

**Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.**

## **SOUTH WALES FIRE & RESCUE AUTHORITY**

**COMMITTEE:** HR & Equalities

**DATE:** Monday, 5 February 2018 at 1030 Hours

**VENUE:** South Wales Fire & Rescue Service Headquarters,  
**Conference Room**, Forest View Business Park,  
Llantrisant CF72 8LX

### **AGENDA**

1. Apologies for Absence
2. Declaration of Interests

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

3. Chairman's Announcements
4. To receive the minutes of:
  - HR & Equalities Meeting held on 20 November 2017 5
5. Strategic Equality Plan – 1 April 2015 to 31 March 2020 11
6. Annual Equality Report for the Period 1 April 2016 to 31 March 2017 19
7. National Joint Council for Local Authority Fire & Rescue Services - Inclusive Fire Service Improvement Strategies 53
8. Welsh Language Standards Update – January 2018 101
9. South Wales Fire & Rescue Authority - Annual Pay Policy 153

## Statement 2018/2019

10.	Gender Pay Gap Statement – 30 March 2018	187
11.	Training & Development Department - Third Party Income Strategy	195
12.	Training & Development Department – Compartment Fire Behaviour Training (CFBT) Project update	199
13.	Firefighters Pension Schemes – Wales Government Circulars 2017/2018	203
14.	Annual Summary of HR & Training Reports	211
15.	Forward Work Programme 2017-18	221
16.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	227

Signature of Proper Officer:



**Councillors:**

Cllr	P	Wong	Cardiff
Cllr	D	Naughton	Cardiff
Cllr	K	Gibbs	Merthyr Tydfil
Cllr	H	Thomas	Newport
Cllr	K	McCaffer	Vale of Glamorgan
Cllr	S	Pickering	Rhondda Cynon Taff
Cllr	A	Slade	Torfaen
Cllr	S	Evans	Torfaen
Cllr	S	Bradwick	Rhondda Cynon Taff
Cllr	D	Ali	Cardiff
Cllr	C	Elsbury	Caerphilly
Cllr	A	Hussey	Caerphilly
Cllr	R	Crowley	Vale of Glamorgan
Cllr	G	Thomas	Blaenau Gwent
Cllr	C	Smith	Bridgend



**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES COMMITTEE**  
**MEETING HELD ON MONDAY, 20 NOVEMBER 2017 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HQ**

**13. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S Pickering (Chair)		Rhondda Cynon Taf
D Ali (Deputy Chair)		Cardiff
S Bradwick		Rhondda Cynon Taf
S Evans		Torfaen
A Hussey		Caerphilly
K McCaffer		Vale of Glamorgan
D Naughton		Cardiff
C Smith		Bridgend
P Wong		Cardiff

**APOLOGIES:**

R Crowley		Vale of Glamorgan
C Elsbury		Caerphilly
K Gibbs		Merthyr Tydfil
D Thomas		Torfaen
G Thomas		Blaenau Gwent

**ABSENT:**

H Thomas		Newport
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**OFFICERS PRESENT:** ACO P Haynes – Director of People Services; Mr C Powell – Deputy Monitoring Officer; Mr M Malson – Head of Human Resources; AM I Greenman – Head of Training & Development; Mr A Jones – Employee Relations Manager; Mrs J Nancarrow – Absence Management Manager; SM G Evans – Initial Training Manager.

**14. DECLARATIONS OF INTEREST**

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

**15. CHAIR'S ANNOUNCEMENTS**

The Chair informed the Committee of the following communications received from Welsh Government concerning Firefighter Pension Scheme matters:

## **WELSH CIRCULAR W-FRSC (2017) 12**

The circular requires each Fire & Rescue Authority to complete the financial and non-financial sections of the Fire Pensions Account Estimates form (FPF1) by 15 December 2017.

Officers will action and respond to the request for data.

## **WELSH GOVERNMENT CONSULTATION ON AMENDMENTS TO FIREFIGHTER PENSION SCHEMES IN WALES**

The following consultation on amendments to firefighter pension schemes in Wales have been received:

- Survivor benefits under The 1992 Firefighters' Pension Scheme and 2007 Compensation Scheme, and other minor amendments to the 1992 and 2007 Firefighters' Pension Schemes.
- Minor amendments to the 2015 Firefighters' Pension Scheme and Transitional Arrangements.

The consultation response date is 21 December 2017, and Officers will draft a response for the Committee's Chair and Vice Chair's prior approval.

## **THE ALL WALES SCHEME ADVISORY BOARD (FIREFIGHTERS' PENSIONS)**

The All Wales Scheme Advisory Board (Firefighters' Pensions) will meet on 27 November 2017. The most significant item on the agenda is the Government Actuary Department submission on the 2016 Valuation. Board members will scrutinise the 'Wales assumptions' and consider the next steps.

The Committee's Chair will attend the Board meeting supported by the Acting ACO – People Services and the Authority's Treasurer.

### **16. MINUTES OF PREVIOUS MEETING – 17 JULY 2017**

The minutes of the HR & Equalities Committee meeting held on 17 July 2017 were received and accepted as a true record of proceedings.

### **17. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2017/18**

The ACO People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes and as such

needs to identify through which mechanism it intends to fulfil its role and obligations.

Members were advised that Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities electronically in a standard circular template. These emails and circulars can cover a variety of areas including all aspects of Firefighters' Pension Schemes, and have to be noted or actioned as appropriate. This report sets out the current requirements for Firefighters' Pension Schemes' managerial and administrative actions.

## **RESOLVED THAT**

17.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails received throughout 2017/18.

17.2 Members agreed to note the actions implemented for each of the Circulars.

## **18. UPDATE ON LEADERSHIP DEVELOPMENT PROGRAMME**

The Area Manager – Head of Training & Development provided Members with an update on the proposals to implement and review leadership development throughout the Service.

## **RESOLVED THAT**

Following a question and answer session on the Leadership Development Programme, Members noted the content of the presentation and accompanying report.

## **19. THE APPRENTICESHIP LEVY**

The Area Manager – Head of Training & Development introduced the Initial Training Manager to the Committee, who informed Members that the Apprenticeship Levy was announced in the Summer Budget of 2015, and at the Autumn Statement 2015 it was announced that the Levy would come into effect in April 2017.

Members were advised that the Government committed to boosting productivity by investing in human capital, and as part of this, committed to developing vocational skills and to increase the quantity and quality of apprenticeships. Overall, the Government has committed to an additional 3 million apprenticeships and it will support quality training by putting employers at the centre of the system.

The Initial Training Manager delivered a presentation to Members which identified the relevance of the changes in Wales and what these changes mean for South Wales Fire & Rescue Service.

**RESOLVED THAT**

- 19.1 Members agreed to note the content of the report and presentation.
- 19.2 Members agreed to receive updates on the effect of the apprenticeship levy in terms of recruitment of apprentices in the Fire & Rescue Service.
- 19.3 Members agreed to receive an update on the ratio of levy charges/apprentices in comparison to North Wales and Mid & West Wales Fire & Rescue Services outside of the meeting.

**20. ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2016 TO 31 MARCH 2017**

The Absence Management Manager informed Members that the average number of shifts/working days lost per employee in each category of staff (excluding On Call staff) for the period 1 April 2016 to 31 March 2017 is 9.73 days per employee in comparison with 9.51 days per employee for the period 1 April 2015 to 31 March 2016. A further analysis of short and long term absences, self- certification and accidents on duty was also provided.

Following a question and answer session, Officers agreed to provide a further breakdown of non-physical injuries and the effect of mental health issues in the workplace in the next Annual Sickness Absence Report.

The ACO People Services commended the Absence Management Manager for her detailed report.

**RESOLVED THAT**

Members agreed to note the contents of the report.

**21. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES – 1 APRIL 2016 TO 31 MARCH 2017**

The Employee Relations Manager provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2016 to 31 March 2017.

**RESOLVED THAT**

Following a question and answer session, Members agreed to note the content of the report.

## **22. NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE & RESCUE SERVICES – INCLUSIVE FIRE SERVICE IMPROVEMENT STRATEGIES**

The Head of HR informed Members that under the guidance of the National Joint Council for Local Authority Fire & Rescue Services, the Inclusive Fire Service (IFSG) was established to undertake a comprehensive review engaging with the Fire & Rescue Services and their employees to consider equality, diversity, cultural and behavioural issues with the purpose of developing improvement strategies which could be supported across all Services to deliver equality and diversity improvement at a local level.

The outcome of the IFSG's research and engagement activities was that the group identified improvement strategies relating to four key areas of promoting an inclusive culture (which includes tackling bullying and harassment), recruitment, progression and retention.

The Head of HR provided Members with the detail of the IFSG's findings and proposed strategies, and the Service's response to their implementation and timeframes for delivery.

The Chair and Members thanked Officers for the excellent report.

### **RESOLVED THAT**

- 22.1 Members agreed to the proposed strategies identified by the Inclusive Fire Service Group and to take them forward on behalf of the Fire & Rescue Authority.
- 22.2 Members agreed to receive a further report on the Implementation Plan and Equality Risk Assessment against the strategies at the meeting of the HR & Equalities Committee taking place on 5 February 2018.

## **23. MODIFIED FIREFIGHTERS' PENSION SCHEME – WIDOW'S ENTITLEMENT**

The ACO People Services informed Members of an anomaly within the terms of the Modified Firefighters' Pension Scheme as introduced in Wales in 2007, and the impact on an individual widow.

Members noted the ambiguity of Welsh Government's advice, as detailed within paragraph 2.5 of the report, in regard to the individual case, and

Officers agreed to seek further clarity from Welsh Government officials in this regard.

**RESOLVED THAT**

Members agreed to allow the widow access to the Modified Firefighters' Pension Scheme, subject to the individual paying the appropriate contributions.

**24. COMPARTMENT FIRE BEHAVIOUR TRAINING FACILITY AT CARDIFF GATE**

The Head of Training & Development delivered a presentation to provide Members with an update on the significant developments and progress being made towards the completion of the Compartment Fire Behaviour Training Facility at Cardiff Gate Training & Development Centre.

**RESOLVED THAT**

Members agreed to note the content of the presentation.

**25. FORWARD WORK PROGRAMME**

The ACO People Services presented the Forward Work Programme for 2017/18.

**RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2017/18.

**26. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 OR 2)**

There were no items of urgent business to be considered, however the Chair wished to remind Members that today's meeting of the Committee was the last before the retirement of the ACO People Services on 31 December 2017.

The Chair and Members took the opportunity to wish the ACO a long, happy and healthy retirement, and thanked him for his outstanding work and his support, advice and wealth of knowledge in pension schemes.

The ACO People Services thanked Members for their best wishes.

**STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020**

**SUMMARY**

The SWFRS is required under The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish a Strategic Equality Plan. The current plan runs from 1 April 2015 to 31 March 2020.

This report provides for Members an update on the progress of the Strategic Equality Plan from 1 April 2016 to 31 March 2017.

**RECOMMENDATION**

That Members note the content of this report.

**1. BACKGROUND**

- 1.1 The Equality Act 2010 came into effect from the 1 October 2010 and repealed all the primary discrimination legislation including the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Regulations concerning protection from discrimination on grounds of sexual orientation, religion or belief and age, as well as many secondary pieces of legislation hence bring equality laws under one Act.
- 1.2 The Act also provides definitions of direct discrimination, discrimination arising from disability, indirect discrimination, harassment and victimisation.
- 1.3 There are nine protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 and the Specific Equality Duties for Wales ensure that public bodies, including the Fire & Rescue Services, have a duty to promote equality on eight of these grounds excluding marriage or civil partnership.

**2. ISSUE**

- 2.1 The Equality Act 2010 places on the public sector, including the Fire & Rescue Services the General Equality Duty to:
  - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act

- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

2.2 Additionally the Wales Government introduced The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011, providing specific duties for relevant Welsh public authorities aimed at enabling them to better perform and demonstrate their compliance with, the general public sector equality duty.

2.3 The Regulations provide for specific duties relating to; equality objectives; engagement; impact assessments; equality information; employment information; pay differences; staff training; strategic equality plans; procurement; annual reporting; publishing; Welsh Ministers' reporting; review; and accessibility.

2.4 To comply with the deadlines under the Regulations, relevant Welsh public authorities must publish a Strategic Equality Plan.

2.5 Therefore attached to this report at Appendix 1 is an update on the progress of the actions contained in the Strategic Equality Plan for the reporting period 1 April 2016 to 31 March 2017.

2.6 The Strategic Equality Plan (2015-2020) sets out how the SWFRS intend to achieve compliance under the General Equality Duty and Wales Specific Equality Duties.

### **3. EQUALITY RISK ASSESSMENT**

3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

### **4. RECOMMENDATION**

4.1 That Members note the contents of this report

<b>Contact Officer:</b> Andrew Jones T/Head of HR	<b>Background Papers:</b> Strategic Equality Plan (2015-2020)
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# South Wales Fire and Rescue Service Review of Strategic Equality Plan 2015-2020

*Purple cover- similar to SEP*

# Table of Content

<b>Section</b>	<b>Page</b>
<b>Introduction .....</b>	<b>1</b>
<b>How We Did .....</b>	<b>2</b>
<b>Review Findings .....</b>	<b>3</b>
<b>Ways Forward .....</b>	<b>3 &amp; 4</b>

## Introduction

In 2015, South Wales Fire and Rescue Service published its new Strategic Equality Plan for the coming five years.

The four Outcomes, which are listed below, capture the General Duties of *The Equality Act (2010)* as well as the Regulations in the *Wales Specific Duties*; these two legal documents set out how we as a public service must promote and include equality of opportunity in all we do.

The Plan outlines, in broad terms which start at the top, how we intend to work towards meeting those requirements over the next five years.

**Outcome 1:** *Our Workforces is diverse, equally valued, and all have access to development as well as professional opportunities*

**Outcome 2:** *We use the Wales Procurement Strategy and procedures to ensure fair and transparent processes are used to support local SMEs and improve equality & diversity*

**Outcome 3:** *We get the right data/information at the right time from the right people, in order to ensure all we do meets the needs of all our communities*

**Outcome 4:** *Our systems enable the timely monitoring and reporting of our legally required equality duties*

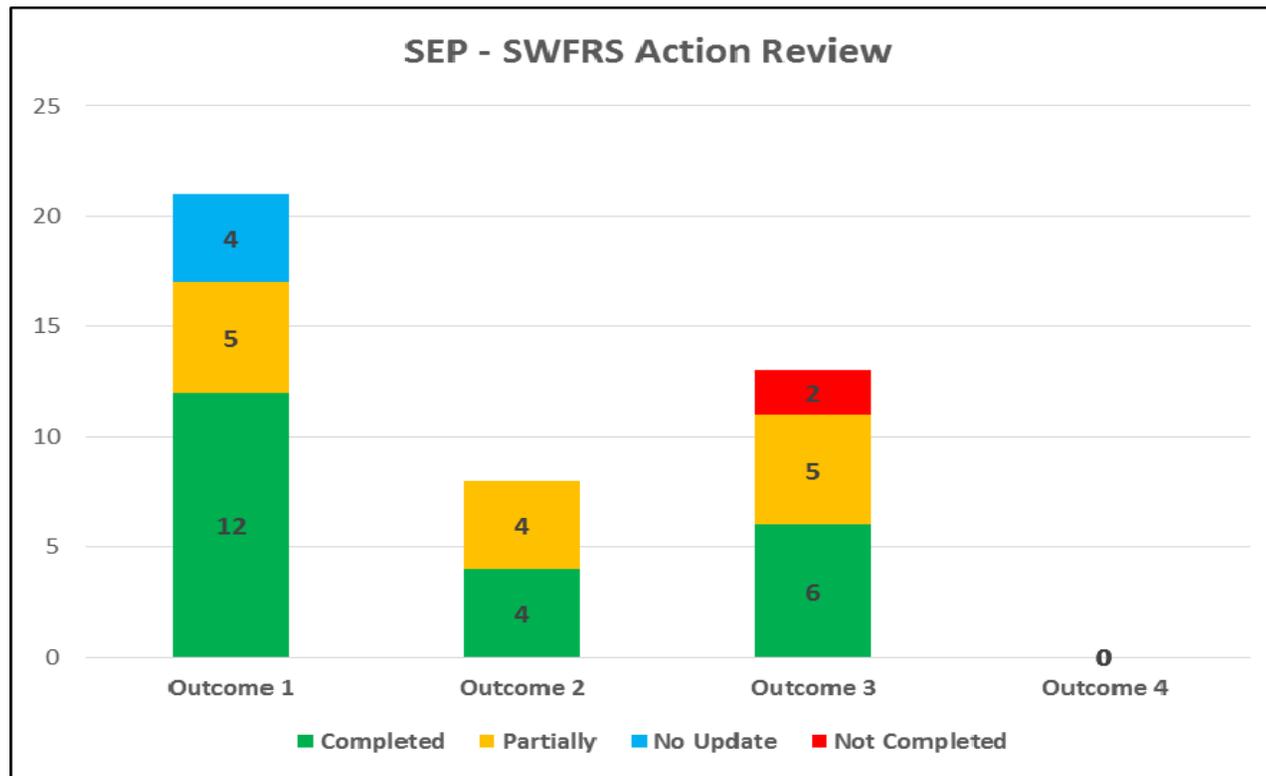
Along with this Review, we also encourage you to read the [Strategic Equality Plan](#), and look at the tagged actions, which are located on our website.

## How We Did

When deciding the layout of the Strategic Equality Plan, it was important to start at the beginning and identify our foundation. In order to do this, all Corporate Actions from across the Service were tagged to one (or more) of the Strategic Equality Plan's Outcomes, as this would allow us to see where we were making changes and also if there were any gaps.

Below is a table which shows how we did with the Corporate Actions. Out of a total of 42 actions, 22 were completed, with 14 being partially completed.

This leaves 6 actions (14%) as not completed / no update information.



## Review Findings

Incorporating genuine equality into all the Service does is an ongoing journey, and this year has seen improvements (how we work with, and for, communities) plus spotlighted areas which require more attention (how we use data).

For a comprehensive understanding of what we've done, please see the [Annual Equality Report](#) and [The Improvement Plan](#) which can be found on our website (if you wish a paper version, there are contact details at the end of this report).

## Ways Forward

Some key areas which we will be growing, include:

- *Ensuring developmental opportunities are promoted to all staff*
- *Advocating for compliance and best practice with our partners*
- *Investigating workable ways of using data to better serve and meet the various needs of **all** our communities*
- *Building Equality Outcomes directly into The Improvement Agenda and Strategic Themes*
- *Revising the Equality Risk Assessment process so we better target resources in what we do and why*
- *Exploring meaningful new ways to increase diverse representation in both staff and service delivery*
- *Continuing to further promote, enhance, and establish our relationships with historically marginalised groups*

On the following page is a table which shows, in the grey columns, how the Strategic Equality Outcomes will migrate into our new Corporate Direction and also how they will assist in progressing the Welsh Government's Well Being and Future Generations Bill.

SEP Corporate Overarching Outcome	Strategic Objectives 2016/17	Wales Specific Duties	Strategic Themes (draft) 2018/19	Well Being and Future Generation Goal(s) 2018/19
<b>1.. Our workforce is diverse, equally valued, and all have access to development as well as professional opportunities</b>	<b>02-</b> Engage and Consult  <b>03-</b> Align our Resources	Pay Gap Staff Training Employment Information and Data	Reduce Risk Engage & Communicate Strengthen Partnerships	A Resilient Wales A Healthier Wales A More Equal Wales A Wales of Cohesive Communities A Vibrant Culture/Welsh Language
<b>2.. We use the Wales Procurement Strategy and procedures to ensure fair and transparent processes are used to support local SMEs and improve equality &amp; diversity</b>	<b>03-</b> Align our Resources	Procurement	Nurture Sustainable Resources Embrace Technology	A Prosperous Wales A Resilient Wales A Globally Responsible Wales
<b>3.. We get the right data/information at the right time from the right people, in order to ensure all we do meets the needs of all our communities</b>	<b>02-</b> Engage and Consult  <b>04-</b> Use Technology to meet Service Improvements  <b>05-</b> Explore Partnerships and Opportunities	Accessibility Data Assessing Impact Engagement	Embrace Technology Engage & Communicate Strengthen Partnerships	A Healthier Wales A More Equal Wales A Prosperous Wales A Wales of Cohesive Communities
<b>4.. Our systems enable the timely monitoring and reporting of our legally required equality duties</b>	<b>04-</b> Use Technology to meet Service Improvements	Reporting and Publishing Objective Setting Equality Plan Annual Report Reviewing	Reduce Risk	A More Equal Wales

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**HR & EQUALITIES COMMITTEE**  
**REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES**

AGENDA ITEM NO 6  
 5 FEBRUARY 2018

**ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2016 TO 31 MARCH 2017**

**SUMMARY**

The SWFRS is required under The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

This Annual Equality Report meets the SWFRS's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties and is focused primarily on data as well as what we have done during the period 1 April 2016 to 31 March 2017.

**RECOMMENDATION**

That Members note the content of this report.

**1. BACKGROUND**

- 1.1 The Equality Act 2010 came into effect from the 1 October 2010 and repealed all the primary discrimination legislation including the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Regulations concerning protection from discrimination on grounds of sexual orientation, religion or belief and age, as well as many secondary pieces of legislation hence bring equality laws under one Act.
- 1.2 The Act also provides definitions of direct discrimination, discrimination arising from disability, indirect discrimination, harassment and victimisation.
- 1.3 There are nine protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The Equality Act 2010 and the Specific Equality Duties for Wales ensure that public bodies, including the Fire & Rescue Services, have a duty to promote equality on eight of these grounds (excluding marriage and civil partnership).

**2. ISSUE**

- 2.1 The Equality Act 2010 places on the public sector, including the Fire & Rescue Services the General Equality Duty to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and
  - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- 2.2 Additionally the Wales Government introduced The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011, providing specific duties for relevant Welsh public authorities aimed at enabling them to better perform and demonstrate their compliance with the general public sector equality duty.
- 2.3 The Regulations provide for specific duties relating to; equality objectives; engagement; impact assessments; equality information; employment information; pay differences; staff training; strategic equality plans; procurement; annual reporting; publishing; Welsh Ministers' reporting; review; and accessibility.
- 2.4 To comply with the deadlines under the Regulations, relevant Welsh public authorities must publish an annual report on compliance with the general duty in relation to a reporting period of 1 April to 31 March.
- 2.5 Therefore attached to this report at Appendix 1 is:
- South Wales Fire & Rescue Service Annual Equality Report for the reporting period 1 April 2016 to 31 March 2017
  - South Wales Fire & Rescue Service Strategic Equality Plan (2015-2020).
- 2.6 The Annual Equality Report meets the SWFRS's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties and is focused primarily on data as well as what we have done during the period 1 April 2016 to 31 March 2017. In order to establish an ease of reading, the report uses the General Equality Duty and Wales Specific Equality Duties as headings with the supporting data held in the appendices.
- 2.7 The Strategic Equality Plan (2015-2020) sets out how the SWFRS intend to achieve compliance under the General Equality Duty and Wales Specific Equality Duties.

### 3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

### 4. RECOMMENDATION

- 4.1 That Members note the contents of this report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Jones T/Head of HR	HR & Equality Committee reports Strategic Equality Plan (2015-2020)





South Wales Fire and Rescue Service

# Annual Equality Report

1st April 2016 to 31st March 2017

**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

**Raising Awareness - Reducing Risk**

# Equality Statement

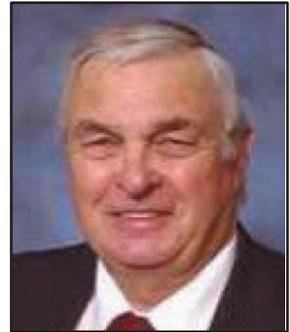
South Wales Fire and Rescue Service (SWFRS) continues to build equality and diversity into everything that we do- from creating a workplace which values the diversity of employees, to delivering people centred services for all the communities in South Wales. This in an ongoing journey which we are committed to continue.



