

**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 RESOURCE MANAGEMENT COMMITTEE AT ITS NEXT MEETING**

**CYFARFOD O'R PWYLLGOR RHEOLI ADNODDAU  
MEETING OF THE RESOURCE MANAGEMENT COMMITTEE**

**DYDD LLUN, 14 IONAWR 2013**

**MONDAY, 14 JANUARY 2013**

**PENCADLYS Y GWASANAETH TÂN AC ACHUB  
HEOL LLWYN PISGWYDD, CAERFYRDDIN  
FIRE AND RESCUE SERVICE HEADQUARTERS,  
LIME GROVE AVENUE, CARMARTHEN**

**11.00 – 12:10**

**86%PRESENOLDEB/ATTENDANCE**

**Presennol yn y Cyfarfod/Present at Meeting:**

CADEIRYDD/CHAIRPERSON:	A Lewis
IS-GADEIRYDD/VICE CHAIRPERSON:	W Evans
AELODAU/MEMBERS:	Cyng/Cllrs: K Curry, J Curtice, J Dudley, R Llewellyn, K Pearson, R Rees-Evans, T J Richards, G Thomas, E Williams, A Woolcock
YMDDIHEURIADAU/APOLOGIES:	C Higgins, C Lloyd
YN BRESENNOL /IN ATTENDANCE:	R Smith, E Aitken, D Daycock, D Masson, C Davies, J Maunder, K Jones, A Francis, S Flather

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Higgins and C Lloyd.

**2 DECLARATION BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS**

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

**3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS**

The Chair wished Committee a happy new year.

Committee were informed that Councillor C Crowley was currently unwell and Members wished him a speedy recovery to good health.

**4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 26 NOVEMBER 2012**

The minutes of the meeting held on 26 November 2012 were received and confirmed as a true record of the proceedings.

**5 TO RECEIVE THE HEALTH AND SAFETY PERFORMANCE MANAGEMENT UPDATE**

The Director of Risk presented Committee with the Health and Safety Performance Management Update for the reporting period 1 April 2012 to 3 November 2012. A total of 49 On Duty Injuries had been recorded, which compared favourably against the 64 recorded injuries during the same period in 2011. The Director of Risk explained that the reported injuries could mainly be attributed to slips, trips or falls, and handling, lifting and carrying. Members were pleased to note that a 25% reduction in on-duty injuries had been realised for the period April to November in November 2012/13 compared with the same period in 2011/12. Following a request from Members the Director of Risk confirmed that a breakdown of injuries incurred to visitors would be circulated to Committee Members via email.

Members were assured that the personal safety of Firefighters was closely monitored and in particular the Service operated a zero tolerance policy on firefighter attacks. During the period 1 April 2012 – 30 November 2012 there were 5 reported verbal attacks on Firefighters which the Service would continue to closely monitor to ensure that such figures remained low.

Committee were informed that a robust health and safety inspection regime was in place via unannounced audits to provide a true reflection of health and safety standards within the Service. All audit reports would continue to be circulated to respective Heads of Command / Department to ensure that remedial actions were addressed. Members highlighted that three audits had been undertaken in the Neath Port Talbot area during the reporting period and the Director of Risk confirmed that the audits would have been arranged in line with the Service's Green Travel Policy.

Committee noted that the Service was progressing well towards achieving the Gold Corporate Health Award and it was anticipated that a submission would be made in the spring of 2013. Committee looked forward to receiving a detailed update at the next meeting.

The Director of Risk informed the Committee that the Service had realised a 11% reduction in vehicle accidents reported for the period April to November 2012/13 compared with the same period in 2011/12 which was a positive indicator of how the Service was striving to reduce damage to vehicles within its fleet. The main cause of vehicle accidents for the reporting period could be attributed to 'struck fixed object' followed by 'road debris'. Members requested further details in relation to the spike in the number of vehicle accidents that had occurred in November 2012 and the Director of Delivery confirmed that the information would be promulgated via email as soon as possible.

The Chair commended Officers for their efforts in managing health and safety in the workplace which had resulted in the presentation of such a positive report.

