

**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, 17 July 2017 at 10:30 Hours

**VENUE:** Cardiff Gate Training and Development Centre,  
CF3 6YA

### **A G E N D A**

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 27 March 2017 5
5. Governance and Administration of Public Service Pension Schemes 11
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| 9.  | Proposed new CFBT project at Cardiff Gate Training & Development Centre – Presentation on the day | 47 |
| 10. | Forward Work Programme  | 49 |
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Signature of Proper Officer:

A handwritten signature in black ink, appearing to read 'D. Jones', written in a cursive style.

**Councillors:**

Cllr	P	Wong	Cardiff
Cllr	D	Naughton	Cardiff
Cllr	K	Gibbs	Merthyr Tydfil
Cllr	H	Thomas	Newport
Cllr	M	Phillips	Cardiff
Cllr	S	Pickering	Rhondda Cynon Taff
Cllr	D	Thomas	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 MEETING**  
**HELD ON MONDAY, 27 MARCH 2017 AT**  
**SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**36. PRESENT:**

Councillor	Left	Authority
S J Jones (Chair)		Rhondda Cynon Taff
P Drake		Vale of Glamorgan
B Morgan		Rhondda Cynon Taff
J Morgan		Blaenau Gwent
S Pickering		Rhondda Cynon Taff
P Seabourne		Torfaen
E Hacker		Vale of Glamorgan

**APOLOGIES:**

A Jones		Torfaen
S Bradwick		Rhondda Cynon Taff
E Galsworthy		Merthyr Tydfil
M Powell		Monmouthshire
C James		Bridgend
R McKerlich		Cardiff

**ABSENT:**

D Davies		Newport
C Elsbury		Caerphilly
G Phillips		Cardiff

**OFFICERS PRESENT:-** ACO P Haynes – Director of People Services, Mr M Malson – Head of HR, AM I Greenman – Head of Training & Development, Ms Kim Jeal – Accountant, Mr Lyndon Davies – Senior Occupational Health Nurse

**37. DECLARATIONS OF INTEREST**

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

### **38. CHAIR'S ANNOUNCEMENTS**

The Chair was sad to announce the death of Councillor Sage of Bridgend Council, who had sadly passed away on 24 March. As a mark of respect, Members and Officers held a minute's silence for Councillor Sage.

### **CARDIFF GATE CFBT BUILDING PROJECT**

ACO People Services updated the Members on the CFBT building project and advised that the full planning application was submitted in November 2016, to date we are awaiting a decision from Cardiff Planning Authority regarding the application. The Completed design construction will take approximately 40-48 weeks after planning is agreed. The facilitated management and ongoing maintenance of the CFBT unit throughout the remaining 14 years of the Private Finance Initiative and beyond is to be evaluated.

### **FIREFIGHTERS' PENSION SCHEME CIRCULARS**

ACO People Services informed Members that the Service has received two Firefighters' Pension Scheme Circulars. Welsh Circular W-FRSC(2017) 01 related to the Firefighter's Pension Scheme 2007: nomination of cohabitation partners in light of a recent Supreme Court judgement. Welsh Circular W-FRSC(2017) 03 related to changes made to public sector transfer club factors, which take effect from 1 March 2017. ACO People Services advised that both circulars have been referred to the Rhondda Cynon Taff Pension Scheme Administrators for information and action.

### **39. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 16 January 2017, were received and accepted as a true record of proceedings.

### **40. ANNUAL TRAINING PROGRAMME**

The Head of Training & Development presented the Annual Training Programme for 2016/17 which outlined the range and number of courses which have taken place during the year both at Cardiff Gate Training and Development Centre (CGTDC) and at other locations.

### **RESOLVED THAT**

Members noted the contents of the report.

#### **41. SUMMARY OF THE NATIONAL ISSUES COMMITTEE – HUMAN RESOURCES AND TRAINING DEVELOPMENT WORKSTREAMS**

The Head of HR informed Members on the Fire & Rescue Services' All Wales National Issues Committee Human Resource Management and Training and Development work-streams for the Municipal Year 2016/17.

#### **RESOLVED THAT**

Following a question and answering session Members noted the content of the work-stream summary.

#### **42. OCCUPATIONAL HEALTH UNIT (OHU) – ACTIVITY REPORT 1 JANUARY TO 31 DECEMBER 2016**

The Head of HR informed Members that the Occupational Health Unit Activity report spanned the period from 1 January to 31 December 2016. The report provided data on services and expenditure, updates on Occupational Health initiatives, and an outline of strategic development.

#### **RESOLVED THAT**

Members received the report and endorsed the level of OHU activity as reported.

#### **43. FOLLOW UP REPORT ON THE OCCUPATIONAL HEALTH REVIEW ACTION PLAN**

The Head of HR presented a report for Members on the progress following the review of Occupational Health Services in 2014. The report provided details on progress on Occupation Health Physicians provisions, the Occupational Health management structure, the introduction of the Occupational Health Employee Charter and progress on the development of Occupational Health Services Level Agreements and Occupational Health Strategy and Business Plan.

#### **RESOLVED THAT**

Members agreed to note the contents of the report.

#### **44. WELSH LANGUAGE STANDARDS UPDATE – MARCH 2017**

The Head of HR presented a report which provided Members with an overview of the current position with regard to the forthcoming introduction of Welsh Language Standards upon the Authority. The Head of HR thanked the Welsh Language Officer for her hard work and diligence in producing the Welsh Language Standards Action Plan.

#### **RESOLVED THAT**

Members agreed to note the information with the report.

#### **45. REPORT ON HR & PAYROLL SYSTEM INTEGRATION PROJECT**

The Head of HR informed Members on the progress of the implementation of the CoreHR and Payroll Integration Project since it went 'live' on 1 October 2015.

The report details the difficulties and challenges in the implementation process for Phase 1 and the forward work plan for implementation Phases 2 and 3.

ACO People Services thanked the Payroll and Pensions Manager and her team for all their hard work in implementing the system

#### **RESOLVED THAT**

Members agreed to note the contents of the report.

#### **46. ESTABLISHMENT AND WORKFORCE PLANNING OVERVIEW FOR THE FINANCIAL YEAR 2017/18**

The Head of HR outlined for Members an overview of the Service's Establishment and Workforce Planning Model and monitoring protocols. ACO People Services advised that workforce planning is a complicated and difficult activity and is not the sole responsibility of the HR department. Planning requires the input of all senior officers to review their staffing requirements to ensure we have the right number of people, in the right place, with the right skills at the right time, thus ensuring business continuity

#### **RESOLVED THAT**

46.1 Members agreed to note the contents of the report.

46.2 Members approved the rationale and practice of initiating WDS Recruit Trainee Courses in order to support the Flexible Rostering Day System to ensure operational establishment numbers are maintained.

#### **47. ALL WALES SCHEME ADVISORY BOARD – UPDATE**

The ACO People Services informed Members that the Scheme Advisory Board is a body established by Welsh Government to oversee the various Firefighter's Pension Schemes in Wales and advised Members of the most recent Scheme Advisory Boards discussions which could impact on the Fire and Rescue Authority's role as Pension Scheme Managers.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

#### **48. FORWARD WORK PROGRAMME**

The ACO People Services presented the Forward Work Programme for the HR & Equalities Committee 2016/2017.

