

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



**MID AND WEST WALES FIRE AND RESCUE AUTHORITY**

**COFNODION  
CYFARFOD YR AWDURDOD**

Ganolfan Gynadledda,  
Pencadlys Y Gwasanaeth Tân Ac Achub, Caerfyrddin  
**30 MEHEFIN 2008**

**MINUTES  
OF THE AUTHORITY MEETING**

The Conference Centre,  
Fire and Rescue Service Headquarters, Carmarthen  
**30 JUNE 2008**

**11.00am – 12.45pm**

**PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN: C J Crowley  
IS-GADEIRYDD/VICE CHAIRMAN: T E Evans

AELODAU/MEMBERS: Cyng/Cllrs: D Davies, J J J Davies,  
T Devichand, J Dudley, D Fellows,  
J Holmes, P James, A Jopling,  
P Llewellyn, R Llewellyn, J Newbury,  
C Philpott, G Seabourne, R Smith,  
G Thomas, F Torrens, T Tudor

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: J Dinham, C Morgan,  
D Thomas, M Williams

YN BRESENNOL /IN ATTENDANCE: R Smith, P Bailey, E Aitken, A Howells,  
P Bates, P Coleman, W Edwards,  
K Jones

## **1 DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS**

None were declared

## **2 TO CONFIRM AND APPROVE THE MINUTES OF THE FIRE AUTHORITY MEETINGS HELD ON 21 APRIL AND 11 JUNE 2008**

The minutes of the meetings held on 21 April and 11 June 2008 were received and approved as a true record.

## **3 MATTERS ARISING FROM THE MINUTES**

21<sup>st</sup> April 2008 – Councillor Dudley indicated that this had been the last Fire Authority meeting for those who had not stood for re-election and asked why the tributes made to these Members had not been noted on record. The Clerk responded that the tributes had been made following the formal closure of the meeting and had therefore not been recorded in the minutes.

11 June 2008 – The Clerk reported that following the appointment of Members to serve on the Authority's Committee's the following amendments had been put forward by the Labour Group:

*Personnel Committee – Councillor Grenville Phillips to replace Councillor Colin Morgan*

*Risk Reduction Plan Working Group – Councillor Roger Smith would be the representative for the Swansea area.*

## **RESOLUTION**

***It was RESOLVED that***

- The immense contribution of the three long serving Members who had not stood for re-election in May 2008 to the Fire and Rescue Authority be recognised, namely Councillors J D A Thompson, Fioled Jones and Ray James. Additionally that the contribution of those members who had not returned to the Authority, for a variety of reasons, be also acknowledged, namely Cllrs J Allen- Mirehouse, D C Prothero, T Theophilus, P Spender K Becton and C Waller.
- The amendments to the Membership of both the Personnel Committee and the Risk Reduction Working Group be agreed

## **4 TO RECEIVE A REPORT ON THE JOINT RISK ASSESSMENT**

Mr Rob Powell of the Wales Audit Office presented a report on Joint Risk Assessment, a process which was undertaken each year and agreed by the Wales Audit Office, Peer Assessment Team and Officers of the Fire and Rescue Service. The report summarised the key issues to have emerged from the

updated Joint Risk Assessment Plan (JRA) and updated that presented to the Fire Authority in July 2007.

The key risks and priorities identified through the JRA process would serve to inform the Authority's annual Improvement Plan and Risk Reduction Action Plan in addition to informing the process of determining audit and inspection work through the agreement of the Regulatory Plan.

The detailed findings were set out in the Risk Assessment Template (RAT) which categorised the inherent risk and level of residual risk in each area of the WPI framework. It was noted that the JRA would be updated annually and that the Wales Audit Office would actively work with Members and Officers to deliver their Risk Reduction Plan and improve fire safety within the Mid and West Wales Area.

