTATION ON THE STRATEGIC THEMES AND OBJECTIVES FOR 2021/22**

The Deputy Chief Officer presented the report that advises Members of the recent consultation with the public on the Strategic Themes and Objectives developed for 2021/2022 and requested that Members consider the responses received during the consultation that ran from 26<sup>th</sup> October 2020 to 17<sup>th</sup> January 2021.

The Deputy Chief Officer advised that 154 responses had been received, these responses indicate that the public and partners are strongly in agreement with the Service's proposed 2021/2022 objectives, with 89% of responses in agreement with the Service's proposed objectives.

She advised that the consultation ran internally as well as externally, and it is important to note public response has an impact when looking at some of the internal focus work. The Deputy Chief Officer expressed disappointment with the number of responses received internally, but advised that during the pandemic there has been a number of surveys run within staff groups which could have resulted in the lack of responses.

The Deputy Chief Officer provided a summary of the survey and the responses received, advising that 58% of responses were from internal members of staff,

with 42% being from number of different partners such as local health boards, local councils and public service boards.

It was generally felt that the survey was easy to read, although some comments were made in relation to font, length of survey and the accessibility via the internet with some commenting the survey was hard to locate.

There was a slight level of disagreement with the objectives, predominately from Service personnel, but overall 98% of the public supported the objectives.

When looking at the individual areas, some members of staff disagreed or strongly disagreed with the 'responding to your emergency' and 'keeping you safe' objectives, given they are the Service's core statutory duties this is of concern. Overall the largest proportion of disagreement related to the valuing of people and the work the Service is carrying out with Investors in People.

Also disappointing was the lack of responses from minority groups, with 97% of respondents identified as Welsh/White or British/ White, with only one responder identifying as Black. Work has been ongoing in relation to extending the categorisation of ethnic minorities, learning will be taken from this review.

Councillor Shaw queried, given the large area covered by the Authority is there any significance with the lower number of responses. The Deputy Chief Officer advised that due to the pandemic face to face engagement has not been possible, this has somewhat impacted on the number of responses, as the Service utilise many of our public engagement events to engage the public about the plan.

The Deputy Chief Officer advised that this may be the last year the Service will be required to consult with the public and partners, due to legislative changes, but that definite timelines are not as yet available.

Councillor Brown queried whether space for comments could be included, this would allow for more detailed responses. The Deputy Chief Officer believed that space for comments was already provided, she agreed to check.

Councillor Brown also queried homeworking for staff. The Deputy Chief Officer confirmed that the Health and Safety team has been working with line managers providing risk assessments, staff have also been provided with ICT equipment such as laptops to enable them to work from home.

The Deputy Chief Officer confirmed that the biodiversity plan and carbon reduction plan previously endorsed by the Fire and Rescue Authority have been promoted within the Service via staff forums, newsletters etc.

Councillor Naughton was pleased to note the overwhelming positive feedback, but noted most of the negative responses have been made by members of staff.

The Deputy Chief Officer advised that, out of approximately 2000 members of staff, just four members of staff provided negative responses. She confirmed that staff wellbeing is a consideration within the IIP assessment that is due to be completed soon. The final report will be taken to the HR & Equalities Committee, an un-redacted copy of the report will also be available for staff.

The Chair was pleased with the level of responses, commenting that this level of response would be welcomed by any other organisation.

## **RESOLVED THAT**

Members considered and approved the Strategic Themes and Objectives (collectively considered as our improvement objectives).

### **48. REPORTS FOR INFORMATION**

#### **48.1 FORWARD WORK PROGRAMME FOR FIRE & RESCUE AUTHORITY 2020/2021**

The Deputy Chief Officer presented the Forward Work Programme for 2020/21 and confirmed all items are on schedule to complete the Work Programme.

The Chair resumed Chairmanship of the meeting.

### **49. 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.

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE HR & EQUALITIES MEETING  
HELD ON MONDAY, 2 NOVEMBER, 2020**

**HELD REMOTELY VIA STARLEAF CONNECTION**

**12. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
G Holmes		Rhondda Cynon Taff
W Hodgins	Left at 11:30 hrs	Blaenau Gwent
A Hussey		Caerphilly
A Jones		Torfaen
A Lister	Left at 12:15 hrs	Cardiff
D Naughton		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

**APOLOGIES:**

H Thomas		Newport
H Jarvie		Vale of Glamorgan
A Jones		Head of HR

**ABSENT:**

D Ali	Failed to connect remotely	Cardiff
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**OBSERVORS:**

D T Davies		Caerphilly
S Bradwick	Left at 11:00 hrs	Rhondda Cynon Taff

**OFFICERS PRESENT:-** DCO S Chapman – Monitoring Officer, ACO A Reed – Director of People Services, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms K Davies – HR Manager (Absence Management), Ms G Goss – HR Manager (Employee Relations), Ms D Doel – HR Manager (Recruitment), CM Dave Crews – Mental Health Officer

### **13. DECLARATIONS OF INTEREST**

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

Councillor Hodgins declared a personal interest in Agenda Item 10 'Real Fire Training Facility'.

Following a request by the Monitoring Officer, Members agreed to amend the Agenda and bring forward Agenda Items 5 and 6.

### **14. TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021**

The Monitoring Officer called for nominations for Chairperson of the HR & Equalities Committee. Councillor Drake was nominated and seconded. There were no other nominations.

### **RESOLVED THAT**

Councillor Drake was duly elected as Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The newly appointed Chair thanked Members for their support, and took the opportunity to thank the outgoing Chair, Councillor Pickering, and Deputy Chair, Councillor Ali, for all their hard work and commitment on behalf of the HR & Equalities Committee.

### **15. TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021**

The Monitoring Officer called for nominations for the Deputy Chairperson of the HR & Equalities Committee. Councillor

Roberts was nominated and seconded. There were no other nominations.

## **RESOLVED THAT**

Councillor Roberts was duly elected as Deputy Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The Monitoring Officer withdrew from the meeting at 10:45 hrs.

## **16. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements to record.

## **17. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 20 July, 2020, were received and accepted as a true record of proceedings, subject to the following amendment:-

- Councillor D T Davies was the Member for 'Caerphilly', and not Torfaen as miss-recorded.

## **18. UPDATE ON SOUTH WALES FIRE & RESCUE SERVICE'S STRATEGIC EQUALITY PLAN**

The Director of People Services presented a report which provided Members with an update and analysis on the Strategic Equality Plan Quarter 1.

## **RESOLVED THAT**

Members agreed to note the content of the report.

## **19. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021**

The Director of People Services advised Members that under the terms of the Public Services Pension Act 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**

19.1 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.

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

## **20. RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY**

The HR Manager (Recruitment) provided Members with an update in relation to the ongoing Recruitment, Attraction & Engagement Strategy.

## **RESOLVED THAT**

Following a lengthy question and answer session on recruitment issues, engagement opportunities, and support mechanisms, Members agreed to note the contents of the report.

## **21. TRAINING & DEVELOPMENT DEPARTMENT – REAL FIRE TRAINING FACILITY**

The Head of Training & Development presented a report which provided Members with an updated position on the completed build of the Real Fire Training Facility, located at the Training & Development Centre at Cardiff Gate.

## **RESOLVED THAT**

Following discussion, Members agreed to note the contents of the report.

## **22. UPDATE ON LEADERSHIP DEVELOPMENT STRATEGY – MARCH 2019 TO SEPTEMBER 2020**

The Director of People Services presented a report which provided Members with an update on the Leadership Development Strategy within the Service, and outlined the background for future plans.

### **RESOLVED THAT**

Members agreed to note the content of the report.

## **23. ANNUAL MENTAL HEALTH STRATEGY & WELLBEING DELIVERY PLAN – NOVEMBER 2019 TO OCTOBER 2020**

As the HR Manager (Absence Management) had difficulties in connecting to the meeting, the Mental Health Officer presented the report on her behalf and informed Members that in September 2018, South Wales Fire & Rescue Service published the Mental Health Strategy 2018-2021. The presented report outlined the progress made in implementing the strategy, and the Service's mental health provision from November 2019 to October 2020. The report also included a summary of the ongoing health and wellbeing support provided by the Service.

### **RESOLVED THAT**

23.1 Members agreed to note the content of the report.

23.2 Following a request by Members, Officers agreed to present a further report which would include up to date stats.

## **24. REPORT ON MENTAL HEALTH PROJECT AND ACTIVITIES**

The Mental Health Officer delivered an electronic presentation and provided Members with an update on the key work-streams the Service was undertaking in relation to the Mental Health Project.

### **RESOLVED THAT**

Members thanked Officers for the in-depth report, and agreed to note the contents.

## **25. UPDATE ON JOB EVALUATION**

The HR Manager (Employee Relations) delivered an electronic presentation which provided Members with an update on the Job Evaluation process.

### **RESOLVED THAT**

Following a question and answer session, Members agreed to note the content of the electronic presentation on the Job Evaluation process.

## **26. FIREFIGHTER APPRENTICESHIP UPDATE**

The Head of Training & Development informed Members that in order to deliver the new Level 3 Emergency Fire Service Operations (Wales) Apprenticeship framework, the Welsh Fire & Rescue Services (WFRS) were required to secure the services of a Work-Based Learning (WBL) provider. Members were advised that South Wales Fire & Rescue Service (SWFRS) had secured the services of Cardiff & Vale College (CaVC) in order to achieve this, and would be acting as the sub-contractor for the delivery phase.

### **RESOLVED THAT**

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

## **27. CAR LEASE SCHEME**

The Director of People Services informed Members that the Car Lease Scheme report would be deferred to the next meeting.

### **RESOLVED THAT**

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

## **28. FORWARD WORK PROGRAMME 2020/2021**

The Director of 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.

**29. 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 newly appointed Chair closed the meeting by wishing Members and Officers a very Merry Christmas and Happy New Year.

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## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FINANCE, AUDIT & PERFORMANCE MANAGEMENT COMMITTEE MEETING HELD ON MONDAY, 23 NOVEMBER 2020 VIA STARLEAF

#### 24. PRESENT

<b>Councillor</b>	<b>Arrived</b>	
S Evans (Chair)		Torfaen
S Bradwick		Rhondda Cynon Taf
M Colbran		Merthyr Tydfil
DT Davies	1105	Caerphilly
P Drake		Vale of Glamorgan
J Harries (audio only – did not vote)		Rhondda Cynon Taf
S Ebrahim		Cardiff
A Hussey		Caerphilly
V Smith		Monmouthshire
M Spencer		Newport

#### APOLOGIES

W Hodgins	Blaenau Gwent
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#### ABSENT

D White	Bridgend
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**OFFICERS PRESENT:** DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr G Thomas – Head of Finance & Procurement; Mr S Gourlay – TIAA.

It was noted that Cllr Harries had advised prior to the meeting that he only had an audio connection and would therefore be listening to the meeting but unable to take part in any discussion or voting.

#### 37. DECLARATIONS OF INTEREST

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

#### 38. CHAIR'S ANNOUNCEMENTS

The Chair announced the intention of Councillor P Drake to stand-down from her position as Vice Chair of the Finance, Audit & Performance Management

Committee. Cllr Drake advised that she will remain as a member of the Committee.

Cllr Hussey, seconded by the Chair, nominated Cllr David White to the role of Vice Chair, and a vote unanimously supported this nomination.

The Deputy Chief Officer confirmed that the Vice Chair post-holder does not automatically take up position on the Local Pension Board since it is a political appointment and subject to nominations by the Labour Group to ensure political balance.

### **39. MINUTES OF PREVIOUS MEETINGS**

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

- Finance, Audit & Performance Management Committee meeting held on 21 September 2020.
- Finance, Asset & Performance Management Scrutiny Group meeting held on 13 January 2020.

### **40. 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 response to Members' queries regarding the additional expenditure incurred on ICT equipment as a result of COVID-19, the Head of Finance & Procurement confirmed that discussions are ongoing with Welsh Government's Fire Branch with a view to reviewing their stance on the provision of financial support.

### **RESOLVED THAT**

Members noted and agreed the report content.

### **41. CAPITAL MONITORING REPORT 2020/21**

The Head of Finance & Procurement provided Members with a detailed update on the capital monitoring report, including detail of the capital budget, transactions to date and the forecasted year end position.

The Head of Finance & Procurement provided clarification on various aspects of the report, and following discussions regarding the government's

announcement to bring forward the phasing out of the sale of new petrol and diesel light vehicles to 2030, he confirmed that this will be taken into account within the vehicle replacement programme.

### **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.

### **42. REVENUE BUDGET 2021/2022**

The Treasurer provided Members with an update on the draft revenue budget for 2021/22. With reference to England's recent announcement of a public sector pay freeze, the Treasurer advised that that provision for pay awards will be retained within the budget for next year as the risk to remove it is too high.

The Treasurer reported that there has been no forecast projection for the 2021/22 financial settlement and without the indicative Local Government Settlement being confirmed by Welsh Government until late this year, the budget consultation decision is likely to have to be taken without this information. He undertook to update Members when the settlement is confirmed by Welsh Government.

### **RESOLVED THAT**

Members noted and agreed the report content as a recommendation to the Fire & Rescue Authority to form the basis of the budget consultation exercise.

### **43. TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2020/21**

The Treasurer presented Members with the Treasury Management Mid-term Review report and provided an update on the Authority's treasury activities for the period 1 April-30 September 2020.

In response to Members' queries about the protocols for borrowing, the Treasurer confirmed that the most effective and appropriate sources to secure the best package is sought.

### **RESOLVED THAT**

Members noted the report and treasury activities for the period 1 April-30 September 2020.

#### **44. INTERNAL AUDIT REPORT**

The TIAA Officer updated Members on the progress being made against the Internal Audit Plan for 2020/21.

#### **RESOLVED THAT**

Members noted the internal audit recommendations and the work completed to date on the Internal Audit Plan.

#### **45. AUDIT ACTIONS REPORT HEALTH CHECK 2020/21 – QUARTER 2**

The Deputy Chief Officer presented the Quarter 2 Audit Actions Report Health Check for 2021/21, which provided details of the progress made on audit actions arising from internal audits, corporate schemes and government circulars, operational assurance peer reviews and Audit Wales thematic reviews. The majority of actions are progressing in line with predicted timelines. However, as a consequence of COVID-19 and the diverting of resources at the time, there has been some slippage of timelines.

#### **RESOLVED THAT**

Members noted the content of the report.

#### **46. FORWARD WORK PROGRAMME 2021/21**

The Deputy Chief Officer presented the Forward Work Programme.

#### **RESOLVED THAT**

Members noted the Forward Work Programme for 2020/21.

#### **47. 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)

## 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 – 21.	Vehicle Lease Scheme	<ul style="list-style-type: none"> <li>• Minimum individual scheme member contribution to be removed.</li> <li>• Existing freedom of movement/on-all business commute payments for responding SM &amp; GM roles to be removed.</li> <li>• Individual employee lease contributions to be assessed to the specific vehicle's annual lease cost to the Service.</li> <li>• Employer's contribution to each member of the Lease Scheme (with the exception of AMs, Directors and BMs) to be increased.</li> <li>• Employer contribution rates across the scheme to be uplifted in line with NJC Grey Book salary increases wef April 2021.</li> </ul>	ACFO TS	<b>Completed</b> – reported to HR & Equalities Committee on 22 February 2021.
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	Pre-planning advice has been received and a conditional offer has been submitted to the owners. The offer is conditional upon various site investigations, searches and enquiries and

Minute No	Item	Action	Leading Officer	Current Status:
				planning. A 12-week exclusivity agreement has been entered into commencing 1 March 2021 which will enable the carrying out of relevant site investigations and surveys.
20/21 – 38.6	A4119 Coedely Dualling CPO	<ul style="list-style-type: none"> <li>• Agree the disposal of the subject land and proceed with the appointment of an independent valuer to ensure best value is achieved in respect of compensation claims.</li> <li>• 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.</li> </ul>	DCO	<p>Appropriate agents have been instructed to act for the Service in relation to the proposed acquisition of rights of access and acquisition of land. The agents will deal with the FRA's concerns about access to the HQ site.</p> <p>Matter in progress. Matter will be recorded as complete and should a further report be required in due course, this will be provided to the Fire Authority</p>

## AGENDA ITEM NO 6

**Reports for Decision**

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**GENDER PAY GAP STATEMENT****SUMMARY**

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

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication is 30 March, 2021.

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

**RECOMMENDATIONS**

That Members approve the 2020 Gender Pay Gap Statement to be published by 30 March, 2021.

**1. BACKGROUND**

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, came into force from 6 April, 2017, where relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.
- 1.2 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).
- 1.3 The Authority must publish the information within 12 months of the 'snapshot date' of 31 March, meaning that the deadline for publication is 30 March, 2021. The prescribed information must be published on an annual basis.
- 1.4 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.

- 1.5 The Authority must publish its gender pay gap information, together with a written statement confirming its accuracy, on its own website and the Government website. While there is no legal requirement to do so, the Authority may also publish a narrative to explain their gender pay gap information.

## 2. ISSUES

- 2.1 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 30 March 2020. The statement summarises the required reporting metrics and the Authority's position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

## 3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.

## 4. RECOMMENDATIONS

- 4.1 That Members approve the 2020 Gender Pay Gap Statement to be published by 30 March, 2021.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	2020 Gender Pay Gap Statement



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

# GENDER PAY GAP REPORT 2020

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

The gender pay gap is the difference between the actual hourly rate of pay between male and female employees, regardless of their role in the Service. These calculations are based on an individual's net earnings paid in March 2020 and include elements such as salary, allowances, honorariums and salary sacrifice payments.

This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid a different rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

## Mean and Median Data

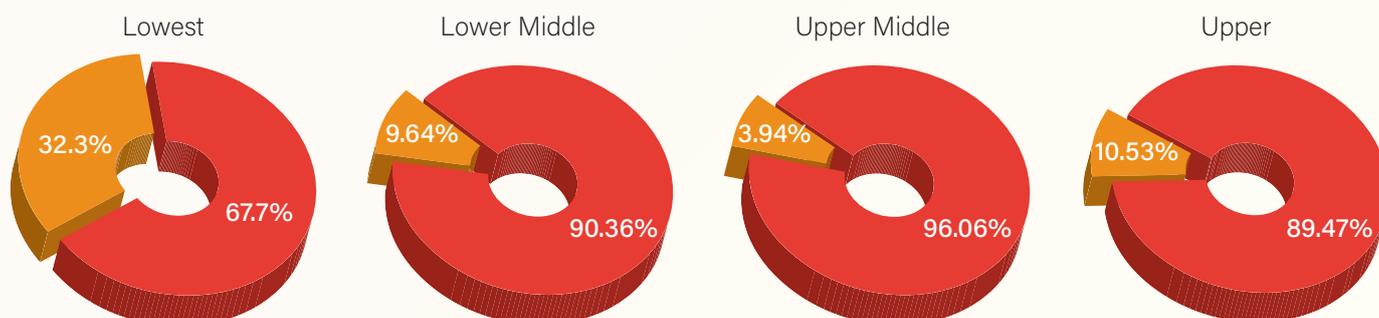
Difference between men and women		
	Mean (Average)	Median (Mid Point)
Hourly rate	14.59% (16.34%)	14.59% (20.92%)

**Note:** The figures in brackets are the 2019 figures for comparison purposes.

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

Comparing 2019 to 2020, the median hourly pay rate, for female employees has increased by 3.80% with the rate for male employees falling by 1.63%. This has led to a considerable improvement in the 14.59% difference that we are now seeing.

## Pay Quartiles (based on hourly rates)



The above information illustrates the gender distribution at South Wales Fire & Rescue Service, as at 31st March 2020, as per Gender Pay Gap Reporting requirements.



# GENDER PAY GAP REPORT 2020

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

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

Other reasons which may contribute to a gap include:

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay or promotional choices that are made at various points of an individual's working life
- Employee benefits such as salary sacrifice schemes i.e. Child Care Vouchers or Cycle to Work payments

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in.

Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

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

## Closing the Gender Pay Gap

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

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

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

**Councillor Tudor Davies, MBE**  
Chair, South Wales Fire and Rescue Authority

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.ii

22 MARCH 2021

## REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2021/2022****SUMMARY**

South Wales Fire & Rescue Authority is required to publish a Pay Policy Statement for each financial year, which provides information for the following financial year.

The Fire & Rescue Authority at their meeting held on 6 February 2012, adopted and published its first Pay Policy Statement. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy. The 2021/2022 Pay Policy Statement has been drafted for Members

**RECOMMENDATION**

1. That Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2021/2022.
2. That Members approve the 2021/2022 Pay Policy Statement to be published by 31 March 2021.

**1. BACKGROUND**

- 1.1 The Localism Bill 2010 was enacted in Parliament in November 2011, and as such required South Wales Fire and Rescue Authority to publish a Pay Policy Statement by 31 March 2012, and for each subsequent financial year, which provides information for the following financial year.
- 1.2 The Localism Act includes the provision of general powers for stand alone Fire & Rescue Authorities with a requirement to publish a Pay Policy Statement each year.
- 1.3 A Pay Policy Statement is expected to contain the following elements:-
  - A Pay Policy Statement must set out the Authority's policies for the financial year relating to:-
    - (a) the remuneration of its Chief Officers
    - (b) the remuneration of its lowest paid employees and

(c) the relationship between –

- The remuneration of its Chief Officers, and
- The remuneration of its employees who are not Chief Officers

The Statement must state:-

- The definition of ‘lowest paid employees’ adopted by the Authority for the purposes of the Statement, and
- The Authority’s reasons for adopting that definition

The Statement must include the Authorities policies relating to:-

- The level and elements of remuneration for each Chief Officer
- Remuneration of Chief Officers on recruitment
- Increases and additions to remuneration for each Chief Officer
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the Authority, and
- The publication of and access to information relating to remuneration of the Chief Officers

1.4 A Pay Policy Statement should also set out the Authority’s policies for the financial year relating to the other terms and conditions applying to the Authority’s Chief Officers.

1.5 There are supplementary provisions relating to statements as follows:-

- A relevant Authority’s Pay Policy Statement must be approved by a resolution of the Authority before it comes into force.
- The Statement must be prepared and approved before the end of 31 March.

- 1.6 Each subsequent Statement must be prepared and approved before the end of 31 March immediately preceding the financial year to which it relates.
- 1.7 The Fire & Rescue Authority may by resolution amend its Pay Policy Statement, including after the beginning of the financial year to which it relates.
- 1.8 As soon as is reasonably practicable after approving or amending a Pay Policy Statement, the Authority must publish the Statement or the amended Statement in such a manner as it thinks fit, which would include publication on the Authority's website.

## **2. ISSUES**

- 2.1 Attached at Appendix 1 is the South Wales Fire & Rescue Authority's 2021/2022 Pay Policy Statement.
- 2.2 The Policy Statement reflects Welsh Government guidance on the structure of Pay Policy Statements.
- 2.3 The areas included within the Pay Policy are:- Purpose, Legislative Framework, Scope, Pay Structures (with examples), Market Supplements, Honoraria, Re-employment (abatement position), Definition of Chief Officer and pay levels, additions to salary of Chief Officers, Performance Related Pay for Chief Officers, Payments on Termination (assumed redundancy), Pay Relatives with the Authority (remuneration of lowest level and multipliers within the Authority), Independent Remuneration Panel, Accountability and Decision Making, and Reviewing the Policy.

## **3. EQUALITY RISK ASSESSMENT**

- 3.1 In September 2019 the Service commenced a Job Evaluation exercise for its Corporate staff. In March 2020 this was paused due to the Covid-19 pandemic, and the project was re-started. Parallel to this we will undertake an equal pay audit to analyse the position prior to commencing this work. Equal pay audits are a means of establishing if an organisation is paying its employees fairly and consistently, without discrimination on the basis of gender or race. The position will be reviewed as part of the exercise and reported back to the Fire & Rescue Authority, along with the outcomes of the Job Evaluation exercise.

#### 4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2021/2022 Statement.
- 4.2 That Members approve the 2021/2022 Pay Policy Statement to be published by 31 March 2021.

<b>Contact Officer:</b> ACO Alison Reed Director of People Services	<b>Background Papers:</b> 2021/2022 Pay Policy Statement
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## SOUTH WALES FIRE & RESCUE AUTHORITY



### LOCALISM ACT 2011: PAY POLICY STATEMENT

<b>1.</b>	<b>INTRODUCTION</b>	
1.1	South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out the key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.	FA 15.12.14
1.2	In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website.	FA 15.12.14
1.3	The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy or the other pay related policies referred to in Section 16. There are no discretions to make further payments outside of these policies.	FA 15.12.14
<b>2.</b>	<b>SCOPE</b>	
2.1	This policy applies to all South Wales Fire & Rescue Authority employees.	FA 15.12.14
2.2	<p>The Fire &amp; Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:</p> <ul style="list-style-type: none"> <li>• National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service</li> <li>• National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service</li> <li>• National Joint Council for Local Government</li> </ul>	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> <li>□ British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range</li> <li>□ Royal College of Nursing – NHS Agenda for Change – Pay Rates</li> <li>□ Joint Negotiating Committee for Local Authority Craft and Associated Employees</li> <li>□ Joint Negotiating Committee (JNC) for Youth and Community Workers</li> </ul>	
2.3	<p>Pay levels are reviewed annually by these committees and any ‘cost of living’ award is reported to the Fire &amp; Rescue Authority by way of Employers Groups. These are nationally agreed pay awards reached by collective bargaining and binding on Employers, and paid as soon as possible to staff. The Fire Authority is informed at the next Fire Authority meeting by Chair’s Announcements.</p>	<p>FA 15.12.14</p> <p>FA 12.02.18</p>
2.4	<p>The Fire &amp; Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed ‘cost of living’ award is approved by the Fire and Rescue Authority and applied to their remuneration rate. (Auxiliary Firefighters)</p>	<p>FA 15.12.14</p>
<b>3.</b>	<b>LEGAL CONTEXT</b>	
3.1	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for each financial year. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers, and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton’s 2011 ‘Review of Fair Pay in the Public Sector’ introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid.</p>	<p>FA 15.12.14</p>
3.2	<p>The Act as finally passed requires the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> <li>• A Local Authority’s policy on the level and elements of remuneration for each Chief Officer</li> <li>• A Local Authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition)</li> </ul>	<p>FA 15.12.14</p>

	<ul style="list-style-type: none"> <li>• A Local Authority's policy on the relationship between the remuneration of its Chief Officers and other Officers</li> <li>• A Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency</li> </ul>	
3.3	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.	FA 15.12.14
3.4	For the purposes of this statement the term "Chief Officer" is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, Deputy Chief Officer, Assistant Chief Fire Officers, Assistant Chief Officers.	FA 15.12.14  FA 12.02.18
3.5	The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.	FA 15.12.14
3.6	In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority's Pay Policy details each of the arrangements that have been resolved.	FA 15.12.14
<b>4.</b>	<b>PRINCIPAL OFFICERS' PAY CONSTRUCT</b>	
4.1	National Joint Council circular (ref number 28/05/04) dated 28 May 2004 dealt with the Principal Officers pay settlement and reinforced a previous recommendation that a local review of the pay levels of senior staff should be undertaken.	FA 15.12.14
4.2	The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis.	FA 12.10.15

	Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually entitled to any national Joint National Council determined pay rises and this Fire & Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.	
4.3	The Fire & Rescue Authority recently resolved that the HR & Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire & Rescue Authority for final determination.	FA 15.12.14

4.4	South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:															
	<table border="1"> <thead> <tr> <th>Title</th> <th>Notional % of CFO salary</th> </tr> </thead> <tbody> <tr> <td>Chief Fire Officer (CFO)</td> <td>100%</td> </tr> <tr> <td>Deputy Chief Fire Officer (DCFO)</td> <td>80% of CFO</td> </tr> <tr> <td>Deputy Chief Officer (DCO)</td> <td>95% of DCFO</td> </tr> <tr> <td>Assistant Chief Fire Officer (ACFO)</td> <td>75% of CFO</td> </tr> <tr> <td>Assistant Chief Officer (ACO)</td> <td>82.5% of ACFO</td> </tr> <tr> <td>Treasurer*</td> <td>70.88% of ACO</td> </tr> </tbody> </table>	Title	Notional % of CFO salary	Chief Fire Officer (CFO)	100%	Deputy Chief Fire Officer (DCFO)	80% of CFO	Deputy Chief Officer (DCO)	95% of DCFO	Assistant Chief Fire Officer (ACFO)	75% of CFO	Assistant Chief Officer (ACO)	82.5% of ACFO	Treasurer*	70.88% of ACO	
Title	Notional % of CFO salary															
Chief Fire Officer (CFO)	100%															
Deputy Chief Fire Officer (DCFO)	80% of CFO															
Deputy Chief Officer (DCO)	95% of DCFO															
Assistant Chief Fire Officer (ACFO)	75% of CFO															
Assistant Chief Officer (ACO)	82.5% of ACFO															
Treasurer*	70.88% of ACO															
	<p>* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.</p> <p>Note: From time to time the percentage figures may need to be amended to reflect the pay award made to ensure that each roles salary actually receives the pay award. For example:-</p> <p>CFO 1% award – Salary £129,820 p.a. to £131,118 p.a.  DCFO 80% of CFO – Salary £103,856 p.a. to £104,895 p.a.  DCO 95% of DCFO – Salary £98,859 p.a. to £99,650 p.a. (less than 1% pay award £98,859 + 1% = £99,848 p.a). Therefore, the award should be adjusted by 0.189% to 95.189% = £99,848 p.a.</p>															

4.5	The Fire and Rescue Authority on 9 July 2018 determined that the non-uniformed DCO, ACO and Treasurer's posts would be single salary points and determined on a percentage basis as set out in point 4.4.	FA 15.12.14  FA 09.07.18
4.6	To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible service.	FA 15.12.14
4.7	Fire & Rescue Authority, (Ref number Minute 67, September 2009), resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire and Rescue Authority, but holds no directorate responsibility.	FA 15.12.14
4.8	Fire and Rescue Authority, (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer.	FA 15.12.14
4.9	Fire and Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and at its meeting 9 July 2018 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14  FA 09.07.18
4.10	Assistant Chief Officer's remuneration is established at 82.5% of the full rate of the Assistant Chief Fire Officer.	FA 15.12.14 FA 09.07.18
4.11	Chief Officers, remuneration on appointment is determined by the full Fire and Rescue Authority. South Wales Fire and Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement.	FA 15.12.14
4.12	Information on the remuneration of Chief Officers is published as part of the South Wales Fire and Rescue Service annual end of year Financial Statement.	FA 15.12.14
4.13	In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire and Rescue Authority's	FA 15.12.14

	commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire and Rescue Authority may identify and agree a local rate and implementation date. The HR and Equalities Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire and Rescue Authority. Only the Fire and Rescue Authority may make a final determination in respect of remuneration rates for Chief Officers, including annual cost of living awards.	
4.14	On 27 March 2017 the HR & Equalities Committee received a report detailing the cessation of the joint arrangements for the provision of a joint post of Senior Occupational Health Physician. It was resolved that SWFRS would solely employ the SOHP on a part time basis. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range.	FA 15.12.14  FA 12.02.18
<b>5.</b>	<b>AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT</b>	
5.1	Following a review of the Area Managers' establishment and operational rota it was determined that the number of posts would reduce from 6 to 4 from August 2009 with a move to a continuous duty system rota.	FA 15.12.14
5.2	The remuneration scheme for this group of staff was locally agreed as follows: AMB salary, as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment.	FA 15.12.14
<b>6.</b>	<b>NON UNIFORMED HEADS OF SERVICE (4 POSTS)</b>	
6.1	Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government Services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary.	FA 15.12.14
<b>7.</b>	<b>ALL OTHER STAFF</b>	
7.1	All other staff employed by South Wales Fire and Rescue Authority are encompassed within Wholetime, On-Call, Control or Support Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2.	FA 15.12.14

7.2	In general the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire and Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council, and are supplemented by the Fire and Rescue Authority's rules, records, Organisational, Policy & Procedural Documents and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	FA 15.12.14
7.3	The "lowest salary" used by the Fire and Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), spinal column point 1.	FA 15.12.14
7.4	An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is 1:7.72.	FA 15.12.14
<b>8.</b>	<b>DELEGATED AUTHORITY LEVELS</b>	
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14
8.2	Decisions on pay detailed within this policy are delegated as follows:	FA 15.12.14

<b>DECISION</b>	<b>DELEGATED AUTHORITY LEVEL</b>
Starting pay (above grade minimum), but not including, Assistant Chief Officer (and equivalent level)	Assistant Chief Officer People Services (As identified in the Fire & Rescue Authority Standing Orders)
Starting Pay Assistant Chief Officer (and equivalent) level and above	Full Authority to agree the senior management organizational structure including grades and salary bands.  Appointment panel to agree and approve actual salary on appointment within the management structure agreed by Full Authority above.
Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.	Assistant Chief Officer People Services or delegated to Head of HR.

Acting-up payment at Assistant Chief Officer level where total salary package is less than £100k.	Chief Fire Officer
Acting up payment for posts where total salary package is more than £100k.	Full Fire & Rescue Authority

8.3	Human Resources is responsible for overseeing any decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation.	FA 15.12.14
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in table above.	FA 15.12.14
<b>9.</b>	<b>PAY RELATIVITIES WITHIN THE FIRE AND RESCUE AUTHORITY</b>	
9.1	The lowest paid persons employed under a Contract of Employment with the Fire and Rescue Authority are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire and Rescue Authority's grading structure. As at 1 April 2020, this is £17,842 per annum. The Fire and Rescue Authority occasionally engages Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees'.	FA 15.12.14
9.2	The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers.	FA 15.12.14
9.3	The Authority remunerates substantive personnel above the National Living Wage.	FA 15.12.14
<b>10.</b>	<b>STARTING SALARY</b>	
10.1	Employees appointed to jobs within the Authority will normally be appointed to the minimum point of the pay grade for the job.	FA 15.12.14
10.2	In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum.	FA 15.12.14

10.3	An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human Resources, if required.	FA 15.12.14
10.4	The business case should incorporate the following: <ul style="list-style-type: none"> <li>• preferred candidate's current or most recent salary;</li> <li>• salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees;</li> <li>• benefits to service and customers of appointing the preferred candidate;</li> <li>• potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum;</li> <li>• confirmation that increased employee costs will be met by the existing service budget.</li> </ul>	FA 15.12.14
10.5	The Assistant Chief Officer People Services will: <ul style="list-style-type: none"> <li>• consider the request presented by the recruiting manager;</li> <li>• discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay policy;</li> <li>• respond to the appointment panel;</li> <li>• complete the relevant payroll authorization so that the recruitment process can be completed.</li> </ul>	FA 15.12.14
10.6	The decision of the Assistant Chief Officer People Services is final.	FA 15.12.14
10.7	A resolution of the full Fire and Rescue Authority is required for all organizational re-structures and associated grading and salary.	FA 15.12.14
<b>11.</b>	<b>RE-EMPLOYMENT OF FORMER EMPLOYEES</b>	
11.1	Former employees are able to be re-employed by the Fire and Rescue Authority, but there are several determining factors.	FA 15.12.14
11.2	The Fire and Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise and knowledge.	FA 15.12.14

11.3	Fire and Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire and Rescue Authority for consideration based on business needs.	FA 15.12.14
11.4	When someone retires, or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred.	FA 15.12.14
11.5	Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so, and request authorization from the Fire and Rescue Authority or designated Assistant Chief Officer.	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire and Rescue Services (on Grey book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.	FA 15.12.14
<b>12.</b>	<b>ACTING-UP TO A HIGHER GRADED JOB</b>	
12.1	Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment.	FA 15.12.14
12.2	The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave.	FA 15.12.14
12.3	Employees who undertake the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post.	FA 15.12.14

12.4	Employees who undertake part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.	FA 15.12.14
12.5	Where there are only one or two employees who are able to “act-up” to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to carry out the higher graded job. Where there are a large number of employees who may be in a position to “act-up” to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.	FA 15.12.14
12.6	Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources, if required.	FA 15.12.14
12.7	The approving officer will: <ul style="list-style-type: none"> <li>• consider the request presented by the requesting manager;</li> <li>• discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay policy;</li> <li>• provide a response to the requesting manager, normally within 10 working days;</li> <li>• complete and notify the Payroll Section if a pay variation is to be implemented.</li> </ul>	FA 15.12.14
12.8	Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire and Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire and Rescue Authority and be financed in full.	FA 15.12.14
12.9	Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.	FA 15.12.14
<b>13.</b>	<b>HONORARIUM PAYMENTS</b>	
13.1	An honorarium payment is a <b>one-off</b> payment. It can only be made where there is clear evidence to support the	FA 15.12.14

	<p>following circumstances:</p> <ul style="list-style-type: none"> <li>• where an employee temporarily carries out significant additional work over and above their usual responsibilities;</li> <li>• where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale.</li> </ul>	
13.2	<p>An honorarium payment <b>cannot</b> be made in the following circumstances:</p> <ul style="list-style-type: none"> <li>• where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made;</li> <li>• where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation;</li> <li>• where the additional work undertaken is commensurate with the employees current job description/salary grade.</li> </ul>	FA 15.12.14
13.3	<p>If the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chair of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.</p>	FA 15.12.14
13.4	<p>Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours.</p>	FA 15.12.14
13.5	<p>Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.</p>	FA 15.12.14
13.6	<p>Honorarium payments are pensionable.</p>	FA 15.12.14
13.7	<p>Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes.</p>	FA 15.12.14
<b>14.</b>	<b>SEVERANCE</b>	
14.1	<p>On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments</p>	FA 15.12.14

	due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	
14.2	All business cases for redundancy, early retirement and severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	FA 15.12.14
14.3	Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion.  This discretion will be applied, subject to the Chief Fire Officer and Assistant Chief Officer, People Services agreeing to the application after taking into account the costs and benefits to the organisation. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.	FA 14.03.15
	The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions	FA 14.03.15
<b>15.</b>	<b>UNIFORMED FIRE AND RESCUE SERVICES</b>	
15.1	All Fire and Rescue Services employees, up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service. These are nationally agreed terms and conditions (the 'Grey' book).	FA 15.12.14
15.2	Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (the 'Gold' book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below: <ul style="list-style-type: none"> <li>• The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data;</li> <li>• The relationship of current salary to the national</li> </ul>	FA 15.12.14

	<p>benchmark;</p> <ul style="list-style-type: none"> <li>• Any substantial local factors not common to Fire and Rescue Authorities of similar type and size;</li> <li>• Comparative information to on salaries in other similar authorities;</li> <li>• Top management structures and size of management team compared to those of other fire and rescue authorities of similar type and size;</li> <li>• The relative job size of each post; and</li> <li>• Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond.</li> </ul>	
15.3	Other Fire and Rescue Service Managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place.	FA 15.12.14
15.4	For a review, the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR and Equalities Committee before being submitted to the full Fire and Rescue Authority for final determination.	FA 15.12.14
<b>16.</b>	<b>OTHER PAY RELATED POLICIES</b>	
16.1	Other pay related policy areas that are applicable to all employees are: <ul style="list-style-type: none"> <li>• Business Travel and Expenses</li> <li>• Relocation expenses</li> <li>• Handling redundancy</li> <li>• Early retirement – including redundancy, flexible retirement and efficiency of service</li> <li>• Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015, RDS Modified Scheme, Firefighter Compensation Scheme</li> </ul>	FA 14.03.16
<b>17.</b>	<b>OTHER TERMS AND CONDITIONS</b>	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. (Ref. Section 4. Principal Officers Pay Construct).	FA 15.12.14
17.2	South Wales Fire and Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Services lease vehicle scheme.	FA 15.12.14

