

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, 22 February 2021 at 1030 Hours

VENUE: To be held on **StarLeaf - Access Code: 4326956221**
Please ensure you join the meeting 15 minutes prior to meeting time

Any issues please contact
01443 232000 and ask for Member Services

A G E N D A

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 2 November 2020 5
5. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2021/2022 13
6. Vehicle Lease Scheme – OP-03.009 43
7. Welsh Language Standards Update – February 2021 61

8.	Firefighters Pension Schemes – Wales Government Circulars 2020/2021	121
9.	Training & Development Department – High Rise Training Update	127
10.	Gender Pay Gap Statement	131
11.	Annual Equality Report for the period 1 April 2019 to 31 March 2020	135
12.	Establishment Structure – January 2021	175
13.	South Wales Fire & Rescue Service People Plan 2021 - 2024	177
14.	Preparation for the Socio-Economic Duty	191
15.	Report on Mental Health Project and Activities	195
16.	Proposed new Terms of Reference for Scrutiny Committee	201
17.	Forward Work Programme for HR & Equalities Committee 2020/2021	223
18.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	231

Signature of Proper Officer:



Councillors:

D	Ali	Cardiff
M	Colbran	Merthyr Tydfil
P	Drake	Vale of Glamorgan
C	Elsbury	Caerphilly
S	Evans	Torfaen
W	Hodgins	Blaenau Gwent
G	Holmes	Rhondda Cynon Taff
A	Hussey	Caerphilly
H	Jarvie	Vale of Glamorgan
A	Jones	Torfaen
A	Lister	Cardiff
D	Naughton	Cardiff
A	Roberts	Rhondda Cynon Taff
R	Shaw	Bridgend
H	Thomas	Newport

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SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 2 NOVEMBER, 2020**

HELD REMOTELY VIA STARLEAF CONNECTION

12. PRESENT:

Councillor	Left	Authority
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
G Holmes		Rhondda Cynon Taff
W Hodgins	Left at 11:30 hrs	Blaenau Gwent
A Hussey		Caerphilly
A Jones		Torfaen
A Lister	Left at 12:15 hrs	Cardiff
D Naughton		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

APOLOGIES:

H Thomas		Newport
H Jarvie		Vale of Glamorgan
A Jones		Head of HR

ABSENT:

D Ali	Failed to connect remotely	Cardiff
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OBSERVORS:

D T Davies		Caerphilly
S Bradwick	Left at 11:00 hrs	Rhondda Cynon Taff

OFFICERS PRESENT:- DCO S Chapman – Monitoring Officer, ACO A Reed – Director of People Services, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms K Davies – HR Manager (Absence Management), Ms G Goss – HR Manager (Employee Relations), Ms D Doel – HR Manager (Recruitment), CM Dave Crews – Mental Health Officer

13. DECLARATIONS OF INTEREST

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

Councillor Hodgins declared a personal interest in Agenda Item 10 'Real Fire Training Facility'.

Following a request by the Monitoring Officer, Members agreed to amend the Agenda and bring forward Agenda Items 5 and 6.

14. TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021

The Monitoring Officer called for nominations for Chairperson of the HR & Equalities Committee. Councillor Drake was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Drake was duly elected as Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The newly appointed Chair thanked Members for their support, and took the opportunity to thank the outgoing Chair, Councillor Pickering, and Deputy Chair, Councillor Ali, for all their hard work and commitment on behalf of the HR & Equalities Committee.

15. TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021

The Monitoring Officer called for nominations for the Deputy Chairperson of the HR & Equalities Committee. Councillor

Roberts was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Roberts was duly elected as Deputy Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The Monitoring Officer withdrew from the meeting at 10:45 hrs.

16. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements to record.

17. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 20 July, 2020, were received and accepted as a true record of proceedings, subject to the following amendment:-

- Councillor D T Davies was the Member for 'Caerphilly', and not Torfaen as miss-recorded.

18. UPDATE ON SOUTH WALES FIRE & RESCUE SERVICE'S STRATEGIC EQUALITY PLAN

The Director of People Services presented a report which provided Members with an update and analysis on the Strategic Equality Plan Quarter 1.

RESOLVED THAT

Members agreed to note the content of the report.

19. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021

The Director of People Services advised 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.

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

RESOLVED THAT

19.1 Members unanimously agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that had been received in the 2020/2021 year to date.

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

20. RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY

The HR Manager (Recruitment) provided Members with an update in relation to the ongoing Recruitment, Attraction & Engagement Strategy.

RESOLVED THAT

Following a lengthy question and answer session on recruitment issues, engagement opportunities, and support mechanisms, Members agreed to note the contents of the report.

21. TRAINING & DEVELOPMENT DEPARTMENT – REAL FIRE TRAINING FACILITY

The Head of Training & Development presented a report which provided Members with an updated position on the completed build of the Real Fire Training Facility, located at the Training & Development Centre at Cardiff Gate.

RESOLVED THAT

Following discussion, Members agreed to note the contents of the report.

22. UPDATE ON LEADERSHIP DEVELOPMENT STRATEGY – MARCH 2019 TO SEPTEMBER 2020

The Director of People Services presented a report which provided Members with an update on the Leadership Development Strategy within the Service, and outlined the background for future plans.

RESOLVED THAT

Members agreed to note the content of the report.

23. ANNUAL MENTAL HEALTH STRATEGY & WELLBEING DELIVERY PLAN – NOVEMBER 2019 TO OCTOBER 2020

As the HR Manager (Absence Management) had difficulties in connecting to the meeting, the Mental Health Officer presented the report on her behalf and informed Members that in September 2018, South Wales Fire & Rescue Service published the Mental Health Strategy 2018-2021. The presented report outlined the progress made in implementing the strategy, and the Service's mental health provision from November 2019 to October 2020. The report also included a summary of the ongoing health and wellbeing support provided by the Service.

RESOLVED THAT

23.1 Members agreed to note the content of the report.

23.2 Following a request by Members, Officers agreed to present a further report which would include up to date stats.

24. REPORT ON MENTAL HEALTH PROJECT AND ACTIVITIES

The Mental Health Officer delivered an electronic presentation and provided Members with an update on the key work-streams the Service was undertaking in relation to the Mental Health Project.

RESOLVED THAT

Members thanked Officers for the in-depth report, and agreed to note the contents.

25. UPDATE ON JOB EVALUATION

The HR Manager (Employee Relations) delivered an electronic presentation which provided Members with an update on the Job Evaluation process.

RESOLVED THAT

Following a question and answer session, Members agreed to note the content of the electronic presentation on the Job Evaluation process.

26. FIREFIGHTER APPRENTICESHIP UPDATE

The Head of Training & Development informed Members that in order to deliver the new Level 3 Emergency Fire Service Operations (Wales) Apprenticeship framework, the Welsh Fire & Rescue Services (WFRS) were required to secure the services of a Work-Based Learning (WBL) provider. Members were advised that South Wales Fire & Rescue Service (SWFRS) had secured the services of Cardiff & Vale College (CaVC) in order to achieve this, and would be acting as the sub-contractor for the delivery phase.

RESOLVED THAT

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

27. CAR LEASE SCHEME

The Director of People Services informed Members that the Car Lease Scheme report would be deferred to the next meeting.

RESOLVED THAT

Members agreed to note that the Car Lease Scheme report would be deferred to the next meeting.

28. FORWARD WORK PROGRAMME 2020/2021

The Director of People Services presented Members with the Forward Work Programme for 2020/2021, and provided a brief

overview of the key reports to be presented throughout the Municipal Year.

RESOLVED THAT

Members agreed to accept the Forward Work Programme for 2020/2021.

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

There were no items of urgent business to discuss.

The newly appointed Chair closed the meeting by wishing Members and Officers a very Merry Christmas and Happy New Year.

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SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

AGENDA ITEM NO 5
 22 FEBRUARY 2021

SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2021/2022

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 2021/2022 Pay Policy Statement has been drafted for Members

RECOMMENDATION

1. That Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2021/2022.
2. That Members approve the 2021/2022 Pay Policy Statement to be published by 31 March 2021.

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 1 is the South Wales Fire & Rescue Authority's 2021/2022 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 and updated in Appendix 1.

3. EQUALITY RISK ASSESSMENT

- 3.1 In November 2020 the Service commenced a Job Evaluation exercise for its corporate staff. Parallel to this we will undertake an equal pay audit to analyse the position prior to commencing this work. Equal pay audits are a means of establishing if an organisation is paying its employees fairly and consistently, without discrimination on the basis of gender or race. The position will be reviewed as part of the exercise and reported back to the Fire Authority, along with the outcomes of the Job Evaluation exercise.

4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2021/2022 Statement.
- 4.2 That Members approve the 2021/2022 Pay Policy Statement to be published by 31 March 2021.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: 2021/2022 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	<p>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:</p> <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.	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 ACO</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 ACO	
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 ACO															
	<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 1:7.72.	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 2020, this is £17,842 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>If 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, RDS Modified Scheme, Firefighter Compensation Scheme 	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	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	£137,765	£137,765
<i>Deputy Chief Fire Officer (80% CFO)</i>	£110,212	-
Deputy Chief Officer (95.18% - DCFO)	£104,910	£104,910
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£103,529	£103,529
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£103,529	£103,529
Assistant Chief Officer - People Services (82.5% - ACFO)	£85,412	£85,412
STATUTORY OFFICER (1 post)		
Treasurer (70.88% - ACO)	£60,545	£27,475
* 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	£54,352	£54,352
Head of Service - Corporate	£54,352	£54,352
Head of Service - HR	£54,352	£54,352
Head of Service - ICT	£54,352	£54,352
Area Manager – Operations †	£82,151	£82,151
Area Manager - Head of Operational Risk Management †	£82,151	£82,151
Area Manager – Head of Risk Reduction †	£82,151	£82,151
Area Manager - Training & Development †	£83,793	£83,793
† Area Manager - Baseline Salary	£60,756	
20% flexi duty allowance	£12,151	
14% continuous duty system pay	£10,207	
CPD	£579	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2020		
MEDICAL (1 post)		
Occupational Health Physician*50%	£107,646	£53,823
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment)		

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

FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2020

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	23,366	10.67	16.01
Development	24,339	11.11	16.67
Competent	31,144	14.22	21.33
Crew Manager			
Development	33,101	15.11	22.67
Competent	34,528	15.77	23.66
Watch Manager			
Development	35,275	16.11	24.17
Competent A	36,255	16.55	24.83
Competent B	38,611	17.63	26.45
Station Manager			
Development	40,161	18.34	27.51
Competent A	41,367	18.89	28.34
Competent B	44,297	20.23	29.75
Group Manager			
Development	46,254	21.12	Not Applicable
Competent A	47,641	21.75	“
Competent B	51,275	23.41	“
Area Manager			
Development	54,303	24.79	Not applicable
Competent A	55,930	25.54	“
Competent B	59,565	27.20	“

CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2020

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	22,198	10.14	15.21
Development	23,122	10.56	15.84
Competent	29,587	13.51	20.27
Crew Manager (Control)			
Development	31,446	14.36	21.54
Competent	32,802	14.98	22.47
Watch Manager (Control)			
Development	33,511	15.30	22.95
Competent A	34,442	15.73	23.60
Competent B	36,680	16.75	25.13
Station Manager (Control)			
Development	38,153	17.42	26.13
Competent A	39,299	17.94	26.91
Competent B	42,082	19.22	28.83
Group Manager (Control)			
Development	43,941	20.06	Not applicable
Competent A	45,259	20.67	"
Competent B	48,711	22.24	"

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

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ON CALL PAYMENT STRUCTURE
Effective from 1st July 2020

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)						
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)						
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)						
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)						
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)						
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)						
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)						
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)						
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

APPENDIX 4

NJC PAY SCALES from April 2020 (GREEN BOOK STAFF)

SCP	1 Apr 20
1	£17,842
2	£18,198
3	£18,562
4	£18,933
5	£19,312
6	£19,698
7	£20,092
8	£20,493
9	£20,903
10	£21,322
11	£21,748
12	£22,183
13	£22,627
14	£23,080
15	£23,541
16	£24,012
17	£24,491
18	£24,982
19	£25,481
20	£25,991
21	£26,511
22	£27,041
23	£27,741
24	£28,672
25	£29,577
26	£30,451
27	£31,346
28	£32,234
29	£32,910
30	£33,782
31	£34,728
32	£35,745
33	£36,922
34	£37,890
35	£38,890
36	£39,880
37	£40,876
38	£41,881
39	£42,821
40	£43,857
41	£44,863
42	£45,859
43	£46,845

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 2020** 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 2020	1 April 2020	1 April 2020	1 April 2020
16 Yrs	£203.70 (55%)	£259.25 (70%)	£333.32 (90%)	£351.84 (95%)
17 Yrs	£203.70 (55%)	£296.29 (80%)	£333.32 (90%)	£351.84 (95%)
18 Yrs +	£296.29 (80%)	£314.81 (85%)	£333.32 (90%)	£351.84 (95%)

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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SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ACFO TECHNICAL SERVICES

AGENDA ITEM NO 6
22 FEBRUARY 2021

VEHICLE LEASE SCHEME - OP- 03.009

SUMMARY

There have been significant changes in the taxation regulations regarding the provision of Emergency Response Vehicles. The SWFRA Vehicle Lease scheme has been updated to ensure its continued tax compliance and sustainability.

RECOMMENDATIONS

That Members of the HR and Equalities Committee note the introduction of Procedure OP-03.009 the South Wales Fire and Rescue Service Vehicle Lease Scheme.

1. BACKGROUND

- 1.1 To ensure the immediate and efficient provision of operational response Officers across our Service area the Authority has run an Emergency Vehicle Lease Scheme for the past 20 years. This scheme ensures that individuals have access to an effective, controlled scheme to cover all business use, emergency response and private use.
- 1.2 Changes to the current lease scheme were approved by full Fire Authority in July 2020. Members requested that a new procedure was drafted and that this was reported to the HR and Equalities Committee.

2. ISSUES

- 2.1 A review of the Lease scheme's tax compliance was carried out by our consultants PS Tax. They have also assisted the Service in drafting a revised policy which is included in appendix 1.

3. FINANCIAL IMPLICATIONS

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

4. EQUALITY RISK ASSESSMENT

- 4.1 There are no equality impacts arising directly from this report.

5. RECOMMENDATIONS

- 5.1 That Members of the HR and Equalities Committee note the introduction of OP-03.009 the South Wales Fire and Rescue Service Vehicle Lease Scheme.

Contact Officer:	Background Papers:
ACFO Richard Prendergast Director of Technical Services	Appendix 1 - OP-03.009 the South Wales Fire and Rescue Service Vehicle Lease Scheme

OP-03.009 South Wales Fire and Rescue Service Vehicle Lease Scheme

Document Information

Security Classification	Not protectively marked
Document Owner	Head of Fleet and Engineering
(M33C) Date Last Review Published Category of amendment Completed by	N/A First Issue
(M33A/Factual) Date Last Amendment Published Category of amendment Completed by	April 2020 New procedure
Date of Next Review	April 2023
Notes	

In Case of Query Contact	ACFO Technical Services
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Contents

Document Information	1
Contents	2
1 Introduction	3
2 Corporate Policy	4
3 Scope and Applicability	4
4 The Provided Vehicle Scheme	4
5 Maintenance, Servicing and Repairs	5
6 Geographical Area	6
7 Permitted use	6
8 Freedom of Movement	6
9 Travel and Limitations	7
10 Use of Service Provided Vehicles	7
11 Insurance Cover and Accidents	8
12 Vehicle Log Sheets Journey and Mileage Recording	8
13 Fuel	9
14 Fines and Penalties	9
15 Arrangements for Vehicles while Officers are on leave/sick	9
16 Review of Procedure	10
17 Private Use and the Taxation Consequences	10
18 Legislation and Guidance	11
19 Taxation of provided Vehicles	12
20 Authority Contribution levels	15

1 Introduction

- 1.1 South Wales Fire & Rescue Service (SWFRS) Response vehicles will be provided to Continuous Duty Officers (CDO) and Flexible Duty System (FDS) Officers to enable operational provision as required by the SWFRS and as designated by the CDO/FDS rotas.
- 1.2 For the purposes of the role as an Officer on the flexible duty system, Officers will be provided with a Service vehicle which, as part of normal duties, should be made available at all times, including between a permanent place of work and home address, which will enable Officers to respond to emergencies – i.e. Officers will be on call during those journeys.
- 1.3 Officers will be required to notify Control when they are in their vehicle and available to respond to emergencies, unless Officers notify control that they are making a specific journey to a different place of work and thus unable to respond. Although part of normal duties, the on-call commuting does not count towards management hours. Recall to duty also remains within the NJC Scheme of Conditions of Service.
- 1.4 In line with Service policy, private use is not permitted at any time. The vehicles will be provided with emergency lights and audible warning devices for emergency use and therefore the vehicles will be deemed to be emergency vehicles. This policy will cover business use of the vehicles, a limited amount of Freedom of Movement journeys when on call and 'ordinary commuting' journeys from home to an Officer's base as permitted by S248A Income Tax (Earnings & Pensions) Act 2003 (see below). No private use will be permitted.
- 1.5 There will be an option for Officers to obtain a vehicle where they can undertake both business and private use. Where this is the case the Officer will be personally responsible for the tax charges arising.
- 1.6 Details of the tax charges and Exemptions are at 19.0 below.

