

**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**

**COFNODION
CYFARFOD YR AWDURDOD TAN**

Ystafell Caer,
Pencadlys Y Gwasanaeth Tân Ac Achub, Caerfyddin
11 CHWEFROR 2016

**MINUTES
OF THE FIRE AUTHORITY MEETING**

The Caer Suite,
Fire and Rescue Service Headquarters, Carmarthen
11 FEBRUARY 2016

10.00 – 12.33

56% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

GADEIRYDD/ CHAIR: Councillor W E Evans
IS-GADEIRYDD/ DEPUTY CHAIR: Councillor J Dudley

AELODAU/MEMBERS: Cyng/Cllrs: J Warman, S Paddison,
C Anderson, G Thomas, R Llewellyn,
E Williams, E Thomas, C Evans,
J Williams, R Rees-Evans, L Frayling,
P Pritchard

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: K Curry, A Wilcox,
J Curtice, G Tanner, J Hale, T Hennegan,
P James, K Pearson, R Lewis.

YN BRESENNOL /IN ATTENDANCE: C Davies, M Crennell, D Daycock, R Quin,
L Aitken, M Harries, K Jones, R Thomas, I
Cray, C Jackson, S Flather, M Miles.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Pearson, P James, K Curry, G Tanner, A Wilcox, R Lewis, J Hale, J Curtice and J Bayliss,

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS

All Members present declared that they had a personal interest in matters relating to, or likely to affect their own Constituent Authority.

All Members declared a personal interest in all budget related matters.

All Officers affected by the report declared that they had an interest in relation to item 10 of the agenda, namely the Chief Officers' Triennial Pay Review.

3. CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Chair was delighted to welcome Councillor Jan Williams back to the Fire Authority following a period of ill health. Councillor Williams thanked Members for the good wishes she had received during her absence.

A warm welcome was extended to Councillor Cyril Anderson of the City and County of Swansea Council, who had replaced Councillor John Bayliss on the Fire Authority. The Chair reported that Councillor G Jones had formally resigned as a Fire Authority Member on 09 February 2016 and, as such, a letter of thanks had been issued on behalf of the Fire Authority in recognition of his sterling contribution to the Fire Authority. Members were informed that Councillor Stephen Davies had replaced Councillor G Jones from Powys County Council.

The Clerk/Monitoring Officer informed Members that the minutes of the previous Fire Authority meeting remained exempt, and Members were reminded of the requirement to maintain confidentiality regarding all exempt matters discussed at Fire Authority and Committee Meetings.

The Chief Fire Officer informed Members that there had been an incident reported at Tata Steel in Port Talbot which had started at 08:30am, and it was confirmed to Members that the fire had since been extinguished by the crews in attendance. The Chair extended his thanks to all fire crews involved, and this was echoed by Councillor S Paddison who commented that the fire crews in attendance had done a good job in extinguishing the fire at the Tata Steel site.

The Chair clarified for Members that the meeting of the Fire Authority had commenced at 10:00am as a result of special circumstances, which was reiterated by the Clerk / Monitoring Officer as being due to the complexity of the agenda. Members were informed that a permanent change to the start time of all Committee Meetings would require a change in the Constitution, following initial approval by the Democratic Services Forum.

4. TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY MEETING HELD ON 14 DECEMBER 2015.

The minutes of the Fire Authority meeting held on 14 December 2015 were approved as a true record of proceedings.

There were no Matters Arising.

5. TO RECEIVE THE TREASURERS REPORT ON THE PRUDENTIAL CODE AND PRUDENTIAL INDICATORS FOR THE FINANCIAL YEAR 2016/17.

The Director of Resources presented the Treasurers report on the Prudential Code and Prudential Indicators for the Financial Year 2016/17, which had previously been approved by the Resource Management Committee at its meeting on 18 January 2016.

Members were provided with a detailed overview of the report and attached Appendix, which outlined the requirements of the Fire Authority when considering the Capital Programme and Prudential Indicators. The Director of Resources stated to Members that the Prudential Indicators for the 2016/17 budget setting process were outlined at Appendix 1.

Councillor J Warman commented that most organisations were carrying a level of debt in the current climate and was pleased to note that the Fire Authority had Officer's professional expertise and knowledge advising Members in this regard and that he was supportive of the proposal being made.

RESOLUTION

It was RESOLVED that the 2016/2017 Prudential Indicators be approved.