17.3	Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost.	FA 15.12.14
17.4	<p>The Fire &amp; Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of the delivery of Fire &amp; Rescue Service workforce planning. The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire &amp; Rescue Service identifies, assesses and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p>	14.03.16
<b>18.</b>	<b>MONITORING AND REVIEW</b>	
18.1	The Assistant Chief Officer People Services will review the application of this policy on an annual basis.	FA 15.12.14
18.2	The Pay Policy will then be presented to the HR and Equalities Committee for review before being submitted to the full Fire and Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any change or deviation from this policy outside of such a review requires full Fire and Rescue Authority approval.	FA 15.12.14
<b>19.</b>	<b>SALARY SCALES</b>	
19.1	South Wales Fire and Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14  FA 12.02.18
19.2	National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2	FA 15.12.14

		FA 12.02.18
19.3	South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3.	FA 15.12.14  FA 12.02.18
19.4	National Joint Council for Local Government service, salary matrix – Appendix 4.	FA 15.12.14  FA 12.02.18
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14  FA 12.02.18
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.9.15  FA 12.02.18

**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS  
AND HEADS OF SERVICE, SALARY MATRIX**

	<b>WT Salary</b>	<b>Actual Salary</b>
<b>DIRECTORS (5 posts)</b>		
Chief Fire Officer	£137,765	£137,765
<i>Deputy Chief Fire Officer (80% CFO)</i>	£110,212	-
Deputy Chief Officer (95.18% - DCFO)	£104,910	£104,910
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£103,529	£103,529
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£103,529	£103,529
Assistant Chief Officer - People Services (82.5% - ACFO)	£85,412	£85,412
<b>STATUTORY OFFICER (1 post)</b>		
Treasurer (70.88% - ACO)	£60,545	£27,475
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.		
<b>HEADS OF SERVICE (8 posts)</b>		
Head of Service – Finance (57.15% - ACO PS)	£54,352	£54,352
Head of Service – Corporate (57.15% - ACO PS)	£54,352	£54,352
Head of Service – HR (57.15% - ACO PS)	£54,352	£54,352
Head of Service – ICT (57.15% - ACO PS)	£54,352	£54,352
Area Manager – Operations †	£83,793	£83,793
Area Manager - Head of Operational Risk Management †	£83,793	£83,793
Area Manager – Head of Risk Reduction †	£83,793	£76,451
Area Manager - Training & Development †	£83,793	£83,793
† Area Manager - Baseline Salary	£60,756	
20% flexi duty allowance	£12,151	
14% continuous duty system pay	£10,207	
CPD	£679	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2020		
<b>MEDICAL (1 post)</b>		
Occupational Health Physician*50%	£107,646	£53,823
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment)		

**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITIES' FIRE AND  
RESCUE SERVICES, SALARY MATRIX**

**FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2020**

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter</b>			
Trainee	23,366	10.67	16.01
Development	24,339	11.11	16.67
Competent	31,144	14.22	21.33
<b>Crew Manager</b>			
Development	33,101	15.11	22.67
Competent	34,528	15.77	23.66
<b>Watch Manager</b>			
Development	35,275	16.11	24.17
Competent A	36,255	16.55	24.83
Competent B	38,611	17.63	26.45
<b>Station Manager</b>			
Development	40,161	18.34	27.51
Competent A	41,367	18.89	28.34
Competent B	44,297	20.23	29.75
<b>Group Manager</b>			
Development	46,254	21.12	Not Applicable
Competent A	47,641	21.75	"
Competent B	51,275	23.41	"
<b>Area Manager</b>			
Development	54,303	24.79	Not applicable
Competent A	55,930	25.54	"
Competent B	59,565	27.20	"

### CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2020

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	22,198	10.14	15.21
Development	23,122	10.56	15.84
Competent	29,587	13.51	20.27
<b>Crew Manager (Control)</b>			
Development	31,446	14.36	21.54
Competent	32,802	14.98	22.47
<b>Watch Manager (Control)</b>			
Development	33,511	15.30	22.95
Competent A	34,442	15.73	23.60
Competent B	36,680	16.75	25.13
<b>Station Manager (Control)</b>			
Development	38,153	17.42	26.13
Competent A	39,299	17.94	26.91
Competent B	42,082	19.22	28.83
<b>Group Manager (Control)</b>			
Development	43,941	20.06	<b>Not applicable</b>
Competent A	45,259	20.67	"
Competent B	48,711	22.24	"

\*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

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**ON CALL PAYMENT STRUCTURE**  
**Effective from 1st July 2020**

100% (105 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	62.5	62.5	62.5	75 (12.5 admin)						
Allowance A	£7,845.00	£8,175.00	£10,455.00	£13,338.00	£13,914.00	£14,211.00	£14,607.00	£15,561.00	£16,182.00	£16,668.00
Allowance B	£1,961.25	£2,043.75	£2,613.75	£3,334.50	£3,478.50	£3,552.75	£3,651.75	£3,890.25	£4,045.50	£4,167.00
<b>Total Salary 100%</b>	<b>£9,806.25</b>	<b>£10,218.75</b>	<b>£13,068.75</b>	<b>£16,672.50</b>	<b>£17,392.50</b>	<b>£17,763.75</b>	<b>£18,258.75</b>	<b>£19,451.25</b>	<b>£20,227.50</b>	<b>£20,835.00</b>

90% (94.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	56.25	56.25	56.25	67.5 (11.25 admin)						
Allowance A	£7,060.50	£7,357.50	£9,409.50	£12,004.20	£12,522.60	£12,789.90	£13,146.30	£14,004.90	£14,563.80	£15,001.20
Allowance B	£1,765.13	£1,839.38	£2,352.38	£3,001.05	£3,130.65	£3,197.48	£3,286.58	£3,501.23	£3,640.95	£3,750.30
<b>Total Salary 100%</b>	<b>£8,825.63</b>	<b>£9,196.88</b>	<b>£11,761.88</b>	<b>£15,005.25</b>	<b>£15,653.25</b>	<b>£15,987.38</b>	<b>£16,432.88</b>	<b>£17,506.13</b>	<b>£18,204.75</b>	<b>£18,751.50</b>

80% (84 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	50	50	50	60 (10 admin)						
Allowance A	£6,276.00	£6,540.00	£8,364.00	£10,670.40	£11,131.20	£11,368.80	£11,685.60	£12,448.80	£12,945.60	£13,334.40
Allowance B	£1,569.00	£1,635.00	£2,091.00	£2,667.60	£2,782.80	£2,842.20	£2,921.40	£3,112.20	£3,236.40	£3,333.60
<b>Total Salary 100%</b>	<b>£7,845.00</b>	<b>£8,175.00</b>	<b>£10,455.00</b>	<b>£13,338.00</b>	<b>£13,914.00</b>	<b>£14,211.00</b>	<b>£14,607.00</b>	<b>£15,561.00</b>	<b>£16,182.00</b>	<b>£16,668.00</b>

70% (73.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	43.75	43.75	43.75	52.5 (8.75 admin)						
Allowance A	£5,491.50	£5,722.50	£7,318.50	£9,336.60	£9,739.80	£9,947.70	£10,224.90	£10,892.70	£11,327.40	£11,667.60
Allowance B	£1,372.88	£1,430.63	£1,829.63	£2,334.15	£2,434.95	£2,486.93	£2,556.23	£2,723.18	£2,831.85	£2,916.90
<b>Total Salary 100%</b>	<b>£6,864.38</b>	<b>£7,153.13</b>	<b>£9,148.13</b>	<b>£11,670.75</b>	<b>£12,174.75</b>	<b>£12,434.63</b>	<b>£12,781.13</b>	<b>£13,615.88</b>	<b>£14,159.25</b>	<b>£14,584.50</b>

60% (63 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	37.5	37.5	37.5	45 (7.5 admin)						
Allowance A	£4,707.00	£4,905.00	£6,273.00	£8,002.80	£8,348.40	£8,526.60	£8,764.20	£9,336.60	£9,709.20	£10,000.80
Allowance B	£1,176.75	£1,226.25	£1,568.25	£2,000.70	£2,087.10	£2,131.65	£2,191.05	£2,334.15	£2,427.30	£2,500.20
<b>Total Salary 100%</b>	<b>£5,883.75</b>	<b>£6,131.25</b>	<b>£7,841.25</b>	<b>£10,003.50</b>	<b>£10,435.50</b>	<b>£10,658.25</b>	<b>£10,955.25</b>	<b>£11,670.75</b>	<b>£12,136.50</b>	<b>£12,501.00</b>

50% (52.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	31.25	31.25	31.25	37.5 (6.25 admin)						
Allowance A	£3,922.50	£4,087.50	£5,227.50	£6,669.00	£6,957.00	£7,105.50	£7,303.50	£7,780.50	£8,091.00	£8,334.00
Allowance B	£980.63	£1,021.88	£1,306.88	£1,667.25	£1,739.25	£1,776.38	£1,825.88	£1,945.13	£2,022.75	£2,083.50
<b>Total Salary 100%</b>	<b>£4,903.13</b>	<b>£5,109.38</b>	<b>£6,534.38</b>	<b>£8,336.25</b>	<b>£8,696.25</b>	<b>£8,881.88</b>	<b>£9,129.38</b>	<b>£9,725.63</b>	<b>£10,113.75</b>	<b>£10,417.50</b>

40% (42 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	25	25	25	30 (5 admin)						
Allowance A	£3,138.00	£3,270.00	£4,182.00	£5,335.20	£5,565.60	£5,684.40	£5,842.80	£6,224.40	£6,472.80	£6,667.20
Allowance B	£784.50	£817.50	£1,045.50	£1,333.80	£1,391.40	£1,421.10	£1,460.70	£1,556.10	£1,618.20	£1,666.80
<b>Total Salary 100%</b>	<b>£3,922.50</b>	<b>£4,087.50</b>	<b>£5,227.50</b>	<b>£6,669.00</b>	<b>£6,957.00</b>	<b>£7,105.50</b>	<b>£7,303.50</b>	<b>£7,780.50</b>	<b>£8,091.00</b>	<b>£8,334.00</b>

30% (31.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	18.75	18.75	18.75	22.5 (3.75 admin)						
Allowance A	£2,353.50	£2,452.50	£3,136.50	£4,001.40	£4,174.20	£4,263.30	£4,382.10	£4,668.30	£4,854.60	£5,000.40
Allowance B	£588.38	£613.13	£784.13	£1,000.35	£1,043.55	£1,065.83	£1,095.53	£1,167.08	£1,213.65	£1,250.10
<b>Total Salary 100%</b>	<b>£2,941.88</b>	<b>£3,065.63</b>	<b>£3,920.63</b>	<b>£5,001.75</b>	<b>£5,217.75</b>	<b>£5,329.13</b>	<b>£5,477.63</b>	<b>£5,835.38</b>	<b>£6,068.25</b>	<b>£6,250.50</b>

## APPENDIX 4

## NJC PAY SCALES from April 2020 (GREEN BOOK STAFF)

SCP	1 Apr 20
1	£17,842
2	£18,198
3	£18,562
4	£18,933
5	£19,312
6	£19,698
7	£20,092
8	£20,493
9	£20,903
10	£21,322
11	£21,748
12	£22,183
13	£22,627
14	£23,080
15	£23,541
16	£24,012
17	£24,491
18	£24,982
19	£25,481
20	£25,991
21	£26,511
22	£27,041
23	£27,741
24	£28,672
25	£29,577
26	£30,451
27	£31,346
28	£32,234
29	£32,910
30	£33,782
31	£34,728
32	£35,745
33	£36,922
34	£37,890
35	£38,890
36	£39,880
37	£40,876
38	£41,881
39	£42,821
40	£43,857
41	£44,863
42	£45,859
43	£46,845

**Extract****Joint Negotiating Committee for Local Authority Craft & Associated Employees****CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including **1 April 2020** are as follows:

**Apprentice Engineers & Electricians**

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including **1 April 2016** are as follows (percentage of full time rate is denoted in brackets).

<b>Age at Entry</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>3rd Year</b>	<b>4th Year</b>
	<b>1 April 2020</b>	<b>1 April 2020</b>	<b>1 April 2020</b>	<b>1 April 2020</b>
<b>16 Yrs</b>	£203.70 (55%)	£259.25 (70%)	£333.32 (90%)	£351.84 (95%)
<b>17 Yrs</b>	£203.70 (55%)	£296.29 (80%)	£333.32 (90%)	£351.84 (95%)
<b>18 Yrs +</b>	£296.29 (80%)	£314.81 (85%)	£333.32 (90%)	£351.84 (95%)

## **SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS**

### **Auxiliary Firefighter will be linked to Green Book and pay will be made up of the following components:-**

- £1,000 per year retainer (paid in quarterly instalments of £250) for the availability of previous 3 months
- £1,000 per year for training attendance (paid in quarterly instalments of £250) for the attendance and compliance with training requirements
- £250 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,000 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,250 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,250 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a “Resilience Contract”. The salary will be between £2,000 and £3,250, depending on skill sets.

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**TREASURY MANAGEMENT STRATEGY 2021/22****RECOMMENDATION**

The Fire Authority note and approve the following;

- The Treasury Management Strategy Statement (TMSS);
- Capital prudential indicators and Minimum Revenue Provision (MRP) policy;
- Borrowing policy and treasury indicators / limits;
- Annual Investment Strategy (AIS);
- The Treasurer to update strategies and policies as necessary throughout the year.

**1. BACKGROUND**

- 1.1 The Fire & Rescue Authority is required to approve in advance of each financial year its governance arrangements for treasury management activities. Detailed explanations of what these are, are contained in Appendix 1.
- 1.2 All Local Authority bodies are required by statute to approve the treasury management strategy and associated policies annually.

**2. ISSUE**

- 2.1 The purpose of this report is for Members to consider the treasury management activities required to deliver capital spending plans in a prudent and sustainable manner and ensure cash resources are managed effectively for the next 3 years.

**3. EQUALITY RISK ASSESSMENT**

- 3.1 There are no Equality implications resulting directly from this report. Each element of both the capital and revenue budgets will have undergone Equality Risk Assessments by the responsible project lead. The Treasury Management Strategy determines our counter parties in accordance with Member appetite for risk and return and in the context of affordability.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The approval of the Treasury Management Strategy provides the control framework within which officers can operate to ensure that as far as possible

the costs of borrowing are minimised, and investment opportunities are maximised, whilst ensuring risk is kept to a minimum.

- 4.2 The capital prudential indicators show the financial impact of capital investment decisions to assess if those decisions are affordable, prudent and sustainable.
- 4.3 The treasury management indicators set constraints to ensure decisions are made in accordance with good practice.
- 4.4 The MRP policy determines how the Authority will determine the amount that must be set aside from revenue each year to repay external debt.

## 5. RECOMMENDATION

- 5.1 That the Fire & Rescue Authority approve the following;
- The Treasury Management Strategy Statement (TMSS);
  - Capital prudential indicators and Minimum Revenue Provision (MRP) policy;
  - Borrowing policy and treasury indicators / limits;
  - Annual Investment Strategy (AIS);
  - The Treasurer to update strategies and policies as necessary throughout the year.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Geraint Thomas Head of Finance & Procurement	<ul style="list-style-type: none"> <li>- Local Government Act 2003</li> <li>- CIPFA Treasury Management Code</li> <li>- CIPFA Prudential Code</li> <li>- WG MRP &amp; Investment Guidance</li> <li>- Capital budget working papers</li> </ul>

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# 1.INTRODUCTION

## 1.1 Background

The Authority is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Authority's low risk appetite, providing adequate liquidity initially before considering investment return.

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

The contribution the treasury management function makes to the authority is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the revenue budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the revenue budget.

CIPFA defines treasury management as:

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

This authority has not engaged in any commercial investments and has no non-treasury investments.

## 1.2 Reporting requirements

### 1.2.1 Capital Strategy

The CIPFA 2017 Prudential and Treasury Management Codes require all local authorities to prepare a capital strategy report which will provide the following:

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

The aim of this capital strategy is to ensure that all elected members on the full Authority fully understand the overall long-term policy objectives and resulting capital strategy requirements, governance procedures and risk appetite.

## 1.2.2 Treasury Management reporting

The Authority is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report is forward looking and covers:
  - capital plans;
  - minimum revenue provision (MRP) policy;
  - treasury management strategy; and
  - investment strategy
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
- c. **An annual treasury report** – This is a backward looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

The above reports are required to be adequately scrutinised before being recommended to the Authority. This role is undertaken by the Finance, Audit & Performance Management Committee.

## 1.3 Treasury Management Strategy for 2021/22

The strategy for 2021/22 covers two main areas:

### Capital issues

- capital expenditure plans and the associated prudential indicators;
- minimum revenue provision (MRP) policy.

### Treasury management issues

- current treasury position;
- treasury indicators to limit the treasury risk and activities of the Authority;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, Welsh Government MRP Guidance, the CIPFA Treasury Management Code and Welsh Government Investment Guidance.

## 1.4 Training

The CIPFA Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. Training is largely delivered to Members by their home Authority with additional training occasionally delivered by South Wales Fire & Rescue (SWFRS). The training needs of treasury management officers are periodically reviewed.

### **1.5 Treasury management consultants**

The Authority uses Link Group, Treasury solutions as its external treasury management advisors.

## 2 THE CAPITAL PRUDENTIAL INDICATORS 2021/22 – 2023/24

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 2.1 Capital expenditure

This prudential indicator is a summary of the Authority's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts: and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

<b>Capital expenditure £000</b>	<b>2019/20 Actual</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
Total	6,638	4,717	8,614	4,989	6,228
<b>Financing of capital expenditure £m</b>	<b>2019/20 Actual</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
Capital receipts	857	0	0	0	0
Capital grants	143	73	826	0	0
Capital reserves	2,994	0	0	0	0
Revenue	250	200	200	200	200
Co-location contrib's	206	0	0	0	0
<b>Net financing need for the year</b>	<b>2,189</b>	<b>4,444</b>	<b>7,588</b>	<b>4,789</b>	<b>6,028</b>
<b>£000</b>	<b>2019/20 Actual</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
<b>Capital Financing Requirement</b>					
CFR at 31 March	41,464	42,683	47,495	48,305	49,987
<b>Movement in CFR represented by</b>					
Less MRP	2,909	3,225	3,602	3,979	4,346
<b>Movement in CFR</b>	<b>-720</b>	<b>1,219</b>	<b>3,986</b>	<b>810</b>	<b>1,682</b>

## 2.2 The Authority's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Authority's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Authority's indebtedness and so it's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Authority's borrowing requirement, these types of scheme include a borrowing facility by the PFI provider and so the Authority is not required to separately borrow for these schemes. The Authority currently has £5.9m of such schemes within the CFR.

## 2.3 Core funds and expected investment balances

Expected balances available to invest have been and are estimated to be minimal. Balances will be used to mitigate the need to borrow and ensure borrowing costs are minimised as opposed to investment opportunities being maximised as there is a cost of carry.

## 2.4 Minimum revenue provision (MRP) policy statement

The Authority is required to pay off an element of the capital spend each year through a revenue charge, i.e. MRP, although it is also allowed to undertake additional voluntary payments.

Welsh Government regulations have been issued which require the full Authority to approve **an MRP Statement** in advance of each year. A variety of options are provided to Authorities, so long as there is a prudent provision. The Authority is recommended to approve the following MRP Statement;

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

- **Existing practice** - MRP will follow the existing practice outlined in Welsh Government regulations (option 1);

This provides for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases), the MRP policy will be:

- **Asset life method** – MRP will be based on the estimated life of the assets, in accordance with the regulations (this option must be applied for any expenditure capitalised under a Capitalisation Direction) (option 3);

This option provides for a reduction in the borrowing need over approximately the asset's life.

Repayments included in annual PFI or finance leases are applied as MRP.

### 3 BORROWING

The capital expenditure plans set out in Section 2 provide details of the activity level of the Authority. The treasury management function ensures that the Authority's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet service activity and the Authority's capital strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions and the annual investment strategy.

#### 3.1 Current portfolio position

The overall treasury management portfolio as at 31 March 2020 and for the position as at 26<sup>th</sup> February 2021, are shown below for both borrowing and investments.

<b>Total Borrowing</b>	
	<b>20/21</b>
<u>PWLB</u>	
Opening Principal	26,442,644.30
New Borrowing	5,000,000.00
EIP Principal Repaid	-401,899.42
Maturity Principal Repaid	-2,000,000.00
Closing Principal	29,040,744.88
<u>Salix</u>	
Opening Principal	34,583.35
New Borrowing	0.00
EIP Principal Repaid	0.00
Maturity Principal Repaid	-13,833.34
Closing Principal	20,750.01
<b>Total</b>	
Opening Principal	26,477,227.65
New Borrowing	5,000,000.00
EIP Principal Repaid	-401,899.42
Maturity Principal Repaid	-2,013,833.34
Closing Principal	29,061,494.89

#### Cash At Bank

LLOYDS CURRENT ACCOUNT	3,373,975.74
BARCLAYS CURRENT ACCOUNT	861,831.52
	<u>4,235,807.26</u>

Interest rates at Lloyds and Barclays bank are bank rate -0.10 which translates as 0.10% - 0.10 = 0%. This is the interest rate applied to deposits held at both banks and as a result investment income is not anticipated for the coming financial year.

The Authority's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2019/20 Actual	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
<b>External Debt</b>					
Debt at 1 April	30,987	26,477	29,061	31,146	32,737
Expected change in Debt	-4,510	2,584	2,084	1,591	2,598
Other long-term liabilities (*OLTL)	4,691	4,462	4,097	3,679	3,242
Expected change in *OLTL		-229	-365	-419	-437
Actual gross debt at 31 March	<b>31,168</b>	<b>33,523</b>	<b>35,243</b>	<b>36,415</b>	<b>38,576</b>
The Capital Financing Requirement	<b>41,464</b>	<b>42,683</b>	<b>46,669</b>	<b>47,479</b>	<b>49,161</b>
Under / (over) borrowing	<b>10,295</b>	<b>9,160</b>	<b>11,426</b>	<b>11,064</b>	<b>10,585</b>

*\*OLTL includes the PFI facility at Cardiff Gate only, all finance leases have now ceased.*

The above is a key indicators to ensure that the Authority operates its activities within well-defined limits. One of these is that the Authority needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

Treasurer reports that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

### 3.2 Treasury Indicators: limits to borrowing activity

**The operational boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational boundary	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Debt	37,000	40,000	43,000	46,000
Other long term liabilities	8,000	5,000	5,000	5,000
Total	45,000	45,000	48,000	51,000
Authorised limit	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Debt	40,000	45,000	50,000	55,000
Other long term liabilities	10,000	10,000	10,000	10,000
Total	50,000	55,000	60,000	65,000

**The authorised limit for external debt.** This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by

the full Authority. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all Authorities' plans, or those of a specific Authority, although this power has not yet been exercised.
2. The Authority is asked to approve the following authorised limit:

### 3.3 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, this prudential indicator assesses the affordability of capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. The Authority is asked to approve the ration of financing costs to revenue indicator.

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

	<b>2019/20 Actual</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
<b>Total</b>	5.97%	6.33%	6.71%	7.07%	7.49%

The estimates of financing costs include current commitments and the proposals in this budget report. It is not intended for financing costs to ever reach 10%, it is deemed unaffordable for this Authority.

### 3.3 Prospects for interest rates

The Authority has appointed Link Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. Link provided the following forecasts on 8.11.20. These are forecasts for certainty rates, gilt yields plus 80bps:

Link Group Interest Rate View		9.11.20											
These Link forecasts have been amended for the reduction in PWLB margins by 1.0% from 26.11.20													
	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
5 yr PWLB	0.80	0.80	0.80	0.80	0.90	0.90	0.90	0.90	0.90	1.00	1.00	1.00	1.00
10 yr PWLB	1.10	1.10	1.10	1.10	1.20	1.20	1.20	1.20	1.20	1.30	1.30	1.30	1.30
25 yr PWLB	1.50	1.60	1.60	1.60	1.60	1.70	1.70	1.70	1.70	1.80	1.80	1.80	1.80
50 yr PWLB	1.30	1.40	1.40	1.40	1.40	1.50	1.50	1.50	1.50	1.60	1.60	1.60	1.60

The coronavirus outbreak has done huge economic damage to the UK and economies around the world. After the Bank of England took emergency action in March to cut Bank Rate to first 0.25%, and then to 0.10%, it left Bank Rate unchanged at its subsequent meetings to 16<sup>th</sup> December, although some forecasters had suggested that a cut into negative territory could happen. However, the Governor of the Bank of England has made it clear that he currently thinks that such a move would do more damage than good and that more quantitative easing is the favoured tool if further action becomes necessary. As shown in the forecast table above, no increase in Bank Rate is expected in the near-term as economic recovery is expected to be only gradual and, therefore, prolonged. These forecasts were based on an assumption that a Brexit trade deal would be agreed by 31.12.20: as this has now occurred, these forecasts do not need to be revised.

## PWLB rates

As the interest forecast table for PWLB certainty rates above shows, there is expected to be little upward movement in PWLB rates over the next two years as it will take economies, including the UK, a prolonged period to recover all the momentum they have lost in the sharp recession caused during the coronavirus shut down period. From time to time, gilt yields, and therefore PWLB rates, can be subject to exceptional levels of volatility due to geo-political, sovereign debt crisis, emerging market developments and sharp changes in investor sentiment, (as shown on 9<sup>th</sup> November when the first results of a successful COVID-19 vaccine trial were announced). Such volatility could occur at any time during the forecast period.

## Investment and borrowing rates

- **Investment returns** are likely to remain exceptionally low during 2021/22 with little increase in the following two years.
- **Borrowing interest rates** fell to historically very low rates as a result of the COVID crisis and the quantitative easing operations of the Bank of England: indeed, gilt yields up to 6 years were negative during most of the first half of 20/21. The policy of avoiding new borrowing by running down spare cash balances has served local authorities well over the last few years. The unexpected increase of 100 bps in PWLB rates on top of the then current margin over gilt yields of 80 bps in October 2019, required an initial major rethink of local authority treasury management strategy and risk management. However, in March 2020, the Government started a consultation process for reviewing the margins over gilt rates for PWLB borrowing for different types of local authority capital expenditure.
- **Borrowing for capital expenditure.** As Link's long-term forecast for Bank Rate is 2.00%, and all PWLB rates are under 2.00%, there is now value in borrowing from the PWLB for all types of capital expenditure for all maturity periods, especially as current rates are at historic lows. Longer-term borrowing could be undertaken for the purpose of certainty.
- While this authority will not be able to avoid borrowing to finance new capital expenditure and replace maturing debt, there will be a cost of carry, (the difference between higher borrowing costs and lower investment returns), to any new borrowing that causes a temporary increase in cash balances as this position will, most likely, incur a revenue cost.

## 3.4 Borrowing strategy

Authority is currently maintaining an under-borrowed position. This means that the CFR, has not been fully funded with loan debt as cash supporting the Authority's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as investment returns are low and counterparty risk is still an issue that needs to be considered.

Against this background and the risks within the economic forecast, caution will be adopted with the 2021/22 treasury operations. The Treasurer will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in borrowing rates, then borrowing will be postponed.*

- *if it was felt that there was a significant risk of a much sharper RISE in borrowing rates than that currently forecast.* Most likely, fixed rate funding will be drawn whilst interest rates are lower than they are projected to be in the next few years.

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

### **3.5 Policy on borrowing in advance of need**

The Authority will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved CFR estimates and will be considered carefully to ensure that value for money can be demonstrated and that the Authority can ensure the security of such funds.

### **3.6 Debt rescheduling**

Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a very large difference between premature redemption rates and new borrowing rates.

If rescheduling was done, it will be reported to the *Authority* at the earliest meeting following its action.

### 3.7 New financial institutions as a source of borrowing and / or types of borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points for both HRA and non-HRA borrowing. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a “cost of carry” or to achieve refinancing certainty over the next few years).
- Municipal Bonds Agency (possibly still a viable alternative depending on market circumstances prevailing at the time).

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

### 3.8 Approved Sources of Long and Short term Borrowing

<b>On Balance Sheet</b>	<b>Fixed</b>
PWLB	●
Municipal bond agency	●
Local authorities	●
Banks	●
Pension funds	●
Market (long-term)	●
Market (temporary)	●
Market (LOBOs)	●
Stock issues	●
Local temporary	●
Local Bonds	●
Local authority bills	●
Overdraft	●
Internal (capital receipts & revenue balances)	●
Commercial Paper	●
Medium Term Notes	●
Finance leases	●

## 4 ANNUAL INVESTMENT STRATEGY

### 4.1 Investment policy – management of risk

The Authority's investment policy has regard to the following: -

- The Welsh Government's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2017 ("the Code")
- CIPFA Treasury Management Guidance Notes 2018

The Authority's investment priorities will be security first, portfolio liquidity second and then yield, (return). The Authority will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the Authority's risk appetite. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs. However, where appropriate the Authority will also consider the value available in periods up to 12 months with high credit rated financial institutions.

The above guidance from the Welsh Government and CIPFA places a high priority on the management of risk. This authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This authority has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two types of investment in appendix 5.4 under the categories of 'specified' and 'non-specified' investments, this Authority will only consider specified investments.
  - **Specified investments** are those with a high level of credit quality and subject to a maturity limit at the start of the investment of up to one year. All investments with local authorities are also specified investments regardless of the length of period to maturity.

5. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
6. **Transaction limits** are set for each type of investment in 4.2.
7. This authority has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this authority in the context of the expected level of cash balances and need for liquidity throughout the year.
8. All investments will be denominated in **sterling**.
9. As a result of the change in accounting standards for 2020/21 under IFRS 9, this authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. The Welsh Government has passed a statutory override to allow Welsh local authorities time to adjust their portfolio of all pooled investments by delaying implementation of IFRS 9 for five years until 31.3.23.

However, this authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

#### 4.2 Creditworthiness policy

This Authority applies the creditworthiness service provided by the Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- "watches" and "outlooks" from credit rating agencies;
- CDS spreads that may give early warning of changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, and any assigned Watches and Outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads. The end product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Authority to determine the suggested duration for investments. The Authority will, therefore, use counterparties within the following durational bands:

- Yellow            5 years \*
- Dark pink       5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink       5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple            2 years
- Blue              1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange           1 year
- Red               6 months

The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Authority use will be a short-term rating (Fitch or equivalents) of F1 and a long-term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

The Authority is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service and the treasury will monitor these accordingly.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Authority's minimum criteria, its further use as a new investment will be withdrawn.
- in addition to the use of credit ratings the Authority will be advised of information in movements in Credit Default Swap spreads against the iTraxx European Financials benchmark and other market data on a daily basis via its Passport website, provided exclusively to it by Link. Extreme market movements may result in downgrade of an institution or removal from the Authority's lending list.

Sole reliance will not be placed on the use of this external service. In addition this Authority will also use market data and market information, as well as information on any external support for banks to help support its decision making process.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

The Authority will not place more than £10million with any one counter party falling in the above durational bands.

### 4.3 Other limits

Due care will be taken to consider the exposure of the Authority's total investment portfolio to non-specified investments and countries.

- Non-specified treasury management investment limit.** No unspecified investments will be made.
- Country limit.** The Authority has determined that it will only use approved counterparties from the UK and with a sovereign rating of AA-.

### 4.4 Investment strategy

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

### Investment returns expectations

Bank Rate is unlikely to rise from 0.10% for a considerable period. It is very difficult to say when it may start rising and so we have not budgeted for investment income in the coming year as it is not expected.

- The overall balance of risks to economic growth in the UK is probably now skewed to the upside, but is subject to major uncertainty due to the virus and how quickly successful vaccines may become available and widely administered to the population. It may also be affected by the deal the UK agrees as part of Brexit.
- There is relatively little UK domestic risk of increases or decreases in Bank Rate and significant changes in shorter term PWLB rates. The Bank of England has effectively ruled out the use of negative interest rates in the near term and increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, or a return of investor confidence in equities, could impact gilt yields, (and so PWLB rates), in the UK.

#### **4.5 End of year investment report**

At the end of the financial year, the Authority will report on its investment activity as part of its Annual Treasury Report.

#### **4.7 External fund managers**

The Authority does not employ the services of fund managers

## **5 APPENDICES**

1. Economic background
2. Treasury management scheme of delegation
3. The treasury management role of the section 151 officer

## 5.1 ECONOMIC BACKGROUND

- **UK.** The key quarterly meeting of the Bank of England Monetary Policy Committee kept **Bank Rate** unchanged on 5.11.20. However, it revised its economic forecasts to take account of a second national lockdown from 5.11.20 to 2.12.20 which is obviously going to put back economic recovery and do further damage to the economy. It therefore decided to do a further tranche of **quantitative easing (QE) of £150bn**, to start in January when the current programme of £300bn of QE, announced in March to June, runs out. It did this so that “announcing further asset purchases now should support the economy and help to ensure the unavoidable near-term slowdown in activity was not amplified by a tightening in monetary conditions that could slow the return of inflation to the target”.
- Its forecasts appeared, at that time, to be rather optimistic in terms of three areas:
  - The economy would recover to reach its pre-pandemic level in Q1 2022
  - The Bank also expected there to be excess demand in the economy by Q4 2022.
  - CPI inflation was therefore projected to be a bit above its 2% target by the start of 2023 and the “inflation risks were judged to be balanced”.
- Significantly, there was no mention of **negative interest rates** in the minutes or Monetary Policy Report, suggesting that the MPC remains some way from being persuaded of the case for such a policy, at least for the next 6 -12 months. However, rather than saying that it “stands ready to adjust monetary policy”, the MPC this time said that it will take “whatever additional action was necessary to achieve its remit”. The latter seems stronger and wider and may indicate the Bank’s willingness to embrace new tools.
- One key addition to **the Bank’s forward guidance in August** was a new phrase in the policy statement, namely that “it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainably”. That seems designed to say, in effect, that even if inflation rises to 2% in a couple of years’ time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate. Our Bank Rate forecast currently shows no increase, (or decrease), through to quarter 1 2024 but there could well be no increase during the next five years as it will take some years to eliminate spare capacity in the economy, and therefore for inflationary pressures to rise to cause the MPC concern. **Inflation** is expected to briefly peak at just over 2% towards the end of 2021, but this is a temporary short lived factor due to base effects from twelve months ago falling out of the calculation, and so is not a concern. Looking further ahead, it is also unlikely to be a problem for some years as it will take a prolonged time for spare capacity in the economy, created by this downturn, to be used up.
- **Public borrowing** was forecast in November by the Office for Budget Responsibility (the OBR) to reach £394bn in the current financial year, the highest ever peace time deficit and equivalent to 19% of GDP. In normal times, such an increase in total gilt issuance would lead to a rise in gilt yields, and so PWLB rates. However, the QE done by the Bank of England has depressed gilt yields to historic low levels, (as has similarly occurred with QE and debt issued in the US, the EU and Japan). This means that new UK debt being issued, and this is being done across the whole yield curve in all maturities, is locking in those historic low levels

through until maturity. In addition, the UK has one of the longest average maturities for its entire debt portfolio, of any country in the world. Overall, this means that the total interest bill paid by the Government is manageable despite the huge increase in the total amount of debt. The OBR was also forecasting that the government will still be running a budget deficit of £102bn (3.9% of GDP) by 2025/26. However, initial impressions are that they have taken a pessimistic view of the impact that vaccines could make in the speed of economic recovery.

- Overall, **the pace of recovery** was not expected to be in the form of a rapid V shape, but a more elongated and prolonged one. The initial recovery was sharp after quarter 1 saw growth at -3.0% followed by -18.8% in quarter 2 and then an upswing of +16.0% in quarter 3; this still left the economy 8.6% smaller than in Q4 2019. While the one month second national lockdown that started on 5<sup>th</sup> November caused a further contraction of 5.7% m/m in November, this was much better than had been feared and showed that the economy is adapting to new ways of working. This left the economy 'only' 8.6% below the pre-crisis level.
- **Vaccines – the game changer.** The Pfizer announcement on 9<sup>th</sup> November of a successful vaccine has been followed by approval of the Oxford University/AstraZeneca and Moderna vaccines. The Government has set a target to vaccinate 14 million people in the most at risk sectors of the population by 15<sup>th</sup> February; as of mid-January, it has made good, and accelerating progress in hitting that target. The aim is to vaccinate all adults by September. This means that the national lockdown, could be replaced by regional tiers of lighter restrictions, beginning possibly in Q2. At that point, there would be less reason to fear that hospitals could become overwhelmed any more. Effective vaccines have radically improved the economic outlook so that it may now be possible for GDP to recover to its pre-virus level as early as Q1 2022. These vaccines have enormously boosted confidence that **life could largely return to normal during the second half of 2021**. With the household saving rate having been exceptionally high since the first lockdown in March, there is plenty of pent-up demand and purchasing power stored up for when life returns to normal.
- Provided that both monetary and fiscal policy are kept loose for a few years yet, then it is still possible that in the second half of this decade, the economy may be no smaller than it would have been if COVID-19 never happened. The significant risk is if another mutation of COVID-19 appears that defeats the current batch of vaccines. However, now that science and technology have caught up with understanding this virus, new vaccines ought to be able to be developed more quickly to counter such a development, and vaccine production facilities are being ramped up around the world.
- This recovery of growth which eliminates the effects of the pandemic by about the middle of the decade, would have major repercussions for public finances as it would be consistent with the government deficit falling to around 2.5% of GDP without any tax increases. This would be in line with the OBR's most optimistic forecast, rather than their current central scenario which predicts a 4% deficit due to assuming much slower growth. However, Capital Economics forecasts assumed that politicians do not raise taxes or embark on major austerity measures and so, (perversely!), depress economic growth and recovery.
- There will still be some **painful longer term adjustments** as e.g. office space and travel by planes, trains and buses may not recover to their previous level of use for several years, or possibly ever, even if vaccines are fully successful in overcoming the current virus. There is also likely to be a **reversal of globalisation** as this crisis

has exposed how vulnerable long-distance supply chains are. On the other hand, **digital services** are one area that has already seen huge growth.