Huw Jakeway  
Chief Fire Officer



Sally Chapman  
DCO  
Finance and Corporate  
Services



Cllr Tudor Davies  
Chairman  
SWFR Authority

To see how we are working to making equalities real in the Fire Service, please look at our [Strategic Equality Plan](#), [Risk Reduction Plan](#), and [Improvement Plan](#). These can all be found, along with other information, on our website: [southwales-fire.gov.uk](http://southwales-fire.gov.uk)

*This document can be provided in alternative formats upon request to the contact provided on the back page.*

# Contents

	Page(s)
<b>Introduction</b> .....	4
<b>Who we are</b> .....	5
<b>Our Vision and Values</b> .....	6
<b>General Duty</b> .....	7, 8
 The Wales Specific Duties:	
Regulations 3 & 4 .....	8
Regulations 5 & 6 .....	9
Regulations 7 & 8 .....	10
Regulation 9 .....	11
Regulation 10 .....	12
Regulations 11 & 12 .....	13
Regulations 13 & 14 .....	13
Regulation 18 .....	14
 <b>Appendices:</b>	
Service Data .....	15
Staff Data – General .....	16
Staff Data – Leavers.....	17
Left Blank.....	18
Staff Data - Gender/Grade: Corporate .....	19
Staff Data - Gender/Role: Uniformed .....	20
Recruitment Data: Corporate .....	22
Recruitment Data: Whole-Time .....	23
Recruitment Data: Retained On-Call.....	24
Glossary .....	25

## Introduction

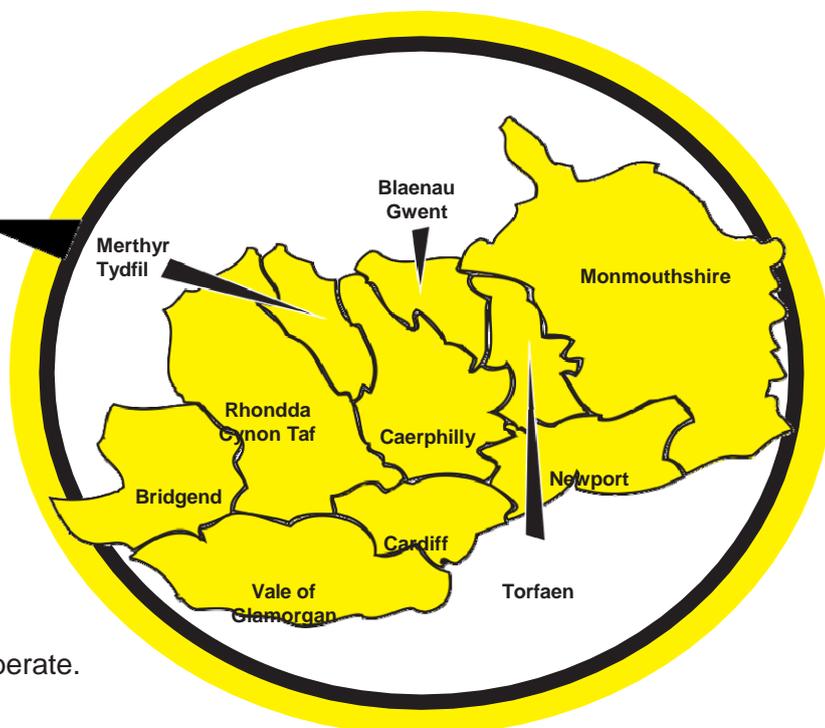
**Equality has changed significantly over the last few years, most recently with the replacement of over 100 pieces of legislation with one piece of law (Equality Act 2010), and the Wales Specific Duties.**

This Annual Report aims to meet Regulation 14 of the Wales Specific Duties; it carries on from the last Annual Report , and should be read with it to get a full picture ([LINK](#))

## Who We Are

South Wales Fire and Rescue Service (SWFRS) covers 10 Unitary Authorities (UA). There are 24 elected members on the SWFRS Fire Authority nominated from the 10 UA's. It is one of the largest fire and rescue service areas within the UK and is made up of rural, coastal and urban areas.

**Area:** 2,700 km<sup>2</sup>  
**Population:** 1.49 million  
**Dwellings:** 662,000  
**Non-Domestic Properties:** 46,000  
 (Source: Stats Wales and [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk))



### In 2016/17 we dealt with:

- **35,381** emergency calls.
- **17,315** incidents.
- **5,798** fires of which **4,054** were deliberate.
- **1,179** road traffic collisions (RTC's).

(Source: Incident Recording System (IRS) + Operational Statistics Return 2016-17 (Welsh Government))

### We:

- Rescued **177** people trapped in vehicles.
- Did not turn out to **104** calls having identified them as malicious.
- We turned out to **302** calls having failed to identify them as malicious.
- Completed **16,387** home fire safety checks.
- Had face to face engagement with **47,408** Children and Young People through community safety events and school visits.

Source- Fire & Rescue Services' Annual Statistical Returns (Community Fire Safety 2016-17)

We have **47** Fire Stations which deployed both fire engines and reserve vehicles.

We have other specialist vehicles to deal with a wide range of emergencies (such as large animal rescue)

All emergency calls are managed by Fire Control based in the Joint Public Service Centre, Bridgend. Our Headquarters is in Llantrisant.

## Our Vision

To make South Wales safer by reducing risk.

Our Vision Statement describes an ideal future and unites SWFRS around a common purpose.



## Our Mission

We will achieve our Vision by:

- Serving our communities' needs
- Working with others
- Facing challenges through innovation and improvement
- Reducing Risk through education, enforcement and response
- Succeeding in making South Wales safer

## Our Values

Our VALUES define what we stand for — they are our core rules. Once defined, the values that are important to us should be reflected in everything we do.

- Caring
- Dedicated
- Disciplined
- Dynamic
- Professional
- Resilient
- Respectful
- Trustworthy

Whenever you come into contact with the Service, these values should always be evident.

## General Duty

The Equality Act 2010 established a General Duty which aims to ensure people with Protected Characteristics are not excluded, discriminated against, or otherwise treated less favorably than anyone else, due to their protected characteristics; and consists of three fundamental areas:

- ***Eliminate* discrimination, harassment, victimisation and any other conduct that is prohibited under the Act**
- ***Advance* equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it**
- ***Foster* good relations between persons who share a relevant protected characteristic and persons who do not share it**

The General Duty is further supported by the Wales Specific Duties (the Human Rights Act also supports equality work, but is not explicitly included in this Report).

### **Some of the ways we have worked towards the General Duty include:**

- Carried out positive action days so anyone from an under-represented group could have the opportunity to learn about South Wales Fire and Rescue Service.
- Launched the Service's "Together" campaign as part of its Attraction and Diversity strategy focusing on engaging with key community groups who are currently under-represented within our employee base.
- Developed a network of White ribbon ambassadors with HQ and Stations to raise awareness in the community through the media.
- Worked with various faiths to increase fire/cooking safety within the home, especially around religious festivals.
- Attended Cardiff Race for Life
- Supported Deaf Awareness Week
- Supported Older Person's Day
- Participated in the Welsh Gov. Equality Week Network Events
- Attended Stonewall's Workplace conference / Represented at Cardiff Pride event
- Supported the #ReachOut campaign run by Time to Change Wales / Mental Health Awareness Week

## The Wales Specific Duties

This section shows what we have done, and what we intend to do, in relation to the Wales Specific Duties, in order to meet the General Duty as mentioned above.

### Regulation 3: Equality Objectives

**Equality objectives should be mainstreamed so that all services and departments contribute to equality improvement and manage their equality commitments as part and parcel of their general improvement and customer service commitments.**

### Regulation 4: Preparation and review of equality objectives

**Authorities have a duty to collect a range of equality information to contribute to this evidence base.**

#### What we did

- Developed a range of ways in which information collecting systems, to ensure that all relevant data relating to the protected characteristics is captured and monitored as appropriate e.g. an E&D questionnaire is offered to the household on every Home Visit that is undertaken by SWFRS.
- Continued to develop relationships with other organisations to evaluate and amend our equality objectives, and the ways in which we provide our services as appropriate.
- An E&D questionnaire has been created to attach to all Campaigns templates M38's and offered to all groups engaged with.
- Additional questions around Welsh Language have also been added to promote bilingualism and build a rationale to improve service delivery.
- Collected a range of equality information during fire safety inspections of business premises and during Business Engagement events.

#### What we still intend to do

- Continue to maintain annual focus on equality objectives by incorporating such objectives within Departmental business plans.
- Continually monitor and regular review of the information we collect to ensure it meets the needs of the Service and the communities of South Wales and also legislative requirements.
- Integrate equality information into new technology to support and improve the reduction of risk, and enable us to prioritise activities and use our resources more effectively.
- To separate the data collected on visits and create a "leave behind" form and confidential envelope to promote a larger return and increase anonymity.
- Develop an in-house Fire Service Improvement Plan 2018-21

## **Regulation 5: Engagement provisions**

**As part of gathering relevant information, an Authority will need to engage appropriate people in assessing its work in relation to meeting the three aims of the general duty**

### **What we did**

- Promoted our services via social media to targeted communities
- Continued to work closely with Stonewall Cymru to deliver training to both our Supervisory and Middle Managers on unconscious bias,
- Facilitated positive action days specifically for people from groups under-represented in our fire service
- Build on our active partnerships with community groups to identify and meet their needs
- Continued to refine the methodology of acquiring equality information via pro-active services, such as Home Safety Checks, and stakeholder engagement activities in order to ensure that the data we capture is meaningful and will assist us with planning future risk reduction activities.
- Enhanced data collection and reporting mechanisms in terms of the Protected Characteristics, for all community engagement, and community based preventative activities.
- Attended numerous events including Cardiff Pride, Older Person's Day and the Grangetown Festival.

### **What we still intend to do**

- Continue to refine our data collection in order to ensure that we are targeting the right groups with our risk reduction activities.
- Seek to establish additional staff networks e.g. Equality Allies Network, which will enable a wider number of employees to influence Service policy.

## **Regulation 6: Accessibility of published information**

**Local Authorities must ensure that any document or information published to meet its general or specific equality duties in a form that is accessible to people from protected groups**

### **What we did**

- Ensured any information, guidance or document published externally were produced in a bi-lingual format.
- Carried out Equality Risk Assessments of published documents.
- Continued to attend local forums e.g. B&ME groups, Time to Change Wales etc. in order to monitor whether the information we provide meets their needs. This has enabled us to make amendments as needed.
- Increased our use of social media to advertise our attendance at events such Cardiff Pride and our support for campaigns such as White Ribbon.

### **What we still intend to do**

- Continue to identify improvements to the way we communicate effectively with the diverse communities we serve, by engaging proactively and inclusively.

## **Regulation 7: Arrangements for collection of information about compliance with the general duty**

**An authority must put appropriate arrangements in place to ensure that it identifies the relevant information that it holds, and identifies and collects relevant information that it does not hold.**

### **What we did**

- An E&D questionnaire is offered to the household on every Home Visit.
- An E&D questionnaire has been created to attach to all Campaigns templates M38's and offered to all groups engaged with.
- Additional questions around Welsh Language have also been added to promote bilingualism and build a rationale to improve service delivery.

### **What we still intend to do**

- Identify innovative ways of gathering relevant information to support the reduction of risk within the communities of South Wales.
- Ensure the new Business Management Information System (BMIS) captures relevant equality data and information
- Develop an 'everyone matters' pack, which includes an anonymised questionnaire plus a

- Work with other Fire Services in Wales to identify new ways of collecting information, gaps, and trends

### **Regulation 8: Impact and monitoring of policies and practices**

**Assessments need to be completed when a policy or practice is being proposed or reviewed. This will include business planning, efficiency proposals, and staff restructures.**

#### **What we did**

- Completely re-designed the Equality Risk Assessment form and guidance, to ensure it is better fit for purpose
- Included the Well Being and Future Generations Act goals into the Equality Risk Assessment

#### **What we still intend to do**

- Increase the proportion of Equality Risk Assessments done at conception of ideas/projects
- Build in an annual review at senior management level of the good practice and thematic challenges, and use outcomes to improve the process.

## **Regulation 9: Collection and reporting of employment information**

**This includes data on recruitment and retention, promotion, training opportunities, and grievance and disciplinary actions.**

### **What we did**

- Further developed the Service's new HR system (Core) allowing staff to self-manage their equality information
- Developed an anonymous "Leavers form" allowing staff exiting the Service to expand on their reasons for leaving.
- Purchased an Unconscious Bias e-learning package
- Reviewed levels of completed equality information

### **What we still intend to do**

- Regularly promote self-managing and updating of personal details

### **Grievance Data:**

- For the time period of this report there were four Grievances recorded by the Resolution Team, three male and one female, and all related to organisational procedures.
- The Service is refining its monitoring to better capture equality related data that might be associated with Grievances.

## **Regulation 10: Staff Training**

**Authorities are required to promote knowledge and understanding of the general and specific duties amongst employees and must ensure that performance assessment procedures, such as personal appraisals or personal development reviews, are used to identify and address training needs.**

### **What we did**

- Supported staff to attend a variety of equality and diversity related conferences, seminars and workshops for professional development
- We have engaged with Welsh Government to deliver the Violence against Women Domestic Abuse and Sexual Violence (VAWDASV) programme across the whole Organisation.
- We have expanded our e-learning resources to address key issues i.e. Inclusive Workplace.
- We have redesigned our staff appraisal process to make it more accessible to the workforce. Our intention is to encourage greater openness through more frequent and pertinent interactions.
- Promoted public messages to ensure staff awareness e.g. LGBT History Month, Mental Health, promotion of age awareness.
- Participated in the Stonewall Allies programme

### **What we still intend to do.**

- We intend to develop our e-learning resources further and improve accessibility to encourage greater participation.
- We will look for opportunities that spring from our “appraisal” process to target our resources where they can have the most impact.
- Launch the in-house Equality Allies Network,

## **Regulation 11 and 12: Equal pay and Action Plans**

**There is also a requirement to consider this information when drawing up equality objectives. Local Authorities must also publish an equality objective and action plan in relation to addressing any gender pay difference identified or publish reasons why it has not done so.**

The Service is adhering to government produced guidance and deadlines regarding an equal pay assessment and the development of a related action plan

### **What we did**

Published our Annual Pay Policy

### **What we intend to do**

To publish relevant information in line with Gender pay reporting legislation

## **Regulation 13: Review of arrangements**

**Regulation 14: Annual reporting on compliance with the general duty**  
**Equality objectives must be reviewed at least every 4 years. Authorities are also required to keep under review other aspects of compliance with general and specific duties.**

### **What we did**

- Ensured the publication of our last Annual Equality Report met the legally required deadline
- Built the four outcomes of the Strategic Equality Plan Outcomes into the new Corporate Themes

### **What we intend to do**

- Publish our Annual Equality Report
- Publish our Strategic Equality Report

## **Regulation 18: Public Procurement**

**The general duty applies to all procurement regardless of the value of the contract. The specific duty applies when a Local Authority is procuring works, goods or services from other organisations on the basis of a 'relevant agreement'**

### **What we did**

- The Service continues to question suppliers through our procurement process in line with Equal Opportunities and Discriminatory Practices, training and promotion opportunities.
- All opportunities are advertised to provide to provide access and promote opportunities to SME's, local business and the 3<sup>rd</sup> Sector. Evaluation Criteria are set which ensure fairness to all responding suppliers.

### **What we intend to do**

- Continue to build equality into the procurement process and monitor through contract management. We will question suppliers during the procurement process to assess and compare their performance on ethical employment within the supply chain.

## Service Data

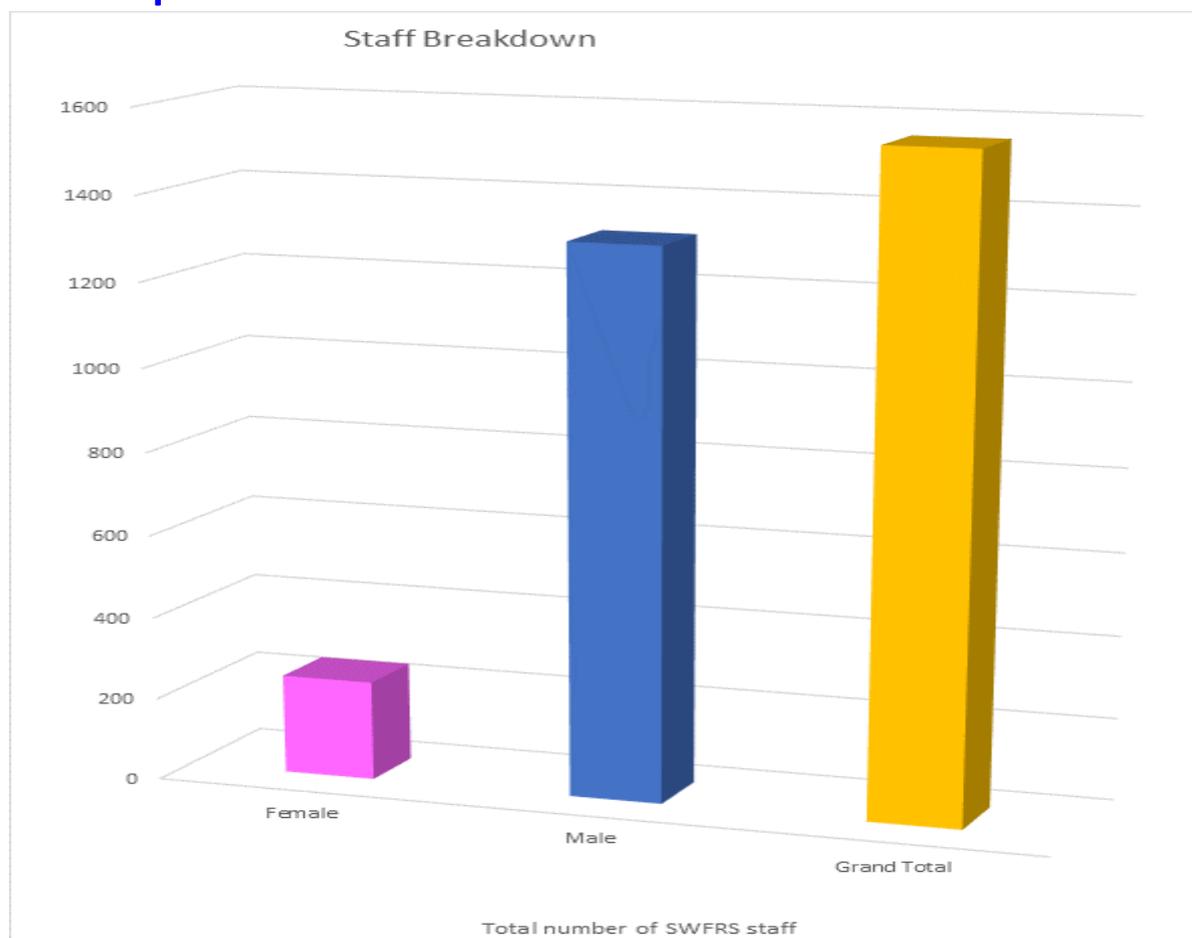
1st April 2016- 31st March 2017

<b>Casualties:</b>	
<b>Accidental Dwelling Fires:</b>	
People Aged 65+	40
Ethnic Minority Background	1
<b>Road Traffic Collisions (attended by SWFRS):</b>	
People Aged 65+	66
Ethnic Minority Background	0
<i>*source- Incident Recording System (IRS)</i>	
<i>* casualties include fatalities, injuries and rescues</i>	

<b>Home Fire Safety Check Visits (HFSC):</b>	
Disabled	4,239
Smoke alarms installed	3,692
People Aged 65+	7,529
Smoke alarms installed	6,879
Ethnic Minority Background	242
Smoke alarms installed	267
Single Parent Households	815
Smoke alarms installed	617
Specialist deaf smoke alarms installed	2,706

## Staff Data: General

1<sup>st</sup> April 2016 - 31<sup>st</sup> March 2017

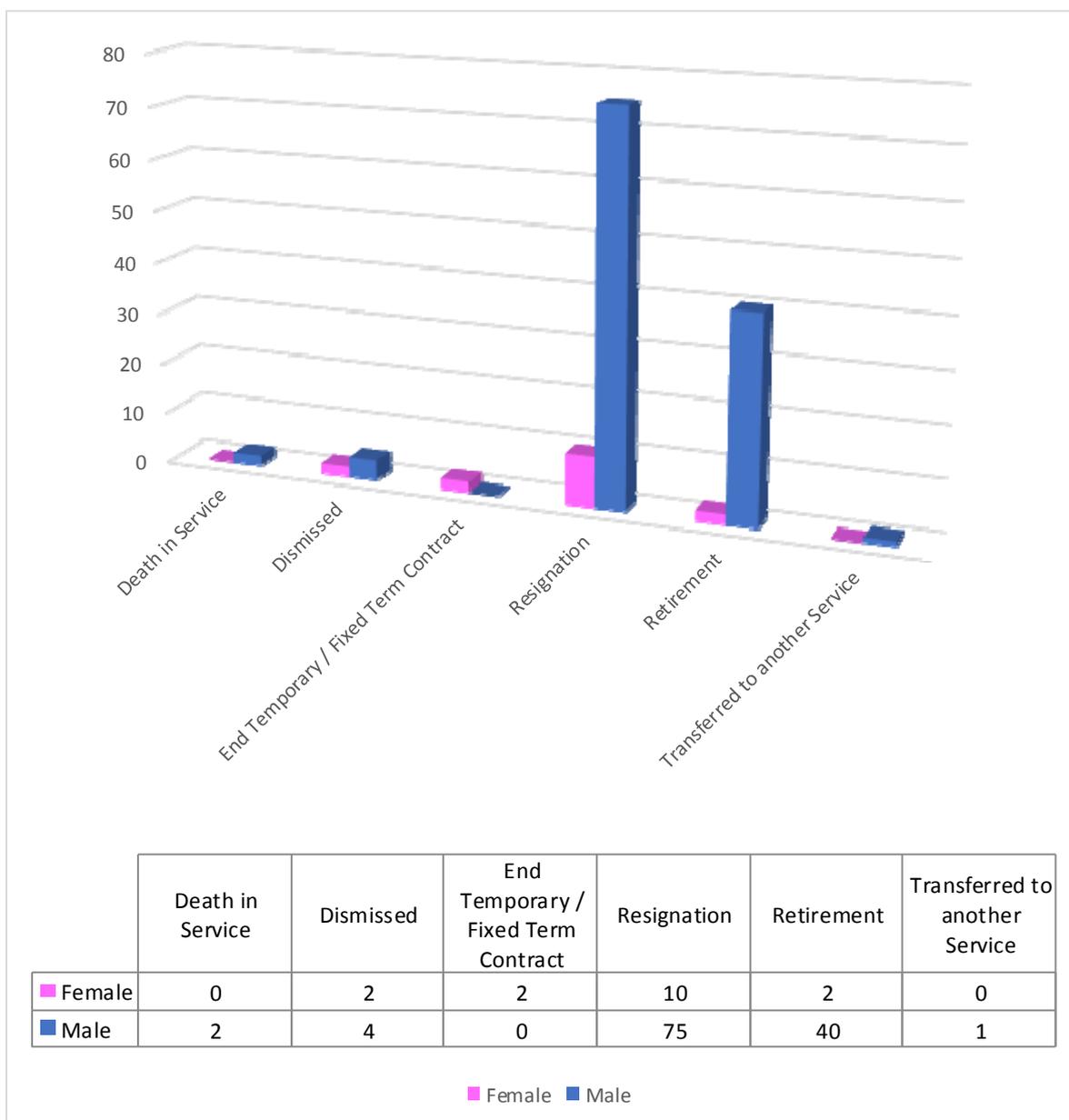


SWFRS Staff	Female	Male
<b>Totals</b>	<b>241</b>	<b>1316</b>
<b>18-25</b>	<b>11</b>	<b>93</b>
<b>26-40</b>	<b>76</b>	<b>514</b>
<b>41-60</b>	<b>147</b>	<b>687</b>
<b>60+</b>	<b>7</b>	<b>22</b>
<b>Self-Declared as Disabled</b>	<b>3</b>	<b>9</b>
<b>Black (African)</b>	<b>0</b>	<b>1</b>
<b>Black Caribbean</b>	<b>0</b>	<b>1</b>
<b>Caucasian (white)</b>	<b>211</b>	<b>1120</b>
<b>Left Blank</b>	<b>22</b>	<b>133</b>
<b>Other</b>	<b>5</b>	<b>19</b>
<b>Prefer Not to Say</b>	<b>3</b>	<b>42</b>

<b>Bisexual, Gay, Lesbian</b>	<b>12</b>	
<b>Heterosexual</b>	<b>470</b>	
<b>Prefer Not to Say</b>	<b>923</b>	
<b>Left Blank</b>	<b>152</b>	
<b>Gender Reassignment/Identity</b>	<b>1</b>	