It was RESOLVED that the 2015/16 Authorised Limit be increased to £29,300k and the Operational Boundary be increased to £27,850k for cash flow purposes.

6. TO RECEIVE THE MINIMUM REVENUE PROVISION POLICY STATEMENT FOR THE FINANCIAL YEAR 2016/17.

The Director of Resources presented the Minimum Revenue Provision Policy Statement for the financial year 2016/17, which confirmed that the Authority is required to set aside funds from revenue each year to meet future liabilities to repay the principal element of loans and finance leases. Members were informed that the method of calculation needed to be approved by the Authority prior to the start of the year that the method is applied to. It was reported by the Director of Resources that the Resource Management Committee had recommended that the Fire Authority adopted

the Minimum Revenue Provision Policy Statement for the Financial Year 2016/17.

It was suggested to Committee Members that the method recommended was the same used in 2015/16, which followed the guidance issued by the Chartered Institute of Public Finance and Accountancy. The Director of Resources recommended that the Fire Authority adopted the "Regulatory Method" for expenditure incurred before or on 31 March 2009 and that the "Asset Life Method with Equal Instalments" be adopted for expenditure on or after 01 April 2009. Committee note the content of the report for approval of the method by the Fire Authority.

Councillor S Paddison thanked the Director of Resources for the report and commented that in her opinion it did not make any financial sense for the Authority to be paying for debt beyond the life of the asset.

RESOLUTION

It was **RESOLVED** that the report be adopted and;

- 1. That the Regulatory Method be adopted for expenditure incurred before or on the 31st March 2009.**
- 2. That the "Asset Life method with equal instalments "is adopted for expenditure on or after the 1st April 2009" with the Minimum Revenue Provision first being charged in the year after the asset comes into use when funded by loan, or in the same year as the first lease rental payment if funded by finance lease.**

7. TO RECEIVE THE JOINT REPORT OF THE CHIEF FIRE OFFICER AND THE DIRECTOR OF RESOURCES ON THE BUDGET REQUIREMENT FOR THE FINANCIAL YEAR 2016/17

The Chief Fire Officer and the Treasurer presented the report on the budget requirement for the financial year 2016/17, which was confirmed by the Treasurer to be that as agreed at the Fire Authority in December 2015 (report as presented but amended recommendation during the meeting).

The Chief Fire Officer stated that following unexpected budget pressures delivered as part of the provisional settlement, a 0.99% increase in the Constituent Authorities' contribution had been suggested at the December Fire Authority, which equated to an additional £162,000 on the proposal in the Fire Authority budget report in December. Members were referred to the appendices which outlined the detail of the budget, the proposed Capital Programme, and Efficiencies and Vehicle Replacement Programme.

The Chief Fire Officer informed Members that any further budget cuts would see a reduction in service delivery. It was reported that the current Fire and Rescue Service provision to local communities only costs the members of the community £49.00 per person per year, which equates to approximately £4.00 per month.

The Chief Fire Officer confirmed to Committee Members that following the suggested

increase to the Fire Authority's budget, correspondence had been received from Powys County Council expressing their concerns with the additional budget increase, to which a reply was issued from the Chair, and no further correspondence had been received in this regard. The Chair echoed the comments made by the Chief Fire Officer and congratulated Powys County Council on achieving a higher final settlement following pressure on Welsh Government in terms of the rurality argument.

Councillor Warman commented that the presentation to his County Council, delivered by the Chief Fire Officer, had been excellent and very informative, as it had informed Council Members of matters concerning the Fire and Rescue Service that they had not previously been aware of. Councillor Warman informed Authority Members that he had also reported to his Constituent Authority of the additional budget pressures being faced by the Fire Service, and thanked the Constituent Authorities for their understanding.

Councillor Paddison stated that in her opinion, if the Authority continued to use the term "efficiencies" it would suggest to members of the public that there were funds available. Councillor Paddison suggested that the word "cuts" should be used in place of "efficiencies". Councillor Dudley agreed with the suggestion made and commented that she felt the presentations given by the Chief Fire Officer had been extremely helpful as it had enabled Councillors to raise any queries they had.

The Director of Resources reiterated that the recommendations contained within the report presented to Members had been agreed verbally at the Fire Authority meeting which had taken place in December, the details of which had been adjusted in the report appendices.