Areas which were highlighted included:

- the establishment of a Business Risk Management Group of which the Chair of PRAC was a Member
- the development of the Fire Services Emergency Cover (FSEC) which had been endorsed by an Independent Review
- Targets being set by the individual County Commanders for Home Fire Safety Audits, which had been exceeded last year
- The development of co-responding schemes in fourteen locations
- The New Dimensions assets being integrated into the Service's mobilising regime

## **RESOLUTION**

*It was RESOLVED that*

*The report on Joint Risk Assessment be received and approved*

### **6 TO RECEIVE A REPORT ON MEMBER ENGAGEMENT AND SCRUTINY**

Mr Rob Powell presented two reports on Member Engagement and Scrutiny, Good Practice within Fire and Rescue Authorities and a review of the Scrutiny Arrangements within the Mid and West Wales Fire and Rescue Authority.

Giving consideration to the report on Good Practice within Fire Authorities, the recommendations were noted for consideration and implementation as appropriate. The review of the Scrutiny Arrangements within the Authority was positive and showed that the Service had progressed further than the other two Fire Authorities in Wales with nine areas of improvement being listed. Making reference to the recommendations, Councillor Philpott noted that a programme of in depth scrutiny of departmental business plans was already in place and much of this work was already underway.

## RESOLUTION

*It was RESOLVED that*

*The report on Member Engagement and Scrutiny be received and approved*

### **7 TO RECEIVE AND APPROVE THE STATEMENT OF INTERNAL CONTROL FOR THE FINANCIAL YEAR 2007/08**

It was reported that in order to meet the requirements of the Local Government (Accounts and Audit) Regulations 2006, the Authority was obliged to 'conduct a review at least once in each year of the effectiveness of its system of internal control and to include a Statement of Internal Control with any Statement of Accounts'. Even though the Statement of Internal Control was contained within the Statement of Accounts it had to be specifically considered by the Authority and signed by the most senior officer, the Chief Fire Officer and the most senior Member, the Chairman of the Authority.

## RESOLUTION

*It was RESOLVED that*

*The Fire and Rescue Authority approve the Statement of Internal Control for the financial year 2007/08, and that the Statement of Internal Control be signed by the Chief Fire Officer and by the Chairman of the Authority.*

### **8 TO RECEIVE AND APPROVE THE STATEMENT OF ACCOUNTS FOR 2007/08**

The Statement of Accounts (SOA) sets out the financial standing of the Authority at 31<sup>st</sup> March 2008 and shows its financial performance during the financial year 2007/08. There is a statutory requirement for the Authority to approve the unaudited SOA by 30<sup>th</sup> June 2008 and to be signed by the Chair of the Authority. The audit of the SOA would be completed by KPMG on behalf of the Wales Audit Office and presented to the Fire Authority by 30<sup>th</sup> September 2008. As part of the audit process the unaudited accounts would be available for public inspection from 21<sup>st</sup> July 2008 to 15<sup>th</sup> August 2008. After the 30<sup>th</sup> September these accounts would be published on the Authority's web site and would be available in hard copy to members of the public on request.

## RESOLUTION

*It was RESOLVED that*

*The Statement of Accounts for the financial year 2007/08 be approved and signed by the Chair of the Authority.*

## **9 TO RECEIVE AN UPDATE REPORT ON PROJECT FIREGUARD**

Members were aware that Project Fireguard was the Chief Fire Officers' Association (CFOA) national project to put in place arrangements for the provision of emergency fire and rescue cover, to discharge statutory requirements, and, thereby, to maintain business continuity and the provision of emergency fire and rescue services to the public during times of major staff absence.

In May 2007, the Fire Authority had approved the Service's participation in Project Fireguard and, since then, Officers from Mid and West Wales had represented Wales on the Project Board and the Service on the Liaison Officers' Group.

Members were provided with an update report on the current position of the Project and the next stages. Following a number of queries raised by Members, the Chief Fire Officer gave the reassurance that no decision on a commitment by the Authority to the final contract had yet been made and a further report including the final package and costs would be presented to a future meeting of the Authority.

### **RESOLUTION**

*It was RESOLVED that*

*The report on Project Fireguard be received and noted*

## **10 TO RECEIVE A REPORT ON THE SAFER VALLEYS PROJECT**

Consideration was given to a report on the summary of progress made on the 'Safer Valleys Project' in relation to the change of crewing system at Pontardawe and the introduction of a new Fire Station to cover the Upper Amman and Upper Swansea Valleys.

