

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, 18 February 2019 at 1030 Hours

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

AGENDA

1. Apologies for Absence
2. Declaration of Interests

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

3. Chairperson's Announcements
4. To receive the minutes of:
 - HR & Equalities Meeting held on 19 November 2018 5
5. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2019/2020 11
6. Gender Pay Gap Statement – 30 March 2019 45
7. Welsh Language Standards Update – January 2019 51
8. Training & Development Department - Third Party Income Strategy 101

9.	Firefighters Pension Scheme – Wales Government Circulars 2018/2019	105
10.	Training & Development Department – Compartment Fire Behaviour Training (CFBT) Project Update	115
11.	Forward Work Programme 2018-19	119
12.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	127

Signature of Proper Officer:

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

Councillors:

Cllr	D	De'Ath	Cardiff
Cllr	D	Naughton	Cardiff
Cllr	L	Davies	Merthyr Tydfil
Cllr	H	Thomas	Newport
Cllr	K	McCaffer	Vale of Glamorgan
Cllr	S	Pickering	Rhondda Cynon Taff
Cllr	A	Slade	Torfaen
Cllr	S	Evans	Torfaen
Cllr	S	Bradwick	Rhondda Cynon Taff
Cllr	D	Ali	Cardiff
Cllr	C	Elsbury	Caerphilly
Cllr	A	Hussey	Caerphilly
Cllr	R	Crowley	Vale of Glamorgan
Cllr	V	Smith	Monmouthshire
Cllr	R	Shaw	Bridgend

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 19 NOVEMBER 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HQ

57. PRESENT

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
L Davies		Merthyr Tydfil
D De'Ath		Cardiff
C Elsbury		Caerphilly
A Hussey		Caerphilly
D Naughton		Cardiff
K McCaffer		Vale of Glamorgan
R Shaw		Bridgend
A Slade	1130 hrs	Torfaen
H Thomas	1130 hrs	Newport

APOLOGIES:

S Bradwick		Rhondda Cynon Taf
S Evans		Torfaen

ABSENT:

R Crowley		Vale of Glamorgan
J Collins		Blaenau Gwent

OFFICERS PRESENT: ACO R Prendergast – Director of Technical Services; A/ACO M Malson – Director of People Services; Mrs S Watkins – A/Deputy Monitoring Officer; AM I Greenman – Head of Learning & Development; Mr A Jones – A/Head of HR; Mrs J Nancarrow – Absence Management Manager; Mrs G Goss – Employee Relations Manager; Mx C Wood – Diversity Officer; Mrs K Davies – Project Manager; GM J Evans – Head of Training Delivery; GM P Mason – People Development & Business Manager; SM M Wyatt – Training Manager (CFBT)

58. DECLARATIONS OF INTEREST

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

59. CHAIR'S ANNOUNCEMENTS

AWARD OF THE QUEEN'S FIRE SERVICE MEDAL TO CHIEF FIRE OFFICER HUW JAKEWAY

The Chair extended congratulations on behalf of the Committee to the Chief Fire Officer on his recent receipt of the Queen's Fire Service Medal at Buckingham Palace.

ASSISTANT CHIEF FIRE OFFICER RICHIE PRENDERGAST

The Chair and Members welcomed ACFO Prendergast to his first meeting of the Committee since taking on the Training Delivery reference.

APPOINTMENT OF DIRECTOR OF PEOPLE SERVICES

The Chair was pleased to inform Members that following the recruitment process for the permanent position of Assistant Chief Officer – Director of People Services, the Appointments Panel has appointed Ms Alison Reed. Alison is required to give three months' notice to her current employer and will take up her post in February 2019.

RETIREMENT OF MRS JANNETTE NANCARROW, ATTENDANCE MANAGEMENT MANAGER

The Chair announced to the Committee the retirement of Jannette Nancarrow, HR Manager for Attendance Management, on 30 November 2018, following 17 years at South Wales Fire & Rescue Service and a total of 39 years' exemplary service to Local Government. On behalf of the Fire Authority and the HR & Equalities Committee, the Chair wished Jannette a long and healthy retirement.

58. ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2017 TO 31 MARCH 2018

The Absence Management Manager informed Members that the average number of shifts/working days lost per employee in each category of staff (excluding On Call Duty System staff), for the period 1 April 2017 to 31 March 2018, is 10.06 days per employee, in comparison with 9.73 days per employee for 1 April 2016 to 31 March 2017. A further analysis of short and long term absences, self-certification and accidents on duty was also provided.

RESOLVED THAT

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

59. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES – 1 APRIL 2017 TO 31 MARCH 2018

The Employee Relations Manager provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2017 to 31 March 2018.

RESOLVED THAT

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

60. ANNUAL REVIEW – STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020

The Diversity Officer provided Members with the annual review of the Strategic Equality Plan for the period 1 April 2017 to 31 March 2018. The current plan runs from 1 April 2015 to 31 March 2020, and the South Wales Fire & Rescue Service is required under the Equality Act 2010 to publish a Strategic Equality Plan.

RESOLVED THAT

Members agreed to note the content of the report.

61. ANNUAL EQUALITY REPORT – 1 APRIL 2017 TO 31 MARCH 2018

The Diversity Officer informed Members that the South Wales Fire & Rescue Service is required under The Equality Act (2010)(Statutory Duties)(Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

The Annual Report meets the Service's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and is focused primarily on data as well as what we have done during the period 1 April 2017 to 31 March 2018.

The Chair commended Officers for the excellent work in ensuring the Service continues to progress in areas of equality and diversity.

RESOLVED THAT

Members agreed to note the content of the report.

62. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2018/19

The A/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

62.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that have been received throughout 2018/19 to date.

62.2 Members agreed to note the actions implemented for each of the Circulars.

63. COMPARTMENT FIRE BEHAVIOUR TRAINING PROJECT UPDATE

The Training Manager delivered a presentation to provide Members with an update on the significant developments and progress being made towards the completion of the Compartment Fire Behaviour Training facility at Cardiff Gate Training & Development Centre.

RESOLVED THAT

Members agreed to note the contents of the report.

64. SOUTH WALES FIRE & RESCUE SERVICE PROFESSIONAL FRAMEWORK UPDATE

The Head of Training & Development informed Members that the way in which personnel are developed within the Service has recently been reviewed and amended to reflect how the organisation is evolving to meet financial scrutiny and talent spotting for our future leaders.

RESOLVED THAT

Members agreed to note the contents of the report.

65. FORWARD WORK PROGRAMME

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2017/18.

RESOLVED THAT

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

66. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 OR 2)

There were no items of urgent business for Members to consider.

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SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2019/2020

SUMMARY

South Wales Fire & Rescue Authority is required to publish a Pay Policy Statement for each financial year, which provides information for the following financial year.

The Fire & Rescue Authority at their meeting held on 6 February 2012, adopted and published its first Pay Policy Statement. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy. The 2019/2020 Pay Policy Statement has been drafted for Members

RECOMMENDATION

1. Members review South Wales Fire & Rescue Authority's Pay Policy 2019/2020 Statement.
2. Members approve the 2019/2020 Pay Policy Statement to be published by 31 March 2019.

1. BACKGROUND

- 1.1 The Localism Bill 2010 was enacted in Parliament in November 2011, and as such required South Wales Fire and Rescue Authority to publish a Pay Policy Statement by 31 March 2012, and for each subsequent financial year, which provides information for the following financial year.
- 1.2 The Localism Act includes the provision of general powers for stand alone Fire & Rescue Authorities with a requirement to publish a Pay Policy Statement each year.
- 1.3 A Pay Policy Statement is expected to contain the following elements:-
 - A Pay Policy Statement must set out the Authority's policies for the financial year relating to:-
 - (a) the remuneration of its Chief Officers
 - (b) the remuneration of its lowest paid employees and

(c) the relationship between –

- The remuneration of its Chief Officers, and
- The remuneration of its employees who are not Chief Officers

The Statement must state:-

- The definition of ‘lowest paid employees’ adopted by the Authority for the purposes of the Statement, and
- The Authority’s reasons for adopting that definition

The Statement must include the Authorities policies relating to:-

- The level and elements of remuneration for each Chief Officer
- Remuneration of Chief Officers on recruitment
- Increases and additions to remuneration for each Chief Officer
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the Authority, and
- The publication of and access to information relating to remuneration of the Chief Officers

1.4 A Pay Policy Statement should also set out the Authority’s policies for the financial year relating to the other terms and conditions applying to the Authority’s Chief Officers.

1.5 There are supplementary provisions relating to statements as follows:-

- A relevant Authority’s Pay Policy Statement must be approved by a resolution of the Authority before it comes into force.
- The Statement must be prepared and approved before the end of 31 March.

1.6 Each subsequent Statement must be prepared and approved before the end of 31 March immediately preceding the financial year to which it relates.

- 1.7 The Fire & Rescue Authority may by resolution amend its Pay Policy Statement, including after the beginning of the financial year to which it relates.
- 1.8 As soon as is reasonably practicable after approving or amending a Pay Policy Statement, the Authority must publish the Statement or the amended Statement in such a manner as it thinks fit, which would include publication on the Authority's website.

2. ISSUES

- 2.1 Attached at Appendix A is the South Wales Fire & Rescue Authority's 2019/2020 Pay Policy Statement.
- 2.2 The Policy Statement reflects Welsh Government guidance on the structure of Pay Policy Statements.
- 2.3 The areas included within the Pay Policy are:- Purpose, Legislative Framework, Scope, Pay Structures (with examples), Market Supplements, Honoraria, Re-employment (abatement position), Definition of Chief Officer and pay levels, additions to salary of Chief Officers, Performance Related Pay for Chief Officers, Payments on Termination (assumed redundancy), Pay Relatives with the Authority (remuneration of lowest level and multipliers within the Authority), Independent Remuneration Panel, Accountability and Decision Making, and Reviewing the Policy.
- 2.4 All relevant changes have been identified in red text in Appendix A.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Pay Policy Statement.
- 3.2 A number of equal pay and equal value issues were identified and are subject to ongoing research and evaluation in advance of being brought to members for consideration.

4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2019/2020 Statement.
- 4.2 Members recommend that the 2019/2020 Pay Policy Statement be published by 31 March 2019.

Contact Officer: T/ACO Mark Malson Director of People Services	Background Papers: 2019/2020 Pay Policy Statement
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SOUTH WALES FIRE & RESCUE AUTHORITY



LOCALISM ACT 2011: PAY POLICY STATEMENT

1.	INTRODUCTION	
1.1	South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out the key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments.	FA 15.12.14
1.2	In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website.	FA 15.12.14
1.3	The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy or the other pay related policies referred to in Section 16. There are no discretions to make further payments outside of these policies.	FA 15.12.14
2.	SCOPE	
2.1	This policy applies to all South Wales Fire & Rescue Authority employees.	FA 15.12.14
2.2	The Fire & Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups: <ul style="list-style-type: none"> • National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service • National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service • National Joint Council for Local Government 	FA 15.12.14

	<p>Services (Green Book)</p> <ul style="list-style-type: none"> • British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range • Royal College of Nursing – NHS Agenda for Change – Pay Rates • Joint Negotiating Committee for Local Authority Craft and Associated Employees • Joint Negotiating Committee (JNC) for Youth and Community Workers 	
2.3	<p>Pay levels are reviewed annually by these committees and any ‘cost of living’ award is reported to the Fire & Rescue Authority by way of Employers Groups. These are nationally agreed pay awards reached by collective bargaining and binding on Employers, and paid as soon as possible to staff. The Fire Authority is informed at the next Fire Authority meeting by Chair’s Announcements.</p>	<p>FA 15.12.14</p> <p>FA 12.02.18</p>
2.4	<p>The Fire & Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed ‘cost of living’ award is approved by the Fire and Rescue Authority and applied to their remuneration rate. (Auxiliary Firefighters)</p>	<p>FA 15.12.14</p>
3.	LEGAL CONTEXT	
3.1	<p>Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for each financial year. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers, and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton’s 2011 ‘Review of Fair Pay in the Public Sector’ introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid.</p>	<p>FA 15.12.14</p>
3.2	<p>The Act as finally passed requires the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> • A Local Authority’s policy on the level and elements of remuneration for each Chief Officer • A Local Authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition) 	<p>FA 15.12.14</p>