RESOLUTION

It was RESOLVED that:

- 1) That for 2016/17, the net budget at £44,454,049 is approved
- 2) That the budget of £44,454,049 for 2016/17 be part funded by £250,000 from reserves
- 3) That the Constituent Authorities be requested for the balance of £44,204,049 as their contribution for the 2016/17 financial year (0.99% cash increase).
- 4) The Capital Programme outlined in Appendix B of the report be approved, leading to the capital financing charges shown as additional in Appendix A;
- 5) The efficiencies laid out in Appendix C be approved;
- 6) The vehicle replacement programme attached at Appendix D is approved.

8. TO RECEIVE THE DETAILED BUDGET REPORT FOR 2016/17.

The Director of Resources presented to members the detailed budget report and Appendix for 2016/17 which had been recommended for approval by the Resource Management Committee at its meeting on 18 January 2016.

Members considered the detailed budget report and Appendix.

RESOLUTION

It was RESOLVED that

- 1. The Fire Authority approves the detailed budget report for 2016/17.*

9. TO RESOLVE, THAT PURSUANT TO SECTION 100A (4) OF THE LOCAL GOVERNMENT ACT 1972, THAT WE THE PRESS AND PUBLIC BE EXCLUDED FROM THE MEETING FOR ITEMS 10 AND 11 FOR THE REASON, THAT IF THEY WERE PRESENT, IT IS LIKELY THAT THERE WOULD BE A DISCLOSURE TO THEM OF EXEMPT INFORMATION WITHIN THE DESCRIPTION OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT 1972, NAMELY:

PARAGRAPH 12: INFORMATION RELATING TO A PARTICULAR INDIVIDUAL

PARAGRAPH 14: INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION).

RESOLUTION

It was RESOLVED that the press and public be excluded from the meeting pursuant to Section 100A (4) of the Local Government Act 1972 for the above reasons, and that it was in the public interest to do so.

The Chief Fire Officer C Davies, Director of Service Delivery M Crennell, Director of Operational Support and Improvement R Quin, Treasurer/Director of Resources E Aitken, The Corporate Head of Response R Thomas, The Corporate Head of Prevention and Protection M Harries, Executive Support Officer I Cray, Corporate Head of Operational Support and Improvement K Jones departed the meeting at this point.

10. EXEMPT - TO RECEIVE A REPORT ON THE CHIEF OFFICERS' TRIENNIAL PAY REVIEW

The Clerk/Monitoring Officer presented a report to Members on the Chief Officer's Triennial Pay Review.

RESOLUTION

It was RESOLVED that Fire Authority approve the recommendations outlined within the Chief Officers' Triennial Pay Review Report.

Exclusion of the press and public lifted – Members of the press and public were now free to re-join the meeting.

The Chief Fire Officer C Davies, Director of Service Delivery M Crennell, Director of Operational Support and Improvement R Quin, Treasurer/Director of Resources E Aitken, The Corporate Head of Response R Thomas, The Corporate Head of Prevention and Protection M Harries, Executive Support Officer I Cray, Corporate Head of Operational Support and Improvement K Jones re-joined the meeting at this point.

11. TO RECEIVE A REPORT ON THE PAY POLICY STATEMENT 2016/17.

The Clerk / Monitoring Officer presented the Pay Policy Statement 2016/17 which was required to be published by 31 March annually under section 38(1) of the Localism Act 2011. Attention was drawn to the Appendices of the report which articulated the Authority's policies towards a range of issues relating to the pay of its workforce, with alternative policies for adoption, contingent upon the determination of the previous agenda item.

Members were informed that following the approval of the recommendations in agenda item 10, the Committee were referred to Appendix 2 as being the current statement. The Clerk/Monitoring Officer advised Members that should there be any material additional changes during the year, the proposed changes would be provided to Members for due further consideration.

RESOLUTION

It was RESOLVED that the Pay Policy Statement for 2016/17 be approved

12. TO RECEIVE THE TREASURY MANAGEMENT POLICY AND STRATEGY 2016/17

The Director of Resources presented a report to Members on the Treasury Management Policy and Strategy 2016/17 where it was confirmed that the Treasury Management Strategy set out the limits and controls to be applied when borrowing and investing funds.

Members were informed that the report had been considered in detail by the Resource Management Committee (RMC) at its meeting on Monday 18 January 2016, and that the RMC had recommended that the Fire Authority adopt the Policy and Strategy.

Councillor E Williams commented on the changes to the financial market with regard to inflation and base rates and remarked that there were impending tax increases being introduced in April.