#### **RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2016/17..

#### **49. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 or 2)**

The Chairman advised that it has been a pleasure to serve on the HR & Equalities Committee and thanked all officers and staff for their help and support during her time as Chair of the HR & Qualities Committee. Cllr Seabourne echoed the Chairman's comments.



## **GOVERNANCE AND ADMINISTRATION OF PUBLIC SERVICE PENSION SCHEMES**

### **SUMMARY**

The purpose of this report is to inform Committee Members of the factors affecting the governance of Firefighter Pension Schemes, and their roles and responsibilities as scheme managers.

### **RECOMMENDATIONS**

Members accept the information contained in the report, and agree to receive additional monitoring reports on a regular basis.

## **1. BACKGROUND**

- 1.1 The Public Service Pensions Act 2013 (the 2013 Act) introduces the framework for the governance and administration of the public service pension schemes, and provides an extended regulatory oversight by the Pensions Regulator (PR).
- 1.2 The Pension Regulator is required to issue one or more Codes of Practice covering specific matters relating to public service pensions schemes.
- 1.3 The Pension Regulator's Code of Practice sets out the legal requirements for public service pension schemes in respect of those specific matters. It contains practical guidance and sets out standards of conduct and practice expected of those who exercise functions in relation to those legal requirements.
- 1.4 The practical guidance sections in a Code are not intended to prescribe the process for every scenario. They do, however, provide principles, examples and benchmarks against which scheme managers and members of pension boards can consider, whether or not they have understood their duties and obligations, and are reasonably complying with them.
- 1.5 If scheme managers and the members of pension boards are for any reason unable to act in accordance with the guidance set out in a Code, or an alternative approach that meets the underlying requirements, they should consider their statutory duty under Section 70 of the Pensions Act 2004 to assess, and if necessary, report.

## 2. ISSUES

- 2.1 The Pension Regulator is the body that regulates occupational and personal pension schemes provided through employers. The Regulator's statutory objectives are to:-
- Protect the benefits of pension scheme members
  - Reduce the risks of calls on the Pension Protection Fund (PPF)
  - Promote and improve understanding of the good administration of work-based pension schemes
  - Maximise compliance with the duties and safeguards of the Pensions Act 2008, minimise any adverse impact on the sustainable growth of any employer (in relation to the exercise of the Regulator's functions under Part 3 of the Pensions Act 2004 only).
- 2.2 The Pension Regulator has a number of regulatory tools, including issuing Codes of Practice, to enable it to meet its statutory objectives.
- 2.3 Codes of Practice provide practical guidance in relation to the exercise of functions under relevant pension legislation, and sets out the standards of conduct and practice expected from those who exercise those functions.
- 2.4 Codes of Practice are not statements of the law and there is no penalty for failing to comply with them. It is not necessary for all the provisions of a Code of Practice to be followed in every circumstance. Any alternative approach to that appearing in the Code of Practice will nevertheless need to meet the underlying legal requirements, and a penalty may be imposed if these requirements are not met. When determining whether the legal requirements have been met, a court or tribunal must take any relevant provisions of a Code of Practice into account.
- 2.5 If there are grounds to issue an 'improvement notice', the Pensions Regulator may issue a notice directing a person to take, or refrain from taking, such steps as are specified in the notice.
- 2.6 The Public Service Pensions Act 2013 sets out the arrangements for the creation of schemes for the payment of pensions and other benefits. It provides powers to Ministers to create such schemes according to a common framework of requirements.
- 2.7 Public service pension schemes are:-
- (a) New public service pension schemes set up under Section 1 of the 2013 Act (including any scheme which has effect as such a scheme);

(b) New public body pension schemes (within the meaning of the 2013 Act)

and

(c) Any statutory pension schemes connected with a scheme described in (a) or (b)

2.8 Substantially, these are the schemes providing pension benefits for civil servants, the judiciary, local government workers, teachers, health service workers, fire and rescue workers, members of police forces, and the armed forces. Except where specified otherwise, the legal requirements and practical guidance set out in the Code apply to any kind of public service pension scheme within the meaning of the Pensions Act 2004, whether it is a scheme established under Section 1 of the 2013 Act, a new public body scheme or a connected scheme.

2.9 Other terms used in the Code include:-

2.9.1 **Responsible Authority** – The 2013 Act identifies Secretaries of State/Ministers, each being the responsible authority for their schemes, who have power to make the scheme regulations for the relevant schemes. The responsible authority may also be the scheme manager.

In relation to a public body pension scheme, references in the Code to the responsible authority are to be read as references to the public authority which established the scheme. Welsh Ministers are identified as the responsible authority for Firefighters' pension schemes purposes.

2.9.2 **Scheme Regulations** – Each new scheme made under Section 1 of the 2013 Act has scheme regulations which set out the detail of the membership and benefits to be provided under the scheme.

The regulations must identify scheme managers and provide for the establishment of Pension Boards and Scheme Advisory Boards. These regulations constitute the main rules of the scheme. In addition to the scheme regulations, the rules of a scheme include:-

- Certain legislative provisions, to the extent that they override provisions of the scheme regulations, or which have effect in relation to a scheme and are not otherwise reflected in the scheme regulations, and

- Any provision which the scheme regulations do not contain but which the scheme rules must contain if it is to conform with the requirements of Chapter 1 of Part 4 of the Pension Schemes Act 1993 (preservation of benefit under occupational pension schemes).

Some connected schemes and new public body pension schemes will not be established by regulations, so references in the Code to scheme regulations should be read as references to the rules of the scheme in these cases.

**2.9.3 Scheme Manager** – Each public service pension scheme has one or more persons responsible for managing or administering the scheme. Public service pension schemes can have different persons acting as scheme manager for different parts of the pension scheme. For the locally administered schemes, the scheme managers may be for the local administering authorities or a person representing an authority or police force.

The Code is structured as a reference for scheme managers and pension boards to use to inform their actions in four core areas of scheme governance and administration:- governing your scheme, managing risks, administration, and resolving issues.

2.10 The core section includes practical guidance to help scheme managers and pension boards to discharge their legal duties. The Regulator recognises that there may be alternative and justifiable actions or approaches that scheme managers or pension boards may wish to adopt, provided these meet the minimum legal requirements.

Schemes will need to consider and apply the practical guidance to suit their own particular characteristics and arrangements.

2.11 The South Wales Fire & Rescue Authority (the designated Scheme Manager) discharges its commitments to the Firefighters' Pension Schemes through the following mechanisms:-

- **Scheme Manager Function** – the HR & Equalities Committee receives all pension scheme circulators, advice and associated correspondence, and oversees the relevant actions.

HR & Equalities Committee Members also receive, consider, and make determinations in respect of Internal Disputes Resolution Procedure submissions for Firefighters' Pension Schemes.

