

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES MEETING**  
**HELD ON MONDAY, 11 SEPTEMBER, 2023**

**HELD IN THE CONFERENCE ROOM**  
**OR REMOTELY VIA TEAMS**

**8. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
A Roberts (Chair)		Rhondda Cynon Taff
K Carr (Deputy Chair)		Cardiff
D Ali		Cardiff
C Elsbury		Caerphilly
G Holmes		Rhondda Cynon Taff
L Wright		Monmouthshire

**APOLOGIES:**

A Best		Torfaen
M Hughes		Bridgend
AM N Davies		Head of Training & Development

**ABSENT:**

S Melbourne		Cardiff
T Watkins		Newport

**OFFICERS PRESENT:-** ACO A Reed – Director of People Services, T/ACFO G Davies – Temp Director of Technical Services, Mrs S Watkins – Deputy Monitoring Officer & Head of Corporate Support, Mrs L Shroll – Head of People Services, Mr M Fry – TPR Independent Pay Consultant (One item only)

**9. DECLARATIONS OF INTEREST**

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

## **10. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements to report.

## **11. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 10 July, 2023, were received and accepted as a true record of proceedings.

## **12. REPORTS FOR INFORMATION**

### **12.1. REVIEW OF TRAINING & DEVELOPMENT 2022/2023**

The T/ACFO Technical Services presented a report which provided Members with an overview of the Training & Development department's performance during 2022/2023, which included the design and delivery of accredited Wildfire training packages, an update on the Service's Apprenticeship Scheme, and an electronic performance management system which outlined the Centre's course attendance vs capacity statistics, and the Service's operational assurance metrics.

### **RESOLVED THAT**

Members agreed to note the content of the report.

### **12.2 FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2023/2024**

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

Welsh Government issued 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 had to be noted or actioned as appropriate.

## **RESOLVED THAT**

- 12.2.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that had been received in the year 2023/2024.
- 12.2.2 Members agreed to note the actions that had been implemented for each of the circulars.

## **12.3 NJC FOR BRIGADE MANAGERS SALARIES AND NUMBERS SURVEY 2022**

The ACO People Services presented a report to Members which shared the 2022 NJC for Brigade Managers Salaries and Numbers Survey results, which was for information purposes.

## **RESOLVED THAT**

- 12.3.1 Members agreed to note the content of the report.
- 12.3.2 Following a question and answer session on recruitment issues within various ethnic groups, Officers agreed to provide Members with a presentation at the next meeting on recruitment stats from each Local Authority area.

## **13. REPORTS FOR DECISION**

All Officers withdrew from the meeting and left the room before Members considered the following report Agenda Item 8 'Independent Pay Review – Principal Officers Remuneration'.

Mr M Fry, TRP Independent Remuneration Consultant, joined the meeting to provide Members with an overview of the report.

### **13.1 INDEPENDENT PAY REVIEW – PRINCIPAL OFFICERS REMUNERATION**

Mr M Fry of Total Reward Projects Limited, took Members through the content of his report. It was noted that in September 2022 the Fire & Rescue Authority received a report from external consultants, The Total Reward Projects Limited (TRP), on a review of Brigade Manager/Principal Officers' remuneration that had been

requested by Fire Authority Members following the completion of the Job Evaluation exercise for Green Book employees. An uplift of 4.5% was agreed and it was also resolved that a further piece of work would be commissioned immediately on Principal Officer pay, and that a review on Principal Officers' pay would be carried out on a yearly basis by an external consultant for a period of two years, followed by a review thereafter.

It was noted that the South Wales Fire & Rescue Authority (FRA) Pay Policy document stated that Principal Officers' remuneration should be reviewed annually by the local Fire & Rescue Authority and that the HR & Equalities Committee was assigned to consider PO remuneration and report findings to the Fire & Rescue Authority. The National Joint Council for Brigade Managers of Fire & Rescue Services, Constitution and scheme of conditions of service, stated there was a two-track approach to determining Principal Officers remuneration, as outlined above, one of these was a local review undertaken by the Fire & Rescue Authority.

## **RESOLVED THAT**

- 13.1.1 Members agreed to review the report attached at Appendix 1, which had been prepared and presented by an Independent Pay Consultant.
- 13.1.2 Following lengthy discussion and consideration of the report, it was unanimously agreed that the Chair of the HR & Equalities Committee would make a recommendation to the Fire & Rescue Authority at the meeting scheduled to take place on 25 September, 2023.

Officers returned to the meeting room to re-join the formal proceedings.

## **13.2 HR & EQUALITIES COMMITTEE – PROPOSED NEW TERMS OF REFERENCE**

The Deputy Monitoring Officer presented a report which requested Members to consider and review the current Terms of Reference of the HR & Equalities Committee, and to agree the Terms of Reference going forward.

## **RESOLVED THAT**

Members agreed to review and approve the Terms of Reference of the HR & Equalities Committee to ensure they remained suitable and fit for purpose.

### **14. FORWARD WORK PROGRAMME 2023/2024**

The ACO People Services provided Members with the Forward Work Programme for 2023/2024.

## **RESOLVED THAT**

Members agreed the content of the Forward Work Programme for 2023/2024, and noted that in order to balance meetings out equally that some reports would be brought forward from March to November's meeting.

### **15. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIRPERSON DEEMS URGENT (PART 1 or 2)**

There were no items of urgent business to discuss.