- **Brexit.** The final agreement of a trade deal on 24.12.20 has eliminated a significant downside risk for the UK economy. The initial agreement only covers trade so there is further work to be done on the services sector where temporary equivalence has been granted in both directions between the UK and EU; that now needs to be formalised on a permanent basis.
- **Monetary Policy Committee meeting of 17 December.** All nine Committee members voted to keep interest rates on hold at +0.10% and the Quantitative Easing (QE) target at £895bn. The MPC commented that the successful rollout of vaccines had reduced the downsides risks to the economy that it had highlighted in November. But this was caveated by it saying, “Although all members agreed that this would reduce downside risks, they placed different weights on the degree to which this was also expected to lead to stronger GDP growth in the central case.” So, while vaccines are a positive development, in the eyes of the MPC at least, the economy is far from out of the woods in the shorter term. The MPC, therefore, voted to extend the availability of the Term Funding Scheme, (cheap borrowing), with additional incentives for small and medium size enterprises for six months from 30.4.21 until 31.10.21. (The MPC had assumed that a Brexit deal would be agreed.)
- **Fiscal policy.** In the same week as the MPC meeting, the Chancellor made a series of announcements to provide further support to the economy: -
  - An extension of the COVID-19 loan schemes from the end of January 2021 to the end of March.
  - The furlough scheme was lengthened from the end of March to the end of April.
  - The Budget on 3.3.21 will lay out the “next phase of the plan to tackle the virus and protect jobs”. This does not sound like tax rises are imminent, (which could hold back the speed of economic recovery).
- The **Financial Policy Committee** (FPC) report on 6.8.20 revised down their expected credit losses for the banking sector to “somewhat less than £80bn”. It stated that in its assessment, “banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC’s central projection”. The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC’s projection, with unemployment rising to above 15%.
- **US.** The Democrats gained the presidency and a majority in the House of Representatives in the November elections: after winning two key Senate seats in Georgia in elections in early January, they now also have a very slim majority in the Senate due to the vice president’s casting vote. President Biden will consequently have a much easier path to implement his election manifesto. However, he will not have a completely free hand as more radical Democrat plans may not be supported by all Democrat senators. His initial radical plan for a fiscal stimulus of \$1.9trn, (9% of GDP), is therefore likely to be toned down in order to get through both houses.
- **The economy** had been recovering quite strongly from its contraction in 2020 of 10.2% due to the pandemic with GDP only 3.5% below its pre-pandemic level and the unemployment rate dropping below 7%. However, the rise in new cases during quarter 4, to the highest level since mid-August, suggests that the US could be in the early stages of a fourth wave. The latest upturn poses a threat that the recovery

in the economy could stall. This is **the single biggest downside risk** to the shorter term outlook – a more widespread and severe wave of infections over the winter months, which is compounded by the impact of the regular flu season and, as a consequence, threatens to overwhelm health care facilities. Under those circumstances, individual states might feel it necessary to return to more draconian lockdowns.

- The restrictions imposed to control the spread of the virus are once again weighing on the economy with employment growth slowing sharply in November and declining in December, and retail sales dropping back. The economy is set for further weakness into the spring. **GDP growth** is expected to rebound markedly from the second quarter of 2021 onwards as vaccines are rolled out on a widespread basis and restrictions are loosened.
- **EU.** In early December, the figures for Q3 GDP confirmed that the economy staged a rapid rebound from the first lockdowns. This provides grounds for optimism about growth prospects for next year. In Q2, GDP was 15% below its pre-pandemic level. But in Q3 the economy grew by 12.5% q/q leaving GDP down by “only” 4.4%. That was much better than had been expected earlier in the year. However, growth is likely to stagnate during Q4 and in Q1 of 2021, as a second wave of the virus has seriously affected many countries. The €750bn fiscal support package eventually agreed by the EU after prolonged disagreement between various countries, is unlikely to provide significant support, and quickly enough, to make an appreciable difference in the countries most affected by the first wave.
- With **inflation** expected to be unlikely to get much above 1% over the next two years, **the ECB** has been struggling to get inflation up to its 2% target. It is currently unlikely that it will cut its central rate even further into negative territory from -0.5%, although the ECB has stated that it retains this as a possible tool to use. The ECB’s December meeting added a further €500bn to the PEPP scheme, (purchase of government and other bonds), and extended the duration of the programme to March 2022 and re-investing maturities for an additional year until December 2023. Three additional tranches of TLTRO, (cheap loans to banks), were approved, indicating that support will last beyond the impact of the pandemic, implying indirect yield curve control for government bonds for some time ahead. The Bank’s forecast for a return to pre-virus activity levels was pushed back to the end of 2021, but stronger growth is projected in 2022. The total PEPP scheme of €1,850bn of QE which started in March 2020 is providing protection to the sovereign bond yields of weaker countries like Italy. There is therefore unlikely to be a euro crisis while the ECB is able to maintain this level of support. However, as in the UK and the US, the advent of highly effective vaccines will be a game changer, although growth will struggle before later in quarter 2 of 2021.
- **China.** After a concerted effort to get on top of the virus outbreak in Q1, economic recovery was strong in Q2 and then into Q3 and Q4; this has enabled China to recover all of the contraction in Q1. Policy makers have both quashed the virus and implemented a programme of monetary and fiscal support that has been particularly effective at stimulating short-term growth. At the same time, China’s economy has benefited from the shift towards online spending by consumers in developed markets. These factors help to explain its comparative outperformance compared to western economies. However, this was achieved by major central government funding of yet more infrastructure spending. After years of growth having been focused on this same area, any further spending in this area is likely to lead to increasingly weaker economic returns in the longer term. This could,

therefore, lead to a further misallocation of resources which will weigh on growth in future years.

- **World growth.** World growth will have been in recession in 2020 and this is likely to continue into the first half of 2021 before recovery in the second half. Inflation is unlikely to be a problem for some years due to the creation of excess production capacity and depressed demand caused by the coronavirus crisis.
- Until recent years, world growth has been boosted by increasing **globalisation** i.e. countries specialising in producing goods and commodities in which they have an economic advantage and which they then trade with the rest of the world. This has boosted worldwide productivity and growth, and, by lowering costs, has also depressed inflation. However, the rise of China as an economic superpower over the last thirty years, which now accounts for nearly 20% of total world GDP, has unbalanced the world economy. The Chinese government has targeted achieving major world positions in specific key sectors and products, especially high tech areas and production of rare earth minerals used in high tech products. It is achieving this by massive financial support, (i.e. subsidies), to state owned firms, government directions to other firms, technology theft, restrictions on market access by foreign firms and informal targets for the domestic market share of Chinese producers in the selected sectors. This is regarded as being unfair competition that is putting western firms at an unfair disadvantage or even putting some out of business. It is also regarded with suspicion on the political front as China is an authoritarian country that is not averse to using economic and military power for political advantage. The current trade war between the US and China therefore needs to be seen against that backdrop. It is, therefore, likely that we are heading into a period where there will be a **reversal of world globalisation and a decoupling of western countries** from dependence on China to supply products. This is likely to produce a backdrop in the coming years of weak global growth and so weak inflation.

## Summary

**Central banks are, therefore, likely to support growth by maintaining loose monetary policy through keeping rates very low for longer. Governments could also help a quicker recovery by providing more fiscal support for their economies at a time when total debt is affordable due to the very low rates of interest. They will also need to avoid significant increases in taxation or austerity measures that depress demand and the pace of recovery in their economies.**

**If there is a huge surge in investor confidence as a result of successful vaccines which leads to a major switch out of government bonds into equities, which, in turn, causes government debt yields to rise, then there will be pressure on central banks to actively manage debt yields by further QE purchases of government debt; this would help to suppress the rise in debt yields and so keep the total interest bill on greatly expanded government debt portfolios within manageable parameters. It is also the main alternative to a programme of austerity.**

## **5.2 TREASURY MANAGEMENT SCHEME OF DELEGATION**

### **(i) Fire Authority**

- receiving and reviewing reports on treasury management policies, practices and activities;
- approval of annual strategy.

### **(ii) Fire Authority**

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- budget consideration and approval;
- approval of the division of responsibilities;
- receiving and reviewing regular monitoring reports and acting on recommendations;
- approving the selection of external service providers and agreeing terms of appointment.

### **(iii) Finance, Audit & Performance Management Committee**

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

### 5.3 THE TREASURY MANAGEMENT ROLE OF THE SECTION 112 OFFICER

#### The S112 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.
- preparation of a capital strategy to include capital expenditure, capital financing and treasury management, with a long term timeframe
- ensuring that the capital strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all investments and is in accordance with the risk appetite of the authority

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**2015 PENSION REFORMS: HMT CONSULTATION OUTCOMES AND UPDATE ON LEGAL CHALLENGE****SUMMARY**

To provide Members with an update following 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. The update focusses on the outcomes of the UK Government's consultation on public service pension schemes, and also the outcome of an Employment Appeal Tribunal (EAT) which considered the position of Fire & Rescue Authorities in implementing the legislation that was later to be found discriminatory.

**RECOMMENDATION**

- 1 That Members acknowledge the publication in February 2021 of the UK Government's response to the consultation on public service pension schemes.
- 2 That Members acknowledge the outcome of the Employment Appeal Tribunal which was issued in February 2021.

**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. The 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 & Rescue 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.
- 1.5 In December 2020, the Fire Authority received a report on the current position in relation to the legal challenges and the UK Government's consultation on public service pensions. This report provides an update on these elements.

## **2. UPDATED POSITION: HM TREASURY CONSULTATION ON REMEDY PROPOSALS**

- 2.1 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.
- 2.2 One aspect 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.
- 2.3 The Government published its response to the consultation on public service pension schemes on 4 February, 2021. The outcome is that the Government intends to proceed with the deferred choice underpin. This means that members will make their decision between scheme benefits shortly before benefits are paid from the scheme. In the meantime, members will be deemed to have accrued benefits in their legacy schemes, rather than reformed schemes, for the remedy period, until they make that choice. The UK Government response to the consultation can be accessed via the following link:-  
<https://www.gov.uk/government/consultations/public-service-pension-schemes-consultation-changes-to-the-transitional-arrangements-to-the-2015-schemes>

## **3. UPDATED POSITION: SCHEDULE 22 APPEAL JUDGEMENT**

- 3.1 One of the Fire & Rescue Authority's defences that was put on hold related to the legal ability of Authorities to implement the government regulations relating to the transitional protections. This element of the case was heard in mid-December. The Employment Appeal Tribunal

(EAT) judgement on the Fire & Rescue Authorities appeal based on Schedule 22 of the Equality Act 2010 was issued on 12 February, 2021. The appeal was based on the argument that the Fire & Rescue Authorities did not make the legislation which was found by the Court of Appeal to be discriminatory on grounds of age, but were bound to follow it because it was the law. The EAT held that the Fire & Rescue Authorities cannot rely on the Schedule 22 defence. On 4 March, 2021, it was confirmed that the Steering Committee would not be appealing the judgement. This now means that Fire & Rescue Authorities will need to take steps to implement McCloud/Sargeant.

#### **4. FINANCIAL CONSIDERATIONS**

- 4.1 The outcome of the consultation confirms that eligible members will be able to revert to legacy schemes for the period of the remedy. 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. 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.

#### **5. EQUALITY RISK ASSESSMENT**

- 5.1 When formulating policy proposals the UK Government is required to comply with the Public Sector Equality Duty in the Equality Act 2010. It will be important to await confirmation of next steps following the EAT judgement issued on 12 February, 2021, as this is likely to have implications for future decisions taken by Fire & Rescue Authorities in relation to the legal basis upon which they make them.

#### **6. RECOMMENDATIONS**

- 6.1 That Members acknowledge the publication in February 2021 of the UK Government's response to the consultation on public service pension schemes.
- 6.2 That Members acknowledge the outcome of the Employment Appeal Tribunal (EAT) which was issued in February 2021.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	None

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**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 6.v  
22 MARCH 2021

## REPORT OF THE DEPUTY CHIEF OFFICER

**LOCAL GOVERNMENT & ELECTIONS (WALES) ACT 2021****SUMMARY**

This report summarises the key provisions within this new legislation that impact upon the Fire & Rescue Authority.

**RECOMMENDATIONS**

That Members note the changes introduced for Fire & Rescue Authorities by the Local Government & Elections (Wales) Act 2021.

That Members give delegated authority to the Monitoring Officer to make any necessary changes to the Fire & Rescue Authority's constitutional documents to give effect to the legislation.

**1. BACKGROUND**

- 1.1 As Members will be aware, the Local Government & Elections (Wales) Act was one of only two Bills in the Welsh Government's legislative programme to continue during Covid 19. The Bill was passed by The Senedd on 18 November 2020 and received Royal Assent on 20 January 2021.
- 1.2 It is not intended to go through all of the provisions of the legislation, as many are only applicable to local authorities and Members will receive an update from their home authorities in this respect. This report will highlight the key provisions applicable to Fire & Rescue Authorities (FRAs) in Wales and the action that the Service is taking to ensure implementation within the required timelines.

**2. ISSUE**

- 2.1 There are three key areas of focus for FRAs and each will be considered in turn. It should be noted that Welsh Government have various powers under the legislation to issue further guidance or implement regulations as required

**3. GOVERNANCE AROUND FRA AND COMMITTEE MEETINGS**

- 3.1 It should be noted that at the current time, the FRA is operating under emergency provisions brought in to enable virtual meetings as a consequence of the Covid pandemic. These provisions (unless extended) will expire on 1 May 2021. Exact commencement timelines for each

provision of the Act are not known as yet, although Welsh Government have given provisional dates for key sections subject to the relevant commencement orders being laid in due course. Where commencement dates are known or anticipated, these have been included within the body of this report.

### 3.1.1 **Attendance at Meetings**

The Act requires that the FRA must be able to hold FRA and committee meetings which enable both attendance of individuals physically at a site if required and also virtually from different locations. All meeting participants must be able to speak to and be heard by each other regardless of how they are present at the meeting. This provision is due to come into force from 1 May 2021 and will require the Fire Authority to be able to host meetings where members will have the choice whether they attend remotely or in person (subject to Covid rules permitting).

### 3.1.2 **Electronic Broadcast of Meetings**

Whilst initially the legislation does not require the FRA to broadcast its meetings, there is provision that will enable Welsh Government to subsequently require us to do this. It is a requirement that proceedings are broadcast live (ie as they happen), although only for the elements where the meeting is open to the public and press.

3.1.3 If or when we are required to broadcast our meetings, it will be a requirement not only that all meeting participants can speak to and hear each other, but also that all meeting participants must be able to see and be seen by others.

3.1.4 This obviously raises some interesting issues around connectivity and its stability, as cameras will not be able to be turned off during a meeting by a participant.

### 3.1.5 **Administration surrounding Meetings**

Various administrative measures have been updated to reflect the digital age that we now live in and the move to virtual attendance and involvement in meetings. It is also anticipated that these provisions will come into force on 1 May 2021. Of particular note for Members are the following:

(a) Notice of meetings must be given by electronically publishing the notice at least 3 clear days before the meeting (or at the time of convening the meeting if shorter).

(b) The notice must state:

- Where the whole or any part of the meeting is open to the public and is held either entirely through remote means; partly through remote means; or not at all through remote means; the details of the time of the meeting and how to access it (by both methods, as applicable).
  - Where the whole of the meeting is not open to the public and is held either entirely or partly through remote means or not at all through remote means, the details of the time and place of the meeting and the fact that it is not open to the public.
- (c) The meeting agenda and copies of the reports must be published electronically (part two reports excluded) at least 3 clear days before the meeting or at the time of convening the meeting if shorter (urgent business only).
- (d) If an agenda is added to or amended following publication, the amended agenda and reports are to be electronically published immediately the change takes place.
- (e) Only items of business that have been electronically published in accordance with the legislation may be considered at the meeting unless deemed urgent by the chair of the meeting with the reason for urgency to be included in the minutes (same as currently, albeit for non-electronic publication).
- (f) A reasonable number of paper copies of the agenda papers open to the public must still be available for the public where the whole or part of the meeting is not held virtually (ie in person).
- (g) The following must be published electronically (on the website) and remain accessible electronically for at least 6 years from the date of the meeting:
- Minutes of meeting.
  - Where exempt reports, a summary if required.
  - Copy of the agenda.
  - Copy of the reports that were open to the public – the only exception to this is where in the reasonable opinion of the Proper Officer it is not reasonably practicable to electronically publish a document – this is only likely to happen if there is a very large complex plan for example.
  - The names of the Members and any apologies for absence – for local authorities this has to be published before the end of 7 working days (beginning with the day of the meeting).

- Any declarations of interest – as per above regarding local authorities publishing within 7 working days.
  - Any decision taken at the meeting, including the outcome of any votes where items were open to the public – this too has the 7 day rule for local authorities.
- (h) Members should note that these provisions do not authorise the publication of something that would be an infringement of copyright and the normal rules in relation to this still apply.
- (i) Where the committee is a joint committee (eg the NIC), then these rules must still be followed and every local authority and/or FRA involved in the joint committee must publish as per sub paragraph (g) above

### 3.1.6 **General Update**

For Members' information, officers are currently working to ensure our current procedures are compliant with the above provisions ready for when they come into force. We are also seeking to ensure our ICT strategy (agreed at the last Fire & Rescue Authority meeting) takes account of the broadcasting requirements to future proof our systems.

3.1.7 It is anticipated that there may need to be some amendments to the FRA constitutional documents to reflect these changes and delegated authority is requested to enable the appropriate changes to be made.

## **4. FRA PERFORMANCE AND REPORTING**

4.1 The legislation removes the FRA from the definition of a Welsh Improvement Authority under the Local Government (Wales) Measure 2009, which Members will recall is the legislation that requires them to produce an Annual Improvement Report. Welsh Government have advised that this provision will not come into force for FRAs (unlike LAs and National Parks Authority's) until a new performance regime is developed. They have advised that this will not be done until after the WG elections and the preparation of a new National Framework for FRAs.

4.2 When the provision comes into force, a new s.21A will be added to the Fire & Rescue Services Act 2004 which gives Welsh Government the ability to require a Welsh FRA to make a plan in relation to the exercise of the FRA functions and any other matter prescribed by regulations. This can include setting priorities and objectives, together with details of what the FRA intends to do to achieve these; setting out the extent to which the plan reflects the National Framework; and setting out how the FRA intends to

monitor its performance. The regulations are also likely to contain provisions on consultation.

- 4.3 Members will recall that they were supportive of these changes during the consultation phase of the Bill and it is hoped that a more meaningful performance regime can be introduced following discussion with Welsh Government officials. It is hoped that these discussions can resume shortly.

## **5. AMENDMENTS TO THE COMBINATION ORDER OF THE FRA**

- 5.1 The final area where the legislation impacts Welsh FRAs is in relation to amendments to the Fire & Rescue Services Act 2004 and the requirement to hold a public inquiry in relation to any changes to the Combination Order for the relevant FRA (unless the FRA agreed to the change). Members will recall that they submitted strong representations in relation to the proposed amendment as it is the Combination Order that sets out the governance arrangements for the FRA. This includes the number of FRA members, how the FRA is funded and its geographic area, meaning these could in effect be changed with no meaningful engagement or inquiry.
- 5.2 The amendments that were finally enacted are marginally different to those consulted upon, but are very vague in their application, as will be noted below.
- 5.3 The new provisions (which are now in force) apply to both the creation of new combined FRAs for the combined area of two or more existing FRAs and also for the variation or revocation of an existing combined FRA made under the Fire & Rescue Services Act 1947 (the South Wales FRA Combination Order).
- 5.4 Dealing first with the variation or revocation of the existing Combination Order, an inquiry is now only required if the Order would be varied in such a way as to change the combined area or that the Order would be revoked. There has however been inserted a provision that provides that Welsh Government may cause an inquiry to be held if the Order were to be varied in another way. However, no details or further information are provided about when or if this discretion would be exercised. Similar provisions are set out for the amendment or revocation of a Combination Scheme Order under the 2004 legislation. It is hoped that further clarity will be provided by Welsh Government in due course.

## **6. RECOMMENDATIONS**

- 6.1 That Members note the changes introduced for FRAs by the Local Government & Elections (Wales) Act 2021.

- 6.2 That Members give delegated authority to the Monitoring Officer to make any necessary changes to the FRA constitutional documents to give effect to the legislation.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	None

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.vi

22 MARCH 2021

## REPORT OF THE DEPUTY CHIEF OFFICER

**PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE****SUMMARY**

The report summarises the consideration that Members have given to the issue of reforming Fire & Rescue Authority (FRA) scrutiny with a view to making this more independent from key committee decision makers. The report proposes updated terms of reference for a newly formed Scrutiny Committee further to Members' consideration of an earlier report (12 October 2020) on proposed reform of FRA scrutiny. It highlights the likely knock on implications that such changes will have on the membership of other FRA committees and also considers an alternative proposal put forward by the FAPM Committee at their meeting last week on 15 March 2021.

**RECOMMENDATIONS**

That Members consider the proposed implications of the scrutiny proposals and **EITHER:**

Take a decision on the reform of FRA scrutiny that can be implemented in readiness for appointment to at the AGM in June 2021 and grant the Monitoring Officer delegated powers to amend the relevant constitutional documents to reflect and implement the proposals; **OR**

Refer the issue back to FAPM Scrutiny Committee, HR & Equalities Committee and FAPM Committee for them to consider both committee options in further detail and provide views back to a later FRA meeting.

**1. BACKGROUND**

- 1.1 At the meeting of the 12 October 2020, Members of the Finance, Audit and Asset Management Scrutiny Committee considered a report on options to reform FRA scrutiny (please see attached report at Appendix 1). As a consequence of Members' decision to pursue option 4 (FRA Members only with specialist non-voting co-opted members as required), it was necessary for appropriate new terms of reference to be drafted.
- 1.2 At their meeting on 18 January, Members of the Scrutiny Committee considered proposed revisions to their terms of reference (please see attached report at Appendix 2) which set the baseline of how the committee could be composed.

## 2. ISSUE

- 2.1 As a consequence of this review, Members will note that the proposals will have knock on implications for other Fire & Rescue Authority Committees due to the limited number of Members who sit on the FRA. Members will be aware that the proposals provide for the Members of the Scrutiny Committee to not sit on either FAPM Committee or HR & Equalities Committee. This means by necessity, there will need to be a reduction in the number of Members who sit on the HR & Equalities Committee and again by necessity a number of Members required to sit on both of these committees. A summary of current structures, membership numbers, meeting frequency and future membership proposals for this option are attached at Appendix 3.
- 2.2 The result of this would mean that if the existing FAPM and HR & Equalities Committees were to both remain, it would be necessary to reduce their membership to ten Members on each, with some Members being required to sit on both of these committees. This would then enable there to be seven Members on the Scrutiny Committee. A summary of how the proposed new structure could be appointed to can be found at Appendix 4.
- 2.3 These proposals were considered by the HR & Equalities Committee on 22 February 2021 and the FAPM Committee on 15 March 2021. As a consequence of the very tight constraints on the number of Members on each committee, members of the FAPM Committee, during their consideration of the issue, asked for an alternate option to also be considered. The alternate option involved merging the FAPM and HR & Equalities Committees into a single new resources committee of 10 Members and increasing the membership of the Scrutiny Committee also to ten Members. The same rules as to not sitting on both the new resources committee and the Scrutiny Committee would apply. Details of these proposals can be found at Appendix 5.
- 2.4 It is therefore appropriate for the FRA to consider both of the proposals for reform of the FRA's scrutiny model together with the consequent amendments to committee membership and terms of reference. However, Members should be mindful that the alternate option was only proposed last week and therefore has not been subject to any detailed scrutiny and debate by each of the existing committees prior to this FRA meeting when the issue was due to be considered. It was therefore felt appropriate to provide Members with two alternate resolutions to debate: the first enabling a debate and decision on the two proposals; or the second to refer back to FAPM Scrutiny Committee, FAPM Committee and HR & Equalities Committee to more fully consider the implications of both options.

### 3. RECOMMENDATIONS

3.1 That Members consider the proposed implications of the scrutiny proposals and **EITHER**:

3.1.1 Take a decision on the reform of FRA scrutiny that can be implemented in readiness for appointment to at the AGM in June 2021 and grant the Monitoring Officer delegated powers to amend the relevant constitutional documents to reflect and implement the proposals; **OR**

3.1.2 Refer the issue back to FAPM Scrutiny Committee, HR & Equalities Committee and FAPM Committee for them to consider both committee options in further detail and provide views back to a later FRA meeting.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	None

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**APPENDIX 1****PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE**

**SOUTH WALES FIRE & RESCUE AUTHORITY**                      AGENDA ITEM NO 8  
FINANCE, ASSET & PERFORMANCE MANAGEMENT      12 OCTOBER 2020  
SCRUTINY GROUP  
REPORT OF THE DEPUTY CHIEF OFFICER

## **SCRUTINY COMMITTEE REFORM PROPOSALS**

### **SUMMARY**

The paper proposes options for reform of the South Wales Fire & Rescue Authority Scrutiny Committee to enable it to be more effective and accountable in its scrutiny of key decisions, policies and performance.

### **RECOMMENDATIONS**

That Members consider the report proposals and:

- Advise which scrutiny option they would prefer to progress and have worked up in more detail for a further report before final Fire Authority determination.
- Advise if they are content for the terms of reference for the new scrutiny committee to be redrafted to cover wider organisational areas of scrutiny and thematic reviews.
- Advise whether they are content for more detailed proposals to include the involvement of the public and stakeholders in determining topics for scrutiny.
- Advise of any further factors that they wish Officers to consider in preparing detailed proposals on the preferred option.

## **1. BACKGROUND**

- 1.1 As Members will recall from the Fire & Rescue Authority's AGM on 8 June this year, the Chairman requested that a report be taken to the Finance, Asset & Performance Management Scrutiny Group reviewing scrutiny proposals for the Fire & Rescue Authority. This report discharges that obligation and presents Members with relevant information and proposals to enable the Authority's scrutiny function to become more effective and accountable. Final determination of any revised proposals will require Fire & Rescue Authority approval.

## **2. ISSUE**

- 2.1 As Members will be aware, scrutiny committees have long been in existence in local authorities in Wales, following the implementation of the Local Government Act 2000. This required local authorities to create an executive that discharged specified responsibilities of the local authority. To complement this, the legislation also required the creation of one or more overview and scrutiny committees which would specifically scrutinise decisions or actions taken by the council or its executive and make reports or recommendations to the council or its executive on matters which affected the local authority's area or its inhabitants. This was further

enhanced by the Local Government (Wales) Measure 2011 which enabled the creation of joint overview and scrutiny committees. Members will note that these legislative requirements did not apply to Fire & Rescue Authorities in Wales.

- 2.2 Despite the lack of statutory provision for Fire & Rescue Authorities in Wales to have an overview and scrutiny committee, the Welsh Government Fire & Rescue National Framework 2016 does acknowledge that Fire & Rescue Authorities have dual roles of both leadership and challenge and therefore need to be adequately equipped to both set strategic direction and challenge levels of performance. Members will be aware that this Fire & Rescue Authority implemented a scrutiny working group to discharge this role a considerable number of years before this most recent iteration of the National Framework placed this as a requirement on Fire & Rescue Authorities.
- 2.3 In reviewing the existing scrutiny function of the Fire & Rescue Authority, it is acknowledged that there are a number of positives and negatives to the current system. The most notable drawback is that the current system of governance does not facilitate an executive scrutiny split in roles. However, despite this limitation, there is considerable guidance and best practice available that can assist in minimising the impact of this and instead focusing on the key aspects of good scrutiny.
- 2.4 To this end, a number of models of scrutiny have been looked at together with best practice guidance to influence resultant recommendations about how to improve scrutiny by the Authority. As a starting point, the Audit Wales (Wales Audit Office as they then were) report on scrutiny in the public sector (29 May 2014) was reviewed. This report, whilst focusing primarily on local authority scrutiny, provided some useful insights into what good scrutiny involves and it is suggested that the principles of this report can equally be applied to the Fire & Rescue Authority.
- 2.5 The report highlighted that improved scrutiny and increased public accountability could be achieved if there was more effective engagement with the public and partners. The engagement should include involving the public and partners in deciding what topics should be scrutinised, rather than the Authority deciding these for itself. It should garner and take into account the views of the public and partners, thereby providing an evidence base for recommendations and accountability for decisions, policies and performance.
- 2.6 The report asserted that this engagement could be achieved in a number of different ways, including inviting stakeholders and partners to scrutiny meetings; co-opting members to the committee as appropriate (it is suggested that this could include subject matter experts, diversity

champions, youth or older person representatives etc); the use of social media or citizen panels; the use of paper or online forms for individuals to submit views on issues.

2.7 The report also identified that there are four stages to effective scrutiny -

- Topic selection
- Planning & scoping
- Gathering evidence
- Reporting findings

- and recommended that the public, staff, partners & stakeholders should all be involved in topic selection. In addition, it detailed various outcomes and characteristics that it would expect to see for effective overview and scrutiny. For simplicity, these are reproduced in the table below but with references to 'Council', 'Local Authority' etc. changed to reflect Fire & Rescue Authority governance wherever possible:

<b>Outcome</b> <i>What does good scrutiny seek to achieve?</i>	<b>Characteristics</b> <i>What would it look like? How could we recognise it?</i>
<p>1. Democratic accountability drives improvement in public services.</p> <p><b>'Better Outcomes'</b></p>	<p><b>Environment</b></p> <p>i) Overview and scrutiny has a clearly defined and valued role in the Fire &amp; Rescue Authority's improvement and governance arrangements.</p> <p>ii) Overview and scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.</p> <p><b>Practice</b></p> <p>iii) Overview and scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</p> <p><b>Impact</b></p> <p>iv) Overview and scrutiny regularly engages in evidence based challenge of decision makers and service providers.</p> <p>v) Overview and scrutiny provides viable and well evidenced solutions to recognised problems.</p>

<p>2. Democratic decision making is accountable, inclusive and robust.</p> <p><b><i>'Better decisions'</i></b></p>	<p><b>Environment</b></p> <p>i) Overview and scrutiny Members have the training and development opportunities they need to undertake their role effectively.</p> <p>ii) The process receives effective support from the Fire &amp; Rescue Service Executive Leadership Team who ensures that information provided to overview &amp; scrutiny is of high quality and is provided in a timely and consistent manner.</p> <p><b>Practice</b></p> <p>iii) Overview and scrutiny is Member-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.</p> <p>iv) Overview and scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</p> <p><b>Impact</b></p> <p>v) Decision makers give public account for themselves at overview and scrutiny committees for their portfolio responsibilities.</p>
<p>3. The public is engaged in democratic debate about the current and future delivery of public services.</p> <p><b><i>'Better engagement'</i></b></p>	<p><b>Environment</b></p> <p>i) Overview and scrutiny is recognised by the Fire &amp; Rescue Authority and Executive Leadership Team as an important mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p><b>Practice</b></p> <p>ii) Overview and scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>iii) Overview and scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iv) Overview and scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p>

	<p><b>Impact</b></p> <p>v) Overview and scrutiny enables the ‘voice’ of local people and communities across the area to be heard as part of decision and policy-making processes.</p>
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- 2.8 Following a brief review of scrutiny models in place elsewhere, it is very apparent that there is little consistency in approach to overview and scrutiny, except for the required executive/scrutiny split required in local authorities in Wales. With regard to Fire & Rescue Authorities, the picture becomes even less clear, in part due to the myriad of governance structures in place for Fire & Rescue Authorities across the UK.
- 2.9 From a Welsh Fire & Rescue Authority perspective and having consulted with the Monitoring Officers from the other two Fire & Rescue Authorities, all three have almost identical governance structures, albeit that the terminology may differ. In essence, all key strategic and policy decisions are taken by the whole Fire & Rescue Authority, with aspects delegated to specific committees. None of the Fire & Rescue Authorities have an executive that has authority to take key decisions in the same manner as local authorities in Wales and all have scrutiny committees comprising members of the Fire & Rescue Authority who will have been involved in taking key strategic decisions that may be subject to scrutiny.
- 2.10 In reality, due to the current governance arrangements, there will be no feasible way to avoid Members of the Fire & Rescue Authority also being Members of its scrutiny committee if Members wish to continue being involved in such scrutiny. However, it is suggested that there are mechanisms that could be put in place to add a greater degree of transparency to the process depending upon how radical Members wish to be in their recommendations. The most viable options and an analysis of their respective benefits and disadvantages are detailed below:

Option 1: Advertise for Independent Members with requisite skill sets to be appointed following interview

- 2.11 This option would be the most transparent option not linked to any existing governance structures, as it would involve externally advertising and recruiting non-political members to sit on a scrutiny committee. Through this option it would be possible to set minimum or required skills and experience criteria for candidates. Such members would not be bound by the Members’ Code of Conduct and would not be democratically accountable.

- 2.12 This option would require reasoned decisions regarding the skills levels and experience required, together with the number of members to be appointed. Their term of office and remuneration would also require determination. It is suggested that this should in practice follow the standards and remuneration levels set by the Independent Remuneration Panel for Wales (IRPW) for co-opted scrutiny committee members, as this represents an independent evaluation of similar roles.
- 2.13 Members should note that this would involve additional financial expenditure to be incurred by the Authority, although the extent of this would be dictated by the number of such members appointed and the frequency of meetings. For information, current rates are £198 daily fee (more than four hours) and £99 for four hours or less. However, there may also be the option of partners or stakeholders appointing a co-opted member on a reciprocal arrangement or for increased organisational understanding to enhance partnership working.

Option 2: Seek one non-Fire Authority nominee from each of the ten constituent Councils to sit on the committee

- 2.14 This option would involve inviting each of the ten constituent authorities represented on the Fire Authority to nominate one of their local authority members who do not currently sit on the Fire Authority, to become a member of the scrutiny committee. This option ensures the committee members are democratically elected and accountable via their local authorities. It could also be argued that such members would be familiar with public sector administration and fiscal issues and are conversant with the scrutiny role. However, it could be argued that such members may not possess all of the specialist skills necessary to undertake the role effectively. If this were the case, the current ability for Members to co-opt specialist skills for a specific area of scrutiny would remain. However, there may be scope for requiring an existing scrutiny committee chair or a leader or deputy leader to be the nominated member, thereby ensuring that the local authority maintains an additional overview of the work of the Fire Authority and its constituent members.
- 2.15 In relation to remuneration, it is suggested that the current member allowances paid to such councillors would cover the extent of this role as the service provided is funded almost in total by constituent authorities. Therefore, it is likely that only travel expenses (in line with the levels set by the IPRW) would be incurred by the Fire Authority.

Option 3: A hybrid of option 1 or 2 combined with Fire Authority Members

- 2.16 This option would provide a blend of either specifically recruited members with requisite skills, and/or members nominated from constituent

authorities, with existing Fire Authority Members. Regard would need to be had to the size of the committee under this option, as there is the potential for this to become too large to facilitate effective scrutiny. Consideration would also need to be given to other committees or boards that the Fire Authority Members sat on (please refer to option 4 below for discussion on this point).

#### Option 4: Fire Authority Member only committee

- 2.17 This option would maintain the current status quo in relation to Fire Authority Members retaining the scrutiny role. This option has the obvious disadvantages detailed earlier in the report and therefore it is suggested that if this option were to be adopted as the preferred option, then some changes to the existing membership should be made.
- 2.18 The changes that are proposed are that the scrutiny committee would firstly have different terms of reference than currently exist, to enable effective scrutiny of organisational issues, rather than limiting to finance and asset type issues.
- 2.19 In addition it is recommended that the committee comprise only Fire and Rescue Authority Members who do not sit on either the Finance & Audit Committee or the HR & Equalities Committee. However, this would require some re-jigging of committee membership, as there are currently only two Members who sit on neither of the above committee (excluding the chair and vice chair of the Fire & Rescue Authority). If implemented, this option would enable effective scrutiny of whole organisational issues and key decisions that both of these committees consider and would facilitate the chairs and/or vice chairs of each committee attending as witnesses to the scrutiny committee to answer questions about their committee's decisions and rationale for taking such decisions.
- 2.20 It should be noted that the Authority has utilised its senior salaries and therefore are unable to additionally remunerate the chair of this committee if comprising only Fire Authority Members (hence historic precedence of this being incorporated into the role of the chair of Finance & Audit Committee).

#### Terms of Reference of a Proposed New Scrutiny Committee

- 2.21 It is recommended that any reformed scrutiny committee embrace revised terms of reference to embody many of the Audit Wales recommendations detailed earlier in the report. This would include public, partner, stakeholder and staff involvement in recommending areas of scrutiny.

- 2.22 It is also recommended that the terms of reference should enable thematic scrutiny reviews on key topics of interest both within the Fire & Rescue Service and the wider community (for example climate change; mental health & wellbeing; high rise living; post-Covid impacts etc). This would have the advantage of ensuring more holistic scrutiny of key topic areas of interest or concern, resulting in appropriate recommendations for the Fire & Rescue Authority to consider.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 As highlighted above, there are a number of potential financial implications of each option. Option 4 is obviously the option that does not incur any direct financial costs, as current Fire & Rescue Authority Member salaries are already budgeted for, with Option 2 only accruing minimal additional costs through traveling expenses.
- 3.2 Option 1 is the most costly option to implement. If it is assumed that the scrutiny committee would comprise 6-8 Members, the costs could be in the region of £2,400-£3,200 before travel based on four half day meetings per year. Option 3 would incur less costs, although the extent of the reduction would be dependent upon the split of Local Authority and externally appointed Members.
- 3.3 In addition to these direct costs, it is anticipated that there would be additional indirect costs in the form of Member training and development in the scrutiny role and increased officer support. It is suggested that with some realignment, these costs could be met from within existing resources.

### **4. IMPACT ASSESSMENT**

- 4.1 How a new scrutiny committee is set up and its membership will have varying impacts depending on the model adopted. However, regardless of what model is preferred, key considerations highlighted from the Audit Wales review are the methodology the committee adopts to topic selection; consideration of topics; and recommendations flowing from such consideration.
- 4.2 It is also important that the committee, when considering these issues, takes account of a variety of relevant factors including:
- 4.2.1 Equality issues and embracing all sectors of society
  - 4.2.2 Wellbeing & Future Generations Act requirements
  - 4.2.3 Socio economic duty
  - 4.2.4 Location, timing & style of meetings
  - 4.2.5 Appropriate engagement and consultation methods

- 4.3 It is suggested that some of the Service's existing mechanisms and contact frameworks already in place will assist in this process (for example, involvement of young people through the Cadet Scheme; our older person network contacts; consultation forums; vulnerable person service delivery providers; minority group contacts etc).

## 5. RECOMMENDATIONS

- 5.1 That Members consider the report proposals and:

- 5.1.1 Advise which scrutiny option they would prefer to progress and have worked up in more detail for a further report before final Fire Authority determination.
- 5.1.2 Advise if they are content for the terms of reference for the new scrutiny committee to be redrafted to cover wider organisational areas of scrutiny and thematic reviews.
- 5.1.3 Advise whether they are content for more detailed proposals to include the involvement of the public and stakeholders in determining topics for scrutiny.
- 5.1.4 Advise of any further factors that they wish Officers to consider in preparing detailed proposals on the preferred option.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	None

**APPENDIX 2****PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE**

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO

18 JANUARY 2021

**FINANCE AUDIT & PERFORMANCE SCRUTINY GROUP  
REPORT OF THE DEPUTY CHIEF OFFICER****PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE****SUMMARY**

The report proposes updated terms of reference for a newly formed Scrutiny Committee further to Members consideration of an earlier report (12<sup>th</sup> October 2020) on proposed reform of Fire & Rescue Authority (FRA) scrutiny.

**RECOMMENDATIONS**

That Members consider the proposed new terms of reference for scrutiny attached at appendix 1 to the report and provide views and a recommendation to enable Fire and Rescue Authority consideration at their March meeting.

**1. BACKGROUND**

- 1.1 At the meeting of the 12<sup>th</sup> October 2020, Members considered a report on options to reform FRA scrutiny. As a consequence of Members decision to pursue option 4 (FRA members only), it is necessary for appropriate new terms of reference to be drafted.