RESOLUTION

It was RESOLVED that the Treasury Management Policy and Strategy 2016/17 be approved.

13. TO RECEIVE A REPORT ON THE MEDIUM TERM FINANCIAL PLAN

The Director of Resources introduced the report on the Medium Term Financial Plan which had been considered by the Resource Management Committee at its meeting on Monday 18 January 2016.

Committee Members were informed that the Wales Audit Office had proposed that the Fire Authority implement a Medium Term Financial Plan as an outcome of their audit. The Director of Resources provided Members with an overview of the proposed Medium Term Financial Plan contained within Appendix 1.

RESOLUTION

It was RESOLVED that the Medium Term Financial Plan be approved.

14. TO APPROVE THE STRATEGIC PLAN 2016-2021, ANNUAL IMPROVEMENT PLAN 2016/17 AND ASSOCIATED CONSULTATION REPORT.

The Director of Service Delivery introduced the report, and explained its contents and appendices. The Director informed Committee Members that the consultation process regarding both the Draft Strategic Plan 2016/21 (Appendix 1) and the Draft Annual Improvement Plan 2016/17 (Appendix B), set out in Appendix C, had undergone a well-established and robust consultation process. Members were also advised that the Strategic Plan 2016/21, Draft Annual Improvement Plan and Consultation Plan had been supported by the Annual Improvement Plan Working Group.

Members were informed that work had been undertaken with a number of working groups, which had resulted in the Strategic Plan being refreshed. It was reported that there had been a number of changes in legislation which had now been incorporated into the document. A review of the Service's Vision, Mission, Values and Priorities had also been undertaken.

The Director of Service Delivery advised Members that there had been a change of methodology with regards to the formulation of the Annual Improvement Plan, which had provided more flexibility. Members learned that the Service was working towards 12 objectives, which had been developed in conjunction with Members, representative bodies and through staff engagement. It was also confirmed that the consultation period had been live for a period of 10 weeks (between 5th October 2015 and 11th

December 2015) and that 40 responses had been received. Committee Members were reassured that the consultation had been promoted extensively. The Director of Service Delivery reported that he was disappointed with the number of responses received, and stated that he believed that this may be due to a number of reasons, including possible consultation fatigue and because there were no contentious issues raised.

The Chair commented that the documents were very comprehensive and well written. Councillor Warman remarked on the Local Development Plans issue and felt there would be population challenges encountered in the future.

RESOLUTION

- 1. It was RESOLVED that the Service's Strategic Plan 2016-21 be approved for publication.**
- 2. It was RESOLVED that the Annual Improvement Plan 2016/17 be approved for publication.**
- 3. It was RESOLVED that the Annual Improvement Plan 2016/17 Consultation Report be approved for publication.**

15. TO RECEIVE A REPORT ON THE NEATH PORT TALBOT AND SWANSEA WHOLETIME STATION CREWING.

The Director of Service Delivery introduced a report on the Neath Port Talbot and Swansea Wholetime Station Crewing, which outlined the revisions to the crewing model for the five wholetime duty stations within Neath Port Talbot and Swansea area, which was due to be implemented on the 01 April 2016. It was conveyed to Members that as they had previously been made aware, the Service had to make efficiencies of £1.5 million, and it was established that the introduction of this crewing system would contribute towards these efficiencies being made.

The Committee were informed that there were two operational shift systems within the Neath Port Talbot and Swansea area, one was the Three Watch Duty System (3WDS) and the other one was the 2-2-4 shift system. It was reported that an evaluation of the systems had been undertaken, in conjunction with the Fire Brigades Union.

The Director of Service Delivery informed Members that the proposal for the crewing model for all five stations was to adopt the 2-2-4 crewing model with 6 personnel allocated to each watch, and the introduction of this crewing model would ensure a common shift pattern across all five Fire Stations, enable savings, ensure operational resilience, and protect the existing establishment levels. Committee Members were advised that Officers had met with all personnel on the Fire Stations within Neath Port Talbot and Swansea Command areas and subsequently produced a document entitled Swansea Bay Crewing, which had captured all of the frequently asked questions.

The Chair thanked the Director of Service Delivery for presenting the report and

invited questions from Members. Councillor Dudley commented that she had been on the Authority when the introduction of the Three Watch Duty System had been approved, and had been in contact with the Wholetime crew at Port Talbot Fire Station regarding the impending changes being made. Councillor Dudley stated that she believed the Swansea Bay Crewing document had provided the necessary answers to the questions raised, and remarked that she was happy to have better resilience on the Fire Stations and to now lose 21 posts of the Service's establishment.

