

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, 20 July 2015 at 10:30 Hours

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

AGENDA

1. Roll Call and 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. To receive the minutes of:
 - HR & Equalities Meeting held on 23 March 2015 3
4. Annual Monitoring Report to Welsh Language Commissioner 2014 -15 Briefing Report 9
5. Firefighter Pension Schemes – Welsh Government Circulars 47
6. South Wales Fire & Rescue Authority, Principal Officers and Heads of Service – Equal Treatment Terms 55
7. South Wales Fire & Rescue Service – Training & Development Department – Planned Training Activities 2015-16 and Presentation 65

8. Forward Work Programme 73
9. To consider any items of business that the Chairman deems urgent (Part 1)

Signature of Proper Officer:



Councillors:

Cllr	G	Phillips	Cardiff
Cllr	B	Morgan	Rhondda Cynon Taff
Cllr	E	Galsworthy	Merthyr Tydfil
Cllr	M	Rahman	Newport
Cllr	S J	Jones	Rhondda Cynon Taff
Cllr	S	Pickering	Rhondda Cynon Taff
Cllr	P	Seabourne	Torfaen
Cllr	A	Jones	Torfaen
Cllr	S	Bradwick	Rhondda Cynon Taff
Cllr	R	McKerlich	Cardiff
Cllr	C	Elsbury	Caerphilly
Cllr	M	Powell	Monmouthshire
Cllr	E	Hacker	Vale of Glamorgan
Cllr	P	Drake	Vale of Glamorgan
Cllr	J	Morgan	Blaenau Gwent
Cllr	C	James	Bridgend

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY 23 MARCH 2015 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

39. PRESENT:

Councillor	Left	Authority
S J Jones (Chair)		Rhondda Cynon Taff
P Drake		Vale of Glamorgan
E Hacker		Vale of Glamorgan
A Jones		Torfaen
B Morgan		Rhondda Cynon Taff
G Phillips		Cardiff
M Powell		Monmouthshire
P Seabourne		Torfaen

APOLOGIES:

S Bradwick		Rhondda Cynon Taff
C Elsbury		Caerphilly
E Galsworthy		Merthyr Tydfil
R McKerlich		Cardiff
J Morgan		Blaenau Gwent
S Pickering		Rhondda Cynon Taff
M Rahman (Deputy Chair)		Newport

ABSENT:

OFFICERS PRESENT:- ACO P Haynes – Director of People Services, Mr M Malson – Head of Human Resources, Mr C Powell – Deputy Monitoring Officer, A/AM I Greenman – Acting Head of Training & Development, Ms J Edwards – HR Manager, Occupational Health, GM J Evans – Training & Development

40. DECLARATIONS OF INTEREST

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

Officers declared an interest in Agenda Item 4, and would leave the room whilst the item was being considered.

41. MINUTES OF PREVIOUS MEETING

The minutes of the HR & Equalities meeting held on 26 January 2015 were received and accepted as a true record of proceedings subject to the following amendment:-

- Councillor Seabourne was in attendance and not absent as recorded

Apart from the ACO People Services, Officers withdrew from the meeting whilst the following item was being discussed.

42. SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT - INCLUSION

The ACO People Services informed Members that the South Wales Fire & Rescue Authority was required to publish a Pay Policy Statement for each financial year which provided information for the following financial year.

The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. Recent developments relating to the substance of the Policy Statement had required that two elements be considered separately.

The ACO People Services also made Members aware of 4 non-uniformed Heads of Service Officers who were paid less than uniformed Officers by approximately £4,000 per annum. He raised his concerns on the differential with base line salaries, and recommended that Members consider an option to address the issue as a matter of principle, subject to receiving legal advice in due course.

The ACO People Services left the room whilst Members considered the recommendations.

RESOLVED THAT

- 42.1 Members agreed to the two inclusions to the South Wales Fire & Rescue Authority's Pay Policy Statement.
- 42.2 Members agreed to recommend the changes to the Fire & Rescue Authority for incorporation into the Authority's Pay Policy Statement.

- 42.3 Members noted the potential for the making of temporary honoraria as prescribed by the Pay Policy (Section 13) and Standing Orders to address baseline pay differentials.
- 42.4 Following lengthy discussion on concerns with different terms and conditions, Members further agreed to receive legal advice before determining whether to award 4 non-uniformed Heads of Service Officers with the same level of baseline pay as uniformed Officers.
- 42.5 Officers would include the above mentioned item in the 2015/2016 Forward Work Programme.

43. SUMMARY OF THE NATIONAL ISSUES COMMITTEE – HUMAN RESOURCES AND TRAINING & DEVELOPMENT WORKSTREAMS

The ACO People Services presented a report updating Members on the Fire & Rescue Services' All Wales National Issues Committee Human Resource Management and Training & Development work-streams for the Municipal Year 2014/2015.

RESOLVED THAT

Members agreed to note the content of the work-stream summary detailed in the report.

44. OCCUPATIONAL HEALTH UNIT (OHU) – ACTIVITY REPORT – 1 JANUARY TO 31 DECEMBER 2014

The Head of HR informed Members that the Occupational Health Unit Activity report spanned the period from 1 January to 31 December 2014. The report provided data on services and expenditure, updates on occupational health initiatives, and an outline of strategic development.

RESOLVED THAT

Members agreed to note the content of the report, and thanked Officers for all their hard work.

45. REVIEW OF THE OCCUPATIONAL HEALTH SERVICES REPORT

The Head of HR and HR Manager, Occupational Health, informed Members that the aim of the review was to establish the most efficient

and effective provision of Occupational Health Services to all of the employees of the South Wales Fire & Rescue Services (SWFRS) and Cardiff Council (CC), and at the same time to improve the capacity of the service provision to allow for greater collaboration between South Wales Fire & Rescue Service, and Cardiff Council, and other public sector bodies.

RESOLVED THAT

- 45.1 Members agreed to note the content of the report and the progress being made on the fundamental review of the Services occupational health provisions.
- 45.2 Members noted that a further report would be brought to the HR & Equalities Committee as part of the 2015/2016 Forward Work Programme.

The Chair congratulated Officers on their excellent report.

46. SOUTH WALES FIRE & RESCUE SERVICE (SWFRS) – FIRE PROFESSIONAL FRAMEWORK UPDATE

The Acting Head of Training & Development delivered a report and an electronic presentation informing Members of the way in which personnel were developed within the Service. The processes had recently been reviewed and amended to reflect how the Service was evolving, as well as to meet the financial scrutiny and a continually reducing budget.

RESOLVED THAT

Members agreed to note the contents of the report and electronic presentation.

47. FORWARD WORK PROGRAMME

The ACO People Services presented the Forward Work Programme, and confirmed that the Programme was now complete.

RESOLVED THAT

- 47.1 Members accepted the Forward Work Programme for the HR & Equalities Committee 2014/15, and noted that the Programme was now complete.

47.2 Following discussion, Members agreed to inform Officers of any specific areas they wished to focus on in the new 2015/2016 Municipal Year.

48. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1)

There were no items of urgent business.

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ANNUAL MONITORING REPORT TO WELSH LANGUAGE COMMISSIONER 2014-2015 BRIEFING REPORT

SUMMARY

This report provides Members with an overview of performance against the Authority's Welsh Language Scheme 2010-2013, which is still in force pending the introduction of Welsh Language Standards.

RECOMMENDATION

1. That Members accept the Annual Welsh Language Monitoring Report for 2014-2015.
2. That Members note the need to continue to implement and monitor the Authority's Welsh Language Scheme in order to provide the Welsh Language Commissioner with the evidence required to prove that the Authority is meeting its legal responsibilities with regard to the Welsh Language.

1. BACKGROUND

- 1.1 As Members will be aware, under the Welsh Language Act 1993 the Fire & Rescue Authority is required to operate a Welsh Language Scheme that states how the Authority will ensure that in the conduct of public business in Wales, it will treat the English and Welsh languages on the basis of equality.
- 1.2 The implementation of Welsh Language Schemes by public bodies is monitored by the Welsh Language Commissioner, a position created under the auspices of the Welsh Language (Wales) Measure 2011. As part of the Welsh Language Commissioner's monitoring process all public bodies in Wales are required to submit an Annual Report that states progress against the targets that the Authority has agreed to and published in its Welsh Language Scheme.
- 1.3 It is likely that this will be the last report to the Welsh Language Commissioner in the current format. Once a Compliance Notice is placed upon the Authority with regard to Welsh Language Standards, a new monitoring regime will come into force. The exact nature of the new regime is unknown at present, but Members will be kept informed of requirements as they are advised by the Welsh Language Commissioner's Office.