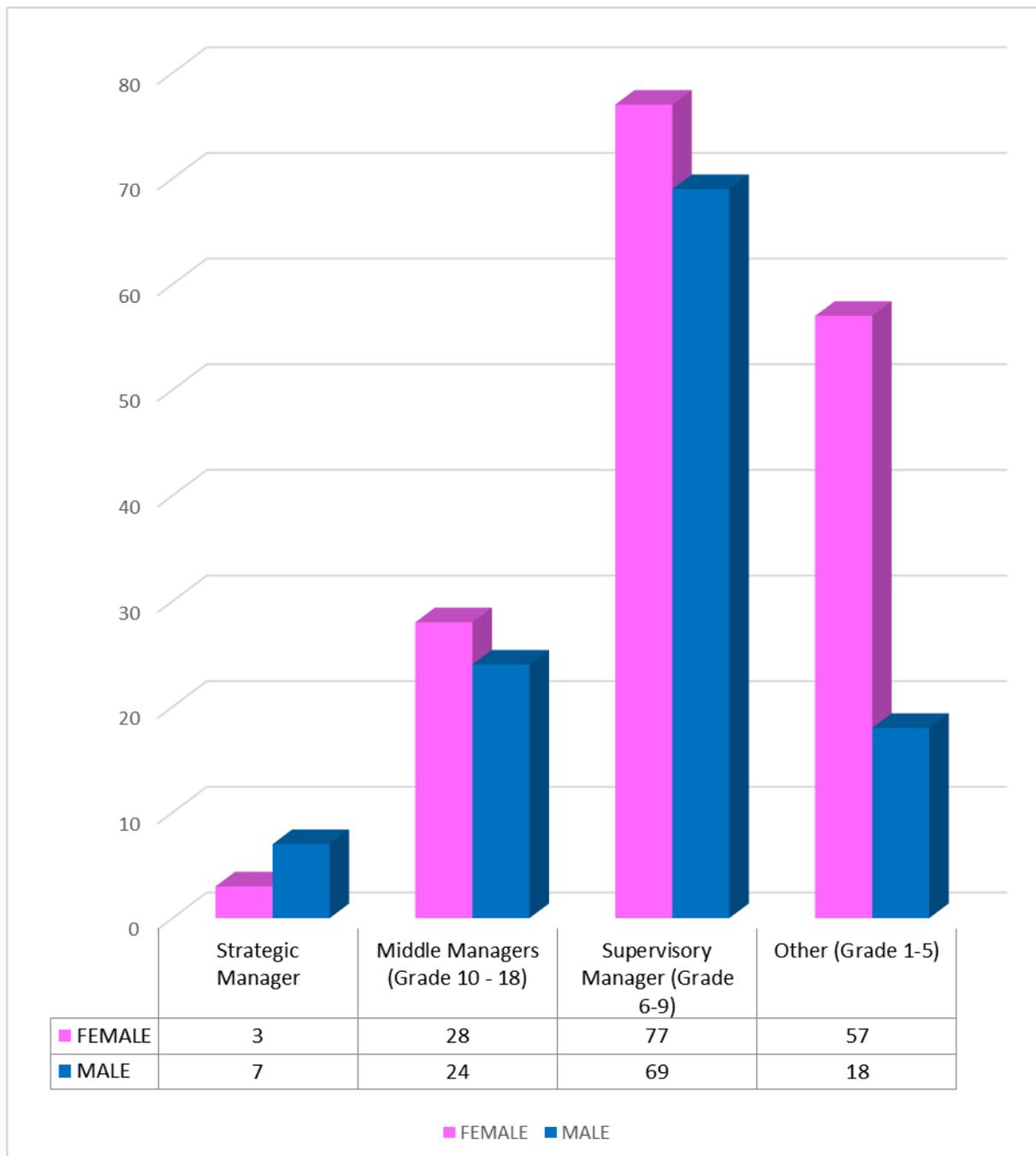
## Staff Data: Leavers

1<sup>st</sup> April 2016 - 31<sup>st</sup> March 2017

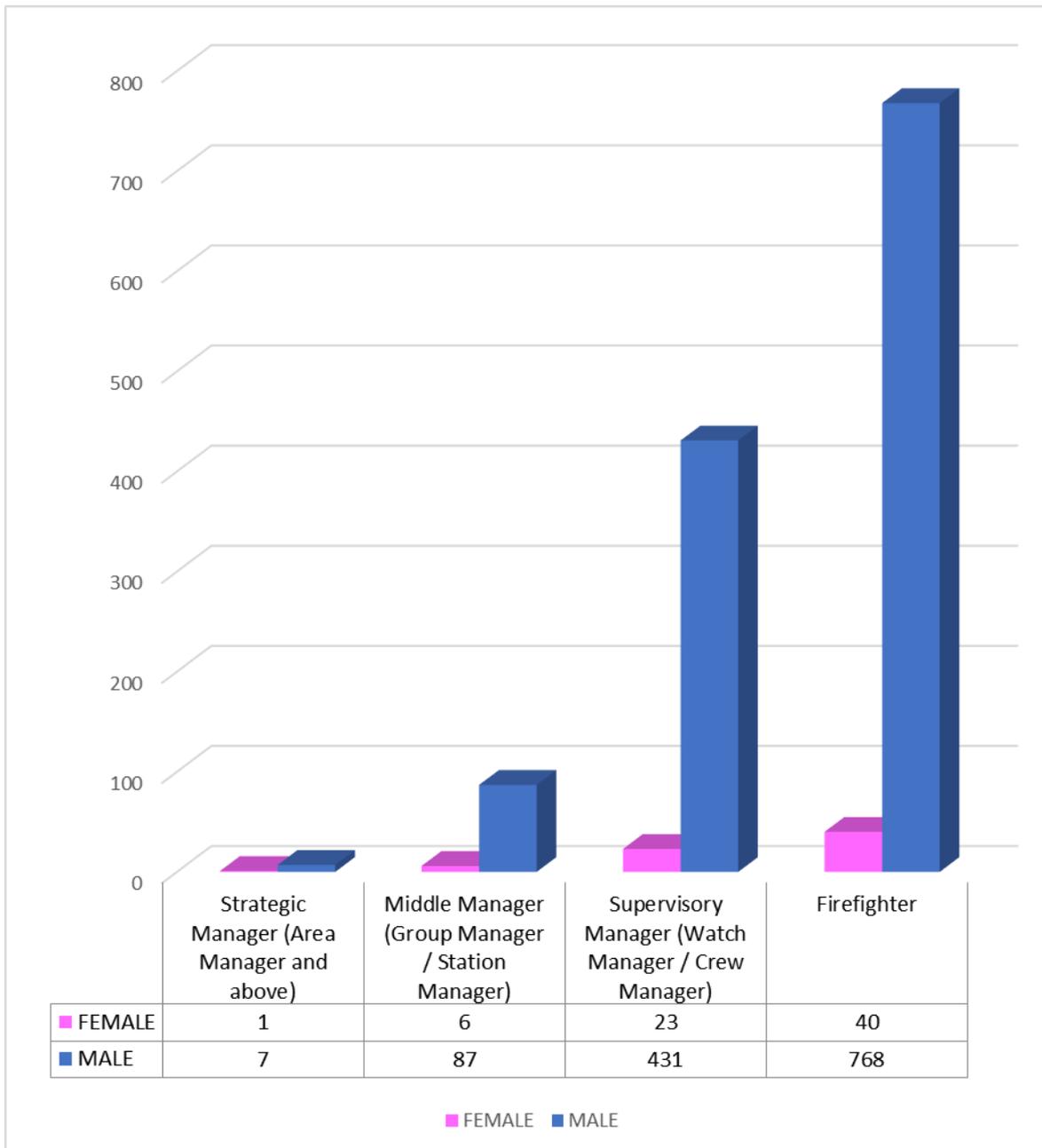


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## Staff Data- Gender/Grade: Corporate 1<sup>st</sup> April 2016 - 31<sup>st</sup> March 2017



## Staff Data- Gender/Role: All Uniformed 1<sup>st</sup> April 2016 - 31<sup>st</sup> March 2017



## Recruitment Data: Corporate

	TOTAL APPLICATIONS
<b>FEMALE</b>	387
<b>MALE</b>	236
<b>TRANSGENDER</b>	0
<b>UNKNOWN/PNTS</b>	0
<b>TOTAL:</b>	623
<b>UNDER 18</b>	11
<b>18-24</b>	150
<b>25-40</b>	262
<b>41-59</b>	146
<b>60+</b>	23
<b>Unknown / Prefer Not to Say</b>	31
<b>Registered Disabled</b>	12
<b>Not Registered Disabled</b>	569
<b>Unknown / Prefer Not to Say</b>	42
<b>Ethnic Minority</b>	18
<b>White</b>	576
<b>Unknown / Prefer Not to Say</b>	29
<b>Buddhist</b>	1
<b>Christian</b>	196
<b>Hindu</b>	0
<b>Jewish</b>	0
<b>Muslim</b>	8
<b>Sikh</b>	0
<b>None</b>	360
<b>Other</b>	0
<b>Unknown / Prefer Not to Say</b>	58
<b>Bisexual</b>	4
<b>Gay</b>	2
<b>Heterosexual</b>	577
<b>Lesbian</b>	6
<b>Prefer Not to Say</b>	34
<b>Don't Speak Welsh</b>	345
<b>Learner</b>	120
<b>Intermediate</b>	37
<b>Fluent</b>	72
<b>Prefer Not to Say</b>	49

## Recruitment Data: Whole-time

	TOTAL APPLICATIONS
<b>FEMALE</b>	324
<b>MALE</b>	2635
<b>TRANSGENDER</b>	0
<b>UNKNOWN/PNTS</b>	19
<b>TOTAL:</b>	2978
<b>Registered Disabled</b>	45
<b>Not Registered Disabled</b>	2904
<b>Prefer Not to Say</b>	29
<b>Ethnic Minority</b>	117
<b>White</b>	2672
<b>Prefer Not to Say</b>	189
<b>Buddhist</b>	7
<b>Christian</b>	887
<b>Hindu</b>	2
<b>Jewish</b>	5
<b>Muslim</b>	26
<b>Sikh</b>	0
<b>None</b>	1842
<b>Other</b>	43
<b>Prefer Not to Say</b>	166
<b>Bisexual</b>	95
<b>Gay</b>	44
<b>Heterosexual</b>	2621
<b>Lesbian</b>	46
<b>Prefer Not to Say</b>	172
<b>Don't Speak Welsh</b>	2137
<b>Learner</b>	452
<b>Intermediate</b>	122
<b>Fluent</b>	243
<b>Prefer Not to Say</b>	24

## Recruitment Data: On-Call (Retained)

	TOTAL APPLICATIONS
<b>FEMALE</b>	22
<b>MALE</b>	222
<b>TRANSGENDER</b>	0
<b>PREFER NOT TO SAY</b>	20
<b>TOTAL:</b>	264
<b>UNDER 18</b>	9
<b>18-24</b>	94
<b>25-40</b>	111
<b>41-59</b>	21
<b>60+</b>	0
<b>Prefer Not to Say</b>	29
<b>Registered Disabled</b>	2
<b>Not Registered Disabled</b>	233
<b>Prefer Not to Say</b>	29
<b>Ethnic Minority</b>	7
<b>White</b>	229
<b>Prefer Not to Say</b>	28
<b>Buddhist</b>	0
<b>Christian</b>	63
<b>Hindu</b>	0
<b>Jewish</b>	0
<b>Muslim</b>	1
<b>Sikh</b>	0
<b>None</b>	164
<b>Other</b>	1
<b>Prefer Not to Say</b>	35
<b>Bisexual</b>	1
<b>Gay</b>	3
<b>Heterosexual</b>	220
<b>Lesbian</b>	4
<b>Prefer Not to Say</b>	36
<b>Don't Speak Welsh</b>	189
<b>Learner</b>	20
<b>Intermediate</b>	6
<b>Fluent</b>	20
<b>Prefer Not to Say</b>	29

## Recruitment Data: Fire Control

	TOTAL APPLICATIONS
<b>FEMALE</b>	124
<b>MALE</b>	97
<b>TRANSGENDER</b>	0
<b>UNKNOWN/PNTS</b>	7
<b>TOTAL:</b>	<b>228</b>
<b>UNDER 18</b>	
<b>18-24</b>	
<b>25-40</b>	
<b>41-59</b>	
<b>60+</b>	
<b>Unknown / Prefer Not to Say</b>	
<b>Registered Disabled</b>	5
<b>Not Registered Disabled</b>	207
<b>Unknown / Prefer Not to Say</b>	16
<b>Ethnic Minority</b>	4
<b>White</b>	212
<b>Unknown / Prefer Not to Say</b>	12
<b>Buddhist</b>	0
<b>Christian</b>	99
<b>Hindu</b>	0
<b>Jewish</b>	0
<b>Muslim</b>	0
<b>Sikh</b>	0
<b>None</b>	109
<b>Other</b>	3
<b>Unknown / Prefer Not to Say</b>	17
<b>Bisexual</b>	5
<b>Gay</b>	3
<b>Heterosexual</b>	195
<b>Lesbian</b>	7
<b>Prefer Not to Say</b>	18
<b>Don't Speak Welsh</b>	139
<b>Learner</b>	41
<b>Intermediate</b>	19
<b>Fluent</b>	21
<b>Prefer Not to Say</b>	8

# Glossary

## **The Equality Act (2010)**

This replaced more than 100 pieces of legislation with one legal document.

## **General Duty**

The Equality Act 2010 established a General Duty which has three fundamental areas:

*Eliminate discrimination*

*Advance equality of opportunity*

*Foster good relations*

## **Protected Characteristics**

These are the identified characteristics which are protected by Law against being discriminated against or otherwise treated less than anyone else and cover: Age, Belief/ Non-Belief, Disability, Gender Reassignment, Race, Sex, and Sexual Orientation.

In certain circumstances, this also includes Civil Partnerships/Marriage and Pregnant/ Maternity.

## **Wales Specific Duties**

The Welsh Government set out specific areas that must be complied with here in Wales, and by doing so, public bodies such as the Fire and Rescue Service will be able to show compliance with the General Duty above.

## **Strategic Equality Plan (SEP)**

Our Strategic Equality Plan is developed with input from communities and staff, and outlines how we plan on meeting the requirements of both the Equality Act (2010) and the Wales Specific Duties.

## **Improvement Plan (IP)**

This is published on our website ([www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)) and shows how we are performing across our services, and what the priorities are for the coming year.

## **Risk Reduction Plan (RRP)**

This plan is published on our website (see above) and shows our priorities plus how we intend to meet them.

# Ways Forward

Some key areas which we will be growing, include:

- *Ensuring developmental opportunities are promoted to all staff*
- *Advocating for compliance and best practice with our partners*
- *Investigating workable ways of using data to better serve and meet the various needs of **all** our communities*
- *Building Equality Outcomes directly into The Improvement Agenda and Strategic Themes*
- *Revising the Equality Risk Assessment process so we better target resources in what we do and why*
- *Exploring meaningful new ways to increase diverse representation in both staff and service delivery*
- *Continuing to further promote, enhance, and establish our relationships with historically marginalised groups*



SWFireandRescue

**South Wales**  
Fire and Rescue Service



Gwasanaeth Tân ac Achub  
**De Cymru**

South Wales Fire and Rescue Service  
Headquarters, Forest View Business Park, Llantrisant. CF72-8LX  
email: [diversity@southwales-fire.gov.uk](mailto:diversity@southwales-fire.gov.uk). [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk)



**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE & RESCUE SERVICES – INCLUSIVE FIRE SERVICE IMPROVEMENT STRATEGIES**

**SUMMARY**

At the HR & Equalities meeting on 20 November, 2017, Members were informed that in order to implement the 'Inclusive Fire Service Improvement Strategies' recommended by the National Joint Council, Officers had commenced work on developing an Implementation Plan that addresses the requirements of the four key areas of promoting an inclusive culture, recruitment, progression, and retention.

At the meeting Members also agreed to receive a report on the Inclusive Fire Service Implementation Plan 2018-2021, and Equality Risk Assessment against the proposed strategies at the next meeting of the HR & Equalities Committee in February 2018.

The Inclusive Fire Service Implementation Plan 2018-2021 has now been developed, and is attached at Appendix 2, and the supporting Equality Risk Assessment at Appendix 3.

**RECOMMENDATIONS**

1. That Members agree the proposed Inclusive Fire Service Improvement Strategies Plan 2018-2021, and to take this plan forward on behalf of the Fire & Rescue Authority.
2. That the HR & Equalities Committee receives annual report on the progress of the Improvement Plan 2018-2021 commencing in 2019.

**1. BACKGROUND**

- 1.1 Members will recall receiving a report at the HR & Equalities Committee meeting held on 20 November, 2017, on the National Joint Council for Local Authority Fire & Rescue Services – Inclusive Fire Service Improvement Strategies, as attached as Appendix 1 to the report.
- 1.2 Under the guidance of the National Joint Council for Local Authority Fire & Rescue Services, the Inclusive Fire Service Group (IFSG) was established, chaired independently by Professor Linda Dickens, to undertake a comprehensive review engaging with Fire & Rescue Services, and their employees, to consider equality, diversity, cultural and behavioural issues, with the purpose of developing improvement

strategies which could be supported across all Fire & Rescue Services to delivery equality and diversity improvement at a local level.

1.3 The outcome of the IFSG's research and engagement activities was consistent messages emerged which allowed the group to be able to identify improvement strategies relating to four key areas:

- Promoting an inclusive culture (which includes tackling bullying and harassment)
- Recruitment
- Progression, and
- Retention

1.4 In the IFSG's report it sets out a number of general points that Fire & Rescue Services should be seeking to achieve:-

- Inclusivity should be embedded in every aspect of the Fire & Rescue Service
- There is a need for visible senior ownership and leadership to lead by example, and to ensure that local strategies and initiatives become reality on the ground, thereby embedding inclusion as the norm. Within a Service this should be at Chief Officer level. Within a Fire Authority a specific Member of the Authority should hold the portfolio.
- Union involvement should be recognised as an important factor in delivering improvement, particularly in respect of peer to peer involvement.
- Fire & Rescue Services should ensure the workplace is fit for purpose for all groups of employees, including correct personal protective equipment and gender specific station and fire-ground facilities.

## **2. ISSUES**

2.1 At the HR & Equalities meeting on 20 November, 2017, Members were informed that in order to support this work and implement the Inclusive Fire Service Improvement Strategies, Officers had commenced work on developing an Implementation Plan that addressed the requirements of the four key areas and strategies of promoting an inclusive culture, recruitment, progression, and retention.

2.2 At the meeting Members also agreed to receive a report on the Inclusive Fire Service Implementation Plan and Equality Risk Assessment against

the proposed strategies, at the meeting of the HR & Equalities Committee in February 2018.

- 2.3 The Inclusive Fire Service Implementation Plan 2018-2021 has now been developed, and is attached at Appendix 2. The supporting Equality Risk Assessment is attached at Appendix 3.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 All activity against the Implementation Plan will be addressed from within the existing HR Revenue Budget set for 2018/2019, and the budget will also be set for 2019/2020, and 2020/2021, based on the Forward Work Programme identified for these years in the Implementation Plan.

### **4. EQUALITY RISK ASSESSMENT**

- 4.1 The Equality Risk Assessment for the Inclusive Fire Service Implementation Plan 2018-2020 is set out in Appendix 3. Against all of the protected characteristics the benefits of the Improvement Plan are detailed along with the evidence available, and the engagement that has taken place. The Equality Risk Assessment identifies the positive impacts the Improvement Plan will have on each of the protected characteristics.

### **5. RECOMMENDATIONS**

- 5.1 That Members agree the proposed Inclusive Fire Service Improvement Strategies Plan 2018-2021, and to take this plan forward on behalf of the Fire & Rescue Authority.
- 5.2 That the HR & Equalities Committee receives annual reports on the progress on the Improvement Plan 2018-2021 commencing in 2019.

<b>Contact Officer:</b> ACO Mark Malson Acting Director of People Services	<b>Background Papers:</b> NJC for Local Fire Authority Fire & Rescue Services, Circular NJC /8/17 Report to HR & Equalities Committee on the NJC for Local Authority Fire & Rescue Services – inclusive Fire Service Improvement Strategies – 20 November 2017
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**APPENDIX 1****SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO  
12 FEBRUARY 2018

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE AND  
RESCUE SERVICES – INCLUSIVE FIRE SERVICE IMPROVEMENT  
STRATEGIES****SUMMARY**

Under the guidance of the National Joint Council for Local Authority Fire & Rescue Services the Inclusive Fire Service Group (IFSG) was established to undertake a comprehensive review engaging with Fire & Rescue Services and their employees to consider equality, diversity, cultural and behavioural issues with the purpose of developing improvement strategies which could be supported across all Services to deliver equality and diversity improvement at a local level.

The outcome of the IFSG's research and engagement activities was that the group identified improvement strategies relating to four key areas of promoting an inclusive culture (which includes tackling bullying and harassment), recruitment, progression and retention.

This report details for Members the report of the IFSG's findings and proposed strategies and the Service's response to their implementation and timeframes for delivery.

**RECOMMENDATIONS**

1. That Members agree the proposed strategies identified by the Inclusive Fire Service Group, and to take them forward on behalf of the Fire & Rescue Authority.
2. That Members agree to receive a further report on the Implementation Plan and Equality Risk Assessment against the proposed strategies at the next meeting of the HR & Equalities Committee in February 2018.

**1. BACKGROUND**

- 1.1 Under the guidance of the National Joint Council for Local Authority Fire & Rescue Services the Inclusive Fire Service Group (IFSG) was established, chaired independently by Professor Linda Dickens, to undertake a comprehensive review engaging with Fire & Rescue Services, and their employees, to consider equality, diversity, cultural

and behavioural issues with the purpose of developing improvement strategies which could be supported across all Fire & Rescue Services to deliver equality and diversity improvement at a local level.

- 1.2 The Inclusive Fire Service Group (IFSG) working group also includes employer and employee representation from the National Joint Council and representation from the National Fire Chiefs Council (NFCC), the Fire Officers Association (FOA), the Fire Brigades Union (FBU) and the Retained Firefighters Union (RFU).

## **2. ISSUE**

- 2.1 The IFSG group has undertaken a substantial amount of work in assessing the current position in respect of equality, diversity, behavioural and cultural issues, and identification of guidance in relation to any further strategies that could be used by Fire & Rescue Services at a local level to encourage improvement.

- 2.2 The work undertaken by the IFSG included:-

- The Inclusive Fire Service Employee Survey 2017, conducted by the Local Government Association's Research and Information Team.
- Engagement with special interest groups such as Stonewall, Asian Fire Services Association, Women in the Fire Service, Women in the Police Service, and FBU Women.
- Four groups with female, BME, and LGBT employees.
- An all staff employee survey, whether uniformed or corporate staff.
- Four regional workshops with Equality & Diversity Officers, and local union representatives who lead on or have an interest in that area.
- Two workshops with senior Fire Service managers, the majority of which were Chief Fire Officers.

- 2.3 The outcome of the IFSG's research and engagement activities was consistent messages emerged which allowed the group to be able to identify improvement strategies relating to four key areas:

- Promoting an inclusive culture (which includes tackling bullying and harassment)

- Recruitment
  - Progression, and
  - Retention
- 2.4 On 5 June 2017 the NJC for Local Authority Fire & Rescue Services issued Circular NJC/8/17 Inclusive Fire Service Group – Improvement Strategies. The circular provided a copy of the IFSG’s report into its findings, and included the improvement strategies that it recommended would assist Fire & Rescue Services to deliver improvements in equality, diversity, behaviour and culture. A copy of the circular and report is attached at Appendix 1.
- 2.5 In the IFSG’s report it sets out a number of general points that Fire & Rescue Services should be seeking to achieve:
- Inclusivity should be embedded in every aspect of the Fire & Rescue Service.
  - There is a need for visible senior ownership and leadership, to lead by example and to ensure that local strategies and initiatives become reality on the ground, thereby embedding inclusion as the norm. Within a Service this should be at Chief Officer level. Within a Fire & Rescue Authority a specific Member of the Authority should hold the portfolio.
  - Union involvement should be recognised as an important factor in delivering improvement, particularly in respect of peer to peer involvement.
  - Fire and Rescue Services should ensure the workplace is fit for purpose for all groups of employees including correct personal protective equipment and gender specific station and fireground facilities
- 2.6 As part of the NJC Circular NJC/8/17 we were asked to consider the strategies suggested in the IFSG’s report, and to make a return to demonstrate our commitment to delivering improvements across the Service and support this work going forward. A response was completed and returned supporting the proposed strategies and acknowledging that we as a Service will take them forward, the timescales that we anticipate we can achieve our goals, and the improvements that we expect. A copy of our response is attached at Appendix 2.
- 2.7 In order to support this work and implement the Inclusive Fire Service Improvement Strategies, Officers have commenced work on developing

an Implementation Plan that addresses the requirements of the four key areas and strategies of promoting an inclusive culture, recruitment, progression and retention. It is proposed that this Implementation Plan be presented to the HR & Equalities Committee at its next meeting in February 2018.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 At the time of writing this report for the HR & Equalities Committee a formal Equality Risk Assessment has not been completed. This will be completed against the response provided at Appendix 2, and the Implementation Plan that is being developed and provided at the next HR & Equalities Committee in February 2018.