The project had been set up to deliver the improvements to the service in the Upper Amman and Upper Swansea Valley areas and had been named the 'Safety Valleys Project' to reflect the Authority's continued commitment to improving safety in these areas. The project would deliver the following changes:

- The 'on station' crewing at Pontardawe would correspond with the periods of greatest risk and activity whilst maintaining 24 hour operational availability
- Establish a new Community fire station in the Upper Amman Valley
- Move the second fire engine currently provided at Ammanford to the proposed new station in the Upper Amman Valley

A project manager had been appointed to drive the work together with a project

team with the Prince 2 Project Management methodology being utilised for the planning and implementation of changes. A detailed project plan had been drawn up taking into account all aspects of these changes and the Authority would monitor its progress.

The project was currently at an early stage with options for a number of potential sites in the Upper Amman Valley being assessed and discussions were ongoing with local agencies and services to ensure that the new facility met all needs. The recruitment and support of a crew for the new station was being fully assessed with a recruitment campaign being carried out shortly.

The new facility would be a community based resource used for a wide range of activities and would have close links with the Authority's partner agencies, working with other regeneration strategies in the area to improve overall Community regeneration. Progress would be regularly communicated to staff and to the local community to ensure that they were kept updated.

## **RESOLUTION**

*It was RESOLVED that*

*The report on the Safer Valleys Project be received and noted*

### **11 TO RECEIVE A REPORT ON THE 'HOW TO SELL THE MID AND WEST WALES FIRE AND RESCUE SERVICE GUIDE'**

Committee received a document which formed part of the Service's ongoing commitment to the Welsh Assembly Government's "Opening Doors – the Charter for SME Friendly Procurement" to which the Service are signed up. The guide was designed to improve the relationship with suppliers/contractors by expelling the barriers that could exist between suppliers/contractors and the public sector. This would be achieved by not only providing comprehensive information which would enable suppliers/contractors to apply for tenders but also to clarify what legislation influenced the Service's tendering processes. The emphasis was on supplier engagement and the fact that the Service is committed to working closely with suppliers/contractors in order to achieve sustainable procurement.

## **RESOLUTION**

*It was RESOLVED that*

*Members approve the Guide and that it is published as a corporate document, available both in hard copy format and via the external website.*

### **12 TO RECEIVE A REPORT ON THE UNITED KINGDOM FIRE SERVICE SEARCH AND RESCUE TEAM (UKFSSART)**

UKFSSART, the official search and rescue response of the UK Government,

responds to international incidents when a request was made at government level.

The Fire Authority had supported UKFSSART for many years, and Mid and West Wales Fire and Rescue Service personnel had formed part of the national team from the early days of UKFSSART.

Members were provided with a summary of the work of the Service's element of the UKFSSART, and the work ongoing to ensure continued development of the skills of the team.

## **RESOLUTION**

*It was RESOLVED that*

*Members note the contents of the report and the ongoing work to ensure continued development of the skills of the UKFSSART team.*

### **13 TO RECEIVE A REPORT ON THE ALL WALES ANNUAL MEMBERS TRAINING SEMINAR ON 15<sup>TH</sup> SEPTEMBER 2008**

Members were informed that the three Welsh Fire & Rescue Authorities were organising an All Wales Member's Training Seminar on the 15<sup>th</sup> September 2008, at the Brecon Castle Hotel.

As part of Members' continuous development programme a variety of speakers had been invited to attend and it would provide an opportunity to network with Fire Authority Members from South and North Wales.

## **RESOLUTION**

*It was RESOLVED that*

*Members make the commitment to attend the All Wales Seminar*

### **14 TO RECEIVE ITEMS FOR INFORMATION**

A number of items were received for Members' information namely:

- The dedication ceremony for a National Monument for the Fire and Rescue Service
- Deliberate fires and hoax calls
- Road Traffic Collision Scoping Study
- Fire Statistics Monitor Wales, Quarter 2, 2007
- Service Delivery Reports