

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



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

**NOTES: THESE MINUTES ARE SUBJECT TO CONFIRMATION BY THE  
PERFORMANCE AUDIT AND SCRUTINY COMMITTEE AT ITS NEXT MEETING**

**MINUTES  
OF THE PERFORMANCE AUDIT AND SCRUTINY COMMITTEE MEETING**

Remotely VIA MICROSOFT TEAMS  
Fire and Rescue Service Headquarters, Carmarthen  
**23 OCTOBER 2023**

**10:00**

Present at Meeting:

<b>Chair:</b>	Councillor Jan Curtice
<b>Members:</b>	Cllrs: Gareth Lloyd, Maureen Bowen, Carl Jordan, Gordon Walker, Kim Broom, Elwyn Williams, Rob Evans, Edwin Roderick and Sarah Williams
<b>Apologies:</b>	Cllrs: Lyndon Jones and Gwyn Evans
<b>In Attendance:</b>	D Daycock (Clerk & Monitoring Officer to the Fire Authority), C Flannery (ACFO), M Harries (ACO - Director of Resources), J Lewis (AM), A Smith (AM), G Thomas (T/AM), S Lloyd (GM), R Felton (GM) S Mansbridge (Treasurer/Section 151 Officer), A Lewis (T/Head CCBD), A Hawkes (Democratic Services Officer), H Pugh (Internal Audit), E Lake (Audit Wales) and C Rigby (Audit Wales)

**1 Apologies for Absence**

Apologies for absence were received from Cllrs Lyndon Jones and Gwyn Wigley-Evans.

**2 Declaration by Members of any Personal and / or Prejudicial Interests**

The Clerk/Monitoring Officer gave advice regarding the actual and/or potential interests on the agenda to be disclosed verbally and then to be confirmed in writing, in line with the requirements of the Code of Conduct. Following this, declarations were made as follows:

- All Members present declared that they had a personal interest in any matters affecting or relating to their own Constituent Authority.
- All Members declared a personal interest in item 6.

**3 Chair's Announcements / Personal Matters**

There were no Chair's Announcements / Personal Matters.

Members were provided with an operational response update on recent incidents.

**4 To confirm and approve as a true record, the minutes of the previous meeting of the Performance, Audit and Scrutiny Committee held on 31st of July 2023**

The minutes of the Performance, Audit and Scrutiny Committee meeting held on 31<sup>st</sup> of July 2023 were confirmed as a true record of proceedings. There were no matters arising.

**5 Internal Audit Reports**

The Internal Auditor reminded Members that the Audit Plan for the 2022/23 financial year was agreed with the Director of Resources and the Section 151 Officer, and was approved by the Performance, Audit and Scrutiny Committee (PASC) in April 2022.

Members were informed that during the period, Internal Audit have completed two audits attached at Appendix 1, Other IT Systems – Unit 4 Business World (Agresso) and Appendix 2, Follow-up Review End of Year Report.

Members attention was then drawn to Appendix 3 which provided an update on the audit plan 2022/23 and were informed that work had commenced on the remaining audit within the plan.

Members attention was then dawn to Appendix 4. It was explained that the Internal Audit Plan for the 2023/24 financial year was agreed with the Director of Resources and the Section 151 Officer, and was approved by the Performance, Audit and Scrutiny Committee (PASC) in May 2023 and that during the period no audits have been completed although work has commenced on three audits within the plan.

There were no comments or questions.

### **RESOLUTION**

It was **RESOLVED** that the Performance, Audit and Scrutiny Committee note the contents of the report.

## **6 DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2024**

*All Members present declared a personal interest in the draft annual report of the Independent Remuneration Panel for Wales 2024/25.*

The Monitoring Officer presented a report to Members which summarised the findings contained within the draft annual report of the Independent Remuneration Panel for Wales (IRPW) 2024/25, set out at Appendix 1, regarding Members' allowances and remuneration. Members were reminded that they had been invited to make individual representations directly to the consultation document by close of business on 08 December 2023.

It was reported to Members that the IRPW had determined that there was to be an increase of £150 on the basic salary for Members of Fire and Rescue Authorities, which would equate to £ £2,632 per basic salary, made payable from 01 April 2024. Furthermore, an increase of £683 would be made to the senior salary of the Chair and £150 to the Deputy of the Fire Authority, which was inclusive of their basic salaries.