The Director of Service Delivery informed Members that the annual leave requests would have by now been submitted, so there may be clashes with rostering availability which would incur costs. However, Committee Members were reassured that the additional costs would not exceed the current budget allocation. Members were also informed that a three monthly review would be undertaken with the Fire Brigades Union and Fire Stations following the introduction of the new crewing arrangements.

Councillor Anderson enquired regarding the number of redundancies, to which it was confirmed by the Director of Service Delivery that no redundancies would be made, and that any posts removed from the establishment would be considered as natural wastage. The Chair of the Fire Authority requested that copies of the Swansea Bay Crewing document be distributed amongst Swansea and Neath Port Talbot Members for information.

Councillor S Paddison acknowledged that not all Service employees were members of a Trade Union and asked if the Service would be liaising with non-union Members, as well as members of the trade union, to which it was confirmed that dialogue had been undertaken with all staff members. Councillor E Williams commented on point 24 in the Frequently Asked Questions section of the Swansea Bay Crewing document, and queried whether it should state "additional" instead of "potential", the comments made by Councillor Williams were noted by the Director of Service Delivery.

In response a query raised by Councillor J Williams regarding Llanelli Fire Station being considered for a co-responder trial, the Director of Operational Support and Improvement stated that the Service had been working closely with the Welsh Ambulance Service Trust (WAST), and discussions had taken place regarding their requirements and needs for co-responders. It was confirmed to Members that the Co-responders scheme had recently been assigned to Llanelli Fire Station, Milford Haven Fire Station, Port Talbot Fire Station and Builth Wells Fire Station, and that the Service had also started putting defibrillators on Fire appliances. The Chair commented that the introduction of the co-responder within Llanelli had been excellent for the community, and this comment was echoed by Councillor J Williams. The Director of Operational Support and Improvement added that the introduction of the co-responder scheme at Llanelli Fire Station had received a great deal of input from the Crew based at the Fire Station.

Councillor S Paddison enquired as to the impact the outcome of the on-going Service Review would have on the new crewing model. The Director of Service Delivery

confirmed that the Risk Review was designed to have a longer term strategy, which would be looking at all areas of the Service, so there may be a possibility of further changes upon the outcome of the Service review. The Director of Resources reassured Committee Members that the Service would continue to closely monitor performance against budget for the Swansea/Neath/Port Talbot area.

RESOLUTION

It was RESOLVED that the Fire Authority note the report on the Neath Port Talbot and Swansea Wholetime Station crewing model.

16. TO RECEIVE A REPORT ON THE CHANGE OF DATE TO FIRE AUTHORITY ANNUAL GENERAL MEETING JUNE 2016.

The Clerk/Monitoring Officer presented a report to Members on the change of date to the Fire Authority Annual General Meeting, as the scheduled date of Wednesday 01 June fell during the school's summer half term, and may have affected Officers and Members availability. It was recommended to Committee Members that the scheduled meeting for Wednesday 01 June 2016 be re-scheduled to take place on Wednesday 08 June 2016.

RESOLUTION

It was RESOLVED that the Fire Authority approved that the Annual General Meeting be re-scheduled to take place on Wednesday 08 June 2016.

17. ANY OTHER ITEMS OF BUSINESS THAT BY REASON OF SPECIAL CIRCUMSTANCES, THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100(B)(4) OF THE LOCAL GOVERNMENT ACT 1972

The Chair reminded Members that the Fire Authority meeting scheduled for Monday, 21 March 2016 was no longer taking place, and that the next meeting of the Fire Authority would be the Annual General Meeting arranged for Wednesday 08 June 2016.

Councillor C Anderson expressed his gratitude to all crews who had attended a large Fire in the Swansea area at the beginning of January. The Corporate Head of Response confirmed that Councillor Anderson's comments and thanks would be passed on to all crew members.

The Corporate Head of Resources provided Committee Members with an update on the incident at Tata Steel which confirmed that the incident was in the process of drawing to a close, and it was believed that a potential power failure was the cause of the incident. The Chair of the Fire Authority thanked all crews for their actions and

involvement in dealing with the incident promptly. Councillor Dudley requested to be kept informed of any developments and remarked that if any Port Talbot Members were able to help in any way, then they would be more than happy to do so.

Meeting closed 12:33