2 Corporate Policy

- 2.1 This Organisational Procedure supports Corporate Policy 03, Our Assets.

3 Scope and Applicability

- 3.1 This procedure is applicable to operational Flexi Duty Officers, Green book members of the Service Lease Scheme and Continuous Duty Officers.
- 3.2 All employees are required to adhere to this procedure. Employees should note that any breaches of this procedure may lead to disciplinary action. Serious breaches of this procedure may constitute gross misconduct and lead to dismissal. Please refer to our disciplinary procedure OP-02.007 for further information.
- 3.3 South Wales Fire and Rescue Service supports an environment of mutual respect and equality of opportunity. In accordance with the Equality Act (2010), this document has been Equality Risk Assessed to ensure all Protected Characteristics are considered. Should an employee perceive that an adverse impact does exist, it is their responsibility to bring it to the attention of the Diversity Officer. This document also complies with other relevant legislation.

4 The Provided Vehicle Scheme

- 4.1 Officers will be provided with a vehicle from the standard fleet as managed by the Fleet Engineering, and Logistics Department. These will have a 'standard fit' specification as follows:
- Permanently fitted, forward facing dashboard blue LED flashing light
 - Two permanently fixed Blue and two white LED grille mounted lights
 - A demountable roof light
 - Fixed wailer system with a 100-Watt output
 - Airwave radio

- Additional blue flashing LED lights as required
 - Additional traffic light switch to inhibit the forward-facing blues and siren.
- 4.2 No modifications to vehicles (including temporary or fixed items of equipment) are to be arranged without the express written permission of the Fleet Management Officer.
- 4.3 Unless any modification/addition of equipment is a requirement of the FRS, any such change will be chargeable to the individual. Once approved, and the Officer confirms in writing that they agree to meet all relevant costs, the Fleet Management Officer will arrange for any necessary action.
- 4.4 All fixed adaptations (regardless of the Officer having paid for the item/work done) must remain with the vehicle when it is replaced, where to remove them would cause damage to the vehicle and potential loss of value.
- 4.5 The FRS reserves the right to make any necessary adaptations, e.g. in respect of communications, to the vehicle and will meet relevant costs.

5 Maintenance, Servicing and Repairs

- 5.1 The person mainly using the vehicle (the 'user') will be expected to look after the vehicle between servicing schedules. Regular examination and topping up of the levels for oil, water, battery and brake fluid is the responsibility of the vehicle user and a record of maintenance activity should be recorded by the user on the Standard Test sheet in the vehicle folder provided.
- 5.2 The user is also required to ensure the correct antifreeze mixture is maintained, the tyre pressures are checked, and the vehicle is kept clean. The cost for oil, antifreeze, brake fluid and any other fluids required to maintain the manufacturer's recommended levels between services will be met by the Service. The vehicle can be checked by the

Fleet, Engineering and Logistics Department subject to the necessary arrangement being made in advance.

- 5.3 All vehicles will be fully maintained by the FRS and replaced in accordance with the transport asset management plan.
- 5.4 The user will be required to meet the cost of repairs (bodywork, mechanical, tyres etc.) where such damage arises as a result of deliberate abuse or neglect on their part.

6 Geographical Area

- 6.1 An employee on the provided vehicle scheme shall be notified of the geographical area within which he or she will be required to be based for the performance of standby/callout duty.

7 Permitted use

- 7.1 Permitted use will cover all mileage when an Officer is deemed to be on duty. An Officer will be deemed to be on duty in the following circumstances;
- (i) When on official SWFRS business
 - (ii) When providing operational cover from home outside of normal office hours and within a designated area (Officers will be given their designated areas individually) relevant to their rota level and position (see 'Freedom of Movement' below).
 - (iii) When carrying out a specific task for business or operational purposes outside of their normal rota pattern.
 - (iv) When driving between home address and the designated place of work during, and to start and end, a period of duty and thus available to respond to emergencies.

8 Freedom of Movement

- 8.1 The Officer is afforded Freedom of Movement (FOM), during periods of standby/call-out duty, in and around the area within which his or her normal duties are performed with the proviso that the Officer will be able to respond to an emergency or return to a designated place of work, within a period of 60 minutes. For senior officers this covers all UK mileage.

9 Travel and Limitations

- 9.1 It is the employee's responsibility to ensure that any Freedom of Movement travel is made in accordance with the criteria outlined above.
- 9.2 Provided vehicles cannot be taken on holiday and/or outside of the UK. Prior to holidays being taken, Officers must notify the Fleet Management Officer and, where requested, make the provided vehicle available for FRS use.
- 9.3 Non-service passengers should not be carried in provided vehicles under blue light conditions.
- 9.4 Provided vehicles will not be permitted to be driven by a member of the Officer's family. Where unrestricted private use is permitted, this rule may be relaxed.
- 9.5 It should be noted that there could be a personal tax liability incurred as a result of vehicle use outside of these criteria and the Officer could be subject to disciplinary action.

10 Use of Service Provided Vehicles

- 10.1 The provided vehicle shall not be used at any time for any business other than that of the SWFRS. The vehicle shall not be used privately, for hire, reward or any form of competition.
- 10.2 The towing of trailers is restricted to trailers or equipment owned by SWFRS and authorised by the Service. Vehicles used for towing will

be fitted with an authorised tow bar and ancillary towing equipment. The individual driving the vehicle whilst towing must have the appropriate licence and the qualifications required to undertake that activity.

- 10.3 When attending residential courses, provided vehicles must not be used for any private journeys. Only travel to and from the course venue are permitted.

11 Insurance Cover and Accidents

- 11.1 Insurance cover will be provided through the Services insurance policy applicable at the time. Should a member of staff be involved in an accident they should report it in accordance with the Accident Reporting and Investigation Policy. An excess exists on all policies. Officers will be required to reimburse the FRS in cases where neglect or abuse has resulted in a claim being made.

12 Vehicle Log Sheets Journey and Mileage Recording

- 12.1 All FDS Officers must book on/off duty when using the vehicle, including the commencement and finish of all journeys to and from home, and complete the vehicle mileage sheet for **all** duty periods.
- 12.2 All vehicle use **must be accurately recorded** on the appropriate Vehicle Log Sheet. This requires:
- Full journey details for each journey.
 - Journeys signed off by the user.
 - Freedom of Movement mileage recorded.
 - Standard Tests and vehicle damage checks completed.
 - Fuel issues recorded with the receipts attached to Vehicle Log Sheet.
- 12.3 Any failure to complete accurate record of journeys will be considered a disciplinary matter and dealt with accordingly.

12.4 In order to meet the conditions of the Emergency Vehicle exemption, vehicle log sheets will be audited by the Fleet, Engineering and Logistics Department to confirm compliance.

13 Fuel

13.1 Officers will pay for their own fuel and claim any business mileage at HMRC rates. Officers who are taxed under the use of asset rules as set out at 17.4 are reminded that home to work and freedom of movement mileage should be treated as private miles.

13.2 Vehicles provided under Section 248A ITEPA 2003, will be provided with a fuel card and the cost of non-business travel will be recovered.

14 Fines and Penalties

14.1 Where an employee is prosecuted for an offence under the Road Traffic Acts committed whilst on duty the Fire and Rescue Authority, where it considers him or her to be personally blameless or where there are strong extenuating circumstances, may reimburse all or part of the costs awarded against the employee including the cost of any legal assistance, the amount of the fine and any additional costs charged by the court.

15 Arrangements for Vehicles while Officers are on leave/sick

15.1 Where an Officer is contracted to provide operational cover as an FDS Officer, but due to sickness/injury is not performing those duties, the vehicle will be withdrawn from use for that Officer after a period of 2 weeks of non-operational duties. Periods of leave or unavailability of an employee should be highlighted to the individual's line manager as the vehicle may be needed, or could be made available, for use by the Service.

- 15.2 Maternity, paternity and adoption leave arrangements should be determined in discussion with the HR and Response.
- 15.3 Where an Officer is seconded externally for a period in excess of one month, but remains 'employed' by the FRS, the vehicle must be returned to the FRS for redeployment on the day prior to the Officer taking up the seconded post. Where the Officer does not remain 'employed' by the FRS, the vehicle must be returned on the day prior to the employment with the FRS being suspended.
- 15.4 Where an Officer successfully applies for a career break the vehicle must be returned to the FRS on the Officer's last working day.
- 15.5 If the vehicle is used by any other individual (not the normal user), a vehicle handover sheet should be completed as per Service policy and arrangements made for the safe keeping of the Officer's operating equipment, PPE and personal belongings usually kept in the vehicle.
- .

16 Review of Procedure

- 16.1 This procedure shall be reviewed: -
- (i) annually, or
 - (ii) following receipt of new information
 - (iii) upon implementation of new agreements which may affect the procedure.

17 Private Use and the Taxation Consequences

- 17.1 The above policy has been written on the basis that the provided vehicle is exempt from reporting on a form P11D under S248A of ITEPA 2003, as it is provided for operational purposes and that, except in the specific circumstances set out, private mileage is not permitted.
- 17.2 Where an Officer has chosen to obtain a vehicle with unrestricted private use agreed then that vehicle falls under procedure 'Vehicles

provided for Operational Flexi Duty System Use (S205)' and there will be a tax liability on the individual, as detailed below.

18 Legislation and Guidance

18.1 Section 248A ITEPA 2003, exempts emergency vehicles from any charge under the van, car or residual benefits legislation if the statutory conditions are all met. The intention is not to provide free benefits but to improve emergency response times. There is no charge to tax for the use of an emergency vehicle where all the conditions are met.

18.2 In summary these conditions are:

- The person must be employed in an emergency service;
- The vehicle must be an emergency vehicle which is used to respond to emergencies and has fixed to it a lamp designed to emit a flashing light for use in emergencies;
- The emergency vehicle must be made available on terms which prohibit its private use otherwise than when the person is on call or engaged in ordinary commuting. This condition permits some restricted private mileage in respect of Freedom of Movement (FOM) and commuting mileage before, during and immediately following a period 'on call'.

18.3 Definitions:

- A person is "on call" when at the time they use the emergency vehicle, the person must be liable, as part of normal duties, to be called on to use it to respond to emergencies. Permitted use in this respect is not limited to ordinary commuting, but such use as is permitted can only be reasonably local to the area in which the employee lives and works (they are unlikely to be in a position to meet this condition otherwise); and,
- A person is engaged in 'ordinary commuting' when, at the time they use the emergency vehicle, the person must be required to use it in order that it is available for their use, as part of normal duties, for responding to emergencies.

18.4 Provided vehicles are for business use and use as described above only. They are registered at the DVLA with a taxation class of "Fire Service" and are exempt from Road Fund Licence.

19 Taxation of provided Vehicles

19.1 Emergency Vehicles Taxed Under S248A – Emergency Vehicle Exemption

No tax liability arises where the officer only uses the car for business journeys as set out in 7.0 and 8.0 above. No other private use is permitted. If this procedure is not followed, then officers will lose the exemption and a tax charge will arise as shown at 19.4 below.

19.2 Emergency Vehicles Taxed Under S248A – Continuous Duty Officers

Where continuous duty officers are contractually on duty 24/7 and have Gold Command duties, HMRC currently accept that these officers meet the requirements of S248A. Because of their continuous duty obligations these officers are permitted to treat all their UK mileage as business mileage. Overseas travel is not permitted.

19.3 Emergency Vehicles Taxed Under S248A – Response Vehicles

Where FDO do not wish to have a car under 19.1 or 19.4 they may use a marked response vehicle only for business use. Where an officer is on 24-hour call then the car may be taken home for that purpose. In those circumstances S248A will still apply and no tax liability will arise.

19.4 User Chooser Cars Taxed as Assets under S205

Where an officer has a lease car and has unrestricted private use then there will be a tax charge. From 6 April 2020 the opportunity to deduct the business element of the benefit is no longer available and the tax charge will be based on the full costs of the car as set out below.

- Higher of lease costs or 20% of the market value
 - + maintenance, servicing and repair costs
 - + Insurance

+ Road Fund Licence

+ All fuel costs*

* Where only business fuel is reimbursed, or the officer pays for all private fuel then these costs can be ignored. If not, then the whole cost of the fuel, including the business element would be included in the benefit charge.

Any payment made by an officer towards the cost of the car will reduce the benefit figure accordingly.

Although the 50 miles commuting/freedom of movement mileage is taxed, it is not a repayment of all the private fuel, so the whole of the fuel cost claimed will be included in the benefit calculation. The amount taxed will be set off against the benefit figure.

Unavailable Days

If for more than 12 hours in any day the asset:

- Is not in a fit condition to use.
- Is undergoing repair of maintenance and unavailable for use.
- Cannot be lawfully used.
- Is used in such a way that it means it is not being used by, or at the direction of, the Employee or Director (or the employee's family or household).

Additionally:

- If on a particular day (a 24-hour period from midnight to midnight) the employee is obliged to use and uses the asset in the performance of their duties and does not use the asset for anything other than the performance of those duties (i.e. no private mileage is undertaken during that 24-hour period), this is an 'unavailable' day.
- However, this means that if on any day (24-hour period as defined above) there is both private and business use the 'unavailable' for private use rules do not apply.
- Where an Officer's car is undergoing repair or maintenance then a replacement will be provided so it is unlikely that such a day would be an 'unavailable' day.

- However, if no replacement vehicle is provided and the Officer must use a private vehicle of their own, then in this case it would be classified as an 'unavailable' day.

Where an officer is on 24-hour call then some days may be 'unavailable'. For example:

- Officer takes the car home on Day 1 – not an unavailable day as the home to work journey is private mileage.
- On Day 2 the officer is on call from home and is called to an incident and does not use the car privately, this is an 'unavailable' day.
 - Freedom of Movement mileage would be private and so it would not be an 'unavailable' day.
 - If there is no incident callout and no private use in a day, then it is not an 'unavailable' day, as the car must be used for business purposes to make it an 'unavailable' day.
- On Day 3 the officer returns to a permanent place of work – not an unavailable day as the commute is private mileage.
 - If the Officer goes to a temporary place of work i.e. meeting / training course etc. at a place that is not their usual place of work on Day 3, and there is no private use, then that would count as an 'unavailable' day.

19.5 Company Cars

Where a car is provided to an employee that is not fitted with 'blues & twos' then the normal company car tax rules will apply.

The benefit will be calculated on the manufacturer's list price of the car and any accessories times a figure based on the CO2 output of the car.

Contributions towards the private use of the car can reduce the amount of the benefit provided the payment is made as a condition of the car being available for private use.

19.6 Electric Vehicles

From 6 April 2020 the benefit percentage for an electric vehicle taxed under the company car rules will be 0%. (1% in 2021/22 and 2% in

2022/23). Note that electric cars fitted with 'blues & twos' would not qualify as they are not treated as company cars.

20 Authority Contribution levels

20.1 As part of the vehicle lease scheme South Wales Fire and Rescue Service will contribute the following amounts towards the lease cost of a vehicle depending on role and associated conditions of service:

Station Manager and Group Manager - £2,995 per annum

Area Manager, Corporate Director and Principal Officer - £4,000 per annum

Chief Fire Officer - £6,000 per annum

Green book Officer - £2,615 per annum

Note: (To ensure that the contributions of the service remain linked to inflationary pressures these aforementioned contribution levels will increase in accordance with NJC Grey book wage settlements effective from April 2021).

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WELSH LANGUAGE STANDARDS UPDATE – FEBRUARY 2021

SUMMARY

This report provides Members with an overview of the current position with regards to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Fire & Rescue 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 placed upon Unitary Authorities, Fire & Rescue Authorities, and many other named public sector bodies.

2. ISSUES

- 2.1 A total of 150 standards are specified in the Authority's Compliance Notice. A full breakdown of each standard is attached to the report at Appendix 1.
- 2.2 A bespoke monitoring framework that was introduced to ensure the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards. This framework is currently being developed for integration in to the Service's Business Management Information System (BMIS) by the Statistics Unit. This will provide real time reporting and owners to update their entries in real time.
- 2.3 Analysis of all the current standards using the traffic light system is presented below:-

Number of standards scoring in a Green category		142
Number of standards scoring in an Amber category		7
Number of standards scoring in a Red category		1
Total:		150

Key

- = compliant
- = resources/procedures yet to be allocated
- = non-compliant

- 2.4 A full review of the Authority's compliance with the Welsh Language Standards was carried out during 2019, following which an update was submitted to the Fire & Rescue Authority in July 2019 by ACO Alison Reed, Director of People Services. Most of the scores currently recorded as amber relate to translation work that is still in progress or changes to internal procedures that are in the process of being finalised.
- 2.5 As stated in 2.2 above the Service is introducing a new mechanism by which it will be able to more efficiently monitor and report its compliance with the Welsh Language Standards. It is proposed that each Standard will be assigned an 'owner' who will be responsible for providing comments on compliance periodically. Dashboard pages within the system will show how the Service is performing against each Standard.
- 2.6 The Fire & Rescue Authority is required to produce and publish an Annual Monitoring report containing information explaining what the Authority has achieved during the 2019/2020 financial year. The Annual Monitoring Report was published in September 2020 and is available on the Service's Welsh Language Standards web page.
- 2.7 The Appendices attached to this report show three sections of information extracted from the 2019/2020 Annual Monitoring Report:-
- **Appendix 1**
Welsh Language Standards – Compliance Review and Action Plan
 - **Appendix 2**
The number of hits received to the Service's Welsh Language website pages and an analysis of interactions with social media pages
 - **Appendix 3**
Wholetime Duty System Firefighter Recruitment 2019 - 2020
 - **Appendix 4a and 4b**
Welsh Language Rights Day

3. FINANCIAL IMPLICATIONS

- 3.1 The Service has two permanent Welsh Language translators, one full-time and one part-time. Systems are now in place for recording the amount of translation work undertaken and further information in this respect can be found in the 2019/2020 Annual Monitoring Report.
- 3.2 The Service also provides support for employees to enrol on courses to learn Welsh. During the 2019/2020 Academic Year four members of staff enrolled onto Welsh Language Courses.