**2. ISSUE**

- 2.1 Attached at appendix 1 to this report is an initial draft of new terms of reference for Members consideration.
- 2.2 As Members will note, the draft attempts to reflect some of the recommended principles of good scrutiny (eg. not scrutinising a decision of which you have been a party), although it is accepted that this will not be possible to achieve in all situations with the proposed model. The key area where this would not be possible is where the scrutiny committee is considering a decision taken by the FRA itself.
- 2.3 The draft also attempts to provide considerable flexibility in relation to the areas under scrutiny, but within the parameters of particular themes, such as performance, governance etc.
- 2.3 Due to the proposed restrictions on membership of this committee, it is inevitable that there will need to be some amendments to the existing terms of reference for both the Finance & Audit Committee (FAPM) and the HR & Equalities Committee (HRE). Subject to Members views on the attached draft, further reports will be taken to both the FAPM and HRE committees to suggest amendments to their respective terms of reference.

### 3. RECOMMENDATIONS

- 3.1 That Members consider the proposed new terms of reference for scrutiny attached at appendix 1 to the report and provide views and a recommendation to enable Fire and Rescue Authority consideration at their March meeting.

<b>Contact Officer:</b>	<b>Background Papers:</b>
S.Chapman Deputy Chief Officer	None

SOUTH WALES FIRE & RESCUE AUTHORITY  
TERMS OF REFERENCE  
SCRUTINY COMMITTEE

1. Purpose of Committee

1.1	The committee demonstrates the Authority's commitment to the efficient and effective deployment of public resources and to give assurance that available funding is utilised as efficiently and effectively as possible to protect the level of service offered to the public within the key statutory responsibilities and Strategic themes defined by the Fire and Rescue Authority (FRA). It also demonstrates the Authority's commitment to the efficient and effective management of its performance, learning and continuous improvement.	
1.2	The committee also ensures that the Authority is working in line with its Strategic Theme 8: Continuing to Work Effectively as set out in the South Wales Fire and Rescue Service Strategic Plan 2020/2030	

2. Composition of the Committee

2.1	The committee forms a vital part of the Authority's good governance mechanisms and as such the Authority recognises the importance of ensuring appropriate membership to enable effective scrutiny of key issues. To facilitate this within the Authority's governance structures the Authority has agreed that the following membership requirements will apply to the committee:	
2.1.1	Membership of the Scrutiny Committee will be determined at the Annual General Meeting of the FRA.	
2.2.2	The committee will comprise XX FRA Members. Wherever possible the committee will comprise an appropriate diversity balance.	
2.2.3	Wherever possible no member will be involved in scrutinising decisions in which they have been directly involved.	
2.2.4	A member of the Scrutiny committee will not sit on the FRA Finance & Audit Committee or the HR & Equalities Committee.	
2.2.5	The Chairperson and Deputy Chairperson of the FRA may not sit on the Scrutiny Committee.	
2.2	The committee may co-opt independent non-voting members to the Scrutiny committee as they deem appropriate where specialist skills are required. The committee will determine a suitable selection and appointment process.	

### 3. Specific Responsibilities of the Committee

3.1	<p>To review, monitor and challenge:</p> <ul style="list-style-type: none"> <li>a) any decisions made, about to be made or not made by the FRA or its committees;</li> <li>b) any actions taken, about to be taken or not taken by the FRA or its committees;</li> <li>c) any FRA plans, policies or priorities;</li> <li>d) FRA performance in the delivery of its functions and services</li> <li>e) any matter that affects the FRA area or its inhabitants</li> <li>f) any decision taken by a partner that directly impacts on the work of the FRA e.g. blue light partner, PSB, regional partner etc.</li> </ul> <p>in connection with the discharge of any of the FRAs functions.</p>	
3.2	<p>In undertaking these responsibilities the Committee will have regard to:</p> <ul style="list-style-type: none"> <li>a) compliance with legislation;</li> <li>b) compliance with guidance;</li> <li>c) compliance with the FRS National Framework 2022-27;</li> <li>d) compliance with the governance framework</li> <li>e) compliance with policy;</li> <li>f) FRA, committee and officer reports and decisions;</li> <li>g) recommended practice and/or performance within the sector or elsewhere (including benchmarking);</li> <li>h) budgetary implications and value for money;</li> <li>i) continuous improvement;</li> <li>j) corporate values; and</li> <li>k) service user, stakeholder, partner or community feedback</li> </ul>	

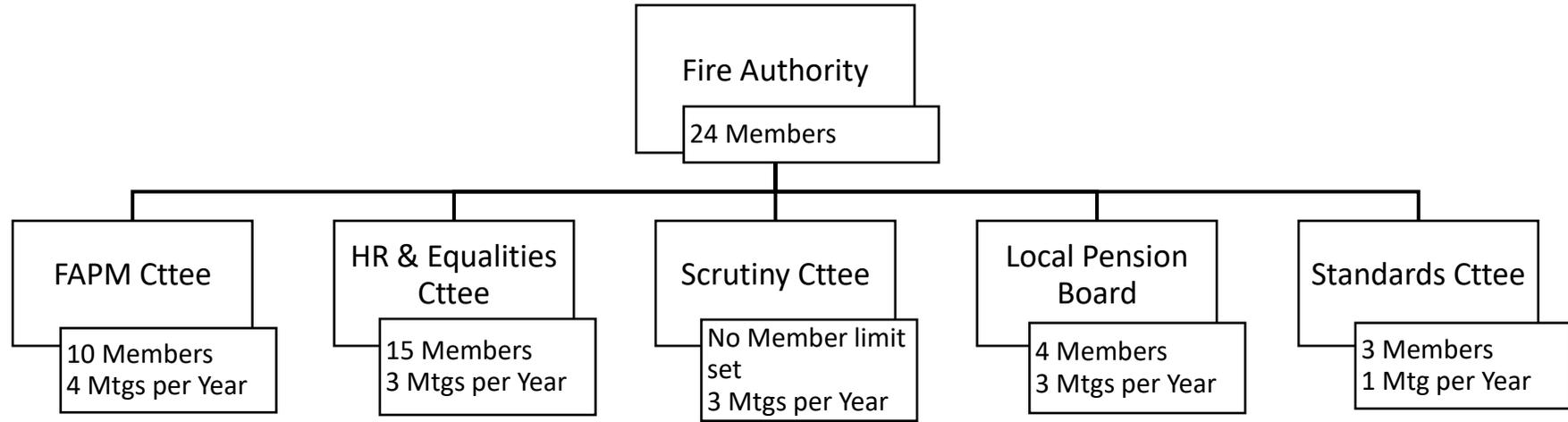
### 4. How the Committee will Discharge its Responsibilities

4.1	<p>The committee will receive appropriate training, development and/or updates on the principles of good scrutiny and good governance</p>	
4.2	<p>The committee will agree a Forward Work Programme at the first committee meeting of the Municipal Year</p>	
4.3	<p>The Forward Work Programme should contain the following as a minimum:</p> <ul style="list-style-type: none"> <li>a) one Fire &amp; Rescue specific themed review</li> </ul>	

	<ul style="list-style-type: none"> <li>b) one community interest themed review</li> <li>c) one performance themed review</li> <li>d) one plan, policy or procedure review</li> <li>e) one governance framework review</li> </ul>	
4.4	<p>The committee may request (upon reasonable notice) the attendance of the following to assist in its scrutiny of a particular issue:</p> <ul style="list-style-type: none"> <li>a) The Chairperson and/or Deputy Chairperson of the FRA or any of its committees</li> <li>b) FRS officers relevant to the area under consideration</li> <li>c) Specialist experts or outsiders with relevant experience</li> </ul>	
4.5	The committee may investigate or make a detailed examination of any activity within the scope of these Terms of Reference	
4.6	The committee may make recommendations to the Fire and Rescue Authority or another committee upon any issue within the scope of these Terms of Reference	
4.7	The committee will undertake an annual review of their recommendations and how they have been considered by the FRA or its committees	

**APPENDIX 3****CURRENT & INITIAL PROPOSED NEW COMMITTEE STRUCTURE  
(RETAINING BOTH FAPM AND HR & EQUALITIES COMMITTEE)**

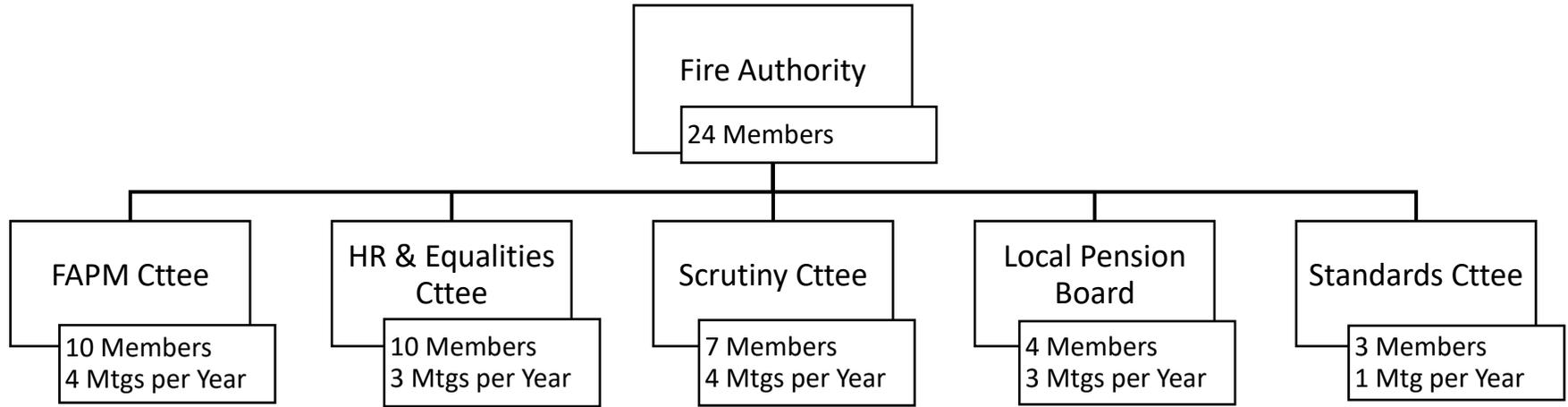
### CURRENT STRUCTURE



## PROPOSED STRUCTURE

### Proposed Conventions

- 1 Unable to sit on FAPM & HR&E Committee:
  - Chair of FA
  - Deputy Chair of FA
  - Member of Scrutiny Committee
  
- 2 Unable to sit on Scrutiny Committee:
  - Chair of FA, FAPM & HR&E Committee
  - Deputy Chair of FA, FAPM & HR&E Committee
  -
  
- 3 Unable to sit on Standards Committee:
  - Chair of FA
  - Deputy Chair of FA
  
- 4 Unable to sit on Pensions Committee
  - Chair of FA
  - Chair of HR&E



**APPENDIX 4****EXAMPLE OF APPOINTMENTS TO COMMITTEES**

**(Please note – the political balance in this spreadsheet is for illustrative purposes only and shows the position with the current 2021/22 political group membership)**

**Notes for Member Nominations**

Members can sit on Committees with the same colour shading

Members cannot sit on committees with different coloured shading

Political Balance has already been inputted

FAPM options for 1 from each LA or politically balanced have been included

Alternating Colour rows - either blue or green committee members can sit on this committee

Fire Authority	Member Name	Political Party	Home Authority
Chair			
Deputy Chair			

HR&E	Member Name	Political Party	Home Authority
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Labour	
Member 5		Labour	
Member 6		Labour	
Member 7		Labour	
Member 8		Coalition	
Member 9		Coalition	
Member 10		Independent	

Scrutiny	Member Name	Political Party	Home Authority
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Labour	
Member 5		Labour	
Member 6		Coalition	
Member 7		Coalition	

<b>FAPM - 1 Member from each Authority</b>	<b>Member Name</b>	<b>Political Party</b>	<b>Home Authority</b>
Chair		N/A	Torfaen
Deputy Chair		N/A	Bridgend
Member 3		N/A	Caerphilly
Member 4		N/A	Cardiff
Member 5		N/A	Merthyr Tydfil
Member 6		N/A	Monmouthshire
Member 7		N/A	Newport
Member 8		N/A	Rhondda Cynon Taf
Member 9		N/A	Blaenau Gwent
Member 10		N/A	Vale of Glamorgan

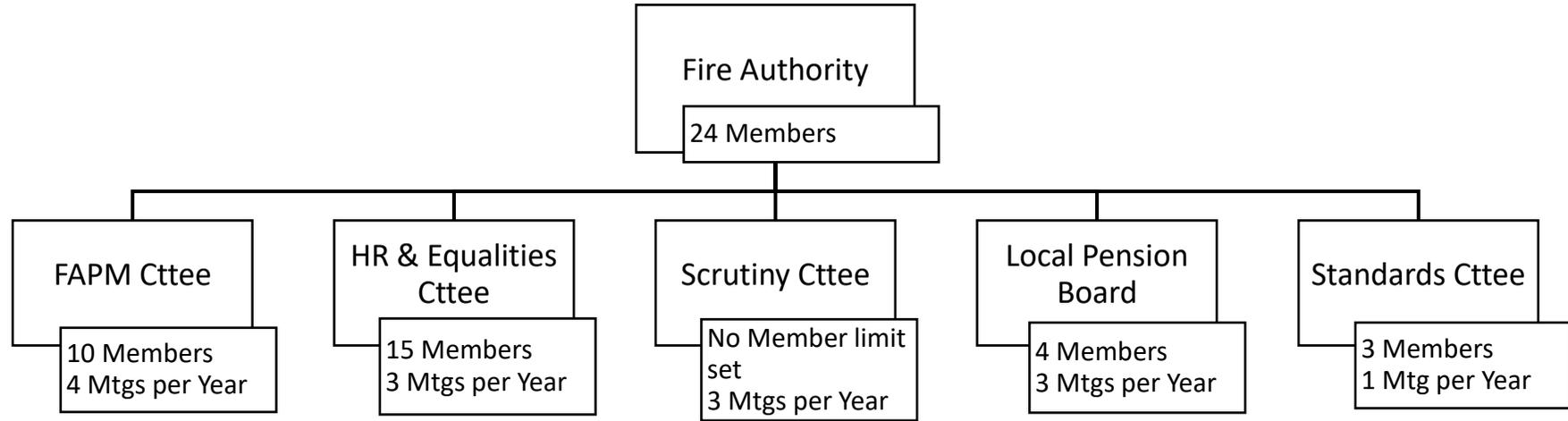
<b>FAPM - Politically Balanced</b>	<b>Member Name</b>	<b>Political Party</b>	<b>Home Authority</b>
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Labour	
Member 5		Labour	
Member 6		Labour	
Member 7		Labour	
Member 8		Coalition	
Member 9		Coalition	
Member 10		Independent	

<b>LPB</b>	<b>Member Name</b>	<b>Political Party</b>	<b>Home Authority</b>
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Coalition	

Standards	Member Name	Political Party	Home Authority
Member 1		Labour	
Member 2		Labour	
Member 3		Coalition	

**APPENDIX 5****CURRENT & SECOND PROPOSED NEW COMMITTEE STRUCTURE  
(MERGING THE FAPM AND HR & EQUALITIES COMMITTEE)**

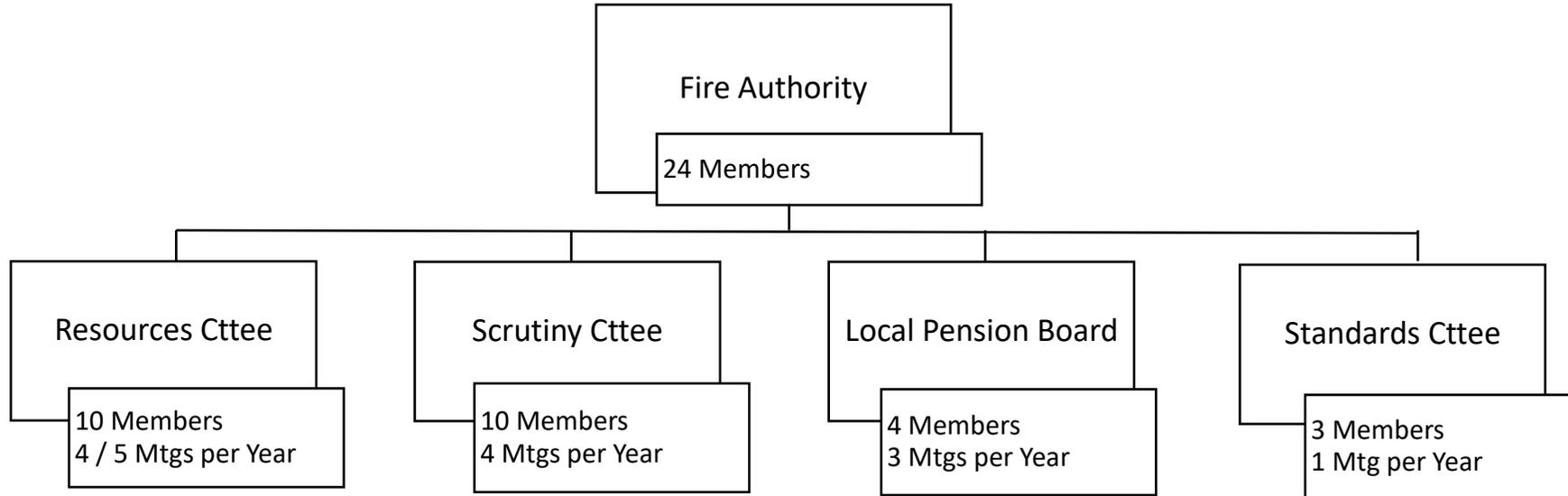
### CURRENT STRUCTURE



## SECOND PROPOSED STRUCTURE

### Proposed conventions

- 5 Unable to sit on Resources Committee:
  - Chair of FA
  - Deputy Chair of FA
  - Member of Scrutiny Committee
  
- 6 Unable to sit on Scrutiny Committee:
  - Chair of FA & Resources Committee
  - Deputy Chair of FA & Resources Committee
  
- 7 Unable to sit on Standards Committee:
  - Chair of FA
  - Deputy Chair of FA
  
- 8 Unable to sit on Pensions Committee
  - Chair of FA
  - Chair of Resources Committee



**Notes for Member Nominations**

Members can sit on Committees with the same colour shading

Members cannot sit on committees with different coloured shading

Political Balance has already been inputted

Resources options for 1 from each LA or politically balanced have been included

Alternating Colour rows - either blue or green committee members can sit on this committee

Fire Authority	Member Name	Political Party	Home Authority
Chair			
Deputy Chair			

Scrutiny	Member Name	Political Party	Home Authority
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Labour	
Member 5		Labour	
Member 6		Labour	
Member 7		Labour	
Member 8		Independent	
Member 9		Coalition	
Member 10		Coalition	

\*NB - For illustrative purposes only I have utilised Cllr Drake as Chair of Resources to enable keeping the same FRA representative on WG Pensions SAB

Resources - Politically Balanced	Member Name	Political Party	Home Authority
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Labour	
Member 5		Labour	
Member 6		Labour	
Member 7		Labour	
Member 8		Coalition	
Member 9		Coalition	
Member 10		Independent	

Resources - 1 Member from each Authority	Member Name	Political Party	Home Authority
Chair		N/A	Vale of Glamorgan*
Deputy Chair		N/A	Bridgend
Member 3		N/A	Caerphilly
Member 4		N/A	Cardiff
Member 5		N/A	Merthyr Tydfil
Member 6		N/A	Monmouthshire
Member 7		N/A	Newport
Member 8		N/A	Rhondda Cynon Taf
Member 9		N/A	Blaenau Gwent
Member 10		N/A	Torfaen

LPB	Member Name	Political Party	Home Authority
Chair		Labour	
Deputy Chair		Labour	
Member 3		Labour	
Member 4		Coalition	

Standards	Member Name	Political Party	Home Authority
Member 1		Labour	
Member 2		Labour	
Member 3		Coalition	

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.vii

22 MARCH 2021

## REPORT OF THE DEPUTY CHIEF OFFICER

**AUDIT WALES ANNUAL AUDIT SUMMARY 2019/20****SUMMARY**

This report concludes the Audit Wales review of the Authority's audit of financial and performance reporting for 2019/20.

**RECOMMENDATIONS**

That Members accept the Annual Audit Summary for 2019/20 and note the positive outcomes in relation to the financial audit, performance and improvement audit and well-being of future generation's audit.

**1. ANNUAL AUDIT SUMMARY 2019/20**

- 1.1 The Annual Audit Summary attached at Appendix 1 to this report details the conclusions of the Audit Wales review of the Authority's financial and performance reporting for the period 2019/20 and discharges the Auditor's responsibilities under the Public Audit (Wales) Act 2004. Members will note that this year the Auditor General has created a new style of report and references to their wider local government studies can be found at the end of the brief report.
- 1.2 Members will be pleased to note that the Auditor General has issued an unqualified audit opinion on the Authority's accounting statements in relation to its financial transactions on 29<sup>th</sup> September 2020.
- 1.3 It is to be further noted that the Auditor General considered that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources and that it was likely to meet the requirements of the Local Government (Wales) Measure 2009 during 2020-21.
- 1.4 In relation to the well-being of future generations work, the auditor general concluded that the Fire and Rescue Authority was good at involving partners and communities in its work, but that we could make some improvements to strengthen our evaluation of this work to evidence the positive impact of the work. Work is underway to consider how we may strengthen our processes in this regard.

## 2. RECOMMENDATION

- 2.1 That Members accept the Annual Audit Summary for 2019/20 and note the positive outcomes in relation to the financial audit, performance and improvement audit and well-being of future generation's audit.

<b>Contact Officer:</b> Sally Chapman Deputy Chief Officer	<b>Background Papers:</b> <ul style="list-style-type: none"><li>• Appendix 1 – Audit Wales Annual Audit Summary 2019/20</li></ul>
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## South Wales Fire and Rescue Authority

### Annual audit summary 2019-20

This is our audit summary for South Wales Fire and Rescue Authority. It shows the work completed since the last Annual Improvement Report 2018-19 which was issued on 24 July 2019.

Our audit summary forms part of the Auditor General for Wales' duties.

More information about these duties can be found on our [website](#).



## About the Fire and Rescue Authority

### Some of the services the Fire and Rescue Authority provides



#### Key facts

Fire and Rescue Authorities (FRAs) consist of nominated elected members, representing the local authorities across the FRA area as a whole.

South Wales FRA is made up of 24 councillors who represent their constituent authorities and the following political parties:

- Labour 16
- Conservative 2
- Independent 4
- Plaid Cymru 1
- Liberal Democrat 1

The FRA spent £71.87 million on providing services during 2019-20 which is a 2% increase on 2018-19.

As at 31 March 2020, the FRA had £3 million of cash reserves and £9.42 million in earmarked reserves.

## Key facts

FRA's have a statutory obligation under the Fire and Rescue Services Act 2004 to maintain a Fire and Rescue Service capable of dealing effectively with all calls for assistance in the case of fire and other emergencies.

The Welsh Government has overarching responsibility for determining policy on FRA's. At a local level, FRA's must meet the requirements of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015, as well as the National Framework for Fire and Rescue Services.

Most of the funding for the three FRA's in Wales is received by way of a levy from the local unitary authorities within their area. The contribution is based on population numbers.

## The Auditor General's duties

### We complete work each year to meet the following duties

- **Audit of Accounts**

Each year the Auditor General audits the FRA's financial statements to make sure that public money is being properly accounted for.

- **Value for money**

The FRA has to put in place arrangements to get value for money for the resources it uses, and the Auditor General has to be satisfied that it has done this.

- **Continuous improvement**

The FRA also has to put in place arrangements to make continuous improvements, including related plans and reports, and the Auditor General has to assess whether the FRA is likely to (or has) met these requirements.

- **Sustainable development principle**

Public bodies need to comply with the sustainable development principle when setting and taking steps to meet their well-being objectives. The Auditor General must assess the extent to which they are doing this.



Since the Spring of 2020, the ongoing pandemic has affected our audit work. We recognise the huge strain on public services and have reshaped our work programme, and found new ways of working to reduce its impact on public bodies' response to COVID-19, while still meeting our statutory duties.



**To meet the Auditor General's duties we complete specific projects, but we also rely on other audit work, and the work of for instance the Chief Fire and Rescue Advisor for Wales. We take the findings of our audit work into account when assessing whether the Authority has put in place arrangements to secure value for money. Our findings and conclusions are summarised below.**

## What we found

### Audit of South Wales Fire and Rescue Authority's 2019-20 Accounts

Each year we audit the FRA's financial statements.

#### For 2019-20:

- The Auditor General gave an unqualified true and fair opinion on the FRA's financial statements on 29 September 2020.
- The FRA's Annual Governance Statement and Narrative Report were prepared in line with the CIPFA Code and relevant guidance. They were consistent with the financial statements prepared by the Authority and with our knowledge of the FRA.
- The key matters arising from the accounts audit were reported to the FRA in the Audit of Financial Statements report on 28 September 2020.
- Our Audit of South Wales FRA's assessment of 2019-20 performance was issued on 10 December 2020.
- The Auditor General issued the certificate confirming that the audit of accounts for 2019-20 has been completed.

## Well-being of Future Generations Examination – Review of Involvement

The examination that we undertook in 2019-20 reviewed the FRA's approach and management of involving stakeholders when proposing service and policy changes, and in the design of activities. We undertook a more detailed look at:

- how the FRA is involving stakeholders in developing the new Strategic Equality Plan 2020-2025; and
- in planning public engagement events such as fire station open days, the United Kingdom Rescue Organisation (UKRO) event in 2018 and joint Emergency Services event in 2019.

We conclude that the FRA is good at involving partners and communities but needs to strengthen its evaluation to demonstrate the positive impact of its work. The full report can be viewed [here](#).

## Continuous improvement

The Auditor General certified that the FRA has met its legal duties for improvement planning and reporting and believes that is likely to meet the requirements of the Local Government (Wales) Measure 2009 during 2020-21.

## Other Inspectorates

The Chief Fire and Rescue Advisor for Wales carried out a thematic review on the extent to which the Welsh Fire and Rescue Services have taken action to address the Grenfell Tower Inquiry recommendations. Publication is due in February 2021.

## Planned performance audit work for 2020-21

Our local performance audit work is ongoing. A review of Corporate Resilience was undertaken in November 2020 and we will share a draft of the report in early 2021.

## Local Government Studies

As well as local work at each FRA, each year we also carry out studies across the local government sector to make recommendations for improving value for money. Since the last annual improvement report we have published the following reports. See [Audit Wales Publications](#).

## Review of Public Services Boards (October 2019)

We inspected how Public Services Boards are operating; looking at their membership, terms of reference, frequency and focus of meetings, alignment with other partnerships, resources and scrutiny arrangements. We concluded that Public Services Boards are unlikely to realise their potential unless they are given freedom to work more flexibly and think and act differently. The full report can be viewed [here](#).

## **Progress in implementing the Violence Against Women, Domestic Abuse and Sexual Violence Act (November 2019)**

We examined how the new duties and responsibilities of the Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act are being rolled out and delivered. We found that victims and survivors of domestic abuse and sexual violence are often let down by an inconsistent, complex and fragmented system. The full report is [here](#).

## **Rough Sleeping in Wales – Everyone’s Problem; No One’s Responsibility (July 2020)**

We looked at how well public services are responding to the issue of rough sleeping. Overall, we found that responding to COVID-19 is an opportunity for public bodies to start addressing long standing weaknesses in partnership working which has stopped them from tackling rough sleeping in the past. The report can be viewed [here](#).

## **Better Law Making (September 2020)**

This report draws on five reports published between 2019 and today looking at how local authorities are responding to the challenge of implementing new legislation. Implementation is a complex task which needs to be fully thought through by the Welsh Government and the Senedd whenever they bring forward and make any new legislation. The paper highlights the difficulties faced by local authorities and their public sector partners in implementing their new responsibilities. The report can be viewed [here](#).

## **Commercialisation in Local Government (October 2020)**

Councils have conducted commercial activity for a long time, and many councils are exploring additional commercial opportunities to mitigate against the financial pressures they face. Our report is specifically targeted at helping elected members and senior officers to examine and judge the potential impact on their organisations when considering whether to undertake commercialisation. It will also help councils to demonstrate how well they are discharging their value for money responsibilities. The report can be viewed [here](#).

The Auditor General is independent of government, and is appointed by Her Majesty the Queen. The Auditor General undertakes his work using staff and other resources provided by the Wales Audit Office, which is a statutory board established for that purpose and to monitor and advise the Auditor General. The Wales Audit Office is held to account by the Senedd.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, probation, fire and rescue authorities, national parks and community councils. He also conducts local government value for money studies and assesses compliance with the requirements of the Local Government (Wales) Measure 2009.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Senedd Commission and National Health Service bodies in Wales.

Audit Wales is the non-statutory collective name for the Auditor General for Wales and the Wales Audit Office, which are separate legal entities with their own legal functions, as described above. Audit Wales is not a legal entity.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

This document is also available in Welsh.

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.viii

22 MARCH 2021

## REPORT OF THE DEPUTY CHIEF OFFICER

**REPORT ON THE STRATEGIC PLAN 2020****SUMMARY**

To approve the publication of the South Wales Fire and Rescue Service 2<sup>nd</sup> year of their Strategic Plan 2020-2030 by March 31<sup>st</sup> 2021.

**RECOMMENDATION**

It is recommended that Members:

Note the outline of the content that will be provided to the public in the plan.

Approve the publication of the South Wales Fire and Rescue Service 2<sup>nd</sup> year of their Strategic Plan 2020-2030 by March 31<sup>st</sup> 2021.

**1. BACKGROUND**

- 1.1 The purpose of this report is to propose our 2<sup>nd</sup> year of the Strategic Plan 2020-2030 by March 31<sup>st</sup> 2021.
- 1.2 Members will be aware of the requirement to publish the first stage of the Annual Improvement Plan by the statutory deadline of March 31<sup>st</sup> in accordance with the requirements of the Local Government (Wales) Measure 2009.
- 1.3 This sets out our commitment to the communities of South Wales for a minimum five years. It is a single strategic plan incorporating the longer-term community and organisational challenges (Strategic Themes), with short-term service improvements (Objectives) required to support and complement our longer-term objectives. The document will outline how these objectives support the achievement of Wellbeing Goals as part of the Wellbeing of Future Generations (Wales) Act 2015.

**2. ISSUE**

- 2.1 Stage 1 of the Annual Improvement Plan is a statutory document, required in accordance with Local Government (Wales) Measure 2009 – Part 1 Guidance to Fire and Rescue Authorities, September 2015. The final document will take the same style and format as previous years.
- 2.2 This report outlines Eight Strategic Themes and supporting Objectives for the forthcoming financial year, based on an internal analysis conducted at

Executive and Senior Management Team level with support from the Service Performance and Communications Department.

- 2.3 For clarification, As well as utilising the feedback from the public consultation, the Strategic Themes have been developed with reference to the chapters of the Fire and Rescue National Framework for Wales 2016 and closely align to the Wellbeing Goals published under The Wellbeing of Future Generations of Wales Act 2015.

Each Strategic Themes has a set of Objectives (outlined in Appendix 1) that have been developed to capture the key priorities for the coming years. They have been influenced by feedback obtained during the consultation phase along with priorities outlined in local community risk management plans.

These Objectives meet our statutory obligations as per the Local Government (Wales) Measure 2009 and provide greater clarity and focus.

- 2.4 For clarity, the Strategic Themes are as follows:

- Keeping You Safe
- Responding To Your Emergency
- Using Technology Well
- Working with Our Partners
- Engaging and Communicating
- Valuing Our People
- Protecting Our Environment
- Continuing To Work Effectively

- 2.5 Throughout January and February 2021 the Planning, Performance and Risk Team hold planning meetings with all directorates in order to capture tasks for the forthcoming year. The Strategic Plan will include which tasks we intend to carry out and what Objective and Theme they support.

- 2.6 These tasks are mapped to our Objectives, Strategic Themes, Wellbeing Goals, National Framework Chapters and Equality Outcomes. This enables the service to monitor its progress against the delivery of our Strategic Plan and compliance with key legislation.

### 3. FINANCIAL IMPLICATIONS

- 3.1 Delivery of these strategic themes are primarily already addressed within the commitments of the Medium Term Financial Strategy or will be met as part of the financial planning for next year.

### 4. EQUALITY IMPACT ASSESSMENT

- 4.1 Equalities outcomes were considered in the development of these objectives and are, where possible, included within the consultation document.

### 5. RECOMMENDATION

- 5.1 It is recommended that members;
- 5.2 Note the outline of the content that will be provided to the public in the plan.
- 5.3 Approve the publication of the South Wales Fire and Rescue Service 2<sup>nd</sup> year of their Strategic Plan 2020-2030 by March 31<sup>st</sup> 2021.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Jon Carter Planning, Performance and Risk Manager	Appendix 1 – Strategic Themes and Objectives

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Strategic Themes	Objectives <span style="float: right;">APPENDIX 1</span>
Keeping You Safe	<ul style="list-style-type: none"> <li>• We will reduce the impact of false alarms on our resources</li> <li>• We will reduce the number of fires in the home and understand the behaviours and cause of them</li> <li>• We will reduce the number of Road Traffic Collisions</li> <li>• We will reduce the number of deliberate fires</li> <li>• We will improve safety in and around water</li> <li>• We will improve fire safety in buildings in our communities</li> </ul>
Valuing Our People	<ul style="list-style-type: none"> <li>• We will attract a workforce that reflects and represents our communities</li> <li>• We will develop all our people by identifying training and development opportunities</li> <li>• We will support our people to feel well, healthy and happy at work</li> </ul>
Responding To Your Emergency	<ul style="list-style-type: none"> <li>• We will respond effectively when you need us</li> <li>• We will do all we can to make sure that our on call service is available</li> <li>• We will train our firefighters to respond to current and future risks in our communities</li> </ul>
Using Technology Well	<ul style="list-style-type: none"> <li>• We will use the most suitable technology and equipment to improve our services</li> <li>• We will review the standard and use of technology and equipment across our service</li> </ul>
Working With Our Partners	<ul style="list-style-type: none"> <li>• We will work with Public Service Boards to support our communities</li> <li>• We will work with our Partners to deliver our services where they are needed</li> <li>• We will review and evaluate our existing partnerships</li> </ul>
Engaging and Communicating	<ul style="list-style-type: none"> <li>• We will deliver on the recommendations of the Investors In People report</li> <li>• We will involve our communities and make sure they have their say in what we do</li> <li>• We will help keep our communities through safety education and by attending Community Events.</li> </ul>

<b>Protecting Our Environment</b>	<ul style="list-style-type: none"><li>• <b>We will reduce our usage of single use materials</b></li><li>• <b>We will explore the use of electric vehicles</b></li><li>• <b>We will reduce our energy use and our carbon footprint</b></li><li>• <b>We will consider how our activities impact on the environment</b></li></ul>
<b>Continuing To Work Effectively</b>	<ul style="list-style-type: none"><li>• <b>We will be clear and publicly accountable</b></li><li>• <b>We will maximize value for money while improving our service</b></li><li>• <b>We will develop a new ways of working</b></li></ul>

**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.ix

22 MARCH 2021

## REPORT OF THE CHIEF FIRE OFFICER

**ONE GWENT-WIDE PUBLIC SERVICE BOARD****SUMMARY**

Since the introduction of the Well-being of Future Generations (Wales) Act 2015 there has been continued dialogue and discussion on establishing a Gwent-wide PSB. Professional working relationships are established and leaders believe now is the right time to move to a single PSB direction.

**RECOMMENDATION**

To recognise the work of G10 to date and the direction of travel to a Gwent-wide and single PSB.

As a Statutory Partner to approve the establishment of a Gwent-wide PSB.

**1. BACKGROUND**

- 1.1 The Well-being of Future Generations (Wales) Act 2015 came into force in April 2016. The Act is about improving the social, economic, environmental and cultural well-being of Wales.
- 1.2 The Act establishes a statutory board known as the Public Services Board (PSB) in each Local Authority area. The Fire and Rescue Authority/Service are one of four 'Statutory Partners' in Gwent. This resulted in five new PSBs, with each PSB having a collective well-being duty as below:
- 1.2.1 Each PSB must improve the economic, social, environmental and cultural well-being of its area by contributing to the achievement of the national well-being goals.
- 1.2.2 A PSB's contribution to the achievement of the well-being goals must include:
- Assessing the state of economic, social, environmental and cultural well-being in its area,
  - Setting local objectives that are designed to maximise its contribution within its area to achieving those goals, and
  - The taking of all reasonable steps by members of the board to meet those objectives.
- 1.3 Anything a PSB does under this section must be done in accordance with the sustainable development principle.

- 1.4 The Act provides for two or more PSBs to be able to merge and to collaborate if it would assist them in contributing to the achievement of the well-being goals.

## **2. ISSUE**

- 2.1 On a former Gwent-wide footprint public bodies, under the auspices of G10 have been collaborating as strategic leaders, both elected and appointed, for many years. G10 consists of the five local authorities, Aneurin Bevan local health board, Gwent Police, the Office of the Police and Crime Commissioner for Gwent, South Wales Fire and Rescue Service/Authority and Natural Resources Wales.
- 2.2 Many statutory and invited members cover areas wider than a single PSB area, which requires a significant proportion of the most senior leader's time and commitment.
- 2.3 The legislation makes it clear that two or more PSB's may merge by agreement. There is no set format to what that agreement looks like but each PSB will have to formally agree to disband their existing PSB and agree to a regional board.
- 2.4 On 8<sup>th</sup> January 2021 G10 agreed a target date of implementation for the Gwent PSB as 1<sup>st</sup> September 2021. The delivery plan has now been agreed by G10 partners.
- 2.5 Engagement has taken place with Welsh Government, the Office of the Future Generations Commissioner and with lead officers to those boards, (Cwm Taf) for example, who have already merged two PSB's.
- 2.6 Across the five PSBs wellbeing plans there is a significant amount of synergy between objectives, although terminology may be slightly different. Learning from the challenges, difficulties and learning of Covid-19 the work of PSBs in the future will need to recognise, understand and mitigate against health and poverty inequalities across or communities.
- 2.7 It is important to note that in order to develop a Gwent Wellbeing Plan for 2023, in line with the end of current Well-Being Plans, the in principle decision needs to be made quickly and engagement work commenced summer 2021.

## **3. FINANCIAL**

- 3.1 The regional allocation of funding will be £78k for 2021/22 with a potential further £20k for the development of regional PSBs. With G10s agreement it is proposed that this funding is used to support the developing proposals

and the full £20k is applied for to support the development of the regional arrangements.

- 3.2 A significant amount of officer time, namely the Chief Fire Officer is spent working and engaging across the nine PSBs of South Wales. Creating a Gwent-wide PSB will significantly reduce the amount of time required.
- 3.3 Local authorities and partners are currently reviewing opportunities for local delivery and engagement, which will include appropriate representation from the Service.

#### **4. RECOMMENDATION**

- 4.1 To recognise the work of G10 to date and the direction of travel to a Gwent-wide and single PSB.
- 4.2 As a Statutory Partner to approve the establishment of a Gwent wide PSB.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Huw Jakeway Chief Fire Officer	N/A

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.x

22 MARCH 2021

## REPORT OF THE CHIEF FIRE OFFICER

**GRENFELL TOWER INQUIRY THEMATIC REVIEW REPORT****SUMMARY**

This report is an overview of the thematic review into the extent to which the Welsh Fire and Rescue Services have taken action to address the Grenfell Tower Inquiry recommendations.

**RECOMMENDATIONS**

Members acknowledge the thematic report of the Welsh Minister's Fire Advisor into the Grenfell Tower Inquiry.

This report will be considered by the Service's Operational Co-ordination Group and the High Rise Task Group.

A further update report will be provided to the Fire Authority in due course.

