

**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  
**22 MEDI 2008**

**MINUTES  
OF THE AUTHORITY MEETING**

The Conference Centre,  
Fire and Rescue Service Headquarters, Carmarthen  
**22 SEPTEMBER 2008**

**11.00am – 12.20pm**

**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, P James, A Jopling, P Llewellyn, R Llewellyn, J Newbury, C Philpott, R Smith, D Thomas, F Torrens, T Tudor M Williams, C Morgan
YMDDIHEURIADAU/APOLOGIES:	Cyng/Cllrs: J Dinham, J Dudley, D Fellows, J Holmes, R Lewis, G Thomas,
YN BRESENNOL /IN ATTENDANCE:	R Smith, E Aitken, A Howells, P Bates, P Coleman, W Edwards, J Maunder

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

None were declared

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

The Chair informed Members of the sad passing of David Prothero, a long serving and loyal Member of the Fire Authority prior to his retirement following the local elections. Members stood as a sign of respect.

**3 TO CONFIRM AND APPROVE THE MINUTES OF THE FIRE AUTHORITY MEETINGS HELD ON 30 JUNE 2008**

The minutes of the meetings held on 30<sup>th</sup> June 2008 were confirmed and approved as a true record.

**4 TO RECEIVE AND CONSIDER THE MINUTES OF THE FOLLOWING COMMITTEES:**

- i Resources Committee held on 14<sup>th</sup> July 2008
- ii Personnel Committee held on 21<sup>st</sup> July 2008
- iii Performance Review and Audit Committee held on 28<sup>th</sup> July 2008

Matters Arising from the Minutes of the Personnel Committee held on 21<sup>st</sup> July 2008

Agenda Item 5:

The Chair of the Personnel Committee, Councillor Cheryl Philpott, drew to Members' attention the recommendation made that the name of the Committee be renamed the People and Organisational Development Committee

Agenda Item 9:

Councillor Philpott reported that she had recently undertaken her performance development interview and had found it to be a valuable and effective process, which she commended to other Members.

RESOLUTION

It was RESOLVED that the Personnel Committee be renamed People and Organisational Committee.

**5 TO RECEIVE A VERBAL REPORT FROM KIM SMITH, CHIEF EXECUTIVE, FIREBRAKE WALES**

The Chair welcomed Kim Smith, Chief Executive of Firebrake Wales to the meeting who provided Members with an overview of the work of Firebrake including the background of the organisation and its work within the community.

**6 TO RECEIVE THE STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH 2008**

Members were reminded that the draft statement of Accounts for 2007/08 had been approved at the Fire Authority meeting of 30<sup>th</sup> June 2008. Following the audit of the accounts, KPMG had requested that certain amendments be made which were detailed for Members attention. The amendments had now been made and the Authority were requested to approve the resulting final financial statements for 2007/08.

The Director of Resources and Procurement reported that discussions were currently taking place with the Auditors over certain disclosures within the financial statements in relation to reserves and dependent on the outcome, the financial statements could be subject to further amendment.

**RESOLUTION**

*It was RESOLVED that*

*The Statement of Accounts for the year ended 31<sup>st</sup> March 2008 be approved.*

**7 TO RECEIVE AND APPROVE THE LETTER OF REPRESENTATION REGARDING THE STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH 2008**

The Wales Audit Office required a letter of representation regarding the 2007/08 Statement of Accounts before the audit of the Financial Statements could be completed. The letter, after consideration by the Authority, would then be signed by both the Director of Resources and Procurement and the Chair.

**RESOLUTION**

*It was RESOLVED that*

*The Letter of Representation be approved and signed by the Chair and the Director of Resources and Procurement.*

**8 TO RECEIVE AND APPROVE THE AUDIT OF ACCOUNTING STATEMENTS – REPORT TO THOSE CHARGED WITH GOVERNANCE (THE ISA 260 REPORT)**

The Chair welcomed Gilbert Lloyd of KPMG to the meeting who presented the Audit of Accounting Statements Report to those Charged with Governance. Mr Lloyd thanked the Director of Resources and Procurement and the Finance Team for their cooperation in working with KPMG. It was noted that all the recommendations contained within the report had been agreed, and many had already been implemented.

**RESOLUTION**

*It was RESOLVED that*

***The Report be received and noted***

**9 TO RECEIVE A REPORT ON THE FIRE AND RESCUE NATIONAL FRAMEWORK 08/09 – 10/11**

The Chief Fire Officer reported that during March 2008 the Welsh Assembly Government had published the Draft Fire and Rescue Framework for Wales 2008-11 for consultation.

A response to the consultation had been considered by Members at the Fire Authority meeting on 11 June 2008 and submitted to the Assembly by the closure of the consultation period on 20 June 2008.

The Framework had just been published and it was pleasing to see that a significant majority of the comments made in response to the consultation had been incorporated, in whole or part, into the final published document.

**RESOLUTION**

***It was RESOLVED that***

***Members note the publication of the National Framework Document 08/09 - 10/11 and the major implications to the Authority as detailed within the report.***

**10 TO RECEIVE A REPORT ON PROJECT FIREGUARD**

Committee were reminded 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.