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 Characteristics 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 information contained within 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

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Appendix 1

South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan January 2021

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, **150** 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
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).	●	Covered in Guidance for Staff
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.	●	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.		
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.	●	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.	●	Reception are recording incoming calls.
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. This is in the process of being reviewed.		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. Work is ongoing to establish a list of Departmental Phone lines and Help lines throughout the Service so that the use of Welsh in responding to calls can be monitored fully.		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		
<p>Standard 55 When you use social media you must not treat the Welsh language less favourably than the English language.</p> <p>The Service uses Facebook, Twitter and Instagram regularly. As a Service we strive to deliver all posts bilingually, on the same page with Instagram or on separate Welsh and English pages for Facebook and Twitter. See Appendix 2 Social Media Analysis 2019/2020.</p> <p>We face some challenges with content due to a limited number of Welsh speaking staff across the Service. We are developing a network of Welsh speaking operational staff to help us in developing content such as our recent bank of virtual station visits and risk reduction messaging.</p> <p>The need for bilingual content at all times has become a difficult barrier for stations to overcome, especially when we all recognise that these kind of social platforms are key in developing close, trusted relationships between stations and their local communities.</p>	●	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
<p>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.</p>	●	Covered in Guidance to Staff
<p>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.</p>	●	Covered in Guidance to Staff
<p>Standard 60 You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.</p>	●	Compliant through translation procedure
<p>15 Standards relating to a body receiving visitors at its buildings.</p>		
<p>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.</p>	●	Compliant Welsh essential posts cover reception
<p>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.</p>	●	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

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>	●	Completed
<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
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
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
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

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
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
Standard 102 If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	●	Compliance verified
Standard 103 If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	●	Compliance verified
Standard 104 If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	●	Compliance verified
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.		Compliance verified
Standard 108 If you publish a policy regarding work patterns, you must publish it in Welsh.		Compliance verified
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
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
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

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
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
<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

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
<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

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. We have an exemption for all our Intranet pages having to be in the Welsh Language other than the 'Home page' which is bilingual.	●	Most pages are bilingual
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. We have five Welsh Language pages for different functions.	●	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. A Welsh language Proficiency Report was carried out in March 2020 through the CoreHR System. The data collated was reported to the Welsh Language Commissioner's Office. Some work is needed to encourage more Staff to self-assess their language skills and complete this page within their personal core Portal.	●	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 	●	Strategies in place with Welsh speakers in the Service. Can offer simultaneous translation
<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
<p>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. Staff are offered the opportunity annually to apply for funding for further training with 'Learn Welsh Cymru' at a venue of their choice.</p>	●	Compliant through Welsh Language Skills Training Strategy
<p>Standard 129 You must provide training courses so that your staff can develop –</p> <p>(a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);</p> <p>(b) an understanding of the duty to operate in accordance with the Welsh language standards;</p> <p>(c) an understanding of how the Welsh language can be used in the workplace.</p> <p>Since 2018 work has been carried out to raise awareness of Welsh Language and Culture within the Service by promotion of important dates in the Welsh Calendar, some historical and others introduced in recent years. The following annual dates and events are observed and promoted internally:-</p> <ul style="list-style-type: none"> ● Diwrnod Shwmae – 15 October ● Welsh Language Rights – first week of December ● St Dwynwen's Day – 25 January ● Dydd Miwsig Cymraeg – 7 February ● St David's Day – 1 March 	●	Opportunities and funding provided for staff to study Welsh at a local venue of their choice.
<p>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.</p>	●	Welsh Language to be factored in at Induction stage for new Starters, work

		ongoing with the Learning and Development Team
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 Badges and lanyards available on Reception
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
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
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

6 Standards relating to a body recruiting and appointing <i>continued</i>.	Status	Comment
<p>Standard 135A If you publish –</p> <ul style="list-style-type: none"> (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; <p>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
<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
<p>Standard 137 You must ensure that your application forms for posts –</p> <ul style="list-style-type: none"> (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; <p>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

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
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
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
<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
<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
<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
<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
<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
<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
<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

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 Complaints procedure is outlined via Welsh Language Standards page.

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. The submission date is 30th September.</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>	●	<p>The second Annual Monitoring Report was published on the Service website in September 2020.</p>

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

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>	●	The second Annual Monitoring Report was published on the Service website in September 2020.

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 Procedure in place via Welsh Language Standards web page
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. This is not the case for Fire and Rescue Services (the date is 30th September) (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. Work on the Annual Report is currently being carried out for 2019/2020.</p>	●	Annual Monitoring Reports Published and available on Service website

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 150 standards imposed:

		SWFRS
Number of draft standards scoring in a Green category		142
Number of draft standards scoring in an Amber category		7
Number of draft standards scoring in a Red category		1

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Appendix 2

Welsh Language Standards - analysis of interactions with SWFRS website & social media pages (Apr 2019 – March 2020)

WEBSITE		
Criteria	Welsh Website:	English Website:
Unique page views	10,931	723,484
Predominant age group	Google does not have this data	25-34
Users	3,802	167,734
Time spent on Website (per session)	1 min 41 seconds	2 min 3 seconds
Most popular pages	Swyddi gwag diweddararf Rol Diffoddwr Tan Gweithio i ni	Latest vacancies On-call Firefighters WDS 2020

FACEBOOK		
Criteria	Welsh page	English page
Followers (between Apr 18 - Mar 19)	234 to 262	23,567 to 28,305
Extra followers for last 3 months	7	2115
New likes: January 2019 – March 2020	8	2010

TWITTER		
Criteria	Welsh page	English page
Followers	147	30,000
Tweets	2000	2500
Likes	361	26000

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Appendix 3

Wholetime Duty System Firefighter Recruitment 2019 - 2020

In October 2019 the Service launched a Recruitment Drive for Wholetime Firefighters and all applicants received the Service's Equality Monitoring form which asks 'Are you a Welsh Speaker?' The form provides a choice of responses: No / Learner / Intermediate / Fluent / Prefer not to answer. The applicant's responses are shown in the table below.

Recruitment Stage	Number of Applicants at each stage	Fluent	Intermediate	Learner	Non Speaker	Not Specified
Registered	3137	298	161	511	2,139	28
Submitted Applications	1784	161	77	325	1,200	21
Successful at Shortlisting	481	50	18	104	304	5
Passed Ability Assessments	209	18	8	53	127	3
Passed Physical and Practical Tests	136	14	6	27	83	6
Invited to Interview	221	20	8	49	139	5
Successful at Interview	68	5	1	15	34	13
Allocated Training place during 2020	67	5	1	14	34	13

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Welsh Language Rights Day - 6th December 2019

On 6th December 2019, the Service participated in the National launch of Welsh Language Rights Day, to promote the Welsh Language Services provided by Public Organisations in Wales. The date was set by the Welsh Language Commissioner to commemorate the day in 2010 when the Welsh Language Legislation was passed by the National Assembly.

Welsh Language Rights Day provides the opportunity to inform people of their rights, in receiving services through the medium of Welsh. The Service Co-ordinated its own promotion through the Staff Intranet and Social Media, a pop-up banner with the Welsh Language Rights was produced and is permanently displayed at Reception. A dedicated page for the Welsh Language Rights was created on our Website:

The screenshot shows a web browser window with the URL <https://www.southwales-fire.gov.uk/who-we-are/welsh-language-standards/welsh-language-rights/>. The page has a dark header with the text "Welsh Language Rights" in white, set against a background of a red dragon on a green field. Below the header, there is a sidebar on the left with the following links: Corporate Policy, Equality and Diversity, Our Performance, Improvement Plan 2018-2019, Our Targets, Performance Statistics, and Strategic Plan 2020-2030. The main content area has a red horizontal line above the title "The launch of Welsh Language Rights' Day – 6th December 2019". The text below the title reads: "The 6th December 2019 has been set as the date for launching the promotion of Welsh Language services provided by public organisations in Wales and informing people of **their rights** to receive services through the medium of Welsh." Below this, it states: "South Wales Fire and Rescue Service supports **Welsh Language Rights' Day**. We have published a list of rights so that our service users know what they are entitled to through the medium of Welsh. We would like to see more people opting to use our services in Welsh." At the bottom, it says: "The Welsh Language Rights were developed from the Welsh Language Standards. Please see our **Welsh Language Standards page** for further information." There is also a "Privacy - Terms" link in the bottom right corner of the page content.

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Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

Diwrnod Hawliau'r Gymraeg

6.12.2019

Welsh Language Rights' Day

**Gyda ni, mae gennych chi
hawl i...**

Dogfennau yn Gymraeg

Gwefannau yn Gymraeg

Gwneud cais am swydd
yn Gymraeg

Llythyrau ac e-bost yn Gymraeg

Ffurflenni yn Gymraeg

Negeseuon cyfryngau
cymdeithasol yn Gymraeg

Arwyddion yn Gymraeg

Defnyddio'r Gymraeg
mewn derbynfa

Defnyddio'r Gymraeg ar y ffôn

**With us, you have
the right to...**

Documents in Welsh

Websites in Welsh

Apply for a job in Welsh

Letters and emails in Welsh

Leaflets in Welsh

Social media messages
in Welsh

Signs in Welsh

Speak Welsh in a reception

Use Welsh on the phone

Dyma rai o'r hawliau. Am restr lawn, ac union
fanylion yr hawliau sydd gennych chi i ddefnyddio'r
Gymraeg, ewch i –
comisiynyddygyymraeg.cymru/maegenihawl

These are some of the rights. For a full list and
exact details of your rights to use the
Welsh language, go to –
welshlanguagecommissioner.wales/myrights

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FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021

SUMMARY

Under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters Pension Schemes.

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.

RECOMMENDATIONS

1. Members accept the Welsh Government (Firefighters' Pension Scheme Circulars and e-mails) that have been received in the 2020/2021 year to date.
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 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. ISSUES

- 2.1 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.

2.2 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.

2.3 The appendix attached to the report is a table of Welsh Government (Firefighters' Pension Scheme Circulars) that have been received in the 2020/2021 year to date. 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' Pension Scheme Circulars and e-mails) that have been received in the 2020/2021 year to date.

5.2 Members note the actions that have been implemented for each of the circulars.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	None

HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2020/2021

NO	TITLE	DATE	SUMMARY
W-FRSC(2020)11	Local Government and Elections (Wales) Bill	3 November 2020	The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 made temporary provision in relation to local authority meetings (which included Fire & Rescue Authority meetings), and for public and press access to these meetings during the COVID-19 pandemic. The Local Government and Elections (Wales) Bill will be amended to make some of these flexibilities once the emergency regulations expire in May 2021. This circular outlines the implications of the Bill for Fire & Rescue Authorities in Wales.
W-FRSC(2020)10	Code of Practice on Workforce Matters – Annual Monitoring Exercise	12 October 2020	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.
W-FRSC(2020)05	Fire and Rescue Authorities Performance Indicators 2020-21	21 September 2020	For information only.
W-FRSC(2020)04	Fire and Rescue Operational Statistics Arrangements 2019-20	21 September 2020	For information only.

W-FRSC(2020)08	The Local Authorities (Coronavirus) (Meetings) (Amendment) (Wales) Regulations 2020	2 July 2020	<p>The Local Authorities (Coronavirus) (Meetings) (Amendment) (Wales) Regulations 2020, amend the Local Authorities (Coronavirus) (Meetings) (Wales) Act 2020. The amendments make further temporary provision in relation to local authority meetings and for public and press access to these meetings during the COVID-19 pandemic.</p> <p>The circular outlines the implications of the Regulations for Fire and Rescue Authorities (FRAs) in Wales.</p>
W-FRSC(2020)07	Firefighters' Pension Schemes (Wales) – Complete set of Updated Factor Guidance Notes	12 May 2020	This circular provides a full set of updated guidance notes to accompany actuarial factors issues to FRAs in 2019 following a factor review for the Firefighters' Pension Schemes (Wales) as undertaken by the Government Actuary's Department.
W-FRSC(2020)06	Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020	23 April 2020	The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 make temporary provision in relation to local authority meetings (which includes Fire and Rescue Authority meetings), and for public and press access to these meetings during the COVID-19 pandemic. This circular outlines the implications of the regulations on the Fire and Rescue Authorities in Wales.
W-FRSC(2020)01	Firefighters' Pensions – Employer and Employee Contribution Rates 2020-2021	26 March 2020	This circular confirms both the employee and employer contribution rates remain unchanged. The Employee contribution rates remain the same as those that came into effect in April 2018. The employer contribution rates remain the same as those that came into effect in April 2019.

W-FRSC(2020)03	Financial Arrangements for Firefighter Pensions: Top-up Grant Forms 2020-21	9 March 2020	<p>This circular requests each Fire & Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2020-21 (FPF1) by 6 April 2020.</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2018/19 (FPF3) and 2019/20 (FPF2) and interim payment for 2020-21 (FPF1).</p>
W-FRSC(2020)02	Public Service Pension Indexation & Revaluation 2020	2 March 2020	This circular informs FRAs of the increase in Public Service Pension Indexation and Revaluation which will take effect from 6 April 2020.

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- 2.3 An operational skills package on 'High Rise Awareness' has been developed which all operational personnel are required to complete within their PDRpro programme.
- 2.4 All Fire Control watches in the Joint Public Service Centre, and new personnel, have received a two hour presentation on Building Design and multiple call handling, as well as a practical scenario session.
- 2.5 A robust exercise programme has been developed where all Service personnel are required to attend over a rolling 2 year period.
- 2.6 All Site Specific Risk Information (SSRI) on High Rise residential premises have been completed and now form part of a revisit programme for crew familiarisation across South Wales Fire & Rescue Service.

3. CURRENT POSITION

- 3.1 All training courses that apply to high rise operations have been reviewed and reflected, and delivered to relevant personnel.

4. THE WAY FORWARD

- 4.1 To ensure that South Wales Fire & Rescue Service are committed to working towards the findings of the Dame Hackett Review, and collaborative working within the auspices of the National Fire Chiefs Council, the Training Department will continue to participate in and support the Service's High Rise Group, and review and develop courses as necessary
- 4.2 The Operations Department is developing an exercise programme that will ensure that operational personnel exercise against their risks, including high rise incidents where relevant.

5. FINANCIAL IMPLICATIONS

- 5.1 The practical high rise training that should be completed by the end of this financial year will have cost £6,000. This training was funded by Welsh Government.

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 Garry Davies Head of Training & Development	Background Papers: None
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GENDER PAY GAP STATEMENT

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, 2021.

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

RECOMMENDATIONS

That Members approve the 2020/2021 Gender Pay Gap Statement to be published by 30 March, 2021.

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, 2021. 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 The Authority must publish its gender pay gap information, together with a written statement confirming its accuracy, on its own website and the 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.

2. ISSUES

- 2.1 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 30 March 2021. 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.

4. RECOMMENDATIONS

- 4.1 That Members approve the 2020/2021 Gender Pay Gap Statement to be published by 30 March, 2021.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	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

2020 Gender Pay Gap Report

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 actual hourly rate of pay between male and female employees, regardless of their role in the Service. These calculations are based on an individual's net earnings paid in March 2020 and include elements such as salary, allowances, honorariums and salary sacrifice payments.

This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid a different 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	14.59% (16.34%)	14.59% (20.92%)

Note: The figures in brackets are the 2019 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 2020. It can be seen that there has been a considerable improvement in both figures during the year. Whilst the Service has seen some success in increasing the number of employment contracts secured by female employees, there has also been an overall increase in contracts in general.

Comparing 2019 to 2020, the median hourly pay rate, for female employees has increased by 3.80% with the rate for male employees falling by 1.63%. This has led to a considerable improvement in the 14.59% difference that we are now seeing.

Pay Quartiles

Use last year's report and just amend the figures in yellow. Please review pie charts to reflect percentages and gender etc.

Lowest: men 67.7% female 32.3%

Lower Middle: men 90.36% female 9.64%

Upper Middle: men 96.06% female 3.94%

Upper: men 89.47% female 10.53%

The above information illustrates the gender distribution at South Wales Fire & Rescue Service, as at 31st March 2020, as per Gender Pay Gap Reporting requirements.

