

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN
CYMRU**



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

**NOTE: THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE FIRE AUTHORITY AT ITS
NEXT MEETING ON 9 MAY 2011**

**COFNODION
CYFARFOD YR AWDURDOD TAN**

Ganolfan Gynadledda,
Pencadlys Y Gwasanaeth Tân Ac Achub, Caerfyddin
7 CHWEFROR 2011

**MINUTES
OF THE FIRE AUTHORITY MEETING**

The Conference Centre,
Fire and Rescue Service Headquarters, Carmarthen
7 FEBRUARY 2011

11.00 – 12.50

72 % PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

GADEIRYDD/ CHAIRMAN:	T E Evans
IS-GADEIRYDD/VICE CHAIRMAN:	C Philpott
AELODAU/MEMBERS:	Cyng/Cllrs: Dyfrig Thomas, N Holley, S Lloyd-Janes, P James, M Pepper, A Davies, J Dudley, J Dinham, D Davies, M Williams, F Torrens, D Howells, P Llewellyn, G Thomas, Des Thomas, H Morris
YMDDIHEURIADAU/APOLOGIES:	Cyng/Cllrs: J Holmes, J Newbury, P Smith, R Llewellyn, A Woolcock, J J J Davies, T Tudor
YN BRESENNOL /IN ATTENDANCE:	R Smith, P Coleman, P Bates, L Aitken, D Daycock, J Maunder, K Jones, J Cameron, D Masson, C Davies

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Holmes, J Newbury, P Smith, R Llewellyn, A Woolcock, J J J Davies and T Tudor

2 DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS

All Members present declared that they had a personal interest in any matters affecting or relating to their own Constituent Authority

3 CHAIR'S ANNOUNCEMENTS

The Chair announced that this would be the last meeting of the Fire Authority for Deputy Chief Fire Officer Phil Coleman who would be retiring on 28th February 2011. The Chair paid tribute to Deputy Chief Fire Officer Coleman who had served in the Fire Service for almost 32 years and Members joined with the Chair in wishing him well for the future and of their appreciation for his hard work, dedication to the Service and constant support over the past few years.

4 TO CONFIRM AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY MEETING HELD ON 20th DECEMBER 2010

The minutes of the Fire Authority meeting held on 20th December 2010 were confirmed and approved as a true record of the proceedings apart from the following amendment:

8 – To Consider and Approve the Budget Requirement for 2011/12

Resolution 4 to read: 'That the Capital Programme be approved, leading to the capital financing charges shown as additional *in Appendix A*'

5 TO RECEIVE AND CONSIDER THE MINUTES OF THE PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON 13TH DECEMBER 2010

The minutes of the People and Organisational Development Committee held on 13th December 2010 were received and approved as a true record of the proceedings

6 TO RECEIVE AND CONSIDER THE MINUTES OF THE RESOURCES COMMITTEE HELD ON 10TH JANUARY 2011

The minutes of the Resources Committee held on 10th January 2011 were received and approved as a true record of the proceedings apart from the following amendment:

7 – To Receive the Joint Report of the Chief Fire Officer and Director of Resources on the Budget Requirement for 2011/12

Resolution 4 to read: 'That the Capital Programme be approved, leading to the capital financing charges *shown as additional in Appendix A*'

7 TO RECEIVE AND CONSIDER THE MINUTES OF THE PERFORMANCE REVIEW AND AUDIT COMMITTEE HELD ON 24TH JANUARY 2011

The minutes of the Performance Review and Audit Committee held on 24th January 2011 were received and approved as a true record of proceedings apart from the following amendment:

12 – To receive the Annual Audit Letter

To read: 'The Chair welcomed Ginnie Stevens and *Victoria de Zouche*'

To consider matters arising from the minutes of the Performance Review and Audit Committee held on 24th January 2011

8 – To receive a report on the Pontardawe Self Rostered Crewing Debrief

It was noted that there had been a full and robust discussion in relation to the agenda item on the Pontardawe Self Rostered Crewing Debrief and that a report of this discussion had appeared in the local press due to a reporter being in attendance. Members supported the decision of the Authority to consider the item in an open session and the Chief Fire Officer provided those members not present at the Performance Review and Audit Committee meeting with an overview of the debrief. It was noted that a further report on the Pontardawe Self Rostered Crewing would be discussed at the next meeting of the People and Organisational Development Committee on 7th March 2011.

8 TO APPROVE THE TREASURY MANAGEMENT POLICY AND STRATEGY 2011/12 AND TREASURY MANAGEMENT PRACTICES

Consideration was given to a report which set out the proposed Policy which would underpin the treasury management activities undertaken by Mid and West Wales Fire and Rescue Authority in 2011/12 together with the proposed Strategy.

