

**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  
**11 MAI 2009**

**MINUTES  
OF THE AUTHORITY MEETING**

The Conference Centre,  
Fire and Rescue Service Headquarters, Carmarthen  
**11 MAY 2009**

**11.00am – 12.00pm**

**PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN: C J Crowley  
IS-GADEIRYDD/VICE CHAIRMAN:

AELODAU/MEMBERS: Cyng/Cllrs: C Morgan, R Ll. Smith, G  
Seabourne, R Lewis, M Williams, J  
Holmes, G Thomas, J Dudley, J Dinham,  
D Fellows, D Thomas, D Davies, R  
Llewellyn, T Devichand, J J J Davies, C  
Philpott, J Newbury, A Jopling, P  
Llewellyn

YMDDIHEURIADAU/APOLOGIES: Cyng/Cllrs: F Torrens, E Evans, P James,  
G Phillips

YN BRESENNOL /IN ATTENDANCE: R Smith, P Coleman, A Howells, P Bates,  
W Edwards, K Jones, S Flather, Karen  
Jones, S Bryant, C Davies, B Bassett

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

None were declared.

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

The Chairman, on behalf of all Members, extended a warm welcome to Councillor D Davies following his recent stay in hospital and expressed good wishes following his return to better health.

Members were delighted to note that Cllr T Devichand had been nominated as Vice Chair Elect of Carmarthenshire County Council.

As this was the last meeting prior to the AGM the Chairman took the opportunity to thank his fellow Members, the Chief Fire Officer and all Officers for the hard work and support provided to him during his period as Chairmanship. In return, Members expressed their gratitude to the Chairman for the commitment, guidance and clear direction provided over the last two years.

## **3 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE FIRE AUTHORITY MEETINGS HELD ON 2<sup>ND</sup> FEBRUARY 2009**

The minutes of the meetings held on 2<sup>nd</sup> February 2009 were confirmed and approved as a true record.

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

The minutes of the following Committees were received and considered:

- I. Performance Review and Audit Committee held on 16<sup>th</sup> February and 27<sup>th</sup> April 2009.
- II. People and Organisational Development Committee held on 9<sup>th</sup> March 2009.
- III. Resources Committee held on 20<sup>th</sup> April 2009.
- IV. Standards Committee held on 16<sup>th</sup> April 2009. Cllr C Philpott drew attention to item 8, Personal Development Interviews (PDIs), whereby it was noted that seven Members had yet to receive their PDIs. It was noted that these interviews looked at the experience and skills of Members as a basis for learning and development. The Chair reinforced the need for these to be completed and reassured Members that the interviews would be beneficial. In order to progress with the Silver Level Wales Member Charter award the outstanding PDIs would need to be completed as a matter of urgency. Cllr M Williams commended all those who were involved in attaining the Bronze Level Wales Member Charter for in October 2008.
- V. Modernisation Working Group held on 23<sup>rd</sup> April 2009.

**5 TO RECEIVE AND APPROVE THE CORPORATE CODE OF GOVERNANCE STATEMENT OF ASSURANCE AS RECOMMENDED BY THE PERFORMANCE, REVIEW AND AUDIT COMMITTEE ON 27<sup>TH</sup> APRIL 2009**

The Clerk stated that the Authority had adopted the Code of Corporate Governance in 2008 as a matter of good practice in readiness for what would ultimately be a statutory requirement for the 2009/10 Accounts.

It was noted that an internal review had been carried out by the Authority's senior management team, reinforced by work carried out by Internal Audit. This determined that corporate governance within the Authority was well managed with many examples of good governance arrangements in place. The review ascertained which actions needed to be undertaken to ensure that the Authority consistently demonstrated high standards of corporate governance. These actions were being addressed and were either currently being implemented or were in the process of being implemented in 2009/2010.