**1 BACKGROUND**

- 1.1 Following the publication of the Grenfell Tower Inquiry (GTI) Phase 1 report the Welsh Fire Advisor was tasked by the Deputy Minister for Housing and Local Government to establish a mechanism for reporting on action taken by the 3 Welsh Fire and Rescue Services (FRS) against the recommendations contained within the GTI Phase 1 report.
- 1.2 The last Thematic Review of Welsh FRS was published in early 2017 by the then Chief Fire and Rescue Advisor, Des Tidbury, and was entitled 'Learning lessons to avoid safety critical incidents – how well do Fire and Rescue Authorities learn lessons from incidents to improve public and firefighter safety'.
- 1.3 This Review made 8 recommendations around learning lessons from significant incidents, the majority of which were relevant in the context of the tragic Grenfell Tower fire, although the Review itself pre-dated the incident.
- 1.4 It was considered to be appropriate therefore to also consider the findings of this Thematic Review against the 8 recommendations of the 2017 Thematic Review.
- 1.5 The review also considers the wider operational issues not specifically identified in the GTI Phase 1 report but those which have identified as being relevant to the Service. Finally, it considers the extent to which the

service have addressed the 8 recommendations contained within the 2017 Thematic Review.

## **2 SUMMARY**

- 2.1 The Service has invested significant time, effort and resources in responding to the tragic Grenfell Tower fire. Much of this work was undertaken prior to the publication of the GTI Phase 1 report, in support of wider action coordinated by the National Fire Chiefs Council.
- 2.2 The Service was able to evidence progress against all but one of the GTI recommendations selected as the focus of the Thematic Review. The exception was Recommendation 33.20 relating to communicating fire survival guidance in live time to the bridgehead as nationally no technical solution exists at this time. This builds on the work previously reported to the Senedd Equality, Local Government and Communities Committee in December 2019.
- 2.3 During the Review, a number of issues which were not expressly identified either within the main body of the GTI Phase 1 report or its recommendations were identified. These issues include the use of the FRS operational Decision Making Model, Breathing Apparatus command and control procedures and firefighting tactics.
- 2.4 The recommendations contained within this report will be considered by the Service's Operational Co-ordination Group and High Rise Task Group.
- 2.5 In considering the extent to which the Service has acted on the recommendations of the 2017 Thematic Review 'Learning lessons to avoid safety critical incidents – how well do Fire and Rescue Authorities learn lessons from incidents to improve public and firefighter safety' strong evidence was offered for 6 of the 8 recommendations. Further work is required to establish the extent to which the remaining 2 recommendations have been actioned. Once this work is concluded the findings will be passed to the Deputy Minister.
- 2.6 The findings of the Advisor is that work undertaken by the Service in anticipating and then responding to the GTI Phase 1 report recommendations has substantially reduced the likelihood of such catastrophic outcomes at an incident occurring in Wales.

### 3 EQUALITY RISK ASSESSMENT

- 3.1 There are no equality impacts arising from the report. Equality considerations will be an integral part of each project area and considered by the relevant project lead.

### 4 RECOMMENDATIONS

- 4.1 Members acknowledge the thematic report of the Welsh Ministers Fire Advisor in to the Grenfell Tower Inquiry.
- 4.2 This report will be considered by the Service's Operational Co-ordination Group and the High Rise Task Group.
- 4.3 A further report will be provided to the Fire Authority as to the update of this work.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Huw Jakeway Chief Fire Officer	Grenfell Tower Inquiry Thematic Review Report  Written Statement - Grenfell Tower Inquiry Thematic Review Report  Chief Fire and Rescue Adviser Thematic Review 2017

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AGENDA ITEM NO 6.x

GRENFELL TOWER INQUIRY

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APPENDIX 1 ATTACHED SEPERATELY

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Llywodraeth Cymru  
Welsh Government

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## **WRITTEN STATEMENT BY THE WELSH GOVERNMENT**

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**TITLE**            **Fire and Rescue Services in Wales: Learning from Grenfell**

**DATE**            **25 February 2021**

**BY**                **Hannah Blythyn MS, Deputy Minister for Housing and Local Government**

The tragic fire at Grenfell Tower in June 2017 will remain in our minds forever. Never before has there been such a large loss of life in a dwelling fire in the UK. It is incumbent on all of us to do what we can to prevent anything like it happening again.

We already know that the fire exposed many serious weaknesses in the current law on building safety. There are too many opportunities to cut corners, or simply to allow risk to increase through neglect, and they need to be eliminated. We have published comprehensive and radical proposals to do just that, in our Building Safety White Paper. This will ensure that blocks of flats are designed, constructed and managed in ways that maximise safety and minimise the risk of fire.

But the Grenfell Tower fire was most immediately a challenge for the Fire and Rescue Service. As the Public Inquiry found, there are many lessons that the Service needs to learn. That is not a matter of blame: it is to be expected from an incident of this unprecedented scale and severity. The Public Inquiry made many recommendations about the emergency response to the fire. Most of these were directed specifically to the London Fire Brigade, but there is every reason to believe that they are more widely relevant. It is vital that the Service acts on these recommendations, to ensure we have the best possible response to any similar fire in the future.

In late 2019, I therefore asked my Chief Fire and Rescue Advisor, Dan Stephens, to conduct a thorough review of how our three Fire and Rescue Services (FRSs) in Wales were learning the lessons from Grenfell. Dan has long experience as a chief fire officer in England and Australia, and has considerable expertise in firefighting operations. He has now completed and published his review, which is available at <https://gov.wales/chief-fire-and-rescue-adviser-thematic-review-learning-grenfell-tower-inquiry-recommendations>. I would like to thank Dan and his team for their producing such a useful and detailed study.

Overall, I am very pleased that it concludes that our FRSs have adopted all of the Public Inquiry recommendations, and have fully implemented almost all of them. That in turn gives us significant assurance that the response to a similar incident in Wales would be swift and effective. As Dan's report puts it, the FRSs' work so far "has substantially reduced the likelihood of such catastrophic outcomes at an incident occurring in Wales." I thank all involved in the Service for their efforts in achieving this.

The report also identifies several issues underlying the Public Inquiry findings, and recommends action on those too. They relate to guidance and training, intelligence-gathering, operational assurance and the use of breathing apparatus. These matters are equally important to ensuring continued high standards in emergency response, and I would urge our FRSs also to address them fully.

**SAFER BUILDINGS IN WALES – WELSH GOVERNMENT CONSULTATION****SUMMARY**

To update Members on a Welsh Government White Paper that sets out proposals for comprehensive reform of legislation that contributes to building safety and the Fire & Rescue Authority's consultation response.

The Welsh Government are proposing a new 'Building Safety Regime for Wales'. This will present a significant overhaul to the existing system. It would also result in the most expansive building safety regime in the UK.

The proposal would have a significant impact on the resourcing demands placed on the Fire & Rescue Service, and any future amendments to the Risk Based Inspection Programme would have an impact on current statutory work, based on existing resources.

**RECOMMENDATIONS**

1. That Members approve the consultation responses provided by the Head of Business Fire Safety on behalf of South Wales Fire Authority prior to submitting to the Welsh Government on 12 April 2021.
2. That Members acknowledge the likely impacts on the Service if the proposed 'Building Safety regime' outlined in the White Paper for Wales is implemented.

**1. BACKGROUND**

- 1.1 The Grenfell fire has prompted extensive inquiries, research, and debate about the steps that are needed to minimise the risk of such a tragedy happening again. Much of that has concentrated on the fabric and construction of high-rise residential buildings, as the materials and techniques used in constructing and renovating Grenfell Tower have been implicated in allowing the fire to spread so rapidly.
- 1.2 That in turn will mean changes to the system of building control, which regulates how and with which materials buildings must be constructed, managed, and maintained once they are occupied, The purpose is to restore public confidence in fire safety, especially for those who reside in properties that come into scope
- 1.3 Welsh Government issued their Position Statement Paper in 2020, and set out their initial thinking on proposed reforms. Subsequently, following

feedback and discussions with stakeholders, the Welsh Government intends to clarify their approach under a single 'Building Safety Regime' that will apply to all buildings where there are two or more dwellings.

- 1.4 The White Paper Consultation, attached to the report as Appendix 1, proposes a new Building Safety regime for Wales. This would present a significant overhaul to the existing system and would also result in the most expansive building safety regime in the UK. The proposed changes outlined would see improvements made to every stage of the lifecycle of multi-occupied buildings, from design through construction and on into occupation, so that these buildings are safe for each and every resident.
- 1.5 The scope of the 'Building Safety Regime' covers all multi-occupied residential buildings. This refers to any building where there are two or more dwellings, regardless of whether there is a shared front door to the building. This means that the scope of the regime would capture a house converted into two flats, a licensed house of multiple-occupation, through to a high-rise apartment block.
- 1.6 As such Welsh Government are proposing that there are two new categories of building set out in the 'Building Safety Regime':-
  - 1.6.1 **Category 1** – These buildings would be subject to the most onerous requirements of the 'Building Safety Regime'. These buildings would be 18 metres or more in height or more than 6 storeys, and contain two or more dwellings.
  - 1.6.2 **Category 2** – These buildings would be subject to numerous requirements of the 'Building Safety Regime'. These buildings would be residential properties with two or more dwellings that are no more than 18 metres in height.
- 1.7 The 'Building Safety Regime' would provide an important legislative lever that would increase the safety of occupants of High Rise Residential Buildings, and other buildings in scope. The new Regime would sit alongside the Fire Safety Order as complementary fire safety legislation, but their application would be distinctly separate.

## 2. ISSUES

- 2.1 The proposed new 'Fire Safety Regime for Wales' would widen the scope of buildings where the Fire & Rescue Authority have a statutory duty to inspect, i.e. 'any building where there are two or more dwellings'. It should be noted whilst parts of the buildings proposed to be in scope already feature as relevant areas within existing legislation, they would

not typically all feature as part of the current Risk Based Inspection Programme.

- 2.2 The added focus on the Category 2 buildings in particular would place a significant increase in workload on South Wales Fire & Rescue Service. It would require the Service to direct resources to areas we would not normally focus on, i.e. smaller dwellings often considered by Local Authority Housing and our Community Safety colleagues. We would now have a mandatory duty to inspect and respond to consultations.
- 2.3 The number of Category 2 buildings in scope is estimated to be between 13,000 and 37,000. This is a considerable range because there is no accurate data on the stock of buildings which encompass converted houses to 6 storey blocks of flats.
- 2.4 The new regime provides powers to set detailed proposals for the intended three gateway points at which the duty holder would need to demonstrate that they were managing building safety risks appropriately in order to progress to the next stage of development.
- 2.5 Fire & Rescue Service involvement at **all** of the three gateways outlined in the consultation would need to be suitably resourced. Currently Fire & Rescue Services are predominantly involved at Gateway 2 (Building Regulations Consultations), and following occupation of the building.
- 2.6 The introduction of the Welsh Government Building Safety Regime, and possible new Regulator, would require a greater level of investment in maintaining competency and the development of new skills required under the new regime.
- 2.7 The Service fully supports the White Paper Consultation, and our response is attached to the report as Appendix 2. We recognise that these measures do not retrospectively address the current situation where insufficient fire safety measures still exist in many buildings.
- 2.8 The proposals are not piecemeal in any way and represent an approach that is stronger, clearer and sustainable for the future. The proposal will have a significant impact on the resourcing demands placed on the Fire Service, and any future amendments to the Risk Based Inspection Programme will have an increased workload based on existing resources.

### **3. FINANCIAL & RESOUC E IMPLICATIONS**

- 3.1 Implementing the changes outlined in the White Paper would require Fire Safety Inspectors to be upskilled to enable them to effectively engage in

any new regulatory role. This would impact on the requirement for initial training, maintenance of competence, professional body registration fees, and potential restructure of existing Fire & Rescue Service Protection teams resources.

- 3.2 An Economic Impact Assessment on the Safer Buildings in Wales White Paper has been conducted by Welsh Government to determine the impact across all stakeholders of the proposals. Section 4.8 of that assessment '**Additional Personnel Requirements**' states that '*The Fire Service across Wales will require 1 to 2 Full Time Equivalent fire officers*'.
- 3.3 As part of the Service's review it has been determined that the changes proposed in the Welsh Government White Paper, and the associated legislative changes, would require further departmental re-structure, development, and training of individuals. It is likely that the requirements set out in the Welsh Government Economic Impact Assessment for Fire & Rescue Services are going to be greater than Welsh Government initial estimates.
- 3.4 As part of a previous consultation on 'Fire & Rescue Authorities becoming Statutory Consultees in the development management process' (issued 28 July, 2020), which is included as part of the White Paper, the Service provided a detailed response as to the impact on the Service of the increased workload.
- 3.5 On the figures provided by Welsh Government for Major Planning Applications it was determined that this additional work would result in excess of 700 hours per annum for South Wales Fire & Rescue Service, and require two Full Time Equivalent (FTE) posts to facilitate this increase alone in becoming a Statutory Consultee.
- 3.6 The resource and financial costs of implementing the proposed Welsh Government reform is hard to accurately quantify at this stage, particularly when considering its impact alongside implementation of the new Fire Safety Bill passing through Parliament, and due to gain Royal Assent in April 2021.
- 3.7 This then being followed by secondary legislation allowing the Fire & Rescue Service to go beyond the front door of flats to audit balconies, external wall facades, and fire doors, adding to the complexity of the audit process. All of which would have intended and unintended consequences on the way we deliver and resource our protection services to the communities of South Wales.

#### 4. EQUALITY RISK ASSESSMENT

- 4.1 As part of the White Paper Consultation the Welsh Government has conducted an Equality Risk Assessment. As such, they recognise their proposals would have an effect on public and private sector bodies, as well as individuals, although they do not anticipate any direct impact in terms of promoting equality.
- 4.2 The Equality Act 2010 requires public sector bodies to comply with the public sector equality duty. Private sector organisations also have to comply with the duty if they are carrying out public functions (this may include some housing associations when carrying out some of their functions as a social landlord).
- 4.3 We anticipate the greatest impact in equality terms to be for residents living in buildings in scope of the proposed new regime. For the majority of those with protected characteristics we do not anticipate there to be any difference in the impact (positive or negative) of our proposals, compared to those without similar protected characteristics. The protected characteristics most likely to see an impact from our proposals are elderly and disabled people, but on balance we anticipate the impacts will be positive.

#### 5. RECOMMENDATIONS

- 5.1 That Members approve the consultation responses provided by the Head of Business Fire Safety on behalf of South Wales Fire Authority prior to submitting to the Welsh Government on 12 April, 2021.
- 5.2 That Members acknowledge the likely impacts on the Service if the proposed 'Building Safety Regime' outlined in the White Paper for Wales is implemented.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACFO Dewi Rose Director of Service Delivery	Appendix 1 – Consultation Doc: Safer Building in Wales: A Consultation Appendix 2 – Responses to Consultation

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AGENDA ITEM NO 6.xi

SAFER BUILDINGS IN WALES – WELSH GOVERNMENT CONSULTATION  
APPENDIX 1 ATTACHED SEPERATELY

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Section 5: Setting Out the Scope for Safer Buildings		
Number	Question	Response
1	Do you agree that the Building Safety Regime in Wales should apply to all multi-occupied residential buildings with two or more dwellings? Please support your view.	Yes. There will be clear benefits for all residential buildings to be included in this BSR to ensure that life safety provisions are considered by accountable persons and duty holders from their infancy and throughout the lifecycle of the building. However, it is felt that the BSR should apply those dwellings which share an escape route via a common area. Confirmation will be required on the definition of a dwelling. Approved Document B has a definition within Appendix E and consideration to include this for consistency.
2	Do you agree that there should be two 'Risk Categories' for the Building Safety Regime? Please support your views.	Yes. The preferred option (A) is easier to follow and avoids any confusion or dispute by adding additional categories.
3	Do you agree with the proposed scope of Category 1 buildings? Please support your view.	There are a number of high risk occupancy buildings that are not included within the scope of the BSR that should be considered, which include: <ul style="list-style-type: none"> <li>• Hospitals</li> <li>• Care Homes</li> <li>• Premises that fall under the specialised housing guide – confirmation that this is captured under the proposed BSR. This should include any premises where vulnerable persons are placed and receiving care, other than single private dwelling.</li> <li>• Some hotels/B&amp;B's where residents are placed to live by LA/HO etc.</li> </ul>
4	Do you agree with the proposed scope of Category 2 buildings? Please support your view.	Consideration to include residential buildings that sit above commercial entities (although with tightening the legislative parameters here via the FSO, could be an alternative to better support regulators to reduce risk significantly)
5	Do you agree that licensed HMOs should be included within the scope of the Building Safety Regime?	Yes, they often house vulnerable residents and the standards within those buildings should be regulated appropriately. SWFRS have been involved with organisations, such as Strategic Migration Partnerships, to ensure safe buildings that house vulnerable people seeking asylum within the UK.

6	Do you agree with the exemptions as set out at Figure 6? Are there any other categories of building that should be included within the scope of the regime during occupation? Please support views	Please see Q3 above. The definition of high risk needs to be clarified and not based upon height alone. This is an area that would support regulators in applying their risk based inspection programmes. Risk can be related to the contents of a building, the complexity of layout and work processes, vulnerability of occupants and designated evacuation strategies etc.
7	Do you think that any extra measures should be taken as regards single flats above high-risk premises like restaurants and takeaways? Please support your views.	Yes. Again clarification is required as to what constitutes high risk. Reference is made to strengthening the FSO which would greatly assist regulators in improving standards in mixed commercial buildings. Currently this is an area requiring the expertise of two enforcement authorities and can distort the regulatory approach in what should be a simple and safe building. Evidence would suggest this type of building is high on the list under the FSO for lack of compliance and prohibition notices due to risks posed to residents.
8	Do you have any other comments on the issues we have raised in this section?	Yes. We disagree with the comment made under 5.2.4 stating that workplaces are more likely to be fitted with fire suppression systems. This is not the case and following the introduction of the sprinkler measure in Wales, automatic fire suppression systems (such as a fire sprinkler system) became compulsory in all new and converted residences which improves the situation within dwellings. Additionally there is no requirement under HTM (the standard for healthcare buildings and how they are managed) for suppression systems to be installed within the healthcare environment. Confirmation required regarding any sanctions imposed against accountable persons not registering (5.2.7)

Section 6 - The Building Safety Regime (Design and Construction Phase)		
9	Do you agree that a consistent approach with England to the information set out in the Golden Thread and Key dataset is appropriate? If no, please support your views	Yes. Principles of Fire Safety are the same across UK and in this connection a consistent approach is considered. A consistent approach will be appropriate as it will support any Qualified individuals that are involved in work across borders. This will also benefit any authorities that are engaged in Primary authority schemes. Consideration should be given to the software format so all relevant stakeholders can access and share data.
10	Do you agree that it is appropriate for all buildings within scope of the Building Safety Regime to provide information in relation to the key dataset? Please support your views.	Yes, this information is vital to inform the buildings Fire Risk Assessment, fire safety strategy and management. It will also assist with operational crews during and prior to incidents (Site Specific Risk Information (SSRI) visits). Such data should be made available to appropriate agencies as necessary, however information passed to the public with limited fire safety knowledge could be misinterpreted and lead to numerous unwarranted fire safety concerns. This should be controlled to avoid the potential to create unnecessary increases in workloads.
11	Do you agree that the broad duties set out are appropriate?	Yes. Clarification would be helpful on whether these duties are guidance or legislative.
12	Are there any additional duties we should include? Please support your views	No, the broad outline of duties provided appears to be sufficient.
13	Do you agree that there should be a named individual identified where the dutyholder is a legal entity? Please support your views.	The duty holder could be an individual or an organisation and therefore would depend on the circumstances. Accountability attached to any safety professional inadequacies could lie with an individual or an organisation. Agree there should be a named person, but clarification needed on how this would be regulated. Having a named individual (a legal "Natural Person") as a duty-holder is key to effective communication and better regulation i.e. person-to-person contact. In the case of legal prosecutions under the FSO, it will be necessary to distinguish between the Responsible Person (Accountable) and a Duty Holder, to ensure the prosecution is legally sound.

14	How effective are the existing arrangements for Local Authorities and Fire and Rescue Authorities to consider issues of availability of water during the preparation of Local Development Plans?	As far as the authority is aware, there is no current effective arrangements in place to improve water infrastructure when considering local development plans. With the introduction of the sprinkler measure and the increase demand for housing then a more formal process needs to be established between authorities and water undertakers to ensure adequate water resources are available.
15	Should Fire and Rescue Authorities become “specific consultation bodies” as defined by the Town and Country Planning (Local Development Plan (Wales) Regulations 2005?	Yes, as it is the opinion of this authority believe this would improve earlier consideration of fire safety matters as part of the development process on certain planning applications. It is anticipated that this initiative will be implemented in the near future for major developments only. A response has previously been submitted to the Welsh Government consultation regarding the impact on SWFRS.
16	To what extent do you agree with the proposed content of a Fire Statement?	The information provided is critical to the ongoing safety of buildings and puts a greater onus on the duty holder in providing up to date information on the design, construction and ongoing maintenance of buildings, especially those classed as Category 1 in respect of supporting their long term safety.
17	Do you agree responsibility for the content of a fire statement should rest with the dutyholder?	Yes, as this demonstrates the duty holder is managing building safety risks appropriately in order to progress to the next stage of development.
18	Do you agree that Gateway Two should be a ‘hard’ stop point where construction cannot begin without permission to proceed? Please support your views.	Yes, strongly agree that Gateway Two be a “hard” stop point, in ensuring the duty holder demonstrate that prior to approval of building control plans they are complying with relevant Building Regulation before construction begins.
19	Should the Local Authority Building Control Body have discretion to allow a staged approval approach? Please support your views.	No. Gateways should be adhered to and approval to start construction should not be granted until the design has proved compliance with the building regulations.

20	What is an appropriate timescale for the Local Authority Building Control to respond to Gateway Two applications? Please support your views.	Current timescales appear to be sufficient (5 weeks) to ensure the consultation process is adhered to.
21	Should the Local Authority Building Control be allowed to extend these time scales? If so what would the circumstances be? Please support your views.	Yes, where insufficient information is provided extra time should be allowed whilst awaiting further details to carry out a suitable assessment.  This is particularly applicable to any safety issues that require further consideration, so that the higher standard can be achieved.
22	Do you agree that the Principal Contractor should be required to consult the Client and Principal Designer on changes to plans?	Yes. This is absolutely critical as the Principal Contractor may not understand implications of changes on the overall design of the build.
23	Do you agree the Principal Contractor should be required to notify the Local Authority Building Control of any proposed major changes before carrying out works?	Yes. This is absolutely critical as the Principal Contractor may not understand implications of changes on the overall design of the build.
24	Do you agree that where major changes are made to the approved plans there should be a "hard" stop and work should not proceed until the revised plans have been approved by the local authority	Yes. This is absolutely critical as major changes to plans need to be assessed as a whole as these may have an impact on other areas of design with the build.
25	What is an appropriate timescale for the Local Authority Building Control to respond to proposed major changes? Please support your views.	The timescales should be in line with Gateway two submissions (5 weeks) as major changes may require a full assessment of the plans and treated as a new submission.
26	Do you agree that for new Category 1 buildings an Accountable Person must be registered before occupation of the building can begin?	Yes. This is to ensure fire safety measures incorporated into the building are managed and maintained to ensure the building is safe for occupation.
27	Do you agree that a final declaration should be produced by the Principal Contractor with the Principal Designer to confirm that the building complies with building regulations? Please support your view.	Yes, to ensure highest possible standards of safety are achieved. The principle contractor and designer should obtain approval from Building Control Officer, ideally accompanied by a fire safety officer. On completion the final certificate can be provided.

28	Should Local Authority Building Control be required to respond to gateway three submissions within a particular timescale? If so, what is an appropriate timescale?	This question is more relevant for a response from LABC, however timescales would be advantageous to the contractor to enable them to hand over the building for occupation within a reasonable time. This is provided all standards are met and all relevant information is provided prior to any agreement on when final inspections occur.
29	Are there any circumstances where we might need to prescribe local authority Building Control's ability to extend these timescales? If so please support your view with examples.	Final inspections should be arranged on confirmation standards are met and all relevant documentation is available. If this is not the case then timescales should be extended.
30	Do you agree that the Client during Gateway Two (if not continuing in the role as Accountable Person) must hand over building safety information about the final, as built building to the Accountable Person before occupation is permitted?	Yes. This is critical to ensure all relevant information is passed over to the 'new' accountable person so that the relevant standards and documentation is received and can be provided to LABC at gateway 3.
31	Do you agree it is appropriate to allow staged occupation (where previously agreed during Gateway Two) e.g. a mixed use development? Please support your views	Yes, this would be treated on a case by case basis where strict standards and conditions must be adhere to. An inspection would have to be carried out and approval given prior to any staged occupation to avoid any unauthorised occupation. This would need adequate separation (fire resisting) between the completed section and where work is still ongoing and ensure co-operation between regulators (i.e. where Construction Design & Management Regulation and Fire Safety Order apply to one building).
32	Do you agree that Category 1 buildings undergoing major refurbishment should also be subject to the Gateway approach? Please support your views.	Yes. During refurbishment work standards can be compromised. To ensure the highest possible standards of safety, the gateway approach should be followed in these circumstances.

33	<p>Are there any other types of residential building or characteristics of a residential building that should require it to go through the Gateway process? Please support your views.</p>	<p>Consideration for the following:  Premises that fall under the Specialised housing guide – confirmation that this is captured under the proposed BSR. This should include any premises where vulnerable persons are placed and receiving care, other than single private dwelling.  Care Homes  Residential buildings that sit above commercial entities</p>
34	<p>We will be undertaking further consultation in this area when we set out regulations. Would you be interested in being added to our stakeholder list in relation to the Design and construction phase? Please provide your details</p>	<p>Yes.  SM Marty Fisher  <a href="mailto:m-fisher@southwales-fire.gov.uk">m-fisher@southwales-fire.gov.uk</a>  GM Simon Roome  <a href="mailto:s1-roome@southwales-fire.gov.uk">s1-roome@southwales-fire.gov.uk</a></p>

Section 7 – The Building Safety Regime (Occupation phase)		
35	Do you agree that there should be a single and clearly identified Accountable Person for all premises covered by the Building Safety Regime?	Yes, the proposal makes it easier to identify and liaise with a single accountable person. It will leave no ambiguity to the roles of safety and ultimately the safety of the occupants. Would this approach then automatically result in the Accountable Person (AP) becoming the Responsible Person (RP) under the FSO, or could they be different people?
36	Do you agree with the proposed approach in identifying the Accountable Person? Please support your view.	Yes, the person who has ultimate control of the building needs to be identifiable and have clear responsibilities that they adhere to.
37	Are there specific examples of building ownership and management arrangements where it might be difficult to apply the concept of an Accountable Person? If yes, please provide examples of such arrangements and how these difficulties could be overcome.	Yes. E.g. block of flats 2-3 storey each, flats individually owned Freehold.... Who remains Accountable/responsible for communal areas? Resident's committee/trust? Should a resident not take responsibilities seriously then how can it be enforced? Due to overlapping and interconnected contracts and legislation, accountability is not always a straightforward matter. For example with the a development in Cardiff Bay, there is a Freeholder, a Principal Contractor who took out a 999 year lease, a Contractor, who carried out the work on behalf of the Principal Contractor, a Head Lease holder, demised flat owners and a Residents Association, many of whom were themselves unsure of their responsibilities due to poorly drafted leases.
38	Do you agree that the default position should be that the Accountable Person is the freeholder?	Yes, however should the freeholder sit/ reside outside of the UK, then it could be difficult for the AP to hold day to day accountability for it. Also, a freeholder may demise all responsibility for the day to day running of the premises, and have no oversight of how the building is managed on a regular basis. Furthermore the free holder may simply just own the land on which the building sits and the actual building/developer is a lease holder. Therefore it's imperative that there's a link and clear delineation of responsibilities.

39	For mixed-use buildings there will be a 'Responsible Person' under the FSO for the business premises, and an 'Accountable Person' under the Building Safety Regime for residential parts. Are there any requirements we should consider about how these responsible parties should work together to support and ensure fire safety of the whole building?	Yes – Any actions and responsibilities for a Responsible Person may have an impact on an Accountable person. There will be a need for them both to co-operate and co-ordinate resources which may have financial and practical implications. This will align with Article 22 of the FSO.
40	Do you agree with the proposed duties of the building safety manager for Category 1 buildings? Please support your view.	Yes, the BSM is more of a role than a responsibility. The AP may very well be responsible for ensuring that the building is fitted with AFD, but it would be the responsibility of the Building Safety Manager to ensure that the system is functional and that appropriate persons with appropriate skill sets are employed to carry out maintenance etc. The additional duties imposed on the AP and BSM will mean regulators will need to be approachable and available to multiple requests relating to multiple premises. As such this will increase training needs and exposure to maintain skillsets with any new legislation
41	Do you agree with the proposed division of roles and responsibilities between the Accountable Person and Building Safety Manager?	Yes, See above. It could be considered too onerous for an accountable person to be responsible for all the requirements, without the knowledge and expertise. Clarification of this being a formal registered designation is required? There should be a need to ensure that individuals are not assumed to have taken on roles/responsibilities by default in undertaking certain tasks for the AP and providing an opportunity for the AP to argue, detailed responsibilities need to be passed onto the BSM.

42	<p>Is the relationship between the Accountable Person and Building Safety Manager sufficiently clear? Please explain your answer.</p>	<p>Yes – as above. The descriptions for the AP are responsibilities. Those responsibilities of the BSM create more of a role, with responsibilities for the day to day function of the building and ensuring that sufficient competent persons are engaged to carry out any works and liaising with other parties. Whilst this may be clearly identifiable to FRS inspectors, the ambiguities at local level should be formalised to ensure there are no loop holes.</p>
43	<p>Do you agree that the proposed duties and functions set out in Figure 8 for Accountable Persons for Category 1 buildings are appropriate? Please support your view.</p>	<p>The additional duties and functions take the overall compliance management and safety of the occupants to a greater level of that of Cat2 which, if adhered to, will make the occupancies a safer environment to reside or work in, for multi-occupancies.</p> <p>Note that for Cat 1 “The option to choose the Building Control Body will be removed” from experience L.A. BCO’s are not always the better option. We understand that an Approved Inspector will/should always have the ‘Clients’ partiality and a LA BCO should remain impartial however, sometimes this impartiality has been reversed and similarly, some very good consultations from AI’s have been witnessed.</p> <p>The white paper will remove the opportunity for competent AI’s to receive employment/tender for Cat 1 sector. (Unsure if this is ethical or fair?)</p> <p>Currently there is an option of LA to serve a notice on AI’s for poor work and take control of developments. Perhaps this would be more appropriate measure to take and a more robust process implemented for applying this as LA appear to be reluctant to engage in this practice currently.</p>
44	<p>Do you agree that the proposed duties and functions set out in Figure 8 for Accountable Persons for Category 2 buildings are appropriate? Please support your view.</p>	<p>Yes, they appear appropriate. If adhered to, it places more robust responsibilities on the AP to take the role seriously and ensure a safer environment for occupants.</p> <p>Has it been considered that existing properties and Cat 2, whilst possibly smaller in scale, could actually pose a higher risk due to unknown defects, lack of maintenance, inappropriate alterations etc.?</p>

45	Do you think that the different roles and responsibilities for Category 1 and Category 2 Accountable Persons are sufficiently clear and proportionate?	<p>Yes, but emphasis should be communicated that responsibility for Cat1 also include those of Cat2, not replace them.</p> <p>All Cat 2 “Working with others” should also sit with Cat 1. As should Ensuring effective communications paragraph under ‘Probity and Responsible Working’.</p> <p>Paragraph in Cat 1 “Actively manage complaints and concerns.” under ‘Supporting and informing residents’ should also sit with Cat2.</p>
46	Are there any additional duties that should be placed on dutyholders? Please support your views.	<p>How about levels of authority?</p> <p>To enforce that occupants also adhere to what’s expected of them to assist the AP in their duties.</p> <p>Additionally, link between AP, BSM and RP needs to be considered as they may be different persons. Their responsibilities will need to be identifiable.</p> <p>Demonstrating “probity and responsible working” should also follow through to any appointed representatives.</p> <p>The Regulator should be very clear of distinctions and the split in any responsibilities between the AP, BSM and RP.</p>
47	Do you agree with our proposed fire safety outcomes? Please support your views.	<p>Yes – The four outcomes seem appropriate to reduce risk, containment, the provision of the means of escape and firefighting. The important issue will be to ensure that any deficiencies identified are acted upon</p>
48	Do you agree with our proposed overall purpose of a fire risk assessment? Please support your views	<p>Yes I agree, The proposed purpose is no different to what currently exists. However, hopefully this proposal will not only identify the responsibilities of an AP but highlight the importance in order for the AP &amp; Duty Holder/ RP to take such responsibilities seriously.</p> <p>The proposal uses the term “Suitably Qualified Person” which should be aligned to the FSO.</p>

49	Do you agree with our proposed risk areas? Please support your views	<p>This is broadly supported but the following to be considered:</p> <p>Where the FRA will highlight areas that need to be improved, consideration is needed for responsibility including costs which has the potential to impact residents. Should residents expect 'Gold Standard'?</p> <p>Clarification on who is going to be responsible for funding of any remedial works?</p> <p>Any changes identified in the FRA or risk areas needs to be kept current and would include any changes in tenancies etc.</p> <p>As per comments in Q48, the FSO should be extended to include assessor competencies.</p> <p>Confirmation required that changes to the fire risk assessment process under the BSR will also apply to FSO buildings?</p>
50	Do you agree that a fire risk assessments must be reviewed annually, and whenever premises are subject to major works or alterations for all buildings within scope?	<p>Yes – The only difference here is that currently the FSO stipulates 'Periodically' which remains undefined. Works/alterations/changes remain the same. We agree that an annual review is necessary to ensure that deficiencies are identified via that FRA review not necessarily a whole new FRA completed annually.</p> <p>By enforcing an annual review it removes any ambiguity of the term 'Periodically' and should assist the AP/BSM and occupants in keeping the premises safer.</p> <p>The scope should be broadened to include all premises to have written FRAs.</p>
51	Do you agree that only a suitable qualified and experienced fire risk assessors should undertake fire risk assessments for buildings within scope? Please support your views.	<p>Yes.</p> <p>Currently the situation permits anyone who considers themselves competent to perform FRA's. The AP may not have the expertise and have to rely on the assessor but how does the AP know the true value of the FRA? By introducing qualifications and experience into the FRA then the AP should be able to demonstrate due diligence and confidence that either a qualified or 3<sup>rd</sup> party accredited FRA should be producing a quality document and ensure the overall safety of the building.</p>

52	Do you agree that fire risk assessments must be permanently recorded?	Yes. Although current legal application of RRO only requires the RP to record the significant findings if the premises satisfies certain criteria. In order to keep occupant's safe, the FRA must be accessible, suitable and sufficient.
53	Do you have any views about whether Accountable Persons or their employees should be precluded from conducting fire risk assessments themselves?	If they are suitably qualified and satisfy the new requirements under the BSR to conduct FRA's in these type of premises then they should be able to complete the FRA.
54	Do you have any views on enforcement or sanctions for non-compliance with regards to the Accountable Person?	Depending on which way the proposal progresses. If the AP has total control of the premises then non-compliance should be rectified or enforced against that person. Should there be deficiencies (or offences) where there is a shared responsibility then the enforcement action should be served correctly. Should the AP, having shown due diligence, employ a 3 <sup>rd</sup> party accredited person to maintain a protection provision, then any formal action regarding that work should be served appropriately, e.g. to serve it against the AP would appear inappropriate and probably legally incorrect.
55	Do you have any views on enforcement or sanctions for a person undertaking a fire risk assessment without suitable qualifications or experience?	Yes, in exactly the same way as answered in Q54. SWFRS has previously successfully applied legal proceedings against a risk assessor for providing sub-standard FRA's and leaving occupants at risk. By adopting the approach of using qualified or experienced FRA's, the AP should be able to confidently delegate roles to 3 <sup>rd</sup> parties yet remain accountable for the responsibilities.

56	Do you agree with our proposal to create duties with regards to compartmentation on Accountable Persons? Please provide information to support your views.	Yes, everyone should be accountable for the compartmentation that they have control over. By imposing such duties on the AP it may help residents/occupants in achieving a safe building in terms of the management of the areas in which the AP will be accountable for. E.g. maintaining a protected means of escape for occupants to make a safe egress from should the need to. This would require significant communications to residents. Clarification needed on how regulators would identify any issues from a previous occupant/tenant. It would be difficult to prove timescales and how would enforcement proceed?
57	Do you agree with our proposal to create duties with regards to compartmentation on residents? Please provide information to support your views.	Similar to Q56, by imposing duties regarding compartmentation on residents it assists the AP in maintaining a safe/compliant building. Until now there appears to have been much conflict in responsibilities, e.g. replacing front doors for UPVC, whereby residents refusing to replace to original or tampering with self-closing devices. By forcing the resident to share responsibility it also makes them accountable. Could an accumulation of minor breaches result in a major?
58	Do you agree the concept of a Safety Case for Category 1 buildings is an appropriate way to assess and manage the risk of building safety issues?	Yes the safety case concept forces the AP to accept responsibilities and provide a foundation to assess and manage risks associated with Cat 1 buildings. However, 7.10.5 "detailed as-built" could be difficult for existing buildings where documentation is not always available.

59	What do you believe would be a reasonable timescale for existing Category 1 buildings to create a Safety Case?	<p>Very difficult to set a timescale to existing building because some of the documentation required may not be available and therefore require specialist contractors to provide reports, EWS1 forms, surveys etc. A FRA can be sourced reasonably quickly along with any compartmentation surveys but each case should be based on its individuality and any complexities treated as mitigating circumstances.</p> <p>There could be delays in existing buildings whilst identification of the AP is confirmed, as there may be a reluctance to take responsibility for any costly issues.</p>
60	Do you agree there should be a mandatory reporting duty on dutyholders in the occupation phase?	<p>To reduce the impact on regulators there needs to be clear distinguished parameters before reporting.</p> <p>For regulators to receive large volumes of reports and act accordingly there may be huge financial impacts and require extra staffing and associated resourcing to respond appropriately.</p> <p>Issues could also impact on FRS PDS's CS/BFS activity etc.</p>
61	Which incidents/issues do you think should trigger such a duty and why? Please provide examples	<p>Major breaches in compartmentation that pose a potential risk to life and that may take effect on firefighting/rescue operational tactics.</p> <p>A substandard door could be resolved by the AP however, a substandard firefighting shaft or Firefighting lift/rising main could impact on safety of everyone.</p> <p>Issues could also impact on FRS operational tactics.</p>
62	Should there be a requirement for the Accountable Person to register under the building safety regime during the occupation phase?	<p>Yes, registration allows for greater control over who is managing these types of buildings and will also provide a form of governance over the integrity of AP's and help identify and reduce risks associated with any unprofessional conduct.</p> <p>The default assumption that the AP is the freeholder is key. There may be freeholders who assume through lease/management agreements that they have delegated responsibilities. However, there should be provision to resolve freeholder disputes to identify the AP.</p>

63	Are the registration process requirements sufficient? Are there any others that should be included? If so, please outline and explain.	The proposed registration process appears to be clear and concise. Has the proposal considered the impact registration may have on local authorities? Monitoring and reviewing registrations against previous history of unprofessional integrity, criminal records, GDPR etc. Consideration for a duty placed on the AP to fully consider the BSM proposal or recommendation and provide reason if they seek to depart from them.
64	Should there be a requirement for dutyholders (both the Accountable Person and the Building Safety Manager) to obtain a building safety licence in the occupation phase? Please explain your answer.	Obtaining a licence would provide evidence that they have registered themselves and their buildings with LA. It also provides certification to support that they are "Fit and proper" and are of suitable character/integrity.
65	Are there any other requirements that should form part of the licensing process for Accountable Persons in addition to completion of basic training about the building safety regime and the fit and proper persons test (Category 1 buildings only)?	In addition to the question and requirement for the AP to complete basic training, should the AP provide evidence of appropriate qualifications or suitable experience of taking on such responsibilities or if delegating to a BSM should these apply to that person instead of the duty holder?
66	Should there be a competence requirement and/or minimum qualifications for those managing Category 2 buildings? If so what criteria should those engaging in such services meet?	Perhaps not to the standard of a Cat 1 AP/BSM however, those managing Cat2 buildings should also be able to demonstrate suitable experience in building facilities/management to be able to fulfil their roles and responsibilities within the building safety regime. Possibly a theory test of knowledge during the licencing/registration stage, aligned to Rent Smart Wales.