### **4. RECOMMENDATIONS**

- 4.1 That Members agree the proposed strategies identified by the Inclusive Fire Service Group and to take them forward on behalf of the Fire & Rescue Authority.
- 4.2 That Members agree to receive a report on the Implementation Plan and Equality Risk Assessment against the proposed strategies at the next meeting of the HR & Equalities Committee in February 2018.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Mark Malson Acting Director of People Services 01443 232308	NJC for Local Fire Authority Fire and Rescue Services, Circular NJC/8/17



CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	As a portal for inclusion and providing a voice, an Employee Inclusion Group is established	Diversity Officer	Diversity Officer	<b>2018/2019</b>	
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	<p>The Employee Inclusion Group can be a channel for obtaining:-</p> <ul style="list-style-type: none"> <li>• Input on what cultural issues may exist</li> <li>• Ideas on workable remedies to address them</li> <li>• Suggestions for increasing inclusivity of all staff (Control and Corporate, as well as Operational)</li> <li>• A filter-less view of lived experience within the Service</li> <li>• Feedback on proposed changes by the Service, e.g. they can be consulted re new campaigns or changes to relevant policies</li> </ul> <p>A working group looks into the application of CFOA's Aging Workforce Toolkit to complement existing resources such as the pre-retirement sessions, and identify any alignment with the WB&amp;FG goals.</p>	Diversity Officer	Diversity Officer	<b>2019/2020</b>	



CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFR S Strategic Equality Plan	Female staff are encouraged to join Women in the Fire Services (WIFS).	Diversity Officer	Diversity Officer	<b>2018/2019</b>								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFR S Strategic Equality Plan	The Service reps for both Women in the Fire Service and BEAM provide quarterly updates to the workforce either in CFO update, Service newsletter, or intranet article.	Diversity Officer	Appropriate Representatives	<b>2019/2020</b>								



CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	SWFRS staff who are involved in posting derogatory social media comments which breach the Service's aims and values are handled under the disciplinary process.	Diversity Officer	HR Manager (Employee Relations)	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	<p>Social media is used to demonstrate the Service's Equality Agenda, which includes support for under-represented groups by promoting:</p> <ul style="list-style-type: none"> <li>• International Women's Day</li> <li>• IDAHO</li> <li>• Key fair festivals/celebrations</li> <li>• Mental Health Awareness Day</li> <li>• LGBT History Month</li> <li>• Black History Month</li> <li>• Events such as Cardiff Pride, non-traditional jobs fair, Mela</li> </ul>	Diversity Officer	Media & Communications	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	<p>Campaigns supported by the Service are clearly visible on website and social media channels:</p> <ul style="list-style-type: none"> <li>• Time to Change Wales</li> <li>• Stonewall Diversity Champions</li> <li>• White Ribbon Campaign</li> <li>• Show Racism the Red Card</li> </ul>	Diversity Officer	Media & Communications	2018/2019									

**Outcome: The Service demonstrates a Zero tolerance approach to bullying/harassment.**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Staff receive regular messages regarding the Service's zero tolerance approach to bullying and harassment of any type in accordance with Dignity at Work procedure.	Diversity Officer	Diversity Officer	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	The changing of organisational habits forms and integral part of the continual improvement agenda for eliminating bullying, and this includes: <ul style="list-style-type: none"> <li>Ensuring staff bullying is addressed at source and at current site/team/dept.</li> <li>Ensuring complaints are encourage and support provided by managers</li> <li>Investigations are consistent and this process is evidenced.</li> </ul>	Diversity Officer	HR Manager (Employee Relations)	2019/2020									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Timescales in grievance/complaint/dignity at work procedures are clear and evidenced as being complied with.	Diversity Officer	HR Manager (Employee Relations)	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Six-monthly reports are produced with data relating to: <ul style="list-style-type: none"> <li>Staff groups – Ops/Corps/Con</li> <li>Protected Characteristics</li> <li>Disciplinary cases</li> <li>Outcome (dismissed, demoted, reinstated, etc.)</li> <li>Any other relevant information</li> </ul> <p>All of the above being maintained within the requirements of the General Data Protection Regulations coming into force in May 2018.</p>	Diversity Officer	HR Manager (Employee Relations)	2019/2020									

CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Mechanism created for recording anonymous and/or anecdotal information, and this data is included in above report.	Diversity Officer	HR Manager (Employee Relations)	2019/2020								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Staff from SM and above receive training on the value of lived experiences which differ from their own-including: <ul style="list-style-type: none"> <li>• Being on the receiving end of bullying/harassment/discrimination</li> <li>• Effective disciplinary measures and management of perpetrators</li> </ul>	Diversity Officer	Learning & Development	2019/2020								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Staff invited to submit way of improving reporting routes.	Diversity Officer	Diversity Officer	2018/2019								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Internal media campaign promotes Service's values, damage of bullying, Service's zero tolerance, etc.	Diversity Officer	Media & Communications	2019/2020								

**Outcome: A mediator programme will be researched**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	<p>The Service looks into developing an internal mediator programme to facilitate addressing issues between parties in dispute. This will include:</p> <ul style="list-style-type: none"> <li>• Researching similar systems for effectiveness including mediators being external to SWFRS</li> <li>• Identifying relevant training requirements</li> <li>• Exploring any liabilities and risks of implementing (eg bad mediating)</li> <li>• Ensure appropriate skillset match</li> <li>• Interview based</li> <li>• Cannot be a replacement for managers managing situations</li> </ul>	Diversity Officer	Learning & Development	2019/2020									











	<ul style="list-style-type: none"><li>• Reminder of weighted criteria for appraisals, promotions, etc.</li><li>• Sharing of relevant good news stories on professional behaviour models or examples from both in-house and external sources</li></ul>												
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**Outcome: Fitness levels are clearly explained, and support is provided for all staff**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Any internal cultural stigma and barriers that prevent staff from accessing Mental Health fitness services, especially amongst Operational staff, are identified and addressed, including by: <ul style="list-style-type: none"> <li>In-house positive message campaign</li> <li>High profile mental health survivors</li> <li>An internal champion who actively promotes mental health fitness, including the accessing support.</li> </ul>	Diversity Officer	HR Manager (Attendance Management) & Occupational health	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Procedures for redeployment from post due to health, for light duties (including time limits and criteria), and offers of alternative roles; are clear, concise and evidences as being consistently applied to all staff groups.	Diversity Officer	HR Manager (Attendance Management)	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	The Service's support of private medical care (scans, ops, consultants, etc) is transparent, evidenced as open to all staff, and consistently applied.	Diversity Officer	Head of HR	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Data on the decisions, categories of private medical support, expenditure, and breakdown by which branch of the Service, are openly reported annually to employees via intranet.	Diversity Officer	Head of HR	2019/2020									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	In relation to maternity and menopause; support structures – from policy to adapted fitness programmes to training – are identified, implemented, and reviewed	Diversity Officer	HR Manager (Employee Relations)	2018/2019									

CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	The processes for requesting, assessing, and providing reasonable adjustments are easy to access, efficient, and fit for business purpose.	Diversity Officer	HR Manager (Attendance Management)	2018/2019								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	All available support services are clearly and routinely promoted to all staff.  The inability of staff to self-refer to certain services, is reviewed.	Diversity Officer	HR Manager (Attendance Management)	2018/2019								
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	A suite of videos is revised/developed based on areas of known exercise failures for females recruits, to enable promotion at positive action events, via website, plus other media outlets (e.g. you tube).	Diversity Officer	Media & Communications & HR Manager (Recruitment & ADC)	2020/2021								





**Outcome: Each partnership delivers real and meaningful benefits for progressing equality, diversity and inclusion**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Host a bi-annual E&D themed conference for FRS, Police, Ambulance, plus other relevant partners.	Diversity Officer	Diversity Officer	2019/2020									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Establish a register, and review in relation to being fit-for-purpose, all partnerships/joint working initiatives, external meetings, etc., to ensure added value and best practice sharing are key components.	Diversity Officer	Engagement Officer (SPaC)	2019/2020									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Every partnership can evidence how it moves the equality agenda forward.	Diversity Officer	Engagement Officer (SPaC)	2019/2020									



**Outcome: Two-way relationships between the Service and under-represented groups are on a continual basis and mutually beneficial**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	As part of core business, greater engagement with specific communities is undertaken to: <ul style="list-style-type: none"> <li>Expand viability of FRS as an employer</li> <li>Promote the Service's equality mandate</li> <li>Increase access to our services by under-represented groups</li> <li>Use input from under-represented groups to feed into local partnership boards, service delivery, etc.</li> </ul>	Diversity Officer	Engagement Officer (SPaC)	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Data from service provision (BFS checks, HFSCs, young fire-fighter programmes, etc) show an increase in interactions and usage by people from under-represented groups.	Diversity Officer	Community Safety	2018/2019									

**Outcome: All equipment meets the need/s of end users**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Ensure Equality Risk Assessments are competently carried out as appropriate based on ERA criteria.	Diversity Officer	Heads of Service	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	End users are consulted on their requirements for PPE, appliances, IT equipment, office furniture, software programmes, etc., and this is recorded in relevant Equality Risk Assessment and/or other appropriate documentation such as an audit.	Diversity Officer	ORM	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Reasonable adjustment audit is carried out on work stations to ensure any equipment requirements are assessed and implemented and fit for purpose.	Diversity Officer	H&S	2018/2019									

**Outcome: The Service's premises and equipment signage meets legislative requirements**

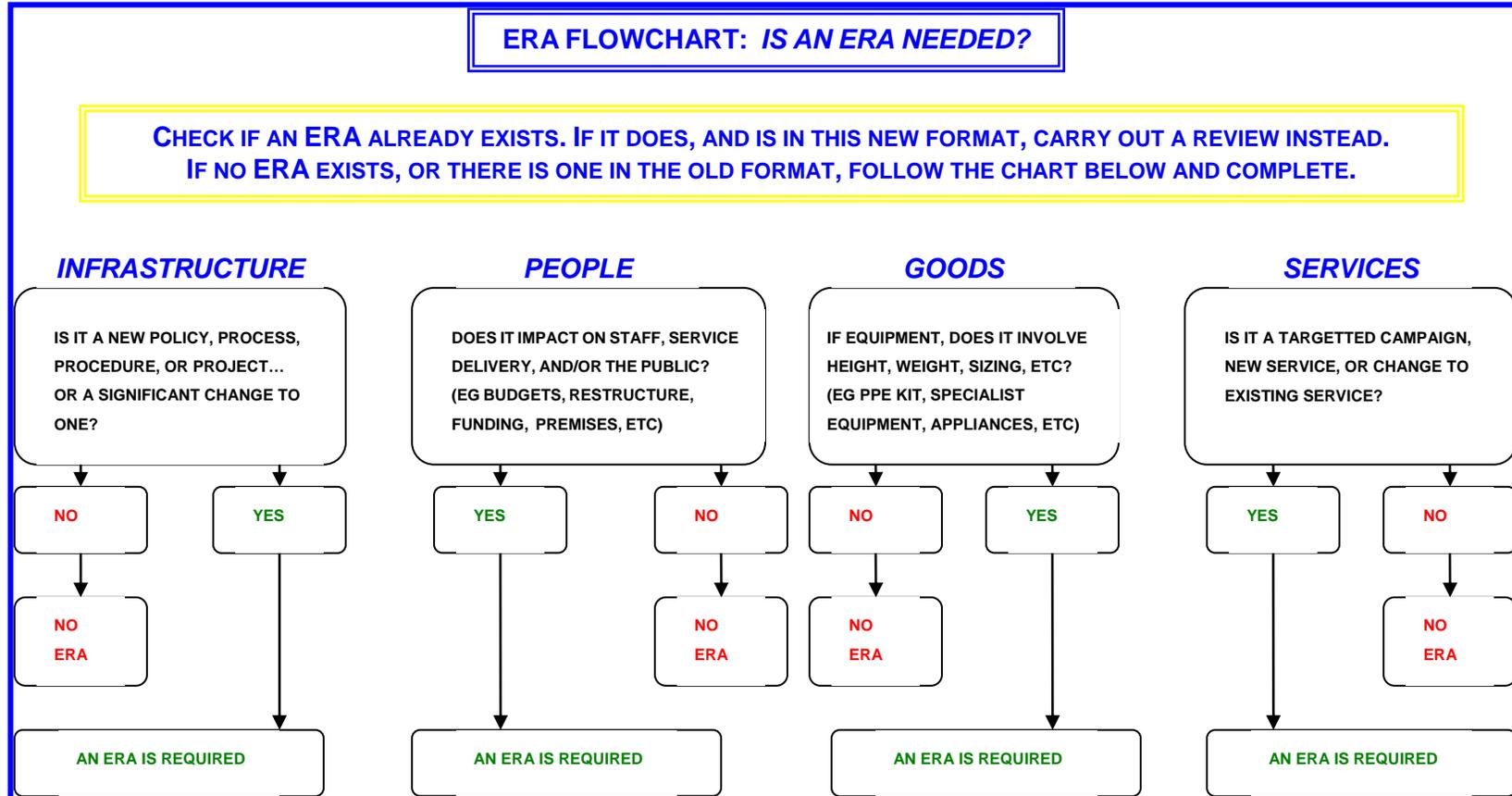
Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Accessible facilities are signed as gender neutral on all Service premises, including Cardiff Gate.	Diversity Officer	Property Services	2018/2019									
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	Welsh Language Standards are complied with in relation to bilingual signage.	Diversity Officer	Welsh Language Officer & Property Services	2018/2019									

**Outcome: Internal information and policies can located quickly and are easy to read/understand**

Reference Document (Why)	Actions (How)	Lead Officer (Lead)	Supporting Officer/ Department (Who)	Completion Date (When)	Age	Belief/Non	Disability	Gender R	Marriage/CP	Maternity	Race	Sex	S orientation
CFOA MoU/Inclusive Fire Service Strategies/Stonewall/SWFRS Strategic Equality Plan	The Intranet and its related pages, are reviewed and redesigned based on end-users and use jargon-free easy language to facilitate and promote the quick and efficient location of information, policies, forms, guidance, etc.	Diversity Officer	Media & Communication & SPaC	2018/2019									



# South Wales Fire and Rescue Service Equality Risk Assessment 2017



**! The Guidance *must* be read before assessing via the Flowchart and/or completing an ERA**

- ✓ Remember, the ERA is on both the document content (wording) **AND** the subject itself (who, what, where, when, why, how)

This ERA is on:

Inclusive Fire Service Improvement Plan

- ✓ Don't forget to attach the document at the end of this ERA in Section C (can be done via cut and pasting)

Is it:  New

An Alteration

A Review

Other:

Which Corporate Outcome is this linked to?

Completed By:

Carey Wood

Directorate:

People Services

Authorising Person:

Andrew Jones

- ✓ assigned you this piece of work and has ultimate responsibility for the ERA (usually a line manager)

**Brief Description of ERA subject:**

A three year improvement plan which incorporates the intentions of:

CFOA Equality memorandum of Understanding  
 CFOA Inclusive Fire Service Report  
 Stonewall's Workplace Index  
 SWFRSs Strategic Equality Plan Outcomes

**Have the five overarching objectives of the Well Being and Future Generations Act, been applied?  
 (Tick all that are relevant)**

<b>Long Term</b> <i>balancing short-term needs with long term and planning for the future</i>	<input checked="" type="checkbox"/>
<b>Prevention</b> <i>Putting resources into preventing problems or in keeping them from getting worse</i>	<input checked="" type="checkbox"/>
<b>Integration</b> <i>Considering impact on all well being goals as well as possibly on other public services/ bodies</i>	<input checked="" type="checkbox"/>
<b>Collaboration</b> <i>Working together with internal and/or external partners to deliver objectives</i>	<input checked="" type="checkbox"/>
<b>Involvement</b> <i>Involving those with an interest and seeking their views, being mindful to include all groups affected within the service area</i>	<input checked="" type="checkbox"/>

**'Well Being and Future Generations Act' Goals**

**Which Goal(s) benefit from this process/policy/project/etc? Tick any which apply**

**You *MUST* PROVIDE EVIDENCE OF 'HOW'**

Tick	Goal	Benefit	Evidence
	<b>A Prosperous Wales</b>	Addressing internal disparate systems, such as behaviour, will enable staff to remain in the employment and contribute to the delivery of services and their local community.	Cases of bullying highlight the need for addressing
	<b>A Resilient Wales</b>	Attracting and retaining effective staff enables for the continuation and sharing of valuable experience, skills, and expertise thereby promoting service resilience.	Gaps in continuity as the result of competent and experienced staff leaving the Service
	<b>A Healthier Wales</b>	Improving the workplace culture will increase staff morale and motivation, and reduce sick leave (as well as time off for stress).	Use of Occupational Health services, counselling, Blue Light Services, and Colleague Support
	<b>A More Equal Wales</b>	Affording actual equality of opportunity will unlock career potential which will benefit SWFRS and the services it delivers.	The low number of overall staff who are female, identify as LGB or T, disabled, or from BAME background
	<b>A Wales of Cohesive Communities</b>	Improving internal systems and culture to remove barriers will increase the diversity of the workforce, and create an environment of learning and shared commonalities between various communities.	Significantly low numbers of staff from under-represented groups
	<b>A Vibrant Culture &amp; Thriving Welsh Language</b>	Being a key Welsh public service, improvement in internal culture will assist in promoting and embedding culture and language.	Lack of consistency in adhering to WL standards
	<b>A Globally Responsible Wales</b>		

<b>Protected Characteristic</b>	<i>How does this policy, project, budget, campaign, procedure, etc <b>BENEFIT</b> this group?  If not, what is the reason why not?</i>	<i>What <b>EVIDENCE</b> do you have to support this? <i>(attach links and/or copy any documents into Section A)</i></i>	<i>Who have you <b>CONSULTED/ENGAGED</b> with? <i>(attach links and/or any documents into Section B)</i></i>
<p><b>Age-</b> <i>are younger/older people the specific recipients? If so, why? What evidence do you have?</i></p> <p><i>Have you considered the impact on younger/older people?</i></p>	Addressing internal culture and increasing number of successful external applicants will assist in creating resilience due to the high proportion of current staff who are (or will soon be) able to retire.	The Service's own staff data in Annual Equality Report 15/16 (latest one published) and Strategic Equality Plan Review of 2017	CFOA carried out consultation with random internal FRS staff as well as with some external partner organisations, and this information is contained within the CFOA Inclusive Fire Service report.
<p><b>Belief/Non Belief</b> <i>Does this impact on specific faiths? Do times or day conflict with key prayer/religious celebrations? (eg; Fridays)</i></p>	By looking at unintentional barriers, The Service will be building on its current platform which includes prayer/contemplation rooms, ability to request annual leave for faith based reasons, etc.	The low number of current staff who identify as being of a faith other than Non or Christian	Please see above.
<p><b>Disability-</b> <i>How accessible is this? If printed material, can someone with dyslexia read it? If physical access, have you asked to make sure it's suitable? What about reasonable adjustments?</i></p>	The Plan includes a relaunch of the Disabled Staff Network group, involvement and promotion of specialist support (eg; Blue Light), and key awareness raising; which can generate safe space for current staff to inform the Service of any disability.	Lack of membership of the DSN group	Please see above.
<p><b>Gender Re-assignment/ Identity-</b> <i>Does this explicitly include people who</i></p>	The Plan includes specific actions generated by Stonewall's workplace Index, re-launching the LGB&T Staff Network, and increasing involvement by executive/senior managers at LGB&T events.	No increase in Staff Network Group membership for	The CFOA report referenced above provides the primary consultation

<p><i>have/are/may transition?</i></p> <p><i>(eg if hate crime awareness, are you specifically ensuring *Trans is included?</i></p> <p><i>If a premises, are toilets gender neutral? If a procedure, have you considered needs of any *Trans staff?</i></p>		<p>two years,</p> <p>The need to increase representation from the Service at LGB&amp;T events</p>	<p>information.</p>
<p><b>Maternity/ Pregnancy-</b> <i>Are you specifically targeting new parents? Does any promo materials show a range of family types (two males/ two females/ single parent/ etc)</i></p> <p><i>If procedure, does it explicitly include same sex partnerships?</i></p> <p><i>If Paternity related, does it include men and same sex partner?</i></p>	<p>Addressing internal culture and improving inclusivity benefits all staff; it ensures women on maternity leave do not lose professional momentum as a result of absence, and it encourages partners to utilise benefits such as paternity leave free from bias or negative impact on perception of commitment.</p>	<p>Internal data on numbers of staff on maternity leave And who applied for paternity leave.</p>	<p>CFOA Inclusive FRS Report</p>
<p><b>Marriage/ Civil Partnership-</b> <i>Does wording include both? If procedure, does it take into consideration impact on 'family' life?</i></p>	<p>The actions within the Plan have no identified negative specific impacts upon staff who are married/in a civil partnership, but this will be reviewed along with rest of ERA on a six monthly basis in case any unintentional consequences have been recognised.</p>	<p>No data yet.</p>	<p>Please see above.</p>
<p><b>Race-</b> <i>Does any imagery express the diverse range of people?</i></p>	<p>The Inclusive Plan actions clearly and explicitly aim to address FRS cultural un/intentional barriers for both current, and also potential staff, of various heritages enabling an increase in staff diversity so SWFRS better</p>	<p>Current staff and recruitment data in the Annual Equality Report</p>	<p>Please see above.</p>

<p><i>If a project for a specific group (eg' Polish) what evidence do you have that shows the need for this?</i></p> <p><b>do not confuse with religion</b></p> <p><i>(Race also includes Europeans, Americans, etc)</i></p>	<p>represents the communities it serves.</p>	<p>15/16 (latest one published)</p>	
<p><b>Sex-</b> <i>Is this targeting females or males specifically? If so, why? (eg; male drivers)</i></p> <p><i>IF imagery is being used, does it show appropriate representations of diverse range of females/ males?</i></p> <p><i>Who have you asked about the imagery?</i></p>	<p>The Plan includes actions that encourage involvement by female staff in Networking Women in the Fire Service, address imagery for external publications, challenges stereotypes, increases female positive action, identifies internal cultural barriers, and establishes a mentoring scheme for under-represented groups.</p>	<p>Gender Data of staff in Annual Equality Report 15/16 (latest one published) and also in the Strategic Equality Plan review of 2017.</p>	<p>Consultation done by CFOA for Inclusive FRS Report.</p>
<p><b>Sexual Orientation-</b> <i>Is this targeting services for a specific group? If not, how will you ensure all are included (imagery, how written, promoted to specific groups, etc)?</i></p> <p><i>If this is targeting a specific group, what evidence/or lack of</i></p>	<p>Actions within the plan include: executive/senior managers actively representing the Service at LGB events (such as Cardiff Pride), the re-launch of the LGB&amp;T Staff Network Group, increased identified inclusion within training and development, promoting role model(s), and mentoring for under-represented groups.</p>	<p>Low number of SWFRS staff who identify as LGB.</p>	<p>The consultation carried out by CFOA indicated such a low number of LGB staff that it was not reportable.</p>

<i>evidence, do you have which shows why?</i>			
<b>Welsh Language-</b> <i>If public facing, has Welsh Language been taken into account? If so, how?</i>	The promotion of Welsh Language is a legislative requirement, and the Plan along with its actions will comply to ensure consistency in application of WL Standards within said actions.	No other data available at this point as this will be reviewed at end of year to monitor any improvements	The CFOA Inclusive FRS Report was England-centric and as such doesn't include Welsh Language requirements.
<b>Other Languages-</b> <i>What other languages are to be considered, including British Sign Language?</i>	English is the Service's business language, however other languages (like BSL) which enable current staff, as well as future staff to fully participate, will be actively encouraged.	There is no data available at this time.	The CFOA Report does not explicitly reference BSL.
<b>Socio Economic-</b> <i>Is this targeting a specific group due to their socio economic status? (for example, council estates, areas of high unemployment, etc)? If so, what evidence do you have?</i>	The Equality and Human Rights Commission (EHRC), as well as Stonewall, have all produced reports which indicate that BAME, Disabled, Women, LGB, and those who are transitioning, are generally worse off in terms of employment and pay which impacts on socio-economic indicators of housing and health. Increasing inclusion promotes improvement in real terms to people's lived conditions.	EHRC ' <i>tackling gender, disability, and ethnicity pay gaps</i> ' 2017  Stonewall Cymru ' <i>where we are now</i> ' 2015	No consultation on socio-economic was included in CFOA Report.

**WHICH INTERNAL PARTNERS HAVE YOU CONSULTED WITH/SOUGHT ADVICE FROM? (Tick all that apply)**

<b>Business Fire Safety</b>	<b>Business Support</b>	<b>Community Safety Partnerships</b>
<b>Corporate Engagement</b>	<b>Data Unit</b>	<b>Equality and Diversity Unit x</b>
<b>Finance/ Procurement</b>	<b>Fleet/ Engineering/ Workshops</b>	<b>HR/ Occ Health x</b>
<b>ICT</b>	<b>L&amp;D/ Training</b>	<b>Media &amp; Communications</b>
<b>OPS</b>	<b>ORM</b>	<b>Property/Stores</b>
<b>Recruitment</b>	<b>Welsh Language x</b>	<b>Other (specify): _____</b>

List any external partners/collaborations here:

Chief Fire Officers Associations (CFOA)

Signed off by: \_\_\_\_\_

✓ **an email confirmation is acceptable proof**

**REVIEW 1:**

**COMPLETED BY:**

**DATE:**

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**REVIEW 2:**

## SECTION A: EVIDENCE

<b>Staff Data from Annual Equality Report 15/16</b>		
	<b>Female</b>	<b>Male</b>
<b>SWFRS Staff Total</b>	<b>246</b>	<b>1,464</b>
<b>18-24</b>	<b>15</b>	<b>143</b>
<b>25-40</b>	<b>81</b>	<b>601</b>
<b>41-59</b>	<b>143</b>	<b>699</b>
<b>60+</b>	<b>7</b>	<b>21</b>
<b>Self-Declared as Disabled</b>	<b>3</b>	<b>10</b>
<b>African</b>	<b>0</b>	<b>1</b>
<b>Black Caribbean</b>	<b>0</b>	<b>2</b>
<b>Caucasian (white)</b>	<b>217</b>	<b>1234</b>
<b>Left Blank</b>	<b>20</b>	<b>122</b>
<b>Other</b>	<b>5</b>	<b>21</b>
<b>Prefer Not to Say</b>	<b>4</b>	<b>67</b>
<b>Bisexual, Gay, Lesbian</b>	<b>15</b>	
<b>Heterosexual</b>	<b>477</b>	
<b>Prefer Not to Say</b>	<b>1,083</b>	
<b>Left Blank</b>	<b>135</b>	
<b>Gender Reassignment/Identity</b>	<b>1</b>	

**SECTION B: CONSULTATION/ENGAGEMENT DATA**

**(A Link to the CFOA Review, which contains results of their consultation, will need to go here)**

**SECTION C: DOCUMENT (*Policy/Budget/ Briefing Paper/Campaign/Etc*)**

**(Link to an e-version of the SWFRS Inclusive Plan will need to go here once approved)**

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## **WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2018**

### **SUMMARY**

This report provides Members with an overview of the current position with regard to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Authority by the Welsh Language Commissioner on 30/09/16.