- **Scheme administration** – Service level agreement with Rhondda Cynon Taff Pensions Section to oversee the administration of all Firefighters’ Pension Schemes, including payment of pensions, annual returns, publication of pension scheme members’ annual benefit statements.
- **All Wales Scheme Advisory Board (SAB)** – the Chair of HR & Equalities Committee is the Fire & Rescue Authority’s nominee for Scheme Advisory Board membership. Technical support at the Scheme Advisory Board is provided by Service officers.
- **Local Pension Board (LPB)** – The Fire & Rescue Authority established a separate committee to scrutinise Firefighters’ Pension Scheme governance, activity and data. Local Pension Board Members are registered with the Pension Regulator, and undertake mandatory training to ensure they have the appropriate knowledge, skills, and understanding of scheme rules, Pension Acts, and HMRC conditions, as appropriate for public sector pension schemes.

2.12 To enable both HR & Equalities Committee Members, and Local Pension Board Members, to acquire appropriate knowledge, skills, and understanding, Service officers will facilitate relevant training events.

### 3. FINANCIAL IMPLICATIONS

3.1 The Government Actuary Department is scheduled to report on the findings of the Firefighters Pension Scheme for All Wales later in 2017. The report will be considered at the All Wales Scheme Advisory Board in September 2017.

3.2 Detailed below is an extract from the Fire & Rescue Authority’s end of year Revenue Budget covering all staff groups:-

	Original budget 2016/17	Actual Outturn 2016/17	Over/Under Spend
Employee costs (Salaries, NI & Superannuation)	£34,712,663	£33,998,375	£714,288
Pensions	£5,580,717	£5,451,928	£128,789

**2016/2017 Fire Pension Fund**

Income to the Fund	-£21,847,470
Outgoings of the Fund	£24,050,062
Fund deficit to be funded by Welsh Government	£2,202,592

**4. EQUALITY RISK ASSESSMENT**

- 4.1 It is the Responsible Authority's (Welsh Government Ministers) duty to address scheme specific equality assessment matters when the individual schemes were established, and whenever significant changes take place.
- 4.2 An Equality Risk Assessment has been undertaken to assess any potential matters relative to the Fire & Rescue Authority's governance arrangements for the Firefighters' Pension Schemes.
- 4.3 The Service's 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 information contained in the report and agree to receive additional monitoring reports on a regular basis.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Philip Haynes Director of People Services	None

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

**SUMMARY**

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.

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 (PPS), the New Firefighters Pension Scheme 2007 (FPS 2007), the Firefighters' Pension Scheme (Wales) 2015, and the Modified Pension Scheme.
- 1.2 The PSPS 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 2016/2017 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 Philip Haynes Director of People Services	None



## HR & EQUALITIES COMMITTEE

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

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRSC(2017)09	<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>
E-mail circulation	<b>Diary Marker – Scheme Advisory Board Training – 29 September 2017</b>	25 May 2017	<p>Welsh Government are hosting a training event which will be attended by the LGA, GAD and TPR on 29 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.</p>	<p>Attendance is a prerequisite for the Committee Chairperson as the designated FRA representative on the All Wales Scheme Advisory Board. Committee members will receive copies of training material for their information after the event.</p>



**REPORT ON HUMAN RESOURCES & OCCUPATIONAL HEALTH**  
**DEPARTMENT STRUCTURE AND FUNCTION**

**SUMMARY**

This report details the current organisational structure and functions established within the Human Resources & Occupational Health Department.

**RECOMMENDATION**

That members note the contents of this report

**1. BACKGROUND**

1.1 The purpose of this report is to inform Fire Authority Members of the HR & Equalities Committee, of the structure and functions of the HR & OH Department.

1.2 It is the Departments aim to ensure that the Service has the right number of skilled people in the right place and at the right time to deliver more “citizen focused” front line services that drives down the risk to life from fire and other emergency incidents.

1.3 The senior management structure is as follows:

Assistant Chief Officer People Services	-	Philip Haynes
Head of Human Resources (HoHR)	-	Mark Malson
Senior Occupational Health Physician	-	Dr. Huw Rees

**2. ISSUE**

2.1 The Department has developed a more strategic approach to the way we deliver services by becoming more of a “business partner” in the addressing of operational and strategic HR solutions. We have worked towards devolving more HR responsibilities to line management, to equip line managers with the skills to undertake HR activities and to improve HR performance management and reporting procedures.

2.2 We have developed standardised HR processes and procedures and consolidated HR administration through business transformation processes. We have also re-launched our corporate policies, procedures and guidance to simplify ease of access to our areas of responsibility. We have procured and in the process of implementing the roll out of an integrated HR & Payroll ICT Management Information System (CoreHR)

that will improve the efficiency and effectiveness of service delivery. We are increasing greater support to line managers on a day-to-day and face-to-face basis.

2.3 Additionally continuous improvement in the HR administration has been achieved by developing greater continuity of service, greater flexibility of our staff that will improve effectiveness and efficiency.

2.4 The Department consists of five teams as outlined in the Organisation Chart attached at Appendix 1.

## **2.5 Attendance Management Team**

2.5.1 The Attendance Management team is responsible for managing the attendance of employees and taking a proactive approach in implementing initiatives to reduce sickness absence levels throughout the Service. There is a close working relationship with the Occupational Health Unit in considering individual long-term ill health cases, ill health retirements and issues arising from the Equality Act 2010 in terms of reasonable adjustments in the workplace.

2.5.2 The team also provides a visible and readily available accessible point of contact to serving and retired members of the Service in terms of welfare and Firefighters Charity provisions.

2.5.3 The main objective for the Attendance Management Team is to implement the Attendance Management Policy and Procedures across the Service and to devolve greater responsibility to line managers via improved support and training.

2.5.4 The team is currently leading on the introduction of the Mind, Blue Light Mental Health Programme in support of the numerous initiatives current in place to support the mental health of all the Services employees both operational and corporate.

## **2.6 Employee Relations Team**

2.6.1 The Employee Relations team are responsible for providing advice and guidance on all National Joint Council (NJC) terms and conditions of service in relation to the contract of employment for all categories of staff.

2.6.2 The team is also responsible for the reporting on a monthly, quarterly and annual basis all of the HR Directorates strategic and

core performance management indicators by liaising with the appropriate Human Resource Officers.

- 2.6.3 The team is also developing an effective and robust performance management strategy by developing management information systems that provides managers with better and up to date management information.
- 2.6.4 Additionally the team consists of the Resolution Unit that undertakes investigations into breaches of discipline and grievances both internal and external.
- 2.6.5 The team is responsible for all policy and strategy relating to employment matters providing guidance on new initiatives and legislation and how it impacts on the Service and ensuring that equality and diversity issues are implicit in all areas of policy and practice across all of the equality and diversity strands.
- 2.6.6 The team works closely with all of the other Human Resource teams, Senior and Principal management and the Representative Bodies to ensure effective and efficient development of all policies and procedures relating to human resource management to ensure a consistent and agreed approach.

