

## **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:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
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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