2. ISSUES

- 2.1 Members will see from the report that most of the targets in the Welsh Language Scheme are now embedded into core business. During the lifetime of the Scheme work has continued to raise awareness and understanding amongst all staff as to how the Welsh Language Act impacts upon the Authority and hence their individual roles within the Service. The Welsh Language Officer continues to provide advice and guidance as to the correct implementation of the Scheme across all areas of business and provides scrutiny and quality assurance that enables the requirements of the Welsh Language Act to be efficiently and effectively incorporated into core business.
- 2.2 The challenge for the coming months will be to ensure a seamless transition between the existing Welsh Language Scheme and the new Welsh Language Standards that are likely to come into force for the Authority in late 2015/early 2016. Members will see from the attached report that there is a firm and stable base of activity already embedded across the business. This places the Authority in a strong position to respond to the challenges of the new Welsh Language Standards from a position of knowledge and confidence regarding the provision of its Welsh language services.

3. FINANCIAL IMPLICATIONS

- 3.1 None covered within existing budgets.

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 characteristics groups will benefit from having the option to access and receive most of the Authority's services in Welsh.

5. RECOMMENDATIONS

- 5.1 That Members accept the Annual Welsh Language Monitoring Report for 2014-2015.
- 5.2 That Members note the need to continue to implement and monitor the Authority's Welsh Language Scheme in order to provide the Welsh Language Commissioner with the evidence required to prove that the Authority is meeting its legal responsibilities with regard to the Welsh Language.

Contact Officer: Cath Baldwin Welsh Language Officer	Background Papers: Annual Monitoring Report to the Welsh Language Commissioner 2014-2015
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**South Wales Fire & Rescue Authority Annual Report to
Welsh Language Commissioner 2014/2015**

South Wales Fire & Rescue Authority Annual Report to Welsh Language Commissioner 2014/2015

Scheme Compliance

Please see the monitoring matrix for detailed information concerning compliance with the Scheme.

Scheme Management and Administration

WLI 1 – Contracted out services

The Service does not usually contract out services, however there are standard paragraphs referring to compliance with our Welsh Language Scheme in contract and tendering documentation. The Service also supplies third parties with a leaflet outlining the main points of its Scheme and giving contact details for the Welsh Language Officer should clarification be required. Third party arrangements are monitored by the member of staff responsible for any given contract or tender.

During the reporting period 2014/15 one supplier chose to deal with the Authority in Welsh.

Front Line Services

WLI 2 – front line services

Number and percentage of main reception posts, contact centre posts or one stop shop posts designated as Welsh essential

The Service has two receptionist posts – both are designated as Welsh essential and both those posts (i.e. 100%) are filled by bilingual staff.

Linguistic skills: comparing service needs and capacity

WLI 4 – Human Resources – Skills

- (a) The number and % of staff who have received training in Welsh to a specific qualification level.

There are currently 14 members of staff (0.76%) being supported by the Authority to learn Welsh. Of these, 1 are working towards the Entry Level qualification, 3 is working towards the Basic Level, 7 are working towards the Intermediate Level and 3 are now studying at Uwch level.

The number of staff who hold qualifications in Welsh are as follows:

Staff who hold Welsh language GCE O level qualification: 2
 Staff who hold Welsh second language GCSE qualification: 64
 Staff who hold Welsh second language A Level qualification: 7
 Staff who hold Welsh first language GCSE qualification: 41
 Staff who hold Wlpan qualification: 1
 Staff who hold Mynediad qualification: 14
 Staff who hold Sylfaen qualification: 3
 Staff who hold Canolradd qualification: 3

The overall aim of the Authority is to ensure that there is a consistent improvement in its ability to deliver all its services in Welsh or English, according to the personal preference of the service user and with the standard of service received being equally high in both languages.

(b) The number and % of staff who have received language awareness training.

Number of staff who have received training – 1795
Percentage of staff who have received training – 98%

During the reporting period 2014/15 Welsh Awareness training has been delivered on Induction to all new staff. The Authority will continue to seek opportunities to deliver Welsh Language Awareness Training to staff that have yet to receive it.

Complaints

WLI 6 - Number of complaints received about the implementation of the Welsh Language Scheme and the % of complaints dealt with in line with the organisation's corporate standards.

During the reporting period 2014/15 no complaints have been received by the Authority concerning its Welsh Language Scheme or provision of Welsh language services.

Service Provision

The Authority continues to incorporate the Welsh language into its Equality Risk Assessment process and documentation. The Welsh Language Officer is able to offer advice and guidance to staff who are required to undertake Equality Risk Assessments.

During the reporting period 2014/15, the Authority has continued to ensure that its Welsh Language Scheme is being implemented throughout the organisation and local Welsh Language Performance Indicators are used to gather performance data for every station and department.

Publishing information on performance

This report will be published on our Website and will be available in alternative formats upon request.

Annual Monitoring Report to Welsh Language Commissioner 2014 – 15

Section	Action	Responsibility	Target Date	Update
2.	Service Planning and Delivery			
2.1.1	Lead Officers to assess linguistic consequences of new policies, projects and initiatives.	Policies: Policy Owner Projects: Project Manager Initiatives: Head of Department responsible for initiative	Current Practice	The Welsh Language Officer was included in the internal consultation of 13 new policies or procedures during the reporting period. Examples of these are: <ul style="list-style-type: none"> • Mass Decontamination • Evacuation of Premises • Communicating Through Social Media
2.1.5	Scheme available to staff via Intranet	Welsh Language Officer	Current Practice	Welsh Language Scheme on Intranet under Service Schemes and Publications section and also under the Welsh Language Scheme “staff Guidance” section.
	Develop a summary of the Scheme for staff	Welsh Language Officer	Current Practice	There is a guidance for staff section on the Welsh Language information pages of the Intranet. This guidance is updated as and when appropriate, and will be updated to reflect the introduction of the Welsh Language Standards.
2.1.6	Welsh Language Awareness Training sessions delivered to established staff via rolling programme.	Welsh Language Officer/Head of Training	Action completed	The Authority intends to put in place further Welsh Language Awareness Training for staff once the implications of the Welsh Language Standards are known.

Section	Action	Responsibility	Target Date	Update
2.	Service Planning and Delivery continued			
2.1.6	Welsh Language Awareness Training sessions delivered to new staff on induction	Head of Training	Current Practice	New staff now receive a 20/30 minute Welsh Language Awareness Training session that covers the basic principles of the Service's Welsh Language Scheme. This session is delivered either by the Welsh Language Officer or another member of staff from the Training Department.
2.2	Service Delivery			
2.2.4	Welsh Language Skills Support Team bridges skills gap in Welsh language service provision	Welsh Language Officer	Current Practice	The Team currently has 98 members who deliver services in Welsh on behalf of the Authority. In the reporting period 2014/15 the Team provided a Welsh language service on over 50 occasions.
	Directory of Welsh Language Skills Support Team available to staff via Intranet	Welsh Language Officer	Current Practice	A database of members of the Welsh Language Skills Support Team is held on the Intranet. Managers are required to check the accuracy of the information held on this database at least once every quarter and notify the Welsh Language Officer of any changes that are necessary, eg if a member of their staff has moved to another work location. The database is reviewed and updated regularly by the Welsh Language Officer.

Section	Action	Responsibility	Target Date	Update
2.3	Standards of Quality			
2.3.1	Welsh Language to be incorporated into improvement planning	Heads of Service	Continual Process	<p>The Authority continues to ensure that the need to consider the Welsh Language Scheme is addressed in all improvement planning.</p> <p>The Authority's Annual Improvement Plan is published on its website in both English language and Welsh language versions simultaneously. This is also the case with the electronic and paper surveys that give the public an opportunity to engage with the improvement planning process in their preferred language, and tell us what they think of the plans and offer suggestions for consideration by the authority. For example, during the reporting period 2014/15, the public were asked to contribute to a consultation as part of a review of fire cover arrangements. Public meetings were held, where bilingual staff were on hand to answer queries and hold discussions in Welsh. Both the electronic and hard copy versions of fire cover review questionnaires were made available in order for members of the public to contribute in their preferred language.</p>

Section	Action	Responsibility	Target Date	Update
2.3	Standards of Quality			
2.3.1	Welsh Language to be incorporated into improvement planning continued	Heads of Service	Continual Process	<p>There is also a specific prompt in the Project Management Procedure to consider Welsh language implications.</p> <p>In Operational Procedure-6.001, which refers to the production of policies and procedures, there is a specific requirement to consider Welsh language implications by means of completing an Equality Risk Assessment.</p> <p>Since 2010, the Authority has been collecting data regarding the implementation of its Welsh Language Scheme via local Welsh Language Performance Indicators for Departments and Stations.</p>