## **2.7 Salary Budget Management, Payroll and Pensions Team**

- 2.7.1 This team is responsible for salary budget management and pension and payroll administration. The team is responsible for monitoring the annual salary budget and providing monthly reports on the salary budget identifying over/under spends and for maintaining accurate information to allow for appropriate management of the Services salary budget by the ACO People Services, Head of HR and corporately the Senior Management Team.
- 2.7.2 The team also manages the Service's Workforce Planning Model and ensures that the establishment of the Service is managed and adequate forecasting is adopted to ensure full complement of employees at all times.
- 2.7.3 The team provides pension advice and guidance for the Firefighters Pension Scheme (FPS), New Firefighters Pension Scheme (NFPS) and the Local Government Pension Scheme (LGPS) in pension provision, general enquiries, retirement and ill health retirement and maintains the Service Level Agreement with Rhondda Cynon Taff for the provision of pension services.

2.7.4 The Payroll team are responsible for ensuring that all procedures relating to the payment of salaries and expenses are implemented accurately, effectively and efficiently and ensuring that local and national terms of conditions of service are interpreted and applied consistently across all categories of staff. All Payroll activity is delivered internally.

## **2.8 Recruitment & ADC Team**

2.8.1 The team is responsible for adopting successful recruitment strategies and providing recruitment, selection and promotion processes to ensure that the Service maintains its establishment and is able to undertake its day-to-day activities in an effective and efficient manner.

2.8.2 The team is proactive in regard to encouraging under-represented groups to apply for posts throughout the Service with particular regard to increasing females and black and ethnic minorities.

2.8.3 The team also delivers the Service's Assessment and Development Centres with responsibility for managing the process of identifying staff with potential for future promotion. This process involves candidates undertaking a variety of exercises, where they are assessed and observed by trained assessors who evaluate performance against predetermined behavioural standards (Personal Qualities and Attributes).

2.8.4 The purpose of an Assessment Development Centre process is to:

- Identify a pool of candidates who have the potential to operate at the next level within the organisation
- Support individual candidates with career development advice through the identification of areas of strength and areas for development
- Inform Human Resource objectives such as succession planning, organisational and individual training and development needs

2.8.5 Assessment Development Centres are targeted at 3 key levels for Whole time Duty System (WDS), On Call Duty System and Control staff. The three levels of Assessment Development Centre are:

- Supervisory Management Assessment Development Centre
- Middle Management Assessment Development Centre
- Strategic Management Assessment Development Centre

## **2.9 Equality, Diversity and Welsh Language Team**

2.9.1 The Diversity and Welsh Language functions transferred from the Corporate Services Directorate into People Services Directorate in 2011.

2.9.2 The role of the Welsh Language Officer is to:

- Ensure the Service complies with the Welsh Language Standards and to monitor and review their implementation whilst promoting, at every opportunity a bi-lingual business ethos across the SWFRS
- Advise on matters relating to the Welsh Language Act and the work of the Welsh Language Commissioner
- Provide advice and guidance on the provision of the SWFR's bi-lingual web-site, language skills support team, training and translation services

2.9.3 The role of the Diversity Officer is to:

- Advise on matters relating to all equality and diversity issues, by implementing, coordinating and administering all policies and practices
- Ensure that the SWFRS meets its legislative obligations in accordance with the Equality Act 2010 and the 9 protected characteristics
- Develop, monitor and review the Strategic Equality Plan to ensure compliance with the Equality Act (2010) and the Specific Equality Duties for Wales

2.9.4 Both the Welsh Language Officer and Diversity Officer maintain close working links with community and voluntary groups and other appropriate organisations to drive forward the Welsh Language and Diversity agenda's of SWFRS, through community participation, involvement, consultation and engagement.

## **3. Occupational Health Service**

3.1 The Occupational Health Unit provides the range of services required by the Service under Health and Safety Law, Employment Law, Pension Provisions and in accordance with directions issued by relevant government departments.

3.2 Firefighting can be extremely demanding and hazardous occupation requiring high levels of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our efforts to maintain optimum operational effectiveness and efficiency.

Therefore a good quality occupational health service has a vital role to play. The range of services provided includes:

- Medical surveillance of all whole time firefighters on a 3-yearly cycle.
- Medical surveillance of all retained firefighters over 40 years of age on a 3 yearly cycle
- Physical fitness assessments of all whole time firefighters annually
- Pre-employment medical examinations of all whole time and retained firefighters
- Post-incident surveillance of firefighters exposed to toxic and hazardous substances
- Medical advice on fitness for employment and rehabilitation following illness, injury or identification of health problems during medical surveillance/fitness assessments
- LGV medical examinations
- Assessment of eligibility for ill health retirement and injury awards
- Medical advice and counselling for firefighters with work-related and other health problems, e.g. musculoskeletal disorders, post traumatic stress, alcohol problems, uncertainty/delays over diagnosis and NHS treatment
- Health education
- Specialist advice on the assessment and control of health risks associated with firefighting.
- Progressing the medical management of cases faced with NHS delays
- Self-request consultations when work may be adversely affecting health or vice versa

3.3 Consultations and the work involved in the progression of the investigations and treatment of incapacitating or potentially incapacitating medical conditions is the core element of services provided. The rationale for this being the substantial savings that can be attributed to maintaining the health of the organisations employees and minimising the cost of sickness absence.

3.4 Since 2001 the Fire Authority has agreed to allocate funds for a contingency initiative to reduce the costs to the service arising from delays in NHS investigation and treatment services. Funds are used when the cost benefit analysis to SWFRS and ultimately the public of any NHS delay for treatment are estimated to be considerably more than the cost of investigation or treatment that is available on a private basis.

3.5 The Occupational Health Team has undertaken a number of collaborative initiatives with Cardiff Council and the Wales Ambulance Services Trust

(WAST). The Cardiff Council collaboration being the sharing of the Occupational Health Services building with Cardiff Council at Nantgarw.

- 3.6 Assistance was requested by the WAST from the Service in undertaking occupational health assessments for their Hazardous Area response Teams (HART). The OH aspect of the HART initiative involved a substantial amount of collaborative working with the Welsh Ambulance Service. The possibility of further collaboration on the provision of OH services with the WAST is currently being explored.
- 3.7 The Medical Fitness Advisory Panel (MFAP) provides a vital role in the Service in that it determines the risks associated with certain medical conditions that fall under the scope of the Equality Act 2010, for those in employment and seeking employment with the Service. This approach has provided a basis for collective and sustainable fitness decisions and is evidence of the Service's commitment to best practice in employment. The MFAP process also ensures that cases of ill health retirement are kept to a minimum and that legal actions against the Service for unjustified discrimination on health grounds or disability are avoided.
- 3.8 The facilities at Nantgarw have also enabled the Service to provide physiotherapy sessions in-house. This has reduced referral appointment times, improved case management and quicker recovery times for staff and thus an earlier return to work.
- 3.9 In continuing to develop the Occupational Health Services and to keep up with changing circumstances and best practice, whilst achieving savings in response to current economic needs there has been a change to developing into a combined Occupational Health Nurse (OHN) – Managerial led service provision, with sessional specialist Occupational Health Physicians involvement according to requirements. This has been achieved whilst ensuring that the considerable benefits that the Service gains on a corporate scale from the Occupational Health Services, will not be compromised.
- 3.10 Additionally the team also manages the health and fitness of the Services employees via the Health and Fitness Policy by providing annual fitness assessments and advice and guidance on fitness and nutrition and the development of the Service's corporate health.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 The overall allocated salary budget for the HR Department and Occupational Health Unit in 2017/2018 is £1,314,000 **(as per the attached Organisational Chart)**.