### **RECOMMENDATION**

That Members note the information contained within the report.

## **1. BACKGROUND**

- 1.1 As Members will be aware, under the Welsh Language (Wales) Measure 2011, Welsh Language Standards have been imposed upon Unitary Authorities, Fire and Rescue Authorities and many other named public sector bodies.
- 1.2 On 30 September 2016 the Authority received its Compliance Notice from the Welsh Language Commissioner stating the specific Welsh Language Standards that have been made applicable to the Authority and the timescales for the introduction of those Standards, the majority of Standards having a compliance date of 30/03/17.

## **2. ISSUE**

- 2.1 In total 152 Standards have been specified in the Authority's Compliance Notice, analysis of those Standards using the traffic light system is presented below:

Number of standards scoring in a Green category		135
Number of standards scoring in an Amber category		16
Number of standards scoring in a Red category		1
Total		152

### **Key**

 = compliant     = resources/procedures yet to be allocated

 = non-compliant

- 2.2 The majority of the Standards currently scoring as amber relate to translation work that has yet to be completed and changes to internal procedures that are yet to be finalised.
- 2.3 Work is ongoing within the organisation to ensure legal compliance is achieved as soon as possible in respect of all Standards assessed as amber at present. From January to March 2017 an internal awareness campaign was launched to raise awareness amongst staff that many of the Standards would come into effect from 30<sup>th</sup> of March. Guidance documents for staff and other resources to assist in implementing the Standards have been made available on a new “Welsh Language Standards” page of the intranet.
- 2.4 The three Welsh Fire and Rescue Services have been collaborating on the introduction of the Standards by sharing resources and solutions. The introduction of the Standards has also led to new collaboration with all the Welsh Police Services in respect of Welsh language matters.
- 2.5 In August 2017, the Service made a successful challenge to Standard 73 which stated that any invitations to tender for a contract must be published in Welsh. The Authority has now been granted a revised version of Standard 73 which states that the requirement to publish invitations to tender in Welsh only applies if the subject matter of the tender suggests that it should be produced in Welsh or if the anticipated audience would expect that the text be produced in Welsh, e.g. an invitation to tender for delivery of Welsh language skills training.
- 2.6 A bespoke monitoring framework has been produced in order to ensure that the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards that have been imposed. A copy of this framework is included for information. This framework will be used to collect monitoring data which will be presented to the Senior Management Team, prior to coming before the HR & Equalities Committee of the Authority annually. The monitoring data collected will enable the Authority to conduct and publish an annual self-assessment against legal compliance, it will also highlight any areas for improvement. This annual self-assessment report must be completed and published by 30<sup>th</sup> June following the financial year to which it relates. This is a statutory requirement under the terms of Welsh Language Standard 167.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 Because of the increased translation provisions required by the introduction of the new Standards it has been recognised by the previous Authority Members that additional resources would be required to address this need. A temporary full time post (37 hours per week) of

Welsh Language Translator (Grade 9, £34,289 p.a. including on costs) has been created and filled. The advantage of this being that, in conjunction with the Service's prior investment in translation memory software, it will lead to a more cost effective long term translation solution for the Authority, whilst maximising the benefit of having access to instantaneous translations, e.g. for social media and press releases.

- 3.2 This post is in addition to the Part Time Welsh Language Translator post that already exists on our Service's structure at an additional annual cost of £17,14412 p.a. including on-costs.
- 3.3 Any further costs associated with the introduction of Welsh Language Standards will be contained within existing budgets, as the requirements of the Welsh Language Standards centre mainly around having sufficient bilingual staff members to be able to deliver non-emergency services in Welsh where that is the preferred language of the service user. This capacity can be achieved by ensuring that key roles are designated as Welsh essential and filled by Welsh speakers who have the language and other skills required.

#### 4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken by the Welsh Language Officer and no adverse impacts on any other Protected Characteristics have been identified. There are positive impacts to the extent that Welsh speaking individuals from within all of the Protected Characteristic groups will benefit from having the option to access and receive most of the Authority's services in Welsh.

#### 5. RECOMMENDATION

- 5.1 That Members note the contents of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Cath Baldwin Welsh Language Officer	SWFRA Welsh Language Standards Compliance Notice ; <a href="http://www.southwales-fire.gov.uk/English/aboutus/Documents/South%20Wales%20Fire%20Authority%20Compliance%20Notice%202017.pdf">http://www.southwales-fire.gov.uk/English/aboutus/Documents/South%20Wales%20Fire%20Authority%20Compliance%20Notice%202017.pdf</a>  Welsh Language Standards (No 5) Regulations 2016 <a href="http://senedd.assembly.wales/documents/s49297/CLA690%20-">http://senedd.assembly.wales/documents/s49297/CLA690%20-</a>

	<p><a href="#">The%20Welsh%20Language%20Standards%20No.%205%20Regulations%202016.pdf</a></p> <p>Welsh Language (Wales) Measure 2011 <a href="http://www.legislation.gov.uk/mwa/2011/1/contents/enacted">http://www.legislation.gov.uk/mwa/2011/1/contents/enacted</a></p>
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## South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan January 2018

This action plan has been compiled against the Welsh Language Standards (No 5) Regulations 2016 laid down for the three Fire and Rescue Authorities in Wales and other named bodies. The purpose of this review is to determine the extent to which MAWWFRS has achieved compliance with the standards and to identify any actions that need to be taken in order to achieve full compliance. Where possible, indicative costs are included.

The standards are grouped into 4 areas as described below:

- a **service delivery** standard
- a **policy making** standard
- an **operational** standard
- a **record keeping** standard

Under these areas, **152** individual standards have been imposed upon SWFRA by the Welsh Language Commissioner. Next to each individual standard is shown a simple “traffic light” system of green/amber/red to denote MAWWFRA’s current level of compliance against the standards.

	Compliance achieved.
	Not compliant but work in progress to meet compliance.
	Non-compliant and no action plan in place to achieve compliance.



## Service delivery standards

1 Standards relating to correspondence sent by a body.	Status	Comment
<p><b>(1) When a body replies to correspondence</b></p> <p><b>Standard 1</b> If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.</p>	●	Covered in Guidance for Staff
<p><b>(2) When a body initiates correspondence</b></p> <p><b>(c) When a body corresponds with several persons (for example, when it issues a circular, or sends the same letter to a number of homes).</b></p>		
<p><b>Standard 4</b> When you send the same correspondence to several persons, you must issue a Welsh language version of the correspondence at the same time as you send any English language version.</p>	●	Covered in Guidance for Staff
<p><b>(3) General standards relating to correspondence sent by a body.</b></p>		
<p><b>Standard 5</b> If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.</p>	●	Covered in Guidance for Staff

<b>(3) General standards relating to correspondence sent by a body.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 6</b> If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).</p>	●	Covered in Guidance for Staff
<p><b>Standard 7</b> You must state –            (a) in correspondence, and            (b) in publications and official notices that invite persons to respond to you or correspond with you,            that you welcome receiving correspondence in Welsh, that you will respond to correspondence in Welsh, and that corresponding in Welsh will not lead to delay.</p>	●	Covered in Guidance for Staff
<p><b>2 Standards relating to telephone calls made and received by a body.</b></p> <p><b>(1) Telephone calls made to a body's main contact number and to any helplines or call centres.</b></p>		
<p><b>Standard 8</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.</p>	●	Covered in Guidance for Staff

2 Standards relating to telephone calls made and received by a body.  (1) Telephone calls made to a body's main contact number and to any helplines or call centres.	Status	Comment
<b>Standard 9</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	●	Not applicable to 999 or 112
<b>Standard 10</b> When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff
<b>Standard 12</b> When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance for Staff
<b>Standard 13</b> If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	●	Compliant
<b>Standard 14</b> When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	●	Covered in Guidance for Staff

2 Standards relating to telephone calls made and received by a body <i>continued.</i>	Status	Comment
<b>(1) Telephone calls made to a body's main contact number and to any helplines or call centres.</b>		
<b>Standard 15</b> If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	●	N/A
<b>Standard 16</b> Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	●	N/A
<b>Standard 17</b> When there is no Welsh language service available on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	N/A	
<b>(2) Telephone calls made to departments and to members of a body's staff.</b>		
<b>Standard 18</b> If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff

<b>(2) Telephone calls made to departments and to members of a body's staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 20</b> When a person contacts you on a direct number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	●	Covered in Guidance for Staff
<b>(3) Telephone calls made by a body.</b>		
<b>Standard 21</b> When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	●	Evidence required
<b>(4) A body dealing with telephone calls using an automated system.</b>		
<b>Standard 22</b> Any automated telephone systems that you have must provide the complete automated service in Welsh.	●	0800 number Welsh to be first

3 Standards relating to a body holding meetings that are not open to the general public.	Status	Comment
<p><b>(1) Meetings between a body and one other invited person.</b></p> <p><b>Standard 23</b> If you invite one person only ("P") to a meeting, you must offer to conduct the meeting in Welsh; and if P informs you that P wishes for the meeting to be conducted in Welsh, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).</p>	●	Covered in Guidance to Staff
<p><b>(2) Meetings between a body and more than one invited person.</b></p>		
<p><b>Standard 25</b> If you invite more than one person to a meeting, you must ask each person whether they wish to use the Welsh language at the meeting.</p>	●	Covered in Guidance to Staff
<p><b>Standard 25A</b> If you have invited more than one person to a meeting, and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.</p>	●	Covered in Guidance to Staff
<p><b>Standard 25CH</b> If you have invited more than one person to a meeting, and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).</p>	●	Covered in Guidance to Staff

4 Standards relating to a body holding interviews that are not open to the general public.	Status	Comment
<p><b>(1) Interviews between a body and a person.</b></p> <p><b>Standard 26</b> If you invite or require a person (“P”) to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if P has been arrested            you must ask P whether P wishes to use the Welsh language at the interview, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff
<p><b>Standard 26A</b> If you have invited or required a person “P” to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if P has been arrested            and P has informed you that P wishes to use the Welsh language at the interview, you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p><b>(2) Interviews between a body and more than one person.</b></p>		
<p><b>Standard 27</b> If you invite or require more than one person to attend an interview –            (a) to assist you with an enquiry (for example as a witness to an event); or            (b) if one or more of those persons has been arrested            you must ask each person whether they wish to use the Welsh language at the interview, and inform them that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff

<b>(2) Interviews between a body and more than one person <i>cont'd.</i></b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 27A</b> If you invite or require more than one person to attend an interview –</p> <p>(a) to assist you with an enquiry (for example as a witness to an event); or</p> <p>(b) if one or more of those persons has been arrested</p> <p>and if one or more of those persons has informed you that they wish to use the Welsh language at the interview you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p><b>5 Standards relating to meetings arranged by a body that are open to the public.</b></p>		
<p><b>Standard 28</b> If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.</p>	●	Covered in Guidance to Staff
<p><b>Standard 29</b> When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.</p>	●	Covered in Guidance to Staff

<b>5 Standards relating to meetings arranged by a body that are open to the public <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 30</b> If you invite persons to speak at a meeting that you arrange which is open to the public you must –</p> <p>(a) ask each person invited to speak whether he or she wishes to use the Welsh language, and</p> <p>(b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).</p>	●	Covered in Guidance to Staff
<p><b>Standard 31</b> If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh –</p> <p>(a) that they are welcome to use the Welsh language, and</p> <p>(b) that a simultaneous translation service is available</p>	●	Covered in Guidance to Staff
<p><b>Standard 32</b> If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.</p>	●	Covered in Guidance to Staff

6 Standards relating to public events organised or funded by a body.	Status	Comment
<p><b>Standard 33</b> If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).</p>	●	Covered in Guidance to Staff
<p><b>Standard 34</b> If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).</p>	●	Covered in Guidance to Staff
<b>7 Standards relating to a body's publicity and advertising.</b>		
<p><b>Standard 35</b> Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.</p>	●	Covered in Guidance to Staff
<b>8 Standards relating to a body displaying material in public.</b>		
<p><b>Standard 36</b> Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.</p>	●	Covered in Guidance to Staff

9 Standards relating to a body producing and publishing documents.	Status	Comment
<p><b>Standard 38</b> Any documents that you produce for public use must be produced in Welsh.</p> <p>You must comply with standard 38 in every circumstance, except:</p> <ul style="list-style-type: none"> <li>Other papers which are available to the public which relate to board or authority meetings. [See standard 45]</li> </ul>	●	Covered in Guidance to Staff
<p><b>Standard 45</b> If you produce a document which is available to the public, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh –</p> <p>(a) if the subject matter of the document suggests that it should be produced in Welsh, or</p> <p>(b) if the anticipated audience, and their expectations, suggests that the document should be.</p>	●	Covered in Guidance to Staff
<p><b>Standard 46</b> If you produce a document in Welsh and in English, (whether separate versions or not) you must not treat any Welsh language version less favourably than you treat the English language version.</p>	●	Covered in Guidance to Staff
<p><b>Standard 47</b> If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.</p>	●	Covered in Guidance to Staff
<b>10 Standards relating to a body producing and publishing forms.</b>		
<p><b>Standard 48</b> Any form that you produce for public use must be produced in Welsh.</p>	●	Covered in Guidance to Staff
<p><b>Standard 48A</b> If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.</p>	●	Covered in Guidance to Staff

<b>10 Standards in relation to a body producing and publishing forms <i>continued.</i></b>	<b>Status</b>	<b>Comment</b>
<b>Standard 48B</b> If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	●	Covered in Guidance to Staff
<b>11 Standards relating to a body's websites and on-line services.</b>  <b>(1) Websites published by a body.</b>		
<b>Standard 49</b> You must ensure that – (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	●	Covered in Guidance to Staff
<b>Standard 52</b> If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	●	Compliance verified 06.11.17

11 Standards relating to a body's websites and on-line services <i>continued.</i>	Status	Comment
<b>(1) Websites published by a body <i>continued.</i></b>		
<b>Standard 53</b> You must provide the interface and menus on every page of your website in Welsh.	●	Compliance verified 06.11.17
<b>(2) Apps published by a body.</b>		
<b>Standard 54</b> All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	●	Compliant SWFRS does not produce apps
<b>12 Standards relating to a body's use of social media</b>		
<b>Standard 55</b> When you use social media you must not treat the Welsh language less favourably than the English language.	●	Covered in social media policy published on Intranet
<b>Standard 56</b> If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	●	Embedded in current practice

14 Standards relating to signs displayed by a body	Status	Comment
<p><b>Standard 58</b> When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.</p>	●	Covered in Guidance to Staff
<p><b>Standard 59</b> When you erect a new sign or renew a sign (including temporary signs), which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.</p>	●	Covered in Guidance to Staff
<p><b>Standard 60</b> You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.</p>	●	Compliant through translation procedure
<b>15 Standards relating to a body receiving visitors at its buildings.</b>		
<p><b>Standard 61</b> Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.</p>	●	Compliant Welsh essential posts cover reception
<p><b>Standard 64</b> You must display a sign in your reception area which states (in Welsh) that persons are welcome to use the Welsh language at the reception.</p>	●	Compliant Signs purchased and placed

15 Standards relating to a body receiving visitors at its buildings.	Status	Comment
<b>Standard 65</b> You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	●	Compliant
<b>16 Standards relating to official notices made by a body</b>		
<b>Standard 66</b> Any notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	●	Covered in Guidance to Staff
<b>Standard 67</b> When you publish or display a notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	●	Compliant
<b>17 Standards relating to a body awarding contracts</b>		
<b>Standard 73</b> Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version. You must comply with standard 73 in the following circumstance (a) If the subject matter of the invitation to tender suggests that it should be produced in Welsh, or (b) If the anticipated audience, and their expectations, suggests that the text should be produced in Welsh.	●	Covered in Guidance to Staff
<b>Standard 74</b> When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	●	Covered within Invitation to Tender documentation

17 Standards relating to a body awarding contracts	Status	Comment
<p><b>Standard 74A</b> You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).</p>	●	Covered in Guidance to Staff
<p><b>Standard 76</b> If you receive a tender in Welsh and it is necessary to interview a tenderer as part of your assessment of the tender, you must –</p> <ul style="list-style-type: none"> <li>(a) Offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview and,</li> <li>(b) If the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).</li> </ul>	●	Covered in Guidance to Staff
<p><b>Standard 77</b> When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.</p>	●	Covered in Guidance to Staff
<p><b>17 Standards for raising awareness about Welsh language services provided by a body.</b></p>		
<p><b>Standard 78</b> You must promote any Welsh language service that you provide, and advertise that service in Welsh.</p>	●	Covered in Guidance to Staff
<p><b>Standard 79</b> If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.</p>	●	Covered in Guidance to Staff

19 Standard relating to a body's corporate identity.	Status	Comment
<b>Standard 80</b> When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance to Staff
<b>20 Standards relating to courses offered by a body.</b>		
<b>Standard 81</b> If you offer an education course that is open to the public, you must offer it in Welsh.	●	Covered in Guidance to Staff
<b>21 Standard relating to public address systems used by a body.</b>		
<b>Standard 84</b> When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	Covered in Guidance to Staff

## Policy Making Standards

1 Standards relating to considering the effects of a body's policy decisions on the Welsh language.	Status	Comment
<p><b>Standard 85</b> When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p><b>Standard 86</b> When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p><b>Standard 87</b> When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on-</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published

<b>Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 88</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 89</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 90</b> When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

<b>1 Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 92</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 93</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effect, or so that it would have increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p><b>Standard 94</b> When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

## Operating Standards

1 Standards relating to the use of the Welsh language within a body's internal administration.	Status	Comment
<b>Standard 95</b> You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	●	Compliant, policy produced and published on the Intranet.
<b>Standard 96</b> When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 97</b> You must – (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 98</b> You must ask each employee whether he or she wishes to receive documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 99</b> You must ask each employee whether he or she wishes to receive documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson

<b>1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 100</b> You must ask each employee whether he or she wishes to receive documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 101</b> You must ask each employee whether he or she wishes to receive application forms that record and authorise – (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 102</b> If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 103</b> If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 104</b> If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 105</b> If you publish a policy relating to performance management, you must publish it in Welsh.	●	Awaiting translation

<b>1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 106</b> If you publish a policy about absence from work, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 107</b> If you publish a policy relating to working conditions, you must publish it in Welsh.	●	Awaiting translation
<b>Standard 108</b> If you publish a policy regarding work patterns, you must publish it in Welsh.	●	Awaiting translation
<b>2 Standards relating to complaints made by a member of a body's staff.</b>		
<b>Standard 109</b> You must allow each member of staff – (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or her.	●	Compliance verified by Mark Malson
<b>Standard 109A</b> You must state in any document that you have that sets out your procedures for making complaints that each member of staff may – (a) to make a complaint to you in Welsh, and (b) to respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	●	Compliance verified by Mark Malson
<b>Standard 110</b> When you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must – (a) offer to conduct that meeting in Welsh, and (b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Compliance verified by Mark Malson

<b>2 Standards relating to complaints made by a member of a body's staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 112</b> When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff –</p> <p>(a) made the complaint in Welsh,  (b) responded in Welsh to a complaint about him or about her,  (c) asked for a meeting about the complaint to be conducted in Welsh, or  (ch) asked to use the Welsh language at a meeting about the complaint.</p>	●	Compliance verified by Mark Malson
<b>3 Standards relating to a body disciplining staff.</b>		
<p><b>Standard 113</b> You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 113A</b> You must –</p> <p>(a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and  (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.</p>	●	Compliance verified by Mark Malson

<b>3 Standards relating to a body disciplining staff <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 115</b> If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must –</p> <p>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and</p> <p>(b) explain that you will provide a translation service for that purpose if it is required;</p> <p>and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).</p>	●	Compliance verified by Mark Malson
<p><b>Standard 116</b> When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff –</p> <p>(a) responded to allegations made against him or against her in Welsh,</p> <p>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or</p> <p>(c) asked to use the Welsh language at a meeting regarding the disciplinary process.</p>	●	Compliance verified by Mark Malson

<b>4 Standards relating to a body's information technology and about support material provided by a body, and relating to the intranet.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 117</b> You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh languages interfaces for software (where an interface exists).		Covered in Guidance to Staff
<b>Standard 118</b> You must ensure that – (a) the text of each page of your intranet is available in Welsh, (b) every Welsh language page on your intranet is fully functional, and (c) the Welsh language is treated no less favourably than the English language on your intranet.		Challenge pending / 9 months to comply
<b>Standard 121</b> If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.		Challenge pending / 9 months to comply
<b>Standard 122</b> You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.		Compliant
<b>Standard 123</b> You must provide the interface and menus on your intranet pages in Welsh.		Challenge pending / 9 months to comply
<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce.</b>		
<b>Standard 124</b> You must assess the Welsh language skills of your employees.		In progress

<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 125</b> You must provide training in Welsh in the following areas, if you provide such training in English –</p> <ul style="list-style-type: none"> <li>(a) recruitment and interviewing;</li> <li>(b) performance management;</li> <li>(c) complaints and disciplinary procedures;</li> <li>(ch) induction;</li> <li>(d) dealing with the public;</li> <li>(dd) health and safety</li> </ul>	●	Action plans required from Training for (ch) and (dd)
<p><b>Standard 126</b> You must provide training (in Welsh) on using Welsh effectively in –</p> <ul style="list-style-type: none"> <li>(a) meetings;</li> <li>(b) interviews;</li> <li>(c) complaints and disciplinary procedures.</li> </ul>	●	In design stage
<p><b>Standard 127</b> You must provide opportunities during working hours –</p> <ul style="list-style-type: none"> <li>(a) for your employees to receive basic Welsh language lessons, and</li> <li>(b) for employees who manage others to receive training on using the Welsh language in their role as managers.</li> </ul>	●	Compliant for (a), package to meet compliance for (b) in design stage

<b>5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 128</b> You must provide opportunities for staff who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	●	Compliant through Welsh Language Skills Training Strategy
<b>Standard 129</b> You must provide training courses so that your staff can develop – (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	●	In design stage
<b>Standard 130</b> When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	●	Compliant through session on induction
<b>Standard 131</b> You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	●	Covered in Guidance to Staff
<b>Standard 132</b> You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unable to respond to e-mail messages.	●	Covered in Guidance to Staff

6 Standards relating to a body recruiting and appointing	Status	Comment
<b>Standard 133</b> You must make available to members of staff who are able to speak Welsh a badge for them to wear to convey that.	●	Compliant
<b>Standard 133A</b> You must promote to members of staff the wearing of a badge that conveys that a member of staff is able to speak Welsh.	●	Covered in Guidance to Staff
<b>Standard 134</b> When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply – (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c ) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary	●	Compliance verified by Mark Malson
<b>Standard 134A</b> If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must – (a) specify that when advertising the post, and (b) advertise the post in Welsh.	●	Compliance verified by Mark Malson
<b>Standard 135</b> When you advertise a post, you must state that applications may be made in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	●	Compliance verified by Mark Malson

6 Standards relating to a body recruiting and appointing <i>continued.</i>	Status	Comment
<p><b>Standard 135A</b> If you publish –</p> <ul style="list-style-type: none"> <li>(a) application forms for posts;</li> <li>(b) material that explains your procedure for applying for posts;</li> <li>(c) information about your interview process, or about other assessment methods when applying for posts;</li> <li>(ch) job descriptions;</li> </ul> <p>you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 135B</b> You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing applicants of decisions).</p>	●	Compliance verified by Mark Malson
<p><b>Standard 137</b> You must ensure that your application forms for posts –</p> <ul style="list-style-type: none"> <li>(a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or other method of assessment, and</li> <li>(b) explain that you will provide a translation service from Welsh to English for that purpose if it is required;</li> </ul> <p>and if the individual wishes to use the Welsh language, at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).</p>	●	Compliance verified by Mark Malson

<b>6 Standards relating to a body recruiting and appointing <i>continued.</i></b>	<b>Status</b>	<b>Comment</b>
<b>Standard 138</b> When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	●	Compliance verified by Gill Goss
<b>7 Standards relating to signs displayed in a body's workplace.</b>		
<b>Standard 139</b> When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not be treat the Welsh language text less favourably than the English language text.	●	Compliance verified by Mark Malson
<b>Standard 140</b> When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh-language text must be positioned so that it is likely to be read first.	●	Covered in Guidance for Staff
<b>Standard 141</b> You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	●	Covered in Guidance for Staff
<b>8 Standard relating to audio announcements and messages in a body's workplace.</b>		
<b>Standard 142</b> When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	N/A SWFRS does not do this

## Record Keeping Standards

1 Standards relating to a body keeping records	Status	Comment
<b>Standard 143</b> You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	●	Compliance verified by Mark Malson
<b>Standard 144</b> You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	●	Compliance verified by Mark Malson
<b>Standard 145</b> You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	●	Compliance verified by Mark Malson
<b>Standard 146</b> You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	●	Compliance verified by Mark Malson
<b>Standard 147</b> You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.	●	In progress