Section	Action	Responsibility	Target Date	Update
2.3	Standards of Quality			
2.3.3	Conduct a mystery shopper exercise	Welsh Language Officer	31.12.10 31.12.11 31.12.12	The Authority is currently considering peer review as an alternative to mystery shopper exercises. It is anticipated that this will be a more rigorous quality assurance methodology.
3.	Dealing with the Welsh Speaking Public			
3.1	Written Communications			
3.1.1	Correspondence answered in language of original correspondence	All Staff	Current Practice	Where correspondence in Welsh is received by staff in Welsh essential posts, they answer it themselves in Welsh. This includes e-mails. Non-Welsh speaking staff receiving Welsh correspondence forward the correspondence to the Welsh Translator for translation into English. Replies are then drafted in English and translated into Welsh before being issued to correspondents.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.1	Written Communications continued			
3.1.2	Welsh correspondence responded to within 10 working days	All Staff	Current Practice	All staff are aware of the corporate standard that requires all correspondence, in either Welsh or English, to receive a response within 10 working days.
3.1.3	Database of language preference of service users available to staff via Intranet	Welsh Language Officer	Current Practice	This database is made available to all staff via the Welsh Language Information section of the Intranet. It is amended by the Welsh Language Officer as the Authority becomes aware of organisations/individuals who wish to communicate through the medium of Welsh. No new groups, organisations or individuals have been identified as wishing to deal with the Authority in Welsh during the reporting period 2014/15.
	Staff initiating correspondence to check language preference database before corresponding	All Staff	Current Practice	All staff have been made aware of the need to check the language preference database before corresponding. The Authority has published a "Guidance for Staff" section on the Intranet that makes reference to checking this data base before issuing correspondence. As of 31st March 2015, 70 organisations and individuals have registered their language preference as Welsh. These are predominantly Welsh Medium Schools.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.1	Written Communications continued			
	Where language preference is unknown, correspondence to be issued bilingually	All Staff	Current Practice	All staff have been made aware of the need to issue correspondence bilingually where the language preference is not known. All general correspondence with the public is issued bilingually as a matter of course.
3.1.4	Language choice offered for follow up correspondence following meeting, interview or telephone conversation in Welsh	All Staff	Current Practice	All staff have been made aware of the need to offer follow up correspondence in Welsh where verbal contact has been made in Welsh.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.1	Written Communications continued			
3.1.7	Standard statement on official paper and compliments slips "Croesawn ohebiaeth yn y Gymraeg neu Saesneg/We welcome correspondence in English or Welsh"	Head of Business Support	Current Practice	The Service's official letter headed paper and compliments slips bear this statement embedded within the design.
3.1.8	All new public facing standard letters and circulars to be issued bilingually as standard	All Staff	Current Practice	The Service does not generally issue circulars, but all public facing standard letters are bilingual as a matter of course.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.2	Telephone Communications			
3.2.1	Substantive Reception duty posts at FRSHQ designated as Welsh essential	Head of Business Support	Current Practice	The Receptionist post at Fire and Rescue Service Headquarters are designated as "Welsh essential" and are filled by fluent Welsh speakers.
	Basic Welsh call handling skills training for staff that cover Reception	Head of Business Support	Action completed	The Authority has recruited a pool of people who are fluent in Welsh which has resulted in Welsh speaking staff being available to cover Reception at all times. Therefore, there is, at present, no need to run basic Welsh skills courses for staff covering Reception. In future, training will be arranged as and when it is required.
3.2.4	Eight posts in Fire Control to be designated as Welsh essential	Group Manager Control	31.03.13	The target has not been achieved. The Authority has begun work on the merger of South Wales and Mid and West Wales Fire Controls with South Wales Police. The number of Welsh essential posts will be re-assessed as part of this project which is due to be completed in 2016. There will be no permanent recruitment to Control for the foreseeable future.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.2	Telephone Communications			
3.2.5	Contingency arrangement in place to deal with Welsh only emergency call	Group Manager Control	Current Practice	This contingency plan is still in place and will be maintained until the control project is completed in 2016.

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.2	Telephone Communications continued			
3.2.6	Non-urgent answer phone messages invite caller to leave message in Welsh or English	Heads of Service	Current Practice	<p>The headquarters telephone number has an answer phone facility which is deployed outside of normal office hours, i.e. between 5pm and 8.30 am Monday to Friday and on weekends. The answer phone message is bilingual.</p> <p>The Authority operates a free phone service for members of the public to request Home Fire Safety Checks. This free phone service offers a language choice at the start of the message and has the facility for a message to be left by the caller in either Welsh or English.</p> <p>The Control Room updates an information line for media enquires several times each day. This information line is updated in Welsh and English.</p> <p>Individual members of staff who are members of the Welsh Language Skills Support Team are encouraged to record a bilingual message stating that callers may leave a message in Welsh or English.</p>

Section	Action	Responsibility	Target Date	Update
3.	Dealing with the Welsh Speaking Public continued			
3.2	Telephone Communications continued			
3.2.7	Members of the Welsh Language Skills Support Team give a bilingual greeting when answering their direct lines to external calls or calls received via the switchboard	Line Managers/Individual Members of Team	Current Practice	All Welsh speaking staff and staff who are known to be learning Welsh, are encouraged to give bilingual greetings when answering the telephone. The Authority has published a "Guidance for Staff" section on the Intranet that includes reference to bilingual telephone greetings.
3.3	Public Meetings			
3.3.1	Arrangements in place to enable use of Welsh at public meetings	Heads of Service	Current Practice	The Service does not generally hold public meetings. All staff have been made aware of the need to facilitate use of Welsh at any public meetings held and of the procedure to follow in doing so. During the reporting period 2014/15 a number of public consultation events have been held by the Authority regarding its Fire Cover Review. Bilingual members of staff have been present at each of these events in order for the public to engage with the consultation in their preferred language.

Section	Action	Responsibility	Target Date	Update
3.4	Other meetings			
3.4.3	Language choice offered for visits to schools, business and homes	Heads of Service	Current Practice	All staff have been made aware of the need to offer language choice at the point of first contact. During the reporting period 2014/15 the Authority has provided Welsh language presentations to over 40 Welsh medium schools.

Section	Action	Responsibility	Target Date	Update
3.5	Communicating by Other Means			
3.5.2	Bilingual website	Heads of Service	Current Practice	The Authority's website is fully bilingual. Staff who upload information onto the website have been made aware of the procedure which includes a control point to ensure that no information is uploaded onto the live site unless the Welsh and English versions are uploaded simultaneously, the exceptions to this are press releases which are sometimes posted on the English side of the website before the Welsh versions are published.
4	The Authority's Public Face			
4.1.1	Fully bilingual corporate identity adopted for use on materials and goods	Head of Business Support	Current Practice	The Authority has adopted a bilingual corporate identity which is used on all materials and goods that it produces.
4.1.2	Title and standard information on letter headings, fax covering sheets, business cards, drop cards, acknowledgement cards and other printed materials to be bilingual	Head of Business Support	Current Practice	The Authority has adopted the policy of issuing bilingual printed materials and compliance is monitored by the Welsh Language Officer in conjunction with the Design and Print staff who produce all corporate templates.

Section	Action	Responsibility	Target Date	Update
4	The Authority's Public Face continued			
4.1.3	Bilingual livery on vehicles	Head of Fleet and Engineering	Current Practice	All the Authority's vehicles display bilingual livery. Compliance is monitored by the Welsh Language Officer in conjunction with the Head of Fleet and Engineering. A local performance indicator has been established to ensure compliance with regard to bilingual livery on Authority vehicles.
4.1.5	Guidance on the use of the bilingual corporate identity issued	Media and Communications Manager	Current Practice	The Authority has published a "Guidance for Staff" section on the Intranet that includes reference to the use of the bilingual corporate identity and bilingual design.
4.2	Meetings of the Authority and its committees			
4.2.1	Members of the public able to contribute to Fire Authority meetings	Head of Business Support	Current Practice	Generally members of the public are not permitted to contribute to Fire Authority meetings. However if the Fire Authority arranges to receive contributions from the public at one of its meetings then arrangements would be made to facilitate this in Welsh if that is the preferred language of the contributor. No members of the public have requested to contribute to Fire Authority meetings during the reporting period 2014/15.

