

**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE HR & EQUALITIES MEETING  
HELD ON MONDAY, 18 JULY, 2022**

**HELD IN MEETING ROOM 8 OR REMOTELY VIA TEAMS**

**1. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
A Roberts (Chair)		Rhondda Cynon Taff
K Carr		Torfaen
P Ford		Bridgend
G Holmes		Rhondda Cynon Taff
A Hussey		Caerphilly
S McConnel		Monmouthshire
S Melbourne		Cardiff
D Naughton		Caerphilly

**APOLOGIES:**

D Ali (Deputy Chair)		Cardiff
C Elsbury		Caerphilly
S Malson		Torfaen

**ABSENT:**

T Watkins		Newport
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**OFFICERS PRESENT:-** ACO A Reed – Director of People Services, Mr A Jones – Head of HR, AM D Loader – Head of Training, Mrs S Watkins – Deputy Monitoring Officer & Head of Corporate Support, Ms R Hazell – Senior Occupational Health Nurse (1 Item Only)

**2. DECLARATIONS OF INTEREST**

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

### **3. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements to report.

### **4. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 28 February, 2022, were received and accepted as a true record of proceedings.

### **5. REPORTS FOR INFORMATION**

#### **5.1. NJC FOR BRIGADE MANAGERS SALARIES AND NUMBERS SURVEY RESULTS 2020**

The ACO People Services informed Members that the presented report shared the 2020 NJC for Brigade Managers Salaries and Numbers Survey results, which was for information purposes.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

#### **5.2 TRAINING & DEVELOPMENT DEPARTMENT – INVESTORS IN PEOPLE**

The Head of Training provided Members with an overview in Investors in People, and the recent success in achieving Gold Award in the People Survey and Silver in the Wellbeing Award.

#### **RESOLVED THAT**

Following consideration, and a question and answer session on engagement and the importance of valuing staff, Members agreed to note the contents of the report, including the Investors in People reports for People and Wellbeing, along with the 12 Month Review, attached to the report as Appendices 1, 2, and 3.

#### **5.3 UPDATE ON PERSONAL REVIEW PROCESS**

The Head of HR informed Members that the presented report covered the first year of the newly embedded appraisals process, the 'Personal Review'. The process was launched in April 2021,

and encompassed management and employee training, support booklets and guides for all parties, with a new digital solution to record discussions on CORE HR.

Members were advised that following the launch of the Personal Review, the Service had achieved a completion rate of 74.01% in the first year of all categories of employees. This was a huge increase compared to previous years' appraisals return. The Service was now focusing on further embedding of the process into future years.

## **RESOLVED THAT**

Members agreed to note the content of the report.

### **5.4 FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2021/2022**

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 could cover a variety of areas, including all aspects of Firefighters Pension Schemes, and had to be noted or actioned as appropriate.

## **RESOLVED THAT**

5.4.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that had been received in the year 2022/2023.

5.4.2 Members agreed to note the actions that had been implemented for each of the circulars.

## **5.5 OCCUPATIONAL HEALTH UNIT (OHU) ACTIVITY REPORT – 1 APRIL 2021 TO 31 MARCH 2022**

The Head of HR, and Senior Occupational Health Nurse, informed Members that the presented Occupational Health Unit Activity report spanned the period from 1 April 2021 to 31 March 2022. The report provided data on services and expenditure, updates on occupational health initiatives, and an outline of strategic development.

### **RESOLVED THAT**

- 5.5.1 Members agreed to note the content of the report.
- 5.5.2 Following a request by Members, Officers agreed to arrange for the full Fire & Rescue Authority to visit the Occupational Health Centre.

## **5.6 ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2021 TO 31 MARCH 2022**

The Head of HR presented a report which provided Members with a summary of grievance and discipline matters investigated by the Resolutions Unit during the period 1 April 2021 to 31 March 2022.

### **RESOLVED THAT**

Members agreed to note the content of the report.

## **5.7 UPDATE ON JOB EVALUATION**

The Head of HR provided a verbal update report and brief overview of the recent Job Evaluation process.

### **RESOLVED THAT**

- 5.7.1 Members agreed to note the content of the report.
- 5.7.2 Officers agreed to provide Members with a more detailed and comprehensive report on the Job Evaluation process at the next meeting.

**6. FORWARD WORK PROGRAMME 2022/2023**

The ACO People Services provided Members with the Forward Work Programme for 2022/2023.

**RESOLVED THAT**

Members agreed the content of the Forward Work Programme for 2022/2023.

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

There were no items of urgent business to discuss.