67	Do you agree that there should be regulation of all residential property management? Please support your views.	<p>Yes, regardless of the size/complexity, should an AP decide to delegate duties due to lack of experience and employ a managing agent then they become a duty holder and should remain accountable for their roles within the regime. By regulating property managers, sub-standard service/work can be controlled or held accountable through the registration/licence process accordingly. Consideration given to mirroring the food standards agency rating system, therefore this would allow residents association to offer contracts to those with good scores/reputations.</p> <p>Administering all charges takes the remit outside of building safety and the individuals may not have the necessary skills. Many of these functions are the responsibility of management companies/residents associations.</p>
68	What standards should those carrying out residential management functions meet? Should there be a differentiation between the standards required for those managing Category 2 buildings, and those managing unadopted spaces? Please support your views.	<p>The proposal of this BSR is to keep occupants safe within their homes. Reducing standards based on categories and un-adopted spaces appears to undermine the ethos of the proposal.</p> <p>Facility management standards ISO 41001 is the international standard.</p> <p>We agree that a tiered standard would benefit as competencies vary depending on scales and build. However, it could arise that competencies for a new build is less complex than older properties built at a time when standards were lower and undergone many alterations.</p>

69	How could the issues of probity and responsibility be evidenced in such a system? Please support your views	Very difficult to evidence the issues around probity and responsibility. Could a series of questions be issued whereby an application to be employed into such a position has to legally declare the absence of any previous or pending cases? If the declaration is then discovered to be false then they have failed in probity yet again and could be discharged from their responsibilities and licence revoked. There would need to be the ability for AP's/RP's/occupants to be able to register a 'Complaint' or proceedings against suspected practice and a hearing panel established by those proposing to introduce the licence procedure.
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Section 8 - Residents: Roles and Responsibilities		
70	Do you agree that all Accountable Persons should be required to promote building safety (as set out at para 8.2.4)? Please support your views.	We agree. We would also include that a mechanism for reporting fire safety issues to the Accountable person and the local fire service be included. This would encourage local scrutiny of fire safety measures and encompass a way of reporting issues in a timely fashion.
71	Do you agree that this information should be provided in a way that is accessible and understandable, and should where relevant reflect the specific needs of residents? Please support your views.	Yes. The information should be readily accessible and allow for easy access to enable residents to be aware of any changes. Communication strategies must take into account the different needs of the residents, language differences etc. The information should be written in such a way that it is easily understood and not include overly technical information.
72	Do you agree that a nominated person who is a non-resident would be able to request information on behalf of a resident who lives there? If yes who do believe that nominated person should be? (Relative, carer, person with lasting power of attorney, other)	Yes. This would assist vulnerable residents who may have difficulty absorbing information. Regarding who this person could be, because an individual's circumstances could vary to specify just one 'position' may not fit all circumstances. I would suggest a list of appropriate persons
73	Is there any other information that an Accountable Person should be required to provide on request? Please provide information on the two different categories of building if relevant	It is suggested that all the information requested for Category 1 buildings is also provided for Category 2 buildings by the appropriate accountable person. This is as the fire strategy for the building, structural assessments and planned/historical changes for a building are important factors and are relative to ALL buildings.
74	Do you agree that for Category 1 buildings the Accountable Person must provide the information as set out at para 8.2.10? Please support your views.	Yes. This will ensure that meaningful resident engagement does take place. That systems are established for effective two-way communication and that there are clearly defined systems for residents to report concerns and issues.
75	Is there any other information that you think it would be useful to provide? Please support your views.	Often the alarm system and evacuation strategy of a building is poorly understood by residents. This should be clearly communicated to residents to ensure appropriate actions are taken if there is a fire.

76	In what ways could an Accountable Person demonstrate that they have established effective two way communication?	A regulator could ask residents what the process is for reporting an issue and how the accountable person communicates to them when visiting a Category 1 premises. Or there could be paper or electronic systems available for scrutiny. These systems should be inclusive and cater for the differing needs of the residents (language etc.)
77	Do you agree that there should be a new requirement on all residents of buildings within scope to co-operate with the Accountable Person (and their appointed representative) to allow them to fulfil their duties under the Building Safety Regime? Please support your views.	Yes. This will ensure residents have a duty to inform the accountable person of any defects/concerns regarding fire safety issues. There should also be a requirement for residents to ensure fire safety features are not detrimentally affected by their actions (e.g. self-closing devices removed, holes made in compartmental walls and fire alarm systems tampered with)
78	Do you think there should be any specific requirements to facilitate this? Please support your views.	There should be legislation to prosecute residents who detrimentally affect fire safety features of the building. If there is no penalty then why should residents adhere to the rules? Permit to work arrangements for contractors to ensure fire safety matters are not compromised.
79	What safeguards should be put in place to protect resident's rights in relation to this requirement? Please support you views.	Any written requirement between residents and the accountable person should be 'fair' and should be presented to the regulator for scrutiny to confirm this.
80	Do you agree that there should be a new requirement on all residents of buildings within scope not to knowingly breach compartmentation? Please support your views.	Yes. Compartmentation is key to some evacuation strategies and it is vital that residents understand this and ensure compartmentation is not breached.
81	Do you agree that there should be a single process for escalating concerns to the regulator in relation to the Building Safety Regime, regardless of the Category of building or where it is in the building lifecycle? Please support your views.	Yes. This will ensure ALL are able to access and use this when appropriate. This will provide a robust and transparent method for reporting concerns to the regulator.

82	Should a similar model be established to allow leaseholders to apply for a change/ removal of a Building Safety Managers? What would be an appropriate mechanism to do this? Please support your views.	Yes. A scheme similar to that where private leaseholders have the right to apply to the LVT under Section 24 of the Landlord and Tenant Act 1987 to appoint another building manager due to mismanagement on the freeholder/landlord's part could be implemented. Again this must be well publicised and made as simple and clear as possible.
83	What roles and responsibilities are appropriate for Accountable Persons with regards to people who cannot safely self-evacuate? Please support your views.	The accountable person must first ensure the evacuation policy is written and suitable for the building (i.e. is the strategy to stay put or is it simultaneous evacuation?). There is a need for the AP to ensure each individual building is fundamentally assessed to develop bespoke measures to support the necessary fire safety arrangements. E.g. A link from the premises in question to an Alarm Receiving Centre may be pertinent depending on the needs of the residents and their inability to evacuate. A person centred risk assessment may also be necessary to take account of the resident's lifestyle, decision making capacity and physical agility, to ensure an action plan is developed and where necessary, additional measures put in place to support them. It is a difficult area to assume the evacuation can be supported by the FRS as ultimately this could result in a rescue, which is different to evacuation. Any information supplied would need to be kept up to date and relevant.
84	Should Accountable Persons be required to collate details of all those who would require assistance?	Yes. This will assist any persons who need to evacuate residents. Please see additional information above in Q83.
85	Should Accountable Persons be required to provide this information immediately to the FRS in the event that an evacuation was necessary?	Yes. If this information is available for the FRS it will assist with decision making regarding potential evacuation.
86	Should this be the case for all Categories of buildings? Please support your views	Yes. This will help inform any emergency evacuation strategy and help prioritise residents for evacuation.

## Section 9 - Raising Concerns

87	Do you agree that Welsh Government should pursue a means to protect workers from raising concerns with regards to building safety? Please support your views.	<p>Yes, where issues relating to building safety are witnessed which could impact on the safety of residents, these matters need to be raised. Knowing that workers are protected in doing so is essential to creating an open environment for airing concerns.</p> <p>Where this section mentions residents' ability to escalate, what will the parameters be? What if urgent or imminent risk to life? Will there be a requirement to exhaust internal processes first?</p> <p>Will regulators subsequently have a timescale to respond?</p>
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Section 10 - Regulating the Building Safety Regime		
88	<p>Are there any actions that could be taken ahead of legislative reform that would support Local Authorities and the Fire and Rescue Authorities to manage multi-occupied residential buildings in a more holistic way?</p>	<p>FRS are governed by the limitations of the FSO which exclude at present private domestic dwellings. There is always the argument to provide better co-ordination through improved information sharing, however the limitations for FRS officers will still remain. Joint inspections will assist in the inspection of multi-occupied residential buildings.</p> <p>The Housing Act 2004 covers the entirety of a multi-occupied residential building and this act is enforced by the LA, who also issue licences for such premises. The FSO as regulated by FRS covers only the common areas. Therefore, enforcement of fire safety in these premises would appear to sit naturally with the LA, who can consider fire safety issues holistically together with the other areas covered by the Housing Act. A Memorandum of Understanding could achieve this using existing legislation, providing both FRA and LA agree.</p> <p>However, any Memorandum of Understanding designed to facilitate the above needs to take into account situations where both commercial and residential premises exist within the same building; in these scenarios, the FRS would retain regulatory duties within the commercial parts.</p>
89	<p>Do you agree with the list of key functions for the regulator as proposed?</p>	<p>In principle yes – Has an impact assessment been completed to consider the increase in workload if a single regulator is to consider all complaints from inception to occupation? Also, will the role of a regulator be to assess the competence of duty holders, when there are plans for independent third party accreditation, e.g. IFE?</p> <p>The list largely reflects the key functions currently carried out by the existing enforcing bodies in multi-occupied residential buildings with some additional responsibilities. Work needs to be done to ensure that these extra functions such as ensuring industry competence and setting standards are carried out effectively and in a consistent manner.</p>

90	Are there are additional functions which are not listed that you believe are required in order to achieve our building safety aims?	The list seems appropriate, taking the comments on Q 89 into account. The problem of identifying RPs has already been identified. It is such a significant problem that the regulator will need to have specific responsibilities and an effective system for enforcing regulations relating to registration of Accountable Persons in order to ensure compliance
91	Do you think that some of these functions are more essential than others? Please explain your answer.	All identified roles are important, however, the most critical role will be the inspection, investigation and enforcement. Education will be important as it will reduce instances of non-compliance through better knowledge and understanding of appropriate regulations. Where oversight and collaboration is implemented correctly, then there will be reduced requirement for compliance and enforcement. All of these functions are interdependent and whilst some may appear to be more important, the effectiveness of the whole system throughout the life-cycle of a premises relies on each component part.
92	In your view, do any of the regulatory model options outlined provide a preferred approach to regulating the regime in occupation	With the technical knowledge of each inspecting authority, the most appropriate means of ensuring compliance would appear to be through multiple regulators, but with better co-operation. A single regulator overseeing the new regime would still require consultation with FRS for technical expertise and the training requirements for this would be extensive.
93	Are there other regulatory models that are not presented here that we should consider? Please set out any alternatives.	Consideration to amend the Housing Act to transfer responsibility for fire (as a hazard under the HHSRS) to the FRS. This would require the FSO to be amended for FRS to regulate flats/dwellings. Suitable legislative changes would be needed for clarity in regulation. Alternative models based on principles of self-regulation or on a privately run basis would not be appropriate in the circumstances.

94	Do you think a local, regional or national approach to regulation would be appropriate? Please explain your answer, highlighting any positives and negatives you identify.	A national approach with regional bases would allow for national specialities and information sharing, whilst retaining the advantages of local knowledge and ensuring realistic and efficient deployment of resources. National standards need to be set to support work streams such as the primary authority schemes which enables a consistent approach.
95	Do you agree that there should be a framework for escalating enforcement and sanctions? Please support your views.	Yes. Such a framework is essential for the fair, consistent and robust enforcement of regulations. The existing route for escalating enforcement and sanctions is prosecution, which is time-consuming and expensive to undertake. A bespoke framework for escalating breaches of formal notices (for instance the ability to issue fixed penalty notices for failure to comply with an Enforcement Notice) would serve as an added incentive for responsible persons to comply and also provide a valuable additional step for enforcing bodies in between enforcement and prosecution. The scale of enforceable action seems that it could work well, setting boundaries. However, the Emergency Remedial Action requires start and completion dates. Stop Notices will allow FRS to stipulate that works halt and remedial action be taken before proceeding with costly and inappropriate works.
96	Do the levels set out at Figure 13 sufficiently reflect these levels? Please support your views.	No, as outlined above, there needs to be a framework for progressing cases where there has been a failure to comply with formal notices / a significant breach of regulations.
97	What penalties or offences should we consider being created as part of the enforcement and sanctions regime associated with building safety? Please support your views.	See Q. 95. Penalties currently available to the courts are sufficiently severe (unlimited fine and imprisonment) however as described above, a valuable intermediate step is missing. A recent case resulted in the RP receiving a suspended prison sentence, a significant fine, an unpaid work order and a curfew. This was the result of an 18 month legal investigation. In this instance a fixed penalty fine could have prevented this RP having to appear in court and would have avoided the associated public expenditure.

98	<p>Do you agree that access rights should also be provided to the Fire and Rescue Authorities, along similar lines to those available to Environment Health Officers in relation to their powers under the HHSRS? Please support your views.</p>	<p>Assuming it is the Fire and Rescue Authority that has regulatory responsibilities, yes we do agree that access rights should also be provided but in strictly defined purposes, for instance only when there is probable cause that there is a significant risk and with a set notice period. Secondary legislation will be required to allow FRS to go beyond the front door of a flat. Examples would include checking balconies, cladding, and breaches in compartmentation. This would be need to be intelligence-led, rather than entering “because we can”. Protection for owners/ occupiers should be in place, similar to permission under Section 45 of the Fire and Rescue Services Act 2004.</p>
99	<p>What safeguards should be put in place to protect residents’ rights in relation providing access to their properties? Please support you views.</p>	<p>As above provisions similar to those in Section 45 of the Fire and Rescue Services Act 2004 could be put in place – signed agreement or 24 hours’ notice. Protection under the Human Rights Act for right to a private life.</p>
100	<p>Do you agree with the proposal to establish a Joint Inspection Team as outlined?</p>	<p>The overall scope and role of the JIT needs to be fully communicated in order to make an informed decision. Where FRS’ have been proactive in auditing HRRB’s since Grenfell, the JIT would have to merge in with FRS’ risk based inspection programme to ensure they are adding value. With no legal authority and consisting of multiple disciplines yet to be determined, problems could arise. The better approach could be to improve co-operation between regulators. If this is the aim of JIT, then this can be achieved through current arrangements and with MOUs in place.</p>
101	<p>Do you agree that the Joint Inspection Team’s scope should be limited to Category 1 buildings initially with potential to expand? Please support your views</p>	<p>The above comments still relevant however should the JIT be formed, they should be limited to Category 1 buildings as these are deemed to be the higher risk and more support may be required to regulatory authorities here. Whilst the regulatory regime and skillsets are being established, the capacity to inspect other types of premises will be limited. As the team becomes established, the scope can expand accordingly. How will the JIT be resourced to consider wider range of building in Category 2?</p>

102	Do you agree with the proposed composition of the Joint Inspection Team?	<p>All of the necessary technical skillsets and legislative knowledge appears to be included within the proposed composition of the JIT. The safety precautions are wide ranging and complex; within Category 1 buildings, no single regulatory body has all of the knowledge, experience and understanding required to regulate these types of premises autonomously.</p> <p>Would the individual members be difficult to manage with more than 1 regulator to answer to?</p>
103	Are there other functions the Joint Inspection Team could perform in addition to those outlined (i.e. enforcement advice and evidence gathering)?	<p>A multi-disciplinary team will have valuable knowledge which could be used to educate and engage with Accountable Persons and Duty Holders. The added benefit of such a team would be a degree of cross-pollination between different regulatory bodies whereby skills and knowledge could be shared between specialists.</p> <p>The description states that the JIT would have no enforcement powers, therefore would not be able to enforce. Due to this, the whole description and plan seem somewhat muddled with regards to the JIT and regulators.</p>

## Section 11 - General Requirements in Relation to Fire Safety Equipment

104	Do you agree that Welsh Government should pursue requirements around additional fire alarm systems as outlined above that would apply to all residential dwellings? Please support your views.	<p>Yes, extending the requirements around additional fire alarm systems to all homeowners can only improve safety in the home. How this will be regulated and instigated in existing homes will be a challenge. The impact this will have on our CS colleagues, including the work carried out over the last 20 years with HFSC and the installation of single point detectors in privately owned homes, will need to be considered.</p> <p>An analysis of statistics would be interesting to determine primary causes of domestic dwelling fires to see if there are changes that could be brought in that make a real difference; there may be alternative solutions that would reduce the likelihood or impact of fire.</p>
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AGENDA ITEM NO 7

**Reports for Information**

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.i

22 MARCH 2021

**JOINT REPORT OF THE CHAIR OF THE FINANCE, AUDIT & PERFORMANCE  
MANAGEMENT COMMITTEE AND THE DEPUTY CHIEF OFFICER****ANNUAL REPORT OF THE WORK OF THE FINANCE, AUDIT &  
PERFORMANCE MANAGEMENT COMMITTEE AND THE DISCHARGE OF  
THE TERMS OF REFERENCE OF THE FINANCE, ASSET & PERFORMANCE  
MANAGEMENT SCRUTINY GROUP****SUMMARY**

This report is the annual report on the work of the Finance, Audit & Performance Management Committee and its Scrutiny Group for the municipal year 2020/2021.

**RECOMMENDATION**

That Members note the work undertaken by the Finance, Audit & Performance Management Committee and Scrutiny Group during the municipal year.

**1. BACKGROUND**

- 1.1 This report sets out the annual report of the Committee and its Scrutiny Group during the municipal year.

**2. ISSUE**

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

scrutiny. For the purposes of this report it is intended that an overview of the work undertaken by the Committee in the 2020/2021 municipal year is detailed under each of the sub headings.

- 2.4 In addition, the Committee is also responsible for the Authority's Finance, Audit & Performance Management Scrutiny Group. The Scrutiny Group annual report forms part of this report at Appendix 1.

### 3. FINANCIAL

- 3.1 The Committee is specifically tasked with reviewing and challenging where necessary the Authority's financial statements, interim reports, preliminary projections and related formal statements before clearance by the auditors. Particular attention is paid to:

3.1.1 The critical accounting policies and practices and any changes in them.

3.1.2 The extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed.

3.1.3 The clarity of reports.

3.1.4 Significant adjustments resulting from audits.

3.1.5 Compliance with accounting standards.

3.1.6 Compliance with other legal requirements.

- 3.2 The Committee also monitors the management action in response to issues raised in relation to financial reporting and carries out spending reviews of budgets to enable reviews of current spending policy.

- 3.3 In discharging these functions the Committee has undertaken a large amount of work this year on a variety of financial issues. This work has included the following:

- 3.4 **Revenue and Capital Monitoring** – The Committee has considered in detail regular monitoring reports in respect of the current financial year's revenue and capital budgets which provide an update of expenditure against the budget for the year. Detailed scrutiny has taken place in respect of variations against budget, and further reports or information have been requested where appropriate to address Members' queries. Detailed questioning has been undertaken in respect of various costings, including approving virements. Members also noted the budget and progress of capital schemes and approved alterations noting the associated funding streams.

- 3.5 **Expenditure during COVID-19** - Members requested a briefing detailing where funds are being spent during COVID-19. Officers advised Members that all COVID related response and recovery expenditure was being

tracked by the Service and that figures were regularly being provided to Welsh Government. Subsequently Members received updated and subjective breakdown of COVID-19 financial impacts. Members also noted that the Service continues to submit claims for the additional COVID-19 expenditure to Welsh Government on a monthly basis.

- 3.6 **Revenue and Capital Outturn** – Members considered the revenue and capital outturn reports for the previous financial year which advise on total revenue and capital expenditure against the respective budgets following the year end. Members scrutinised year end variations and used this information to help understand the budget pressures and to influence budget setting for subsequent years. Members received reports on the outturn position and deployment of usable reserves.
- 3.7 **Reserves Strategy** – Members were updated on the reserves position of the Authority and, in accordance with best practice, considered and scrutinised their stance on reserves and reaffirmed the previous strategy with regard to reserves.
- 3.8 **Revenue and Capital Budget Setting** – The Committee and its Finance, Asset & Performance Management Scrutiny Group have taken a detailed role in assisting in the formulation of the appropriate revenue and capital budgets required to meet the Service’s requirements for the next financial year. The work has once again been greatly assisted by a full review of the Authority’s Medium Term Financial Plan, which has been updated accordingly. The culmination of this work resulted in the Authority resolving to consult on a budget increase of 3.54% as recommended by the Committee for the coming year, a budget subsequently approved by the Authority.
- 3.9 **Statement of Accounts 2019/2020** – In June, the Committee were presented the draft Statement of Accounts for 2019/2020 and the Treasurer was given authority to make any necessary amendments that may be required as a consequence of the audit process. Audit Wales advised that due to COVID-19, auditing was currently being undertaken remotely and as such sign off would need to be deferred until such time as restrictions are eased. Due to the timing of the completion of the audit, the final Statement of Accounts was reported to the Fire & Rescue Authority in September. The Annual Audit Letter for 2019/20 was also directly reported to the Fire & Rescue Authority at its February meeting. In the March meeting FAPM also considered completion of accounts by reviewing the Audit of Accounts Report Addendum issued by Audit Wales in December 2020.
- 3.10 **Treasury Management** – In September, the Committee considered the Treasury Management annual report which advises on performance

against the Treasury Management Policy and Strategy following the financial year end. The report provided Members with an opportunity to scrutinise performance and also to assess any implications for the current strategy and budget setting proposals for the following financial year. Members noted the annual treasury management review for 2019/2020 and approved the actual prudential and treasury indicators set therein.

- 3.11 In November, the Committee considered the Treasury Management mid-term report which outlined performance against the Treasury Strategy from April to September of the current financial year. Detailed scrutiny and questioning took place resulting in recommendations to the Fire & Rescue Authority to approve the revised Strategy.
- 3.12 **Medium Term Financial Strategy** – Members received updates on the Medium Term Financial Strategy and were informed of the best, medium and worst case scenarios that had been used in the financial modelling that had been undertaken and were afforded the opportunity to scrutinise the process and scrutinise the implications for the Service of various scenarios.

#### **4. POLICY, AUDIT OR DEVELOPMENT**

- 4.1 The Committee has specific responsibilities in relation to internal control and risk management; internal audit; external audit and inspection; performance management; and the Local Government Measure. In relation to internal control and risk management, the Committee is responsible for reviewing the Authority's procedures for detecting fraud and corruption and whistleblowing, and ensuring that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, finance control and any other matters. The Committee also reviews officers and the internal auditor's reports on the effectiveness of the systems for internal financial control, financial reporting and risk management, and monitors the integrity of the Authority's internal financial controls. The Committee is also required to review and approve the Authority's assurance statements, including the Annual Governance Statement, and be satisfied that they properly reflect the risk environment and any actions required to improve it. In addition, Members assess the scope and effectiveness of the systems established to identify, assess, manage and monitor financial risk, and review and approve the Authority's Corporate Risk Register.
- 4.2 **Internal Audit** – In relation to internal audit, the Committee is required to review and approve the internal audit programme for the Authority and ensure that the internal audit function is adequately resourced. In this respect it receives reports on the results of the internal auditor's work on a periodic basis and receives the annual report of the internal auditor. The Committee reviews and monitors action taken by departments as a result

of the internal auditor's findings and recommendations, and monitors and assesses the role and effectiveness of the internal audit function in the overall context of the Authority's risk management system. Where necessary, direct action is to be taken as a consequence of an internal audit report if required.

4.3 The Committee agreed an annual internal audit programme for 2020/2021 at their meeting in June, covering the areas identified below. Since the programme was agreed, the Committee has considered in detail the progress and findings of the relevant audits:

- Strategic Control
- Communications
- ICT Data Assurance
- Procurement
- Station Visits
- Sustainability: Paper Usage
- Human Resources Management - Training
- Key Financial Controls
- Mitigating Controls
- Estate Management

4.4 Members have noted the internal audit recommendations and work completed to date on the Internal Audit Annual Plan.

4.5 **External Audit** – In relation to external audit and inspection, the Committee is responsible for overseeing the Authority's relations with the external auditor. It approves the terms of engagement to the external auditor in respect of auditing inspection services received by the Authority.

4.6 The Committee also reviews with the external auditor the findings of their work including any major issues that arise during the course of an audit, key accounting and audits judgements, level of errors identified during the audit, and obtain explanations from managers or auditors as to why certain errors might remain unadjusted. In addition, the Committee reviews and monitors the actions taken by departments as a result of the external auditor's findings and recommendations and, where necessary, direct action should be taken as a consequence of an external audit report.

4.7 In September, 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. 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. Members noted the content of the report.

4.8 Also in September the Audit Wales Officer updated Members on the issue of the Certificate of Compliance for the audit of the Authority's 2020/2021

Improvement Plan. Members noted the issue of the Certificate of Compliance for the audit of the Authority's 2020/2021 Improvement Plan, which is incorporated into its Strategic Plan 2020-2030.

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

- 4.14 **Business Fire Safety Annual Summary Report 2019/2020** - Members also received reports on the extensive work carried out by the Business Fire Safety (BFS) Department raising awareness of the role of the department, and how the team contributes to Service Delivery and the Risk Reduction Department. Members noted the extensive work carried out by the BFS Department and thanked the officer for the presentation.
- 4.15 **Emergency Services Network Update** – Members received the requested update on the progress of the Emergency Services Network project which aims to deliver a much better voice and data service to the emergency services, replacing the reliable but limited and aging Airwave system. Members noted the content of the report.

## 5. SCRUTINY

- 5.1 As it has already been highlighted, the Committee is responsible for the scrutiny function of the Authority and has undertaken a considerable amount of scrutiny throughout the year on a variety of topics. It provides Service improvement through regular challenge and scrutiny of reports and assumptions, with some detailed scrutiny provided by the Scrutiny Group.
- 5.2 This year, the scrutiny work of the Committee has continued to adopt a thematic approach, whereby a specific topic or area is examined which will allow the Authority to develop its policies and respond more effectively to local needs.
- 5.3 This has included the appointment of Member Champions. Other aspects of work undertaken have included the scrutiny of Departmental Risks and considering the Revenue Budget in relation to the Local Government Settlement.
- 5.4 The Scrutiny Group have also reviewed a number of asset management plans, including the Asset Management Strategy 2019-29, considering sustainability and environmental issues. It has also reviewed the Fleet & Vehicles Plan, budget & planning assumptions and progress against the plan. The Scrutiny Group also analysed the Operational and Personal Equipment Plan, budget and planning assumptions, along with the ICT Plan, budget and planning assumptions plus project overview and progress.

## 6. ADDITIONAL AREAS OF WORK UNDERTAKEN

- 6.1 **Scrutiny Committee Reform Proposals** - The committee considered proposed options for reform of the South Wales Fire & Rescue Authority Scrutiny Committee to enable it to be more effective and accountable in its scrutiny of key decisions, policies and performance. Having considered

the proposals the committee asked for further options to be considered by the full Fire Authority regarding future scrutiny arrangements.

- 6.1 **Register of Gifts and Hospitality** - Members received and scrutinised an overview of the Hospitality and Gifts Register for 2020. Members noted the contents register.
- 6.2 **Wales Audit Office Enquiries to ‘Those Charged with Governance’** – Members reviewed and confirmed the response to the Wales Audit Office paper on ‘Those Charged with Governance’ when approving financial statements.

## 7. RECOMMENDATION

- 7.1 That Members note the work undertaken by the Finance, Audit & Performance Management Committee and Scrutiny Group during the municipal year.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sarah Watkins Deputy Monitoring Officer	Appendix 1 – Annual Report of the Finance, Asset & Performance Management Scrutiny Group

**APPENDIX 1****ANNUAL REPORT OF THE FINANCE, ASSET & PERFORMANCE MANAGEMENT SCRUTINY GROUP****1. PURPOSE OF THE SCRUTINY GROUP**

1.1 As Members will be aware, the Finance, Asset & Performance Management Scrutiny Group was established to achieve two purposes:

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

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

1.2 For clarity, it is proposed to deal with each of the functions of the Scrutiny Group separately.

**2. FINANCIAL RESPONSIBILITIES**

2.1 The Scrutiny Group is responsible for reviewing and challenging the make-up of the Authority's revenue and capital budget with a view to cost reduction or value enhancement. In carrying out these functions, the Scrutiny Group pays particular regard to:

- The clarity of budget headings.
- The statutory requirements of the Authority to deliver a service to the public of South Wales.
- The national commitments of the Authority to deliver a service on strategic issues such as national resilience.
- The relationship of the budget with key corporate documents of the Authority.

- Carrying out spending reviews of budgets to enable assessments of current spending policy against future financial predictions of the organisation within the Medium Term Financial Strategy.
  - Reviewing past performance of selected budget areas when assessing current and future years' requirements; and
  - Reviewing the budget setting process for revenue and capital budgets for improvements that could be made in future years.
- 2.2 To discharge its functions the Scrutiny Group plans its work through a forward work programme which is agreed at the beginning of the year and reviewed at each meeting. The work of the group broadly comprises scrutiny of the Medium Term Financial Strategy and financial projections for the future, scrutiny of budget holders, scrutiny of revenue and capital budget monitoring reports and reports to the Finance, Audit & Performance Management Committee.
- 2.3 As Members will be aware, much of the work of the Scrutiny Group is geared towards preparations for striking the revenue and capital budget each year, set in the context of the adopted Strategic Plan, the Medium Term Financial Strategy, the approved Budget Strategy and the approved Reserves Strategy.
- 2.4 In addition, the following specific areas of work were considered:
- 2.4.1 **Medium Term Financial Strategy, Revenue & Capital Budget Setting 2021/2022** – Members received a presentation on the Medium Term Financial Strategy and the Revenue & Capital Budget Setting for 2021/22. Members were reminded of the range of issues that were impacting upon next year's budget and some of the uncertainties this created.
- 2.4.2 Members questioned officers regarding the profiling of risks, and the Treasurer confirmed that the Service maintains a reserve strategy for short term risks. The pay budget has previously been used as a contingency plan; however, this contingency was removed for the current year due to the Service now working at full capacity. Investment in ICT packages has resulted in new cost effective ways of working.
- 2.4.3 Following a query in relation to pension cost increases, the Treasurer stressed that a final figure could not be determined at this time, however an increase of 5% was likely. The Service is considering the impact COVID has had on the capital budget.

Members noted the Medium Term Financial Strategy and Revenue & Capital Budget Setting 2021/2022.

2.4.4 The process followed by Members allowed them to apply a robust level of scrutiny by questioning officers over the process, proposed budgets and the uncertainties the Service was faced with in reaching their conclusions. Members noted the Medium Term Financial Strategy and Revenue & Capital Budget Setting 2021/2022. The Treasurer agreed to correspond with each unitary authority providing an update on the current position.

### 3. ASSET MANAGEMENT RESPONSIBILITIES

3.1 The Scrutiny Group is responsible for reviewing, monitoring and challenging the management of the Authority's assets. In carrying out these functions, the Scrutiny Group pays particular regard to:

- The statutory requirements of the Authority to deliver a service to the public of South Wales.
- The statutory requirements of the Authority of running an organisation (including health and safety management).
- The relationship of our assets with key corporate documents of the Authority.
- Carrying out specific reviews of the Authority's performance in the management of its assets.
- To consider and challenge the performance review systems and targets.
- To consider collaborative opportunities for the Authority in the management of its assets.

3.2 As with its financial responsibilities, to discharge its functions effectively, the Scrutiny Group plans its work through a forward work programme. The work of the group broadly comprises scrutiny of the following documents and reports to the Finance, Audit & Performance Management Committee:

<ul style="list-style-type: none"> <li>• Asset Management Plan</li> <li>• Property Strategy</li> <li>• ICT Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet and Vehicles Strategy</li> <li>• Personal Issue &amp; Operational Equipment Asset Management Plan</li> </ul>
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3.3 In addition, the following specific areas of work were considered:

3.3.1 **Review of Asset Management Plan 2019-2029** – Members received a progress update on the Asset Management Plan 2019-29 and questioned officers on specific areas of work in relation to how the policy reflects the changing landscape and how assets have

been managed during the COVID crisis. Members resolved to approve the Asset Management Plan 2019-2029.

**3.3.2 Review of Property Strategy, Budget and Planning Assumptions & Progress against the Plan and consideration of Sustainability and Environmental Issues** – A detailed overview was provided to Members of the Property Strategy, budget and planning assumptions and progress against the plan and consideration of sustainability and environmental issues. Members debated some of the key headlines emanating from the sustainability and environmental data and the direction of travel the Service was adopting and the challenges it faced. Members noted the presentation.

**3.3.3 Review of Fleet & Vehicles Strategy, Budget and Planning Assumptions and Progress against the Plan to Include Capital** – Members were given a detailed overview of the Fleet and Vehicles Strategy, budget and planning assumptions and progress against the Plan, including capital spend projections. The Group scrutinised the various elements of the Plan including:

- Vehicle Replacement Programme
- Capital and revenue budget
- Planned preventative maintenance
- Use of electric vehicles and potential future developments
- Carbon footprint monitoring and reduction
- Lifting Operations and Lifting Equipment Regulations (LOLER) testing currency
- Use of specialist vehicles and of trailers at wildfire incidents and flooding incidents
- Benefits of the collaborative procurement processes with all three Welsh FRS's

Members noted the content of the report and the Fleet Asset Management Plan 2017-2021.

**3.3.4 Review of ICT Strategy, Budget & Planning Assumptions and Progress against the Plan to Include Capital** – A report was delivered to Members which provided a review of the ICT Strategy, budget and planning assumptions, and an overview of the key projects with a capital report. Members queried officers regarding back up arrangements. Following a further question and answer session Members noted the work that was currently underway in relation to ICT and some of the key projects that were ongoing across the Service.

**3.3.5 Operational and Personal Equipment Strategy, Budget and Planning Assumptions 2020-2025** – Members received an update in relation to the Operational and Personal Equipment Strategy 2020-2025. Members were advised that there were considerable replacements of fundamental items of clothing and equipment in 2020/21. Members received updates on the following equipment:

- Breathing apparatus sets
- ‘All Wales’ Structural Firefighting Kit
- Helmets
- Radios and batteries
- Thermal imaging cameras
- Replacement programme for hydraulic/E-draulic for RTC cutting equipment

**3.3.6** After a question and answer session Members requested a more user friendly format for the spreadsheets in the reports. Queries were also made regarding the inspection and servicing programme for equipment and received assurances from officers that there is a robust monitoring programme in place for all equipment via the Redkite system with stations carrying out testing on a daily basis. In relation to fire kit, Members were advised that replacement is based on number of washes. Members noted the report.

#### **4. APPOINTMENT OF MEMBER CHAMPIONS**

4.1 Members were requested to determine Member Champions to the key asset management groups.

4.2 Members resolved to appoint the following Members as Member Champions for the following Asset Groups:

- Land & Buildings – Councillor V Smith
- ICT – Councillor A Roberts
- Fleet & Engineering – Councillor S Evans
- Operational & Personal Issue Equipment – Councillor J Williams.

#### **5. SCRUTINY COMMITTEE REFORM PROPOSALS**

5.1 **Proposed Options for Reform of the South Wales Fire & Rescue Authority Scrutiny Committee** - Members received a report on the proposed options for reform of the South Wales Fire & Rescue Authority Scrutiny Committee to enable it to be more effective and accountable in its scrutiny of key decisions, policies and performance. A lengthy discussion ensued upon the involvement of independent members.

- 5.2 Following consideration of the report Members unanimously agreed to progress with option 4 with suitable amendment of the opportunity to involve independent and expert members, when required.
- 5.3 A further report was requested by the FAPM Scrutiny Group for review prior to reporting to Fire & Rescue Authority. Members agreed to the re-drafting of the terms of reference for the new scrutiny committee to cover wider organisational areas of scrutiny and thematic reviews.
- 5.4 **Proposed New Terms of Reference for Scrutiny Committee** – Members received a report with updated terms of reference for a newly formed Scrutiny Committee and provided an initial draft terms of reference for Members' consideration.
- 5.5 Due to the proposed restrictions on membership of this committee, the effect on the Finance & Audit Committee and the HR & Equalities Committee will need to be considered including amending the existing terms of reference for both committees.
- 5.6 The delivery of work will be via a Forward Work Programme and highlighted suggested areas that the Committee will need to consider in each municipal year as a minimum to discharge its duties.
- 5.7 Members queried the impact on Service Champions. It was agreed that as Service Champions are within the current scrutiny, further consideration will be required in relation to how that area of work is undertaken going forward.
- 5.8 It was also agreed to include a paragraph within the terms reference in relation to utilising funding as efficiently and effectively as possible. Members considered the proposed new terms of reference and recommended that the terms of reference be considered at the March meeting of the Fire & Rescue Authority.

## **6. Further Areas of Scrutiny**

- 6.1 **Departmental Risk Register Report Health Check 2020/2021, Quarter 2** – Members received a report on how the Service is developing the management of departmental risks. Members were advised that as a number of risks are similar in nature, it has been decided to review risks as categories with a Head of Service having responsibility for an individual category. Risk categories will be reviewed by the Heads of Service on a quarterly basis. It is envisaged that this will provide a better, holistic view of risks, and will allow sharing and learning amongst Heads of Service.

- 6.2 Members noted that three risks have reduced in severity, whilst 30 remain the same and none had increased in severity. Following Member discussion, officers agreed to include in future reports a legend of the symbols used as well as identifying how much a risk has reduced and the length of time a risk has been ongoing.
- 6.3 Members and officers engaged in discussion around:
- Building maintenance
  - CoreHR and payroll systems
  - Brexit
  - Business continuity
- 6.4 **Initial Draft Annual Governance Statement 2020/21** – Members received the initial draft of the Annual Governance Statement (AGS) to be included with the 2020/2021 Statement of Accounts. A request was made to Members that they consider whether they would wish to make amendments to the document.
- 6.5 It was confirmed to Members that a second draft of the AGS will be presented and that their comments will be included within the final report. Members noted the content of the report, and thanked all involved for a very comprehensive report.
- 6.6 **Future Trends Report - 2020 Update** – Members received an updated report in relation to the May 2019 assessment of the future of Wales, specifically to the administrative area of South Wales Fire & Rescue Service, as a means to identify some of the challenges and opportunities the Service is likely to face with early indications of the ongoing impact of COVID-19.
- 6.7 Members agreed to retain the Future Trends 2019 report and updated 2020 report to assist in future planning and decision making; and that future trends are monitored and updated where necessary, the frequency of which being partially dependant on new third party research, as well as continuing to monitor Service incident type trends.