The gender pay gap is based on actual net pay of female and male employees, 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 an organisation, are male 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 or promotional choices that are made at various points of an individual's working life
- Employee benefits such as salary sacrifice schemes i.e. Child Care Vouchers or Cycle to Work payments

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 Operational 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.

Closing the Gender Pay Gap

We are committed to continuing to reduce the overall gap and this is demonstrated through the following initiatives.

Our processes – recruitment, retaining and developing a diverse workforce:

- Mixed gender sift and interview panels
- Blind sifting where all identifiable characteristics are removed
- Changing the perception of some roles in the Service through our media campaigns
- Developing new learning pathways for all staff

Councillor Tudor Davies

Chair, South Wales Fire & Rescue Authority

SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

AGENDA ITEM NO 11
 22 FEBRUARY 2021

ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020

SUMMARY

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.

This Annual Equality Report meets the South Wales Fire & Rescue 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, 2019, to 31 March, 2020

RECOMMENDATIONS

That Members note the content of the report.

1. BACKGROUND

- 1.1 The Equality Act (2010) came into effect from 1 October, 2010, and repealed all the primary receding equality and discrimination legislation.
- 1.2 The Act also provides definitions of direct discrimination, discrimination arising from disability, indirect discrimination, harassment, and victimisation.
- 1.3 There are nine Protected Characteristics:- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

2. ISSUES

- 2.1 The Equality Act 2010 places on the public sector, including the Fire & Rescue Services, the General Equality Duty to:-
 - Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited under the Act.
 - Advance equality of opportunity between persons who share a relevant protected characteristic, and persons who do not share it, and

- Foster good relations between persons who share a relevant protected characteristic, and persons who do not share it.

2.2 Additionally, the Wales Government introduced The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April, 2011, providing specific duties for relevant Welsh public authorities, aimed at enabling them to better perform and demonstrate their compliance with the general public sector equality duty.

2.3 These Regulations provide for specific duties relating to:- equality objectives, engagement, impact assessments, equality information, employment information, pay differences, staff training, strategic equality plans, procurement, annual reporting, publishing, Welsh Ministers' reporting, review, and accessibility.

2.4 Relevant Welsh public authorities must publish an annual report on compliance.

2.5 Therefore, attached to this report is:-

- South Wales Fire & Rescue Service Annual Equality Report for the period of 1 April, 2019, to 31 March, 2020.

2.6 In order to establish an ease of reading the report uses the General Equality Duty and Wales Specific Equality Duties as headings, with the supporting data held in the appendices.

3. EQUALITY RISK ASSESSMENT

3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from the report itself.

4. RECOMMENDATIONS

4.1 That Members note the contents of this report.

Contact Officer:	Background Papers:
Andrew Jones Head of HR	Appendix 1:- Annual Equality Report (1 April 2019 to 31 March, 2020)

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

137

APPENDIX 1

SOUTH WALES FIRE AND RESCUE SERVICE

Annual Equality Report

1st April 2019 - 31st March 2020

RAISING AWARENESS - REDUCING RISK

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Contents

Equality Statement	4
Introduction	5
About Us, who we serve, what we did	6
Our Vision, Mission and Values	8
General Duty	9
Specific Duties:	
Regulations 3 & 4	10
Regulation 5	11
Regulation 6	12
Regulation 7	13
Regulation 8	14
Regulation 9	15
Regulation 10	16
Regulations 11, 12, 13 & 14	17
Regulation 18	19
Appendices:	
Service Data	20-24
Staff Data	25
Staff Data: Gender and Staff Leavers	26-27
Staff Data: Corporate Staff and Uniformed Staff by Gender	28-29
Recruitment Data 2019-2020: Applications received - Corporate Staff	32
Recruitment Data 2019-2020: Applications received - On-Call Staff	33
Glossary	34

Equality Statement



Huw Jakeway
QFSM
Chief Fire Officer



Sally Chapman
Deputy Chief Officer
Finance and Corporate
Services



Councillor
Tudor Davies MBE
Chairman
SWFRA Authority

Welcome to our Annual Equality Report for the year 2019/20.

South Wales Fire and Rescue Service (SWFRS) continues to build equality and diversity into everything that we do- from creating a workplace which values the diversity of employees, to delivering people centred services for all the communities in South Wales. This in an ongoing journey which we are committed to continue.

To see how we are working to make equalities real in the Fire Service please look at our Strategic Equality Plan, Corporate Strategic Plan, and Improvement Plan.

These can all be found, along with other information, in the Publications Library on our website at www.southwales-fire.gov.uk

This document can be provided in alternative formats upon request to the contact provided on the back page.

Introduction

This Annual Report aims to meet Regulation 14 of the Wales Specific Duties, and should be read alongside the last Annual Report in order to get a full picture:

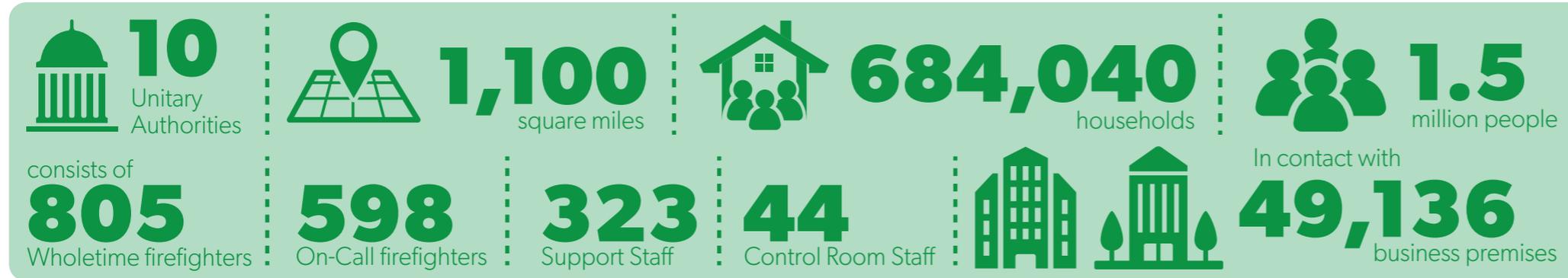
[Annual Equality Report 2018/19](#)

The reason for an Annual Equality Report is to act as a report card showing some of how we, as a service funded by the public, are moving forward with complying with the Equality Act (2010).

Here in Wales, the Welsh Government also issued Wales Specific Duties as helpful steps in the equality journey for public services.

Creating practical, real, and meaningful improvement takes time, and we hope you agree that we are heading in the right direction.

About Us



In 2019-2020, South Wales Fire and Rescue Service:



we provide:

prevention, protection & response

24 hours a day

7 days a week

365 days of the year for only

90p

per person per week



OUR VISION



To make South Wales safer by reducing risk.



OUR MISSION

We will achieve this through:

- **S**erving our communities needs
- **W**orking with others
- **F**acing challenges through innovation and improvement
- **R**educing risk through education, enforcement and response
- **S**ucceeding in making South Wales safer



OUR VALUES

Define what we stand for; our core rules.

Whenever you come into contact with the Service, these values should always be evident.

- Caring
- Dedicated
- Disciplined
- Dynamic
- Professional
- Resilient
- Respectful
- Trustworthy

General Duty

The Equality Act 2010 established a General Duty which aims to ensure people with Protected Characteristics are not excluded, discriminated against, or otherwise treated less than anyone else, due to their protected characteristics; and consists of three fundamental areas:

- **Eliminate** discrimination, harassment, victimization, and any other conduct that is prohibited under the Act
- **Advance** equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- **Foster** good relations between persons who share a relevant protected characteristic and persons who do not share it

The General Duty is further supported by the Wales Specific Duties (the Human Rights Act also supports equality work, but is not explicitly included in this Report).

Some of the ways we have worked towards the General Duty include:

- Attended community events, including invitations to visit a local Mosque
- Changed our logo for Cardiff Pride, and promoted being an ally on our social media sites
- Provided Autism awareness information for all staff
- Enabled staff to attend basic British Sign Language courses

The Wales Specific Duties

This section shows some of what we have done and what we intend to do in relation to the Wales Specific Duties, in order to meet the General Duty mentioned on page 9.

Regulation 3: Regulation Objectives

Equality objectives should be mainstreamed so that all services and departments contribute to equality improvement and manage their equality commitments as part and parcel of their general improvement and customer service commitments.

- Each corporate objective is coded to one of the Strategic Equality Plan outcomes and monitored via our Business Management Information System (BMIS)
- Equality Risk Assessments and in-house consultations are carried out to make sure we continue building equality into what we do, and how we do it

Regulation 4: Preparation and review of Equality Objectives

Authorities have a duty to collect a range of equality information to contribute to this evidence base.

What we did

- Continued working on improvements to our monitoring tools (like the equality form) in order to increase the information we use to help set our equality objectives

What we still intend to do

- Review findings to make sure any additional information we get helps us in the way we want it to

Regulation 5: Engagement provisions

As part of gathering relevant information, an Authority will need to engage appropriate people in assessing its work in relation to meeting the three aims of the general duty.

What we did

- Conducted 15,814 Home Safety Checks across our area in 2019-2020
- Carried out public engagement on How We Did, Annual Improvement Plan and promoted 'Have Your Say'
- Consulted on the Service's Strategic Equality Plan Outcomes for 2020-2025

What we still intend to do

- Expand the Service's Engagement List of individuals and organisations to ensure equal representation across all Protected Characteristics, including socio-economic
- Identify which members of staff engage/consult, and with which groups, so we can increase our engagement reach

Regulation 6: Accessibility of published information

Local Authorities must ensure that any document or information published to meet its general or specific equality duties in a form that is accessible to people from protected groups.

What we did

- Reviewed and enhanced our website's accessibility which now exceeds minimum legal requirements
- Actively promoted the availability of information in other formats
- Made sure our Strategic Plan was also available in an Easy Read version
- Continued using pictures and icons in place of wording, wherever possible

What we still intend to do

- Utilise data from feedback and social media posts to assist in identifying which ways of publishing surveys, documents, and campaigns work best
- Explore how to make sure communities in socio-economically disadvantaged areas have parity of access

Regulation 7: Arrangements for collection of information about compliance with the general duty

An Authority must put appropriate arrangements in place to ensure that it identifies the relevant information that it holds, and identifies and collects relevant information that it does not hold.

What we did

- Linked each corporate action to one of the Strategic Equality Plan outcomes
- Reviewed the data collection systems we use to see if there are any gaps in what information we gather
- Began developing a single equality monitoring form in order to increase the consistency of questions we ask

What we still intend to do

- Carry out trials of the new monitoring form so we know it is fit for purpose

Regulation 8: Impact and monitoring of policies and practices

Assessments need to be completed when a policy or practice is being proposed or reviewed. This will include business planning, efficiency proposals, and staff restructures.

What we did

- Further revised the current Risk Assessment forms and process so that it will be ready for the upcoming new Socio-Economic Duty
- Carried out Equality Risk Assessments on all significant strategic decisions and amendments

What we still intend to do

- Launch our new draft Equality Risk Assessment (to be called an Integrated Assessment)
- Roll out Guidance and awareness/learning sessions on the new assessment process

Regulation 9: Collection and reporting of employment information

This includes data on recruitment and retention, promotion, training opportunities, and grievance and disciplinary actions.

What we did

- Encouraged staff to update their personal information
- Used the Open Government License template for staff data (this was anonymized which means no one could be personally identified)

What we still intend to do

- Review how training record data can be adjusted so we can better see if there are any groups of staff who are not accessing these opportunities
- Consider options for joining up recruitment information and current staff data, so both can be held on one system

Regulation 10: Staff Training

Authorities are required to promote knowledge and understanding of the general and specific duties amongst employees and must ensure that performance assessment procedures, such as personal appraisals or personal development reviews, are used to identify and address training needs.

What we did

- Made sure staff inductions included an equality session that contained general information on the Equality Act and Specific Duties, along with their practical application
- Identified that our new staff appraisal process requires the ability to capture additional equality training needs - for example, in relation to management skills for new managers
- Promoted external learning events to the Equality Allies Network

What we still intend to do

- Continue the incorporation of equality into in-house learning opportunities.
- Make sure the Diversity Officer is involved in developing the new appraisal process.
- Acquire a suitable e-learning package so all of our staff can have easy and readily available access to further training which compliments in-house modules

Regulation 11 and 12: Equal Pay and Action Plans

What we did

- Published our Gender Pay Gap Report which can be viewed at YouGov and also on our website.

[Gender Pay Gap Report 2019](#)

What we still intend to do

- Review current data, evidence, and gaps in order to generate meaningful actions for addressing gender disparity in pay, workplace culture, opportunities, training, and professional development

Regulation 13: Review of arrangements**Regulation 14: Annual reporting on compliance with the general duty**

Equality objectives must be reviewed at least every 4 years. Authorities are also required to keep under review other aspects of compliance with general and specific duties.

What we did

- Consulted on the Outcomes for our new Strategic Equality Plan
- Made sure the new Plan links to other key documents like our Strategic Plan and the Upcoming People Plan
- Had each corporate action tagged to one of the Strategic Equality Plan Outcomes

What we still intend to do

- Carry out a first review of the Plan after March 2021 in order to see how we are doing

Regulation 18: Public Procurement

The general duty applies to all procurement regardless of the value of the contract. The specific duty applies when a Local Authority is procuring works, goods or services from other organisations on the basis of a 'relevant agreement.'

What we did

- Request information from suppliers through procurement processes in line with Equal Opportunities and Discriminatory Practices, training and promotion opportunities
- Reviewed Procurement Procedures to take account of the Well-being of Future Generations (Wales) Act 2015
- Reviewed the Services Contract Terms and Conditions to ensure inclusion of current legislation including Modern Slavery
- Improved delivery of training to staff by utilising the procurement intranet pages
- Signed up to the Welsh Government Code of Practice on Ethical Employment in Supply Chains

What we still intend to do

- Review Procurement Processes to ensure compliance with legislation
- Enhance evaluation criteria to take account of current legislation and WFGA 2015

Service Data 1st April 2019 - 31st March 2020

Data is based on home visits where Home Safety advice was given:

Age

Age Range	2019/2020
18-20	41
21-24	123
25-40	1,353
41-59	1,666
60-64	560
65-69	716
70-74	827
75-79	784
80-84	737
85-89	499
90+	363
Not answered/Prefer not to say	8,145
Total	15,814

Gender

Gender	2019/2020
Female	4,759
Male	3,173
Not answered/Prefer not to say	7,882
Total	15,814

Disability

Disability	2019/2020
Yes	1,728
No	4,977
Not answered/Prefer not to say	9,108
Total	15,814

Service Data 1st April 2019 - 31st March 2020



Ethnicity

Ethnicity	2019/2020	Ethnicity	2019/2020
African	11	Other Multi	5
Any other background	33	Other White	36
Bangladeshi	9	Pakistani	40
British	2,384	Scottish	24
Caribbean	5	Welsh	3,267
Chinese	2	White & Asian	3
English	188	White & Black African	3
Indian	21	White & Black Caribbean	3
Irish	42	Not answered/Prefer not to say	9,721
Other Asian	12	Total	15,814
Other Black	5		

Service Data 1st April 2019 - 31st March 2020



Welsh Speaker

Welsh Speaker	2019/2020
Yes	198
No	6,647
Not answered/Prefer not to say	8,969
Total	15,814



Belief

Belief	2019/2020
Atheist	258
Buddhist	14
Christian	2,648
Jewish	5
Muslim	73
No Religion	1,088
Other	151
Sikh	8
Not answered/Prefer not to say	11,569
Total	15,814



Sexual Orientation

Sexual Orientation	2019/2020
Bisexual	21
Gay	16
Heterosexual	4,880
Lesbian	15
Other	29
Not answered/Prefer not to say	10,853
Total	15,814

Service Data 1st April 2019 - 31st March 2020

Data is based on home visits where Home Safety advice was given:



Accidental House Fires

Accidental House Fires*	2019/2020
People aged 65+	67
Residents who identify as ethnically non-British**	10



Road Traffic Collisions (RTC) attended

Road Traffic Collisions attended by SWFRS	2019/2020
People aged 65+	49
RTC victims who identify as ethnically non-British**	17



Home Safety Check (HSC) visits

Home Safety Check visits	2019/2020
Disabled	1,728
Smoke alarms installed***	1,333
People aged 65+	3,926
Smoke alarms installed***	3,593
Residents who identify as ethnically non-British**	230
Smoke alarms installed***	233
Single Parent Households	746
Smoke alarms installed***	631
Specialist smoke alarms installed****	2,980

Service Data 1st April 2019 - 31st March 2020

*information is taken from demographics obtained when an Accidental Dwelling Fire (ADF) has included a victim and also from demographics obtained through HFSCs of dwellings that have had an ADF during financial year 2018/2019.

**ethnicity information is self-declared. Ethnically non-British includes all ethnicities that are not English, Northern Irish, Scottish and Welsh.