	<ul style="list-style-type: none"> • A Local Authority's policy on the relationship between the remuneration of its Chief Officers and other Officers • A Local Authority's policy on other specific aspects of Chief Officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency 	
3.3	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments.	FA 15.12.14
3.4	For the purposes of this statement the term "Chief Officer" is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, Deputy Chief Officer, Assistant Chief Fire Officers, Assistant Chief Officers, and Treasurer .	FA 15.12.14 FA 12.02.18
3.5	The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups.	FA 15.12.14
3.6	In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority's Pay Policy details each of the arrangements that have been resolved.	FA 15.12.14
4.	PRINCIPAL OFFICERS' PAY CONSTRUCT	
4.1	National Joint Council circular (ref number 28/05/04) dated 28 May 2004 dealt with the Principal Officers pay settlement and reinforced a previous recommendation that a local review of the pay levels of senior staff should be undertaken.	FA 15.12.14
4.2	The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis.	FA 12.10.15

	Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually entitled to any national Joint National Council determined pay rises and this Fire & Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements.	
4.3	The Fire & Rescue Authority recently resolved that the HR & Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire & Rescue Authority for final determination.	FA 15.12.14

4.4	South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:															
	<table border="1"> <thead> <tr> <th>Title</th> <th>Notional % of CFO salary</th> </tr> </thead> <tbody> <tr> <td>Chief Fire Officer (CFO)</td> <td>100%</td> </tr> <tr> <td>Deputy Chief Fire Officer (DCFO)</td> <td>80% of CFO</td> </tr> <tr> <td>Deputy Chief Officer (DCO)</td> <td>95% of DCFO</td> </tr> <tr> <td>Assistant Chief Fire Officer (ACFO)</td> <td>75% of CFO</td> </tr> <tr> <td>Assistant Chief Officer (ACO)</td> <td>82.5% of ACFO</td> </tr> <tr> <td>Treasurer*</td> <td>70.88% of ACFO</td> </tr> </tbody> </table>	Title	Notional % of CFO salary	Chief Fire Officer (CFO)	100%	Deputy Chief Fire Officer (DCFO)	80% of CFO	Deputy Chief Officer (DCO)	95% of DCFO	Assistant Chief Fire Officer (ACFO)	75% of CFO	Assistant Chief Officer (ACO)	82.5% of ACFO	Treasurer*	70.88% of ACFO	
Title	Notional % of CFO salary															
Chief Fire Officer (CFO)	100%															
Deputy Chief Fire Officer (DCFO)	80% of CFO															
Deputy Chief Officer (DCO)	95% of DCFO															
Assistant Chief Fire Officer (ACFO)	75% of CFO															
Assistant Chief Officer (ACO)	82.5% of ACFO															
Treasurer*	70.88% of ACFO															
	<p>* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.</p> <p>Note: From time to time the percentage figures may need to be amended to reflect the pay award made to ensure that each roles salary actually receives the pay award. For example:-</p> <p>CFO 1% award – Salary £129,820 p.a. to £131,118 p.a. DCFO 80% of CFO – Salary £103,856 p.a. to £104,895 p.a. DCO 95% of DCFO – Salary £98,859 p.a. to £99,650 p.a. (less than 1% pay award £98,859 + 1% = £99,848 p.a.). Therefore, the award should be adjusted by 0.189% to 95.189% = £99,848 p.a.</p>															

4.5	The Fire and Rescue Authority on 9 July 2018 determined that the non-uniformed DCO, ACO and Treasurer's posts would be single salary points and determined on a percentage basis as set out in point 4.4.	FA 15.12.14 FA 09.07.18
4.6	To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible service.	FA 15.12.14
4.7	Fire & Rescue Authority, (Ref number Minute 67, September 2009), resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire and Rescue Authority, but holds no directorate responsibility.	FA 15.12.14
4.8	Fire and Rescue Authority, (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer.	FA 15.12.14
4.9	Fire and Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and at its meeting 9 July 2018 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14 FA 09.07.18
4.10	Assistant Chief Officer's remuneration is established at 82.5% of the full rate of the Assistant Chief Fire Officer.	FA 15.12.14 FA 09.07.18
4.11	Chief Officers, remuneration on appointment is determined by the full Fire and Rescue Authority. South Wales Fire and Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement.	FA 15.12.14
4.12	Information on the remuneration of Chief Officers is published as part of the South Wales Fire and Rescue Service annual end of year Financial Statement.	FA 15.12.14
4.13	In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire and Rescue Authority's	FA 15.12.14

	commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire and Rescue Authority may identify and agree a local rate and implementation date. The HR and Equalities Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire and Rescue Authority. Only the Fire and Rescue Authority may make a final determination in respect of remuneration rates for Chief Officers, including annual cost of living awards.	
4.14	On 27 March 2017 the HR & Equalities Committee received a report detailing the cessation of the joint arrangements for the provision of a joint post of Senior Occupational Health Physician. It was resolved that SWFRS would solely employ the SOHP on a part time basis. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range.	FA 15.12.14 FA 12.02.18
5.	AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT	
5.1	Following a review of the Area Managers' establishment and operational rota it was determined that the number of posts would reduce from 6 to 4 from August 2009 with a move to a continuous duty system rota.	FA 15.12.14
5.2	The remuneration scheme for this group of staff was locally agreed as follows: AMB salary, as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment.	FA 15.12.14
6.	NON UNIFORMED HEADS OF SERVICE (4 POSTS)	
6.1	Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government Services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary.	FA 15.12.14
7.	ALL OTHER STAFF	
7.1	All other staff employed by South Wales Fire and Rescue Authority are encompassed within Wholetime, On-Call, Control or Support Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2.	FA 15.12.14

7.2	In general the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire and Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council, and are supplemented by the Fire and Rescue Authority's rules, records, Organisational, Policy & Procedural Documents and other instructions, as amended, along with such other employment law legislation which will apply from time to time.	FA 15.12.14
7.3	The "lowest salary" used by the Fire and Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), spinal column point 1 .	FA 15.12.14
7.4	An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is 1:7.62 .	FA 15.12.14
8.	DELEGATED AUTHORITY LEVELS	
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14
8.2	Decisions on pay detailed within this policy are delegated as follows:	FA 15.12.14

DECISION	DELEGATED AUTHORITY LEVEL
Starting pay (above grade minimum), but not including, Assistant Chief Officer (and equivalent level)	Assistant Chief Officer People Services (As identified in the Fire & Rescue Authority Standing Orders)
Starting Pay Assistant Chief Officer (and equivalent) level and above	Full Authority to agree the senior management organizational structure including grades and salary bands. Appointment panel to agree and approve actual salary on appointment within the management structure agreed by Full Authority above.
Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level.	Assistant Chief Officer People Services or delegated to Head of HR.

Acting-up payment at Assistant Chief Officer level where total salary package is less than £100k.	Chief Fire Officer
Acting up payment for posts where total salary package is more than £100k.	Full Fire & Rescue Authority

8.3	Human Resources is responsible for overseeing any decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation.	FA 15.12.14
8.4	Delegations for decision on pay cannot be delegated below the levels outlined in table above.	FA 15.12.14
9.	PAY RELATIVITIES WITHIN THE FIRE AND RESCUE AUTHORITY	
9.1	The lowest paid persons employed under a Contract of Employment with the Fire and Rescue Authority are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire and Rescue Authority's grading structure. As at 1 April 2019 , this is £17,364 per annum. The Fire and Rescue Authority occasionally engages Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees'.	FA 15.12.14
9.2	The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers.	FA 15.12.14
9.3	The Authority remunerates substantive personnel above the National Living Wage.	FA 15.12.14
10.	STARTING SALARY	
10.1	Employees appointed to jobs within the Authority will normally be appointed to the minimum point of the pay grade for the job.	FA 15.12.14
10.2	In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum.	FA 15.12.14

10.3	An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human Resources, if required.	FA 15.12.14
10.4	The business case should incorporate the following: <ul style="list-style-type: none"> • preferred candidate's current or most recent salary; • salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees; • benefits to service and customers of appointing the preferred candidate; • potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum; • confirmation that increased employee costs will be met by the existing service budget. 	FA 15.12.14
10.5	The Assistant Chief Officer People Services will: <ul style="list-style-type: none"> • consider the request presented by the recruiting manager; • discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay policy; • respond to the appointment panel; • complete the relevant payroll authorization so that the recruitment process can be completed. 	FA 15.12.14
10.6	The decision of the Assistant Chief Officer People Services is final.	FA 15.12.14
10.7	A resolution of the full Fire and Rescue Authority is required for all organizational re-structures and associated grading and salary.	FA 15.12.14
11.	RE-EMPLOYMENT OF FORMER EMPLOYEES	
11.1	Former employees are able to be re-employed by the Fire and Rescue Authority, but there are several determining factors.	FA 15.12.14
11.2	The Fire and Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise and knowledge.	FA 15.12.14

11.3	Fire and Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire and Rescue Authority for consideration based on business needs.	FA 15.12.14
11.4	When someone retires, or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for money decision for the tax payer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred.	FA 15.12.14
11.5	Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so, and request authorization from the Fire and Rescue Authority or designated Assistant Chief Officer	FA 15.12.14
11.6	When a Local Government Pension Scheme or Fire and Rescue Services (on Grey book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.	FA 15.12.14
12.	ACTING-UP TO A HIGHER GRADED JOB	
12.1	Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment.	FA 15.12.14
12.2	The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave.	FA 15.12.14
12.3	Employees who undertake the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post.	FA 15.12.14

12.4	Employees who undertake part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance.	FA 15.12.14
12.5	Where there are only one or two employees who are able to “act-up” to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to carry out the higher graded job. Where there are a large number of employees who may be in a position to “act-up” to the higher graded job, then there will be a need to advertise the temporary vacancy or the acting-up arrangement.	FA 15.12.14
12.6	Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources, if required.	FA 15.12.14
12.7	The approving officer will: <ul style="list-style-type: none"> • consider the request presented by the requesting manager; • discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay policy; • provide a response to the requesting manager, normally within 10 working days; • complete and notify the Payroll Section if a pay variation is to be implemented. 	FA 15.12.14
12.8	Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire and Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire and Rescue Authority and be financed in full.	FA 15.12.14
12.9	Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this.	FA 15.12.14
13.	HONORARIUM PAYMENTS	
13.1	An honorarium payment is a one-off payment. It can only be made where there is clear evidence to support the	FA 15.12.14

	<p>following circumstances:</p> <ul style="list-style-type: none"> • where an employee temporarily carries out significant additional work over and above their usual responsibilities; • where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale. 	
13.2	<p>An honorarium payment cannot be made in the following circumstances:</p> <ul style="list-style-type: none"> • where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made; • where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation; • where the additional work undertaken is commensurate with the employees current job description/salary grade. 	FA 15.12.14
13.3	<p>In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chair of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.</p>	FA 15.12.14
13.4	<p>Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours.</p>	FA 15.12.14
13.5	<p>Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.</p>	FA 15.12.14
13.6	<p>Honorarium payments are pensionable.</p>	FA 15.12.14
13.7	<p>Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes.</p>	FA 15.12.14
14.	SEVERANCE	
14.1	<p>On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments</p>	FA 15.12.14

	due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	
14.2	All business cases for redundancy, early retirement and severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	FA 15.12.14
14.3	Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion. This discretion will be applied, subject to the Chief Fire Officer and Assistant Chief Officer, People Services agreeing to the application after taking into account the costs and benefits to the organisation. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.	FA 14.03.15
	The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions	FA 14.03.15
15.	UNIFORMED FIRE AND RESCUE SERVICES	
15.1	All Fire and Rescue Services employees, up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of Conditions of Service. These are nationally agreed terms and conditions (the 'Grey' book).	FA 15.12.14
15.2	Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (the 'Gold' book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below: <ul style="list-style-type: none"> • The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data; • The relationship of current salary to the national 	FA 15.12.14

