

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.