Section	Action	Responsibility	Target Date	Update
4.3	Signs			
4.3.1	Rolling programme to replace existing monolingual signage	Property Services Manager	31.03.13	There has been limited progress in this replacement programme. The matter will be addressed internally.
4.3.2	New and replacement public facing signage to be bilingual / pictorial	Property Services Manager	Current Practice	The Service operates a policy of providing all new signage in a bilingual or pictorial format.
4.4	Publications			
4.4.1	Published materials aimed at the public to be issued bilingually	Heads of Service Station Commanders	Current Practice	<p>All public facing published materials are designed and produced by the Design and Print Department. There is a control mechanism in the process for production of published materials which ensures that they conform with the Authority's Welsh Language Scheme. Examples of printed materials issued by the Authority and aimed at members of the public during this reporting period are:</p> <ul style="list-style-type: none"> • Fire Cover Review posters, flyers and questionnaires • Arson prevention campaign banners, posters and literature • Station performance statistics banners

Section	Action	Responsibility	Target Date	Update
4.4	Publications continued			
4.4.2	Separate Welsh and English versions state that a version is available in another language	Heads of Service	Current Practice	<p>The Authority tries to avoid the production of separate Welsh and English publications with the preferred design of documents being tilt and turn - i.e. Welsh and English documents back to back and upside down in relation to each other. A local performance indicator has been established to capture information about any separate Welsh and English documents that are produced. However, now that many documents are published electronically rather than hard copies, the English version of a document will appear on the English side of our website and the Welsh version on the Welsh side. The Authority has only issued separate Welsh and English versions of documents in one area of business during this reporting period, that is recruitment. The Authority publishes separate English and Welsh recruitment documentation such as recruitment information packs, however where language preference is not clearly stated, applicants receive a copy of the documentation in both languages.</p>

Section	Action	Responsibility	Target Date	Update
4.4	Publications continued			
4.4.3	Translation scoring system adopted	Welsh Language Officer/Heads of Service	Current Practice	The Authority has based its translation scoring system on those used by the Welsh Assembly Government and North Wales Police with some minor adaptations to make it fit for purpose within the Fire and Rescue Service.
4.5	Forms and Explanatory Materials			
4.5.1	Public facing forms to be available bilingually	Heads of Service	Current Practice	All forms for use by the public have now been translated and are issued in a bilingual format. New forms are designed to accommodate both Welsh and English in the most user friendly format.
4.6	Press Releases			
4.6.1	Press releases to the press and media in Wales to be issued bilingually where deadlines permit	Media and Communications Manager	Current Practice	A local performance indicator has been established to monitor this.

Section	Action	Responsibility	Target Date	Update
4.6	Press Releases continued			
4.6.1	Press releases to Welsh language publications to be issued in Welsh only	Media and Communications Manager	Current Practice	A local performance indicator has been established to monitor this.
4.6.2	Welsh speaking staff available for media interviews where possible	Media and Communications Manager	Current Practice	Members of the Welsh Language Skills Support Team assist the Service in providing Welsh speakers for media interviews. Staff who are willing and able to give media interviews in Welsh are listed on the Intranet, together with their work location and contact details. A local performance indicator has been established to monitor the effectiveness of this arrangement.

Section	Action	Responsibility	Target Date	Update
4.7	Advertising and Publicity Activities			
4.7.1	Permanent or temporary exhibitions, displays and presentations to advertise services to be bilingual	Organiser of the Event	Current Practice	Any permanent or temporary displays and presentations to advertise services are bilingual as a matter of course, this includes displays and presentations regarding recruitment.
4.7.2	Other organisations mounting public exhibitions to be made aware of Scheme and requested to use bilingual materials	Organiser of the Event	Current Practice	External organizations displaying at headquarters are always asked to display in the medium of Welsh and English.

Section	Action	Responsibility	Target Date	Update
4.7	Advertising and Publicity Activities continued			
4.7.3	Promotional or advertising campaign using press, television, radio, cinema, posters, help lines, cold calling, hoarding, electronic messages or public address systems use both languages in appropriate manner	Originator of the Promotional/Advertising Campaign	Current Practice	All promotional or advertising campaigns are conducted bilingually as a matter of course.
4.7.4	Public facing surveys and market research conducted bilingually	Originator of Survey	Current Practice	During the reporting period 2014/15 the Authority has conducted a public survey with regard to the provision of fire cover across the ten unitary authorities it serves. The survey was in the form of a questionnaire available in hard copy, electronically via our website and in some cases, staff with iPads undertook conversations with members of the public and recorded those responses. Members of the public were able to complete the survey in either Welsh or English, no responses in Welsh were received.

Section	Action	Responsibility	Target Date	Update
4.7	Advertising and Publicity Activities continued			
4.7.6	Presentations to Welsh medium schools, youth clubs and associations conducted in Welsh	Heads of Service	Current Practice	The Authority has undertaken to deliver all presentations to Welsh medium schools and groups in Welsh. During the reporting period 2014/15 more than 60 such presentations were made.
	Language choice offered for presentations where language preference is currently unknown	Heads of Service	Current Practice	All official presentation materials produced by the Service itself are bilingual and language choice is offered at the point of first contact.
4.8	Public and Official Notices			
4.8.1	Public and official notices issued bilingually	Heads of Service	Current practice	All public and official notices issued by the Authority (e.g. Annual Accounts Statement) are produced bilingually in accordance with the Service's translation guidelines.

Section	Action	Responsibility	Target Date	Update
4.9	Staff Recruitment Advertising			
4.9.2	All recruitment adverts to be bilingual as standard, except for adverts placed in Welsh language publications which will be Welsh only	Head of Human Resources	Current practice	This requirement is embedded into the Authority's Recruitment Policy under sections 7.4 and 8.4. A copy of the policy is available upon request.
4.9.2	Recruitment adverts for Welsh essential posts to be advertised bilingually or in Welsh only according to the level of Welsh required for the post	Head of Human Resources	Current practice	This requirement is embedded into the Authority's Recruitment Policy under sections 7.4 and 8.4. A copy of the policy is available upon request.

Section	Action	Responsibility	Target Date	Update
4.9	Staff Recruitment Advertising			
4.9.3	Recruitment awareness targeting of young adults	Head of Human Resources	Current Practice	During the reporting period 2014/15 one school event designed to promote the value of Welsh language skills to pupils was attended by a member of the Recruitment and Assessment team.
5	Implementing and Monitoring the Scheme			
5.1	Staffing			
5.1.1	Implementation of revised Linguistic Skills Strategy	Head of Human Resources	Current Practice	The revised Strategy has been in operation since September 2008.
5.1.3	Develop policy for increased use of Welsh internally	Welsh Language Officer	Current Practice	The Authority continually seeks to identify opportunities to facilitate increased use of Welsh in its working practices. During 2014/15, one example of this is the purchase of new HR software that can be used by staff either in Welsh or English according to their personal language preference.

Section	Action	Responsibility	Target Date	Update
5	Implementing and Monitoring the Scheme			
5.2	Learning Welsh			
5.2.2	Implementation of Welsh Language training Programme	Welsh Language Officer	Current Practice	There are currently 14 members of staff being financially supported by the Authority to learn Welsh.
5.2.8	Copies of "Cysgliad" available to appropriate staff	Heads of Service	Current Practice	Copies of "Cysgliad" are made available to members of staff that request this. A local performance indicator has been established to monitor how many staff are using Cysgliad. At present there are 6 members of staff who have Cysgliad installed on their computers.

Section	Action	Responsibility	Target Date	Update
5.3	Recruitment			
5.3.1	All recruitment campaigns conducted bilingually	Head of Human Resources	Current Practice	<p>All recruitment campaigns for Wholetime Firefighters are run jointly by the three Welsh Fire and Rescue Services and are conducted bilingually. Applicants are able to complete most elements of the selection process in either Welsh or English, however it is not currently possible to offer the practical tests through the medium of Welsh. Recruitment of Firefighters for the Retained Duty System is done on an ad hoc basis throughout the year as the need arises. All recruitment information is provided bilingually and the opportunity for language choice is exactly the same as for Wholetime Firefighters. Support staff are also recruited on an ad hoc basis throughout the year as the need arises. All support staff recruitment advertisements are bilingual (or Welsh only for some Welsh essential posts), as are the recruitment information packs and application forms. Candidates who indicate a preference to communicate in Welsh are corresponded with in their preferred language throughout the selection process.</p>

Section	Action	Responsibility	Target Date	Update
5.3	Recruitment			
5.3.5	Recruitment Policy to include measures aimed at targeting individuals with Welsh language skills	Head of Human Resources	Current Practice	This requirement is fulfilled by means of Human Resources Department working practices to support targeted recruitment activity amongst certain currently under-represented groups, including those with Welsh language skills.
5.4	Vocational Training			
5.4.1	Vocational training opportunities made available	Welsh Language Officer	Current Practice	Operational staff enrolled on the in-house Welsh courses have been instructed in the use of the Authority's Welsh language educational resources for primary school pupils.
5.6	Services on Behalf of the Authority by Other Parties			
5.6.4	Bilingual requirements appear in tendering documents, contract agreements and conditions	Head of Finance and Procurement	Current Practice	All tender briefs undergo an Equality Risk Assessment before being advertised. Bilingual tender packs are issued to potential suppliers and include specific references to Welsh language provisions where appropriate. Contract documents and agreements also contain relevant sections on the provision of services or goods in Welsh where that has been identified as a requirement.