	<p>benchmark;</p> <ul style="list-style-type: none"> • Any substantial local factors not common to Fire and Rescue Authorities of similar type and size; • Comparative information to on salaries in other similar authorities; • Top management structures and size of management team compared to those of other fire and rescue authorities of similar type and size; • The relative job size of each post; and • Incident command responsibility and the requirement to provide operational cover within the employing authority and beyond. 	
15.3	Other Fire and Rescue Service Managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place.	FA 15.12.14
15.4	For a review, the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR and Equalities Committee before being submitted to the full Fire and Rescue Authority for final determination.	FA 15.12.14
16.	OTHER PAY RELATED POLICIES	
16.1	Other pay related policy areas that are applicable to all employees are: <ul style="list-style-type: none"> • Business Travel and Expenses • Relocation expenses • Handling redundancy • Early retirement – including redundancy, flexible retirement and efficiency of service • Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015 	FA 14.03.16
17.	OTHER TERMS AND CONDITIONS	
17.1	The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. (Ref. Section 4. Principal Officers Pay Construct).	FA 15.12.14
17.2	South Wales Fire and Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Services lease vehicle scheme.	FA 15.12.14

17.3	Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost with the majority paid for by the individuals.	FA 15.12.14
17.4	<p>The Fire & Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of the delivery of Fire & Rescue Service workforce planning. The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire & Rescue Service identifies, assesses and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p>	14.03.16
18.	MONITORING AND REVIEW	
18.1	The Assistant Chief Officer People Services will review the application of this policy on an annual basis.	FA 15.12.14
18.2	The Pay Policy will then be presented to the HR and Equalities Committee for review before being submitted to the full Fire and Rescue Authority for final determination annually in March.	FA 15.12.14
18.3	Any change or deviation from this policy outside of such a review requires full Fire and Rescue Authority approval.	FA 15.12.14
19.	SALARY SCALES	
19.1	South Wales Fire and Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1	FA 15.12.14 FA 12.02.18
19.2	National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2	FA 15.12.14

		FA 12.02.18
19.3	South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3.	FA 15.12.14 FA 12.02.18
19.4	National Joint Council for Local Government service, salary matrix – Appendix 4.	FA 15.12.14 FA 12.02.18
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14 FA 12.02.18
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters - Appendix 6	FA 21.9.15 FA 12.02.18

**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS
AND HEADS OF SERVICE, SALARY MATRIX**

	WT Salary	Actual Salary
DIRECTORS (5 posts)		
Chief Fire Officer	£132,416	£132,416
<i>Deputy Chief Fire Officer (80% CFO)</i>	£105,933	-
Deputy Chief Officer (95.18% - DCFO)	£100,836	£100,836
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£99,509	£99,509
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£99,509	£99,509
Assistant Chief Officer - People Services (82.5% - ACFO)	£82,095	£82,095

STATUTORY OFFICER (1 post)

Treasurer (70.88%)	£58,194	£26,408
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* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 118 days per annum.

HEADS OF SERVICE (8 posts)

Head of Service - Finance	£51,729	£51,729
Head of Service - Corporate	£51,729	£51,729
Head of Service - HR	£51,729	£51,729
Head of Service - ICT	£51,729	£51,729

Area Manager – Operations †	£80,539	£80,539
Area Manager - Head of Operational Risk Management †	£80,539	£80,539
Area Manager – Head of Risk Reduction †	£80,539	£73,482
Area Manager - Training & Development †	£80,539	£80,539

† Area Manager - Baseline Salary	£58,397
20% flexi duty allowance	£11,679
14% continuous duty system pay	£9,810
CPD	£653

† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2018

MEDICAL (1 post)

Occupational Health Physician*50%	£101,451	£50,725
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* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment)

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**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITIES' FIRE AND
RESCUE SERVICES, SALARY MATRIX**

FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2018

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	22,908	10.46	15.69
Development	23,862	10.90	16.35
Competent	30,533	13.94	20.91
Crew Manager			
Development	32,452	14.82	22.23
Competent	33,851	15.46	23.19
Watch Manager			
Development	34,583	15.79	23.69
Competent A	35,544	16.23	24.35
Competent B	37,854	17.29	25.94
Station Manager			
Development	39,374	17.98	26.97
Competent A	40,556	18.52	27.78
Competent B	43,428	19.83	29.75
Group Manager			
Development	45,347	20.71	Not Applicable
Competent A	46,707	21.33	“
Competent B	50,270	22.95	“
Area Manager			
Development	53,238	24.31	Not applicable
Competent A	54,833	25.04	“
Competent B	58,397	26.67	“

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2018
(RETAINED DUTY SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,291	1,145	10.46	4.02
Development	2,386	1,193	10.90	4.02
Competent	3,053	1,527	13.94	4.02
Crew Manager				
Development	3,245	1,623	14.82	4.02
Competent	3,385	1,693	15.46	4.02
Watch Manager				
Development	3,458	1,729	15.79	4.02
Competent A	3,554	1,777	16.23	4.02
Competent B	3,785	1,893	17.29	4.02
Station Manager				
Development	3,937	1,969	17.98	4.02
Competent A	4,056	2,028	18.52	4.02
Competent B	4,343	2,171	19.83	4.02
Group Manager				
Development	4,535	2,267	20.71	4.02
Competent A	4,671	2,355	21.33	4.02
Competent B	5,027	2,514	22.95	4.02
Area Manager				
Development	5,324	2,662	24.31	4.02
Competent A	5,483	2,742	25.04	4.02
Competent B	5,840	2,920	26.67	4.02

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out

CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2018

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	21,763	9.94	14.91
Development	22,669	10.35	15.53
Competent	29,006	13.25	19.388
Crew Manager (Control)			
Development	30,829	14.08	21.12
Competent	32,158	14.68	22.02
Watch Manager (Control)			
Development	32,854	15.00	22.50
Competent A	33,767	15.42	23.13
Competent B	35,961	16.42	24.63
Station Manager (Control)			
Development	37,405	17.08	25.62
Competent A	38,528	17.59	26.39
Competent B	41,257	18.84	28.26
Group Manager (Control)			
Development	43,080	19.67	Not applicable
Competent A	44,372	20.26	“
Competent B	47,757	21.81	“

*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2018

	£ per annum
Fire Control Operator equivalent	
During first six months	19,511
After six months and during 2nd year	20,375
During 3rd year	21,342
During 4th year	22,392
During 5th year	24,388
Leading Fire Control Operator equivalent	26,118
Senior Fire Control Operator equivalent	
During 1st year in rank	26,787
During 2nd year in rank	27,803

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2018

	£ per annum
Aged 16	10,598
Aged 17	11,387
Aged 18	22,908

ON CALL PAYMENT STRUCTURE

Effective from 1st July 2018

100% (105 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	62.5	62.5	62.5	75 (12.5 admin)	75 (12.5 admin)	75 (12.5 admin)	75 (12.5 admin)	75 (12.5 admin)	75 (12.5 admin)	75 (12.5 admin)
Allowance A	£7,845.00	£8,175.00	£10,455.00	£13,338.00	£13,914.00	£14,211.00	£14,607.00	£15,561.00	£16,182.00	£16,668.00
Allowance B	£1,961.25	£2,043.75	£2,613.75	£3,334.50	£3,478.50	£3,552.75	£3,651.75	£3,890.25	£4,045.50	£4,167.00
Total Salary 100%	£9,806.25	£10,218.75	£13,068.75	£16,672.50	£17,392.50	£17,763.75	£18,258.75	£19,451.25	£20,227.50	£20,835.00

90% (94.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	56.25	56.25	56.25	67.5 (11.25 admin)	67.5 (11.25 admin)	67.5 (11.25 admin)	67.5 (11.25 admin)	67.5 (11.25 admin)	67.5 (11.25 admin)	67.5 (11.25 admin)
Allowance A	£7,060.50	£7,357.50	£9,409.50	£12,004.20	£12,522.60	£12,789.90	£13,146.30	£14,004.90	£14,563.80	£15,001.20
Allowance B	£1,765.13	£1,839.38	£2,352.38	£3,001.05	£3,130.65	£3,197.48	£3,286.58	£3,501.23	£3,640.95	£3,750.30
Total Salary 100%	£8,825.63	£9,196.88	£11,761.88	£15,005.25	£15,653.25	£15,987.38	£16,432.88	£17,506.13	£18,204.75	£18,751.50

80% (84 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	50	50	50	60 (10 admin)	60 (10 admin)	60 (10 admin)	60 (10 admin)	60 (10 admin)	60 (10 admin)	60 (10 admin)
Allowance A	£6,276.00	£6,540.00	£8,364.00	£10,670.40	£11,131.20	£11,368.80	£11,685.60	£12,448.80	£12,945.60	£13,334.40
Allowance B	£1,569.00	£1,635.00	£2,091.00	£2,667.60	£2,782.80	£2,842.20	£2,921.40	£3,112.20	£3,236.40	£3,333.60
Total Salary 100%	£7,845.00	£8,175.00	£10,455.00	£13,338.00	£13,914.00	£14,211.00	£14,607.00	£15,561.00	£16,182.00	£16,668.00

70% (73.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	43.75	43.75	43.75	52.5 (8.75 admin)	52.5 (8.75 admin)	52.5 (8.75 admin)	52.5 (8.75 admin)	52.5 (8.75 admin)	52.5 (8.75 admin)	52.5 (8.75 admin)
Allowance A	£5,491.50	£5,722.50	£7,318.50	£9,336.60	£9,739.80	£9,947.70	£10,224.90	£10,892.70	£11,327.40	£11,667.60
Allowance B	£1,372.88	£1,430.63	£1,829.63	£2,334.15	£2,434.95	£2,486.93	£2,556.23	£2,723.18	£2,831.85	£2,916.90
Total Salary 100%	£6,864.38	£7,153.13	£9,148.13	£11,670.75	£12,174.75	£12,434.63	£12,781.13	£13,615.88	£14,159.25	£14,584.50

60% (63 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	37.5	37.5	37.5	45 (7.5 admin)	45 (7.5 admin)	45 (7.5 admin)	45 (7.5 admin)	45 (7.5 admin)	45 (7.5 admin)	45 (7.5 admin)
Allowance A	£4,707.00	£4,905.00	£6,273.00	£8,002.80	£8,348.40	£8,526.60	£8,764.20	£9,336.60	£9,709.20	£10,000.80
Allowance B	£1,176.75	£1,226.25	£1,568.25	£2,000.70	£2,087.10	£2,131.65	£2,191.05	£2,334.15	£2,427.30	£2,500.20
Total Salary 100%	£5,883.75	£6,131.25	£7,841.25	£10,003.50	£10,435.50	£10,658.25	£10,955.25	£11,670.75	£12,136.50	£12,501.00

50% (52.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	31.25	31.25	31.25	37.5 (6.25 admin)	37.5 (6.25 admin)	37.5 (6.25 admin)	37.5 (6.25 admin)	37.5 (6.25 admin)	37.5 (6.25 admin)	37.5 (6.25 admin)
Allowance A	£3,922.50	£4,087.50	£5,227.50	£6,669.00	£6,957.00	£7,105.50	£7,303.50	£7,780.50	£8,091.00	£8,334.00
Allowance B	£980.63	£1,021.88	£1,306.88	£1,667.25	£1,739.25	£1,776.38	£1,825.88	£1,945.13	£2,022.75	£2,083.50
Total Salary 100%	£4,903.13	£5,109.38	£6,534.38	£8,336.25	£8,696.25	£8,881.88	£9,129.38	£9,725.63	£10,113.75	£10,417.50

40% (42 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	25	25	25	30 (5 admin)	30 (5 admin)	30 (5 admin)	30 (5 admin)	30 (5 admin)	30 (5 admin)	30 (5 admin)
Allowance A	£3,138.00	£3,270.00	£4,182.00	£5,335.20	£5,565.60	£5,684.40	£5,842.80	£6,224.40	£6,472.80	£6,667.20
Allowance B	£784.50	£817.50	£1,045.50	£1,333.80	£1,391.40	£1,421.10	£1,460.70	£1,556.10	£1,618.20	£1,666.80
Total Salary 100%	£3,922.50	£4,087.50	£5,227.50	£6,669.00	£6,957.00	£7,105.50	£7,303.50	£7,780.50	£8,091.00	£8,334.00