The Director of Resources informed Committee that the Policy and Strategy, which had to be approved each year, remained unchanged from the 2010/11 Policy and Strategy. The Treasury Management Practices had to be approved if there had been changes from those already in place but it was noted that there had been no changes.

RESOLUTION

It was RESOLVED that the Treasury Management Policy and Strategy 2011/12 and Treasury Management Practices be approved.

9 TO RECEIVE A REPORT ON THE PRUDENTIAL CODE AND PRUDENTIAL INDICATORS FOR 2011/12

The Director of Resources presented the Mid and West Wales Fire and Rescue Authority's prudential indicators for 2011/12 which were based on the 2011/12 proposed Capital Programme, Vehicle Replacement Programme and Revenue Budget. Members noted that the Resources Committee had resolved to recommend the report

to the Fire Authority at their last meeting held on 10th January 2011.

RESOLUTION

It was RESOLVED:

- 1) That the 2011/12 Prudential Indicators be approved**
- 2) That delegated authority be given to the Director of Resources to change the balance between borrowing and other long term liabilities within the Authorised Limit for external debt and within the Operational Boundary whilst keeping within the overall limits.**

10 TO RECEIVE A REPORT ON THE MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT FOR 2011/12

The Director of Resources reported that each year the Authority was required to approve a policy outlining how the Minimum Revenue Provision (funds set aside to repay loans and other long term liabilities) was to be calculated in the next financial year. The policy statement set out the proposed MRP calculations for 2011/12 for Members' consideration and it was noted that the proposed calculations were based on the recommended options set out in regulations. Members noted that the Resources Committee had resolved to recommend the report to the Fire Authority at their last meeting held on 10th January 2011.

RESOLUTION

It was RESOLVED:

That the 2011/12 Minimum Revenue Provision Policy Statement be approved.

11 TO RECEIVE THE JOINT REPORT OF THE CHIEF FIRE OFFICER AND DIRECTOR OF RESOURCES ON THE BUDGET REQUIREMENT FOR 2011/12

Members were aware that the Final Revenue Support Grant Settlement for 2011/12 had been due on the 2nd February 2011 and it was noted that no significant changes had been anticipated from the Provisional Settlement. As a result of both this and the consultation process, the recommended Revenue Budget for 2011/12 was as previously agreed by the Resources Committee and the Fire Authority at its meeting held on 20th December 2010.

Reference was made to Appendix A of the Report, showing the 2011/12 inflation assumptions where an estimated £30,000 had originally been included under the heading Local Government Pensions: Employer's Contribution Rate Increase. Whilst the assumption had been made that there would be an increase in the pension's contribution, in fact the valuation of the Fund had resulted in a lower rate, and it was therefore proposed to add any savings from the pensions to the general inflation line particularly in view of the increase in fuel and utilities. This resulted in the final figure remaining the same and Appendix A had been amended from that presented to the Resources Committee on 10th January 2011 to reflect this.

RESOLUTION

It was RESOLVED:

- 1) That for 2011/12, the net budget at £43,687,259 (-1.6%) be approved as set out in Appendix A**
- 2) That the budget of £43,687,259 for 2011/12 be part funded by £480k from reserves**
- 3) That the Constituent Authorities be requested for the balance of £43,207,259 as their contribution for the 2011/12 year. (A Decrease of -1.4% on their revenue account)**
- 4) That the Capital Programme as set out in Appendix B of the original report be approved, leading to the capital financing charges shown as additional in Appendix A.**
- 5) That Members approve the vehicle replacement programme attached as Appendix D of the original report.**
- 6) Whilst it had been assumed that the majority of vehicles would be leased in the budget build up, it was recommended that the Director of Resources be authorised to decide on the appropriate method of financing of vehicles (be it leasing or otherwise) at the time of procurement.**

12 TO APPROVE THE DETAILED BUDGET REPORT FOR 2011/12

At the meeting of the Resources Committee held on 10th January 2011, the detailed budget for 2011/12 was recommended for approval by the Fire Authority. The breakdown of the revenue budget was considered by Members and approved for 2011/12.

RESOLUTION

It was RESOLVED that the detailed revenue budget for the year 2011/12 be approved.

13 TO RECEIVE A REPORT ON THE PROPOSED CHANGE IN THE BASIS FOR THE CALCULATION OF BUDGET CONTRIBUTIONS FROM CONSTITUENT AUTHORITIES, COMMENCING WITH THE 2011/12 FINANCIAL YEAR

The Director of Resources reported that following the report to the Fire Authority of 20th December 2010 on the proposed change in the basis for the calculation of budget contributions from Constituent Authorities, consultation had taken place with the Constituent Authorities, stating that a nil response from them would be interpreted as agreement to the change. It was noted that the Fire Authority had received two positive

responses from Carmarthenshire and Ceredigion and no response from the remaining four Constituent Authorities. In response to a question, it was noted that the Constituent Authorities would have received the proposal papers during the week commencing 20th December 2010 by both e mail and letter.