4.2 The Department is responsible for two main revenue budget in respect of a general HR budget of £193,000 and Occupational Health £365,000.

## 5. EQUALITY RISK ASSESSMENT

5.1 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.

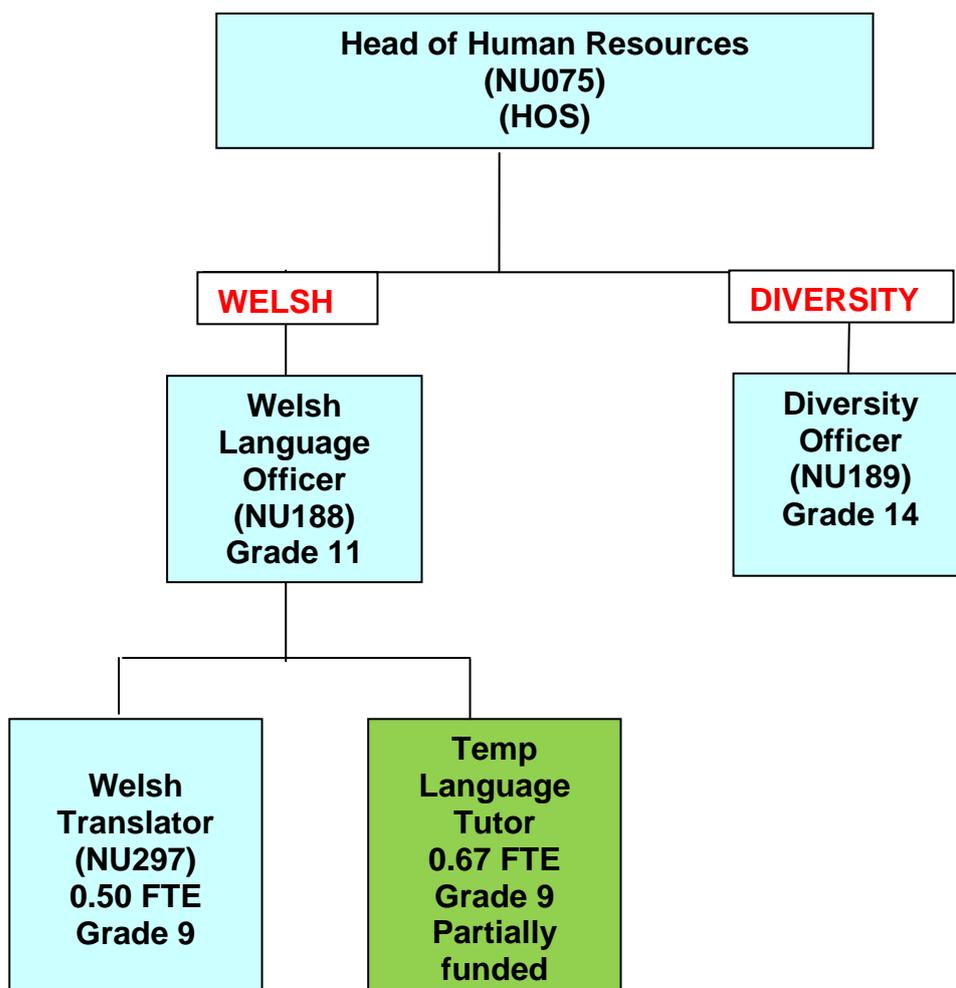
5.2 The Department embraces the commitment to challenge where appropriate those practices that are unacceptable within the Service and to embrace the spirit of real commitment to equality and fairness in our determination to ensure our workforce replicates the community we serve and that equality and diversity is embedded throughout the organisation in all of our activities undertaken across the Service.

## 6 RECOMMENDATION

6.1 That Members note the content of this report.

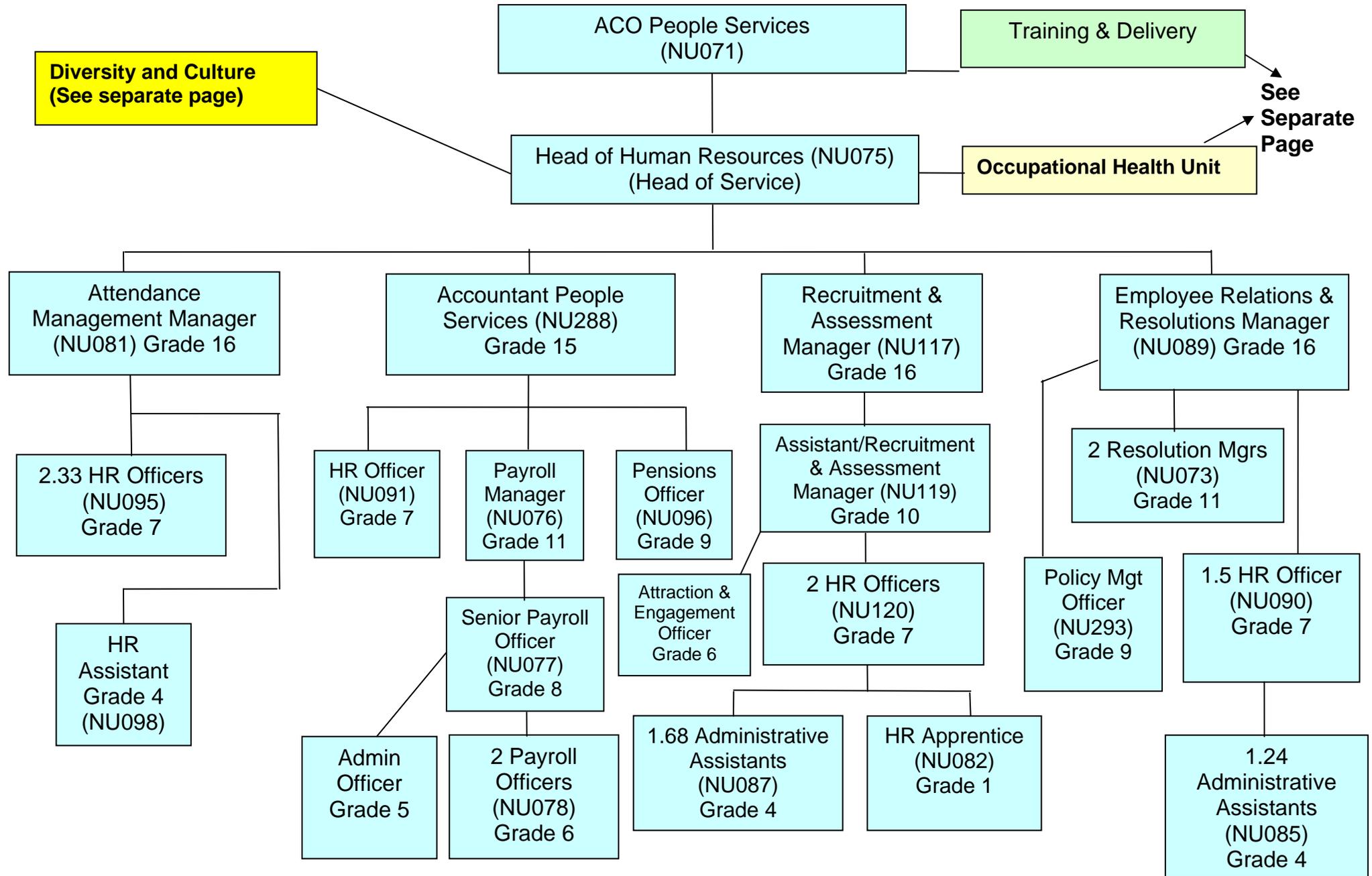
<b>Contact Officer:</b>	<b>Background Papers:</b>
Mark Malson Head of HR	N/A