30% (31.5 Hours)	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.46	£10.90	£13.94	£14.82	£15.46	£15.79	£16.23	£17.29	£17.98	£18.52
Number of Hours Paid a Month	18.75	18.75	18.75	22.5 (3.75 admin)	22.5 (3.75 admin)	22.5 (3.75 admin)	22.5 (3.75 admin)	22.5 (3.75 admin)	22.5 (3.75 admin)	22.5 (3.75 admin)
Allowance A	£2,353.50	£2,452.50	£3,136.50	£4,001.40	£4,174.20	£4,263.30	£4,382.10	£4,668.30	£4,854.60	£5,000.40
Allowance B	£588.38	£613.13	£784.13	£1,000.35	£1,043.55	£1,065.83	£1,095.53	£1,167.08	£1,213.65	£1,250.10
Total Salary 100%	£2,941.88	£3,065.63	£3,920.63	£5,001.75	£5,217.75	£5,329.13	£5,477.63	£5,835.38	£6,068.25	£6,250.50

NJC PAY SCALES from April 2019 (GREEN BOOK STAFF)

SCP	1 Apr 19
1	£17,364
2	£17,711
3	£18,065
4	£18,426
5	£18,795
6	£19,171
7	£19,554
8	£19,945
9	£20,344
10	£20,751
11	£21,166
12	£21,589
13	£22,021
14	£22,462
15	£22,911
16	£23,369
17	£23,836
18	£24,313
19	£24,799
20	£25,295
21	£25,801
22	£26,317
23	£26,999
24	£27,905
25	£28,785
26	£29,636
27	£30,507
28	£31,371
29	£32,029
30	£32,878
31	£33,799
32	£34,788
33	£35,934
34	£36,876
35	£37,849
36	£38,813
37	£39,782
38	£40,760
39	£41,675
40	£42,683
41	£43,662
42	£44,632
43	£45,591

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APPENDIX 5

Extract**Joint Negotiating Committee for Local Authority Craft & Associated Employees****CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including **1 April 2019** are as follows:

Apprentice Engineers & Electricians

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including **1 April 2016** are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1st Year	2nd Year	3rd Year	4th Year
	1 April 2019	1 April 2019	1 April 2019	1 April 2019
16 Yrs	£198.25 (55%)	£252.32 (70%)	£324.41 (90%)	£342.43 (95%)
17 Yrs	£198.25 (55%)	£288.36 (80%)	£324.41 (90%)	£342.43 (95%)
18 Yrs +	£288.36 (80%)	£306.38 (85%)	£324.41 (90%)	£342.43 (95%)

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APPENDIX 6

SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS**Auxiliary Firefighter pay will be made up of the following components:-**

- £1,000 per year retainer (paid in quarterly instalments of £250) for the availability of previous 3 months
- £1,000 per year for training attendance (paid in quarterly instalments of £250) for the attendance and compliance with training requirements
- £250 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,000 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,250 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,250 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a “Resilience Contract”. The salary will be between £2,000 and £3,250, depending on skill sets.

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GENDER PAY GAP STATEMENT – 30 MARCH 2019

SUMMARY

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication is 30 March, 2019.

This report details the legal background and requirements placed on the Fire & Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation, and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

The Gender Pay Gap Statement is presented in the report attached at Appendix 1.

RECOMMENDATIONS

That Members approve the 2019/2020 Gender Pay Gap Statement to be published by 30 March, 2019.

1. BACKGROUND

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, came into force from 6 April, 2017, where relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.
- 1.2 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).
- 1.3 The Authority must publish the information within 12 months of the 'snapshot date' of 31 March, meaning that the deadline for publication is 30 March, 2019. The prescribed information must be published on an annual basis.

- 1.4 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.
- 1.5 For the purposes of calculating the gender pay gap the Authority must identify which of its employees are 'relevant employees', and 'full-pay relevant employees'.
- 1.6 The Authority must base its gender pay gap calculations on pay data from a specific pay period.
- 1.7 Having collected details of all full-pay relevant employees' ordinary pay and bonus pay, the Authority must calculate each employee's hourly rate of pay.
- 1.8 The Authority must calculate the differences in mean pay, median pay, mean bonus pay, and median bonus pay between male and female employees.
- 1.9 The Authority must also identify the proportion of male and female employees in each pay quartile by reference to their hourly pay, and the proportion of male and female employees who were paid bonus pay.
- 1.10 The Authority must publish its gender pay gap information, together with a written statement confirming its accuracy, on its own website or a Government website. While there is no legal requirement to do so, the Authority may also publish a narrative to explain their gender pay gap information.
- 1.11 Although the Regulations contain no sanctions for non-compliance, the explanatory note to the Regulations states that non-compliance will constitute an unlawful act under s.34 of the Equality Act 2006.

2. ISSUES

The Reporting Metrics

- 2.1 The Authority must publish six metrics in respect of the 'relevant pay period'.
 - The difference in the mean hourly rate of pay between male and female full pay relevant employees.
 - The difference in the median hourly rate of pay between male and female full pay relevant employees.
 - The proportions of male and female full pay relevant employees in each of the four quartile pay bands.

- The difference in mean bonus pay between male and female relevant employees.
- The difference in median bonus pay between male and female relevant employees, and
- The proportions of male and female relevant employees who received bonus pay.

Each metric listed above must be expressed as a percentage figure.

- 2.2 The term ‘full-pay relevant employee’ is relevant only to the hourly pay calculations and quartile pay bands required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.3 A full-pay relevant employee is ‘a relevant employee who is not, during the relevant pay period, being paid at a reduced rate or nil as a result of the employee being on leave’. For these purpose ‘leave’ includes:- annual leave, maternity, paternity, adoption, parental or shared parental leave, sick leave, and special leave. ‘Special leave’ is not defined in the Regulations.
- 2.4 Consequently, employees who are absent from work during the relevant pay period because of leave, and who are in receipt of less than full pay as a result of that leave, are excluded for the purposes of calculating the differences in mean and median hourly pay between male and female employees. Such employees are also excluded from the employer’s calculations in respect of the quartile pay bands. Including such employees may result in a higher gender pay gap where the employer has a high number of employees on maternity leave, for example.
- 2.5 Regulation 3(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘ordinary pay’ as basic pay, allowances, pay for piecework, pay for leave, and shift premium pay. An allowance is defined as for example, London weighting, purchase, lease or maintenance of a vehicle or an allowance paid to recruit or retain an employee. Out-of-pocket expenses, for example travel or fuel costs, are excluded.
- 2.6 Regulation 4(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines ‘bonus pay’ as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, or relates to profit-sharing, productivity, performance, incentive or commission. The Regulations do not contain a requirement that bonus pay should be contractual. Therefore, both contractual and non-contractual bonus payments are covered by the Regulations.

**Gender Pay Gap Statement for South Wales Fire & Rescue Authority
– 30 March 2019**

- 2.7 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 30 March 2019. The statement summarises the required reporting metrics and the Authority's position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.
- 3.2 The assessment concluded that there is an impact based on the evaluation of the gender pay gap. This is being addressed through the Authority's review of organisational structures that includes an analysis of pay strategy, pay structures, job roles, job descriptions, and person specifications to include all related allowances to address any identified inequalities in pay and grades.

4. RECOMMENDATIONS

- 4.1 That Members approve the 2019/2020 Gender Pay Gap Statement to be published by 30 March, 2019.

Contact Officer: ACO Mark Malson Acting Director of People Services	Background Papers: Equality Act 2006 Equality Act 2019 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 Equality Act 2010 (Gender Pay Gap Information) Regulations 2017
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SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2018

From 2017 onwards, any UK organisation employing 250 or more employees has to publicly report on its gender pay gap. We are required to report on the mean and median gender pay gap and also a breakdown, by quartiles of the proportion of men and women in each quartile, based on hourly rate.

The gender pay gap is the difference between the average hourly rates of pay between males and females employees regardless of their role in the Service. This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid the same rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

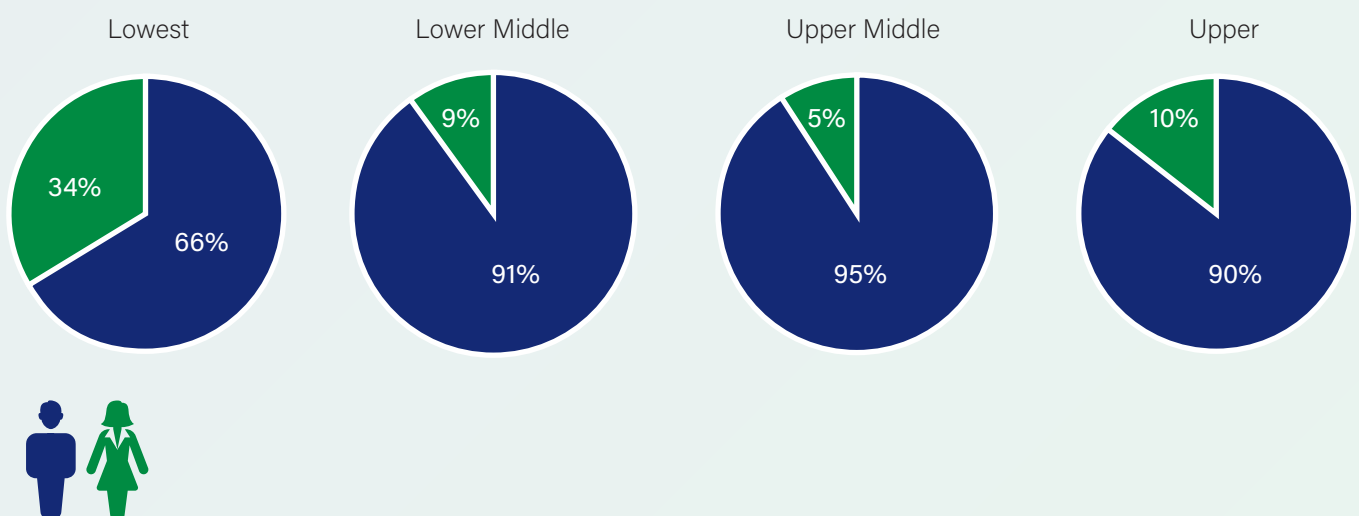
Mean and Median Data

Difference between men and women		
	Mean (Average)	Median (Mid Point)
Hourly rate	16.33% (17.57%)	14.38% (16.34%)

Note: The figures in brackets are the 2017 figures for comparison purposes.

The table above shows our overall mean (average) and median (mid-point) gender pay gap based on hourly rates of pay as at the 31st March 2018. It can be seen that there has been an improvement in the mean and median figures during 2018. This reflects the Service's success in increasing the number of employment contracts secured by female employees.

Pay Quartiles (based on hourly rates)



The above information illustrates the gender distribution at South Wales Fire and Rescue Service, as at 31st March 2018, as per Gender Pay Gap Reporting requirements.

SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2017

The gender pay gap is based on average pay of females and males, so one of the biggest causes of it can be the numbers of women and men in different roles and at different levels in the organisation.

For example: if the majority of employees in the upper pay levels are male and the majority of employees in the lower pay levels are female, there is likely to be a gender pay gap, even though everyone is being paid the correct pay for the roles they are undertaking.

Other reasons which may contribute to a gap include:

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay choices that are made at various points of an individual's working life

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in.

Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

As part of our Recruitment and Attraction Strategy, South Wales Fire & Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service.



Councillor Tudor Davies

Chairman, South Wales Fire and Rescue Authority

WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2019

SUMMARY

This report provides Members with an overview of the current position with regard to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Authority by the Welsh Language Commissioner on 30 September, 2016.

RECOMMENDATIONS




That Members note the information contained within the report.

1. BACKGROUND

- 1.1 As Members will be aware, under the Welsh Language (Wales) Measure 2011, Welsh Language Standards have been imposed upon Unitary Authorities, Fire & Rescue Authorities, and many other named public sector bodies.
- 1.2 On 30 September, 2016, the Authority received its Compliance Notice from the Welsh Language Commissioner, stating the specific Welsh Language Standards that have been made applicable to the Authority, and the timescales for the introduction of those Standards, the majority of Standards having a compliance date of 30 March, 2017.