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.ii

22 MARCH 2021

## REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**ANNUAL REPORT OF THE WORK OF THE HR & EQUALITIES COMMITTEE DURING 2020/2021****SUMMARY**

This report informs Members of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2020/2021.

**RECOMMENDATION**

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

**1. BACKGROUND**

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

**2. ISSUES**

- 2.1 As Members will be aware, the HR & Equalities Committee was established to demonstrate the Authority's commitment to ensuring that the Service has a well-equipped, skilled, and motivated workforce, that is able to work safely and whose composition reflects the diverse communities it serves.

- 2.2 To discharge its functions the Committee plans its work through a Forward Work Programme. The work of the Committee broadly falls under distinct categories, namely: - Human Resources (including Occupational Health), Training & Development, and Equality & Diversity.

- 2.3 For the purpose of this report it is intended that an overview of the work undertaken by the Committee in the 2020/2021 Municipal Year is detailed under each of the sub headings.

**2.4 HUMAN RESOURCES DEPARTMENT**

- 2.4.1 The HR & Equalities Committee is responsible for addressing Welsh Government Pension Circulars, and as a Board for Internal Disputes Resolution for pension matters, administered through the department. The Committee may provide information to the Local Pension Board.

- 2.4.2 The HR function settled into its formalised structure in 2019. This provided stability in terms of certainty in role for people, and also

allowed teams to begin to shape their work going forward. The addition of the new Learning & Development team has provided the Service with the opportunity of reviewing and re-shaping its provision of soft skills development.

2.4.3 During this period we have focussed on developing the Service's People Plan, and the underpinning actions to support these. This has provided the function with a clear view of priorities and agree the steps we need to take in order to achieve them.

2.4.4 We have undertaken process mapping activity to improve HR performance management and develop reporting procedures.

2.4.5 We have also continued to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology through Core HR, and implementing revised and new policies and procedures.

2.4.6 During this period we reviewed and implemented changes to the way we recruit our Wholetime Firefighters. We also initiated a project to review our mental health strategy. Work on job evaluation for our corporate employees (Green Book) commenced in September 2020. Work commenced on a new Personal Review (appraisal) process that will be launched from 1 April 2021.

2.4.7 The Occupational Health Unit continues to provide a wide range of services required by Fire & Rescue Authorities under Health & Safety Law, Employment Law, Pension Provisions, and in accordance with directions issued by relevant government departments. Firefighting can be an extremely demanding and hazardous occupation, requiring high level of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our continuing effort to maintain optimum operational effectiveness and efficiency. The Unit was relocated from Nantgarw to its permanent location in Pontyclun on 25 November 2019.

2.4.8 The HR & Equalities Committee received reports and presentations from the HR Department throughout 2020/2021, and these are summarised in Appendix 1 attached to the report.

## 2.5 TRAINING & DEVELOPMENT DEPARTMENT

2.5.1 Committee Members received presentations and reports which appraised them of the structure and functions of the Training & Development Department, the major objectives and issues facing

the department, and the issues associated with the delivery of functions through the Cardiff Gate Training Centre.

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

2.5.3 Members also received reports and presentations on progress of the Compartment Fire Behaviour Training (CFBT) facility at Cardiff Gate Training & Development Centre. This new facility was completed in August 2019, and following extensive testing and commissioning was officially opened in February 2020, and is now fully functional.

2.5.4 The HR & Equalities Committee received reports and presentations from the Training & Development Department throughout 2020/2021 and these are summarized in Appendix 2.

## **2.6 EQUALITY AND DIVERSITY**

2.6.1 Within South Wales Fire & Rescue Service the main Equality & Diversity Unit reports through the HR Department.

2.6.2 The various strands of equality and diversity are embedded in every directorate plan and throughout functional and operational activities.

2.6.3 During this period we have provided additional unconscious bias training to our people who were involved in the Wholetime Recruitment Campaign.

2.6.4 The HR & Equalities Committee received a range of reports and presentations throughout 2020/2021, and these are summarised in Appendix 3.

## **3. FINANCIAL IMPLICATIONS**

3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

#### 4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this particular report.
- 4.2 It is the responsibility of departments submitting reports to the Committee to ensure that Equality Risk Assessments are undertaken to ensure that there are no adverse impacts on any individual or group of personnel.

#### 5. RECOMMENDATIONS

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

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	Appendices 1 to 3 – Reports received by the HR & Equalities Committee 2020/2021

## APPENDIX 1

**REPORTS AND CIRCULARS RECEIVED BY THE  
HR & EQUALITIES COMMITTEE DURING 2020/2021**

**HR REPORTS:-**

- **Annual Occupational Health Activity Report 2019/2020**

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

- **Pension Circulars Updates**

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

- **Annual Report on Absence Management**

Purpose is to update Members on the incidence of sickness absence across the Service and to identify the mechanisms to support staff and thereby enable greater organisation improvement.

- **Annual Report on Discipline & Grievance**

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

- **Recruitment & Attraction Strategy**

To update Members.

- **Update on Leadership Development Strategy**

To update Members on the development modules in respect of the future leaders of the Service.

- **Update on Mental Health Strategy – Organisational Procedure & Delivery Plan**

To provide Members with an overview of the mental health strategy and delivery plan to support the workforce.

- **Update on Job Evaluation**

To update Members

- **Mental Health Project – Activities**

To update Members on the Mental Health Project

- **Annual Pay Policy Statement 2020/2021**

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

- **Update on Car Lease Scheme**

To update Members

- **Gender Pay Gap Statement**

Purpose is to update Members on the analysis of the gender pay gap across the Service.

- **Establishment Structure**

To update Members

- **SWFRS People Plan 2020-2023**

To provide Members with an update on the agreed SWFRS's People Strategy 2020-2023.

- **Service preparation for Socio Economic Duty**

Purpose is to inform Members on the Service's preparation for Socio Economic Duty.

**APPENDIX 2****TRAINING REPORTS**

- **Review of Training & Development Department Activities for 2019/2021**

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

- **Real Fire Training Facility update**

Purpose is to provide an update to members on the new Real Fire Training Facility at Cardiff Gate.

- **Update on Apprenticeships**

To update members on the current progress on the Apprenticeship Levy for SWFRS.

- **High Rise – Training element**

To update Members

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**APPENDIX 3****DIVERSITY & WELSH LANGUAGE REPORTS**

- **Annual Update on the Strategic Equality Plan**

Purpose is to update Members on the Service's progress towards the strategy that will promote organisational improvement and assist in attracting and developing our people.

- **Annual Equality Report**

Purpose is to provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement.

- **Annual Welsh Language Report**

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

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 7.iii

22 MARCH 2021

## REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**SUMMARY OF THE LOCAL PENSION BOARD WORK PROGRAMME****SUMMARY**

This report informs Members of the work that the South Wales Fire & Rescue Authority Local Pension Board has undertaken during the Municipal Year 2020/2021.

**RECOMMENDATION**

Members note the work of the South Wales Fire & Rescue Authority Local Pension Board

**1. BACKGROUND**

- 1.1 This report summarises the work that the Local Pension Board has undertaken during 2020/2021.
- 1.2 The focus of activity over the last 12 months has included the following:-
  - Finalising and agreeing the Service Level Agreement,
  - Reviewing and refreshing the Terms of Reference
  - Undertaking a Training Needs Analysis
  - Reshaping the agendas to provide time to refresh skills and knowledge for all Members
- 1.3 Also during 2020/2021 the Service's Pensions Administrator at Rhondda Cynon Taff, joined the Local Pension Board to provide a further element of pension's expertise.

**2. ISSUES**

- 2.1 As Members will be aware, the Local Pension Board was established to demonstrate the Authority's commitment to ensuring that it fulfils its statutory obligations as required by the Public Service Pension Act 2013.
- 2.2 To discharge its functions the Board plans its work through a Forward Work Programme.
- 2.3 For the purpose of this report an overview of the work programme undertaken by the Board in the 2020/2021 Municipal Year is attached at Appendix 1.

### 3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

### 4. EQUALITY RISK ASSESSMENT

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

### 5. RECOMMENDATIONS

- 5.1 Members note the work of the South Wales Fire & Rescue Authority Local Pension Board.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	Appendix 1 - Work programme undertaken by the Board in 2020/21

## APPENDIX 1

**PROGRAMME OF WORK UNDERTAKEN BY THE  
LOCAL PENSION BOARD IN THE MUNICIPAL YEAR 2020/21**

<b>Report Name</b>	<b>Purpose of report</b>	<b>Date Presented</b>
Report on Scheme Data for the Firefighters Pension Scheme	To provide the Local Pension Board with FACTUAL STATS, Scheme Membership data and an update position on the fund	6 July 2020
Report on Amendments to the Local Pension Board – Terms of Reference and Delegated Authorities	The purpose of the report is to set out the terms of reference for the LPB, and establish the relationship between the Board and the Fire Authority.	6 July 2020
Report on the Local Pension Board – Members Handbook. Approval of chapters 1-13 of the Members Handbook	The purpose of the Handbook is to assist Members in their role as a Member of the Local Pension Board, and to familiarise them with the key aspects of their role in the context of the Scheme(s)	6 July 2020
Review of Key Performance Indicators	To update Members	6 July 2020

Update on Protected Pension Age (PPA)	To update Members	6 July 2020
Update on Internal Dispute Resolution Procedures (IDRP)	To update Members	6 July 2020
Scheme Comparisons	To inform Members	6 July 2020
Training Session for Members. Content of training session included: roles of Members, Scheme Manager responsibilities, IDRP, breaches of the law and funding	To update Members	6 July 2020
Additional meeting held to develop the Employers response to HM Treasury's consultation on public sector pensions	To develop the Employers response to HM Treasury's consultation on public sector pensions	7 September 2020
Report on Local Pension Board Training framework, to incorporate information from the TNA exercise.	The purpose of the Training Framework is to establish a methodology for ensuring Members are appropriately trained and knowledge and understanding is maintained.	19 October 2020

Report on the Firefighters Pension Scheme 2015 Taper Protections – legal Challenge	To update the Local Pension Board on the legal appeal to the FBU challenge to the Employment Tribunals judgement to reject the age discrimination claims brought by the Fire Brigades Union.	19 October 2020
Update report on publication of Annual Benefits Statement	To provide Members with an update	19 October 2020
Training Session for Members. Training session for Members focussed specifically on roles and responsibilities of Members	To update Members	19 October 2020
Key Performance Indicators	To update Members	25 January 2021
Members Handbook. Approval of chapters 14-16 of the Members Handbook	To update Members	25 January 2021
Local Pension Board Training Framework	To update Members	25 January 2021
Training Session for Members. Training Session focussed on Role of advisors and key persons, Service Level Agreement, Responsibilities, Discretions	To update Members	25 January 2021
Update on Pension Consultation	To update Members on recent consultation.	25 January 2021

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## REPORT OF THE DEPUTY CHIEF OFFICER

**WORK OF THE PUBLIC SERVICE BOARDS (PSBs)****SUMMARY**

South Wales Fire and Rescue Service (SWFRS) is a statutory member of the 9 Public Service Boards (PSBs) formed within its administrative area. This report highlights the work being undertaken by the PSBs and how this impacts upon the work of SWFRS.

**RECOMMENDATION**

That Members note the contents of this report.

**1. BACKGROUND**

- 1.1 On the 1<sup>st</sup> April 2016, the Well-being of Future Generations (Wales) Act (WFGA) 2015 introduced statutory Public Services Boards (PSBs) across each local authority area in Wales.

PSBs work together to improve the social, economic, cultural and environmental well-being of the board's area. Statutory members of each PSB are:

- The relevant local authority
- The local health board
- The Fire and Rescue Authority
- Natural Resources Wales

In addition, PSBs consist of a range of other partners known as 'invited participants'.

- 1.2 In line with the WFGA, each PSB was required to assess the state of well-being across their area as a whole and within their communities, in order to inform their Well-being Plan. These plans were published during April 2018 and set out a series of well-being objectives, identifying the priorities that the PSB had agreed for the area in order to contribute to achieving the seven well-being goals as set out by the Act.

## 2. ISSUE

- 2.1 Each of the nine PSBs set out in their plans and their priorities for action over the period 2018 - 2023, in the form of Well-being Objectives. It is now two years since the individual Well-being Plans were published and each PSB has produced an annual report on progress to year ending March 2020. This report provides links to the work undertaken by the PSBs in year two of their plan and explains how this impacts upon the work of SWFRS.

## 3. EQUALITY RISK ASSESSMENT

- 3.1 It is the responsibility of SWFRS to ensure that an Equality Risk Assessments is carried out for each Well-being Plan.

## 4. RECOMMENDATION

- 4.1 That Members note the contents of this report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
<p>Jon Carter</p> <p>Planning, Performance and Risk Manager</p>	<p><b>Appendix 1 – 9</b></p> <ol style="list-style-type: none"> <li>1. PSB Well-being Plan summary for Blaenau Gwent</li> <li>2. PSB Well-being Plan summary for Bridgend</li> <li>3. PSB Well-being Plan summary for Caerphilly</li> <li>4. PSB Well-being Plan summary for Cardiff</li> <li>5. PSB Well-being Plan summary for Cwm Taff</li> <li>6. PSB Well-being Plan summary for Monmouthshire</li> <li>7. PSB Well-being Plan summary for Newport</li> <li>8. PSB Well-being Plan summary for Torfaen</li> <li>9. PSB Well-being Plan summary for Vale of Glamorgan</li> </ol>

## Appendix 1

### PSB Well-being Plan Summary for Blaenau Gwent

**Main Points** - Blaenau Gwent PSB has 5 Objectives:-

**Objective 1** - Blaenau Gwent wants everyone to have the best start in life.

**Objective 2** - Blaenau Gwent wants safe and friendly communities.

**Objective 3** - Blaenau Gwent wants to look after and protect its natural environments.

**Objective 4** - Blaenau Gwent wants to forge new pathways to prosperity.

**Objective 5** - Blaenau Gwent wants to encourage people to make healthy lifestyle choices.

### Impact to Community

The Green Infrastructure (GI) Strategy for Blaenau Gwent will provide an up-to-date assessment of green infrastructure assets and networks, and will identify priorities for future improvements. Using Natural Resource Wales's Green Infrastructure Assessment guidance and best practice document, the strategy will enable PSB partners to adopt a common co-ordinated approach to managing green infrastructure across the borough. In addition to identifying how connectivity and quality of green spaces can be improved, the strategy will also consider other benefits such as tackling climate change and improving active travel.

The Early Years Integrated Transformation Project (EYITP), which Blaenau Gwent has signed up to be a Pathfinder with Caerphilly and Newport, will test a new way of working, which challenges traditional organisational and professional boundaries to ensure effective collaboration for 'hard to reach families'. Drawing on the principles that were developed during the Vanguard research, conducted in October 2019, the EYTIP project will put families first, based on what matters to them. Due to the pandemic, the project was paused and reconfigured in-line with Government guidelines around social distancing. The project will be delivered differently from the Pathfinders first aspirations, starting in Cwm, as the model will rely on virtual delivery as opposed to home visiting. This may prove beneficial in terms of providing an improved financial sustainability for rolling out the EYITP more widely.

The Early Action Together Programme has provided ACE aware (Adverse Childhood Experiences) training to nearly 1,300 Gwent Police Officers and staff and over 400 staff from partner agencies across Gwent. In Blaenau Gwent this was 102 Police staff and 57 staff from partner agencies.

## **Update on PSB progress 2019-2020**

[Link to Blaenau Gwent PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

**Remote Enhanced Home Fire Safety Checks** We contributed to Blaenau Gwent's Well-being plan in a number of ways. Our Home Safety Checks are now delivered remotely due to the pandemic. Smoke alarms are delivered to door steps and video instructions on our website explain how to fit them within the premises. The checks and equipment can help reduce dwelling fires in this PSB area. We are also exploring the opportunity of joint procurement to have electrical charging points available in public sector buildings.

**Community Safety Hub** The Blaenau Gwent Community Safety Hub was established in April 2019. Multi-agency partners have contributed to the delivery of commitments set out in the 'Blaenau Gwent We Want' Well-being Plan 2018-2023 and the Police and Crime Commissioner's Policing Plan for Gwent. SWFRS have supported in terms of community safety, by identifying and addressing neighbourhood issues, supporting victims and robustly dealing with perpetrators (for example deliberate fire setters). 88% of all fires in this PSB are deliberate and therefore much of our time has been spent on prevention at all levels through a number of fire prevention initiatives.

**Blaenau Gwent on the Move** – Ebbw Fawr Trail is a 6 mile walk, run or cycle which encourages healthy lifestyle choices in the place where people live, learn, work and play. Ebbw Vale fire station has grown a wildflower area, with a drinking water tap and a bench, where members of the public are encouraged to sit, rest in a safe and natural environment and relax and rehydrate before continuing on their walk. The Station has also developed an outdoor area for meetings in the station for staff and any members of the public. With exercise being limited to once per day during lockdown periods throughout the pandemic, these green spaces and outdoor walks are enabling people to keep physically and mentally well.

## Appendix 2

### PSB Well-being Plan Summary for Bridgend

**Main Points** - Bridgend PSB has 4 Objectives:-

**Objective 1** - Best Start in Life.

**Objective 2** - Support Communities in Bridgend to be safe and cohesive.

**Objective 3** - Reduce Social and Economic Inequalities.

**Objective 4** - Healthy Choices in a Healthy Environment

### Impact to Community

The PSB has also focused very much on developing regional working with the Cwm Taf Morgannwg area. In April 2019 health board services moved to become Cwm Taf Morgannwg, joining with the Rhondda Cynon Taf and Merthyr areas. New members joined the PSB and sub boards introducing new regional networks and new approaches, such as work on sexual health and workforce well-being.

The work of the PSB has been subject to a number of scrutiny meetings throughout the year and, to further improve their accountability, they have invited elected members of the PSB scrutiny committee to be part of the sub-groups. Good practice is shared and approaches are brought together on a regional basis. Joining with the Cwm Taf co-construction project to re-imagine an integrated early years' system for children from the first 1,000 days i.e. from conception to 2 years of age and then up to 7 years. This research adds to the 'live lab' analysis of current services undertaken with Cwm Taf PSB.

The PSB came together with Cwm Taf PSB and Cwm Taf Morgannwg RPB (Regional Partnership Board) to hold a conference to consider how we can work in a more integrated way in our region. Working towards a shared assessment, common overarching priorities and the establishment of a new regional body, including a combined Cwm Taf Morgannwg PSB. In the shorter term, the three boards will identify a few common priorities to work together on for example vulnerability, homelessness and climate change. Over the last year, opportunities to do more regionally and build relationships with new partners across the area have been explored, in order to reduce duplication and increase the range and effectiveness of services to citizen.

Bryngarw Country Park and Parc Slip Nature Reserve have been chosen to be gateways to the Valleys Regional Park, so that visitors and local people can find out about them and use the wide range of green spaces across the region. New activities and opportunities will be linked to these gateway sites

so that more people can enjoy them. Cwm Taf Nature Network aims to form a collaboration of organisations in the Cwm Taf Morgannwg region, to manage the green infrastructure of the region for the benefit of people, businesses and communities.

### **Update on PSB progress 2019-2020**

[Link to Bridgend PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

Bridgend PSB recognised that COVID-19 has had a profound impact on all facets of life in Wales. It has impacted on the health, well-being and economic status of individuals and households. It has also impacted on services, the demand for services and the ability of organisations to deliver these services.

Part of the role of the PSB is to understand what this change looks like, and to make strategic plans to reflect and adjust, so that services can meet this change in demand and resources available.

To support these actions, Bridgend and Cwm Taf PSBs are working toward producing a Community Impact Assessment.

The PSB is seeking to produce a report that supports the PSBs (covering Bridgend, Rhondda Cynon Taf and Merthyr Tydfil) to understand:

- What has been the impact of COVID-19 to services, residents and communities; and**

- How COVID-19 has impacted on the well-being of residents.**

The report will also support the PSBs to develop recommendations on actions to address this impact, both short-term and long-term and it will help the PSBs identify:

- Information about how services could work differently in the future to manage the impact of COVID-19;**

- How to capitalise on positive changes**

## Appendix 3

### PSB Well-being Plan summary for Caerphilly

**Main Points** - Caerphilly PSB has 4 Objectives:-

**Objective 1** - Positive Change – A shared commitment to cross-sectoral change.

**Objective 2** - Positive Start – Giving our future generations the best start in life.

**Objective 3** - Positive People – Empowering and enabling all our residents to achieve their full potential.

**Objective 4** - Positive Places – Enabling our communities to be resilient and sustainable.

### Impact to Community

The Council are working with Pobl Group and its subsidiary Pobl Living. Pobl has over 30 years' experience in the housing market in South Wales. Pobl Living is at the forefront of developing homes and delivering affordable purchase options to the market. Pobl will redevelop the former Civic Offices in Pontllanfraith to provide much needed homes for local people. The development will provide up to 125 new homes with a mixed tenure.

Public and stakeholder consultation during Caerphilly's Well-being Assessment and Well-being Plan processes highlighted the importance of green space to residents across the county borough. As a result, Caerphilly PSB agreed a priority Action Area 'Protect and enhance the local natural environment'. The 'Green Spaces Network' has developed a suite of projects/schemes in order to utilise the £25k funding available for 2020-21. They are:

- Post COVID-19 Green Space Studies
- Roadside Verge Management Study
- Electric Equipment Pilot
- Tree Management Scheme

The Coalition for Change Board has continued to make progress with mapping service provisions relating to Lansbury Park and a full document has been collated as a starting point for a wider and in-depth discussion. The last meeting was held on 27th February 2020, where the way forward was discussed in depth. It is the intention to run several area specific related workshops for key stakeholders and delivery officers. The first of these (Health & Social Care) was scheduled to take place in mid – April, but was postponed due to the Covid-19 pandemic. As soon as it is safe and appropriate to do so, a new date will be set

for these workshops inclusive of both Employment & Skills and Education & Training agendas.

### **Update on PSB progress 2019-2020**

[Link to Caerphilly PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

SWFRS are a key partner on the **Safer Caerphilly Community Safety Hub**, which was created to enhance the way in which partners share information on a daily basis in a co-location setting. This is very much a 'people and places' approach that focuses on repeat victims, prolific offenders, and repeat callers, in addition to crime and anti-social behaviour (ASB) hotspot areas. Roll out of ASB referral training sessions, including arson alert activity and littering and deliberate fire setting, have taken place throughout the Local Authority area, to highlight the early intervention services available and how to refer ASB offenders into the system. Over the last year, Community Safety partners have worked together to maintain existing approaches and develop new initiatives to tackle crime and ASB within the Caerphilly County Borough area. Throughout the recent Covid-19 pandemic, partners have excelled in adapting to new ways of working in a rapidly changing environment, whilst ensuring that our communities continue to be supported throughout these unprecedented times.

A survey of all partners to seek their views on how effective the Hub was conducted and partners came to a consensus that the Hub is working extremely well and has improved partnership working.

The Safer Caerphilly Serious Organised Crime Group and its partners have worked together and carried out a considerable amount of proactive work in tackling serious organised criminality, with good success. Approximately 30 investigations were completed or are ongoing, involving those individuals causing the most harm in the Caerphilly County Borough area. The investigations have been conducted by both local, regional and Border Force officers.

Initial investigation outcomes have seen charges and remands brought for Class A and B Drug supply, possession of criminal property, drugs and prohibited weapons and breach of serious crime prevention orders. A substantial amount of drugs, including heroin, amphetamine, cocaine and cannabis have also been recovered. Cash has been seized under the Proceeds of Crime Act, and stolen vehicles have been recovered. A dedicated Proactive Serious Organised Crime Team has been formed in the West of Gwent. They have already amassed drug seizures to the street value of £551,111 and recovered cash to the amount of £61,065.

## Appendix 4

### PSB Well-being Plan summary for Cardiff

**Main Points** - Cardiff PSB has 7 Objectives:-

**Objective 1** - A Capital City that works for Wales

**Objective 2** - Cardiff Grows in a Resilient Way

**Objective 3** - Safe, Confident and Empowered Communities

**Objective 4** - Cardiff is a great place to grow up

**Objective 5** - Supporting people out of poverty

**Objective 6** - Cardiff is a great place to grow older

**Objective 7** - Modernising and Integrating Our Public Services

### Impact to Community

Following the emergence of Covid-19, public services in Cardiff have worked together on a scale never seen before. There has been the delivery of the new Dragon's Heart Hospital and the repurposing of hotels to house and protect the homeless. There is the continued success with ensuring no one needs to sleep one night on the street.

The 'Together for Cardiff' volunteering initiative ensured that food and medical supplies reached the most vulnerable, and Park Rangers patrolled with officers from South Wales Police to maintain social distancing in the city's parks.

2019-20 has also seen progress towards integrated health and social services that are local and strength based moving apace, and equally, progress towards an Age Friendly city reflected in the PSB's visit to the new Grand Avenue Day Centre for specialist dementia care.

Links are being made between the prison service, the Council's Into Work Services and housing to reduce reoffending following the PSB's meeting at HMP Cardiff.

The PSB's Climate Change Partnership Board was established, which is a central coordination point for action to mitigate the impacts of climate change.

PSB members, including prominent employers joined forces this year to launch a 3 year action plan to increase the number of accredited Living Wage employers to 150 and the number of people working for accredited Living Wage employers to 48,000 by 2022. The majority of PSB members are now paying the living wage or are working towards accreditation. Over the last year, the percentage of jobs paying above the Real Living Wage has increased from 78.5% to 82.4%.

## Update on PSB progress 2019-2020

[Link to Cardiff PSB Report 2019-20](#)

### Second year update and impact to SWFRS

**Ysbyty Calon y Ddraig – the Dragon’s Heart Hospital.** In just over two weeks, a temporary emergency hospital was constructed in the Wales Millennium stadium to prepare the communities of Cardiff and the Vale of Glamorgan and other Health Boards for a surge in cases of Covid-19. South Wales Fire & Rescue Service worked in collaboration with Cardiff and Vale University Health Board, Cardiff Council, South Wales Police, the Welsh Government, Welsh Rugby Union, Cardiff Blues and a range of other partners, planners and contractors to prepare the new facility. SWFRS supported to maintain a fire safe development and construction of the new temporary Dragon’s Heart hospital that was built within the Principality stadium in Cardiff, in terms of fire safety planning and enhanced Operational response.

In developing and appropriately skilling the city’s public service workforce to meet changing needs and demands in response to Covid-19, PSB members have worked together, temporarily redeploying staff and providing training to ensure the delivery of essential services.

**Supporting the Welsh Ambulance Services NHS Trust (WAST):** 260 staff volunteered from SWFRS to train to drive ambulances and support their communities and our colleagues in WAST during the pandemic.

This deployment required personnel to complete a course facilitated by the WAST and to have received their inoculations against Hepatitis B. Since summer 2020, 33 members of staff from across our Service who completed the training and inoculation programme have been actively supporting our communities and the WAST as part of the Covid-19 response. This has involved driving ambulances and offering clinical support to paramedic and ambulance technicians. To date our volunteers have undertaken over 200 shifts. SWFRS are pleased and reassured to have been notified that our volunteers have now been offered the Covid-19 vaccination and additional health surveillance akin and in parity with the ambulance colleagues they are working with.

**High Rise Buildings** -The Chief Fire Officer attended, addressed and explained to the PSB the ongoing issues with the High Rise building stock in Cardiff in light of the Grenfell fire. The key emphasis was for all PSB members to understand the risk that these buildings pose and how we (SWFRS) are working with partners, building owners and contractors alike to resolve the issues.

## Appendix 5

### PSB Well-being Plan summary for Cwm Taff

**Main Points** – Cwm Taff PSB has 3 Objectives:-

**Objective 1** - To promote safe, confident, strong, and thriving communities improving the well-being of residents and visitors and building on our community assets.

**Objective 2** - To help people live long and healthy lives and overcome any challenges.

**Objective 3** - To grow a strong local economy with sustainable transport that attracts people to live, work and play in Cwm Taff.

**Objective 4** – To work in new ways to more effectively tackle loneliness and isolation

### Impact to Community

February to June 2020 has seen exceptional events which have overtaken us regionally, nationally and globally and put an enormous burden on our communities, public services, economy and the health and well-being of our residents. Flooding events decimated many of our Valleys communities in February 2020, which were then followed shortly after by the Covid-19 pandemic and the enormous impact that this continues to have on all members of our communities.

This second year has been about continuing and building on the successes of the PSB's first year, as well as incorporating and using the learning. The PSB takes an assets-based approach, seeking out what works well in Cwm Taf, what people are proud of and what we can do to strengthen and further develop.

A 'Live Lab' was undertaken with the office of Future Generations Commissioner to tackle and mitigate the impact of Adverse Childhood Experiences (ACEs). The Live Lab explored how the PSB can collaborate and integrate with other partnerships working in Cwm Taf Morgannwg (CTM), particularly the Regional Partnership Board and Bridgend PSB.

Two initial Hubs, Calon Las in Gurnos, and Hwb Glynrhedynog in Ferndale, were launched and supported. Calon Las is undergoing further development work to include a coffee shop. A Cwm Taf 'vulnerability profile' was developed to identify and help vulnerable families before they reach crisis point. This has been supported by commissioning two bodies; 'SAIL' to carry out some analysis work and 'Insight' to investigate the benefits and feelings amongst a range of

stakeholders about sharing data to identify pregnant women, children and young families who are vulnerable to poor outcomes.

A new service for vulnerable women facing the risk of repeated, unplanned pregnancies was set up. This service will provide outreach sexual health workers in identified areas to break down engagement barriers and offer women sexual health advice in their own communities.

Using money from the RPB in October 2019, a 'loneliness and isolation development officer' was employed. This role supports and develops local groups working on this agenda and is particularly required during the pandemic. The communities that make up Cwm Taf are very different, and the PSB is learning that there is no single way to go about how it works with and involves our communities but steps are being taken to try a range of different approaches.

### **Update on PSB progress 2019-2020**

[Link to Cwm Taf PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

#### **Flooding and Storms Ciara, Dennis and Jorge.**

Storm Dennis hit South Wales hard, leaving in its wake a trail of destruction. Many of our communities were devastated by the floods that we experienced, in particular the Rhondda Cynon Taf local authority area. In a 12 hour period alone our Joint Fire Control received over 1,000 calls from members of the public and our operational crews affected nearly 100 rescues from homes and vehicles from across South Wales. The imagery and public support on social media was incredible and SWFRS is proud of the world class service we provided to our communities at such difficult times. Many of our staff gave up their own time to work extra shifts, responded to a recall to duty or worked from home to ensure we could function effectively as a Service.



*A family being rescued by crews during Storm Dennis*

## Appendix 6

### PSB Well-being Plan summary for Monmouthshire

**Main Points** - Monmouth PSB has 4 Objectives:-

**Objective 1** - Provide children and young people with the best possible start in life.

**Objective 2** - Respond to the challenges associated with demographic change.

**Objective 3** - Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change

**Objective 4** - Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county.

#### Impact to Community

GAVO (Gwent Association for Voluntary Action) and MCC (Monmouthshire County Council) delivered a 'Power of Community' event in March 2020, which brought together 130 volunteers, community groups and organisations to focus on all aspects of the **Active Citizenship**, well-being step.

The PSB aims to work with the citizens of Monmouthshire to help them build networks and relationships, reduce social isolation and loneliness and create more connected and supportive communities. This work also aims to enable people to make decisions about well-being support and ensures they are linked into community support and interventions across the County. Work is on-going to further develop better joined-up networks of care, following the successful adult model within the County.

This will be done through the 'refreshing' of the Youth Support Services network across the county, drawing on other well-being steps, such as active citizenship, schools well-being and applying an ACE and mental well-being lens to this work as it develops.

The PSB approach to working towards Monmouthshire's "**Protect and Enhance the Resilience of our Natural Environment whilst Mitigating and Adapting to the Impact of Climate Change**" Wellbeing Goal, will address both the climate and nature emergencies. Projects will be delivered using a range of existing partnership approaches which are embedded in our way of working, and this ensures that we are building on previous learning and expertise, and have a sustainable way to continue to develop and implement these projects after the funding has been used.

The aspects of this programme of work are:

- Phase 2 of the Monmouthshire RECS (Renewable Energy Community Schemes with Flood Prevention and Other Benefits)
- Accredited Carbon Literacy training for PSB partners
- Development of delivery plans for Green Infrastructure strategic projects

Public Sector fleet reviews were completed in 2018, funded by the Welsh Government and delivered through their Energy Service. Implementation of this work was aided by £16k funding being secured from the Welsh Government (WG) to undertake Phase 2 of the Fleet Review work. In February 2020 the officer working group attended a workshop facilitated by WG's Energy Service to support the development of this project and will undertake individual and a strategic overview fleet review for each Gwent Local Authority plus Aneurin Bevan University Health Board (ABUHB), SWFRS & Gwent Police.

Through the work of the Gwent Strategic Well-being Assessment Group (GSWAG), there have been opportunities to tender for work jointly to help us deliver aspects of our Well-being Plan. Funding was obtained from Welsh Government and Gwent-wide PSB partners (5 local authorities, National Resources Wales, Gwent Police, SWFRS and ABUHB) to jointly procure consultants to do a feasibility study for electric vehicle charging points across the region. A successful joint bid was made to the Office of Low Emission Vehicles to install electric vehicle charging points across Gwent, including 15 in six Monmouthshire car parks.

### **Update on PSB progress 2019-2020**

[Link to Monmouthshire PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

South Wales Fire and Rescue Service, working with wider PSB partners, has continued to deliver work with young people through various initiatives and programmes, which supports the PSB objective to **give young people the best possible start in life**. Some of the programmes delivered in 2019-20 are as follows:

- School Talks: SWFRS Community Safety Teams visit schools to conduct special assemblies often working in partnership with other agencies such as the Police. Includes work on grass fires and Operation Bang (Fireworks and Bonfires)
- Phoenix Project: 5-day youth intervention using fire service-related activity aimed at addressing issues within young people (aged 11 to 25) ranging from low self-esteem and lack of confidence to antisocial behaviour and/or fire-related issues – work with Pupil Referral Units,

Probation Services and Alternative Education Providers. Young People can also achieve an Agored Cymru Qualification.

- Crimes and Consequences Project: Firefighter for a Day or individual 1-hour workshops providing education aimed at reducing young peoples' likelihood of involvement in anti - social or offending behaviour - Work with Pupil Referral Units, Probation Services, and Alternative Education Providers.
- Fire Cadet Scheme. Uniformed Youth Organisation with one unit of 20 Cadets for each Unitary Authority across South Wales. The main focus of Fire Cadets is to enhance key citizenship skills and build confidence whilst developing transferable, practical skills for future training or employment. This is a 2-year programme where cadets can achieve a nationally recognised BTEC Level 2 Award in Fire and Rescue Services in the Community. Cadets can apply to stay on for a 3rd year as part of our Fire Cadet Ambassador Programme, for which there is a full selection process.
- Fire Setting Intervention Scheme: The project offers services to children, young people and their families and any agency that might be involved where there is concern about a child or young person with fire setting behaviour. There are 3 levels of intervention: Home Visit; The Safe Programme and The Fire Safe Programme.
- Road Safety: Specific talks and education provision delivered to Colleges and also via alternative education providers focussing on young drivers.
- SWFRS Volunteer Scheme: To develop relationships in the communities in which we live and work, linking into the step around networks of care for children & families. The scheme provides individuals with the chance to make a valuable contribution to the safety and security of their community and also provides our service with additional skills, knowledge and resources.

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## Appendix 7

### PSB Well-being Plan summary for Newport

**Main Points – Newport PSB has 4 Objectives:-**

**Objective 1** - People feel good about living, working, visiting and investing in Newport.

**Objective 2** - People have skills and opportunities to find suitable work and generate sustainable economic growth.

**Objective 3** - People and communities are friendly, confident and empowered to improve their well-being.

**Objective 4** - Newport has healthy, safe and resilient environments.

### Impact to Community

The regeneration of the city centre continues to progress with the redevelopment of landmark and heritage buildings including the Chartist Tower hotel, Market Arcade refurbishment and the Indoor Market redevelopment. New affordable housing units, green infrastructure and public open space projects are bringing buildings and derelict areas back into productive use as part of a sustainable, vibrant, and attractive city centre offer.

The signing of the Newport Commitment employer pledge will help ensure that young people and unemployed people can develop their skills and talents, gain work and reach their full potential. This will not only benefit the participants themselves but also the businesses who depend on the availability of a skilled workforce and is a long-term investment in the future of the city.

Similarly, the sustained work on the Youth Engagement and Investment Framework continues to prevent more young people finding themselves as NEETS 'not in education, employment or training' and avoiding long-term impacts on their life chances and well-being.

The PSB recognises that healthy people need healthy environments. The Green and Safe Network has put in place enhancements to green space and nature which will improve well-being, biodiversity and resilience to climate change. Two Community Green Flag awards were achieved by Lysaghts Community Garden and Maindee Unlimited's St Mary's Church Community Garden and interest and buy-in from new partners increased greatly during the year.

A project to champion the case for the value and benefit of green spaces will collate all green infrastructure across Newport, with site details to protect, enhance and promote green spaces within the local authority area, will be set up. A repository database will be established to record all green infrastructure in

Newport – this will include parks, woodlands, canals, allotments, their biodiversity value, walking routes, sports facilities, accessibility, connections and green corridors, public rights of way, active travel routes, green roofs / green walls, coastal land, cemeteries and churchyards within the city area.

Active travel routes in the city continue to expand and active travel journeys increased greatly during the Covid19 lockdown period. Working alongside the South East Wales Transport Commission the PSB will put in place an integrated network of alternative transport options to reduce pressure on the M4 motorway.

The plan aims for 10% of the PSB vehicle fleet to be ultra-low/zero emissions within 5 years. This will rise to 50% within 5-10 years and reach 100% within 10-25 years. This will be accompanied by regional schemes impacting on travel choices and air quality. There will also be support for the implementation of the new air quality supplementary planning guidance.

### **Update on PSB progress 2019-2020**

[Link to Newport PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

The PSB aims to develop a collaborative, Newport wide vision and plan which is adopted and delivered by all PSB partners. The Safer Newport - Partnership Working, aims to reduce the impact of anti-social behaviour and Serious Organised Crime and make the city of Newport Safer in line with the PSB local wellbeing objectives. There are a number of sub groups that report to this.

One subgroup is the ASB Partnership Group for Newport, which is co-chaired by one of our Station Commanders (SM Gareth Evans). The group's aim is to reduce the number of deliberate fires and ASB in the area and is supported by diversionary activities and local action groups. It is in this area that SWFRS are looking to establish data sharing, so that partners can provide a targeted response and provide data for funding bids – this will lead to the implementation of initiatives that will result in a reduction in incidents of ASB.

Problem solving groups also report to the ASB Partnership Group, which deals with ASB specific issues in Newport that are attended by a range of partners. This looks at disused buildings, arson vulnerability assessments (AVAs) and other fire crime related issues.

## Appendix 8

### PSB Well-being Plan summary for Torfaen

**Main Points** – Torfaen PSB has 7 Objectives:-

**Objective 1** - Develop a functional, connected network of natural areas that support the current and future well-being needs of local populations.