## **RESOLUTION**

***It was RESOLVED:***

***That Members note the report and acknowledge the ongoing progress to improve health and safety performance within the Service.***

## **6 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2012/13**

The Director of Resources / Treasurer introduced the budget monitoring report which compared the estimated revenue and capital net expenditure for the year ended 31 March 2013 and compared those estimated positions with the 2012/13 working budget. Attention was drawn to the revenue budget monitoring set out in Appendix 1 of the report, whereby Committee were informed that there was a current underspend of £461K which represented 1.6% of the profiled budget estimated at 30 November 2012. The Director of Resources explained that the underspend could, in the main, be attributed to recruitment costs and recruitment courses in terms of not filling vacancies, pending crewing changes at Llanelli, and reduced costs relating to on-call employees. Committee noted that the overspend attributed to Transport was due to a strategic policy change which had been approved by the Policy Board On that basis the estimated expenditure for the year forecasted an underspend of £542k (1.25%) of the profiled budget, which was not a significant

variance.

Committee considered the capital monitoring for the period 1<sup>st</sup> April 2012 – 31 March 2013 set out in appendix 2 of the report which summarised the expenditure on capital projects to 31 March 2013 and compared the results against the Approved Capital Programme.. The Director of Resources / Treasurer highlighted that the software budget had been updated to reflect that the new payroll / HR system would be attributed to the 2013/14 capital programme. Following a query from Members it was also confirmed that capital for the Aberystwyth project would be attributed to year two of the three year capital programme approved by the Authority in December 2012. The Director of Resources / Treasurer confirmed that capital financing was within the limits set by the prudential indicators.

**RESOLUTION:**

**It was RESOLVED that the report be noted**

**7 TO RECEIVE THE MINIMUM REVENUE PROVISION POLICY STATEMENT FOR THE FINANCIAL YEAR 2013/14**

The Director of Resources / Treasurer reported that the Authority was required to set aside funds from revenue each year to meet future liabilities to repay the principal element of loans and finance leases. The amount set aside was called the Minimum Revenue Provision (MRP) and by Regulation, a policy on the method of calculation had to be approved by the Authority prior to the start of the year that the method would be applied to.

The report presented to Members laid out two recommended calculation methods, the 'Regulatory Method' for expenditure incurred before or on 31<sup>st</sup> March 2009, and the Asset Life Method with Equal Instalments for expenditure on or after 1<sup>st</sup> April 2009 and showed the estimated charges to revenue if these methods were adopted. The method recommended was the same as used in 2012/13 and followed the guidance issued by the Chartered Institute of Public Finance and Accountancy. It was noted that MRP was a cash backed charge against revenue and therefore had a direct impact on the contributions required from the Constituent Authorities. The Director of Resources / Treasurer confirmed that based on the capital programme and the vehicle replacement programme approved by the Authority on 17 December 2012 the MRP for 2013/14 would amount to £2,395,710.

## **RESOLUTION**

### ***It was RESOLVED:***

*That the Resource Management Committee recommend to the Fire and Rescue Authority that the following Minimum Revenue Provision calculation methods are adopted for the year 2013/14:*

- 1. That the "Regulatory Method" is adopted for expenditure incurred before or on 31<sup>st</sup> March 2009.*
- 2. That the "Asset Life Method with Equal Instalments" is adopted for expenditure on or after 1<sup>st</sup> April 2009. With the Minimum Revenue Provision first being charged in the year after the asset comes in to use when funded by loan, or in the same year as the first lease rental payment if funded by finance lease.*

## **8 TO RECEIVE THE TREASURERS REPORT ON THE PRUDENTIAL CODE AND PRUDENTIAL INDICATORS FOR THE FINANCIAL YEAR 2013/14**

The Director of Resources / Treasurer reported that when considering the capital programme, the Authority was required to test that:

- the capital plans were affordable
- that all external borrowing and other long term liabilities were within prudent and sustainable levels
- that treasury management decisions were taken in accordance with good practice.

The Director explained that this was achieved by the calculation and approval of a suite of Prudential Indicators, some of which showed the financial impact of capital expenditure decisions, whilst others provided constraints on treasury management decisions. The report presenting the 2013/14 Prudential Indicators was considered by Members and agreed for recommendation to the Fire Authority for approval.

## **RESOLUTION**

### ***It was RESOLVED:***

*That the Resource Management Committee recommend to the Fire and Rescue Authority that:*

- 1. That the 2013/14 Prudential Indicators be approved.*
- 2. That delegated authority is 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, while keeping within the overall limits.*

**9 TO RECEIVE THE DETAILED REVENUE BUDGET REPORT FOR 2013/14**

The Director of Resources / Treasurer reported that at the Fire Authority meeting held on 17 December 2012, the revenue budget for 2013/14 had been agreed. Members were provided with a breakdown of the budget requirement which would fall on Constituent Authorities, together with the detailed budgets for 2011/12 and 2012/13 which was provided for comparison purposes

The Director of Resources/ Treasurer explained that upon receiving approval, the detailed revenue budget 2013/14 would form the basis for budget monitoring throughout the year.