1 Standards relating to a body keeping records <i>continued.</i>	Status	Comment
<p><b>Standard 148</b> You must keep a record, for each financial year of –            (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 125), and            (b) if a Welsh version of a course was offered by you in accordance with standard 125 the percentage of the total number of staff attending the course who attended that version.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 149</b> You must keep a record of the number of members of staff who wear a badge (made available to them in accordance with standard 133) at the end of each financial year.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 150</b> You must keep a copy of every assessment that you carry out (in accordance with standard 134) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.</p>	●	Compliance verified by Mark Malson
<p><b>Standard 151</b> You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 134) as posts where –            (a) Welsh language skills are essential;            (b) Welsh language skills need to be learnt;            (c) Welsh language skills are desirable: or            (ch) Welsh language skills are not necessary</p>	●	Compliance verified by Mark Malson

## Supplementary Matters

### Service Delivery Standards

1 A body publicising service delivery standards	Status	Comment
<p><b>Standard 152</b> You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public</p>	●	Compliant
<b>2 A body publishing a complaints procedure</b>		
<p><b>Standard 153</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <p style="padding-left: 20px;">i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p style="padding-left: 20px;">ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Compliance verified by Mark Malson

3 A body publishing arrangements for oversight, promotion etc.	Status	Comment
<p><b>Standard 154</b> You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> <li>i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</li> <li>ii) promoting the services that you offer in accordance with those standards, and</li> <li>iii) facilitating the use of those services.</li> </ul> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	<p>Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority</p>

4 A body producing an annual report regarding service delivery standards.	Status	Comment
<p><b>Standard 155</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

5 A body publicising the way it intends to comply with service delivery standards	Status	Comment
<b>Standard 156</b> You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	●	Compliant
<b>6 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 157</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	●	Compliant

### Policy Making Standards

7 A body publicising policy making standards	Status	Comment
<b>Standard 158</b> You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant

<b>8 A body publishing a complaints procedure</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 159</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"><li>i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and</li><li>ii) how you will provide training for your staff in relation to dealing with those complaints</li></ul> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>		Compliance verified by Mark Malson

9 A body publishing arrangements for oversight	Status	Comment
<p><b>Standard 160</b> You must –</p> <p>(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply.</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority
<p><b>10 A body producing an annual report regarding policy making standards.</b></p>		
<p><b>Standard 161</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

<b>11 A body publicising the way it intends to comply with policy making standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 162</b> You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	●	Compliant
<b>12 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 163</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the policy making standards with which you are under a duty to comply.	●	Compliant

### Operational Standards

<b>13 A body publicising operational standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 164</b> You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant

14 A body publishing a complaints procedure	Status	Comment
<p><b>Standard 165</b> You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"> <li>i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and</li> <li>ii) how you will provide training for your staff in relation to dealing with those complaints, and</li> </ul> <p>(b) publish a document that records that procedure on your intranet.</p>	●	Compliance verified by Mark Malson
15 A body publishing oversight arrangements, promotion etc.		
<p><b>Standard 166</b> You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> <li>i) overseeing the way you comply with the operational standards with which you are under a duty to comply,</li> <li>ii) promoting the services that you offer in accordance with those standards, and</li> <li>iii) facilitate the use of those services, and</li> </ul> <p>(b) publish a document that records that procedure on your intranet.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority

<b>16 A body producing an annual report regarding operational standards.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 167</b></p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) –</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of records you kept in accordance with Standard 147);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of records you kept in accordance with standard 148);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 148);</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority

<b>16 A body producing an annual report regarding operational standards <i>continued</i>.</b>	<b>Status</b>	<b>Comment</b>
<p><b>Standard 167 <i>continued</i></b>            (ch) the number of members of staff who wear a badge at the end of the financial year (on the basis of records you kept in accordance with standard 149);            (d) the number of new and vacant posts that you advertised during the year which were categorised as posts where –            (i) Welsh language skills were essential,            (ii) Welsh language skills needed to be learnt when appointed to the post,            (iii) Welsh language skills were desirable, or            (iv) Welsh language skills were not necessary            (on the basis of the records you kept in accordance with standard 151);            (dd) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.            (3) You must publish the annual report no later than 30 June following the financial year to which the report relates.            (4) You must publicise the fact that you have published an annual report.            (5) You must ensure that a current copy of your annual report is available –            (a) on your website; and            (b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

<b>17 A body publicising the way it intends to comply with operational standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 168</b> You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	●	Compliant
<b>18 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 169</b> You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the operational standards with which you are under a duty to comply.	●	Compliant

### Record Keeping Standards

<b>21 A body publicising record keeping standards</b>	<b>Status</b>	<b>Comment</b>
<b>Standard 170</b> You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant
<b>22 A body providing information to the Welsh Language Commissioner</b>		
<b>Standard 176</b> You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	●	Compliant

**Based on the evidence above, the following is an overview of the position of SWFRS in relation to the 152 standards imposed:**

		<b>SWFRS</b>
Number of draft standards scoring in a Green category		<b>135</b>
Number of draft standards scoring in an Amber category		<b>16</b>
Number of draft standards scoring in a Red category		<b>1</b>



**SOUTH WALES FIRE & RESCUE AUTHORITY  
HR & EQUALITIES COMMITTEE  
REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES**

AGENDA ITEM NO 9  
5 FEBRUARY 2018

**SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY  
POLICY STATEMENT 2018/2019**

**SUMMARY**

South Wales Fire & Rescue Authority is required to publish a Pay Policy Statement for each financial year, which provides information for the following financial year.

The Fire & Rescue Authority at their meeting held on 6 February 2012, adopted and published its first Pay Policy Statement. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy. The 2018/2019 Pay Policy Statement has been drafted for Members' consideration and recommendation to the Fire & Rescue Authority.

**RECOMMENDATION**

1. Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2018/2019.
2. Members recommend that the 2018/2019 Pay Policy Statement be presented to the Fire & Rescue Authority for publication by 31 March 2018.

**1. BACKGROUND**

- 1.1 The Localism Bill 2010 was enacted in Parliament in November 2011, and as such required South Wales Fire and Rescue Authority to publish a Pay Policy Statement by 31 March 2012, and for each subsequent financial year, which provides information for the following financial year.
- 1.2 The Localism Act includes the provision of general powers for stand alone Fire & Rescue Authorities with a requirement to publish a Pay Policy Statement each year.
- 1.3 A Pay Policy Statement is expected to contain the following elements:-
  - A Pay Policy Statement must set out the Authority's policies for the financial year relating to:-
    - (a) the remuneration of its Chief Officers

(b) the remuneration of its lowest paid employees and

(c) the relationship between –

- The remuneration of its Chief Officers, and
- The remuneration of its employees who are not Chief Officers

The Statement must state:-

- The definition of ‘lowest paid employees’ adopted by the Authority for the purposes of the Statement, and
- The Authority’s reasons for adopting that definition

The Statement must include the Authorities policies relating to:-

- The level and elements of remuneration for each Chief Officer
- Remuneration of Chief Officers on recruitment
- Increases and additions to remuneration for each Chief Officer
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the Authority, and
- The publication of and access to information relating to remuneration of the Chief Officers

1.4 A Pay Policy Statement should also set out the Authority’s policies for the financial year relating to the other terms and conditions applying to the Authority’s Chief Officers.

1.5 There are supplementary provisions relating to statements as follows:-

- A relevant Authority’s Pay Policy Statement must be approved by a resolution of the Authority before it comes into force.
- The Statement must be prepared and approved before the end of 31 March.

- 1.6 Each subsequent Statement must be prepared and approved before the end of 31 March immediately preceding the financial year to which it relates.
- 1.7 The Fire & Rescue Authority may by resolution amend its Pay Policy Statement, including after the beginning of the financial year to which it relates.
- 1.8 As soon as is reasonably practicable after approving or amending a Pay Policy Statement, the Authority must publish the Statement or the amended Statement in such a manner as it thinks fit, which would include publication on the Authority's website.

## **2. ISSUES**

- 2.1 Attached at Appendix 1 is the South Wales Fire & Rescue Authority's 2018/2019 Pay Policy Statement.
- 2.2 The Policy Statement reflects Welsh Government guidance on the structure of Pay Policy Statements.
- 2.3 The areas included within the Pay Policy are:- Purpose, Legislative Framework, Scope, Pay Structures (with examples), Market Supplements, Honoraria, Re-employment (abatement position), Definition of Chief Officer and pay levels, additions to salary of Chief Officers, Performance Related Pay for Chief Officers, Payments on Termination (assumed redundancy), Pay Relatives with the Authority (remuneration of lowest level and multipliers within the Authority), Independent Remuneration Panel, Accountability and Decision Making, and Reviewing the Policy.
- 2.4 All relevant changes have been identified in red text in Appendix 1.

## **3. EQUALITY RISK ASSESSMENT**

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Pay Policy Statement.
- 3.2 A number of equal pay and equal value issues were identified and are subject to ongoing research and evaluation in advance of being brought to members for consideration.

#### 4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2018/2019 Statement.
- 4.2 Members recommend that the 2018/2019 Pay Policy Statement be presented to the Fire & Rescue Authority for publication by 31 March 2018.

<b>Contact Officer:</b> T/ACO Mark Malson Director of People Services	<b>Background Papers:</b> 2017/2018 Pay Policy Statement
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## SOUTH WALES FIRE & RESCUE AUTHORITY



### LOCALISM ACT 2011: PAY POLICY STATEMENT

<b>1.</b>	<b>INTRODUCTION</b>	
1.1	South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out the key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.	FA 15.12.14
1.2	In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website.	FA 15.12.14
1.3	The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy or the other pay related policies referred to in Section 16. There are no discretions to make further payments outside of these policies.	FA 15.12.14
<b>2.</b>	<b>SCOPE</b>	
2.1	This policy applies to all South Wales Fire & Rescue Authority employees.	FA 15.12.14
2.2	<p>The Fire &amp; Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:</p> <ul style="list-style-type: none"> <li>• National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service</li> <li>• National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service</li> <li>• National Joint Council for Local Government</li> </ul>	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> <li>British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range</li> <li>Royal College of Nursing – NHS Agenda for Change – Pay Rates</li> <li>Joint Negotiating Committee for Local Authority Craft and Associated Employees</li> </ul>	
2.3	<p>Pay levels are reviewed annually by these committees and any 'cost of living' award is reported to the Fire &amp; Rescue Authority by way of Employers Groups. These are nationally agreed pay awards reached by collective bargaining and binding on Employers, and paid as soon as possible to staff. The Fire Authority is informed at the next Fire Authority meeting by Chair's Announcements.</p>	FA 15.12.14
2.4	<p>The Fire &amp; Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed 'cost of living' award is approved by the Fire and Rescue Authority and applied to their remuneration rate. (Auxiliary Firefighters)</p>	FA 15.12.14
<b>3.</b>	<b>LEGAL CONTEXT</b>	
3.1	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for each financial year. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers, and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton's 2011 'Review of Fair Pay in the Public Sector' introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid.</p>	FA 15.12.14
3.2	<p>The Act as finally passed requires the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> <li>A Local Authority's policy on the level and elements of remuneration for each Chief Officer</li> <li>A Local Authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition)</li> <li>A Local Authority's policy on the relationship</li> </ul>	FA 15.12.14

	<p>between the remuneration of its Chief Officers and other Officers</p> <ul style="list-style-type: none"> <li>• A Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency</li> </ul>	
3.3	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.	FA 15.12.14
3.4	For the purposes of this statement the term "Chief Officer" is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, <b>Deputy Chief Officer</b> , Assistant Chief Fire Officers and Assistant Chief Officers.	FA 15.12.14
3.5	The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.	FA 15.12.14
3.6	In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority's Pay Policy details each of the arrangements that have been resolved.	FA 15.12.14
<b>4.</b>	<b>PRINCIPAL OFFICERS' PAY CONSTRUCT</b>	
4.1	National Joint Council circular (ref number 28/05/04) dated 28 May 2004 dealt with the Principal Officers pay settlement and reinforced a previous recommendation that a local review of the pay levels of senior staff should be undertaken.	FA 15.12.14
4.2	The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually	FA 12.10.15

	entitled to any national Joint National Council determined pay rises and this Fire & Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.	
4.3	The Fire & Rescue Authority recently resolved that the HR & Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire & Rescue Authority for final determination.	FA 15.12.14

4.4	South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:					FA 14.03.15	
	<b>Title</b>	<b>Notional % of CFO salary</b>		<b>Comp Level</b>	<b>Non Ops %</b>	<b>Actual % differential †</b>	FA 14.03.15
	Chief Fire Officer	100%					
	Either, Deputy Chief Fire Officer	80%			100%		
	Or, Deputy Chief Officer				<b>95%</b>	<b>95.189%</b>	
	Assistant Chief Fire Officer	<b>75%</b>	Point 4	Operational	100%	<b>75.149%</b>	
	Assistant Chief Officer		Point 3	Strategic Response	<b>95%</b>	<b>95%</b>	
			Point 2	Business Continuity	82.5%		
			Point 1	Baseline	70%		
	Treasurer*			Baseline	<b>60%</b>	<b>58.48%</b>	
	* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.						FA 14.03.15
	†The differential between Notional % and Actual % shall be monitored annually.						FA 14.03.15

4.5	Fire and Rescue Authority, (Ref number Minute 156 May 2009), determined that the non-uniformed Assistant Chief Officer salary bandings would be competency based and determined in direct proportion to the job activities.	FA 15.12.14
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4.6	To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible service.	FA 15.12.14
4.7	Fire & Rescue Authority, (Ref number Minute 67, September 2009), resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire and Rescue Authority, but holds no directorate responsibility.	FA 15.12.14
4.8	Fire and Rescue Authority, (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer.	FA 15.12.14
4.9	Fire and Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and in February 2011 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14
4.10	Assistant Chief Officer's baseline remuneration is established at 70% of the full rate of the Assistant Chief Fire Officer, and is subject to additional emoluments. There is no automatic entitlement to a competence related level as each emolument must be evidence based prior to enactment.	FA 15.12.14
4.11	Chief Officers, remuneration on appointment is determined by the full Fire and Rescue Authority. South Wales Fire and Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement.	FA 15.12.14
4.12	Information on the remuneration of Chief Officers is published as part of the South Wales Fire and Rescue Service annual end of year Financial Statement.	FA 15.12.14
4.13	In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire and Rescue Authority's commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire and Rescue Authority may identify and agree a local rate and implementation date. The HR and Equalities	FA 15.12.14

	Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire and Rescue Authority. Only the Fire and Rescue Authority may make a final determination in respect of remuneration rates for Chief Officers, including annual cost of living awards.	
4.14	On 27 March 2017 the HR & Equalities Committee received a report detailing the cessation of the joint arrangements for the provision of a joint post of Senior Occupational Health Physician. It was resolved that SWFRS would solely employ the SOHP on a part time basis. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range.	FA 15.12.14
<b>5.</b>	<b>AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT</b>	
5.1	Following a review of the Area Managers' establishment and operational rota it was determined that the number of posts would reduce from 6 to 4 from August 2009 with a move to a continuous duty system rota.	FA 15.12.14
5.2	The remuneration scheme for this group of staff was locally agreed as follows: AMB salary, as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment.	FA 15.12.14
<b>6.</b>	<b>NON UNIFORMED HEADS OF SERVICE (4 POSTS)</b>	
6.1	Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government Services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary.	FA 15.12.14
<b>7.</b>	<b>ALL OTHER STAFF</b>	
7.1	All other staff employed by South Wales Fire and Rescue Authority are encompassed within Wholetime, Retained, Control or Support Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2.	FA 15.12.14
7.2	In general the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire and Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council, and	FA 15.12.14

	are supplemented by the Fire and Rescue Authority's rules, records, Organisational, Policy & Procedural Documents and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	
7.3	The "lowest salary" used by the Fire and Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), spinal column point <b>6</b> .	FA 15.12.14
7.4	An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is <b>1:8.59</b>	FA 15.12.14
<b>8.</b>	<b>DELEGATED AUTHORITY LEVELS</b>	
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14
8.2	Decisions on pay detailed within this policy are delegated as follows:	FA 15.12.14

<b>DECISION</b>	<b>DELEGATED AUTHORITY LEVEL</b>
Starting pay (above grade minimum), but not including, Assistant Chief Officer (and equivalent level)	Assistant Chief Officer (As identified in the Fire & Rescue Authority Standing Orders)
Starting Pay Assistant Chief Officer (and equivalent) level and above	Full Authority to agree the senior management organizational structure including grades and salary bands.  Appointment panel to agree and approve actual salary on appointment within the management structure agreed by Full Authority above.
Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.	Assistant Chief Officer or delegated Head of HR Service
Acting-up payment at <b>Assistant Chief Officer</b> level where total salary package is less than £100k.	Chief Fire Officer
Acting up payment for posts where total salary package is more than £100k.	Full Fire & Rescue Authority

8.3	Human Resources is responsible for overseeing any	FA
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	decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation.	15.12.14
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in table above.	FA 15.12.14
<b>9.</b>	<b>PAY RELATIVITIES WITHIN THE FIRE AND RESCUE AUTHORITY</b>	
9.1	The lowest paid persons employed under a Contract of Employment with the Fire and Rescue Authority are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire and Rescue Authority's grading structure. As at <b>1 April 2018</b> , this is <b>£15,014</b> per annum. The Fire and Rescue Authority occasionally engages Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees'.	FA 15.12.14
9.2	The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers.	FA 15.12.14
9.3	The Authority remunerates substantive personnel above the National Living Wage.	FA 15.12.14
<b>10.</b>	<b>STARTING SALARY</b>	
10.1	Employees appointed to jobs within the Authority will normally be appointed to the minimum point of the pay grade for the job.	FA 15.12.14
10.2	In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum.	FA 15.12.14
10.3	An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human Resources, if required.	FA 15.12.14
10.4	The business case should incorporate the following: <ul style="list-style-type: none"> <li>• preferred candidate's current or most recent salary;</li> </ul>	FA 15.12.14

	<ul style="list-style-type: none"> <li>• salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees;</li> <li>• benefits to service and customers of appointing the preferred candidate;</li> <li>• potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum;</li> <li>• confirmation that increased employee costs will be met by the existing service budget.</li> </ul>	
10.5	<p>The Assistant Chief Officer will:</p> <ul style="list-style-type: none"> <li>• consider the request presented by the recruiting manager;</li> <li>• discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay policy;</li> <li>• respond to the appointment panel;</li> <li>• complete the relevant payroll authorization so that the recruitment process can be completed.</li> </ul>	FA 15.12.14
10.6	The decision of the Assistant Chief Officer is final.	FA 15.12.14
10.7	A resolution of the full Fire and Rescue Authority is required for all organizational re-structures and associated grading and salary.	FA 15.12.14
<b>11.</b>	<b>RE-EMPLOYMENT OF FORMER EMPLOYEES</b>	
11.1	Former employees are able to be re-employed by the Fire and Rescue Authority, but there are several determining factors.	FA 15.12.14
11.2	The Fire and Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise and knowledge.	FA 15.12.14
11.3	Fire and Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire and Rescue Authority for consideration based on business needs.	FA 15.12.14
11.4	When someone retires, or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or	FA 15.12.14

	service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred.	
11.5	Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so, and request authorization from the Fire and Rescue Authority or designated Assistant Chief Officer	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire and Rescue Services (on Grey book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.	FA 15.12.14
<b>12.</b>	<b>ACTING-UP TO A HIGHER GRADED JOB</b>	
12.1	Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment.	FA 15.12.14
12.2	The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave.	FA 15.12.14
12.3	Employees who undertake the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post.	FA 15.12.14
12.4	Employees who undertake part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.	FA 15.12.14
12.5	Where there are only one or two employees who are able to "act-up" to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to	FA 15.12.14

	carry out the higher graded job. Where there are a large number of employees who may be in a position to “act-up” to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.	
12.6	Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources, if required.	FA 15.12.14
12.7	The approving officer will: <ul style="list-style-type: none"> <li>• consider the request presented by the requesting manager;</li> <li>• discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay policy;</li> <li>• provide a response to the requesting manager, normally within 10 working days;</li> <li>• complete and notify the Payroll Section if a pay variation is to be implemented.</li> </ul>	FA 15.12.14
12.8	Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire and Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire and Rescue Authority and be financed in full.	FA 15.12.14
12.9	Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.	FA 15.12.14
<b>13.</b>	<b>HONORARIUM PAYMENTS</b>	
13.1	An honorarium payment is a <b>one-off</b> payment. It can only be made where there is clear evidence to support the following circumstances: <ul style="list-style-type: none"> <li>• where an employee temporarily carries out significant additional work over and above their usual responsibilities;</li> <li>• where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale.</li> </ul>	FA 15.12.14

13.2	<p>An honorarium payment <b>cannot</b> be made in the following circumstances:</p> <ul style="list-style-type: none"> <li>• where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made;</li> <li>• where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation;</li> <li>• where the additional work undertaken is commensurate with the employees current job description/salary grade.</li> </ul>	FA 15.12.14
13.3	In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chairman of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.	FA 15.12.14
13.4	Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours.	FA 15.12.14
13.5	Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.	FA 15.12.14
13.6	Honorarium payments are pensionable.	FA 15.12.14
13.7	Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes.	FA 15.12.14
<b>14.</b>	<b>SEVERANCE</b>	
14.1	On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and	FA

	severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	15.12.14
14.3	<p>Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion.</p> <p>This discretion will be applied, subject to the Chief Fire Officer and Assistant Chief Officer, People Services agreeing to the application after taking into account the costs and benefits to the organisation. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.</p>	FA 14.03.15
	The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions	FA 14.03.15
<b>15.</b>	<b>UNIFORMED FIRE AND RESCUE SERVICES</b>	
15.1	All Fire and Rescue Services employees, up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service. These are nationally agreed terms and conditions (the 'Grey' book).	FA 15.12.14
15.2	<p>Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (the 'Gold' book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below:</p> <ul style="list-style-type: none"> <li>• The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data;</li> <li>• The relationship of current salary to the national benchmark;</li> <li>• Any substantial local factors not common to Fire and Rescue Authorities of similar type and size;</li> <li>• Comparative information to on salaries in other similar authorities;</li> <li>• Top management structures and size of management team compared to those of other fire and rescue authorities of similar type and size;</li> </ul>	FA 15.12.14

	<ul style="list-style-type: none"> <li>• The relative job size of each post; and</li> <li>• Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond.</li> </ul>	
15.3	Other Fire and Rescue Service Managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place.	FA 15.12.14
15.4	For a review, the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR and Equalities Committee before being submitted to the full Fire and Rescue Authority for final determination.	FA 15.12.14
<b>16.</b>	<b>OTHER PAY RELATED POLICIES</b>	
16.1	Other pay related policy areas that are applicable to all employees are: <ul style="list-style-type: none"> <li>• Business Travel and Expenses</li> <li>• Relocation expenses</li> <li>• Handling redundancy</li> <li>• Early retirement – including redundancy, flexible retirement and efficiency of service</li> <li>• Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015</li> </ul>	FA 14.03.16
<b>17.</b>	<b>OTHER TERMS AND CONDITIONS</b>	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. (Ref. Section 4. Principal Officers Pay Construct).	FA 15.12.14
17.2	South Wales Fire and Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Services lease vehicle scheme.	FA 15.12.14
17.3	Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost with the majority paid for by the individuals.	FA 15.12.14
17.4	The Fire & Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of	14.03.16

	<p>the delivery of Fire &amp; Rescue Service workforce planning. The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire &amp; Rescue Service identifies, assesses and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p>	
<b>18.</b>	<b>MONITORING AND REVIEW</b>	
18.1	The Assistant Chief Officer People Services will review the application of this policy on an annual basis.	FA 15.12.14
18.2	The Pay Policy will then be presented to the HR and Equalities Committee for review before being submitted to the full Fire and Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any change or deviation from this policy outside of such a review requires full Fire and Rescue Authority approval.	FA 15.12.14
<b>19.</b>	<b>SALARY SCALES</b>	
19.1	South Wales Fire and Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14
19.2	National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2	FA 15.12.14
19.3	South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3.	FA 15.12.14
19.4	National Joint Council for Local Government service, salary matrix – Appendix 4.	FA 15.12.14
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.9.15



**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS  
AND HEADS OF SERVICE, SALARY MATRIX**

	<b>WT Salary</b>	<b>Actual Salary</b>
<b>DIRECTORS (5 posts)</b>		
Chief Fire Officer	£129,820	£129,820
<i>Deputy Chief Fire Officer (80% CFO)</i>	£103,856	-
Deputy Chief Officer (95.18% - DCFO)	£98,859	£98,859
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£97,558	£97,558
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£97,558	£97,558
Assistant Chief Officer - People Services (95% - ACFO)	£92,681	-
<i>Assistant Chief Officer (82.5% - ACFO)</i>	£76,461	-
<i>Assistant Chief Officer (70% - ACFO)</i>	£64,877	-
<b>STATUTORY OFFICER (1 post)</b>		
Treasurer (38.45%)	£57,053	£25,890
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.		
<b>HEADS OF SERVICE (8 posts)</b>		
Head of Service - Finance	£51,217	£51,217
Head of Service - Corporate	£51,217	£51,217
Head of Service - HR	£51,217	£51,217
Head of Service - ICT	£51,217	£51,217
Area Manager – Operations †	£78,179	£71,328
Area Manager - Head of Operational Risk Management †	£78,179	£71,328
Area Manager – SOF Team†	£78,179	£71,328
Area Manager – Head of Risk Reduction †	£78,179	£78,179
Area Manager - Training & Development †	£78,179	£78,179
† Area Manager - Baseline Salary	£56,685	
20% flexi duty allowance	£11,337	
14% continuous duty system pay	£9,523	
CPD	£634	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2016		
<b>MEDICAL (1 post)</b>		
Occupational Health Physician*50%	£101,451	£50,725
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment)		



