

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 16 JULY 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HQ

#### 43. PRESENT

| Councillor          | Left     | Authority         |
|---------------------|----------|-------------------|
| S Pickering (Chair) |          | Rhondda Cynon Taf |
| D Ali               |          | Cardiff           |
| S Bradwick          | 1150 hrs | Rhondda Cynon Taf |
| R Crowley           |          | Vale of Glamorgan |
| L Davies            |          | Merthyr Tydfil    |
| D De'Ath            |          | Cardiff           |
| S Evans             |          | Torfaen           |
| A Hussey            |          | Caerphilly        |
| D Naughton          |          | Cardiff           |
| R Shaw              |          | Bridgend          |
| A Slade             |          | Torfaen           |
| G Thomas            |          | Blaenau Gwent     |
| H Thomas            |          | Newport           |

#### APOLOGIES:

K McCaffer Vale of Glamorgan

#### ABSENT:

C Elsbury Caerphilly

**OFFICERS PRESENT:** DCO S Chapman – Monitoring Officer; A/ACO M Malson – Director of People Services; AM A Kibblewhite – Head of Risk Reduction; Mr A Jones – A/Head of Human Resources; Mrs J Nancarrow – Absence Management Manager; Mr L Davies – Senior Occupational Health Nurse; GM J Evans – Head of Training Delivery; SM K Yates – Training Manager (IIP); SM M Wyatt – Training Manager (CFBT).

#### 44. DECLARATIONS OF INTEREST

All Members declared a personal non-prejudicial interest in each agenda item that affected their Authority.

#### 45. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

#### **46. MINUTES OF PREVIOUS MEETING – 5 FEBRUARY 2018**

The minutes of the HR & Equalities Committee meeting held on 5 February 2018 were received and accepted as a true record of proceedings.

#### **47. TRAINING & DEVELOPMENT DEPARTMENT – INVESTORS IN PEOPLE**

The Training Manager delivered a presentation and provided Members with an overview of the recent success of the Investors in People Survey carried out within the Service and the outstanding achievement of the Silver Award. The assessment was co-ordinated by the Training & Development Department in conjunction with the Investors in People practitioner.

The Chair commended the Service on the achievement of the Silver Award.

#### **RESOLVED THAT**

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

#### **48. ALL WALES PEOPLE & ORGANISATIONAL DEVELOPMENT STRATEGY 2018-2021**

The Acting Director of People Services presented Members with the All Wales People & Organisational Development Strategy for 2018-2021. The aim of the Strategy is to enable the Welsh Fire & Rescue Services to meet evolving current and future expectations in achieving organisational aims and objectives by recruitment, developing and retaining a highly skilled, motivated and bilingual workforce that represents and champions the diversity of the communities we serve.

The Strategy also aims to identify and maximise potential through effective people management and development, leading to a high performance culture whilst making the most effective use of public funds.

The purpose of the Strategy is to support the organisation in the achievement of its objectives by ensuring that Welsh Fire & Rescue Services strive to create a workforce that has the training, support and tools to do their job.

#### **RESOLVED THAT**

Members agreed to note the content of the All Wales People & Organisational Development Strategy 2018-2021.

#### **49. OVERVIEW OF THE TRAINING & DEVELOPMENT DEPARTMENT**

The Head of Training Delivery provided Members with an overview of the Service's Training & Development Department and delivered a presentation which identified the Department's organisational structure and the functions established in order to facilitate it.

#### **RESOLVED THAT**

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

#### **50. OCCUPATIONAL HEALTH UNIT ACTIVITY REPORT – 1 APRIL 2017-31 MARCH 2018**

The Acting Head of Human Resources introduced the Senior Occupational Health Nurse who reported on the activity of the Occupational Health Unit for the period 1 April 2017 to 31 March 2018, which included data on services and expenditures, updates on occupational health initiatives and an outline of strategic development.

#### **RESOLVED THAT**

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

#### **51. ANNUAL MENTAL HEALTH STRATEGY AND WELL-BEING DELIVERY PLAN FOR THE PERIOD 1 APRIL 2017-31 MARCH 2018**

The Acting Head of Human Resources introduced the Absence Management Manager who presented Members with the Annual Mental Health Strategy and Well-being Delivery Plan report which will be published to demonstrate the Service's progress in this area of activity. It focuses primarily on data which reflects on what has been done during the period 1 April 2017 to 31 March 2018.

#### **RESOLVED THAT**

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

#### **52. BRIGADE MANAGERS' SALARIES AND NUMBERS SURVEY 2017**

The Acting Director of People Services advised Members of the report of the findings of National Joint Council (NJC) for Brigade Managers of Local Authority Fire & Rescue Services survey on Brigade Managers' pay and salary schemes.

The survey asked authorities to provide information relating to pay, covering basic salary and gross total pay, and salary schemes in use for Brigade Managers within the scope of the NJC, including those who pay managers on local agreed rates. The survey also collected information on working status and some personal characteristics of these officers.

## **RESOLVED THAT**

Members agreed to note the content of the Brigade Managers' Salaries and Numbers Survey 2017.

### **53. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2018/19**

The Acting Director of People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes.

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

## **RESOLVED THAT**

53.1 Members accepted the Welsh Government Firefighters' Pension Scheme circulars and emails that have been received in the 2018/19 year to date.

53.2 Members agreed to note the actions that have been implemented for each of the circulars.

### **54. TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR TRAINING PROJECT UPDATE**

The Training Manager provided Members with an update on the Compartment Fire Behaviour Training project which is being developed in the Training & Development Centre at Cardiff Gate.

## **RESOLVED THAT**

Following clarification on certain aspects of the report, Members noted the content of the report.

## **55. ALL WALES OPERATIONAL ASSURANCE PEER REVIEW REPORT 2017/18**

The Head of Risk Reduction presented Members with the final All Wales Operational Assurance Peer Assessment Report 2017/18.

### **RESOLVED THAT**

55.1 Members agreed to note the content of the report.

55.2 Members noted that an action plan is being developed to review the areas of development for Training & Development and Community Risk Management.

## **56. FORWARD WORK PROGRAMME**

The Acting Director of People Services presented the Forward Work Programme for 2017/18.

### **RESOLVED THAT**

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