Below is a list of Non-British ethnic groups self-identified in financial year 2019/2020:

- African
- Any other background (Arabic, Kurdistani, Syrian, Traveller)
- Bangladeshi
- Caribbean
- Chinese
- Irish
- Other Asian (Filipino, Japanese, Malaysian, Nepalese, Sri Lankan)
- Other Black
- Other Multi
- White
- White Other (American, Bulgarian, Canadian, Dutch, German, Greek, Hungarian, Italian, Maltese, Maldovan, Polish, Romanian, Serbian, Slovak, Spanish)
- Pakistani
- Scottish
- Welsh
- White and Asian
- White and Black African
- White and Black Caribbean

***standard smoke alarms issued by either a Partner Agency / Community Safety Personnel or by Station Personnel.

***specialist deaf smoke alarms issued by either a Partner Agency/Community Safety Personnel or by Station Personnel.

Staff Data

As per instruction from the Welsh Government, completely anonymized staff data (by self-declared Protected Characteristics) is now viewable as an Open Data Source Document.

www.southwales-fire.gov.uk/app/uploads/2019/03/SWFRS_Employer-Equality-Report-Data-2018-19.pdf

This means no one can be personally identified by how the data is presented, yet we are able to still show a general breakdown of how we are working towards representing our communities.

Please note that when numbers have been low, they have been kept out of the data report. This is to help make sure no person can be identified. Figures for Gender/Grade, as well as Leavers, is also included.

If you would like a paper copy of this data, email:

divext@southwales-fire.gov.uk

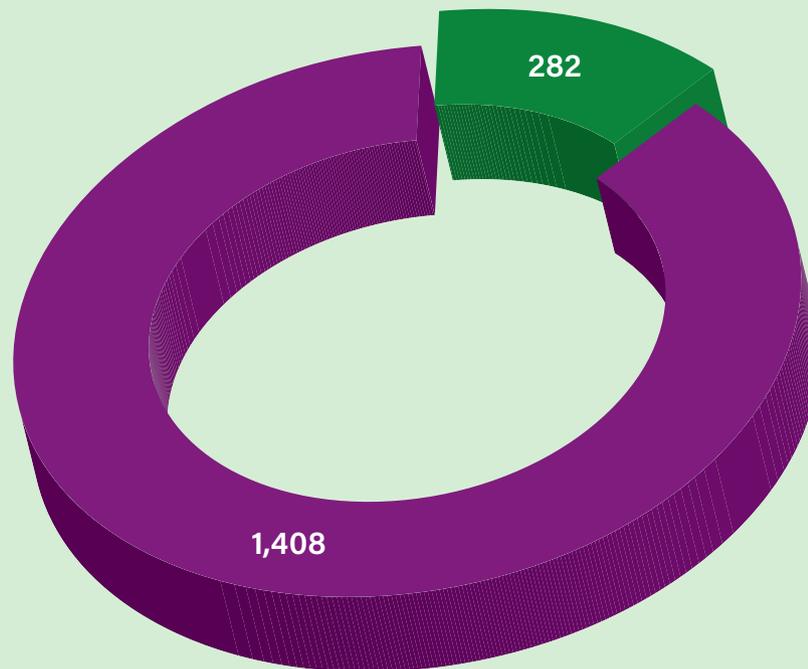
or write to:

Diversity Unit,
SWFRS Headquarters,
Forest View Business Park,
Llantrisant, CF72 8LX

with your address and which language version you require.

The following two pages of charts provide an overview of key information. It is worth noting that staff data is based on the number of people, not the number of posts (some have two contracts, eg; a wholetime firefighter may also be On-Call at their local Station).

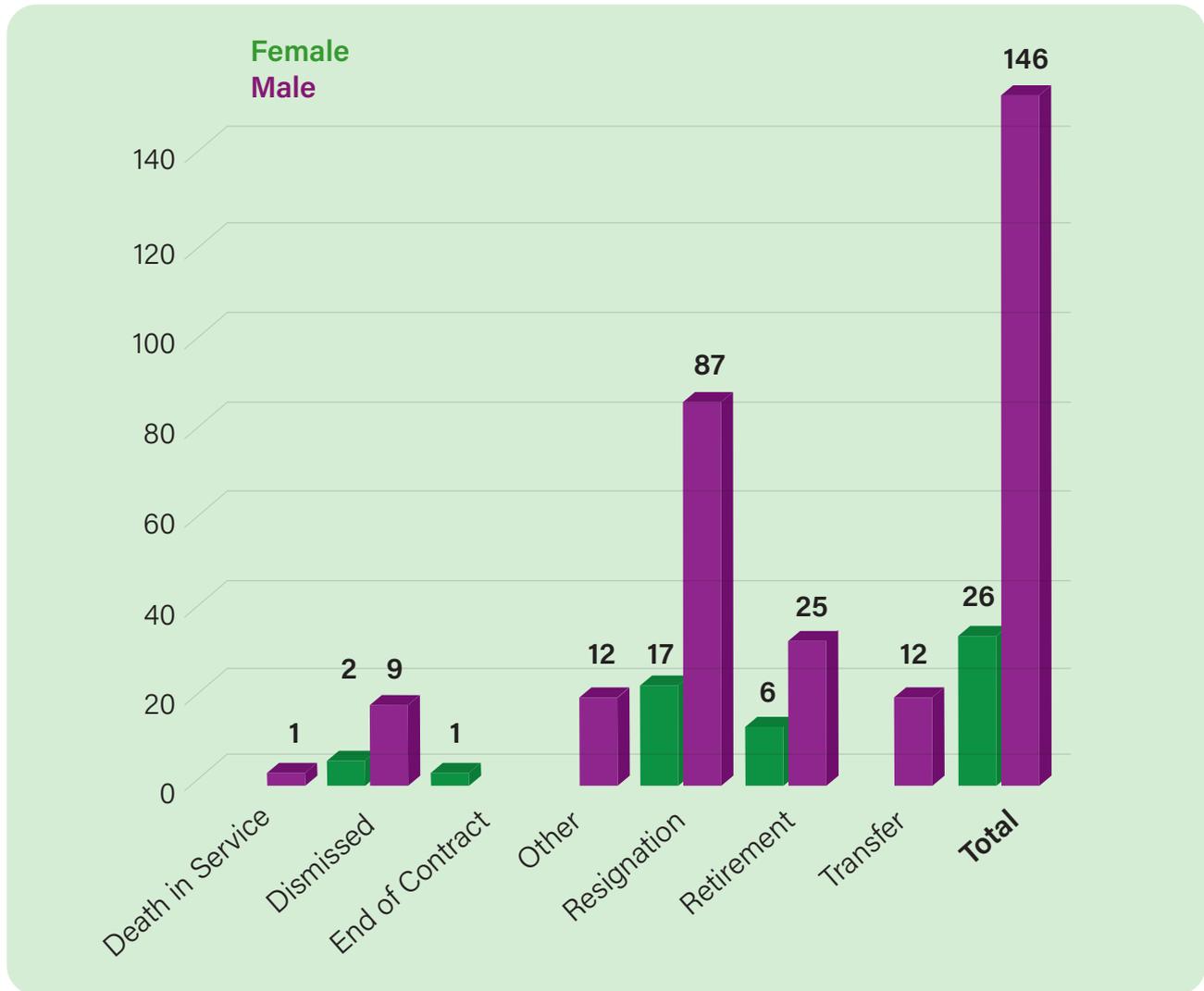
All Staff Data based on Gender* as of 31st March 2020



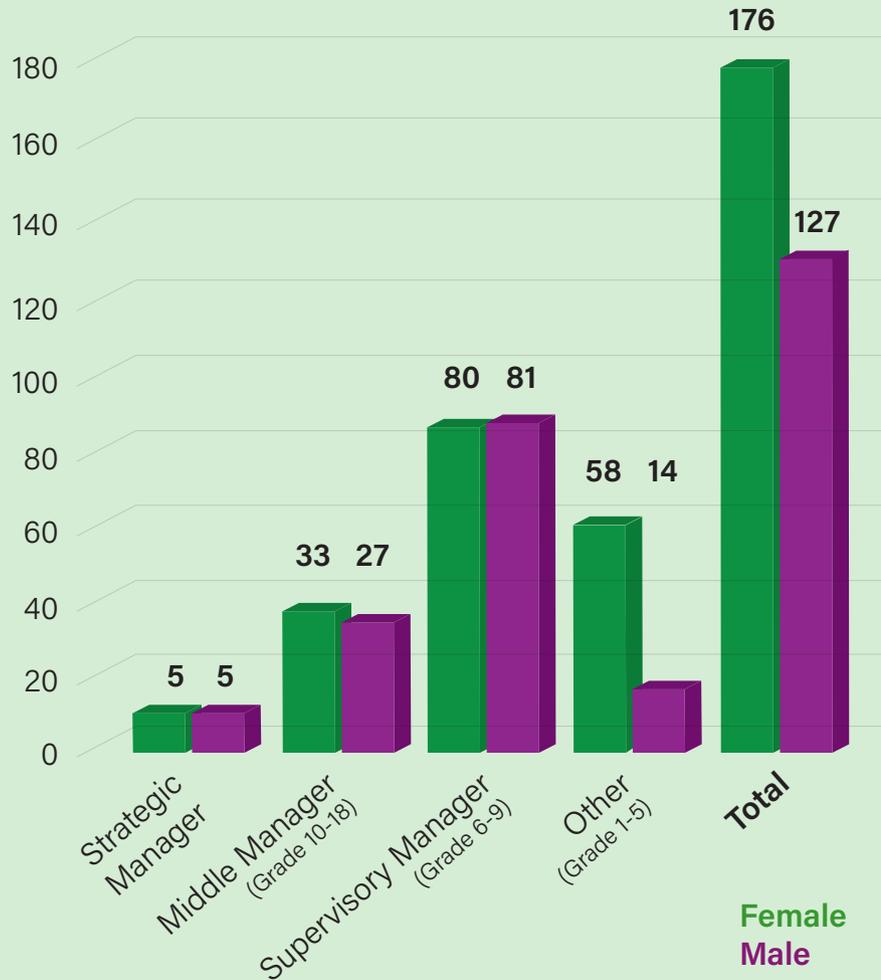
Female
Male

*Trans staff without a Gender Recognition Certificate (GRC) are recorded according to the gender related to their NI number. At this point in time, the HMRC requires a GRC before they will amend gender/tax/pension status. This is outside the control of South Wales Fire and Rescue Service.

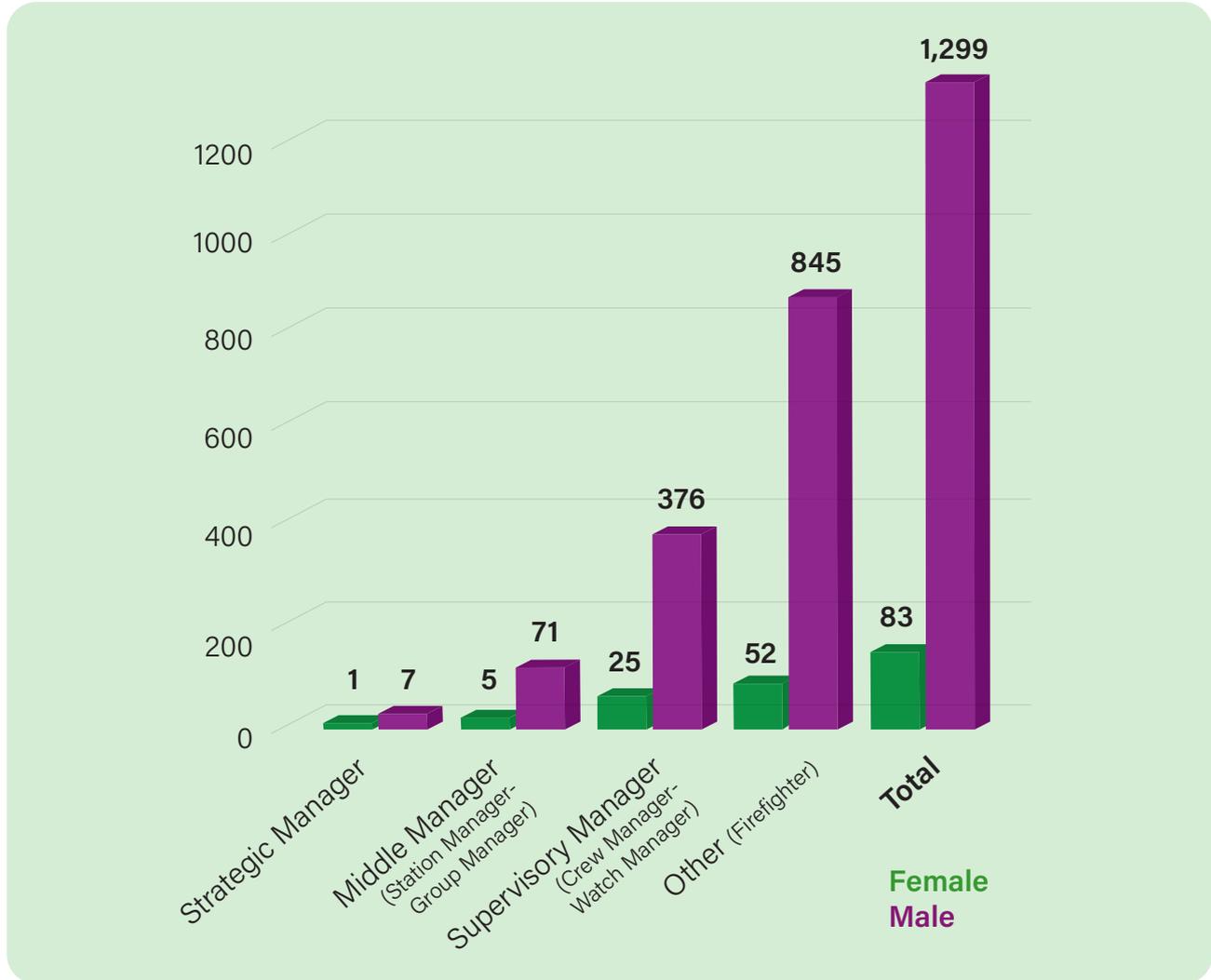
Staff Leavers between 1st April 2019 - 31st March 2020



Corporate Staff by Gender/Grade on 31st March 2020



Uniformed Staff (inc Control and On-Call) by Gender/Grade on 31st March 2019



Recruitment Data: 2019 - 2020

Applications Received - Corporate Staff



Gender

Gender	Total Applications
Female	247
Male	244
Transgender	0
Unknown	0
Prefer not to say	0



Age

Age Range	Total Applications
Under 18	4
18-24	61
25-40	125
41-59	111
60+	4
Prefer not to say	186



Disability

Disability	Total Applications
Registered Disabled	16
Not Registered Disabled	284
Prefer not to say	191



Ethnicity

Ethnicity	Total Applications
Ethnic Minority	19
White	315
Prefer not to say	157

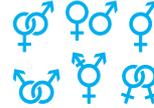
Recruitment Data: 2019 - 2020

Applications Received - Corporate Staff



Belief

Belief	Total Applications
Atheist	0
Buddhist	1
Christian	103
Hindu	1
Jewish	0
Muslim	2
No Religion	159
Other	0
Sikh	0
Prefer not to say	225



Sexual Orientation

Sexual Orientation	Total Applications
Bisexual	*
Gay	*
Heterosexual	286
Lesbian	*
Other	0
Prefer not to say	191



Welsh Speaker

Welsh Speaker	2019/2020
Don't speak Welsh	165
Learner	63
Intermediate	25
Fluent	32
Prefer not to say	206

Recruitment Data: 2019 - 2020

Applications Received - Wholetime Firefighter



Gender

Gender	Total Applications
Female	193
Male	1,572
Transgender	*
Unknown	41
Prefer not to say	0



Age

Age Range	Total Applications
Under 18	20
18-24	480
25-40	1,162
41-59	105
60+	0
Prefer not to say	5



Disability

Disability	Total Applications
Registered Disabled	29
Not Registered Disabled	1,720
Prefer not to say	23



Ethnicity

Ethnicity	Total Applications
Ethnic Minority	502
White	1,166
Prefer not to say	104

Recruitment Data: 2019 - 2020

Applications Received - Wholetime Firefighter



Belief

Belief	Total Applications
Atheist	0
Buddhist	10
Christian	442
Hindu	1
Jewish	0
Muslim	14
No Religion	1,204
Other	15
Sikh	0
Prefer not to say	96



Sexual Orientation

Sexual Orientation	Total Applications
Bisexual	78
Gay	24
Heterosexual	1,537
Lesbian	35
Other	0
Prefer not to say	98



Welsh Speaker

Welsh Speaker	Total Applications
Don't speak Welsh	1,189
Learner	325
Intermediate	77
Fluent	161
Prefer not to say	20

Recruitment Data: 2019 - 2020

Applications Received - Auxiliary Firefighter



Gender

Gender	Total Applications
Female	1
Male	13
Transgender	0
Unknown	0
Prefer not to say	0



Age

Age Range	Total Applications
Under 18	0
18-24	2
25-40	12
41-59	0
60+	0
Prefer not to say	0



Disability

Disability	Total Applications
Registered Disabled	0
Not Registered Disabled	14
Prefer not to say	0



Ethnicity

Ethnicity	Total Applications
Ethnic Minority	2
White	12
Prefer not to say	0

Recruitment Data: 2019 - 2020

Applications Received - Auxiliary Firefighter



Belief

Belief	Total Applications
Atheist	0
Buddhist	0
Christian	3
Hindu	0
Jewish	0
Muslim	1
No Religion	7
Other	0
Sikh	0
Prefer not to say	3



Sexual Orientation

Sexual Orientation	Total Applications
Bisexual	*
Gay	*
Heterosexual	286
Lesbian	*
Other	*
Prefer not to say	0



Welsh Speaker

Welsh Speaker	Total Applications
Don't speak Welsh	10
Learner	2
Intermediate	0
Fluent	2
Prefer not to say	0

Glossary

The Equality Act (2010)

This replaced more than 100 pieces of legislation with one legal document.