## APPENDIX 2

**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITIES' FIRE AND  
RESCUE SERVICES, SALARY MATRIX**

**FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2017**

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter</b>			
Trainee	22,459	10.26	15.39
Development	23,394	10.68	16.02
Competent	29,934	13.67	20.51
<b>Crew Manager</b>			
Development	31,816	14.53	21.80
Competent	33,187	15.15	22.73
<b>Watch Manager</b>			
Development	33,905	15.48	23.22
Competent A	34,847	15.91	23.87
Competent B	37,112	16.95	25.43
<b>Station Manager</b>			
Development	38,602	17.63	26.45
Competent A	39,761	18.16	27.24
Competent B	42,576	19.44	29.16
<b>Group Manager</b>			
Development	44,458	20.30	Not Applicable
Competent A	45,791	20.91	“
Competent B	49,284	22.50	“
<b>Area Manager</b>			
Development	52,194	23.83	Not applicable
Competent A	53,758	24.55	“
Competent B	57,252	26.14	“



## APPENDIX 3

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2017  
(RETAINED DUTY SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,246	1,123	10.26	3.94
Development	2,339	1,170	10.68	3.94
Competent	2,993	1,497	13.67	3.94
<b>Crew Manager</b>				
Development	3,182	1,591	14.53	3.94
Competent	3,319	1,659	15.15	3.94
<b>Watch Manager</b>				
Development	3,391	1,695	15.48	3.94
Competent A	3,485	1,742	15.91	3.94
Competent B	3,711	1,856	16.95	3.94
<b>Station Manager</b>				
Development	3,860	1,930	17.63	3.94
Competent A	3,976	1,988	18.16	3.94
Competent B	4,258	2,129	19.44	3.94
<b>Group Manager</b>				
Development	4,446	2,223	20.30	3.94
Competent A	4,579	2,290	20.91	3.94
Competent B	4,928	2,464	22.50	3.94
<b>Area Manager</b>				
Development	5,219	2,610	23.83	3.94
Competent A	5,376	2,688	24.55	3.94
Competent B	5,725	2,863	26.14	3.94

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)  
 Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)  
 Column 3 shows the hourly rate for work undertaken  
 Column 4 shows the disturbance payment per call-out

**CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2017**

	<b>Basic annual £</b>	<b>Basic hourly rate £</b>	<b>Overtime rate £</b>
<b>Firefighter (Control)</b>			
Trainee	21,336	9.74	14.61
Development	22,224	10.15	15.23
Competent	28,437	12.99	19.49
<b>Crew Manager (Control)</b>			
Development	30,225	13.80	20.70
Competent	31,528	14.40	21.60
<b>Watch Manager (Control)</b>			
Development	32,210	14.71	22.07
Competent A	33,105	15.12	22.68
Competent B	35,256	16.10	24.15
<b>Station Manager (Control)</b>			
Development	36,672	16.75	25.13
Competent A	37,773	17.25	25.88
Competent B	40,447	18.47	27.71
<b>Group Manager (Control)</b>			
Development	42,235	19.29	<b>Not applicable</b>
Competent A	43,501	19.86	"
Competent B	46,820	21.38	"

\*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

**NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2017**

	<b>£ per annum</b>
<b>Fire Control Operator equivalent</b>	
During first six months	19,128
After six months and during 2nd year	19,975
During 3rd year	20,924
During 4th year	21,953
During 5th year	23,910
<b>Leading Fire Control Operator equivalent</b>	25,606
<b>Senior Fire Control Operator equivalent</b>	
During 1st year in rank	26,262
During 2nd year in rank	27,258

**JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2017**

	<b>£ per annum</b>
Aged 16	10,390
Aged 17	11,164
Aged 18	22,459

## SOUTH WALES FIRE AND RESCUE SERVICE

## RETAINED PAYMENT STRUCTURE

**Effective from 1st July 2017**

Below are the structures for the 3 differing contracts.

100%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	50	50	50	60	60	60	60	60	60	60
Allowance A	£6,156.00	£6,408.00	£8,202.00	£10,461.60	£10,908.00	£11,145.60	£11,455.20	£12,204.00	£12,693.60	£13,075.20
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,539.00	£1,602.00	£2,050.50	£2,615.40	£2,727.00	£2,786.40	£2,863.80	£3,051.00	£3,173.40	£3,268.80
<b>Total Salary 100%</b>	<b>£7,695.00</b>	<b>£8,010.00</b>	<b>£10,252.50</b>	<b>£13,077.00</b>	<b>£13,635.00</b>	<b>£13,932.00</b>	<b>£14,319.00</b>	<b>£15,255.00</b>	<b>£15,867.00</b>	<b>£16,344.00</b>
75%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	37.5	37.5	37.5	45	45	45	45	45	45	45
Allowance A	£4,617.00	£4,806.00	£6,151.50	£7,846.20	£8,181.00	£8,359.20	£8,591.40	£9,153.00	£9,520.20	£9,806.40
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,154.25	£1,201.50	£1,537.88	£1,961.55	£2,045.25	£2,089.80	£2,147.85	£2,288.25	£2,380.05	£2,451.60
<b>Total Salary 100%</b>	<b>£5,771.25</b>	<b>£6,007.50</b>	<b>£7,689.38</b>	<b>£9,807.75</b>	<b>£10,226.25</b>	<b>£10,449.00</b>	<b>£10,739.25</b>	<b>£11,441.25</b>	<b>£11,900.25</b>	<b>£12,258.00</b>
50%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	25	25	25	30	30	30	30	30	30	30
Allowance A	£3,078.00	£3,204.00	£4,101.00	£5,230.80	£5,454.00	£5,572.80	£5,727.60	£6,102.00	£6,346.80	£6,537.60
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£769.50	£801.00	£1,025.25	£1,307.70	£1,363.50	£1,393.20	£1,431.90	£1,525.50	£1,586.70	£1,634.40
<b>Total Salary 100%</b>	<b>£3,847.50</b>	<b>£4,005.00</b>	<b>£5,126.25</b>	<b>£6,538.50</b>	<b>£6,817.50</b>	<b>£6,966.00</b>	<b>£7,159.50</b>	<b>£7,627.50</b>	<b>£7,933.50</b>	<b>£8,172.00</b>
During Induction Training	Trainee Rate			Allowance B						
Basic Recruits Course	Trainee Rate	Allowance A		Allowance B						
Post Recruits Course	Development Ra	Allowance A		Allowance B						

## APPENDIX 4

## NJC PAY SPINE 2016-17 &amp; 2017/18 (GREEN BOOK STAFF)

SCP	1 Apr 16	1 Apr 17
6	£14,514	£15,014
7	£14,615	£15,115
8	£14,771	£15,246
9	£14,975	£15,375
10	£15,238	£15,613
11	£15,507	£15,807
12	£15,823	£16,123
13	£16,191	£16,491
14	£16,481	£16,781
15	£16,772	£17,072
16	£17,169	£17,419
17	£17,547	£17,772
18	£17,891	£18,070
19	£18,560	£18,746
20	£19,238	£19,430
21	£19,939	£20,138
22	£20,456	£20,661
23	£21,057	£21,268
24	£21,745	£21,962
25	£22,434	£22,658
26	£23,166	£23,398
27	£23,935	£24,174
28	£24,717	£24,964
29	£25,694	£25,951
30	£26,556	£26,822
31	£27,394	£27,668
32	£28,203	£28,485
33	£29,033	£29,323
34	£29,854	£30,153
35	£30,480	£30,785
36	£31,288	£31,601
37	£32,164	£32,486
38	£33,106	£33,437
39	£34,196	£34,538
40	£35,093	£35,444
41	£36,019	£36,379
42	£36,937	£37,306
43	£37,858	£38,237
44	£38,789	£39,177
45	£39,660	£40,057
46	£40,619	£41,025
47	£41,551	£41,967
48	£42,474	£42,899
49	£43,387	£43,821



## APPENDIX 5

## Extract

**Joint Negotiating Committee for Local Authority Craft &  
Associated Employees**

**CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including **1 January 2016** are as follows:

<b>Designation</b>	<b>1 April 2017 £ Per Week</b>	<b>1 April 2017 £ Per Annum</b>
Engineer & Electrician	£327.41	£17,072

**Apprentice Engineers & Electricians**

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including **1 April 2016** are as follows (percentage of full time rate is denoted in brackets).

<b>Age at Entry</b>	<b>1st Year 1 April 2017</b>	<b>2nd Year 1 April 2017</b>	<b>3rd Year 1 April 2017</b>	<b>4th Year 1 April 2017</b>
<b>16 Yrs</b>	£180.07 (55%)	£229.19 (70%)	£294.67 (90%)	£311.04 (95%)
<b>17 Yrs</b>	£180.07 (55%)	£261.93 (80%)	£294.67 (90%)	£311.04 (95%)
<b>18 Yrs +</b>	£261.93 (80%)	£278.30 (85%)	£294.67 (90%)	£311.04 (95%)



**SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS****Auxiliary Firefighter pay will be made up of the following components:-**

- £1,000 per year retainer (paid in quarterly instalments of £250) for the availability of previous 3 months
- £1,000 per year for training attendance (paid in quarterly instalments of £250) for the attendance and compliance with training requirements
- £250 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,000 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,250 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,250 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a “Resilience Contract”. The salary will be between £2,000 and £3,250, depending on skill sets.



**GENDER PAY GAP STATEMENT – 30 MARCH 2018**

**SUMMARY**

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, 2017, within 12 months. Accordingly the deadline for publication is 30 March, 2018.

This report details the legal background and requirements placed on the Fire & Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation, and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

The Gender Pay Gap Statement is presented in the report attached at Appendix 1.

**RECOMMENDATIONS**

1. Members endorse South Wales Fire & Rescue Authority's Gender Pay Gap Statement for publication on 30 March, 2018.
2. That Members recommend that the 2018/2019 Gender Pay Gap Statement be presented to the Fire & Rescue Authority for publication by 30 March, 2018.

**1. BACKGROUND**

- 1.1 Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, in force from 6 April, 2017, relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees. Employers must publish the information within 12 months of the 'snapshot date' of 5 April, meaning that the deadline for first publication is 4 April, 2018. The prescribed information must be published on an annual basis thereafter.
- 1.2 There are separate but similar provisions, in force from 31 March, 2017, introducing gender pay gap reporting for public sector employers. The

deadline for first publication by public sector employers is 30 March, 2018.

- 1.3 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.
- 1.4 For the purposes of calculating the gender pay gap employers must identify which of their employees are 'relevant employees', and which are 'full-pay relevant employees'.
- 1.5 Employers must base their gender pay gap calculations on pay data from a specific pay period.
- 1.6 Having collected details of all full-pay relevant employees' ordinary pay and bonus pay, employers must calculate each employee's hourly rate of pay.
- 1.7 Employers must calculate the differences in mean pay, median pay, mean bonus pay, and median bonus pay between male and female employees.
- 1.8 Employers must also identify the proportion of male and female employees in each pay quartile by reference to their hourly pay, and the proportion of male and female employees who were paid bonus pay.
- 1.9 Employers must publish their gender pay gap information, together with a written statement confirming its accuracy, on their own website or a Government website. While there is no legal requirement to do so, employers may also publish a narrative to explain their gender pay gap information.
- 1.10 Although the Regulations contain no sanctions for non-compliance, the explanatory note to the Regulations states that non-compliance will constitute an unlawful act under s.34 of the Equality Act 2006.

## **2. ISSUES**

### **2.1 Public Sector Requirements**

2.1.1 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).

- 2.1.2 These Regulations, in force from 31 March, 2017, repeal (with the exception of minor transitional provisions) and replace the Equality Act 2010 (Specific Duties) Regulations 2011.
- 2.1.3 The public sector gender pay gap reporting duty largely mirrors the duty for private and voluntary sector employers, and applies to relevant public authorities.
- 2.1.4 The relevant definitions, obligations, methods of calculation, reporting and publication requirements are set out in Schedule 1 to the Public Sector Regulations. These provisions reproduce almost exactly the wording in the equivalent provisions of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, with amendments where appropriate to reflect the fact that the employer is a public authority.
- 2.1.5 However, there are some important differences between the Private Sector Regulations and the Public Sector Regulations:
- Public authorities must publish the required information based on data captured on the snapshot date of 31 March each year (the snapshot date is 5 April for private and voluntary sector employers). Public authorities initially have 12 months from 31 March, 2017 (the date on which the public sector Regulations came into force) to publish the information. Accordingly, the deadline for first publication is 30 March, 2018.
  - The public sector Regulations apply only to specified public authorities in England, specified cross-border Welsh authorities and specified public authorities operating across Great Britain in relation to non-devolved functions. There are separate regulations that apply to public authorities in Scotland and Wales. Scottish public authorities with more than 20 employees are already required to publish gender pay gap information. In Wales, public authorities are required only to have due regard to the need to have equality objectives that address the causes of pay differences, including those relating to gender.
  - Unlike the private sector Regulations which do not define employment, the public sector Regulations define the term 'employment' as meaning 'employment under a contract of employment, a contract of apprenticeship or a contract personally to do work, and Crown employment'.

- Unlike the private sector Regulations, which contain no penalties for non-compliance or means of enforcement, there is an enforcement mechanism in the event that a public sector employer fails to comply with the public sector Regulations. The Equality & Human Rights Commission (EHRC) is responsible for enforcing the public sector equality duties and, under s.32 of the Equality Act 2006, it may issue a compliance notice against a public authority that it believes has failed to comply with its gender pay gap reporting obligations. In addition, the EHRC may also, under s.32 of the Equality Act 2006, apply to court for an order requiring the public authority to comply.
- Unlike the private sector Regulations, the public sector Regulations do not require that the published information is accompanied by a statement signed by a prescribed individual confirming the accuracy of the information.

## 2.2 The Reporting Metrics

2.2.1 Employers must publish six metrics in respect of the 'relevant pay period'.

- The difference in the mean hourly rate of pay between male and female full pay relevant employees.
- The difference in the median hourly rate of pay between male and female full pay relevant employees.
- The proportions of male and female full pay relevant employees in each of the four quartile pay bands.
- The difference in mean bonus pay between male and female relevant employees.
- The difference in median bonus pay between male and female relevant employees, and
- The proportions of male and female relevant employees who received bonus pay.

2.2.2 Employers must express each metric listed above as a percentage figure.

- 2.2.3 The term ‘full-pay relevant employee’ is relevant only to the hourly pay calculations and quartile pay bands required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.2.4 A full-pay relevant employee is ‘a relevant employee who is not, during the relevant pay period, being paid at a reduced rate or nil as a result of the employee being on leave’. For these purpose ‘leave’ includes:- annual leave, maternity, paternity, adoption, parental or shared parental leave, sick leave, and special leave. ‘Special leave’ is not defined in the Regulations.
- 2.2.5 Consequently, employees who are absent from work during the relevant pay period because of leave, and who are in receipt of less than full pay as a result of that leave, are excluded for the purposes of calculating the differences in mean and median hourly pay between male and female employees. Such employees are also excluded from the employer’s calculations in respect of the quartile pay bands. Including such employees may result in a higher gender pay gap where the employer has a high number of employees on maternity leave, for example.
- 2.2.6 Regulation 3(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘ordinary pay’ as basic pay, allowances, pay for piecework, pay for leave, and shift premium pay. An allowance is defined as for example, London weighting, purchase, lease or maintenance of a vehicle or an allowance paid to recruit or retain an employee. Out-of-pocket expenses, for example travel or fuel costs, are excluded.
- 2.2.7 Regulation 4(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘bonus pay’ as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, or relates to profit-sharing, productivity, performance, incentive or commission. The Regulations do not contain a requirement that bonus pay should be contractual. Therefore, both contractual and non-contractual bonus payments are covered by the Regulations.

### 2.3 **Gender Pay Gap Statement for South Wales Fire & Rescue Authority – 30 March 2018**

- 2.3.1 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 30 March 2018. The statement summarises the required reporting metrics and the Authority’s position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate

to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.
- 3.2 The assessment concluded that there is an impact based on the evaluation of the gender pay gap. This is being addressed through the Authority's review of organisational structures that includes an analysis of pay strategy, pay structures, job roles, job descriptions, and person specifications to include all related allowances to address any identified inequalities in pay and grades.

### **4. RECOMMENDATIONS**

- 4.1 That Members endorse South Wales Fire & Rescue Authority's Gender Pay Gap Statement for publication on 30 March 2018.
- 4.2 That Members recommend that the 2018/2019 Gender Pay Gap Statement be presented to the Fire & Rescue Authority for publication by 30 March, 2018.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Mark Malson Acting Director of People Services	Equality Act 2006 Equality Act 2019 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

## SOUTH WALES FIRE AND RESCUE SERVICE

# GENDER PAY GAP REPORT 2017

From 2017 onwards, any UK organisation employing 250 or more employees has to publicly report on its gender pay gap. We are required to report on the mean and median gender pay gap and also a breakdown, by quartiles of the proportion of men and women in each quartile, based on hourly rate.

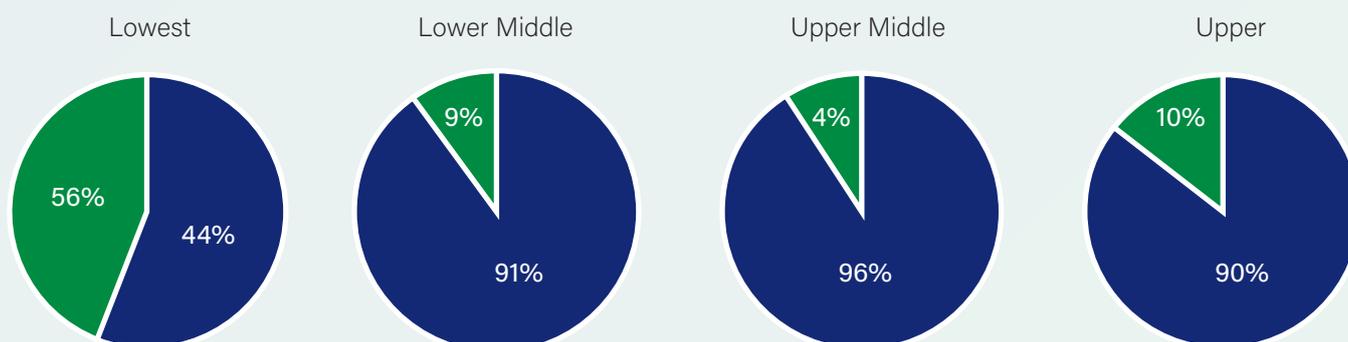
The gender pay gap is the difference between the average hourly rates of pay between males and females employees regardless of their role in the Service. This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid the same rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

## Mean and Median Data

Difference between men and women		
	Mean (Average)	Median
Hourly rate	17.57%	16.34%

The table above shows our overall mean (average) and median gender pay gap based on hourly rates of pay as at the 31st March 2017.

## Pay Quartiles (based on hourly rates)



The above information illustrates the gender distribution at South Wales Fire and Rescue Service, as at 31st March 2017, as per Gender Pay Gap Reporting requirements.

## SOUTH WALES FIRE AND RESCUE SERVICE

# GENDER PAY GAP REPORT 2017

The gender pay gap is based on average pay of females and males, so one of the biggest causes of it can be the numbers of women and men in different roles and at different levels in the organisation.

For example: if the majority of employees in the upper pay levels are male and the majority of employees in the lower pay levels are female, there is likely to be a gender pay gap, even though everyone is being paid the correct pay for the roles they are undertaking.

Other reasons which may contribute to a gap include:

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay choices that are made at various points of an individual's working life

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in.

Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

As part of our Recruitment and Attraction Strategy, South Wales Fire & Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service.



**Huw Jakeway**  
Chief Fire Officer

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**HR & EQUALITIES COMMITTEE**  
**REPORT OF THE AREA MANAGER – HEAD OF TRAINING &**  
**DEVELOPMENT**

AGENDA ITEM NO 11  
5 FEBRUARY 2018

**TRAINING & DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME STRATEGY**

**SUMMARY**

This report provides Members with an updated position on current and proposed Third Party Income Generation within the Training & Development Department for the Service during the current financial year.

**RECOMMENDATIONS**

That Members consider the contents of the report.

**1. BACKGROUND**

- 1.1 The purpose of the report is to inform Fire & Rescue Authority Members of the HR & Equalities Committee with an updated position on current and proposed 'Third Party Income Generation' within the Training & Development department for the Service, during the current financial year.
- 1.2 This current financial year has continued to see growth in Third Party Income activity for the Service, with some existing contracts continuing, previous customers returning for further training, and some potential new contracts being explored, scoped and in the latter stages of agreement.

**2. CURRENT POSITION**

- 2.1 Recent issues of note within the Private Finance Initiative (PFI) partnership between South Wales Fire & Rescue Service, and its private partners Babcock International at Cardiff Gate Training Centre (CGTC) include:-
  - Cardiff Gate Training & Development Centre has provided a mix of technical and short course training for 14 different organisations to date.
  - Ongoing development work with Babcock International to speed up the process of dealing with initial business enquiries and acknowledging sector expertise within South Wales Fire & Rescue Service to utilize a spreadsheet and pricing mechanism which delivers an appropriate quote to the enquirer. This has enabled

the PFI partnership to deal with any TPI query in an efficient and professional manner.

### **3. CURRENT COMMERCIAL TRAINING ACTIVITY**

3.1 The Environment Agency (EA) (England) are currently in their fourth year of training with South Wales Fire & Rescue Service, and this has seen an extension to their original 3 year contract. Their operational and strategic managers attend the Operational & Strategic Incident Command Training Framework.

3.2 To date within this financial year, 6 Strategic and 3 Officer Incident Management courses have taken place at Cardiff Gate, with another 2 courses planned up until March 2018.

3.3 The current pricing model for the Environment Agency is as follows:-

Income April 2017-December 2017		£16,212
Anticipated Jan 2018-March 2018	3 courses	£15,210

3.4 South Wales Fire & Rescue Service Training & Development department have recently completed an 11 week Initial Training Programme for 7 Cambridgeshire and Peterborough Fire Authority (Cambridgeshire Fire & Rescue Service). This is the fourth year in succession that Cambridgeshire FRS have requested such training at the Cardiff Gate Training Centre facility. They have already requested further training for their Initial Trainees in 2018, with 20 trainees earmarked.

3.5 The income received from Cambridgeshire Fire & Rescue Service covers the cost of utilizing the facilities at Cardiff Gate Training Centre, hotel accommodation for the 7 trainees during the 11 week period in a nearby hotel, as well as the catering costs. South Wales Fire & Rescue Service also claimed their staff recovery costs.

### **4. PROPOSED CONTRACT NEGOTIATION**

#### **4.1 Training Contract Negotiation**

4.1.1. The following queries/quotes have/are being provided to the following organisations:-

**Initial Firefighter Course:-**

- Cambridgeshire FRS (contract already being discussed for September 2018)
- London Fire Brigade
- West Midlands Fire & Rescue Service
- Royal Berkshire Fire & Rescue Service
- Suffolk Fire & Rescue Service
- Bedfordshire Fire & Rescue Service
- Atomic Weapons Establishment
- Cardiff Wales Airport

**Incident Command Levels 1-4:-**

- Lincolnshire Fire & Rescue Service
- Mid & West Wales Fire & Rescue Service
- North Wales Fire & Rescue Service

**Environmental Agency (England):-**

- Provision of Strategic Incident Command Training for all personnel
- Officer Command Training

**National Resources Wales:-**

- Provision of Strategic Incident Command Training for all Managers similar to model delivered for Environment Agency (England)

**Avara Pharmaceutical (Astra Zeneca):-**

- Provision of Safe Working at Height Training for all Inspectors
- Auxiliary Firefighter Course

**5. FINANCIAL IMPLICATIONS**

5.1 The total figures for 2017-2018 are as follows:-

**Third Party Income (TPI) Generation Profile 2017/2018**

<b>April 2017 – December 2017</b>	<b>£165,851</b>
<b>SWFRS Staff Recovery Costs to date</b>	<b>£52,932</b>
<b>Current Contribution to Partnership</b>	<b>£85,935</b>

<b>Projected TPI December 2017 – March 2018</b>	<b>£18,250</b>
<b>Projected Income April 2017 – March 2018</b>	<b>£184,101</b>

## 6. EQUALITY RISK ASSESSMENT

6.1 There are no Equality Risk Assessment issues arising as a result of this report.

## 7. RECOMMENDATION

7.1 That Members consider the contents of the report.

<b>Contact Officer:</b> AM Ian Greenman Head of Training & Development	<b>Background Papers:</b> None
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**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**HR & EQUALITIES COMMITTEE**  
**REPORT OF THE AREA MANAGER – HEAD OF TRAINING &**  
**DEVELOPMENT**

AGENDA ITEM NO 13  
 5 FEBRUARY 2018

**TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE**  
**BEHAVIOUR TRAINING (CFBT) PROJECT UPDATE**

**SUMMARY**

This report provides Members with an updated position on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate.

**RECOMMENDATIONS**

That Members consider the contents of the report.

**1. BACKGROUND**

- 1.1 The purpose of the report is to inform Fire & Rescue Authority Members of the HR & Equalities Committee with an updated position on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate.
- 1.2 This project has been in the planning and developing phase for the past 2 ½ years, and is now imminently due to begin the construction phase.