Section	Action	Responsibility	Target Date	Update
5.8	Monitoring			
5.8.1	Local Performance Indicators reviewed	Welsh Language Officer	Quarterly	The Welsh Language Officer has continued to use local Welsh Language Performance Indicators to track the Authority's progress against its Welsh Language Scheme.
	Robust monitoring mechanisms developed and implemented	Welsh Language Officer	May 2007	The Welsh Language Officer has continued to use local Welsh Language Performance Indicators to track the Authority's progress against its Welsh Language Scheme.
5.8.2	Compare performance against standards and targets set in the Scheme within the Annual Report to the Welsh Language Commissioner	Welsh Language Officer	30.06.11 30.06.12 30.06.13	The process of compiling the Annual Monitoring Report is carried out by the Welsh Language Officer and scrutinised by the Senior Management Team and the Fire and Rescue Authority.

Section	Action	Responsibility	Target Date	Update
6	Publicity			
6.6.3	Publicise the Scheme	Heads of Service	On Scheme approval and on a continuing basis thereafter	The Scheme has been issued to main libraries and other partner agencies for display to members of the public. The Service promotes the Welsh Language Scheme when working in partnerships. The Scheme is published in full on the Service's bilingual website.

SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ACO PEOPLE SERVICES

AGENDA ITEM NO 5
20 JULY 2015

FIREFIGHTERS PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS

SUMMARY

The Public Services Pension Act (PSPA) 2013 sets out the new arrangements for the creation of Schemes for the payment of pensions and other benefits. The PSPA 2013 gives powers to the Pensions Regulator to operate a system of independent oversight of the operation of these Schemes.

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 its role and obligations.

The Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. These circulars can cover a variety of areas, including Firefighters Pension Schemes, and have to be noted or actioned as appropriate. This report establishes the mechanism for reporting and processing all Firefighters Pension Schemes managerial and administrative actions.

RECOMMENDATION

1. That Members note the content of the Welsh Government (Firefighters' Pensions Scheme Circulars) that have been received since the beginning of the 2015/2016 municipal year.
2. That 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. There are currently three Pension Schemes for Firefighters in Wales: - the Firefighters Pension Scheme 1992 (PPS), the New Firefighters Pension Scheme 2007 (FPS 2007), and the Firefighters' Pension Scheme (Wales) 2015.
- 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 new 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 Governance requirements are set out in the Public Service Pensions Act 2013 puts in place the legislative framework for the new governance arrangements for Public Service Pension Schemes. This includes the establishment of a 'Local Pension Board'. Due to the devolved nature of Firefighter Pension Schemes under the Public Service Pensions Act 2013, the Welsh Ministers are the Responsible Authority for the Firefighter Pension Scheme in Wales.
- 2.2 The 'Local Pension Board' needed to be established from 1 April 2015, and forms part of the Public Service (Firefighters) Pensions (Wales) Regulations. Members will be aware that the Fire & Rescue Authority formally established its Local Fire Pension Board at its meeting on 14 March 2015. The inaugural meeting of the Local Pension Board took place on 2 July 2015.
- 2.3 The 'Scheme Manager' meaning the South Wales Fire & Rescue Authority as the administering authority for the Firefighters pension fund is responsible for ensuring the effective management of the Schemes, including any changes.
- 2.4 The 'Scheme Administrator' is identified as Rhondda Cynon Taff Pensions Section who administers all the relevant Public Sector Pension Schemes on behalf of South Wales Fire & Rescue Authority via a service level agreement.
- 2.5 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 is intended to be a means to ensure that messages are conveyed to the Fire and Rescue Service are clear and consistent.
- 2.6 These 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.

- 2.7 It is intended to bring regular updates to the HR & Equalities Committee in order to ensure that Members are appropriately informed in order to be able to discharge their duty as 'Scheme Managers'.
- 2.8 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.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate financial issues relating to the Welsh Government (Firefighters' Pension Scheme Circulars) that have been received since the beginning of the 2015/2016 municipal year.

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 That Members note the content of the Welsh Government (Firefighters' Pension Scheme Circulars) that have been received since the beginning of the 2015-2016 municipal year.
- 5.2 That Members note the actions that have been implemented for each of the circulars.

Contact Officer: ACO Philip Haynes Director of People Services	Background Papers: None
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HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2015/2016

NO	TITLE	DATE	SUMMARY	COMMENT
WFRS(2015)20	The Firefighters’ Pension Scheme (Wales) 2015: Annual Allowance Charges: Scheme pays offsets	16 June 2015	This circular provides actuarial guidance for Scheme Managers to assess a pension offset, under Regulation 191 of the Firefighters’ Pension Scheme (Wales) Regulations 2015, that is applied to a 2015 Scheme member who incurs an Annual Allowance charge and subsequently elects, under Regulation 191 of the 2015 Scheme Regulations, for the 2015 Scheme to meet part, or all, of this charge through the ‘scheme pays’ mechanism.	Circular for Rhondda Cynon Taff Pension Scheme administrators information and action where Scheme Members have breached HMRC Annual Allowance provisions. Members who incur a breach are informed by Rhondda Cynon Taff.
WFRS(2015)19	The Firefighters’ Pension Scheme (Wales) 2015: Age Additions and Assumed Age Additions	21 May 2015	This circular provides actuarial guidance for Scheme Managers in relation to Age Addition and Assumed Age Additions in accordance with Regulations 35 and 36 of the Firefighters’ Pension Scheme	Circular for Rhondda Cynon Taff Pension Scheme administrators to apply where appropriate

			(Wales) Regulations 2015.	
WFRSC(2015)18	Financial arrangements for firefighter pensions – top up grant forms 2015-16	18 May 2015	The circular requests each Fire & Rescue Authority to complete pension forms (FPF2 and FPF3) by 30 June 2015.	Form completed and returned by South Wales Fire & Rescue Service Finance Department.
WFRSC(2015)17	The Firefighters Pension Scheme (Wales) 2015: Lifetime Allowance pension debit	14 May 2015	This circular provides actuarial guidance for Scheme managers in relation to Lifetime Allowance pension debits that should be applied to a member's pension in accordance with Regulation 189 of the Firefighters Pension Scheme (Wales) Regulations 2015.	Circular details changes initiated by HMRC to reduce the 'Lifetime Allowance' and expands on Scheme applications.
WFRSC(2015)16	The Firefighters Pension Scheme (Wales) 2015: Pension Sharing on Divorce	14 May 2015	This circular provides actuarial guidance for Scheme managers in relation to pension sharing on divorce in accordance with the Welfare Reform and pensions Act 1999 and the Firefighters pension Scheme (Wales) Regulation 2015.	Circular for RCT Pension Scheme administrators to apply conditions where a Member has been divorce.

WFRSC(2015)15	The Firefighters Pension Scheme (Wales) 2015: Commutation of Small Pensions	28 April 2015	This circular provides actuarial guidance for Scheme managers in relation to Commutation of Small Pensions under Regulation 177(3) of the Firefighters Pension Scheme (Wales) Regulations 2015.	Circular for RCT Pension Scheme administrators information and action where appropriate.
WFRSC(2015)14	The Firefighters Pension Scheme (Wales) 2015: Purchase of Additional Pension – Factors and Guidance	28 April 2015	This circular provides actuarial guidance for Scheme Managers in relation to payments for added pension (Schedule 1 of the Firefighters' pension Scheme (Wales) Regulations 2015).	Circular for RCT Pension Scheme administrators information and action where appropriate.
WFRSC(2015)13	The Firefighters Pension Scheme (Wales) 2015: Early Payment Reductions	28 April 2015	This circular provides actuarial guidance for Scheme managers in relation to early payment reductions, Regulations 70(3) and (5) of the Firefighters Pension Scheme (Wales) Regulations 2015.	Circular for RCT Pension Scheme administrators information and action where appropriate.
WFRSC(2015)11	The Firefighters' Pension Scheme (Wales) 2015: Individual Cash Equivalent Transfers	28 April 2015	This circular provides actuarial guidance for Scheme managers in relation to cash equivalent transfer values	Circular for RCT Pension Scheme administrators information and action

			payable or receivable in accordance with Part 10, Chapters 2 and 3 of the Firefighters Pension Scheme (Wales) Regulations 2015.	where appropriate.
WFRSC(2015)10	The Firefighters' Pension Scheme (Wales) 2015	21 April 2015	This circular provides details of the introduction of the Firefighters' Pension Scheme (Wales) 2015 from 1 April 2015 onwards.	Circular advises the Scheme Managers and administrators that the Firefighters Pension Scheme (Wales) 2015 has been formally established. It enables Payroll Managers to move new and existing staff who have no accrued protected rights on to the Scheme, and to apply the relevant percentage deduction rates.

SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ACO PEOPLE SERVICES

AGENDA ITEM NO 6
20 JULY 2015

**SOUTH WALES FIRE & RESCUE AUTHORITY, PRINCIPAL OFFICERS AND
HEADS OF SERVICE – EQUAL TREATMENT TERMS**

SUMMARY

Each year Public Sector bodies are required to review and publish their Pay Policy Statement in line with the terms of the Localism Act. The Fire & Rescue Authority has determined that the HR & Equalities Committee should review its Pay Policy Statement, and then report their recommendations to the full Committee.

In October 2014, the HR & Equalities Committee reviewed the Authority's 2014/2015 Pay Policy Statement in light of guidance issued by Welsh Government.

The HR & Equalities Committee requested a report on the equal pay and equal value terms identified in the Pay Policy Statement. Having considered the issues the Members requested clarification on the potential legal factors affecting equal pay or equal value.

RECOMMENDATION

Members make a recommendation to the Fire & Rescue Authority to resolve the perceived remuneration differentials identified from within the South Wales Fire & Rescue Authority's Annual Pay Policy Statement.

1. BACKGROUND

- 1.1 At the HR & Equalities Committee meeting held on 26 January 2015, Members raised concerns about a number of disparities in remuneration levels, particularly between non-uniformed Principal Officers and Heads of Service and their uniformed counterparts, which were highlighted in the Authority's Annual Policy Statement.
- 1.2 Having discussed the matter the HR & Equalities Committee requested a report on the issues associated with equal pay and equal value terms which had been brought to light in the Pay Policy Statement.
- 1.3 Members are also asked to recognise that the author of this report may be affected by any decision that is made. Notwithstanding this they are to be assured that the information contained within this report has been extracted from a legal advice note provided by Veale Wasborough Vizards and it is not the product of any officer of South Wales Fire & Rescue Service.

2. ISSUES

2.1 The Authority has 6 established executive posts:-

Chief Fire Officer		£126,002
<i>Deputy Chief Fire Officer</i>	<i>(80% CFO)</i>	<i>£101,002</i>
Deputy Chief Officer	<i>(95% - DCFO)</i>	£95,951
Assistant Chief Fire Officer - Technical Services	<i>(75% CFO)</i>	£94,689
Assistant Chief Fire Officer - Service Delivery	<i>(75% CFO)</i>	£94,689
Assistant Chief Officer - People Services	<i>(95% - ACFO)</i>	£89,954
<i>Assistant Chief Officer</i>	<i>(82.5% - ACFO)</i>	<i>£77,118</i>
<i>Assistant Chief Officer</i>	<i>(70% - ACFO)</i>	<i>£66,282</i>
Treasurer	<i>(60%)</i>	£55,375

2.2 Authority employs 8 Heads of Service (HoS):

Head of Service - Finance	£49,711
Head of Service - Corporate	£49,711
Head of Service - HR	£49,711
Head of Service - ICT	£49,711
Area Manager – Operations †	£76,016
Area Manager - Head of Operational Risk Management †	£76,016
Area Manager - Risk Reduction †	£76,016
Area Manager - Training & Development †	£76,016
<i>Baseline Salary</i>	<i>£55,568</i>

2.3 It is recognised that although the groups of staff are on different terms and conditions it is the base remuneration rate for each group varies significantly:-

2.3.1 Uniform – Non-uniform Deputy	£5,051
2.3.2 Uniform – Non-uniform Assistant	£4,735
2.3.3 Uniform – Non-uniform HoS	£5,857

2.4 All Heads of Service, both uniform and non-uniformed are substantive members of the Senior Management Team. They all manage individual departments, and significant revenue budgets.

2.5 This report now considers:-

2.5.1 The risk of equal pay claims from non-uniform employees occupying the post of Head of Service/Area Manager and Director.

2.5.2 The likelihood of successfully defending any equal pay claims brought in the future based on current practices.

2.5.3 Potential ways in which the risk of successful equal pay claims may be reduced; and

2.5.4 How to achieve a harmonious workforce with equality of pay.

2.6 The Law

2.6.1 The Equal Pay Act 1970 (1970) was enacted at a time when it was not uncommon for employers to openly award different rates of pay to men and women performing the same job. The Equality Act 2010 repealed and replaced the Equal Pay Act 1970 from 1 October 2010.

2.6.2 The Equality Act 2010 operates by implying into contracts of employment a 'sex equality clause' which acts to modify an employee's contract to ensure that none of its terms are less favourable than those of a comparable employee of the opposite sex.

2.6.3 The sex equality clause will not take effect if an employer can show that any difference in pay is due to a material factor other than the difference in sex.

2.6.4 Accordingly, in order for an employee, male or female, to bring a successful equal pay claim they must show that they are paid less than a comparator of the opposite sex and that the Service does not have a material factor defence justifying the difference in pay.

2.6.5 There are three types of equal pay claim open to potential claimants:

2.6.5.1 like work – where the claimant and comparator are engaged in work that is the same or broadly similar to each other;

2.6.5.2 work of equal value (EV) – where the claimant can demonstrate that the work he or she carries out is of equivalent value to the employer as the work carried out by the comparator; and

2.6.5.3 work rates as equivalent – where the employer has carried out a job evaluation study applicable to both claimant and comparator, and the claimant can show that they have been given, or should have been given, the same rating.

2.7 In the case of the Service, any potential equal pay claims from Heads of Service and/or Directors are likely to be equal value claims.

2.8 **Analysis of Risk**

2.8.1 It is clear from the table at paragraph 2.1 that there is a pay differential between ‘non-uniform’ Heads of Service and ‘uniform’ Area Managers.

2.8.2 By way of example, the ‘non-uniform’ Head of Service for Finance is paid less than the ‘uniformed’ Area Manager-Operations. The overall difference in pay is substantial and in total this amounts to an annual difference of £27,419 per annum. This difference in pay comprises: base salary £5,857 (national condition); flexi duty allowance £11,113 (national condition); continuous duty system pay £9,335 (local condition); and CPD £622 (national condition).

2.8.3 Whilst there is a clear pay differential, both the Head of Service roles and the potential comparator Area Manager roles are male dominated. ‘Non-uniform’ Heads of Service, for example, the Head of Service for Finance, is paid less than a ‘uniformed’ Head of Service, again by way of example, Area Manager-Operations. However, the difference in pay does not, therefore, on the face of it, appear to be tainted by sex. It is worthy of note that the Service’s expectations of strategic contributions to the continuing success of the Service within roles at this level is identical in that they all perform as departmental heads.

2.8.4 In summary, at the present time, although it is arguable that the Heads of Service perform work of equal value to the uniformed Heads of Service, the post-holders cannot rely on the Equal Pay Act to rectify the imbalance in pay. On this basis, it is unlikely to succeed in an equal pay claim before the Employment Tribunal or the High Court should any of the post-holders decide to make a challenge.

2.9 **Future risk of claims**

2.9.1 Whilst the Head of Service pay differential is not due to sex, it does appear to be attributable to different categories of post holders being engaged on different terms and conditions of employment.

Specifically, an employee's terms and conditions are determined by whether the post holder is on green, grey or gold book terms and conditions.

- 2.9.2 Where different categories of staff are engaged on different terms and conditions, there may be a risk of equal pay claims where a group of predominantly one sex is engaged on different, more favourable terms than a second group predominantly of the opposite sex.
- 2.9.3 Where different groups are engaged under different terms and conditions, this can often be due to collective bargaining processes. It is not necessary to identify that those processes involved discriminatory practices in order to bring a viable claim on this basis. It is enough to show that a group made up largely of one sex has been put on less favourable terms than a groups made up largely of the opposite sex. Once this has been demonstrated, it will be for the Service to demonstrate that any difference in treatment is objectively justifiable. This is not always straightforward.
- 2.9.4 Again, in the Service's case, the data shows that both uniform and non-uniform Head of Service posts are male dominated. However, given that national statistics demonstrate that fire fighting in general is extremely male dominated, there may be scope for any argument along these lines in future, should the gender breakdown of Heads of Service change over time.