2. ISSUES

- 2.1 From 31 May, 2018, a total of 151 standards have been specified in the Authority's Compliance Notice. A full breakdown of each standard is attached at Appendix 1.
- 2.2 Analysis of all the current standards using the traffic light system is presented below:-

Number of standards scoring in a Green category		136
Number of standards scoring in an Amber category		14
Number of standards scoring in a Red category		1
Total:		151

Key

● = compliant

● = resources/procedures yet to be allocated

● = non-compliant

- 2.3 The majority of the standards currently scoring as amber relate to translation work that has yet to be completed, and changes to internal procedures that are yet to be finalised.
- 2.4 Guidance documents for staff and other resources to assist in implementing the standards have been made available on a new 'Welsh Language Standards' page of the intranet.
- 2.5 The three Welsh Fire & Rescue Services have been collaborating on the introduction of the standards by sharing resources and solutions. The introduction of the standards has also led to new collaboration with all the Welsh Police Services in respect of Welsh language matters.
- 2.6 An application was made by South Wales Fire & Rescue Service on 14 February, 2018, challenging standards 118 and 123. Members will note that the Service was successful in this challenge, and this was confirmed by Welsh Language Commissioner on 31 May, 2018. The respective standards were:-

2.6.1 Standard 118 – You must ensure that:-

- (a) The text of each page of your intranet is available in Welsh.
- (b) Every Welsh language page on your intranet is fully functional, and
- (c) The Welsh language is treated no less favourable than the English language on your intranet.

2.6.2 Standard 123 – You must provide the interface and menus on your intranet pages in Welsh.

As a result of this outcome, the Commissioner determined to apply standard 119 instead, the imposition day being 30 September, 2018.

2.6.3 Standard 119 – This requires the Service to ensure that:-

- (a) The text of the homepage of your intranet is available in Welsh.

- (b) Any Welsh language text on your intranet's homepage (or where relevant, your Welsh language intranet homepage is fully functional, and
- (c) The Welsh language is treated no less favourable than the English language in relation to the homepage of your intranet.

2.7 A bespoke monitoring framework has been produced in order to ensure that the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards that have been imposed. The monitoring data collected will enable the Authority to conduct and publish an annual self-assessment against legal compliance. It will also highlight any areas for improvement.

3. FINANCIAL IMPLICATIONS

3.1 Because of the increased translation provisions required by the introduction of the new standards, it was recognised by the previous Authority Members that additional resources would be required to address this need. Subsequently, the Service appointed a temporary fulltime Welsh Language Translator post in addition to the existing permanent part-time Welsh Language Translator post that already exists on the corporate structure.

3.2 The fulltime temporary translator role is paid at Grade 9, which equates to a salary of £25,951-£27,668 p.a., plus on-costs. This post has been substantiated in the Service's Organisational Structure Review that was agreed by the full Fire Authority in September 2018.

3.3 The Service's Welsh Language Officer resigned from the organisation on 1 April, 2018. The Service has considered its obligations in respect of the Welsh Language Standards, and has sought to put in place alternative measures to address these. In this respect, an honorarium payment has been made to a member of the Human Resources Department to ensure our ongoing commitment to the Welsh Language, including the reviewing and updating of the Service's compliance with the Welsh Standards.

3.4 The in-house Welsh Language Tutor resigned from the organisation on 7 May, 2018. Despite attempts to fill this post the Service was unable to recruit a suitable candidate, and has, therefore, sought alternative options. Subsequently, employees have now enrolled on courses with providers sourced through the Welsh Government National Centre for Learning Welsh.

3.5 The arrangements outlined in 3.3 and 3.4 have resulted in a cost saving to the Service, and this has been reallocated into the development of

posts to create a new Learning & Development team within the HR department.

- 3.6 A total of eleven employees passed their Welsh examinations at the University of South Wales in the summer of 2018. Of the eleven students, five achieved the Mynediad (Entry) Level qualification, and six achieved the Sylfaen (Foundation) Level qualification. Additional employees have enrolled on Welsh language courses for the 2018/2019 period.

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.
- 4.2 There are positive impacts to the extent that Welsh speaking individuals from within all of the Protected Characteristic 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 note the contents of the report.

Contact Officer:	Background Papers:
Andrew Jones Head of Human Resources	Welsh Language Standards (No 5) Regulations http://senedd.assembly.wales/documents/s49297/CLA690%20-The%20Welsh%20Language%20Standards%20No.%205%20Regulations%202016.pdf Welsh Language (Wales) Measure 2011 http://www.legislation.gov.uk/mwa/2011/1/contents/enacted




South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan January 2019

This action plan has been compiled against the Welsh Language Standards (No 5) Regulations 2016 laid down for the three Fire and Rescue Authorities in Wales and other named bodies. The purpose of this review is to determine the extent to which SWFRS has achieved compliance with the standards and to identify any actions that need to be taken in order to achieve full compliance. Where possible, indicative costs are included.

The standards are grouped into 4 areas as described below:

- a **service delivery** standard
- a **policy making** standard
- an **operational** standard
- a **record keeping** standard

Under these areas, **151** individual standards have been imposed upon SWFRA by the Welsh Language Commissioner. Next to each individual standard is shown a simple “traffic light” system of green/amber/red to denote SWFRSA’s current level of compliance against the standards.

	Compliance achieved.
	Not compliant but work in progress to meet compliance.
	Non-compliant and no action plan in place to achieve compliance.




Service delivery standards

1 Standards relating to correspondence sent by a body.	Status	Comment
<p>(1) When a body replies to correspondence</p> <p>Standard 1 If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.</p>	●	Covered in Guidance for Staff
<p>(2) When a body initiates correspondence</p> <p>(c) When a body corresponds with several persons (for example, when it issues a circular, or sends the same letter to a number of homes).</p>		
<p>Standard 4 When you send the same correspondence to several persons, you must issue a Welsh language version of the correspondence at the same time as you send any English language version.</p>	●	Covered in Guidance for Staff
<p>(3) General standards relating to correspondence sent by a body.</p>		
<p>Standard 5 If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.</p>	●	Covered in Guidance for Staff

(3) General standards relating to correspondence sent by a body.	Status	Comment
<p>Standard 6 If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).</p>	●	Covered in Guidance for Staff
<p>Standard 7 You must state – (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to correspondence in Welsh, and that corresponding in Welsh will not lead to delay.</p>	●	Covered in Guidance for Staff
<p>2 Standards relating to telephone calls made and received by a body.</p> <p>(1) Telephone calls made to a body's main contact number and to any helplines or call centres.</p>		
<p>Standard 8 When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.</p>	●	Covered in Guidance for Staff

2 Standards relating to telephone calls made and received by a body. (1) Telephone calls made to a body's main contact number and to any helplines or call centres.	Status	Comment
Standard 9 When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	●	Not applicable to 999 or 112
Standard 10 When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff
Standard 12 When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance for Staff
Standard 13 If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	●	Compliant
Standard 14 When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	●	Covered in Guidance for Staff

2 Standards relating to telephone calls made and received by a body <i>continued.</i>	Status	Comment
(1) Telephone calls made to a body's main contact number and to any helplines or call centres.		
Standard 15 If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	●	N/A
Standard 16 Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	●	N/A
Standard 17 When there is no Welsh language service available on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	N/A	
(2) Telephone calls made to departments and to members of a body's staff.		
Standard 18 If a person contacts one of your departments on a direct line telephone number (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	●	Covered in Guidance for Staff

(2) Telephone calls made to departments and to members of a body's staff <i>continued</i>.	Status	Comment
Standard 20 When a person contacts you on a direct number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.		Covered in Guidance for Staff
(3) Telephone calls made by a body.		
Standard 21 When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.		Evidence required
(4) A body dealing with telephone calls using an automated system.		
Standard 22 Any automated telephone systems that you have must provide the complete automated service in Welsh.		0800 number Welsh to be first

3 Standards relating to a body holding meetings that are not open to the general public.	Status	Comment
(1) Meetings between a body and one other invited person.		
Standard 23 If you invite one person only ("P") to a meeting, you must offer to conduct the meeting in Welsh; and if P informs you that P wishes for the meeting to be conducted in Welsh, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Covered in Guidance to Staff
(2) Meetings between a body and more than one invited person.		
Standard 25 If you invite more than one person to a meeting, you must ask each person whether they wish to use the Welsh language at the meeting.	●	Covered in Guidance to Staff
Standard 25A If you have invited more than one person to a meeting, and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●	Covered in Guidance to Staff
Standard 25CH If you have invited more than one person to a meeting, and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Covered in Guidance to Staff

4 Standards relating to a body holding interviews that are not open to the general public.	Status	Comment
<p>(1) Interviews between a body and a person.</p> <p>Standard 26 If you invite or require a person (“P”) to attend an interview – (a) to assist you with an enquiry (for example as a witness to an event); or (b) if P has been arrested you must ask P whether P wishes to use the Welsh language at the interview, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff
<p>Standard 26A If you have invited or required a person “P” to attend an interview – (a) to assist you with an enquiry (for example as a witness to an event); or (b) if P has been arrested and P has informed you that P wishes to use the Welsh language at the interview, you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p>(2) Interviews between a body and more than one person.</p>		
<p>Standard 27 If you invite or require more than one person to attend an interview – (a) to assist you with an enquiry (for example as a witness to an event); or (b) if one or more of those persons has been arrested you must ask each person whether they wish to use the Welsh language at the interview, and inform them that you will, if necessary, provide a translation service from Welsh to English for that purpose.</p>	●	Covered in Guidance to Staff

(2) Interviews between a body and more than one person <i>cont'd.</i>	Status	Comment
<p>Standard 27A If you invite or require more than one person to attend an interview –</p> <p>(a) to assist you with an enquiry (for example as a witness to an event); or</p> <p>(b) if one or more of those persons has been arrested</p> <p>and if one or more of those persons has informed you that they wish to use the Welsh language at the interview you must arrange for a simultaneous translation service from Welsh to English to be available at the interview (unless you conduct the interview in Welsh without the assistance of a translation service).</p>	●	Covered in Guidance to Staff
<p>5 Standards relating to meetings arranged by a body that are open to the public.</p>		
<p>Standard 28 If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.</p>	●	Covered in Guidance to Staff
<p>Standard 29 When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.</p>	●	Covered in Guidance to Staff

5 Standards relating to meetings arranged by a body that are open to the public <i>continued</i>.	Status	Comment
<p>Standard 30 If you invite persons to speak at a meeting that you arrange which is open to the public you must –</p> <p>(a) ask each person invited to speak whether he or she wishes to use the Welsh language, and</p> <p>(b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).</p>	●	Covered in Guidance to Staff
<p>Standard 31 If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh –</p> <p>(a) that they are welcome to use the Welsh language, and</p> <p>(b) that a simultaneous translation service is available</p>	●	Covered in Guidance to Staff
<p>Standard 32 If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.</p>	●	Covered in Guidance to Staff

6 Standards relating to public events organised or funded by a body.	Status	Comment
Standard 33 If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	●	Covered in Guidance to Staff
Standard 34 If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	●	Covered in Guidance to Staff
7 Standards relating to a body's publicity and advertising.		
Standard 35 Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	●	Covered in Guidance to Staff
8 Standards relating to a body displaying material in public.		
Standard 36 Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	●	Covered in Guidance to Staff

9 Standards relating to a body producing and publishing documents.	Status	Comment
<p>Standard 38 Any documents that you produce for public use must be produced in Welsh.</p> <p>You must comply with standard 38 in every circumstance, except:</p> <ul style="list-style-type: none"> • Other papers which are available to the public which relate to board or authority meetings. [See standard 45] 	●	Covered in Guidance to Staff
<p>Standard 45 If you produce a document which is available to the public, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh –</p> <p>(a) if the subject matter of the document suggests that it should be produced in Welsh, or</p> <p>(b) if the anticipated audience, and their expectations, suggests that the document should be.</p>	●	Covered in Guidance to Staff
<p>Standard 46 If you produce a document in Welsh and in English, (whether separate versions or not) you must not treat any Welsh language version less favourably than you treat the English language version.</p>	●	Covered in Guidance to Staff
<p>Standard 47 If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.</p>	●	Covered in Guidance to Staff
10 Standards relating to a body producing and publishing forms.		
<p>Standard 48 Any form that you produce for public use must be produced in Welsh.</p>	●	Covered in Guidance to Staff
<p>Standard 48A If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.</p>	●	Covered in Guidance to Staff