**RESOLUTION**

***It was RESOLVED:***

***That the detailed revenue budget be approved for recommendation to the full Fire Authority.***

**10 TO RECEIVE A REPORT ON THE TREASURY MANAGEMENT POLICY AND STRATEGY 2013/14 AND TREASURY MANAGEMENT PRACTICES**

The Director of Resources / Treasurer presented the proposed policy and strategy which would underpin the treasury management activities undertaken by Mid and West Wales Fire and Rescue Authority in 2013/14.

It was reported that the policy and strategy, which was subject to approval by the Authority each year, remained unchanged from the 2012/13 policy and strategy. Members noted that the Treasury Management Practices only had to be approved if they had been changed from those already approved and it was reported that there had been no changes.

The Director of Resources / Treasurer reported that the low base rate had resulted in investment rates of only around 0.5% being available to the Authority. At the same time, despite Government initiatives, borrowing seemed comparatively expensive, therefore funding capital internally instead of borrowing for twenty five years would give a net saving of 3.44% on interest charges, based on the mid December certainty rates for loans. It was noted that there was no evidence to suggest that the rates would change significantly over the next twelve months.

The Director of Resources/Treasurer then referred to the borrowing strategy whereby it was noted that the Authority would ensure affordability, prudence and sustainability when entering into credit arrangements to meet its funding requirements.

The Chair commended the Director of Resources / Treasurer and all officers involved in the production of the Treasury Management Policy and Strategy 2013/14 and Treasury Management practices.

## RESOLUTION

*It was RESOLVED:*

*That the Resource Management Committee recommend to the Fire and Rescue Authority the formal approval of the Treasury Management Policy and Strategy for 2013/14.*

### 11 TO RECEIVE A REPORT ON HEALTH AND WELLBEING

The Corporate Head of People and Organisational Development introduced the quarterly report on health and wellbeing which centred upon sickness absence performance in line with the Welsh Government's aim of enabling people to be healthy citizens.

Reference was made to Appendix 1 of the report which showed that the current overall average sickness absence figure for the Service for the period 1 April 2012 – 30 November 2012 was 4.84 shifts lost. The projected end of year absence figure amounted to 7.28 shifts lost, which was outside the organisation's target of 5.29 shifts lost, however it demonstrated an improvement in comparison with the same reporting period last year, which had projected 9.98 shifts lost.

The Corporate Head of People and Organisational Development reported that at the request of Committee at the last meeting, sickness and absence figures had been obtained from South and North Wales Fire and Rescue Services which amounted to 7.72 shifts lost and 6% of shifts lost respectively. The challenging targets set by the Service to reduce absence figures was based upon a formula utilised by both South and North Wales Fire and Rescue Services and was based upon the number of shifts available, the number of staff and the actual absence rates.

Following a query from Members the Corporate Head of People and Organisational Development confirmed that the term 'non-service men – off duty' related to all non-service injuries incurred whilst off duty to male employees, which consequently affected their ability to attend work.

Committee drew attention to the number of days lost due to anxiety / depression and the Corporate Head of People and Organisational Development explained that a number of intervention strategies had been implemented to assist employees in returning to work as part of the Service's robust support infrastructure; these comprised an occupational health facility, counselling helpline, face to face counselling and the provision of training to members of staff.

Committee were provided with an overview of both long and short term sickness within the Service during 01.04.12 – 30.11.12 and consideration was also given to the five year retirement profile within the Service whereby it was noted that only 1 ill-health retirement had occurred during the current business year.

Members acknowledged the significantly improvements made by the Service in the area of ill-health retirements over a 12 year period and it was explained by the Corporate Head of People and Organisational Development that this could be attributed, in some part, to effective health and wellbeing policies, including training and assessments, together with early intervention via accident investigation and referral for Occupational Health services.

## **RESOLUTION**

It was **RESOLVED** that *Members note the report on Health and Wellbeing.*

- 12 Any other items of business that by reason of special circumstance, the Chair decides should be considered as a matter of urgency, pursuant to Section 100B(4)(b) of the Local Government Act 1972.**

**There were no items of urgent business.**

The meeting closed at 12:10.