2.10 Directors

- 2.10.1 It is apparent that those directors who are non-uniform employees are paid less than uniformed post-holders and the pay levels associated with a post are expressed in percentage format. For example, the Assistant Chief Officer People Services is paid 95% of the posts of Assistant Chief Fire Officer Service Delivery and Assistant Chief Fire Officer Technical Services. The difference in pay therefore appears to be related to whether or not the post-holder is a uniformed Officer.
- 2.10.2 At present there is no male Deputy Chief Officer and the Equal Pay Act does not permit a hypothetical comparator. However, the Equal Pay Act permits a claimant to rely on predecessor post holders as comparators. Accordingly, if there has been a previous male Deputy Fire Chief Officer who was paid more than the current female Deputy, she could rely on the predecessor as her comparator. In theory, there is no time limit into how far into

the past the Deputy Chief Officer may go to find a comparator. It is also worthy of note that at no point has there been a male Deputy Chief Officer.

- 2.10.3 If the Deputy was able to establish that her role was of equal value to that of the Chief Fire Officer, the Service would then need to defend the claim by presentation of a successful material factor defence.
- 2.10.4 It could be inferred from the percentage difference in uniform and non-uniform Director posts that the posts occupied by 'fire-fighters' are paid more because they are considered of greater value to the Service. Indeed, this may not be the case but the difference in pay appears to be related to professional competencies of fire command and control. Going forward, the Service could consider if this approach to Directorate level pay is defensible, justifiable and fair. It is again worthy of note that the Service's expectations and responsibilities across directors' roles is identical in that they all perform as directorate heads. The strategic nature of the work performed is identical, irrespective of whether the post holders are uniformed or non-uniformed.
- 2.11 In relation to the Heads of Service, the difference in pay is related to the fact that there are differences in the two relevant sets of terms and conditions, Green Book and Grey Book. Indeed, it is noted that the pay negotiating bodies are indeed different for the Heads of Service and Area Managers. However, potentially, the end result is the same as set out in the paragraph above, the message being that the uniformed employees are of more value to the Service because of additional Fire-fighter responsibilities.
- 2.12 Summary of options to address any perceived inequalities would include:
- 2.12.1 Do nothing to permanently affect any substantive salary base.
- 2.12.2 Increase the substantive level of pay for non-uniformed Heads of Service and Directors. This would be perceived as not being a reasonable action in the current financial climate.
- 2.12.3 Reduce the level of pay of Area Managers and uniformed Directors. It may, upon review, be determined that it would be appropriate to reduce the level of pay for Area Managers and uniformed Directors in order to minimise or eliminate the pay differential. Such a process would undoubtedly be opposed, controversial and difficult to achieve.

- 2.12.4 Make a honorarium to the relevant group or groups of staff who have been identified (although this may establish some new precedence).
- 2.12.5 A initial decision be deferred and independent external advisors be engaged to evaluate the current salary matrix in full.
- 2.12.6 The FRA could then utilise those findings and address these perceived inequalities where appropriate and then for it to guide and inform the 'Shaping Our Future' project's recommendations.
- 2.13 In particular, Members are asked to note that there is a significant risk that some staff may feel that the current pay differential is unfair if they consider their respective roles to be equal in terms of demand and responsibility. The affected employees could lodge a grievance and the dissatisfaction could result in a reduction in workplace productivity and motivation. Given the level of seniority of the post-holders in questions a single, or indeed multiple, grievance would produce a complicated scenario for the Service. Complex grievances which result in an outcome which the complainant is unhappy with, can and do, result in a breakdown in internal working relations and employees leaving employment, through choice and other means. The Service should fully consider the potential impact that not dealing with the pay differences may have on internal relations and productivity within senior staffing levels and how this may impact upon the successful running of the Service.

3. FINANCIAL IMPLICATIONS

- 3.1 Taking into account the remuneration differentials highlighted in the Pay Policy, any recommendation to address the matter by reconciling base line would affect the Revenue Budget as identified :-

	Current costs	Revised costs (maximum)	Increase
Executive Leadership Team			
Chief Fire Officer	£126,002	£126,002	£0
Deputy Chief Officer (80% CFO)	£95,951	£101,002	£5,051
Assistant Chief Fire Officer – Technical Services (75% CFO)	£94,689	£94,689	£0
Assistant Chief Fire Officer – Service Delivery (75% CFO)	£94,689	£94,689	£0
Assistant Chief Officer – People Services (75% CFO)	£89,954	£94,689	£4,735
FRA Statutory Officer			
Treasurer (reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.)	£21,297	£36,417	£15,120
Heads of Service			
Head of Service – Finance	£49,711	£55,568	£5,857
Head of Service – Corporate	£49,711	£55,568	£5,857
Head of Service – HR	£49,711	£55,568	£5,857
Head of Service – ICT	£49,711	£55,568	£5,857
Area Manager – Operations	£76,638	£76,638	£0
Area Manager – Head of Operational Risk Management	£76,638	£76,638	£0
Area Manager – Risk Reduction	£76,638	£76,638	£0
Area Manager – Training & Development	£76,638	£76,638	£0
TOTAL COSTS (whole year)	£1,027,978	£1,076,312	£48,334
NB These costs have been calculated against the post-holders' existing salaries.			

- 3.2 Members should note that the financial information set out in the table above only addresses 7 potential cases. It is imperative that unambiguous and concise rules are created to prevent precedents being

established that would enable further equal value scenarios arising elsewhere in the Service.

- 3.3 Any decision to address remuneration differentials would have to be accommodated from within the 2015/2016 revenue/salary budget as there is no current provision.

4. RECOMMENDATION

- 4.1 Members make a recommendation to the Fire & Rescue Authority to resolve the perceived remuneration differentials identified from within the South Wales Fire & Rescue Authority's Annual Pay Policy Statement.

Contact Officer:	Background Papers:
ACO Philip Haynes Director of People Services	None

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

AGENDA ITEM NO 7
20 JULY 2015

SOUTH WALES FIRE & RESCUE SERVICE – TRAINING AND DEVELOPMENT DEPARTMENT – PLANNED TRAINING ACTIVITIES 2015/2016

SUMMARY

This report considers the Training Department's Planned Training activities for 2015/2016 and identifies the organisational structure and functions established within the Training & Development 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 Fire & Rescue Authority Members, of the HR & Equalities Committee, of the planned training activities that are due to be carried out and facilitated by the Training and Development Department in 2015/2016.
- 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 almost 2000 members of staff, all of whom require different training courses and development in relation to their role and location.
- 2.2 In 2015/2016 the Training and Development Department will deliver a wide range of operational activities which will not only ensure that all uniformed personnel receive the most current and up to date risk critical training skills and updates, but will also ensure 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 they must receive the Training
 - 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 As in recent years, the flexible rostering system continues to provide a challenge in the way that operational staff are available to be allocated to courses. The Training Department continues to work with the Operations department to identify the best way to make courses accessible and monitors course structures regularly to ensure the minimum impact on station crewing.
- 2.7 The department structure consists of three main functions, which are Training Delivery, Operational Development Review & Incident Command and Personal Development which incorporates Third Party Income generation for the Service.

3. TRAINING DELIVERY

- 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.
- 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.

3.1 Initial Fire-fighter Training and Vocational Qualification Team

- The Initial Fire-fighter and Vocational Qualification team continues to support the initial training requirement of the Service as required in 2015/2016. This has seen an Initial Wholetime Duty System (WDS) course recently completed for SWFRS. 18 trainees have recently been posted to stations within the SWFRS area. Another course is planned for September 2015 which will see several SWFRS trainees accompany trainee Fire-fighters from Cambridgeshire FRS on a 11 week course at Cardiff Gate Training Centre (CGTC). There are also several Retained Duty System (RDS) Trainee courses planned for the year.
- All Fire-fighters within SWFRS currently complete the full modern apprenticeship in Emergency Fire Service Operations supporting their NVQ qualification with a BTEC and Key Skills award. This is subject to imminent review which is likely to see a change from the NVQ standard to a more suitable and appropriate standard which is commensurate with the role of a modern day Fire-fighter.