General Duty

The Equality Act 2010 established a General Duty which has three fundamental areas:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

Protected Characteristics

These are the identified characteristics which are protected by Law against being discriminated against or otherwise treated less than anyone else and cover: Age, Belief/ Non-Belief, Disability, Gender Reassignment, Race, Sex, and Sexual Orientation.

In certain circumstances, this also includes Civil Partnerships/Marriage and Pregnant/ Maternity.

Wales Specific Duties

The Welsh Government set out specific areas that must be complied with here in Wales, and by doing so, public bodies such as the Fire and Rescue Service will be able to show compliance with the General Duty above.

Strategic Equality Plan (SEP)

Our Strategic Equality Plan is developed with input from communities and staff, and outlines how we plan on meeting the requirements of both the Equality Act (2010) and the Wales Specific Duties.

Improvement Plan (IP)

This is published on our website (www.southwales-fire.gov.uk) and shows how we are performing across our services, and what the priorities are for the coming year. Risk Reduction Plan (RRP) This plan is published on our website (see above) and shows our priorities plus how we intend to meet them.

Risk Reduction Plan (RRP)

This plan is published on our website (see above) and shows our priorities plus how we intend to meet them.

South Wales Fire and Rescue Service

Headquarters, Forest View Business Park, Llantrisant. CF72 8LX

diversity@southwales-fire.gov.uk | www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English – we will respond equally to both and will reply in your language of choice without delay.



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ESTABLISHMENT STRUCTURE – JANUARY 2021

SUMMARY

This report provides Members with an overview of the current position with regard to the Service's staffing structure following the agreement at the Fire & Rescue Authority meeting in September 2018 to approve restructure to meet future challenges and demands.

RECOMMENDATIONS

That Members note the contents of this report.

1. BACKGROUND

1.1 As Members may be aware, the Fire & Rescue Authority approved a new staffing structure in September 2018. This structure was designed to meet the future challenges and demands facing the Service. In approving the structure, the Fire Authority stated the following requirement/amendment:-

1.1.1 Members receive updates on the progress of appointing to the new structure.

1.1.2 Members approve an amendment to the Scheme of Delegations to permit changes to the approved new establishment structure to be made by the Director of People Services and the Head of Paid Service.

2. ISSUES

2.1 **Update on progress** – Since the new structure was approved it is now settled and functioning as normal.

2.2 **Changes to approved structure** - There have been no amendments to the establishment structure in the last twelve months.

3. FINANCIAL IMPLICATIONS

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

4. EQUALITY RISK ASSESSMENT

4.1 There has been no requirement for an Equality Risk Assessment.

5. RECOMMENDATIONS

5.1 That Members note the contents of this report.

Contact Officer: Andrew Jones Head of Human Resources	Background Papers: None
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SOUTH WALES FIRE & RESCUE SERVICE PEOPLE PLAN 2021-2024

SUMMARY

The aim of the South Wales Fire & Rescue Service People Plan 2021-2024 is to enable the Service to meet evolving current and future expectations in achieving organisational aims and objectives by recruiting, developing, and retaining a highly skilled, motivated, and bilingual workforce that represents and champions the diversity of the communities we serve. The People Plan also aims to identify and maximise potential through effective people management and development, leading to a high performance culture whilst making the most effective use of public funds.

The People Plan will allow the Service to work within the high level direction agreed but to tailor approaches, where necessary, to reflect the individual needs of the organisation.

RECOMMENDATIONS

That Members note the content of the South Wales Fire & Rescue Service People Plan 2021-2024.

1. BACKGROUND

- 1.1 The South Wales Fire & Rescue Service People Plan 2021-2024 will remain current until 2024. A copy of the People Plan is attached to the report at Appendix 1.

2. ISSUES

- 2.1 The SWFRS People Plan will ensure there is consistency in approach across the Service and provides a framework for innovative thinking,
- 2.2 The South Wales Fire & Rescue Service People Plan will share the focus we are placing on the specific needs of the South Wales Service. The high level themes have been discussed internally with HR Managers.

3. FINANCIAL IMPLICATIONS

- 3.1 The implementation of the South Wales Fire & Rescue Service People Plan will be contained within the existing budget.

4. EQUALITY RISK ASSESSMENT

- 4.1 A full Equality Risk Assessment has been undertaken on the SWFRS People Plan.

5. RECOMMENDATIONS

- 5.1 That Members note the content of the South Wales Fire & Rescue Service People Plan 2021-2024.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1 – SWFRS People Plan 2021-2024
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Fire and Rescue Service

People Plan 2021-2024

Introduction



We recognise and value our people as our most important asset in achieving each of the aspirations within this Plan.

The aims outlined in our People Plan will help drive the required changes in culture, leadership, talent management, performance, reward and recognition, personal development, ways of working and structures that will be needed to ensure the Service achieves its strategic goals and our communities continue to receive exceptional services.

It is through our people that an excellent community experience will be delivered. To succeed, we need the right people with the right skills and values in place at the right time. We need exceptional leaders who champion our culture, live our values and facilitate high performance, and a highly talented, diverse, skilled and motivated workforce who are empowered and engaged through working in a developmental, collaborative, inclusive and supportive working environment.

Wherever you work or volunteer within the Service you are highly respected and have an integral role in keeping our communities safe.

Different roles...same goals!



Our Aims



The focus is to ensure that we create an environment which enables our people to thrive and draws out the best in them in order to achieve high performance. In order to achieve this we will:

1. Attract, identify, develop and retain high-performing individuals across all areas of our Service.
2. Develop the Service's management and transformational Leadership capabilities to ensure the Service is well positioned to respond to future challenges.
3. Develop and support the growth of our people thus enabling the development of a high performance culture in which staff performance is supported, enhanced and managed effectively.
4. Foster a values-based culture focused on diversity, inclusivity, health and wellbeing and positive engagement.
5. Provide excellent HR services which capitalises on technological solutions and maximises opportunities to collaborate wherever possible.
6. Develop a holistic approach to improving employee Well-being to reduce absence and focus on health and fitness promotion.

In delivering the People Plan we will:

- Deliver excellent people services that our Service expects and deserves.
- Support the Service to achieve its objectives by ensuring robust people-focused approaches that are practical and fit for purpose.
- Be solution-focused, working in partnership with colleagues to support their achievement of the objectives of the Service's Strategic Plan 2019-2024. In doing so, we will keep this Plan at the forefront of our work, engaging our staff in our vision for the future and keeping our stakeholders at the heart of everything we do.

Our HR Behaviours

The Service's People Plan 2021-2024 highlights a number of key behaviours that form a core part of how we will all work together within the HR function, enabling a healthy and positive working environment for our people. The HR behaviours listed below set the tone for all that we do in supporting the achievement of this Strategy.

We will:

- Engage with and listen to staff, internal and external partners openly and honestly putting people at the heart of everything we do.
- Expect and encourage high standards, to ensure we are the best that we can be.
- Seek feedback, challenge ourselves and continually develop our skills, talents and expertise to be leading professionals in our field.
- Drive and facilitate change.
- Work together in a way that creates a positive and healthy working environment.
- Ensure Diversity and Inclusion forms part of our decision-making processes.
- Network with others in order to learn, share best practice and peer-review performance.
- Be true partners to the Service, seeking workable solutions which add value to the way we deliver our services to our communities.



Achieving our Aims

Key HR Objectives

Aim 1

Attract, identify, develop and retain high-performing individuals across all areas of our Service.

Key Objectives

- Deliver a clear, diverse and sustainable recruitment and attraction strategy using appropriate tools and methods.
- Establish clear career development pathways and opportunities for progression.
- Develop clear approaches to the identification and development of high-performing talent, identifying future workforce and succession plans.
- Deliver specific policies and procedures to underpin the development and retention of high-performing talent.
- Establish a clear Reward and Recognition offer to attract and retain our people.

Indicative Measures of Success:

- Number of applications received.
- Number of external applications from under-represented groups.
- Number of job offers accepted.
- Key People metrics e.g. Turnover rates.
- Succession plans for leadership roles in place and actively managed.
- Candidate/Employee satisfaction.
- Utilise staff engagement activities to gauge impact of Reward and Recognition.
- Exit interviews.



Achieving our Aims

Key HR Objectives

Aim 2

Develop the Service's management and transformational leadership capabilities to ensure the Service is well positioned to respond to future challenges.

Key Objectives

- Define and develop a leadership vision in line with the NFCC Leadership Framework through which all leaders can demonstrate leadership excellence.
- Develop a clear approach to the identification and development of leadership and management resources across the Service, through which skills development interventions can be prioritised and delivered.
- Support the development and growth of future and existing leaders and managers.
- Establish clear behaviours and competencies to enable transparency of accountability, clear lines of decision-making and to support positive performance management.

Indicative Measures of Success:

- Increased talent pipeline for managerial and leadership promotions.
- Number of leaders and managers developing self and others.
- Feedback from staff on leadership and management through established engagement mechanisms e.g. IIP.
- Internal and/or external accreditation of excellent leadership and management practices.



Achieving our Aims

Key HR Objectives

Aim 3

Develop and support the growth of our people thus enabling the development of a high performance culture in which staff performance is supported, enhanced and managed effectively.

Key Objectives

- Deliver performance management processes which are fit for purpose, uniformly applied and aligned to support delivery of objectives; setting clear performance standards, aiding in the identification of high-performing people and talent.
- Enable managers to have informed and effective performance management conversations, supported by transparent performance data.
- Source and deliver relevant e-solutions to improve our performance management processes, data and reporting capability.

Indicative Measures of Success:

- Proportion of appraisals undertaken.
- Performance rating distribution.
- Staff engagement with the appraisal process.
- Feedback from staff around key performance indicators.
- Feedback from Representative Bodies and staff networks on how effectively their members feel supported and enhanced.
- Feedback from managers as to how supported they feel in undertaking appraisals etc.



Achieving our Aims

Key HR Objectives

Aim 4

Foster a values-based culture focused on diversity, inclusivity, wellbeing and positive engagement.

Key Objectives

- Support cultural change using Equality, Diversity and Inclusion initiatives that encourage staff involvement.
- Reiterate the role of equality, diversity and inclusion in shaping the future culture of the Service. Continue to address the Service's three-year Inclusive Fire Service Group plan (2018-21) through the collaborative delivery model already established.
- Ensure that equality and diversity is firmly embedded in key policies and procedures, in fulfilment of the Service's duties under the 2010 Equality Act.
- Deliver a strategy for improving employee engagement incorporating relevant wellbeing activities.

Indicative Measures of Success:

- Increased staff engagement (recognising feedback from staff engagement surveys).
- Increased diversity profile of staff promoted into senior roles.
- Increased staff engagement in all relevant activities.
- Sickness absence rates.
- Staff disability and diversity disclosure rates.
- External assessment e.g. Stonewall etc.



Achieving our Aims

Key HR Objectives

Aim 5

Provide excellent HR services which capitalise on technological solutions and maximizes opportunities to collaborate wherever possible.

Key Objectives

- Deliver people centric HR services that support achievement of Service aims and priorities, helps position us as an employer of choice and which staff value and understand.
- Capitalise on technological solutions that create a more effective and efficient HR function, including self-service, thus increasing capacity to provide added value services to the Service.
- Seek to undertake meaningful and effective collaboration to deliver our services in a better, more cost effective and efficient way so that we are better placed to meet emerging external challenges.

Indicative Measures of Success:

- Staff satisfaction with HR provision.
- Implementation and use of relevant technology e.g. Core HR, Appraisal e-solution.
- Reduction in centralised processes.
- Increased self-service functionality.
- Increased collaborative initiatives.
- Increased agility of departmental resources.



Achieving our Aims

Key HR Objectives

Aim 6

Develop a holistic approach to improving employee well-being to reduce absence and focus on health and fitness promotion.

Key Objectives

- Ensure that the physical and mental well-being of our people is at the heart of any related strategies, procedures etc.
- Provide a safe and healthy environment for our people that supports health and well-being activities in the workplace.
- Actively promote health and well-being initiatives across the Service for all staff.
- Continue to support managers in achieving a fair balance between Service need and employee support.
- Support and adopt National and Local frameworks that enhance the well-being of our people.
- Ensure the Service's Occupational Health provision continues to adapt its offer in line with increasing demands and changing expectations.

Indicative Measures of Success:

- Regular maintenance schedules.
- Employee consent rates in divulging health information.
- Number and value of civil claims for injury/ill-health.
- Outcomes from wellbeing surveys and actions implemented.
- Employee satisfaction rates.
- Absence rates.
- Long Term v Short Term absence.
- Proportion of managers who have received training in absence management.
- HR Metrics specific to OHU.
- Greater participation in key initiatives e.g. Blue Light Champions, Employee Assistance Programme, Colleague Support Team etc.



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PREPARATION FOR THE SOCIO-ECONOMIC DUTY

SUMMARY

To provide Members with:

- a brief overview of the upcoming Socio-Economic Duty and the Service
- highlights of what the Service has already put into place
- an overview of measures/actions being implemented

RECOMMENDATIONS

1. That Members note the content of this report
2. That Members are provided with a six-monthly update report after October 2021.

1. BACKGROUND

- 1.1 In 2019, the Welsh Government announced that it would be implementing a Socio-Economic Duty. Due to the pandemic, this was moved from early 2020 to March 2021.
- 1.2 The Service has been proactively involved with the Welsh Government on the formation of this Duty, including supporting documents, guidance, and resources for public bodies to access.
- 1.3 The Area Manager for Risk Reduction represented South Wales Fire & Rescue Service on the Welsh Government's external implementation group, and the Diversity Officer led on its working group.
- 1.4 The briefing paper attached to the report as Appendix 1 provides:-
 - A brief overarching summary of the new Duty and this Service
 - highlights of what the Service has already actioned
 - an outline of what will be implemented

2. ISSUES

- 2.1 There is no identifiable issue at this stage.

3. FINANCIAL IMPLICATIONS

- 3.1 As consideration of the Socio-Economic Duty will be required in all strategic decisions, assessing any financial resources required would need to be factored in at that stage.

4. EQUALITY RISK ASSESSMENT

- 4.1 The Socio-Economic Duty is an equality piece of legislation being enacted by the Welsh Government which will sit alongside the compliance requirements of the Equality Act (2010) and compliment the Well Being of Future Generations Act.
- 4.2 As such, it will require inclusion in any Integrated Assessments.

5. RECOMMENDATIONS

- 5.1 That Members note the content of this report.
- 5.2 That Members are provided with a six-monthly update report after October 2021.

Contact Officer:	Background Papers:
Andrew Jones Head of Human Resources	Appendix 1 - Socio-Economic Duty Briefing Paper

Briefing Paper- Socio-Economic Duty and the Service

Introduction

The Welsh Government's Socio-Economic Duty will be implemented from 31st March 2021, and this piece of legislation will accomplish the following:

- a) Legally acknowledge the adverse impacts socio deprivation and economic poverty have on the health, well-being, access to opportunities, and life quality of a significant proportion of people in Wales.
- b) Formally call on public bodies to ensure socio-economic impacts (or potential impacts) are actively given consideration during their strategic decision making process.
- c) Place the requirement on public bodies to provide, upon request, evidence in relation to b).
- d) Compliment the Equality Act (2010), the Wales Specific Duties (PSED), and the Well Being of Future Generations Act.

The new Duty and South Wales Fire and Rescue Service

The Service is ahead of the curve in addressing socio economic deprivation via preventative schemes/projects, targeted home fire safety campaigns, the delivering key stage 1 and 2; with two fundamental successes being the Bernie Project and Employability Project.

Actions that have been carried out in preparation

Below are key actions the Service has proactively undertaken in preparation for the Socio-Economic Duty:

- The CFO being a keynote speaker in a Welsh Government webinar on the new Duty.
- Contributed to the direction of the new Duty via representatives on both the Welsh Government's external implementation group and also its working group.
- Reviewed in-house data collection systems.
- Assessed external data sets, such as Acorn, which are used to identify areas of socio deprivation for preventative work.
- Re-designed the Equality Risk Assessment process into an Integrated Assessment.
- Incorporated a socio-economic assessment into the recent WDS campaign.
- Looked at new and innovative methods of delivering core safety messages - for example the recent messages on vans initiative.
- Delivered an awareness session to senior management team

- Established a dedicated Socio-Economic Duty section on the equality & diversity section of the intranet so staff can access key information.
- Provided updates via in-house consultation and engagement group.
- Held discussions on methods to roll out information to all staff.
- Instigated a piece of work on creating a consultation/engagement resource bank.