10 Standards in relation to a body producing and publishing forms <i>continued.</i>	Status	Comment
Standard 48B If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	●	Covered in Guidance to Staff
11 Standards relating to a body's websites and on-line services. (1) Websites published by a body.		
Standard 49 You must ensure that – (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	●	Covered in Guidance to Staff
Standard 52 If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	●	Compliance verified 06.11.17

11 Standards relating to a body's websites and on-line services <i>continued.</i>	Status	Comment
(1) Websites published by a body <i>continued.</i>		
Standard 53 You must provide the interface and menus on every page of your website in Welsh.	●	Compliance verified 06.11.17
(2) Apps published by a body.		
Standard 54 All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	●	Compliant SWFRS does not produce apps
12 Standards relating to a body's use of social media		
Standard 55 When you use social media you must not treat the Welsh language less favourably than the English language.	●	Covered in social media policy published on Intranet
Standard 56 If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	●	Embedded in current practice

14 Standards relating to signs displayed by a body	Status	Comment
Standard 58 When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	●	Covered in Guidance to Staff
Standard 59 When you erect a new sign or renew a sign (including temporary signs), which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	●	Covered in Guidance to Staff
Standard 60 You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	●	Compliant through translation procedure
15 Standards relating to a body receiving visitors at its buildings.		
Standard 61 Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.	●	Compliant Welsh essential posts cover reception
Standard 64 You must display a sign in your reception area which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	●	Compliant Signs purchased and placed

15 Standards relating to a body receiving visitors at its buildings.	Status	Comment
Standard 65 You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	●	Compliant
16 Standards relating to official notices made by a body		
Standard 66 Any notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	●	Covered in Guidance to Staff
Standard 67 When you publish or display a notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	●	Compliant
17 Standards relating to a body awarding contracts		
Standard 73 Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version. You must comply with standard 73 in the following circumstance (a) If the subject matter of the invitation to tender suggests that it should be produced in Welsh, or (b) If the anticipated audience, and their expectations, suggests that the text should be produced in Welsh.	●	Covered in Guidance to Staff
Standard 74 When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	●	Covered within Invitation to Tender documentation

17 Standards relating to a body awarding contracts	Status	Comment
Standard 74A You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	●	Covered in Guidance to Staff
Standard 76 If you receive a tender in Welsh and it is necessary to interview a tenderer as part of your assessment of the tender, you must – (a) Offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview and, (b) If the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	●	Covered in Guidance to Staff
Standard 77 When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	●	Covered in Guidance to Staff
17 Standards for raising awareness about Welsh language services provided by a body.		
Standard 78 You must promote any Welsh language service that you provide, and advertise that service in Welsh.	●	Covered in Guidance to Staff
Standard 79 If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	●	Covered in Guidance to Staff

19 Standard relating to a body's corporate identity.	Status	Comment
Standard 80 When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance to Staff
20 Standards relating to courses offered by a body.		
Standard 81 If you offer an education course that is open to the public, you must offer it in Welsh.	●	Covered in Guidance to Staff
21 Standard relating to public address systems used by a body.		
Standard 84 When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	Covered in Guidance to Staff

Policy Making Standards

1 Standards relating to considering the effects of a body's policy decisions on the Welsh language.	Status	Comment
<p>Standard 85 When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p>Standard 86 When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published
<p>Standard 87 When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on-</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Added to new ERA procedure, but new ERA procedure and forms not yet published

Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.	Status	Comment
<p>Standard 88 When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p>Standard 89 When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would have positive effects, or increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p>Standard 90 When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, how the policy under consideration could be formulated or altered so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

1 Standards relating to considering the effects of a body's policy decisions on the Welsh language <i>continued</i>.	Status	Comment
<p>Standard 92 When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p>Standard 93 When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effect, or so that it would have increased positive effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff
<p>Standard 94 When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on –</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	●	Covered in Guidance to Staff

Operating Standards

1 Standards relating to the use of the Welsh language within a body's internal administration.	Status	Comment
Standard 95 You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	●	Compliant, policy produced and published on the Intranet.
Standard 96 When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	●	Compliance verified by Mark Malson
Standard 97 You must – (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	●	Compliance verified by Mark Malson
Standard 98 You must ask each employee whether he or she wishes to receive documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
Standard 99 You must ask each employee whether he or she wishes to receive documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson

1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.	Status	Comment
Standard 100 You must ask each employee whether he or she wishes to receive documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	●	Compliance verified by Mark Malson
Standard 101 You must ask each employee whether he or she wishes to receive application forms that record and authorise – (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	●	Compliance verified by Mark Malson
Standard 102 If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	●	Awaiting translation
Standard 103 If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	●	Awaiting translation
Standard 104 If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	●	Awaiting translation
Standard 105 If you publish a policy relating to performance management, you must publish it in Welsh.	●	Awaiting translation

1 Standards relating to the use of the Welsh language within a body's internal administration <i>continued</i>.	Status	Comment
Standard 106 If you publish a policy about absence from work, you must publish it in Welsh.	●	Awaiting translation
Standard 107 If you publish a policy relating to working conditions, you must publish it in Welsh.	●	Awaiting translation
Standard 108 If you publish a policy regarding work patterns, you must publish it in Welsh.	●	Awaiting translation
2 Standards relating to complaints made by a member of a body's staff.		
Standard 109 You must allow each member of staff – (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or her.	●	Compliance verified by Mark Malson
Standard 109A You must state in any document that you have that sets out your procedures for making complaints that each member of staff may – (a) to make a complaint to you in Welsh, and (b) to respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	●	Compliance verified by Mark Malson
Standard 110 When you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must – (a) offer to conduct that meeting in Welsh, and (b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	●	Compliance verified by Mark Malson

2 Standards relating to complaints made by a member of a body's staff <i>continued</i>.	Status	Comment
<p>Standard 112 When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff –</p> <p>(a) made the complaint in Welsh,</p> <p>(b) responded in Welsh to a complaint about him or about her,</p> <p>(c) asked for a meeting about the complaint to be conducted in Welsh, or</p> <p>(ch) asked to use the Welsh language at a meeting about the complaint.</p>	●	Compliance verified by Mark Malson
3 Standards relating to a body disciplining staff.		
<p>Standard 113 You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.</p>	●	Compliance verified by Mark Malson
<p>Standard 113A You must –</p> <p>(a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her, and</p> <p>(b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.</p>	●	Compliance verified by Mark Malson

3 Standards relating to a body disciplining staff <i>continued</i>.	Status	Comment
<p>Standard 115 If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must –</p> <p>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and</p> <p>(b) explain that you will provide a translation service for that purpose if it is required;</p> <p>and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).</p>	●	Compliance verified by Mark Malson
<p>Standard 116 When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff –</p> <p>(a) responded to allegations made against him or against her in Welsh,</p> <p>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or</p> <p>(c) asked to use the Welsh language at a meeting regarding the disciplinary process.</p>	●	Compliance verified by Mark Malson

4 Standards relating to a body's information technology and about support material provided by a body, and relating to the intranet.	Status	Comment
Standard 117 You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh languages interfaces for software (where an interface exists).	●	Covered in Guidance to Staff
Standard 119 You must ensure that – (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or where relevant, your Welsh language intranet homepage is fully functional and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	●	Replaces Standard 118. Imposition Day 30 September 2018
Standard 121 If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	●	Challenge pending / Imposition Day 30 September 2018
Standard 122 You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	●	Compliant
5 Standards relating to a body developing Welsh language skills through planning and training its workforce.		
Standard 124 You must assess the Welsh language skills of your employees.	●	In progress

5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.	Status	Comment
<p>Standard 125 You must provide training in Welsh in the following areas, if you provide such training in English –</p> <ul style="list-style-type: none"> (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; (dd) health and safety 	●	Action plans required from Training for (ch) and (dd)
<p>Standard 126 You must provide training (in Welsh) on using Welsh effectively in –</p> <ul style="list-style-type: none"> (a) meetings; (b) interviews; (c) complaints and disciplinary procedures. 	●	In design stage
<p>Standard 127 You must provide opportunities during working hours –</p> <ul style="list-style-type: none"> (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers. 	●	Compliant for (a), package to meet compliance for (b) in design stage

5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.	Status	Comment
Standard 128 You must provide opportunities for staff who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	●	Compliant through Welsh Language Skills Training Strategy
Standard 129 You must provide training courses so that your staff can develop – (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	●	In design stage
Standard 130 When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	●	Compliant through session on induction
Standard 131 You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	●	Covered in Guidance to Staff
Standard 132 You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unable to respond to e-mail messages.	●	Covered in Guidance to Staff

6 Standards relating to a body recruiting and appointing	Status	Comment
Standard 133 You must make available to members of staff who are able to speak Welsh a badge for them to wear to convey that.	●	Compliant
Standard 133A You must promote to members of staff the wearing of a badge that conveys that a member of staff is able to speak Welsh.	●	Covered in Guidance to Staff
Standard 134 When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply – (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary	●	Compliance verified by Mark Malson
Standard 134A If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must – (a) specify that when advertising the post, and (b) advertise the post in Welsh.	●	Compliance verified by Mark Malson
Standard 135 When you advertise a post, you must state that applications may be made in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	●	Compliance verified by Mark Malson

6 Standards relating to a body recruiting and appointing <i>continued</i>.	Status	Comment
<p>Standard 135A If you publish – (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.</p>	●	Compliance verified by Mark Malson
<p>Standard 135B You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing applicants of decisions).</p>	●	Compliance verified by Mark Malson
<p>Standard 137 You must ensure that your application forms for posts – (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the individual wishes to use the Welsh language, at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).</p>	●	Compliance verified by Mark Malson

6 Standards relating to a body recruiting and appointing <i>continued.</i>	Status	Comment
Standard 138 When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	●	Compliance verified by Gill Goss
7 Standards relating to signs displayed in a body's workplace.		
Standard 139 When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not be treat the Welsh language text less favourably than the English language text.	●	Compliance verified by Mark Malson
Standard 140 When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh-language text must be positioned so that it is likely to be read first.	●	Covered in Guidance for Staff
Standard 141 You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	●	Covered in Guidance for Staff
8 Standard relating to audio announcements and messages in a body's workplace.		
Standard 142 When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	●	N/A SWFRS does not do this

Record Keeping Standards

1 Standards relating to a body keeping records	Status	Comment
<p>Standard 143 You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.</p>	●	Compliance verified by Mark Malson
<p>Standard 144 You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.</p>	●	Compliance verified by Mark Malson
<p>Standard 145 You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).</p>	●	Compliance verified by Mark Malson
<p>Standard 146 You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.</p>	●	Compliance verified by Mark Malson
<p>Standard 147 You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.</p>	●	In progress

1 Standards relating to a body keeping records <i>continued</i>.	Status	Comment
<p>Standard 148 You must keep a record, for each financial year of – (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 125), and (b) if a Welsh version of a course was offered by you in accordance with standard 125 the percentage of the total number of staff attending the course who attended that version.</p>	●	Compliance verified by Mark Malson
<p>Standard 149 You must keep a record of the number of members of staff who wear a badge (made available to them in accordance with standard 133) at the end of each financial year.</p>	●	Compliance verified by Mark Malson
<p>Standard 150 You must keep a copy of every assessment that you carry out (in accordance with standard 134) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.</p>	●	Compliance verified by Mark Malson
<p>Standard 151 You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 134) as posts where – (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt; (c) Welsh language skills are desirable: or (ch) Welsh language skills are not necessary</p>	●	Compliance verified by Mark Malson