3.2 Breathing Apparatus (BA) Training

- The Breathing Apparatus Team has recently embarked on a new 2 day BA Refresher programme which will see all operational Fire-fighters receive training in Positive Pressure Ventilation (PPV) as well as continued Compartment Fire Behaviour Training (CFBT) at Cardiff Airport. The latter has seen a significant investment by SERCO at the airport in a new state of the art training rig which enables our personnel to practically deal with compartment fires within a four room configuration conducive with surroundings and conditions they would be likely to encounter in real life scenarios. Continuation of this training is seen as critical in providing operational staff with the skills to deal effectively and safely with fires in compartments and buildings.
- The change in focus of the re-qualification programme for 2015/2016 will see the re-introduction of Positive Pressure Ventilation (PPV) training. This is an approved safe system of work for operational crews at an incident and allows Incident Commanders to introduce the use of PPV to enhance Fire-fighter safety through safer working conditions.
- In addition to the courses above, recent investment has been made in three Satellite BA Training Facilities within the Service area. These are at Caerphilly, Merthyr and Tonypany Fire & Rescue Stations. It is hoped and envisaged that the similar facility

at Bridgend Fire & Rescue Station can also be brought back on line in the very near future. The Training Department is looking to put together a structured programme of training events which will enable RDS Fire-fighters to receive additional BA training on their drill nights which will enhance their operational skills training.

3.3 Driver Training

- The driver training team will continue to provide both initial and re-qualification courses on the extensive range of different vehicles that are used within the Service.
- In addition to providing courses they will continue to deliver Driving Standards Agency licence acquisition tests in relation to Large Goods Vehicles, trailer towing and mini-buses.
- A new requirement for the Driving team will see the roll out of Crane operator training for the new `Next Generation` Heavy Rescue Tenders which are due to become operational within the Service area during 2015/16.

3.4 Immediate Emergency Care (IEC) Training

- The IEC course will continue to be rolled out 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 Road Traffic Collision (RTC) and Shipping Training

- The Road Traffic Collision Training team will continue to deliver the latest vehicle technology 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.
- 2015/2016 has seen the development of a new 2 day Winching course as well as providing training to operational crews in anticipation of the delivery of the new `Next Generation` Heavy

Rescue Tenders (HRT`s) which are coming into the Service this year. This will see an extensive training programme delivered to HRT station personnel to ensure crews are fully aware and competent in all the latest equipment and techniques as well as the new crane facility which will be available on selected HRT`s.

- A new ship Fire-fighter training programme to identified key operational personnel within the Service who have a shipping risk within their station area is currently being developed following attendance by SWFRS personnel at HMS Raleigh, a Babcock International Group owned training facility.

3.6 Technical Rescue Training

- The Technical Rescue Training team continue to 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 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.
- The Technical Rescue Training team will continue to deliver Large Animal Rescue (LAR) training to station personnel who have the requisite specialist equipment on their station. There are three 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.
- SWFRS Rope Rescue teams are now also starting to work with multi-agency partners to develop their awareness and skills sets at CGTC. These include the Welsh Ambulance Service Trust (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.

3.7 National Resilience Training

- Training for Incident Response Units (IRU) & High Volume Pumping Unit (HVP) crews continues to take place at CGTC.

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

3.8 Foam Tender Training

- This year will also see the introduction of training for our new operational Foam Tender. This will be carried out at CGTC and the primary reason for utilising this location is that the Training Centre has a license to discharge foam on site.

4. OPERATIONAL DEVELOPMENT REVIEW AND INCIDENT COMMAND

4.1 Operational Development and Review Team (ODRT)

- This year will see the imminent resourcing of the ODRT team as a 24/7 capability. This will allow the team to monitor as opposed to sample trends and patterns at operational incidents. It will also see the ODRT team assist with Health and Safety monitoring at operational incidents as well as forming an Accident Team as and when operational incidents require.

4.2 Incident Command Training

- The Incident Command Team continues to deliver new training modules for the ongoing Levels 1-4 Incident Command training for 2015/2016.
- The four levels of incident command management training is in line with national guidance. These courses ensure that our Incident Commanders are competent and skilled in dealing with operational incidents safely and effectively.
- Recent extensive investment in the Incident Command training facilities at Cardiff Gate Training Centre continue to provide a unique immersive environment for all operational personnel, The Service's Multi Media technician continues to develop case studies 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. PERSONAL DEVELOPMENT

5.1 Personal Development Team

- The Personnel 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 unformed 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.

6. THIRD PARTY INCOME FOR THE SWFRS

- 6.1 This continues to be an area where the Service is very proactive in order to generate income for the Service. There are ongoing discussions involving our Private Partner – Babcock International Group with various partners, both in a Fire & Rescue Service context and other commercial ventures. Confirmed business opportunities for the current year include the following.
- 6.2 Cambridgeshire FRS have confirmed they require 16 further trainee Wholetime Duty System (WDS) Fire-fighters trained following the successful training of similar personnel last year. This will take place in September 2015 and will involve a 11 week training programme. It is the intention of the Service to include up to 7 SWFRS WDS trainees on the same training programme.
- 6.3 SWFRS have recently secured a contract to provide Breathing Apparatus training for Aberthaw Power station in both initial and re-qualification training. This is a two year contract.
- 6.4 The contract for the Environmental Agency in England in all aspects of Incident Command Training continues to be delivered and a series of training events are scheduled for this current year.
- 6.5 There are ongoing discussions to deliver continued Incident Command training to the Oman Gas Company.
- 6.6 There are also ongoing discussions with a whole host of other partners who have expressed an interest in using the facilities at CGTC to meet their requirements. These include:
 - Gwent Police;
 - The Military;
 - RSPCA;
 - Smaller ventures including all aspects of Fire Related awareness training.

7. FINANCIAL IMPLICATIONS

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

8. EQUALITY RISK ASSESSMENT

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

9. RECOMMENDATION

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

Contact Officer:	Background Papers:
Ian Greenman Acting Head of Training & Development	

**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2015/2016**

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Welsh Language Annual Report	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	20 July 2015	On Agenda
Pension Circulars	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Philip Haynes	20 July 2015	On Agenda
Equal Pay Follow Up Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Philip Haynes	20 July 2015	On Agenda

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Report on activities in the Training & Development Department	To update Members	Attract and develop our people Organisational Improvement	ACO PS Contact Officer: Ian Greenman	20 July 2015	On Agenda
Annual Absence Management Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	12 October 2015	
Annual Discipline & Grievance Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	12 October 2015	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Implementation of Core/HR Update Report – Phase 1	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	12 October 2015	
Review of Occupational Health – Final Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	12 October 2015	
Third Party Income Generation	To update Members	Organisational Improvement	ACO PS Contact Officer: Ian Greenman	12 October 2015	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Firefighter Development Programme		Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Ian Greenman	12 October 2015	
Welsh Language Standards Update	To update Members		ACO PS Contact Officer: Mark Malson	25 January 2016	
Strategic Equality Plan 2014-2017 – Annual Update	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	25 January 2016	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Equality Plan Update	To advise Members of progress against the Plan	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	25 January 2016	
Implementation of Core/HR Update Report – Phase 2	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	25 January 2016	
Annual Pay Policy Statement 2016/2017	To inform Members and to enable the Service's Policy to be evaluated	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Philip Haynes	25 January 2016	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Summary of HR & Training Committee Reporting		All	ACO PS Contact Officer: Philip Haynes	25 January 2016	
Principles of Workforce Progression		Attract and develop our People	ACO PS Contact Officer: Ian Greenman	25 January 2016	
National Issues Committee Update – HR & Training		Attract and develop our People. Organisational Improvement	ACO PS Contact Officer: Mark Malson/Ian Greenman	21 March 2016	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Report on Occupational Health Activity - 2015	To Update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	21 March 2016	
Pension Circulars	To Update Members	Organisational Improvement	ACO PS Contact Officer: Philip Haynes	21 March 2016	
Annual Training Plan 2016-2017	To Update Members	Organisational Improvement	ACO PS Contact Officer: Ian Greenman	21 March 2016	
Leadership Development Programme	To Update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Ian Greenman	21 March 2016	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
CFBT Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Ian Greenman	21 March 2016	
Workforce Planning Update	To update Members		ACO PS Contact Officer: Mark Malson	21 March 2016	

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

1. Roll Call and 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. To receive the minutes of:

- HR & Equalities Meeting held on 23 March 2015 3

4. Annual Monitoring Report to Welsh Language Commissioner 2014 -15 Briefing Report 9

5. Firefighter Pension Schemes – Welsh Government Circulars 47

6. South Wales Fire & Rescue Authority, Principal Officers and Heads of Service – Equal Treatment Terms 55

7. South Wales Fire & Rescue Service – Training & Development Department – Planned Training Activities 2015-16 and Presentation 65

8. Forward Work Programme 73

9. To consider any items of business that the Chairman deems urgent (Part 1)