RESOLUTION

It was RESOLVED that each financial year, commencing with the 2011/12 financial year, the share of the Constituent Authorities' contributions to the Fire and Rescue Authority's budget be based on the definition of population as utilised for the distribution of the Local Government Settlement from the Welsh Assembly Government.

14 TO RECEIVE THE DRAFT ANNUAL ACTION PLAN 2012 – 2013

The Chief Fire Officer reported that the Authority's key objectives were set out in its Strategic Plan for 2010-2015 and that the Draft Annual Action Plan for 2012-2013 would identify specific areas for improvement from the Strategic Plan.

This paper presented the Fire Authority with broad themes for consideration from each of the five main focus areas of the Strategic Plan for their steer and approval. This year the Service Improvement Forum had identified Service and community priorities and Policy Board had made recommendations for improvement areas.

Subject to approval, the Risk Reduction Plan Member Working Group would work with the Strategic Planning & Performance Department to develop the draft plan in detail. The Fire Authority would be asked to consider a Draft Annual Action Plan on 9th May 2011 and subject to approval a 12 week public consultation period would commence. On completion the Member Working Group would consider the responses and the full Fire Authority approve the final version prior to formal publication by the 31st October 2011 in line with The Fire and Rescue National Framework for Wales.

RESOLUTION

It was RESOLVED that the Authority approve the themes for inclusion in the 2012/2013 Draft Annual Action Plan enabling the Member Working Group to progress its development.

15 TO RECEIVE THE WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT

The Chair welcomed Lisa Williams from the Wales Audit Office who presented the Wales Audit Office Annual Improvement Report, one of the purposes of which was to look at how well the Authority was improving its Services. The Report formed the final reporting element of the Authority's Improvement Assessment and was the first of its kind, following new legislation introduced in April 2010. The summary and full report provided a very positive commentary on the Authority's improvement and performance and offered proposals for further improvement.

The report focused on the Authority's own priorities for improvement, setting out what the Authority needed to do to improve its services and each year the Wales Audit Office was set to produce a report looking into what progress the Authority had made. A press release had been made by the Auditor General which highlighted the good work of the Fire and Rescue Authority.

RESOLUTION

It was RESOLVED that the positive nature of the Annual Improvement Plan be noted.

16 TO APPROVE THE APPOINTMENT OF INDEPENDENT MEMBERS OF THE STANDARDS COMMITTEE

It was reported that following the cessation of the term of Office of two Independent Members of the Standards Committee the Authority set up a Lay Member Appointments Panel to facilitate the appointment of new Lay Members to the Standards Committee.

The Appointments Panel interviewed the three short-listed candidates on 24th January 2011 and were of the unanimous view that all three candidates were suitable for appointment as Independent Members of the Standards Committee.

It was noted that the relevant regulations required a Panel to be set up to choose the Independent Members but that the actual appointment was to be made by the Fire Authority.

The Fire Authority had subsequently been notified that a third Independent Member of the current Standards Committee wished to retire as a Member of the Committee during 2011 and in view of this, and the determination of the Panel that all three shortlisted candidates were suitable for appointment, it was recommended that all three be appointed as Independent Members of the Standards Committee forthwith.

RESOLUTION

It was RESOLVED that:

***Mr Hywel Wyn Jones
Mr Richard Jenkins
Mrs Gail Storr***

be appointed as Independent Members of the Standards Committee to the Mid and West Wales Fire and Rescue Authority.

17 TO RECEIVE A REPORT ON THE RECORDING OF FIRE AUTHORITY COMMITTEE MEETINGS

The Member Development Working Group held 22nd November 2010 had discussed

the possibility of recording Fire Authority Committee meetings and the group had agreed that a paper should be submitted to full Fire Authority for consideration and decision.

It was proposed that Fire Authority Committee meetings were recorded to ensure that the Corporate Communication & Member Support (CCMS) department had full accounts of meetings to refer to in support of good governance and that this would also enable CCMS to stream MP3 files of meetings via the Service website if required. It was reported that the Department already owned the recording equipment but further consideration was required on future financial implications such as storage.

RESOLUTION

It was RESOLVED that the Fire Authority meetings be recorded as a pilot study for six months only in the first instance and a further report be made to Members following the study.

18 TO RECEIVE A PRESENTATION ON THE WALES LOCAL GOVERNMENT ASSOCIATION SILVER CHARTER FOR MEMBER DEVELOPMENT

The Vice Chair of the Fire Authority and the Head of Corporate Communications and Member Support made a joint presentation on the requirements of the Wales Local Government Association Silver Charter for Member Development and the areas that would be developed in order to apply for this award.

19 TO RECEIVE THE SERVICE DELIVERY REPORT

The Service Delivery Report from the six County Commands was received for information.