Supplementary Matters

Service Delivery Standards

1 A body publicising service delivery standards	Status	Comment
<p>Standard 152 You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public</p>	●	Compliant
2 A body publishing a complaints procedure		
<p>Standard 153 You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <p style="padding-left: 20px;">i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p style="padding-left: 20px;">ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Compliance verified by Mark Malson

3 A body publishing arrangements for oversight, promotion etc.	Status	Comment
<p>Standard 154 You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply, ii) promoting the services that you offer in accordance with those standards, and iii) facilitating the use of those services. <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	<p>Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority</p>

4 A body producing an annual report regarding service delivery standards.	Status	Comment
<p>Standard 155</p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

5 A body publicising the way it intends to comply with service delivery standards	Status	Comment
Standard 156 You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	●	Compliant
6 A body providing information to the Welsh Language Commissioner		
Standard 157 You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	●	Compliant

Policy Making Standards

7 A body publicising policy making standards	Status	Comment
Standard 158 You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant

8 A body publishing a complaints procedure	Status	Comment
<p>Standard 159 You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"> i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and ii) how you will provide training for your staff in relation to dealing with those complaints <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Compliance verified by Mark Malson

9 A body publishing arrangements for oversight	Status	Comment
<p>Standard 160 You must –</p> <p>(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply.</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority
<p>10 A body producing an annual report regarding policy making standards.</p>		
<p>Standard 161</p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available –</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

11 A body publicising the way it intends to comply with policy making standards	Status	Comment
Standard 162 You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	●	Compliant
12 A body providing information to the Welsh Language Commissioner		
Standard 163 You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the policy making standards with which you are under a duty to comply.	●	Compliant

Operational Standards

13 A body publicising operational standards	Status	Comment
Standard 164 You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant

14 A body publishing a complaints procedure	Status	Comment
<p>Standard 165 You must –</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters –</p> <ul style="list-style-type: none"> i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and ii) how you will provide training for your staff in relation to dealing with those complaints, and <p>(b) publish a document that records that procedure on your intranet.</p>	●	Compliance verified by Mark Malson
15 A body publishing oversight arrangements, promotion etc.		
<p>Standard 166 You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> i) overseeing the way you comply with the operational standards with which you are under a duty to comply, ii) promoting the services that you offer in accordance with those standards, and iii) facilitate the use of those services, and <p>(b) publish a document that records that procedure on your intranet.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority

16 A body producing an annual report regarding operational standards.	Status	Comment
<p>Standard 167</p> <p>(1) You must produce a report (an “annual report”), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) –</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of records you kept in accordance with Standard 147);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of records you kept in accordance with standard 148);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 148);</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority




16 A body producing an annual report regarding operational standards <i>continued</i>.	Status	Comment
<p>Standard 167 <i>continued</i> (ch) the number of members of staff who wear a badge at the end of the financial year (on the basis of records you kept in accordance with standard 149); (d) the number of new and vacant posts that you advertised during the year which were categorised as posts where – (i) Welsh language skills were essential, (ii) Welsh language skills needed to be learnt when appointed to the post, (iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary (on the basis of the records you kept in accordance with standard 151); (dd) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available – (a) on your website; and (b) in each of your offices that are open to the public.</p>	●	Monitoring framework designed and awaiting MM approval

17 A body publicising the way it intends to comply with operational standards	Status	Comment
Standard 168 You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	●	Compliant
18 A body providing information to the Welsh Language Commissioner		
Standard 169 You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the operational standards with which you are under a duty to comply.	●	Compliant

Record Keeping Standards

21 A body publicising record keeping standards	Status	Comment
Standard 170 You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available – (a) on your website, and (b) in each of your offices that are open to the public	●	Compliant
22 A body providing information to the Welsh Language Commissioner		
Standard 176 You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	●	Compliant

Based on the evidence above, the following is an overview of the position of SWFRS in relation to the 152 standards imposed:

		SWFRS
Number of draft standards scoring in a Green category		136
Number of draft standards scoring in an Amber category		14
Number of draft standards scoring in a Red category		1

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

AGENDA ITEM NO 8
18 FEBRUARY 2019

TRAINING & DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME STRATEGY

SUMMARY

This report provides Members with an updated position on current and proposed Third Party Income Generation within the Training & Development department for the Service during the current financial year.

RECOMMENDATION

That Members consider the contents of the report.

1. BACKGROUND

- 1.1 The purpose of the report is to inform Fire & Rescue Authority Members of the HR & Equalities Committee with an updated position on current and proposed Third Party Income Generation within the Training & Development department for the Service during the current financial year.
- 1.2 This current financial year has continued to see consistent Third Party Income activity for the Service with some existing contracts continuing, previous customers returning for further training, and some potential customers being explored.

2. CURRENT POSITION

- 2.1 Recent issues of note within the Private Finance Initiative (PFI) partnership between South Wales Fire & Rescue Service and its private partners, Babcock International at Cardiff Gate Training Centre (CGTC) include:-
 - Cardiff Gate Training & Development Centre has provided a mix of technical and short course training activities for a diverse range of external organisations throughout the year.
 - Ongoing development work with Babcock International to speed up the process of dealing with initial business enquiries, and acknowledging sector expertise within South Wales Fire & Rescue Service, to utilize a spreadsheet and pricing mechanism which delivers an appropriate quote to the enquirer. This has enabled the PFI partnership to deal with any Third Party Income query in a more efficient and professional manner.

3. CURRENT COMMERCIAL TRAINING ACTIVITY

- 3.1 The Environment Agency (EA) (England) just completed their fourth year of training with South Wales Fire & Rescue Service, and this has seen an extension to their original 3 year contract. Their operational and strategic managers attend the Operational & Strategic Incident Management course, which is a component of the Incident Command Training Framework.
- 3.2 To date within this financial year a number of Strategic & Officer Incident Management courses have taken place at Cardiff Gate with no further Environment Agency courses planned for the future. This is primarily due to the Environment Agency renegotiating a new contract with the external market, and Babcock not tending for the contract.
- 3.3 The current financial year received income of £41,859 from the Environment Agency (Shared Services Connect).
- 3.4 South Wales Fire & Rescue Service Training & Development department have also recently completed an 11 week Initial Trainee programme for 21 Cambridgeshire and Peterborough Fire Authority (Cambs FRS) initial trainees. This is the fifth year in succession that Cambs FRS have requested such training at the Cardiff Gate facility.
- 3.5 However, it must be noted that there is now a completely different apprenticeship model operating in England than in Wales, and as such it is highly likely that no further Cambridgeshire FRS courses will be facilitated within South Wales Fire & Rescue Service due to different funding streams, and the requirements within these funding streams. In addition, the current recruitment requirements for South Wales Fire & Rescue Service initial firefighter courses will also prohibit facilitating such additional courses for other Services.
- 3.6 The income received from previous Cambridgeshire Fire & Rescue Services covers the cost of utilizing the facilities at Cardiff Gate, hotel accommodation for the trainees during the 11 week period in a nearby hotel, as well as the catering costs incurred through the course. South Wales Fire & Rescue Service also claim their staff recovery costs.

4. PROPOSED CONTRACT NEGOTIATION

4.1 Training Contract Negotiation

- 4.1.1 Following the change in landscape for apprenticeships across England, and the change in direction from Environmental Agency (England), no further high income contracts are being negotiated.

This is also compounded by the attrition rates within South Wales Fire & Rescue Service, and the number of initial firefighter courses required to maintain appropriate staffing levels.

5. FINANCIAL IMPLICATIONS

5.1 The total figures for 2018/2019 are as follows:-

Third Party Income (TPI) Generation Profile 2018/2019

April 2018 – December 2018	£254,811
SWFRS Staff Recovery Costs to date	£74,007
Current Contribution to Partnership	£79,509
Projected TPI December 2018 - March 2019	£5,000
Total Income – Staff Recovery & Contribution	£113,762
Projected Income April 2018 - March 2019	£259,811

6. EQUALITY RISK ASSESSMENT

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

7. RECOMMENDATION

7.1 That Members consider the contents of the report.

Contact Officer: AM Ian Greenman Head of Training & Development	Background Papers: None
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SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ASSISTANT
CHIEF OFFICER PEOPLE SERVICES

AGENDA ITEM NO 9
 18 FEBRUARY 2019

FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT
CIRCULARS 2018/2019

SUMMARY

Under the terms of the Public Services Pension Act 2013 (PSPA 2013), the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters Pension Schemes and as such needs to identify through which mechanism it intends to fulfil its role and obligations.

Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. These e-mails and circulars can cover a variety of areas, including all aspects of Firefighters Pension Schemes, and have to be noted or actioned as appropriate. This report sets out the current requirement for Firefighters Pension Schemes managerial and administrative actions.

RECOMMENDATIONS

1. Members accept the Welsh Government (Firefighters' Pension Scheme Circulars and e-mails) that have been received in the 2018/2019 year.
2. Members note the actions that have been implemented for each of the circulars.

1. BACKGROUND

- 1.1 Firefighter pensions are devolved to Welsh Ministers under the Fire and Rescue Services Act 2004. The current Pension Schemes for Firefighters in Wales: - the Firefighters Pension Scheme 1992 (FPS), the New Firefighters Pension Scheme 2007 (NFPS 2007), the Firefighters' Pension Scheme (Wales) 2015, and the Modified Pension Scheme.
- 1.2 The PSP Act 2013 received Royal Assent on 25 April 2013, and has led to the reform of Public Service Pension Schemes based on the recommendations outlined by the Independent Public Service Committee led by Lord Hutton.
- 1.3 The PSPA 2013 sets out the arrangements for the creation of Schemes for the payment of pensions and other benefits. The PSPA 2013 provides powers to Ministers to create such Schemes according to a common framework of requirements. The PSPA 2013 gives powers to

the Pensions Regulator to operate a system of independent oversight of the operation of these Schemes.

- 1.4 Under the terms of the PSPA 2013, the Fire & Rescue Authority is the recognised Scheme Manager, and as such needs to identify through which mechanism it intends to fulfil all its role and obligations.

2. ISSUES

- 2.1 The South Wales Fire & Rescue Authority is the designated 'Scheme Manager', and as the administering authority for the Firefighters Pension Fund is responsible for ensuring the effective management of the Schemes, including any changes.
- 2.2 South Wales Fire & Rescue Authority has duly authorised Rhondda Cynon Taff Pensions Section to be its 'Scheme Administrator'. The Pensions Section administers all the relevant Public Sector Pension Schemes on behalf of South Wales Fire & Rescue Authority via a service level agreement.
- 2.3 Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire and Rescue Authorities, electronically in a standard circular template which are intended to be a means to ensure that messages are conveyed to the Fire & Rescue Service are clear and consistent.
- 2.4 These e-mails and circulars encompass a wide variety of issues and areas and as such there is a requirement that they are consistently and efficiently applied by the Scheme Manager in order to ensure the integrity of the relevant Schemes and the proper exercise of discretionary powers where appropriate.
- 2.5 The Appendix 1 attached to the report is a table of Welsh Government (Firefighters' Pension Scheme Circulars) that have been received since the beginning of the municipal year. The table contains comments to advise Members of the actions that have been implemented. This table will be updated regularly and brought to Members for information and action. The non-shaded rows are those which have been received since the last report.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial matters to report at this time.

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the future roles and responsibilities associated with the governance of the Firefighters' Pension Schemes.
- 4.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel at this juncture.

5. RECOMMENDATIONS

- 5.1 Members accept the Welsh Government (Firefighters' Pensions Scheme Circulars and e-mails) that have been received in the 2018/2019 year.
- 5.2 Members note the actions that have been implemented for each of the circulars.