## HR – DIVERSITY & CULTURE

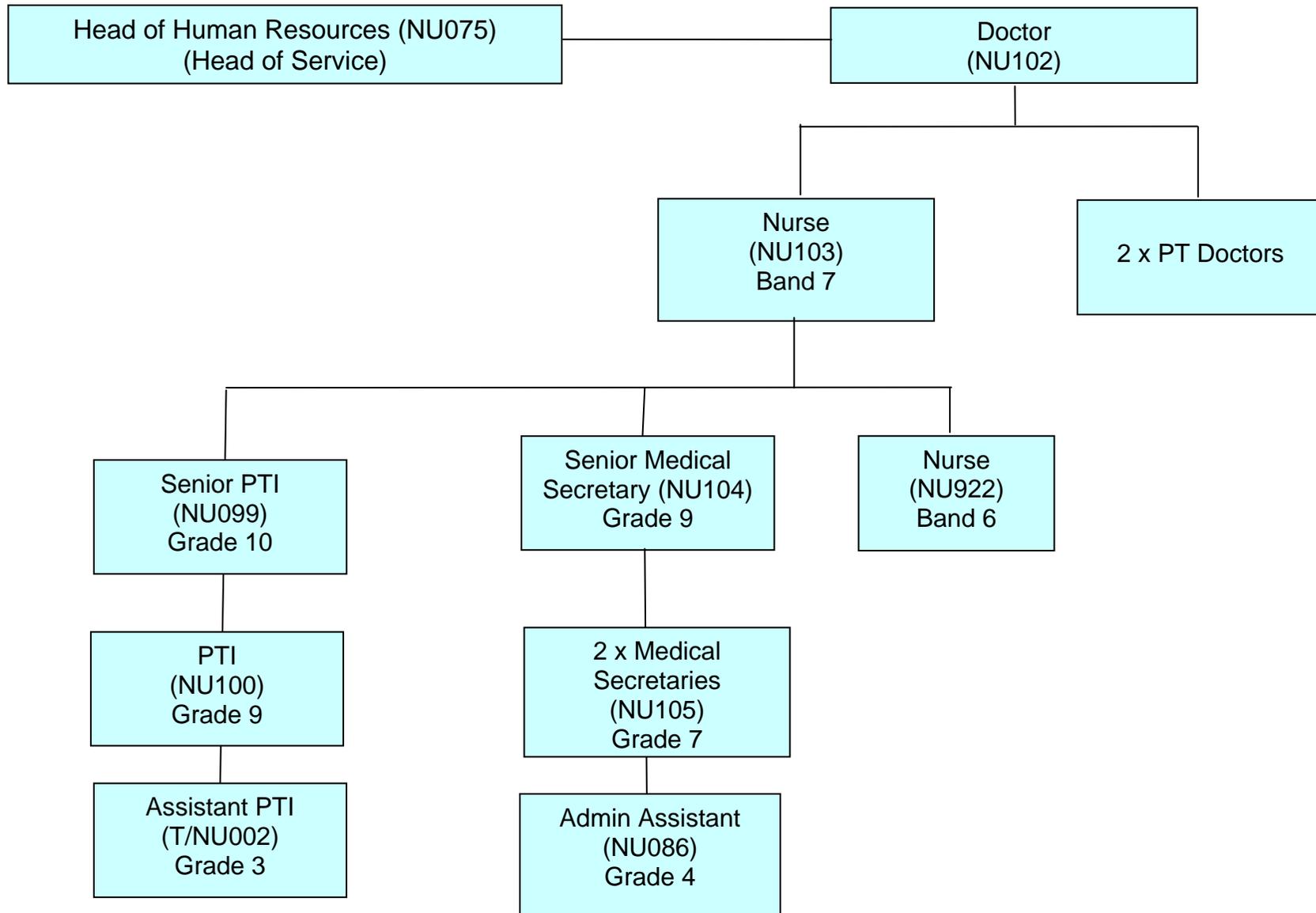




# Human Resources









**SOUTH WALES FIRE & RESCUE SERVICE – OVERVIEW OF TRAINING & DEVELOPMENT DEPARTMENT**

**SUMMARY**

This report provides an overview of the Training & Development department and identifies the organisational structure and functions established within, in order to facilitate it.

**RECOMMENDATION**

That Members consider the contents of the report and if appropriate endorse the actions identified.

**1. BACKGROUND**

- 1.1 The purpose of the report is to inform Members of the HR & Equalities Committee with an overview of the Training and Development department.
- 1.2 It is the Department's aim to ensure that the significant investment made in frontline personnel is used effectively and efficiently. This will ensure that the Service has a competent and highly skilled workforce that is able to drive down the risk to life from fire and other emergency incidents through effective intervention, whilst meeting the requirements of relevant legislative and guidance documents. The training delivered ensures that firefighter safety is paramount and all frontline personnel are highly competent in all aspects of risk critical training.

**2. ISSUE**

- 2.1 South Wales Fire & Rescue Service employs in the region of 1800 members of staff, all of whom require different training courses and development in relation to their role and location.
- 2.2 The Training and Development department delivers a wide range of operational activities which not only ensures that all operational personnel receive the most current and up to date risk critical training skills and updates, but also ensures that corporate personnel receive appropriate personal development and service specific training commensurate with their role and needs.
- 2.3 Courses are provided 7 days a week.

2.4 Each course is supported by a policy that states:

- Who must receive the training
- When and how frequently the training takes place
- The structure of the course (duration, maximum and minimum attendees, etc)
- Appropriate risk assessments and course profiles
- Informing legislation and documents.

2.5 Courses are provided at a variety of venues both on and off South Wales Fire & Rescue Service premises. The vast majority of courses are facilitated at Cardiff Gate in partnership with Babcock International Group.

2.6 The department structure consists of three main functions, which are Training Delivery, Operational Development Review & Incident Command and People Development and Commercial Business which incorporates Third Party Income generation for the Service.

2.7 Appendix 1 shows a structural diagram with the personnel who contribute to the Training and Development department function.

### **3. TRAINING DELIVERY**

3.1 The Training Delivery Team is responsible for the delivery of core and technical skills training associated with the role of operational personnel. Training is delivered by qualified instructors who are multi skilled in a range of core subjects.

3.1.1 Teams deliver a wide range of training which includes initial training, re-qualification training and specific training which is required under the Chief Fire Officer Association (CFOA) Operational Competency Model, which has been adopted by SWFRS. This ensures that instructors can assess the competence of workforce skills to support our statutory requirements.