**Objective 2** - Develop adaptation and mitigation responses to the impacts of climate change.

**Objective 3** - Provide children and young people with the best possible start in life.

**Objective 4** - Create safe, confident communities and promote community cohesion.

**Objective 5** - Prevent or limit the impact of chronic health conditions through supporting healthy lifestyles and enabling people to age well.

**Objective 6** - Tackle the inter-generational patterns of poverty and develop economic resilience.

**Objective 7** - Improve local skills through work-force planning, training, apprenticeships, and volunteering opportunities.

#### **Impact to Community**

The second annual report focuses on the pre Covid-19 period. During this time, the PSB has explored what works well elsewhere and what can be brought to Torfaen in order to achieve the objectives and improve well-being. Some of the work has been at a regional level, working with colleagues across Gwent, whilst some has been focused more locally, with both approaches building on the strengths of our communities.

Involving more people and working with farmers, landowners and volunteers to deliver sustainable management of uplands, to expand the Board's membership to include young people have also been key considerations during this period.

A Youth Parliament has been created to empower children and young people from all walks of life to be able to have their say in what matters to them and help shape all our futures. Work to develop a community investment fund will foster social innovation and involvement in civic activity at the most local level as well as supporting community resilience. They have continued to think creatively and be resourceful and have collaborated more widely. This includes exploring with partners, including Welsh Government and regional

universities, the potential to create a Medi Park for life science research and manufacture as part of the new Grange University Hospital Campus. This would act as a catalyst for local sustainable economic growth and provide good quality and skilled jobs in the region.

### **Update on PSB progress 2019-2020**

[Link to Torfae PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

South Wales Fire and Rescue Service's Chief Officer, Huw Jakeway, is sponsor for objective one – **“develop a functional connected network of natural areas that support the current and future well-being needs of local populations”**.

A project was started to fund in-house specialist support, to assist the Torfaen County Borough Council Landscape Officer undertake the mapping and graphic interpretation of a Torfaen-wide Green Grid Map for Torfaen PSB. This work will detail the location of all Green Infrastructure Assets within the County Borough boundary of Torfaen designated by typology; production of a public facing GIS map of Green Infrastructure assets; and production of local maps (GIS and hard copy) for use for example by Community and Town councils, which show where the opportunities are to improve existing Green Infrastructure sites. The maps will provide an overarching evidence base to enable all PSB partners and other stakeholders to make informed nature-based decisions around the use and management of all green space under their control.

## Appendix 9

### PSB Well-being Plan summary for The Vale of Glamorgan

**Main Points** – The Vale PSB has 4 Objectives:-

**Objective 1** - To enable people to get involved, participate in their local communities and shape local services.

**Objective 2** - To reduce poverty and tackle inequalities linked to deprivation.

**Objective 3** - To give children the best start in life.

**Objective 4** - To protect, enhance and value our environment.

### Impact to Community

The PSB's second Annual Report sets out the progress that has been made in the second year of the Plan. The PSB has met twice since March 2020, once in July and once in October. At both meetings there has been much discussion about the impact of Covid-19. At the July meeting there was a discussion about the changes which organisations have had to make and the challenges and opportunities that have arisen because of Covid-19. At this stage many partners were looking to develop recovery strategies and it was a useful discussion around how partners had made changes to how they work, responded to the crisis and how they were looking to plan for the future. There was also a recognition that PSB's priorities around climate change, Move More, Eat Well, engagement and volunteering/time banking remained relevant.

At the October meeting partners discussed the Future Generations Report, funding for PSBs from Natural Resources Wales (NRW) and the future focus of the PSB. PSB partners welcomed the opportunity to submit proposals to NRW for how the PSB could spend £25k which is being offered as a strategic grant to **all** PSBs to be spent by the end of March 2021. Partners agreed to submit a proposal to utilise the funding as follows:

- Outdoor Education Centre - Everyone's Garden Colcot; £20k lead organisation Vale of Glamorgan Council
- Garden Project, CF61 Llantwit Major £2k lead organisation Glamorgan Voluntary Services
- Tree planting £2.5k lead organisation Vale of Glamorgan Council
- Food Vale Website enhancements £0.5k lead organisation Cardiff and Vale Public Health Team.

The need to develop proposals for how partners can work together to tackle climate change, building on the Vale Heroes volunteering work, delivering the

Move More, Eat Well Plan and engaging with the community, is paramount. It was agreed that work should continue around food poverty, engaging with children and young people and making the Vale more Age Friendly. It was also agreed that the Older Peoples Commissioner, who had been due to attend the PSB in April, should be invited to attend a future meeting to talk more about being Age Friendly.

The Director of Health and Social Care Integration (Cardiff & Vale UHB) attended the October meeting to update the PSB on the work of the Regional Partnership Board (RPB) and participate in a discussion about how the PSB and RPB can align the work of the partnerships and work together to improve local well-being.

The RPB is now focusing more on people and places and moving away from focusing on services and organisations. The work of the RPB will concentrate on three programmes of activity;

- Starting Well (ages 0-25)
- Living Well (working age and into older age)
- Ageing Well (older age and end of life)

## **Update on PSB progress 2019-2020**

[Link to The Vale of Glamorgan PSB Report 2019-20](#)

### **Second year update and impact to SWFRS**

SWFRS are the lead for the PSB engagement work stream, that is now a virtual resource and is embedded within all of the work e.g. climate change, move more, eat well and time banking. This supports the relevant sub group leads in ensuring effective engagement/consultation is undertaken with a dedicated resource team.

As part of the Vale of Glamorgan PSB work, we have undertaken an economic impact assessment and also a desktop community impact assessment which brings together a range of information to help us understand what some of the impacts of covid-19 will have been and could be, in the Vale of Glamorgan.

Over the coming months work will be undertaken to engage with specific groups within our communities based upon the national information and trends outlined from this assessment. This engagement will allow us to examine the impacts in these particular groups within the Vale providing a local insight.

The PSB is also active in promoting a wider understanding of climate change and how our actions impact on the environment.

A sub task and finish group has been established and will be meeting (virtually) in the coming weeks. This meeting will give us an opportunity to identify activities that we are already undertaking that deliver against the charter and to identify other areas of work, where the PSB organisations can do more.

#### Lead by Example

- Promote a wider understanding of climate change and how our actions impact on the environment – listen, learn and act.
- Embed sustainability within our procurement policies and practices; buy less and buy local.
- Value, protect and enhance our biodiversity and the natural environment.
- Divest from fossil fuel related industries.
- Take action ourselves as local citizens.

#### Take positive action

- Promote walking, cycling and the use of public transport.
- Plant more trees and create more woodland and hedgerows.
- Increase the number of electric/low carbon vehicles in our fleet and create a network of EV charging points across the Vale.
- Make our buildings more energy and water efficient and explore opportunities for renewable energy.
- Increase the network of water refill stations.
- Manage peatland and soils to reduce emissions and improve carbon storage.
- Work towards new buildings within our estate being net zero carbon.

#### Reduce our impact

- Reduce the need to travel.
- Reduce the amount of paper and single use plastics we use.
- Reduce the amount of office space we need.
- Reduce the amount of waste we produce and improve our recycling.

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**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.v  
22 MARCH 2021

## REPORT OF THE CHIEF FIRE OFFICER

**SUMMARY OF THE NATIONAL ISSUES COMMITTEE UPDATE 2019-2021****SUMMARY**

This report updates Members on the outcomes of the Welsh Fire and Rescue Services' National Issues Committee.

**RECOMMENDATIONS**

That Members note the content of the National Issues Committee summary report and the continued collaboration that exists across the three Services.

**1. BACKGROUND**

- 1.1 As Members will be aware, the National Issues Committee (NIC) was established in 2012 in order to advance greater collaboration between the three Fire and Rescue Services and Authorities within Wales where benefits, improvements or efficiencies in service provision could be enhanced.
- 1.2 The sub-groups of the NIC continue to meet and are progressing integration and collaboration.

**2 PROGRESS OF KEY COLLABORATIVE AREAS  
(September 2019 to February 2021)****2.1 Breathing Apparatus**

- 2.1.1 The Go live took place for the Drager Breathing Apparatus sets on Tuesday 18<sup>th</sup> February 2020.
- 2.1.2 Feedback from South Wales Fire and Rescue crews has been very positive. South Wales Fire and Rescue Service did not proceed with the total care package as we have in-house competent technicians already in place.
- 2.1.3 The trial was the largest of its kind in the UK and a fine example of what the NIC was set up to achieve.

**2.2 Personal Protective Equipment**

- 2.2.1 The Next Generation Fire Kit Invitation to Tender process closed on 2 January 2019.

- 2.2.2 Eleven types of fire kits were received and following a desk top evaluation, five kits were selected for end-user physical performance trials from the four suppliers.
- 2.2.3 A range of real life scenarios were designed for end-user physical performance trials. These trials took place during the beginning of May 2019, hosted by Mid and West Wales Fire and Rescue Service in Earlswood.
- 2.2.4 Operational firefighters have had significant engagement at all stages of the design and procurement process to ensure the kit is of the highest standard.
- 2.2.5 Ballyclare was awarded the tender in August 2019
- 2.2.6 Distribution of the new Next Generation Fire Kit to operational crews has commenced across Wales with an anticipated Go Live date of Spring 2021.

## 2.3 Fire Helmets

- 2.3.1 Mid and West Wales Fire and Rescue Service have taken the lead on the tender process for the procurement of replacement Fire Helmets.
- 2.3.2 The Invitation to Tender process closed in October 2020.
- 2.3.3 Four types of helmets were received and following a desk top evaluation, four were selected for end-user physical performance trials from four different suppliers.
- 2.3.4 A range of real life scenarios were designed for end-user physical performance trials of the selected fire helmets. These trials took place during the beginning of November 2020 hosted by Mid and West Wales Fire and Rescue Service in Earlswood.
- 2.3.5 MSA was awarded the tender in December 2020.
- 2.3.6 Measuring of staff for the new Helmets took place in December 2020/January 2021 with a proposed delivery date of early Spring 2021.
- 2.3.7 South Wales Fire and Rescue Service have been working very closely with Mid and West Wales Fire and Rescue Service with the tender and evaluation process to ensure the Service's requirements are captured within the true ethos of NIC aims.

## 2.4 Corporate Wear

2.4.1 The collaboration of the purchase of corporate wear for the three Services will be conducted on an All Wales initiative due to the value each Service brings to such a project. However, each Service may have slightly different design considerations against a blend of strong corporate image, technical capability and Service needs.

## 2.5 Fire Appliances

2.5.1 The All Wales Fire Appliance procurement process is now established and each Service is now in a position to procure from the framework. The framework has the flexibility to modify appliance designs where they see fit to address local needs whilst delivering economies of scale for the Welsh Fire and Rescue Services. South Wales Fire and Rescue Service have utilised this framework for the past 2 years.

2.5.2 Savings of £16,000 per appliance have been realised by purchasing chassis collaboratively. South Wales Fire and Rescue Service have recently taken receipt of five appliances delivered in March 2020.

## 2.6 National Resilience

2.6.1 The Urban Search and Rescue Whitchurch building was due to be updated during 2020 through Welsh Government funding. Unfortunately, due to the impact of COVID this was not achieved. However, work has now started on the site and it is anticipated this will be completed during 2021.

2.6.2 A search dog had been acquired for a South Wales handler, an 11 month old springer spaniel, Luna. A dog for Mid and West was still being procured. Within the next two years we will see the USAR search dog function return to full capability of two operational dogs.

2.6.3 New Dimension 2, a review and update on the New Dimension response, project continues with a number of papers being presented over the coming months. The project will see a significant changes to National Resilience based on current risks compared to risks in 2004 when the initial functions and resources were implemented.

## 2.7 Operational Assurance / Peer Assessment

- 2.7.1 The principles behind the new Operational Assurance process is to look at the assurance of the core skills and to ensure an effective operational response to the communities we serve.
- 2.7.2 The assurance team will be made up from members of each of the Welsh Fire and Rescue Services and will assess all three Services, including their own Service to provide a “sense checking”.
- 2.7.3 The outcomes of the assessments will identify future process and self-assessment - feedback aimed at qualitative rather than quantitative format focussing on ‘best practice’ and ‘areas for improvement’.
- 2.7.4 The process was scheduled to commence during 2020 but due to COVID and local restrictions, the decision was made to delay the process until it is possible to facilitate a meaningful assurance process.
- 2.7.5 In November 2019, Dan Stephens was appointed as the Chief Fire and Rescue Adviser for Wales. His role is to assist and provide assurance to Welsh Ministers on matters of operational preparedness, performance, structure and organisation of the three Fire and Rescue Authorities in Wales.
- 2.7.6 One element of his role is to undertake Thematic Reviews within each of the Services. He has completed a review of the three Welsh Services following the tragic Grenfell Towers incident, which is presented as a separate paper on this agenda.

## 2.8 Clinical Governance

- 2.8.1 A new working group has been set up between Welsh Ambulance Service NHS Trust (WAST) and the Welsh Fire and Rescue Services to look at updating the Fire Trauma Course in line with guidelines approved by the WAST Training College, and a quality assurance process approved by clinical governance to support the fire and rescue services across Wales.
- 2.8.2 As part of the working group, the support for the delivery of the training course and the clinical governance will be outlined with a Memorandum of Understanding between WAST and the Fire and Rescue Services.

## **2.9 Wales Implementation Forum**

2.9.1 The Wales Implementation Forum (WIF) continues to progress on the way forward in creating a common template for standard operating procedures across the three Services in Wales. It has been agreed and acknowledged this would be of great benefit for interoperability, over the border mobilisations, standardisation and economies of scale. Further discussions continue on its 'detail' prior to agreement and adoption.

2.9.2 A Strategic Gap Analysis has been completed by South Wales Fire and Rescue Service on the 21 pieces of published National Operational Guidance.

## **2.10 Media and Communications**

2.10.1 The Media and Communications teams from all three Welsh Services meet on a quarterly basis and continue to develop and promote a wide variety of campaigns on an all-Wales basis. A representative from the group attends other all-Wales meetings such as the Community Risk Reduction Group, the Joint Arson Group, The all-Wales Home Safety Meeting, youth services and Water Safety meetings in order to identify any key issues across Wales where a collaborative campaign can be devised.

2.10.2 All-Wales campaigns of note during the period of the NIC include "Dawns Glaw" - an ongoing campaign to reduce grass fires, "don't fuel the fire" - a campaign to reduce incidents of refuse fire, The creation of a new Service mascot (Sbarc the dragon) and a campaign that is currently being developed collaboratively to reduce accidental dwelling fires.

2.10.3 Collaborating in this way not only results in efficiency gains in terms of campaign resources, but also increases the impact and positive outcomes of each campaign due to the use of one "brand" and a wider audience base being targeted.

## **3. EQUALITY RISK ASSESSMENT**

3.1 There are no equality impacts arising from the report. Equality considerations will be an integral part of each project area and considered by the relevant project lead.

#### 4. RECOMMENDATIONS

- 4.1 That Members note the content of the National Issues Committee summary report and the continued collaboration that exists across the three Services.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Huw Jakeway Chief Fire Officer	NIC Operations Programme Board Minutes and Project Briefing Papers

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**REPORT OF THE DEPUTY CHIEF OFFICER**

AGENDA ITEM NO 7.vi  
 22 MARCH 2021

**MEMBER ATTENDANCE 2020/21**

**SUMMARY**

This report provides Members with a summary of member attendance for the 2020/21 Municipal year.

**RECOMMENDATIONS**

That Members note the report.

**1. MEMBER ATTENDANCE**

- 1.1 Attached at appendix 1 to this report is a summary of member attendance at Fire and Rescue Authority meetings for the Municipal year 2020/21.
- 1.2 Members will note that despite Covid, all Fire and Rescue Authority meetings have been held on time as scheduled via the virtual Starleaf platform. As a consequence, Member attendance has been maintained at a good level, despite some initial difficulties in accessing the system. It is hoped that the new flexibilities on meeting attendance being introduced by the new Local Government and Elections (Wales) Act (report elsewhere on this Agenda) will continue to facilitate increased attendance by Members going forward.
- 1.3 Members will also note from the Independent Remuneration Panel report that Fire and Rescue Authority Members are required to undertake a minimum of 22 days' time commitment to the Fire and Rescue Authority a year.

**2. RECOMMENDATION**

- 2.1 That Members note the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	<ul style="list-style-type: none"> <li>Appendix 1 – Summary of Member Attendance 2020/21</li> </ul>

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Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes – Commenced as FA Member 29/09/2020

R = Required    P = Present    A = Apologies Given    Ab = Absent/No Apologies Given    C = Cancelled

Members	Fire Authority Attendance 2020/2021						FAPM Committee Attendance 2020/2021						HR & Equalities Committee Attendance 2020/2021						FA & PM Scrutiny Group Attendance 2020/2021						LPB Committee Attendance 2020/2021					
	R	P	A	Ab	Cld	Total	R	P	A	Ab	Cld	Total	R	P	A	Ab	Cld	Total	R	P	A	Ab	Cld	Total	R	P	A	Ab	Cld	Total
1 Cllr Tudor D Davies	4	4	0	0	0	4	4	4	0	0	0	4	2	2	0	0	0	2												
2 Cllr Steven Bradwick	4	4	0	0	0	4	3	2	1	0	0	3	1	1	0	0	0	1	2	1	1	0	0	2	4	4	0	0	0	4
3 Cllr Dilwar Ali	4	4	0	0	0	4							3	2	1	0	0	3												
4 Cllr Joel Williams	4	2	1	1	0	4													2	2	0	0	0	2						
5 Cllr Dan Naughton	4	4	0	0	0	4							3	2	1	0	0	3	2	2	0	0	0	2						
6 Cllr Ashley Lister	4	3	0	1	0	4							3	2	0	1	0	3												
7 Cllr Saeed Ebrahim	4	4	0	0	0	4	4	2	2	0	0	4																		
8 Cllr Rod Shaw	4	4	0	0	0	4							3	3	0	0	0	3	2	2	0	0	0	2						
9 Cllr David White	4	4	0	0	0	4	4	4	0	0	0	4													1	1	0	0	0	1
10 Cllr Mark Spencer	4	4	0	0	0	4	4	4	0	0	0	4							2	2	0	0	0	2						
11 Cllr Herbie Thomas	4	4	0	0	0	4							3	1	2	0	0	3	2	1	1	0	0	2						
12 Cllr Sue Pickering	1	0	1	0	0	1							1	1	0	0	0	1												
13 Cllr Aufron Roberts	4	4	0	0	0	4							3	3	0	0	0	3	2	2	0	0	0	2						
14 Cllr Steven Evans	4	4	0	0	0	4	4	4	0	0	0	4	3	3	0	0	0	3	2	2	0	0	0	2						
15 Cllr Val Smith	4	4	0	0	0	4	4	4	0	0	0	4							2	2	0	0	0	2	4	4	0	0	0	4
16 Cllr Louise Brown	4	4	0	0	0	4													2	2	0	0	0	2	4	3	1	0	0	4
17 Cllr Colin Elsbury	4	2	2	0	0	4							3	3	0	0	0	3												
18 Cllr Adrian Hussey	4	4	0	0	0	4	4	4	0	0	0	4	3	3	0	0	0	3	2	2	0	0	0	2						
19 Cllr Pamela Drake	4	4	0	0	0	4	4	4	0	0	0	4	3	3	0	0	0	3	2	2	0	0	0	2	3	3	0	0	0	3
20 Cllr Hunter Jarvie	4	3	1	0	0	4							3	1	2	0	0	3	2	2	0	0	0	2						
21 Cllr Wayne Hodgins	4	3	0	1	0	4	4	2	2	0	0	4	3	2	1	0	0	3												
22 Cllr Malcolm Colbran	4	4	0	0	0	4	4	4	0	0	0	4	3	3	0	0	0	3												
23 Cllr Alan Jones	4	3	1	0	0	4							3	2	1	0	0	3	2	0	2	0	0	2						
24 Cllr Jack Harries	4	2	2	0	0	4	4	3	1	0	0	4							2	1	0	1	0	2						
25 Cllr Glynne Holmes	2	2	0	0	0	2							2	2	0	0	0	2												

**\*Please note meetings are yet to take place\***

**FAPM Committee – Monday 15 March 2021**

**Fire & Rescue Authority – Monday 22 March 2021**

**Changes 2020/21**

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes – Commenced as FA Member 29/09/2020

R = Required P = Present A = Apologies Given Ab = Absent/No Apologies Given C = Cancelled

Members	Fire Authority Attendance						FAPM Committee Attendance						HR & Equalities Committee Attendance						FA & PM Scrutiny Group Attendance						LPB Committee Attendance					
	2020/2021						2020/2021						2020/2021						2020/2021						2020/2021					
	R	P	A	Ab	Cllid	Total	R	P	A	Ab	Cllid	Total	R	P	A	Ab	Cllid	Total	R	P	A	Ab	Cllid	Total	R	P	A	Ab	Cllid	Total
1 Cllr Tudor D Davies	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5	2	100%	0%	0%	0%	2												
2 Cllr Steven Bradwick	4	100%	0%	0%	0%	5	3	80%	20%	0%	0%	4	1	100%	0%	0%	0%	1	2	50%	50%	0%	0%	2	4	100%	0%	0%	0%	4
3 Cllr Dilwar Ali	4	100%	0%	0%	0%	5							3	67%	33%	0%	0%	3												
4 Cllr Joel Williams	4	60%	20%	20%	0%	5													2	100%	0%	0%	0%	2						
5 Cllr Dan Naughton	4	100%	0%	0%	0%	5							3	67%	33%	0%	0%	3	2	100%	0%	0%	0%	2						
6 Cllr Ashley Lister	4	80%	0%	20%	0%	5							3	67%	0%	33%	0%	3												
7 Cllr Saeed Ebrahim	4	100%	0%	0%	0%	5	4	50%	50%	0%	0%	5																		
8 Cllr Rod Shaw	4	100%	0%	0%	0%	5							3	100%	0%	0%	0%	3	2	100%	0%	0%	0%	2						
9 Cllr David White	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5												1	100%	0%	0%	0%	1	
10 Cllr Mark Spencer	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5							2	100%	0%	0%	0%	2						
11 Cllr Herbie Thomas	4	100%	0%	0%	0%	5							3	33%	67%	0%	0%	3	2	50%	50%	0%	0%	2						
12 Cllr Sue Pickering	1	0%	100%	0%	0%	1							1	100%	0%	0%	0%	1												
13 Cllr Aufron Roberts	4	100%	0%	0%	0%	5							3	100%	0%	0%	0%	3	2	100%	0%	0%	0%	2						
14 Cllr Steven Evans	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5	3	100%	0%	0%	0%	3	2	100%	0%	0%	0%	2						
15 Cllr Val Smith	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5							2	100%	0%	0%	0%	2	4	100%	0%	0%	0%	4
16 Cllr Louise Brown	4	100%	0%	0%	0%	5													2	100%	0%	0%	0%	2	4	80%	20%	0%	0%	4
17 Cllr Colin Elsbury	4	50%	50%	0%	0%	5							3	100%	0%	0%	0%	3												
18 Cllr Adrian Hussey	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5	3	100%	0%	0%	0%	3	2	100%	0%	0%	0%	2						
19 Cllr Pamela Drake	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5	3	100%	0%	0%	0%	3	2	100%	0%	0%	0%	2	3	100%	0%	0%	0%	3
20 Cllr Hunter Jarvie	4	80%	20%	0%	0%	5							3	33%	67%	0%	0%	3	2	100%	0%	0%	0%	2						
21 Cllr Wayne Hodgins	4	80%	0%	20%	0%	5	4	50%	50%	0%	0%	5	3	67%	33%	0%	0%	3												
22 Cllr Malcolm Colbran	4	100%	0%	0%	0%	5	4	100%	0%	0%	0%	5	3	100%	0%	0%	0%	3												
23 Cllr Alan Jones	4	80%	20%	0%	0%	5							3	67%	33%	0%	0%	3	2	0%	100%	0%	0%	2						
24 Cllr Jack Harries	4	50%	50%	0%	0%	5	4	80%	20%	0%	0%	5							2	50%	0%	50%	0%	2						
25 Cllr Glynne Holmes	2	100%	0%	0%	0%	2							2	100%	0%	0%	0%	2												

**\*Please note meetings are yet to take place\***

**FAPM Committee – Monday 15 March 2021**

**Fire & Rescue Authority – Monday 22 March 2021**

## Annual General Meeting Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Cld	Cancelled

**CHANGES FOR 2020/20:**

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

**HELD ON  
STARLEAF**

	Members	AGM Attendance Monday 8 June 2020		AGM Attendance Overall Totals					
		R	P	R	P	A	Ab	Cld	Totals
1	Cllr Tudor D Davies	Yes	P	1	1	0	0	0	1
2	Cllr Steven Bradwick	Yes	P	1	1	0	0	0	1
3	Cllr Dilwar Ali	Yes	P	1	1	0	0	0	1
4	Cllr Joel Williams	Yes	A	1	0	1	0	0	1
5	Cllr Dan Naughton	Yes	P	1	1	0	0	0	1
6	Cllr Ashley Lister	Yes	P	1	1	0	0	0	1
7	Cllr Saeed Ebrahim	Yes	P	1	1	0	0	0	1
8	Cllr Rod Shaw	Yes	P	1	1	0	0	0	1
9	Cllr David White	Yes	P	1	1	0	0	0	1
10	Cllr Mark Spencer	Yes	P	1	1	0	0	0	1
11	Cllr Herbie Thomas	Yes	P	1	1	0	0	0	1
12	Cllr Sue Pickering	Yes	P	1	1	0	0	0	1
13	Cllr Aufron Roberts	Yes	P	1	1	0	0	0	1
14	Cllr Steven Evans	Yes	P	1	1	0	0	0	1
15	Cllr Val Smith	Yes	P	1	1	0	0	0	1
16	Cllr Louise Brown	Yes	P	1	1	0	0	0	1
17	Cllr Colin Elsbury	Yes	P	1	1	0	0	0	1
18	Cllr Adrian Hussey	Yes	P	1	1	0	0	0	1
19	Cllr Pamela Drake	Yes	P	1	1	0	0	0	1
20	Cllr Hunter Jarvie	Yes	P	1	1	0	0	0	1
21	Cllr Wayne Hodgins	Yes	P	1	1	0	0	0	1
22	Cllr Malcolm Colbran	Yes	P	1	1	0	0	0	1
23	Cllr Alan Jones	Yes	P	1	1	0	0	0	1
24	Cllr Jack Harries	Yes	P	1	1	0	0	0	1
25	Cllr Glynne Holmes	No		0	0	0	0	0	0

## Fire Authority Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Cld	Cancelled

### CHANGES FOR 2020/2021

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

Members	HELD ON STARLEAF Fire Authority Attendance Monday 13 July 2020		HELD ON STARLEAF Fire Authority Attendance Monday 28 September 2020		HELD ON STARLEAF Fire Authority Attendance Monday 14 December 2020		HELD ON STARLEAF Fire Authority Attendance Monday 8 February 2021		HELD ON STARLEAF Fire Authority Attendance Monday 22 March 2021		Fire Authority Attendance Overall Totals					
	R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	Cld	Total
	1 Cllr Tudor D Davies	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0
2 Cllr Steven Bradwick	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
3 Cllr Dilwar Ali	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
4 Cllr Joel Williams	Yes	A	Yes	P	Yes	Ab	Yes	P			4	2	1	1	0	5
5 Cllr Dan Naughton	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
6 Cllr Ashley Lister	Yes	P	Yes	P	Yes	Ab	Yes	P			4	3	0	1	0	5
7 Cllr Saeed Ebrahim	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
8 Cllr Rod Shaw	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
9 Cllr David White	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
10 Cllr Mark Spencer	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
11 Cllr Herbie Thomas	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
12 Cllr Sue Pickering	Yes	A	No		No		No		No		1	0	1	0	0	1
13 Cllr Aufron Roberts	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
14 Cllr Steven Evans	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
15 Cllr Val Smith	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
16 Cllr Louise Brown	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
17 Cllr Colin Elsbury	Yes	A	Yes	P	Yes	A	Yes	P			4	2	2	0	0	5
18 Cllr Adrian Hussey	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
19 Cllr Pamela Drake	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
20 Cllr Hunter Jarvie	Yes	P	Yes	A	Yes	P	Yes	P			4	3	1	0	0	5
21 Cllr Wayne Hodgins	Yes	P	Yes	Ab	Yes	P	Yes	P			4	3	0	1	0	5
22 Cllr Malcolm Colbran	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
23 Cllr Alan Jones	Yes	P	Yes	A	Yes	P	Yes	P			4	3	1	0	0	5
24 Cllr Jack Harries	Yes	A	Yes	P	Yes	P	Yes	A			4	2	2	0	0	5
25 Cllr Glynne Holmes	No		No		Yes	P	Yes	P			2	2	0	0	0	3

\*Please note meeting on Monday 22 March 2021, is yet to take place\*

## FAPM Committee Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Cld	Cancelled

### CHANGES FOR 2020/2021

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

Members	HELD ON STARLEAF FAPM Attendance Monday 15 June 2020		HELD ON STARLEAF FAPM Attendance Monday 27 July 2020		HELD ON STARLEAF FAPM Attendance Monday 21 September 2020		HELD ON STARLEAF FAPM Attendance Monday 23 November 2020		HELD ON STARLEAF *FAPM Attendance Monday 15 March 2021*		FAPM Committee Attendance Overall Totals					
	R	P	R	P	R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
	1 Cllr Tudor D Davies	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0
2 Cllr Steven Bradwick	No		Yes	A	Yes	P	Yes	P			3	2	1	0	0	5
7 Cllr Saeed Ebrahim	Yes	A	Yes	P	Yes	A	Yes	P			4	2	2	0	0	5
9 Cllr David White	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
11 Cllr Mark Spencer	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
15 Cllr Steven Evans	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
16 Cllr Val Smith	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
19 Cllr Adrian Hussey	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
20 Cllr Pamela Drake	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
22 Cllr Wayne Hodgins	Yes	P	Yes	P	Yes	A	Yes	A			4	2	2	0	0	5
23 Cllr Malcolm Colbran	Yes	P	Yes	P	Yes	P	Yes	P			4	4	0	0	0	5
25 Cllr Jack Harries	Yes	P	Yes	P	Yes	A	Yes	P			4	3	1	0	0	5

**\*Please note meeting on Monday 15 March 2021, is yet to take place\***

Please note the following:

Councillor Tudor Davies was not required to attend meetings of the FAPM Committee, however attended all meetings.

Councillor Steven Bradwick was not required to attend meetings of the FAPM Committee, however attended on Monday 21 September 2020 and Monday 23 November 2020

## FA & PM Scrutiny Group Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Cld	Cancelled

### CHANGES FOR 2020/2021

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

HELD ON STARLEAF

HELD ON STARLEAF

	Members	FA&PM SG Attendance Monday 12 October 2020		FA&PM SG Attendance Monday 18 January 2021		FA&PM Scrutiny Group Attendance Overall Totals					
		R	P	R	P	R	P	A	Ab	Cld	Totals
1	Cllr Steven Bradwick	Yes	P	Yes	A	2	1	1	0	0	2
2	Cllr Joel Williams	Yes	P	Yes	P	2	2	0	0	0	2
3	Cllr Dan Naughton	Yes	P	Yes	P	2	2	0	0	0	2
4	Cllr Rod Shaw	Yes	P	Yes	P	2	2	0	0	0	2
5	Cllr Mark Spencer	Yes	P	Yes	P	2	2	0	0	0	2
6	Cllr Herbie Thomas	Yes	A	Yes	P	2	1	1	0	0	2
7	Cllr Aufron Roberts	Yes	P	Yes	P	2	2	0	0	0	2
8	Cllr Steven Evans	Yes	P	Yes	P	2	2	0	0	0	2
9	Cllr Val Smith	Yes	P	Yes	P	2	2	0	0	0	2
10	Cllr Louise Brown	Yes	P	Yes	P	2	2	0	0	0	2
11	Cllr Adrian Hussey	Yes	P	Yes	P	2	2	0	0	0	2
12	Cllr Pamela Drake	Yes	P	Yes	P	2	2	0	0	0	2
13	Cllr Hunter Jarvie	Yes	P	Yes	P	2	2	0	0	0	2
14	Cllr Alan Jones	Yes	A	Yes	A	2	0	2	0	0	2
15	Cllr Jack Harries	Yes	P	Yes	Ab	2	1	0	1	0	2

## HR & Equalities Committee Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Cld	Cancelled

### CHANGES FOR 2020/2021

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

Members	HELD ON STARLEAF HR&E Committee Attendance Monday 20 July 2019		HELD ON STARLEAF HR&E Committee Attendance Monday 2 November 2020		HELD ON STARLEAF HR&E Committee Attendance Monday 22 February 2021		HR&E Committee Attendance Overall Totals					
	R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
1 Cllr Tudor D Davies	No		Yes	P	Yes	P	2	2	0	0	0	3
2 Cllr Steven Bradwick	No		Yes	P	No		1	1	0	0	0	3
3 Cllr Dilwar Ali	Yes	P	Yes	A	Yes	P	3	2	1	0	0	3
4 Cllr Dan Naughton	Yes	A	Yes	P	Yes	P	3	2	1	0	0	3
5 Cllr Ashley Lister	Yes	P	Yes	P	Yes	Ab	3	2	0	1	0	3
6 Cllr Rod Shaw	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
7 Cllr Herbie Thomas	Yes	A	Yes	A	Yes	P	3	1	2	0	0	3
8 Cllr Sue Pickering	Yes	P	No		No		1	1	0	0	0	1
9 Cllr Aufron Roberts	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
10 Cllr Steven Evans	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
11 Cllr Colin Elsbury	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
12 Cllr Adrian Hussey	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
13 Cllr Pamela Drake	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
14 Cllr Hunter Jarvie	Yes	A	Yes	A	Yes	P	3	1	2	0	0	3
15 Cllr Wayne Hodgins	Yes	A	Yes	P	Yes	P	3	2	1	0	0	3
16 Cllr Malcolm Colbran	Yes	P	Yes	P	Yes	P	3	3	0	0	0	3
17 Cllr Alan Jones	Yes	P	Yes	A	Yes	P	3	2	1	0	0	3
18 Cllr Glynne Holmes	No		Yes	P	Yes	P	2	2	0	0	0	2

### Please note the following:

Councillor Tudor Davies was not required to attend meetings of the HR & Equalities Committee, however attended on Monday 2 November 2020 and Monday 22 February 2021

Councillor Steven Bradwick was not required to attend meetings of the HR & Equalities Committee, however attended on Monday 2 November 2020

## Local Pension Board Committee Attendance 2020/2021

CHANGES FOR 2020/2021		
R	Required	Cllr Sue Pickering - Resigned from FA on 22/09/2020 Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020 Cllr Pamela Drake - No longer on LPB Committee as of 14/12/2020 Cllr David White joined committee as of 14/12/2020
P	Present	
A	Apologises given	
Ab	Absent/No Apologises given	
Cld	Cancelled	

Members	HELD ON STARLEAF LPB Committee Attendance Monday 8 July 2020		HELD ON STARLEAF LPB Committee Attendance Extra-Ordin Monday 7 Sept 2020		HELD ON STARLEAF LPB Committee Attendance Monday 19 October 2020		HELD ON STARLEAF LPB Committee Attendance Monday 25 January 2021		LPB Committee Attendance Overall Totals					
	R	P	R	P	R	P	R	P	R	P	A	Ab	Cld	Totals
	1 Cllr Steven Bradwick	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0
2 Cllr David White	No		No		No		Yes	P	1	1	0	0	0	1
3 Cllr Val Smith	Yes	P	Yes	P	Yes	P	Yes	P	4	4	0	0	0	4
4 Cllr Louise Brown	Yes	P	Yes	P	Yes	A	Yes	P	4	3	1	0	0	4
5 Cllr Pamela Drake	Yes	P	Yes	P	Yes	P	No		3	3	0	0	0	3

## Standards Committee Attendance 2020/2021

R	Required
P	Present
A	Apologises given
Ab	Absent/No Apologises given
Clld	Cancelled

### CHANGES FOR 2020/2021

Cllr Sue Pickering - Resigned from FA on 22/09/2020

Cllr Glynne Holmes - Commenced as FA Member as of 29/09/2020

### HELD ON STARLEAF

	Members	Standards Committee Attendance Monday 1 February 2021		Standards Committee Attendance Overall Totals					
		R	P	R	P	A	Ab	Clld	Totals
1	Cllr Joel Williams	Yes	P	1	1	0	0	0	1
2	Cllr Aufron Roberts	Yes	P	1	1	0	0	0	1
3	Cllr Jack Harries	Yes	Ab	1	0	0	1	0	1
4	Mr Geoffrey Hughes	Yes	P	1	1	0	0	0	1
5	Dr Mark Kerby	Yes	P	1	1	0	0	0	1
6	Mr Ronald Joseph Alexander	Yes	P	1	1	0	0	0	1
7	Mr Simon Barnes	Yes	P	1	1	0	0	0	1
8	Mr David Fussell	Yes	A	1	0	1	0	0	1

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

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
13 July 2020	Ratification of Various Emergency Decisions	To provide ratification of the following emergency decisions: <ul style="list-style-type: none"> <li>• Emergency Delegated Powers</li> <li>• Strategic Equality Plan</li> <li>• Firefighter Pension Discretions</li> <li>• Pay Policy</li> <li>• Report to those Charged with Governance</li> </ul>	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

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
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

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
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	Audit Wales Annual Audit Summary	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	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
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	Completed
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	Completed
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	Completed
8 Feb 2021	SPI Target Setting 2021/22	To set the targets for the following financial year.	ACFO SD Contact Officer: Sarah Watkins	Completed
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	Completed
<del>8 Feb 2021</del> 22 March 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	Deferred to 22 March meeting - On agenda
<del>8 Feb 2021</del> 22 March 2021	Gender Pay Gap Statement	To update Members on the analysis of the gender pay gap across th Service.	ACO PS Contact Officer: Alison Reed	Deferred to 22 March meeting – On agenda

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
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	Completed
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	On agenda
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	On agenda
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	On agenda
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	On agenda
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	On agenda
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:	On agenda

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
			Sally Chapman	
22 March 2021	Carbon Reduction Plan	To update Members on the Carbon Reduction Plan.	DCO Contact Officer: Geraint Thomas	Deferred
22 March 2021	Strategic Equality Plan	To provide Members with the current Strategic Equality Plan.	ACO PS Contact Officer: Andrew Jones	Deferred
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	On agenda
22 March 2021	Member Attendance	To review Member attendance 2020/21	DCO Contact Officer: Sally Chapman	On agenda
22 March 2021	Job Evaluation	To agree the Job Evaluation outcomes for the Service	ACO PS Contact Officer: Gill Goss	Deferred - special meeting of the FA to be arranged

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;	
	• Fire & Rescue Authority Meeting held on 8 February 2021	5
	• HR & Equalities Committee held 2 November 2020	15
	• FAPM Committee held on 23 November 2020	23
5.	Update on Actions	27
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6.vii.	Audit Wales Annual Audit Summary 2019/20	139
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7.i.	Annual Report of the work of the Finance, Audit & Performance Management Committee and the discharge of the Terms of Reference of the Finance, Asset & Performance Management Scrutiny Group	203
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7.iii.	Summary of the Local Pension Board Work Programme	229
7.iv.	Work of the Public Service Boards (PSBs)	235
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7.vii.	Forward Work Programme for Fire & Rescue Authority 2020/21	277
8.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	283