Members were also informed that there is a proposed change to the daily rate payable to co-opted Members of the Standards Committee which allows either an hourly rate of £33.50 for the Chair and £26.25 for ordinary members. However, Authorities can also opt to pay Chairs £134 (up to 4 hours) or £268 (4hours and over) and Ordinary Members - £105 (up to 4 hours) or £210 (4 hours and over). These rates remain unchanged from last year.

### **RESOLUTION**

It was **RESOLVED** that Members:

- i. To note the IRPW's draft determinations in relation to Members' allowances and remuneration, for implementation in the 2024/25 financial year;**
- ii. Members be invited to make individual representations to the IRPW on the proposals prior to the consultation closing date on 8 December 2023.**

## **7 Performance and Improvement Progress Report - Quarter 2 2023/2024**

The Community Risk Management Plan (CRMP) Project Lead presented the Performance and Improvement Progress Report for the quarter 2 of 2023/24 reporting period.

Members' attention was drawn to Appendix 1, which sets out the progress on

performance in respect of the number of fire incidents attended, including , hoax calls received, false alarms, road traffic collisions, flooding, medical response and fire deaths and injuries.

Members' attention was then drawn to Part 2 of the report. The CRMP Project Lead provided the Committee with a synopsis of progress against the improvement and well-being objectives.

Members were also provided with a synopsis of the progress made against the Service's corporate projects for the Training Development Review, National Operational Guidance (NOG), On-Call Improvement Project and Management of Contaminants as detailed within Part 3 of Appendix 1 of the report.

### **RESOLUTION**

***It was RESOLVED that Members note the content of the report and the progress made to date.***

#### **8 Audit of Mid and West Wales Fire and Rescue Authority's 2023-24 Improvement Plan**

The Community Risk Management Plan Project Lead presented the report and explained that each year the Auditor General for Wales is required, in accordance with section 17 of the Local Government (Wales) Measure 2009 (The Measure) and the Auditor General's Code of Audit Practice, to audit the Fire Authority's Annual Improvement Plan.

Members were informed that on 31 March 2023, the Fire Authority published its Annual Business Improvement Plan 2023/2024, which encompasses its annual Improvement and Well-being Objectives for 2023/2024, which has now been audited for compliance by the Auditor General and that the Auditor General for Wales has determined that the Fire Authority has discharged its duties under sections 17 and 19 of the Measure, to prepare and publish an Improvement Plan in accordance with statutory requirements set out in section 15 and statutory guidance.

Members attention was drawn to the Certificate of Compliance at Appendix 1.

### **RESOLUTION**

***It was RESOLVED that Members note the Audit Wales Certificate of Compliance for the Audit of Mid and West Wales Fire and Rescue Authority's Improvement Plan 2023/2024 (Appendix 1).***

#### **9 Business Risk Register Update Report**

The Corporate Head of Organisational Risk presented the Business Risk Update Report to the Committee.

Members were referred to the Appendices contained within the report.

A summary of the latest considerations by the Business Risk Management Group (BRMG) for each of the risks contained within the Business Risk Register Decision Log was given to Members.

It was noted that in total, 6 Business Risks are captured by the current Business Risk Register (dated September 2023) and of the 6 risks identified, 2 of the previously noted risks have been increased, 4 have remained the same.

### ***RESOLUTION***

It was **RESOLVED** that Members note the Report and acknowledge the ongoing progress to both identify and manage matters of business risk affecting the Service.

#### **10 Exclusion of Press and Public**

##### **RESOLUTION:**

It was **RESOLVED** that pursuant to section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the reason, that if they were present, it is likely that there would be disclosure to them of exempt information within the description of Schedule 12A to the Local Government Act 1972, namely:

Paragraph 18: information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime  
And that it is in the public interest to do so.

#### **11 Internal Audit Report - IT**

The Internal Auditor presented the exempt report to update Members of the Performance, Audit and Scrutiny Committee on the work of Internal Audit including completed audits and progress with the agreed Internal Audit Plan.

It was explained that the report was for information and no proposals were made.

##### **RESOLUTION**

It was **RESOLVED** that the Performance, Audit and Scrutiny Committee note the contents of the report.

#### **12 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(4)(b) of the Local Government Act 1972.**

There were no items of urgent business.

Meeting closed 12.15