#### **3.2 Initial Training Team**

3.2.1 The Initial Training team support the initial training requirement of the Service as required. This includes the Whole-time Duty System (WDS), Retained Duty System (RDS) and the Auxiliaries. This team also provide initial training for other Fire and Rescue Services (FRS) nationally through a Third Party Income mechanism in conjunction with our Private Finance Initiative (PFI) partners – Babcock International Group at our flagship training centre at Cardiff Gate.

3.2.2 All fire-fighters within SWFRS work towards a new fire-fighter development award. This is a `Skills for Justice` qualification which also includes a BTEC and Key Skills award. It facilitates a sector specific award being the development to competent journey for each trainee fire-fighter.

### **3.3 Breathing Apparatus (BA) Training**

3.3.1 The Breathing Apparatus team deliver a 2 day BA Refresher (BAR) programme over the statutory 2 year period which sees all operational fire-fighters receive training in various aspects of BA wearing, procedures, Positive Pressure Ventilation (PPV) and Compartment Fire Behaviour Training (CFBT).

3.3.2 This BA training is carried out at a range of BA facilities across the SWFRS area. These include Cardiff Gate Training Centre (CGTC), Pontyclun, Cardiff Airport as well as the three Satellite BA Training Facilities within the Service area. These are at Merthyr, Caerphilly and Tonypanydy fire and rescue stations. A fourth venue will be brought back on line within this training year. This is at Bridgend fire and rescue station.

3.3.3 The last eighteen months has seen considerable progress being made in terms of planning and development for a CFBT facility at CGTC. This achieved full planning approval from Cardiff Local Authority in March 2017 and procurement is currently underway to progress this venture. A presentation will accompany this report at the Committee meeting.

### **3.4 Driver Training**

3.4.1 The driver training team provide both initial and re-qualification courses on the extensive range of different vehicles that are used within the Service.

3.4.2 In addition to providing courses they deliver Driving Standards Agency licence acquisition tests in relation to Large Goods Vehicles, trailer towing and mini-buses.

3.4.3 They also provide sector specific training on specialist appliances for the Service in a wide and diverse range of equipment.

### **3.5 Immediate Emergency Care (IEC) & Fire Medical Response (FMR) Training**

3.5.1 The IEC course is delivered to operational personnel to ensure that they remain at the cutting edge and abreast of all trauma related techniques and knowledge. It has been developed in partnership with the Welsh Ambulance Service Trust (WAST) and eminent Pre-Hospital Care Doctors to ensure that it focuses on the acquisition of key trauma care skills associated with the role of a fire-fighter and the range of operational incidents they attend. The course is regularly reviewed by our key partners and it is quality assured on a regular basis by Paramedic trainers from WAST.

3.5.2 The last eighteen months has seen the rollout of FMR training to stations within SWFRS who are part of the pilot for assisting our communities with medical response. The 2 day package is a bolt on to an IEC qualification and it is delivered in conjunction with WAST personnel.

3.5.3 This department also provide re-qualification training for all Service personnel in the use of Automatic External De-fibrillators (AED`s).

### **3.6 Road Traffic Collision (RTC) Training**

3.6.1 The RTC training team deliver awareness and updated vehicle cutting technique training to operational personnel. These courses ensure crews are aware of the latest vehicle technology, equipment and techniques that can be utilised to deal safely, quickly and effectively with these types of incidents.

### **3.7 Technical Rescue Training**

3.7.1 The Technical Rescue team provide initial and re-qualification training to rope and water teams based at specialist stations within the Service area. This includes the continuation of Rope Initial courses at CGTC and Water related courses at both a North Wales venue in Menai Straights and continued use of the Cardiff International White Water Centre (CIWWC). The former is the venue utilised by the Service to train our Water Rescue Boat Operators (WRBO) personnel who are based at Ebbw Vale, Malpas, Barry and Penarth fire & rescue stations. The CIWWC venue is utilised for continued Royal Yachting Association (RYA) courses and Swift Water Rescue qualifications.

3.7.2 The Technical Rescue team deliver Large Animal Rescue (LAR) training to station personnel who have the requisite specialist

equipment on their station. There are three fire & rescue stations within the SWFRS area with such a capability. These are at Bridgend, Ely and Merthyr Fire & Rescue Stations. This training takes place at CGTC and at Usk College.

3.7.3 SWFRS Rope Rescue teams also work with multi-agency partners to develop their awareness and skills sets at CGTC. These include the WAST Hazardous Area Response Team (HART), the Military and South Wales Police. This all contributes to the wider collaboration agenda that SWFRS are positively working towards.

### **3.8 National Resilience Training**

3.8.1 Training for Incident Response Units (IRU) & High Volume Pumping Unit (HVP) crews takes place at CGTC.

3.8.2 Detection, Identification and Monitoring (DIM) training for Tactical Managers is also regularly facilitated at CGTC.

## **4. OPERATIONAL DEVELOPMENT REVIEW AND INCIDENT COMMAND**

### **4.1 Operational Development and Review Team (ODRT)**

- The ODRT team are responsible for operational monitoring at incidents. This takes place on a 24/7 basis and allows the team to monitor as opposed to sample trends and patterns at operational incidents.
- The ODRT team also assist with Health and Safety monitoring at operational incidents as well as forming an Accident Investigation Team as and when operational incidents require.

### **4.2 Incident Command Training**

- The Incident Command Team deliver specific training for all Incident Commanders within SWFRS ranging from level 1-4. This covers the first level of supervisory management to the Chief Fire Officer (CFO). This is a total of over 450 personnel within the Service.
- Each commander receives a range of facilitated training at the state of the art Incident Command suite at CGTC.
- Every 3 years each commander must undertake an assessment. This is in line with `Skills for Justice` accreditation. SWFRS are currently

the only FRS in the UK to offer such accreditation across the range from Crew Manager to CFO.

- The four levels of incident command management training is in line with national guidance. These assessments ensure that our Incident Commanders are competent and skilled in dealing with operational incidents safely and effectively.
- The extensive investment in the Incident Command training facilities at Cardiff Gate Training Centre provide a unique immersive environment for all operational personnel. The Service's Multi Media technician develops training scenarios based on national incidents of a significant nature to ensure that lessons learnt are captured in a manner which all personnel can effectively learn from.

## **5. PEOPLE DEVELOPMENT & COMMERCIAL BUSINESS TEAM**

### **5.1 People Development Team**

- The People Development Team is responsible for the development of Leadership and Management skills of SWFRS personnel. The team have recently developed a new Leadership Development Programme which will develop both uniformed and corporate personnel in the future. It will also enable the Service to identify talent within it's personnel and ensure that succession planning is in place for the future needs of the Service.

### **5.2 Commercial Business**

- This is an area where the Training & Development department is very proactive in order to generate income for the Service. Ongoing discussions involving our Private Partner – Babcock International Group with various partners, both in a Fire & Rescue Service context and other commercial ventures. Recent business opportunities include the following.
  - Cambridgeshire FRS who this year will re-visit SWFRS at CGTC for a fourth consecutive year for initial training of their WDS trainees.
  - Breathing Apparatus training for Aberthaw Power station in both initial and re-qualification training.