**2. CURRENT POSITION**

- 2.1 Construction of the training facility will take place on a parcel of land owned by the Service within the perimeter of the existing Cardiff Gate site.
- 2.2 The Service has in conjunction with its key project partners recently completed the final design features through end user agreement with the Breathing Apparatus manager, and instructors at South Wales Fire & Rescue Service Training & Development department.
- 2.3 The project is now into the second stage of a two stage design process where the appointed contractor develops our concept design.

**3. RECENT ACTIVITY AND PROGRESS**

- 3.1 Effective stakeholder engagement with key partners, namely:-
  - TC Consult – Project Managers / Employers Agent
  - ISG – Appointed Contractor

- SJS Fire – Specialist CFBT Design Consultant
- 3.2 OJEU Procurement Exercise where Stage 1 tenders were issued through the 'Sell2Wales' portal. 5 contractors were shortlisted, and following a 'Tender Evaluation Exercise' 2 contractors were invited to present to a key Fire & Rescue Service (FRS) / Specialist panel. ISG were then appointed as the contractor for the project.
  - 3.3 The first stage of the two stage design process has now been completed. We are now into the second stage process, and subject to Fire & Rescue Authority approval following the completion of this stage, the construction phase will hopefully begin with effect from the end of March 2018.
  - 3.4 There is an anticipated construction period of 42 weeks, with the anticipated completion date of March 2019. This will enable the introduction of the facility into the South Wales Fire & Rescue Service Breathing Apparatus Refresher Training Programme for the training year April 2019-March 2020. This will also ensure a robust piloting and commissioning period to ensure the facility is fit for purpose.
  - 3.5 ISG will manage and develop the facility, together with their appointed external suppliers, Haagen in Holland. Each element will be market tested to ensure performance requirements are met and costs are managed.
  - 3.6 TC Consult have been appointed to oversee the process to protect South Wales Fire & Rescue Service's interest, and ensure value for money. This will ensure a more robust design and improved cost certainty. It will also allow for a full technical design.

#### **4. GOVERNANCE STRUCTURE OF CFBT PROJECT**

- 4.1 The following programme of work has now been completed to ensure appropriate governance:-
  - Bi-weekly meetings for all stakeholders
  - Project Management Monthly reports for TC Group
  - Maintenance of Risk Register
  - Design team sign off on all key decisions through a collaborative approach
  - Timeline of key dates for wider scrutiny
  - Regular update to Executive Leadership Team and Project Board
- 4.2 A Compartment Fire Behaviour Training Programme Design team is now in place and consists of:-

- South Wales Fire & Rescue Service and Babcock, its Private Finance Initiative (PFI) partner
- TC Consult – Project Managers and Employers Agent – whose role is to administer the contract and protect the interests of the Service
- ISG – Appointed contractor
- Lawray – Appointed architect, and now novated across to ISG
- Damian Barry – Planning advisor
- SJS – Steve Smith – Lead Specialist Compartment Fire Behaviour (CFB) Consultant

## 5. THE WAY FORWARD

- 5.1 Construction phase to commence imminently.
- 5.2 Planning for the facilities management element of the facility. This will commence early 2018 following a full OJEU tender process.

## 6. FINANCIAL IMPLICATIONS

- 6.1 Improved cost certainty is expected in early 2018 following the development of our concept design into a full technical design.

## 7. EQUALITY RISK ASSESSMENT

- 7.1 There are no Equality Risk Assessment issues arising as a result of this report.

## 8. RECOMMENDATION

- 8.1 That Members consider the contents of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
AM Ian Greenman Head of Training & Development	None



**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**HR & EQUALITIES COMMITTEE**  
**REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES**

AGENDA ITEM NO 13  
5 FEBRUARY 2018

**FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2017/2018**

**SUMMARY**

Under the terms of the Public Services Pension Act 2013 (PSBA 2013), the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters Pension Schemes and as such needs to identify through which mechanism it intends to fulfil its role and obligations.

Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. These e-mails and circulars can cover a variety of areas, including all aspects of Firefighters Pension Schemes, and have to be noted or actioned as appropriate. This report sets out the current requirement for Firefighters Pension Schemes managerial and administrative actions.

**RECOMMENDATIONS**

1. Members accept the Welsh Government (Firefighters' Pension Scheme Circulars and e-mails) that have been received in the 2017/2018 year.
2. Members note the actions that have been implemented for each of the circulars.

**1. BACKGROUND**

- 1.1 Firefighter pensions are devolved to Welsh Ministers under the Fire and Rescue Services Act 2004. The current Pension Schemes for Firefighters in Wales: - the Firefighters Pension Scheme 1992 (FPS), the New Firefighters Pension Scheme 2007 (NFPS 2007), the Firefighters' Pension Scheme (Wales) 2015, and the Modified Pension Scheme.
- 1.2 The PSP 2013 received Royal Assent on 25 April 2013, and has led to the reform of Public Service Pension Schemes based on the recommendations outlined by the Independent Public Service Committee led by Lord Hutton.
- 1.3 The PSPA 2013 sets out the arrangements for the creation of Schemes for the payment of pensions and other benefits. The PSPA 2013 provides powers to Ministers to create such Schemes according to a common framework of requirements. The PSPA 2013 gives powers to the Pensions Regulator to operate a system of independent oversight of the operation of these Schemes.

- 1.4 Under the terms of the PSPA 2013, the Fire & Rescue Authority is the recognised Scheme Manager, and as such needs to identify through which mechanism it intends to fulfil all its role and obligations.

## **2. ISSUES**

- 2.1 The South Wales Fire & Rescue Authority is the designated 'Scheme Manager', and as the administering authority for the Firefighters pension fund is responsible for ensuring the effective management of the Schemes, including any changes.
- 2.2 South Wales Fire & Rescue Authority has duly authorised Rhondda Cynon Taff Pensions Section to be its 'Scheme Administrator'. The Pensions Section administers all the relevant Public Sector Pension Schemes on behalf of South Wales Fire & Rescue Authority via a service level agreement.
- 2.3 Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire and Rescue Authorities, electronically in a standard circular template which are intended to be a means to ensure that messages are conveyed to the Fire & Rescue Service are clear and consistent.
- 2.4 These e-mails and circulars encompass a wide variety of issues and areas and as such there is a requirement that they are consistently and efficiently applied by the Scheme Manager in order to ensure the integrity of the relevant Schemes and the proper exercise of discretionary powers where appropriate.
- 2.5 The appendix attached to the report is a table of Welsh Government (Firefighters' Pension Scheme Circulars) that have been received since the beginning of the municipal year. The table contains comments to advise Members of the actions that have been implemented. This table will be updated regularly and brought to Members for information and action. The non-shaded rows are those which have been received since the last report.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no financial matters to report at this time.

## **4. EQUALITY RISK ASSESSMENT**

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the future roles and responsibilities associated with the governance of the Firefighters' Pension Schemes.

4.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel at this juncture.

## 5. RECOMMENDATIONS

5.1 Members accept the Welsh Government (Firefighters' Pensions Scheme Circulars and e-mails) that have been received in the 2017/2018 year.

5.2 Members note the actions that have been implemented for each of the circulars.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Mark Malson Acting Director of People Services	Appendix 1 - Welsh Government Circulars & E-mails – The Firefighters' Pension Scheme (Wales) 2018/2018



## HR & EQUALITIES COMMITTEE

### WELSH GOVERNMENT CIRCULARS & E-MAILS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2017/2018

NO	TITLE	DATE	SUMMARY	COMMENT
<b>W-FRSC(2017)12</b>	<b>Firefighters Pension Account Estimates</b>	14 Nov 2017	This circular requests each Fire & Rescue Authority (FRA) to complete the financial and non-financial sections of the pensions form (FPF1) by 15 December 2017.	The Welsh Government requests this information from the FRAs each November in order to provide figures to HM Treasury in respect of the pension top up granted.  <i>Action Completed</i>
<b>EMAIL</b>	<b>Wales Government email attached Memo from GAD Chief Actuary – 8 August 2017</b>	7 Sept 2017	Paper from the Government Actuary’s Department in relation to Public Service Pensions: Actuarial Valuations and the Employer Cost Cap Mechanism. The paper provides the latest draft of the amendments required to the Public Service Pensions (Valuations and Employer Cost Cap) Directions	Advisory note comments on financial assumptions, demographic assumptions. Next step identified: HM Treasury plan to consult on draft amending Directions later this year, informed by their ongoing liaison with schemes, the TUC and other key stakeholders.  <i>Presented 20 November 2017</i>
<b>EMAIL</b>	<b>Firefighters Pension Scheme</b>	8 August 2017	Provided an update from last meeting and identified matters of interest including:-	All appropriate actions have been completed.

	<b>Advisory Board for Wales, written update – July 2017</b>		<ul style="list-style-type: none"> <li>• SPPA Circular 2016-11 information relating to re-employment of FPS 1992 pensioners from 6 April 2010</li> <li>• 2016 Valuation</li> <li>• Past service costs</li> <li>• Pensions contributions holiday</li> <li>• Amendments to the 1992, 2007 &amp; 2015 Scheme Regulations</li> <li>• Brewster</li> <li>• Training</li> <li>• Details of scheme costs</li> <li>• Letter from SAB Chair</li> </ul>	<p>Next SAB is scheduled for 29 September 2017.</p> <p><i>Presented 20 November 2017</i></p>
<b>W-FRSC(2017)09</b>	<b>Financial Arrangements for Firefighter Pensions – Top up Grant Forms 2017-2018</b>	22 May 2017	<p>This circular requests each Fire &amp; Rescue Authority to complete the FPF2 and FPF3 pension forms, and confirm estimates already provided for the 2017-18 FPF1</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2015/16 (FPF3) and 2016/17 (FPF2) and interim payment for 2017/18 (FPF1)</p>	<p>This circular requests each Fire &amp; Rescue Authority to complete the FPF2 and FPF3 pension forms, and confirm estimates already provided for 2017/18 (FPF1) by 20 June 2017.</p> <p>The response is progressed by the Service's Finance Department.</p> <p><i>Presented – 17 July 2017</i></p>
<b>E-mail circulation</b>	<b>Diary Marker – Scheme Advisory</b>	25 May 2017	Welsh Government are hosting a training event which will be attended by the LGA, GAD and TPR on 29	Attendance is a prerequisite for the Committee Chairperson as the designated FRA representative on the

	<b>Board Training</b> <b>– 29</b> <b>September</b> <b>2017</b>		September. As representatives attending will be from outside of Wales, the training will take place in Cardiff. Details of the venue and times will be confirmed in due course.	All Wales Scheme Advisory Board. Committee members will receive copies of training material for their information after the event.  <i>Presented – 17 July 2017</i>
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## **ANNUAL SUMMARY OF HR & TRAINING REPORTS**

### **SUMMARY**

This report informs Members of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2017/2018.

### **RECOMMENDATION**

That Members note the work of the HR & Equalities Committee.

## **1. BACKGROUND**

- 1.1 This report summarises the work that the HR & Equalities Committee has undertaken over the last twelve months.

## **2. ISSUES**

- 2.1 As Members will be aware, the HR & Equalities Committee was established to demonstrate the Authority's commitment to ensuring that the Service has a well-equipped, skilled, and motivated workforce, that is able to work safely and whose composition reflects the diverse communities it serves.

- 2.2 To discharge its functions the Committee plans its work through a Forward Work Programme. The work of the Committee broadly falls under distinct categories, namely:- Human Resources (including Occupational Health), Training & Development, and Equality & Diversity.

- 2.3 For the purpose of this report it is intended that an overview of the work undertaken by the Committee in the 2017/2018 Municipal Year is detailed under each of the sub headings.

## **2.4 HUMAN RESOURCES DEPARTMENT**

- 2.4.1 The Fire & Rescue Authority established a Local Pension Board (LPB) in April 2015 in order to be able to fulfil its statutory commitments to the management of its devolved Pension Schemes. The HR & Equalities Committee is now responsible for addressing Welsh Government Pension Circulars and as a Board for Internal Disputes Resolution for pension matters, administered through the department. The Committee may provide information to the Local Pension Board.

- 2.4.2 The HR Department is continuously working towards devolving more HR responsibilities to line management and to equip Line Managers with the skills to undertake HR activities to improve HR performance management and develop reporting procedures.
- 2.4.3 It continues to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology with the implementation of Core HR, and implementing revised and new policies and procedures. Additionally it provides greater support to Line Managers on a day-to-day and face-to-face basis.
- 2.4.4 South Wales Fire & Rescue Service Occupational Health Unit shares facilities with Cardiff Council Occupational Health Services at Parc Nantgarw.
- 2.4.5 The Occupational Health Unit continues to provide a wide range of services required by Fire & Rescue Authorities under Health and Safety Law, Employment Law, Pension Provisions, and in accordance with directions issued by relevant government departments. Firefighting can be an extremely demanding and hazardous occupation, requiring high level of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our continuing effort to maintain optimum operational effectiveness and efficiency.
- 2.4.6 The range of Occupational Health Unit functions has also been reviewed as part of the Service's ongoing commitment to exploring collaborative opportunities through the National issues Committee.
- 2.4.7 The HR & Equalities Committee received reports and presentations from the HR Department throughout 2017/2018 and these are summarized in Appendix 1.

## **2.5 TRAINING & DEVELOPMENT DEPARTMENT**

- 2.5.1 Committee Members received presentations and reports which appraised them of the structure and functions of the Training & Development Department, the major objectives and issues facing the department, and the issues associated with the delivery of functions through the Cardiff Gate Training Centre contract. Members also viewed at first hand the extensive range of training activity delivered from Cardiff Gate.
- 2.5.2 Members noted that the work of the department has developed to continuously meet the ever-changing demands of South Wales

Fire & Rescue Service by developing a flexible approach to the changing demands linked to key legislation, including:- Fire & Rescue Service Act 2004, Civil Contingencies Act 2004, Health & Safety at Work Act 1974, etc., and Road Traffic Act 1974.

2.5.3 As the Private Finance Initiative (PFI) contract with Babcock continues to progress through its twenty-five year partnership for the provision and facility management of Cardiff Gate Training & Development Centre, the department has embarked on a continuous review of the contract arrangements with Babcock to ensure continued success of the partnership. Extensive work in association with Babcock personnel has seen an escalation of external contractual delivery and promotion in the field of third party income.

2.5.4 Members also received reports and presentations on progress of the Compartment Fire Behaviour Training (CFBT) facility being built at Cardiff Gate Training & Development Centre.

2.5.5 The HR & Equalities Committee received reports and presentations from the Training & Development Department throughout 2017/2018 and these are summarized in Appendix 2.

## 2.6 EQUALITY AND DIVERSITY

2.6.1 Within South Wales Fire & Rescue Service the main Diversity & Welsh Language Unit reports through the HR Department.

2.6.2 The various strands of equality and diversity are embedded in every directorate plans and throughout functional and operational activities.

2.6.3 In the widest terms topics encompassing equality and diversity address the following ensuring that no person is treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender reassignment, economic group, employment status, politics, staff association or trade union membership, or any other condition which cannot be shown to be wholly justified in relation to employment.

2.6.4 Commonly within Wales public bodies now incorporate Welsh language provisions as part of their wider diversity agenda.

2.6.5 The HR & Equalities Committee received a range of reports and presentations throughout 2017/2018, and these are summarised in Appendix 3.

### **3. FINANCIAL IMPLICATIONS**

3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

### **4. EQUALITY RISK ASSESSMENT**

4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this particular report.

4.2 It is the responsibility of departments submitting reports to the Committee to ensure that Equality Risk Assessments are undertaken to ensure that there are no adverse impacts on any individual or group of personnel.

### **5. RECOMMENDATIONS**

5.1 That members note the work of the HR & Equalities Committee

<b>Contact Officer:</b> ACO Mark Malson Acting Director of People Services	<b>Background Papers:</b> Appendices 1 to 3 – Reports received by the HR & Equalities Committee 2017/2018
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## APPENDIX 1

## REPORTS AND CIRCULARS RECEIVED BY THE HR & EQUALITIES COMMITTEE DURING 2017/2018

### HR REPORTS:-

- **Governance and Administration of Firefighters' Pension Schemes**

Purpose is to inform Members of the Fire & Rescue Authority's roles and responsibilities as scheme managers.

- **Pension Circulars**

Purpose is to update Members on pension circulars received from the Welsh Government.

- **Annual Pay Policy Statement 2018/2019**

Purpose is to inform Members and to enable the Service's Policy to be evaluated.

- **Summary of HR & Training Reports**

Purpose is for Members to consider the annual report of the work of the HR & Equalities Committee before its submission to the Fire & Rescue Authority.

- **Consultation on Amendments to Firefighter Pension Schemes in Wales**

Purpose is to update Members on amendments to the Firefighters Pension Schemes in Wales

- **Overview of HR & Occupational Health Department**

Purpose is to provide Members with an overview of the HR & Occupational Health department, which includes its structure, function and budgets.

- **Annual Report on Absence Management**

Purpose is to update Members on the incidence of sickness absence across the Service and to identify the mechanisms to support staff and thereby enable greater organisation improvement.

- **Annual Report on Discipline & Grievance**

Purpose is to update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service, and to identify the actions that have taken place in order to enable greater organisational improvement.

- **Report on Gender Pay Gap**

Purpose is to update Members on analysis of Gender Pay Gap across the Service.

- **Report on HR & Payroll Systems Integration Project**

Purpose is to update Members on the progress of the implementation of the Core HR & Payroll Integration project, and detailed the difficulties and challenges in the

implementation process of Phase 1, and the Forward Work Plan for implementing Phases 2 and 3.

- **Establishing a Workforce Planning Overview for Financial Year 2017/2018**

The purpose of this report was to provide Members with an overview of the Service's establishment and Workforce Planning model and monitoring protocols.

- **Wales Pension Advisory Board update**

The purpose of this report is to appraise the Committee of the most recent Scheme Advisory's Board's discussions which could impact on the Fire & Rescue Authority's role as Pension Scheme managers.

- **Summary report on the National Issues Committee HR & Training Development Work-streams**

The purpose of this report was to update Members on the National issues Committee related activity undertaken by HR and Training, to include All Wales WDS Recruitment, HR & Training Strategy, introduction of Fitness Standards, new BA Incident Command standards to meet new National Operational Standards.

- **Occupational Health Activity report – 1 January 2016 to 31 December 2016**

This report related to occupational health activity for 2016, and provided data as services and expenditure updates on occupational health initiatives, and an outline of strategic development.

- **Follow up report on the Occupational Health Review Plan**

This report updated Members on progress following the review of Occupational Health Services in 2014/2015. It provided an update on the organisational structure and developments on an HR Strategy and Charter.

**APPENDIX 2****TRAINING REPORTS**

- **Overview of Training & Development Department**

Purpose is to provide Members with an overview of the Service's Cardiff Gate Training Centre which assists in explaining how the Service attracts and develops people both professionally and managerially to promote organisational improvement.

- **Update on Leadership Development Programme**

Purpose is to update Members on proposals to implement and review leadership development throughout the Service.

- **Third Party Income Strategy**

Purpose is to update Members on the current arrangements affecting TPI, and to provide details of external organisations who engage with the Service through Cardiff Gate.

- **CFBT Project Update**

Purpose is to update Members on the current situation relating to the planning application to develop an up to date Fire Behaviour training facility at Cardiff Gate.

- **Principles of Workforce Progression**

The purpose of this report considered all aspects of the introduction of Principles of Workforce Progression within the Service from recruitment, development awards, promotion, leadership development, appraisals, sickness performance, development and competencies.

- **Annual Training Programme**

This report considered the annual training programme for 2016/2017, and the activities which have taken place during the year, both at Cardiff Gate and other locations, to include BA, Driver, Immediate Emergency Care (IEC), Road traffic Collision (RTC), Thermal rescue, and National Resilience Training.

- **Update on Apprenticeship Levy and impact on SWFRS**

Purpose is to provide Members with an update on the Apprenticeship Levy.



**APPENDIX 3****DIVERSITY & WELSH LANGUAGE REPORTS**

- **Inclusive Fire Service Strategies**

Purpose to update Members on proposals for more inclusive Fire Services.

- **Annual update on Strategy Equality Plan**

Purpose is to update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people.

- **Annual Equality Plan**

Purpose is to provide members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement.

- **Welsh Language Standards Compliance**

Purpose is to update Members on the Welsh Language Standards Compliance



**FORWARD WORK PROGRAMME FOR  
HR & EQUALITIES COMMITTEE 2017/2018**

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
Overview of Training & Development Department	To provide Members with an overview of the Service's Cardiff Gate Training Centre which assists in explaining how the Service attracts and develops people both professionally and managerially to promote organisational improvement	ACO PS  <b>Contact Officer:</b> Ian Greenman	17 July 2017	Presented
Overview of HR & Occupational Health Department	To provide Members with an overview of the HR & Occupational Health Department, which includes its structure, function and budgets.	ACO PS  <b>Contact Officer:</b> Mark Malson	17 July 2017	Presented

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
Governance and administration of Firefighters' Pension Schemes	To inform Members of the Fire & Rescue Authority's roles and responsibilities as scheme managers	ACO PS  <b>Contact Officer:</b> Philip Haynes	17 July 2017	Presented
Pension Circulars	To update Members on pension circulars received from the Welsh Government	ACO PS  <b>Contact Officer:</b> Mark Malson	17 July 2017  20 November 2017  5 February 2018	Presented  Presented  On agenda
Update on Apprenticeship Levy and impact on SWFRS		ACO PS  <b>Contact Officer:</b> Philip Haynes	20 November 2017	Presented
Update on Leadership Development Programme	To update Members on proposals to implement and review leadership development throughout the Service.	ACO PS  <b>Contact Officer:</b> Ian Greenman	20 November 2017	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Report on Absence Management	To update Members on the incidence of sickness absence across the Service and to identify the mechanisms to support staff and thereby enable greater organisation improvement.	ACO PS  <b>Contact Officer:</b> Mark Malson	20 November 2017	Presented
Annual Report on Discipline & Grievance	To update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service, and to identify the actions that have taken place in order to enable greater organisational improvement.	ACO PS  <b>Contact Officer:</b> Mark Malson	20 November 2017	Presented
Annual Report on Workforce Metrics	To inform Members of the establishment composition and to provide details of	ACO PS  <b>Contact Officer:</b>	20 November 2017	Presented

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
	starters and leavers	Mark Malson		
Third Party Income Strategy	To update Members on the current arrangements affecting TPI, and to provide details of external organisations who engage with the Service through Cardiff Gate.	A/ACO PS  <b>Contact Officer:</b> Ian Greenman	5 February 2018	On agenda
Annual Update on Strategy Equality Plan	To update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people	A/ACO PS  <b>Contact Officer:</b> Andrew Jones	5 February 2018	On agenda
Inclusive Fire Service Strategies	To update Members on proposals for more inclusive Fire Services	A/ACO PS  <b>Contact Officer:</b> Mark Malson	5 February 2018	On agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Equality Plan Update	To provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement	A/ACO PS  <b>Contact Officer:</b> Andrew Jones	5 February 2018	On agenda
Annual Pay Policy Update	To inform Members and to enable the Service's Policy to be evaluated	A/ACO PS  <b>Contact Officer:</b> Mark Malson	5 February 2018	On agenda
Report on Gender Pay Gap	Update Members on analysis of Gender Pay Gap across the Service	A/ACO PS  <b>Contact Officer:</b> Kim Jeal	5 February 2018	On agenda

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
Summary of HR & Training Reports	For Members to consider the annual report of the work of the HR & Equalities Committee before its submission to the Fire & Rescue Authority	A/ACO PS  <b>Contact Officer:</b> Mark Malson	5 February 2018	On agenda
CFBT Project Update	To update Members on the current situation relating to the planning application to develop an up to date Fire Behaviour training facility at Cardiff Gate	A/ACO PS  <b>Contact Officer:</b> Ian Greenman	5 February 2018	On agenda
Welsh Language Standards Compliance	To update Members	A/ACO PS  <b>Contact Officer:</b> Cath Baldwin	5 February 2018	On agenda

**ACO Mark Malson – Acting Director of People Services**  
**Andrew Jones – Acting Head of Human Resources**  
**AM Ian Greenman – Head of Training & Development**

## AGENDA ITEM NO 16

**To consider any items of business that the Chairman deems urgent  
(Part 1 or 2)**



1. Apologies for Absence
2. Declaration of Interests

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

3. Chairman's Announcements
4. To receive the minutes of:
  - HR & Equalities Meeting held on 20 November 2017 5
5. Strategic Equality Plan – 1 April 2015 to 31 March 2020 11
6. Annual Equality Report for the Period 1 April 2016 to 31 March 2017 19
7. National Joint Council for Local Authority Fire & Rescue Services - Inclusive Fire Service Improvement Strategies 53
8. Welsh Language Standards Update – January 2018 101
9. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2018/2019 153
10. Gender Pay Gap Statement – 30 March 2018 187
11. Training & Development Department - Third Party Income Strategy 195
12. Training & Development Department – Compartment Fire Behaviour Training (CFBT) Project update 199
13. Firefighters Pension Schemes – Wales Government Circulars 2017/2018 203
14. Annual Summary of HR & Training Reports 211



15.	Forward Work Programme 2017-18	221
16.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	227