The Good Governance structure had enabled the Authority to pursue its vision effectively and also underpinned that vision with the mechanisms for the control and management of risk to support the overall strategic direction of the Authority. It was therefore the recommendation of the Performance, Review and Audit Committee at its meeting on 27<sup>th</sup> April 2009, together with the Clerk and Director of Resources and Finance, that the Authority adopted the Corporate Code of Governance Assurance Statement.

**RESOLUTION**

*It was RESOLVED that*

*The Fire and Rescue Authority adopts the Code of Corporate Governance – Assurance Statement.*

**6 TO RECEIVE AND APPROVE THE TREASURY MANAGEMENT POLICY AND STRATEGY 2009-2010 AND TREASURY MANAGEMENT PRACTICES AS RECOMMENDED BY THE RESOURCES COMMITTEE ON 20<sup>TH</sup> APRIL 2009**

As recommended by the Resources Committee at its meeting on 20<sup>th</sup> April 2009, Members considered a report which outlined the proposed Policy that would underpin the treasury management activities undertaken by Mid and West Wales Fire and Rescue Authority in 2009-2010. These activities would focus on the risk implications for the Authority.

Members were provided with an overview of the Treasury Management Policy, Practices, Code of Practice and the Prudential Code for Capital Finance in Local Authorities.

The proposed Strategy and supporting Treasury Management Practices showing how the Policy would be adhered to was also considered. The strategy provided details of

the expected activities of the Treasury Management function and Members were provided with a summary of the strategy which covered:

- **Borrowing limits and Prudential Indicators for 2009-2010** - these were approved by the Resources Committee at its meeting on 12 January 2009.
- **Prospects for interest rates** – based on the average projection from a number of sources the Authority expected the trend in base rate over the year to be 0.5%.
- **Borrowing strategy** - The result of this strategy was to reduce the need to borrow, saving on interest charges, while reducing the level of investments to minimal levels.
- **Investments strategy** - The Investment Strategy gave priority to the security and the liquidity of proposed investments and investments held over their yield. It was noted that the Authority may, on certain occasions, when unexpected large outflows of cash occur, borrow temporarily on the London Money Market. It was further noted that the Authority was in the process of exploring other investment opportunities.
- **Debt rescheduling opportunities** – to generate cash savings and to enhance the balance of the long-term portfolio.

## RESOLUTION

*It was RESOLVED that*

*The Fire and Rescue Authority approves the Treasury Management Policy and Strategy for 2009-2010.*

## 7 TO RECEIVE AND APPROVE THE ANNUAL REPORT OF THE STANDARDS COMMITTEE

Consideration was given to the Annual Report of the Standards Committee, which provided a summary of the work of the Committee for 2008/09 and had been approved by the Standards Committee at their last meeting on 16<sup>th</sup> April 2009.

The attendance record of Members was highlighted and, although it was recognised that the Members concerned did indeed have a number of other commitments, these comments would be taken on board.

## RESOLUTION

**It was RESOLVED that**

*The Authority approves the Annual Report of the Standards Committee.*

## **8 TO RECEIVE AND CONSIDER THE DRAFT STRATEGIC PLAN 2010-2015 AND ANNUAL ACTION PLAN 2010 - 2011**

The Director of Operational Risk reported that the RRP Member Working Group had now completed their deliberations on the shape of the draft Strategic Plan for 2010-2015.

Group Manager Steve Bryant gave a presentation on the Strategic Plan which outlined the Authority's strategy and aspirations for the next five years. The Strategic Plan would remain current and relevant for the life of the document. The Authority's objectives and values were also reported within the document and the corporate priorities had been condensed under five main headings:-

- Managing Risk
- Managing People
- Working Together
- Managing Resources
- Managing Performance

For each year of the Strategic Plan an Annual Action Plan would also be provided. This would make reference to the Strategic Plan, report briefly on the Authority's achievements and would also consult upon specific proposals informed by the strategic vision for the Service for coming year. Members were informed that the Strategic Plan had been approved by Performance Board at their April meeting.