The contract had now been awarded to Group 4 Securities and consideration was given to the costs of the contract to the Authority. Members were reluctant to commit to a ten year contract at a significant cost to the Authority and asked that alternative arrangements be sought for the provision of emergency fire and rescue services.

**RESOLUTION**

***It was RESOLVED that***

- ***Members note that Project Fireguard had delivered a technically***

***competent solution to assist the Authority in meeting its statutory obligations.***

- ***Members note the significant set up and annual costs associated with sign up to Fireguard.***
- ***the Chief Fire Officer be tasked to seek alternative solutions for the provision of emergency fire and rescue services***

## **11 TO RECEIVE AN UPDATE ON THE SAFER VALLEYS PROJECT**

Following consideration for the provision of a new fire station in the Upper Amman Valley, New Road Gwaun Cae Gerwen had been identified as the preferred site to build the new Retained Duty System Fire Station. Due process was currently underway with Neath Port Talbot County Borough Council to move forward with the proposal. Consideration had been given to working with partners at the site, with the Police having expressed an interest to be located there and further talks were also underway with Neath Port Talbot to provide facilities for the young people of the area.

A recruitment campaign for Retained Duty Personnel to crew the new fire station had commenced in July 2008 and the response to date had been very encouraging with 50 local people recording an interest. Serving fire fighters living local to the new station had also been identified and would be offered the opportunity of providing cover at the new station.

### **RESOLUTION**

***It was RESOLVED that***

***The report be noted for information***

## **12 TO RECEIVE A REPORT ON ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY**

In March 2008, the Service carried out a 3 month scoping project which considered how its activities complied with current Environmental law and regulation. The project had been undertaken by the Service's Corporate Risk Manager and involved desk top reviews and site assessments as part of the data gathering process. A report had been presented to the Policy Board in July following which it was agreed that a defined approach was required for the Service as part of its corporate governance objectives for a Sustainable Environmental.

The outline details of the Service's future strategy for a sustainable environment was included for Members' attention.

### **RESOLUTION**

***It was RESOLVED that***

- ***Members note the report***

- ***A Member to champion the Environment & Sustainability portfolio as part of the Service strategy be nominated at the next meeting of the Resources Committee***

### **13 TO RECEIVE A REPORT ON THE ANNUAL PUBLIC SECTOR EXCELLENCE AWARDS 2008**

Members had considered a paper at the Authority's meeting held on 21 April 2008 relating to the annual APSE Awards. An entry had been submitted on behalf of the Authority by the Clerk and Head of Operational Risk Management in the Best Member Development and Engagement category. Although the entry did not get to the final short list of 7 entries, it reached number 9 out of 85 entries in its category and arrangements were being made to receive formal feedback from the Association for Public Service Excellence, on the quality of the entry. Whilst the result was disappointing, the fact that the Authority was in a position to submit a quality entry was testament to the significant progress achieved in the area of Member Development and Engagement.

#### **RESOLUTION**

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

***Officers P. Bates, P. Coleman and E Edwards retired from the meeting during consideration of the next item.***

### **14 TO RECEIVE A REPORT ON THE APPOINTMENT OF DEPUTY CHIEF FIRE OFFICER**

Members were advised that the acting Deputy Chief Fire Officer, Mr Philip Bailey had written to the Chief Fire Officer giving formal notice of his intention to retire from the Service on 28 November 2008 after over 36 years within the UK Fire Service.

Members were aware that Mr Bailey would have served as the Authority's acting Deputy Chief Fire Officer since June of this year, and as Assistant Chief Fire Officer between July 2004 and June 2008.

The Authority had approximately two months in which to appoint a successor and against this timescale it was imperative that the appointment process commenced as soon as possible, bearing in mind that notice periods may have to be served of up to three months.

It was recommended that the vacancy be advertised via the Fire Service Information Network data System (FINDS), and the following draft timetable had been drawn up for consideration:

23 September 2008	Advertisement
10 October 2008	Closing Date
Week Commencing 13 October 2008	Shortlisting Panel
Week Commencing 20 October 2008	Psychometric Testing and an interview with the Chief Fire Officer
Fire Authority 27 October 2008	Interview and appointment

Previous representation on the Shortlisting Panel consisted of the Chair and Vice Chair of the Fire Authority, the Chair and Vice Chair of the People and Organisational Development Committee, the Chairs of Resources and Performance, Review and Audit Committee and the Group Leaders.

## **RESOLUTION**

*It was RESOLVED that*

*The timetable, shortlisting panel and selection process be approved.*

## **15 MAJOR FLOODING CONFERENCE**

The Chief Fire Officer reported that the Service had been invited to send two delegates to an international conference on major flooding in North Carolina. The week prior to this event Officers P Bates and R Webborn would be attending LNG Training in Texas. It was noted that attendance at the Major Flooding Conference was free of charge

## **RESOLUTION**

*It was RESOLVED that*

*In view of the significance and value of the Flooding Conference and the fact that Officers were already in the Country, approval be given for internal flights to the Conference and accommodation of £50 per night during its duration.*