To be implemented

The actions below are planned for implementation within the first quarter:

- Deliver 'information nuggets' to staff via Routine Notice in the lead up to 31st March.
- Identify key in-house groups and scheduling awareness sessions.
- Provide one-to-one upskilling opportunities on the new Integrated Assessment for relevant staff.
- Roll out the new Integrated Assessment process from 1st of April 2021.
- Develop two videos for staff; one on Integrated Assessments and one on the new Duty.

Carey Wood
Equality & Diversity Officer

REPORT ON MENTAL HEALTH PROJECT AND ACTIVITIES

SUMMARY

This report provides Members with an update on the key work-streams the Service is undertaking in relation to the Mental Health Project.

RECOMMENDATIONS

That Members of the HR & Equalities Committee note the contents of the report.

1. BACKGROUND

1.1 Members will be aware that the Mental Health Project commenced in November 2019, with the aim of developing a mental health provision that supports individuals, whilst providing a fair and proportionate service that reflects the following three key areas:-

- **Prevention**
- **Protection**
- **Promotion**

1.2 This report provides project updates and achievements to date. This includes a summary of mental health support and incidents resulting in a 'wellbeing tag'.

2. ISSUES

2.1 Project Updates and Achievements

2.1.1 **Trauma Screening Pilot** – a pilot programme was launched in November 2020 within Cardiff Central, Merthyr, and Monmouth Stations. Personnel at the stations will receive a Trauma Screen Questionnaire following their attendance at a 'Tagged Wellbeing Incident'.

The electronic questionnaire asks personnel to reflect answering 10 trauma and 2 depression related questions following their attendance at the incident.

To date the pilot has received 3 tagged incidents at the above mentioned stations:-

**Code Blue - Train Incident,
Code Blue - Water Incident,
Code Blue - Road Traffic Collision**

- 2.1.2 **Pen Y Graig Woodland Project** - The Service has engaged with a Woodland project based within Monmouthshire. The Woodland project specialises in helping participants recover using woodland skills with a team of therapists and clinicians. The Service is in the process of identifying individuals to join the Woodland project that has received Welsh Government funding.
- 2.1.3 **Mental health awareness delivery on Crew Manager and Station Manager Induction Days** – The project continues to provide training delivery within the induction days for newly promoted crew and station managers.
- 2.1.4 **Mental Health, Wellbeing Calendar** - The Service has produced a joint calendar of events, providing focus on key dates within the calendar year, e.g. World Mental Health Day, Suicide Prevention Day. The calendar will enable the Service to co-ordinate future focus days with input from learning and development, and publications such as the 'SHOUT' magazine, to raise awareness.
- 2.1.5 **Wellbeing Survey Investors In People** - The Service facilitated an 'Investors In People Wellbeing' Survey, giving all staff the opportunity to provide feedback on the Service's wellbeing provision, including physical and mental wellbeing support.
- 2.1.6 **Mental Health Working Group** - In 2020 the project successfully brought together 16 members of the Service to form a Mental Health Working Group. There is representation from all directorates and areas within the Service. The group provide valuable input into the Mental Health Work Programme as well as feedback on initiatives.
- 2.1.7 **Recruit Training** - Successfully trialled a recruit training package. Provided a Post-Traumatic Stress Disorder (PTSD) overview (signs, symptoms, and helpful tips), awareness of mental health support both internal and external. The training is now embedded within all Wholetime Duty Courses.

2.2 Wellbeing TAG – Launched 3 February 2020

- 2.2.1 The 'Wellbeing Tag' initiative for post incident support was launched on 3 February, 2020.
- 2.2.2 The tag allows Incident Commanders and Fire Control to tag any incident that may have affected crew wellbeing and welfare.
- 2.2.3 Historically post incident support was triggered following a fatality. The new initiative creates an understanding that any incident may affect crew wellbeing and welfare.
- 2.2.4 To date 79 incidents have received tags, resulting in over 1,000 post incident supportive contacts to all employees involved in an incident.
- 2.2.5 Tagged incidents are then collated within the individual's core portal record.
- 2.2.6 Mid & West Wales Fire & Rescue Service, following a new Post Incident Partnership meeting, have adopted South Wales Fire & Rescue Service's Wellbeing Tag framework.

2.3 Royal Foundation – Working Group

- 2.3.1 In January 2019 the Royal Foundation and Kings College held a symposium in London.
- 2.3.2 South Wales Fire & Rescue Service attended the symposium and received a detailed analysis of the recently published 'Assessing the Mental Health and Wellbeing of Emergency Responder Community in the UK'.
- 2.3.3 The project is still a key stakeholder within the working group convened by HRH Duke of Cambridge.
- 2.3.4 The project will utilise its position within the working group to identify best practices within the UK and further develop the South Wales Fire & Rescue Services mental health provision.
- 2.3.5 The report will provide us with the opportunity to identify areas of improvement and develop those against UK best practice.
- 2.3.6 In Oct 2020, the Mental Health Project lead was invited to join the Mind Blue Light Advisory Panel, assisting 'Mind' and the Royal Foundation in re-writing the Mind Blue Light Programme.

The national programme aims to re-launch the Blue Light programme, delivering peer champion training along with line manager training. Providing opportunities for all to develop their mental health knowledge.

3. FUTURE FOCUS

- 3.1 Training Delivery – To establish a training and development plan for all staff members. This is likely to be a co-delivery between the Mind Blue Light Programme, the Service, and Connect 5 Mental Health Training provider.
- 3.2 To develop an online support system ‘1 click support’, via South Wales Fire & Rescue Service intranet.
- 3.3 To continue to meet with the internal Mental Health Working Group, facilitated by the project.
- 3.4 To evaluate additional post incidents support schemes such as Trauma Screening, and Trauma Risk Management (TRiM).
- 3.5 To develop Family Liaison Training with a local South Wales Foundation ‘2 wish’, enabling the Service to provide support to employees or family members of employees following the death in Service or Service injury, (on and off duty)

4. FINANCIAL IMPLICATIONS

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

5. EQUALITY RISK ASSESSMENT

- 5.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

6. RECOMMENDATIONS

- 6.1 That Members of the HR & Equalities Committee note the contents of the report.

Contact Officer:	Background Papers:
Crew Manager David Crews Mental Health Project	None

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PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE

SUMMARY

The report proposes updated terms of reference for a newly formed Scrutiny Committee further to Members consideration of an earlier report (12th October 2020) on proposed reform of Fire & Rescue Authority (FRA) scrutiny. It highlights the knock on implications that such changes will have on membership of other committees.

RECOMMENDATIONS

That Members consider the proposed implications of the scrutiny proposals and provide views to shape the report to enable Fire and Rescue Authority consideration at their March meeting.

1. BACKGROUND

- 1.1 At the meeting of the 12th October 2020, Members of the Finance, Audit and Asset Management Scrutiny Committee considered a report on options to reform FRA scrutiny (please see attached report at Appendix 1). As a consequence of Members decision to pursue option 4 (FRA members only with specialist non-voting co-opted members as required), it was necessary for appropriate new terms of reference to be drafted.
- 1.2 At their meeting on 18th January, Members of the Scrutiny committee considered proposed revisions to their terms of reference (please see attached report at Appendix 2)

2. ISSUE

- 2.1 As a consequence of this review, Members will note that the proposals will have knock on implications for other Fire & Rescue Authority Committees including for this committee.
- 2.2 It is therefore appropriate for this committee to consider the proposals and the recommended amendments to existing committee membership and terms of reference. It is recommended that a report be taken to the next Fire Authority meeting in March in order that the revised structure be implemented in the new Municipal year.
- 2.3 In relation to membership, it is noted that the proposals provide for the members of the scrutiny committee to not sit on either FAPM Committee or HR & Equalities Committee. This means by necessity, there will need to

be a reduction in the number of Members who sit on the HR & Equalities Committee and again by necessity a number of members required to sit on both of these committees. A summary of current structures, membership numbers, meeting frequency and future membership proposals are attached at appendix 3.

3. RECOMMENDATIONS

- 3.1 That Members consider the proposed implications of the scrutiny proposals and provide views to shape the report to enable Fire and Rescue Authority consideration at their March meeting.

Contact Officer:	Background Papers:
Sally Chapman Deputy Chief Officer	None

PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE
APPENDIX 1

SOUTH WALES FIRE & RESCUE AUTHORITY
FINANCE, ASSET & PERFORMANCE MANAGEMENT
SCRUTINY GROUP
REPORT OF THE DEPUTY CHIEF OFFICER

AGENDA ITEM NO
12 OCTOBER 2020

SCRUTINY COMMITTEE REFORM PROPOSALS

SUMMARY

The paper proposes options for reform of the South Wales Fire & Rescue Authority Scrutiny Committee to enable it to be more effective and accountable in its scrutiny of key decisions, policies and performance.

RECOMMENDATIONS

That Members consider the report proposals and:

- Advise which scrutiny option they would prefer to progress and have worked up in more detail for a further report before final Fire Authority determination.
- Advise if they are content for the terms of reference for the new scrutiny committee to be redrafted to cover wider organisational areas of scrutiny and thematic reviews.
- Advise whether they are content for more detailed proposals to include the involvement of the public and stakeholders in determining topics for scrutiny.
- Advise of any further factors that they wish Officers to consider in preparing detailed proposals on the preferred option.

1. BACKGROUND

- 1.1 As Members will recall from the Fire & Rescue Authority's AGM on 8 June this year, the Chairman requested that a report be taken to the Finance, Asset & Performance Management Scrutiny Group reviewing scrutiny proposals for the Fire & Rescue Authority. This report discharges that obligation and presents Members with relevant information and proposals to enable the Authority's scrutiny function to become more effective and accountable. Final determination of any revised proposals will require Fire & Rescue Authority approval.

2. ISSUE

- 2.1 As Members will be aware, scrutiny committees have long been in existence in local authorities in Wales, following the implementation of the Local Government Act 2000. This required local authorities to create an executive that discharged specified responsibilities of the local authority. To complement this, the legislation also required the creation of one or more overview and scrutiny committees which would specifically scrutinise decisions or actions taken by the council or its executive and make reports or recommendations to the council or its executive on matters which affected the local authority's area or its inhabitants. This was further

enhanced by the Local Government (Wales) Measure 2011 which enabled the creation of joint overview and scrutiny committees. Members will note that these legislative requirements did not apply to Fire & Rescue Authorities in Wales.

- 2.2 Despite the lack of statutory provision for Fire & Rescue Authorities in Wales to have an overview and scrutiny committee, the Welsh Government Fire & Rescue National Framework 2016 does acknowledge that Fire & Rescue Authorities have dual roles of both leadership and challenge and therefore need to be adequately equipped to both set strategic direction and challenge levels of performance. Members will be aware that this Fire & Rescue Authority implemented a scrutiny working group to discharge this role a considerable number of years before this most recent iteration of the National Framework placed this as a requirement on Fire & Rescue Authorities.
- 2.3 In reviewing the existing scrutiny function of the Fire & Rescue Authority, it is acknowledged that there are a number of positives and negatives to the current system. The most notable drawback is that the current system of governance does not facilitate an executive scrutiny split in roles. However, despite this limitation, there is considerable guidance and best practice available that can assist in minimising the impact of this and instead focusing on the key aspects of good scrutiny.
- 2.4 To this end, a number of models of scrutiny have been looked at together with best practice guidance to influence resultant recommendations about how to improve scrutiny by the Authority. As a starting point, the Audit Wales (Wales Audit Office as they then were) report on scrutiny in the public sector (29 May 2014) was reviewed. This report, whilst focusing primarily on local authority scrutiny, provided some useful insights into what good scrutiny involves and it is suggested that the principles of this report can equally be applied to the Fire & Rescue Authority.
- 2.5 The report highlighted that improved scrutiny and increased public accountability could be achieved if there was more effective engagement with the public and partners. The engagement should include involving the public and partners in deciding what topics should be scrutinised, rather than the Authority deciding these for itself. It should garner and take into account the views of the public and partners, thereby providing an evidence base for recommendations and accountability for decisions, policies and performance.
- 2.6 The report asserted that this engagement could be achieved in a number of different ways, including inviting stakeholders and partners to scrutiny meetings; co-opting members to the committee as appropriate (it is suggested that this could include subject matter experts, diversity

champions, youth or older person representatives etc); the use of social media or citizen panels; the use of paper or online forms for individuals to submit views on issues.

2.7 The report also identified that there are four stages to effective scrutiny -

- Topic selection
- Planning & scoping
- Gathering evidence
- Reporting findings

- and recommended that the public, staff, partners & stakeholders should all be involved in topic selection. In addition, it detailed various outcomes and characteristics that it would expect to see for effective overview and scrutiny. For simplicity, these are reproduced in the table below but with references to 'Council', 'Local Authority' etc. changed to reflect Fire & Rescue Authority governance wherever possible:

Outcome <i>What does good scrutiny seek to achieve?</i>	Characteristics <i>What would it look like? How could we recognise it?</i>
<p>1. Democratic accountability drives improvement in public services.</p> <p>'Better Outcomes'</p>	<p>Environment</p> <p>i) Overview and scrutiny has a clearly defined and valued role in the Fire & Rescue Authority's improvement and governance arrangements.</p> <p>ii) Overview and scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.</p> <p>Practice</p> <p>iii) Overview and scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</p> <p>Impact</p> <p>iv) Overview and scrutiny regularly engages in evidence based challenge of decision makers and service providers.</p> <p>v) Overview and scrutiny provides viable and well evidenced solutions to recognised problems.</p>

<p>2. Democratic decision making is accountable, inclusive and robust.</p> <p><i>'Better decisions'</i></p>	<p>Environment</p> <p>i) Overview and scrutiny Members have the training and development opportunities they need to undertake their role effectively.</p> <p>ii) The process receives effective support from the Fire & Rescue Service Executive Leadership Team who ensures that information provided to overview & scrutiny is of high quality and is provided in a timely and consistent manner.</p> <p>Practice</p> <p>iii) Overview and scrutiny is Member-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of community concerns against issues of strategic risk and importance.</p> <p>iv) Overview and scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</p> <p>Impact</p> <p>v) Decision makers give public account for themselves at overview and scrutiny committees for their portfolio responsibilities.</p>
<p>3. The public is engaged in democratic debate about the current and future delivery of public services.</p> <p><i>'Better engagement'</i></p>	<p>Environment</p> <p>i) Overview and scrutiny is recognised by the Fire & Rescue Authority and Executive Leadership Team as an important mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p>Practice</p> <p>ii) Overview and scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>iii) Overview and scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iv) Overview and scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p>

	<p>Impact</p> <p>v) Overview and scrutiny enables the ‘voice’ of local people and communities across the area to be heard as part of decision and policy-making processes.</p>
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- 2.8 Following a brief review of scrutiny models in place elsewhere, it is very apparent that there is little consistency in approach to overview and scrutiny, except for the required executive/scrutiny split required in local authorities in Wales. With regard to Fire & Rescue Authorities, the picture becomes even less clear, in part due to the myriad of governance structures in place for Fire & Rescue Authorities across the UK.
- 2.9 From a Welsh Fire & Rescue Authority perspective and having consulted with the Monitoring Officers from the other two Fire & Rescue Authorities, all three have almost identical governance structures, albeit that the terminology may differ. In essence, all key strategic and policy decisions are taken by the whole Fire & Rescue Authority, with aspects delegated to specific committees. None of the Fire & Rescue Authorities have an executive that has authority to take key decisions in the same manner as local authorities in Wales and all have scrutiny committees comprising members of the Fire & Rescue Authority who will have been involved in taking key strategic decisions that may be subject to scrutiny.
- 2.10 In reality, due to the current governance arrangements, there will be no feasible way to avoid Members of the Fire & Rescue Authority also being Members of its scrutiny committee if Members wish to continue being involved in such scrutiny. However, it is suggested that there are mechanisms that could be put in place to add a greater degree of transparency to the process depending upon how radical Members wish to be in their recommendations. The most viable options and an analysis of their respective benefits and disadvantages are detailed below:

Option 1: Advertise for Independent Members with requisite skill sets to be appointed following interview

- 2.11 This option would be the most transparent option not linked to any existing governance structures, as it would involve externally advertising and recruiting non-political members to sit on a scrutiny committee. Through this option it would be possible to set minimum or required skills and experience criteria for candidates. Such members would not be bound by the Members’ Code of Conduct and would not be democratically accountable.

- 2.12 This option would require reasoned decisions regarding the skills levels and experience required, together with the number of members to be appointed. Their term of office and remuneration would also require determination. It is suggested that this should in practice follow the standards and remuneration levels set by the Independent Remuneration Panel for Wales (IRPW) for co-opted scrutiny committee members, as this represents an independent evaluation of similar roles.
- 2.13 Members should note that this would involve additional financial expenditure to be incurred by the Authority, although the extent of this would be dictated by the number of such members appointed and the frequency of meetings. For information, current rates are £198 daily fee (more than four hours) and £99 for four hours or less. However, there may also be the option of partners or stakeholders appointing a co-opted member on a reciprocal arrangement or for increased organisational understanding to enhance partnership working.

