

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES MEETING**  
**HELD ON MONDAY 31 JANUARY 2011 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**51. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
R McKerlich (Chairman)		Cardiff
L Ford (Vice-Chairman)		Cardiff
S Bradwick		Rhondda Cynon Taff
J Daniel		Rhondda Cynon Taff
D T Davies		Caerphilly
D Hando		Newport
K Hyde		Cardiff
S J Jones		Rhondda Cynon Taff
G Price		Merthyr Tydfil
V E Smith		Monmouthshire
G Stacey		Rhondda Cynon Taff
E T Williams		Vale of Glamorgan

**APOLOGIES:**

C Beynon	Torfaen
R J W Greenland	Monmouthshire
C James	Bridgend

**ABSENT:**

**OFFICERS PRESENT:-** ACO P Haynes – Director of People Services, Mr M Malson – Head of Human Resources, Mr C Powell – Head of Business Support, Dr W Davies – Occupational Health Physician, Ms V Gregory – Diversity Officer, Group Manager G Davies – Head of Training & Development, Ms J Edwards – HR Manager

**52. DECLARATIONS OF INTEREST**

Each Member declared a personal non-prejudicial interest in each agenda item which affected their Authority.

### **53. AGENDA ITEM 6 – REPORT ON DISCIPLINARY DISMISSAL APPEALS**

The Chairman requested approval from Members to defer Agenda Item 6 – Report on Disciplinary Dismissal Appeals, to the next HR & Equalities meeting.

#### **RESOLVED THAT**

Members unanimously agreed to defer Agenda Item 6 to the next HR & Equalities meeting.

### **54. MINUTES OF PREVIOUS MEETING**

The minutes of the HR & Equalities meeting held on 18 October 2010 were received and accepted as a true record of proceedings.

### **55. OHU ACTIVITY REPORT – 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTERS 2010**

The Occupational Health Physician informed Members that from 2005 South Wales Fire & Rescue Service Occupational Health Service (SWFRS OHS) activity reports have been submitted to the Fire & Rescue Authority. In 2010 it was decided that the reporting procedures for these activities would be more appropriately placed with the HR and Equalities Committee, in a revised format, and this report was the first submitted under the new arrangements.

#### **RESOLVED THAT**

55.1 Members noted the content of the report and performance information.

55.2 The Occupational Health Physician agreed to arrange visits for Members to view the new Occupational Health Unit.

### **56. SICKNESS ABSENCE REPORT – APRIL TO NOV 2010**

The Head of HR presented to Members a comparative analysis of the trends in sickness absence incidence across the Service and reported that the average number of days lost for all staff is 8.3 days per employee, for the period April to November 2010.

For the period April to November 2010, of all absences recorded 78% (1007) were short term absences and 22% (278) long term absences.

## **RESOLVED THAT**

56.1 Members noted the contents of the report and those areas where significant improvements had occurred.

56.2 Members requested the Head of HR provide a further report detailing an analysis of the number of personnel affected, at the next HR & Equalities meeting.

## **57. ASSESSMENT & DEVELOPMENT CENTRES**

The HR Manager provided Members with details of the assessment processes of the Service for the identification of Wholetime (WDS), Retained Firefighters (RDS), and Control Staff, to be considered for promotion.

## **RESOLVED THAT**

Members noted the content of the report, and thanked the HR Manager for a comprehensive report.

(Dr Davies left the meeting at 1130 hrs)

## **58. TRAINING PROGRAMME UPDATE**

The Head of Training & Development updated Members on the significant issues affecting Cardiff Gate Training & Development Centre PFI contract and the factors which influence the Training Programme for 2010/11 & 2011/12.

## **RESOLVED THAT**

Members noted the contents of the report and supported the delivery of the Service's ongoing Training Programmes.

## **59. SINGLE EQUALITY SCHEME UPDATE**

The Diversity Officer updated Members on the Equality Act and the Public Sector Equality Duties in Wales, and progress relating to SWFRS Equality Plan.

### **RESOLVED THAT**

Members noted the content of the report, and supported the Service's ongoing equality objectives.

## **60. ANNUAL REPORT TO WELSH LANGUAGE BOARD**

The ACO People Services informed Members that the document supporting the report gives an update of progress against the six targets set out in the Authority's Welsh Language Scheme 2010-2013.

### **RESOLVED THAT**

Members agreed that the Fire and Rescue Authority note the contents of the report.

## **61. WELSH ASSEMBLY GOVERNMENT APPROVAL OF WELSH LANGUAGE (WALES) MEASURES**

The ACO People Services reported on a summary of the recent developments with regard to the Welsh Language (Wales) Measure approved by the Welsh Assembly Government on 7 December 2010.

### **RESOLVED THAT**

Members noted the information contained within the report, that the Welsh Board was expected to continue for a further twelve months, and the Welsh Language Scheme would remain in being for a further three years.

## **62. WELSH ASSEMBLY GOVERNMENT STRATEGIC DOCUMENT: A LIVING LANGUAGE: A LANGUAGE FOR LIVING**

The ACO People Services updated Members on the main points contained within the Welsh Assembly Government draft strategic document 'A Living Language: A Language for Living' that will replace Iaith Pawb.

Additionally it was reported that the South Wales Fire and Rescue Service response to the consultation process was being progressed within the stipulated conditions and time limits.

### **RESOLVED THAT**

Members noted the content of the report.

## **63. FORWARD WORK PROGRAMME**

The ACO People Services presented the Forward Work Programme.

### **RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2010/11.