The Member Working Group had recommended the following consultation areas for the Draft Annual Action Plan for 2010-2011:

- Improving the way we reach vulnerable members of society
- Sharing our facilities with our communities
- Engaging with communities
- Improving Road Safety
- Delivery Home Fire Safety Checks
- Reducing deliberate grassland fires

Subject to Members' approval of the Strategic Plan, public consultation would start on the 12<sup>th</sup> May 2009 and end on 4<sup>th</sup> August 2009. A final report would be brought to the Authority in October 2009 after the Member Working Group had considered the consultation responses and made their recommendations.

Cllr C Philpott congratulated the Strategic Planning and Performance department on producing such a readable and interesting document and was pleased to note that the plan was both ambitious and aspirational.

Members commended Officers and the RRP Member Working Group on their achievements in producing the final report.

Councillor R Lewis requested additional information on Home Fire Safety Checks (HFSCs) and it was agreed that leaflets would be made available to all Members. A further request was made for information on Young Firefighter Schemes in the Swansea Command Area.

Cllr P Llewellyn noted that Crew Manager Paul Dyson, based at Pembroke Dock Fire Station, had received an Award of Merit from Pembroke Town Council in recognition of his work with Young Firefighters. It was agreed that a report to acknowledge this achievement would be submitted to a future Fire Authority meeting.

## **RESOLUTION**

*It was RESOLVED that*

***1) the draft Strategic Plan 2010-2015 be approved***

***2) the draft Action Plan 2010-2011 be approved***

***3) a 12 week public consultation exercise on the draft action plan be undertaken between the 12<sup>th</sup> May 2009 and 4<sup>th</sup> August 2009***

## **9 TO RECEIVE A REPORT ON THE ATTENDANCE AT THE LGA FIRE CONFERENCE IN BRISTOL ON 10<sup>TH</sup> AND 11<sup>TH</sup> MARCH 2009**

Members were informed that Councillors Gillian Thomas and Thomas Tudor represented the Fire Authority at the annual LGA Fire Conference in Bristol on 10<sup>th</sup> and 11<sup>th</sup> March 2009.

Overall, the conference was seen as being of benefit to Members and improved awareness on current and future issues affecting the Fire and Rescue Service.

## **RESOLUTION**

*It was RESOLVED that*

***1) The report be received and noted***

***2) Member attendance be continued at the LGA Annual conference***

**10 TO RECEIVE ITEMS FOR INFORMATION**

Members received the Service Delivery Report for information. The report highlighted incidents of interests and community risk reduction strategies within each county command.

**RESOLUTION**

*It was RESOLVED that*

*The report be received and noted*

**11 TO RECEIVE A REPORT ON THE WELSH ASSEMBLY GOVERNMENT'S SECOND REPORT INTO ACTIVITY AGAINST THE FIRE AND RESCUE NATIONAL FRAMEWORK FOR WALES**

Members were informed of the Welsh Assembly Government's requirement under the Fire and Rescue Services Act 2004 to report every two years on activity against the National Framework for Wales.

Consideration was given to the second Fire and Rescue National Framework Report covering the period April 2007 to March 2009 which built on the first report published in 2007. The report noted the improvements made over the course of the last two years and identified some of the challenges facing Fire Authorities in the present climate. The report also focused on the Fire and Rescue Authorities' contribution and Welsh Assembly Government's support in delivering the Frameworks' strategic direction.

**RESOLUTION**

*It was RESOLVED that*

*The report be received and noted.*

**12 TO RECEIVE A REPORT ON THE SWINE FLU OUTBREAK**

Members were aware of the developing Swine Flu illness that had spread into several countries and were provided with a summary of the key actions undertaken by the Service.

Members were assured that Business Continuity plans were in place for widespread illness amongst staff which continued to be under constant review as the situation develops.

**RESOLUTION**

*It was RESOLVED that*

*The report be received and noted.*