- The contract for the Environmental Agency in England in all aspects of Incident Command Training. This has been taking place for several years and continues to grow.
- Other partners who have expressed an interest in using the facilities at CGTC to meet their requirements. These include:
  - i) Gwent Police;
  - ii) The Military;
  - iii) RSPCA
  - iv) Smaller ventures including all aspects of Fire Related awareness training.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no additional financial implications arising as a result of this report.

## **7. EQUALITY RISK ASSESSMENT**

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

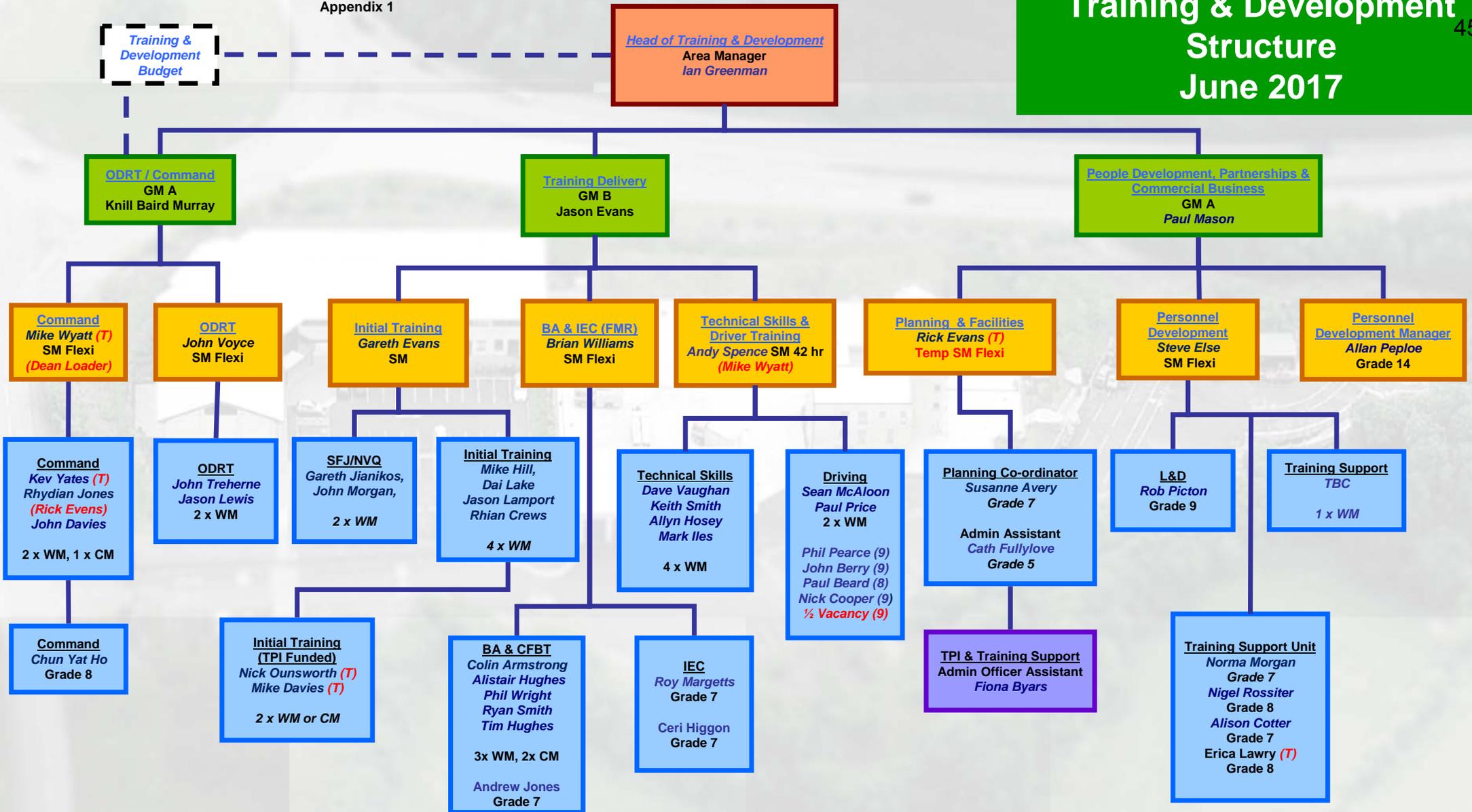
## **8. RECOMMENDATION**

- 8.1 That Members consider the contents of the report and if appropriate endorse the actions identified.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Ian Greenman Head of Training & Development	



# Training & Development Structure June 2017





## AGENDA ITEM NO 9

Proposed new CFBT project at Cardiff Gate Training & Development Centre

–

Presentation on the day

Author – Area Manager Ian Greenman



**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	
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	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
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	
Pension Circulars	To update Members on pension circulars received from the Welsh Government	ACO PS  <b>Contact Officer:</b> Philip Haynes	17 July 2017  20 November 2017  5 February 2018	
Update on Apprenticeship Levy and impact on SWFRS		ACO PS  <b>Contact Officer:</b> Philip Haynes	20 November 2017	
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	

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	
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	
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	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	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.	ACO PS  <b>Contact Officer:</b> Ian Greenman	5 February 2018	
Review of Training & Development Department Activities for 2017/2018	To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.	ACO PS  <b>Contact Officer:</b> Ian Greenman	5 February 2018	
Annual Update on Strategy Equality Plan	To update Members on the Service's progress towards the Strategy that will promote organisational	ACO PS  <b>Contact Officer:</b> Mark Malson	5 February 2018	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	improvement and assist in attracting and developing our people			
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	ACO PS  <b>Contact Officer:</b> Mark Malson	5 February 2018	
Annual Pay Policy Update	To inform Members and to enable the Service's Policy to be evaluated	ACO PS  <b>Contact Officer:</b> Philip Haynes	5 February 2018	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Occupational Health Activity Report	To provide Members with an update on the variety of services delivered by the Occupational Health Unit and to identify the medical interventions that have taken place in order to enable greater organisational improvement as well as attracting and developing staff.	ACO PS  Contact Officer: <b>Mark Malson</b>	5 February 2018	
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	ACO PS  <b>Contact Officer:</b> Philip Haynes	5 February 2018	
Update on Pensions Advisory Board	To update Members on the significant issues and current matters	ACO PS	5 February 2018	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	affecting all the Firefighters Pension Schemes	<b>Contact Officer:</b> Phil Haynes		
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	ACO PS <b>Contact Officer:</b> Ian Greenman	5 February 2018	

**ACO Philip Haynes – Director of People Services**  
**Mark Malson – Head of Human Resources**  
**AM Ian Greenman – Head of Training & Development**



## AGENDA ITEM NO 11

**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 27 March 2017 5

5. Governance and Administration of Public Service Pension Schemes 11

6. Firefighters Pension Schemes – Wales Government Circulars 2017/2018 17

7. Report on Human Resources & Occupational Health Department Structure and Function 23

8. South Wales Fire & Rescue Service - Overview of Training & Development Department 37

9. Proposed new CFBT project at Cardiff Gate Training & Development Centre – Presentation on the day 47

10. Forward Work Programme 49

11. To consider any items of business that the Chairman deems urgent (Part 1 or 2) 57