Contact Officer:	Background Papers:
ACO Mark Malson Acting Director of People Services	None

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HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS & E-MAILS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2018/2019

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRS(2019)01	Firefighters’ Pension Schemes (Wales) Revised Added Years/Added Pension and Continual progression Development Factors	15 Jan 2019	This circular provides replacement factor tables for Added Years / Added Pension and Continual Progression Development as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018, which required immediate action.	This circular has been circulated to all relevant officers and RCT Pension Administrators to ensure the current factors are applied. Completed
W-FRSC(2018)12	Indexation of Public Service Pension Schemes – Updated HM Treasury Direction	7 Dec 2018	This circular provides a link to the UK Government’s latest guidance for the indexation of public service pensions and amended HM Treasury direction under section 59A Social Security Pensions Act 1975.	This circular has been circulated to all relevant officers and RCT Pensions Administrators for their attention. Completed

NO	TITLE	DATE	SUMMARY	COMMENT
W- FRSC(2018)11	Firefighters' Pension Schemes (Wales) – Revised Cash Equivalent Transfer Values (CETV) Calculations	6 Dec 2018	This circular provides revised Cash Equivalent Transfer Values (CETV) calculations as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018.	This circular has been circulated to all relevant officers and RCT Pension Administrators for their attention. Completed
W- FRSC(2018)10	Firefighters Pension Schemes (Wales) – Change to SCAPE Discount Rate & Resulting Changes to Actuarial Factors – Suspending CETV Calculations – 1992 Scheme Revised Commutation Factors	1 Nov 2018	This circular provides advice on immediate handling of Actuarial Factors and associated calculations as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.	This circular has been circulated to all relevant officers and RCT Pensions Administrators, and the actions implemented. Completed.

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRSC (2018)09	Firefighters Pension Account Estimates	25 Oct 2018	This circular requests each Fire & Rescue Authority (FRA) to complete the financial and non-financial sections of pensions form (FPF1) by 121 November 2018.	Actioned and completed
Firefighter Pensions Schemes Wales Valuation	GAD briefing note	20 Sept 2018	Provisional valuation results from GAD	A full report has been provided to the Authority and Local Pension Board on 21 January, 2019, and regular updates will continue until completion of the valuation exercise.
W-FRSC (2018)06	Financial Arrangements for Firefighter Pensions Top Up Grant Forms	11 June 2018	FPF forms amended.	This circular has been actioned by Mark Malson. COMPLETED
W-FRSC (2018)08	Code of Practice on Workforce Matters – Annual Monitoring Exercise	18 May 2018	This circular concerns the Code of practice on Workforce Matters, more commonly known as the Two-Tier Code. The annual monitoring returns under that Code are now due.	This circular has been actioned by Mark Malson. COMPLETED

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRSC (2018)07	Amendments to the 1992 and 2007 Firefighters' Pension Schemes and the 2007 Compensation Scheme, covering eligibility for survivor benefits	11 May 2018	<p>The circular provides information about changes to benefits for certain survivors of deceased members of the various Firefighters' pension schemes. These changes are reflected in the following instruments:-</p> <ul style="list-style-type: none"> • The Firefighters' Pension Scheme and Compensation Scheme (Wales) Amendment Order 2018 http://www.legislation.gov.uk/id/wsi/2018/577 and • The Firefighters' Pension Scheme (Wales) (Amendment) Regulations 2018 http://www.legislation.gov.uk/uk/wsi/2018/576 <p>Both of which have now been made, and will come into force on 1 June, 2018. However, most of the changes have retrospective effect.</p>	This circular has been forwarded to RCT Pensions for auctioning if there are affected cases. COMPLETED.

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRSC (2018)06	Financial Arrangements for Firefighter Pensions –Top-Up Grant Forms 2018-2019	25 April 2018	<p>This circular requests each Fire & Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2018-19 (FPF1) by 20 June 2018.</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2016/17 (FPF3) and 2017/18 (FPF2) and interim payment for 2018-19 (FPF1).</p>	This circular has been actioned with forms FPF2 and FPF3 returned to Welsh Government. COMPLETED.
Circular NJC/3/18	Inclusive Fire Service Group	21 March 2018	This circular sets out the NJC For Local Authority Fire & Rescue Services to initiate a national campaign covering the full range of the modern Firefighter role, and what the Fire Service does in order to inform perception, ?? information on recruitment requirements.	For information only.
W-FRSC (2018)03	Public Service Pension Indexation and Revaluation 2018	2 March 2018	This circular informs you of the increase in Public Service Pension Indexation and Revaluation which will take effect from 9 April 2018.	This circular has been forwarded to RCT pensions for actioning. COMPLETED

NO	TITLE	DATE	SUMMARY	COMMENT
W-FRSC (2018)02	Firefighters' Pensions – Employee Contribution Rates 2018-19	28 Feb 2018	This circular reminds FRAs of changes to employee contribution rates from 1 April 2018 (as set out in Circular W-FRSC(2015)10 issued on 21 April 2015)	This circular was sent to RCT pensions for actioning. COMPLETED
W-FRSC (2018)01	Firefighters' Pension Schemes (Wales) – GMP Indexation and Equalisation: Impact on calculations using actuarial factors	2 Feb 2018	This circular provides a link to the UK Government announcement extending the interim solution announced in 2016 in relation to GMP indexation and equalisation to 2021. It also outlines the impact on Firefighter pension calculations which use actuarial factors.	This circular has been forwarded to the Service's Treasurer and RCT pensions for actioning. COMPLETED

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

AGENDA ITEM NO 10
18 FEBRUARY 2019

**TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE
BEHAVIOUR TRAINING (CFBT) PROJECT UPDATE**

SUMMARY

This report provides Members with an updated position on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate.

RECOMMENDATION

That Members consider the contents of the report.

1. BACKGROUND

- 1.1 The purpose of the report is to update Fire & Rescue Authority Members of the HR & Equalities Committee on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate.

2. CURRENT POSITION

- 2.1 The construction phase of the project commenced on the 10 September 2018. This Build phase is scheduled to last for 42 weeks.
- 2.2 Regular monthly meetings commenced on the 11 October with our key project partners. These progress meetings provide an opportunity for the key partners to update on progress against the construction programme.
- 2.3 The Service continues to work with its key project partners to agree final design features. This includes doors designs and operation, functionality of internal safety systems, electrical and information technology requirements within the classroom.

3. RECENT ACTIVITY AND PROGRESS

- 3.1 The main building and classroom foundations have been completed along with the Service trench works to the main building.
- 3.2 The main rear retaining wall has been completed. This retaining wall is integral to the main substructure of the building.

- 3.3 The first floor slab including the internal walls has been completed, poured and sample tested prior to removing the supporting shuttering to commence construction on the second floor slab.
- 3.4 The columns for the sub and superstructure up to and including the second floor have been completed.
- 3.5 The tarmac base course for the access road has been applied to mitigate mud spill on and off site.
- 3.6 The project is currently on schedule for a 42 week completion date. Following completion of the build we will commence a testing, commissioning and training cycle to ensure the facility is fit for purpose. Following this extensive period of testing, the practical completion and handover will take place in August 2019.

4. GOVERNANCE STRUCTURE OF CFBT PROJECT

- 4.1 The following programme of work has now been completed to ensure appropriate governance:-
 - Monthly meetings for all stakeholders
 - Project Management Monthly reports for TC Group
 - Maintenance of Risk Register
 - Design team sign off on all key decisions through a collaborative approach
 - Timeline of key dates for wider scrutiny
 - Regular update to Executive Leadership Team and Project Board
- 4.2 The Compartment Fire Behaviour Training Programme Design team consists of:-
 - South Wales Fire & Rescue Service and Babcock, its Private Finance Initiative (PFI) partner
 - TC Consult – Project Managers and Employers Agent – whose role is to administer the contract and protect the interests of the Service
 - ISG – Appointed contractor
 - Lawray – Appointed architect, and now novated across to ISG
 - Damian Barry – Planning advisor
 - SJS – Steve Smith, Lead Specialist Compartment Fire Behaviour (CFB) Consultant

5. THE WAY FORWARD

- 5.1 Preparing for the procurement of the facilities management element of the facility.

5.2 The pre-qualification questionnaire (PQQ) was issued on the 20 December 2018.

5.3 Ongoing discussions to finalise practical completion arrangements for the project.

6. FINANCIAL IMPLICATIONS

6.1 ISG have provided the Service with a final projected build cost.

7. EQUALITY RISK ASSESSMENT

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

8. RECOMMENDATION

8.1 That Members consider the contents of the report.

Contact Officer:	Background Papers:
AM Ian Greenman Head of Training & Development	None

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**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2018/2019**

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
All Wales People & Organisational Development Strategy 2018-2021	To provide members with an update on the agreed All Wales Strategy for 2018/2021	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented
Review of Training & Development Department Activities for 2017/2018	To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Occupational Health Activity Report 2017/2018	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS Contact Officer: Andrew Jones/Lyndon Davies	16 July 2018	Presented
liP. – Report and Presentation	To provide Members with an overview of the outcome of the liP Assessment conducted in 2017 and future actions.	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented
Mental Health Strategy – Organisational Procedure & Delivery Plan	To provide Members with an overview of the mental health strategy and delivery plan to support the workforce.	ACO PS Contact Officer: Andrew Jones/Jan Nancarrow	16 July 2018	Presented
NJC for Brigade Managers Salaries and Numbers Survey 2017	To provide Members with an update on the NJC annual survey of FRA's Brigade	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	Managers roles in terms of gender, ethnic origin, age, and the use of Gold Book terms and conditions.			
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented
All Wales Operational Assurance & Peer Assessment Report 2017-2018	To update Members of the All Wales Ops Assurance Peer Assessment	ACO PS Contact Officer: Alison Kibblewhite	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Report on Absence Management	Purpose is to update Members on the incidence of sickness absence across the Service.	ACO PS Contact Officer: Andrew Jones/Jan Nancarrow	19 November 2018	Presented
Annual Report on Discipline & Grievances	Purpose is to update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service.	ACO PS Contact Officer: Andrew Jones/Gill Goss	19 November 2018	Presented
Annual Update on the Strategic Equality Plan	Purpose is to update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people.	ACO PS Contact Officer: Andrew Jones/Carey Wood	19 November 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Equality Report	Purpose is to provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement.	ACO PS Contact Officer: Andrew Jones/Carey Wood	19 November 2018	Presented
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	19 November 2018	Presented
CFBT Project Update & Presentation	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	19 November 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Leadership Development Programme	To update Members on the development modules in respect of the future leaders of the Service	ACO PS Contact Officer: Ian Greenman	19 November 2018	Presented
Annual Pay Policy Statement 2019/2020	Purpose is to inform Members and to enable the Service's Policy to be evaluated	ACO PS Contact Officer: Mark Malson	18 February 2019	On Agenda
Gender Pay Gap Statement	Purpose is to update Members on the analysis of the gender pay gap across the Service	ACO PS Contact Officer: Mark Malson	18 February 2019	On Agenda
Inclusive Fire Service Strategy	Purpose of this report is to update Members on progress against the Inclusive Fire Service Delivery Plan	ACO PS Contact Officer: Andrew Jones/Carey Wood	18 February 2019	Deferred to next meeting

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Welsh Language Report	The purpose of this report is to update members on the Service's compliance and progress with the Welsh Language Standards	ACO PS Contact Officer: Andrew Jones	18 February 2019	On Agenda
Third Party Income Strategy	Purpose is to update Members on current arrangements affecting TPI.	ACO PS Contact Officer: Ian Greenman	18 February 2019	On Agenda
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	18 February 2019	On Agenda
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	18 February 2019	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Apprenticeship Levy	To update Members on the current progress on the apprenticeship levy for SWFRS	ACO PS Contact Officer: Ian Greenman	18 February 2019	This report has been deferred to the next meeting due to a key meeting with the Apprenticeship provider taking place on 26 January, 2019, and the outcome will not be known until the end of March 2019

ACO Mark Malson – Acting Director of People Services
Andrew Jones – Acting Head of Human Resources
AM Ian Greenman – Head of Training & Development

AGENDA ITEM NO 12

**To consider any items of business that the Chairperson deems urgent
(Part 1 or 2)**

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1. Apologies for Absence
2. Declaration of Interests

Members of the Fire & Rescue Authority are reminded of their personal responsibility to declare both orally and in writing any personal and/or prejudicial interest in respect of matters contained in this agenda in accordance with the provisions of the Local Government Act 2000, the Fire & Rescue Authority's Standing Orders and the Members Code of Conduct

3. Chairperson's Announcements
4. To receive the minutes of:
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