Option 2: Seek one non-Fire Authority nominee from each of the ten constituent Councils to sit on the committee

- 2.14 This option would involve inviting each of the ten constituent authorities represented on the Fire Authority to nominate one of their local authority members who do not currently sit on the Fire Authority, to become a member of the scrutiny committee. This option ensures the committee members are democratically elected and accountable via their local authorities. It could also be argued that such members would be familiar with public sector administration and fiscal issues and are conversant with the scrutiny role. However, it could be argued that such members may not possess all of the specialist skills necessary to undertake the role effectively. If this were the case, the current ability for Members to co-opt specialist skills for a specific area of scrutiny would remain. However, there may be scope for requiring an existing scrutiny committee chair or a leader or deputy leader to be the nominated member, thereby ensuring that the local authority maintains an additional overview of the work of the Fire Authority and its constituent members.
- 2.15 In relation to remuneration, it is suggested that the current member allowances paid to such councillors would cover the extent of this role as the service provided is funded almost in total by constituent authorities. Therefore, it is likely that only travel expenses (in line with the levels set by the IPRW) would be incurred by the Fire Authority.

Option 3: A hybrid of option 1 or 2 combined with Fire Authority Members

- 2.16 This option would provide a blend of either specifically recruited members with requisite skills, and/or members nominated from constituent

authorities, with existing Fire Authority Members. Regard would need to be had to the size of the committee under this option, as there is the potential for this to become too large to facilitate effective scrutiny. Consideration would also need to be given to other committees or boards that the Fire Authority Members sat on (please refer to option 4 below for discussion on this point).

Option 4: Fire Authority Member only committee

- 2.17 This option would maintain the current status quo in relation to Fire Authority Members retaining the scrutiny role. This option has the obvious disadvantages detailed earlier in the report and therefore it is suggested that if this option were to be adopted as the preferred option, then some changes to the existing membership should be made.
- 2.18 The changes that are proposed are that the scrutiny committee would firstly have different terms of reference than currently exist, to enable effective scrutiny of organisational issues, rather than limiting to finance and asset type issues.
- 2.19 In addition it is recommended that the committee comprise only Fire and Rescue Authority Members who do not sit on either the Finance & Audit Committee or the HR & Equalities Committee. However, this would require some re-jigging of committee membership, as there are currently only two Members who sit on neither of the above committee (excluding the chair and vice chair of the Fire & Rescue Authority). If implemented, this option would enable effective scrutiny of whole organisational issues and key decisions that both of these committees consider and would facilitate the chairs and/or vice chairs of each committee attending as witnesses to the scrutiny committee to answer questions about their committee's decisions and rationale for taking such decisions.
- 2.20 It should be noted that the Authority has utilised its senior salaries and therefore are unable to additionally remunerate the chair of this committee if comprising only Fire Authority Members (hence historic precedence of this being incorporated into the role of the chair of Finance & Audit Committee).

Terms of Reference of a Proposed New Scrutiny Committee

- 2.21 It is recommended that any reformed scrutiny committee embrace revised terms of reference to embody many of the Audit Wales recommendations detailed earlier in the report. This would include public, partner, stakeholder and staff involvement in recommending areas of scrutiny.

- 2.22 It is also recommended that the terms of reference should enable thematic scrutiny reviews on key topics of interest both within the Fire & Rescue Service and the wider community (for example climate change; mental health & wellbeing; high rise living; post-Covid impacts etc). This would have the advantage of ensuring more holistic scrutiny of key topic areas of interest or concern, resulting in appropriate recommendations for the Fire & Rescue Authority to consider.

3. FINANCIAL IMPLICATIONS

- 3.1 As highlighted above, there are a number of potential financial implications of each option. Option 4 is obviously the option that does not incur any direct financial costs, as current Fire & Rescue Authority Member salaries are already budgeted for, with Option 2 only accruing minimal additional costs through traveling expenses.
- 3.2 Option 1 is the most costly option to implement. If it is assumed that the scrutiny committee would comprise 6-8 Members, the costs could be in the region of £2,400-£3,200 before travel based on four half day meetings per year. Option 3 would incur less costs, although the extent of the reduction would be dependent upon the split of Local Authority and externally appointed Members.
- 3.3 In addition to these direct costs, it is anticipated that there would be additional indirect costs in the form of Member training and development in the scrutiny role and increased officer support. It is suggested that with some realignment, these costs could be met from within existing resources.

4. IMPACT ASSESSMENT

- 4.1 How a new scrutiny committee is set up and its membership will have varying impacts depending on the model adopted. However, regardless of what model is preferred, key considerations highlighted from the Audit Wales review are the methodology the committee adopts to topic selection; consideration of topics; and recommendations flowing from such consideration.
- 4.2 It is also important that the committee, when considering these issues, takes account of a variety of relevant factors including:
- 4.2.1 Equality issues and embracing all sectors of society
 - 4.2.2 Wellbeing & Future Generations Act requirements
 - 4.2.3 Socio economic duty
 - 4.2.4 Location, timing & style of meetings
 - 4.2.5 Appropriate engagement and consultation methods

- 4.3 It is suggested that some of the Service's existing mechanisms and contact frameworks already in place will assist in this process (for example, involvement of young people through the Cadet Scheme; our older person network contacts; consultation forums; vulnerable person service delivery providers; minority group contacts etc).

5. RECOMMENDATIONS

- 5.1 That Members consider the report proposals and:

- 5.1.1 Advise which scrutiny option they would prefer to progress and have worked up in more detail for a further report before final Fire Authority determination.
- 5.1.2 Advise if they are content for the terms of reference for the new scrutiny committee to be redrafted to cover wider organisational areas of scrutiny and thematic reviews.
- 5.1.3 Advise whether they are content for more detailed proposals to include the involvement of the public and stakeholders in determining topics for scrutiny.
- 5.1.4 Advise of any further factors that they wish Officers to consider in preparing detailed proposals on the preferred option.

Contact Officer:	Background Papers:
Sally Chapman Deputy Chief Officer	None

PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE
APPENDIX 2

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO

18 JANUARY 2021

**FINANCE AUDIT & PERFORMANCE SCRUTINY GROUP
REPORT OF THE DEPUTY CHIEF OFFICER****PROPOSED NEW TERMS OF REFERENCE FOR SCRUTINY COMMITTEE****SUMMARY**

The report proposes updated terms of reference for a newly formed Scrutiny Committee further to Members consideration of an earlier report (12th October 2020) on proposed reform of Fire & Rescue Authority (FRA) scrutiny.

RECOMMENDATIONS

That Members consider the proposed new terms of reference for scrutiny attached at appendix 1 to the report and provide views and a recommendation to enable Fire and Rescue Authority consideration at their March meeting.

1. BACKGROUND

- 1.1 At the meeting of the 12th October 2020, Members considered a report on options to reform FRA scrutiny. As a consequence of Members decision to pursue option 4 (FRA members only), it is necessary for appropriate new terms of reference to be drafted.

2. ISSUE

- 2.1 Attached at appendix 1 to this report is an initial draft of new terms of reference for Members consideration.
- 2.2 As Members will note, the draft attempts to reflect some of the recommended principles of good scrutiny (eg. not scrutinising a decision of which you have been a party), although it is accepted that this will not be possible to achieve in all situations with the proposed model. The key area where this would not be possible is where the scrutiny committee is considering a decision taken by the FRA itself.
- 2.3 The draft also attempts to provide considerable flexibility in relation to the areas under scrutiny, but within the parameters of particular themes, such as performance, governance etc.
- 2.3 Due to the proposed restrictions on membership of this committee, it is inevitable that there will need to be some amendments to the existing terms of reference for both the Finance & Audit Committee (FAPM) and the HR & Equalities Committee (HRE). Subject to Members views on the attached draft, further reports will be taken to both the FAPM and HRE committees to suggest amendments to their respective terms of reference.

3. RECOMMENDATIONS

- 3.1 That Members consider the proposed new terms of reference for scrutiny attached at appendix 1 to the report and provide views and a recommendation to enable Fire and Rescue Authority consideration at their March meeting.

Contact Officer:	Background Papers:
S.Chapman Deputy Chief Officer	None

SOUTH WALES FIRE & RESCUE AUTHORITY
TERMS OF REFERENCE
SCRUTINY COMMITTEE

1. Purpose of Committee

1.1	The committee demonstrates the Authority's commitment to the efficient and effective deployment of public resources and to give assurance that available funding is utilised as efficiently and effectively as possible to protect the level of service offered to the public within the key statutory responsibilities and Strategic themes defined by the Fire and Rescue Authority (FRA). It also demonstrates the Authority's commitment to the efficient and effective management of its performance, learning and continuous improvement.	
1.2	The committee also ensures that the Authority is working in line with its Strategic Theme 8: Continuing to Work Effectively as set out in the South Wales Fire and Rescue Service Strategic Plan 2020/2030	

2. Composition of the Committee

2.1	The committee forms a vital part of the Authority's good governance mechanisms and as such the Authority recognises the importance of ensuring appropriate membership to enable effective scrutiny of key issues. To facilitate this within the Authority's governance structures the Authority has agreed that the following membership requirements will apply to the committee:	
2.1.1	Membership of the Scrutiny Committee will be determined at the Annual General Meeting of the FRA.	
2.2.2	The committee will comprise XX FRA Members. Wherever possible the committee will comprise an appropriate diversity balance.	
2.2.3	Wherever possible no member will be involved in scrutinising decisions in which they have been directly involved.	
2.2.4	A member of the Scrutiny committee will not sit on the FRA Finance & Audit Committee or the HR & Equalities Committee.	
2.2.5	The Chairperson and Deputy Chairperson of the FRA may not sit on the Scrutiny Committee.	
2.2	The committee may co-opt independent non-voting members to the Scrutiny committee as they deem appropriate where specialist skills are required. The committee will determine a suitable selection and appointment process.	

3. Specific Responsibilities of the Committee

3.1	<p>To review, monitor and challenge:</p> <ul style="list-style-type: none"> a) any decisions made, about to be made or not made by the FRA or its committees; b) any actions taken, about to be taken or not taken by the FRA or its committees; c) any FRA plans, policies or priorities; d) FRA performance in the delivery of its functions and services e) any matter that affects the FRA area or its inhabitants f) any decision taken by a partner that directly impacts on the work of the FRA e.g. blue light partner, PSB, regional partner etc. <p>in connection with the discharge of any of the FRAs functions.</p>	
3.2	<p>In undertaking these responsibilities the Committee will have regard to:</p> <ul style="list-style-type: none"> a) compliance with legislation; b) compliance with guidance; c) compliance with the FRS National Framework 2022-27; d) compliance with the governance framework e) compliance with policy; f) FRA, committee and officer reports and decisions; g) recommended practice and/or performance within the sector or elsewhere (including benchmarking); h) budgetary implications; i) continuous improvement; j) corporate values; and k) service user, stakeholder, partner or community feedback 	

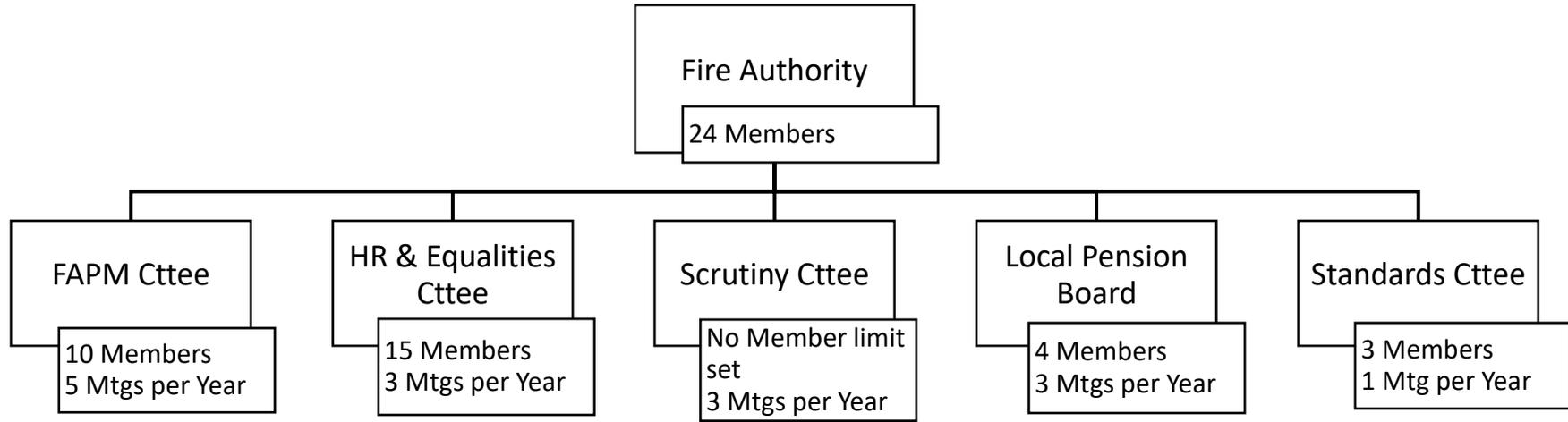
4. How the Committee will Discharge its Responsibilities

4.1	<p>The committee will receive appropriate training, development and/or updates on the principles of good scrutiny and good governance</p>	
4.2	<p>The committee will agree a Forward Work Programme at the first committee meeting of the Municipal Year</p>	
4.3	<p>The Forward Work Programme should contain the following as a minimum:</p> <ul style="list-style-type: none"> a) one Fire & Rescue specific themed review 	

	<ul style="list-style-type: none"> b) one community interest themed review c) one performance themed review d) one plan, policy or procedure review e) one governance framework review 	
4.4	<p>The committee may request (upon reasonable notice) the attendance of the following to assist in its scrutiny of a particular issue:</p> <ul style="list-style-type: none"> a) The Chairperson and/or Deputy Chairperson of the FRA or any of its committees b) FRS officers relevant to the area under consideration c) Specialist experts or outsiders with relevant experience 	
4.5	The committee may investigate or make a detailed examination of any activity within the scope of these Terms of Reference	
4.6	The committee may make recommendations to the Fire and Rescue Authority or another committee upon any issue within the scope of these Terms of Reference	
4.7	The committee will undertake an annual review of their recommendations and how they have been considered by the FRA or its committees	

CURRENT & PROPOSED NEW COMMITTEE STRUCTURE
APPENDIX 3

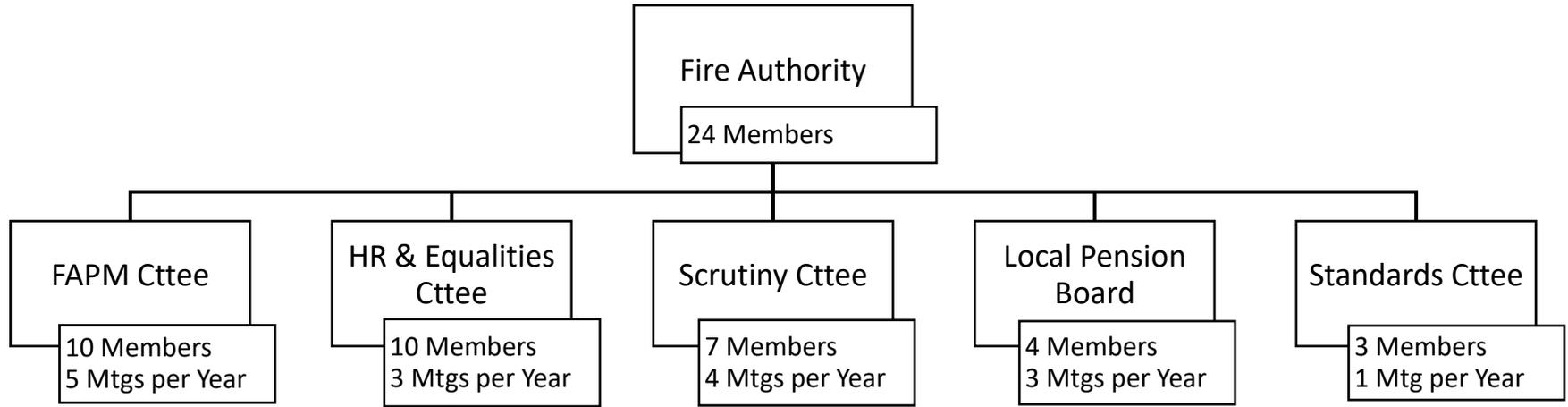
CURRENT STRUCTURE



PROPOSED STRUCTURE

Proposed conventions

- 1 Unable to sit on FAPM & HR&E Cttee:
 - Chair of FA
 - Deputy Chair of FA
 - Member of Scrutiny Cttee
- 2 Unable to sit on Scrutiny Cttee:
 - Chair of FA, FAPM & HR&E Cttee
 - Deputy Chair of FA, FAPM & HR E Cttee
- 3 Unable to sit on Standards Cttee:
 - Chair of FA
 - Deputy Chair of FA
- 4 Unable to sit on Pensions Cttee
 - Chair of FA
 - Chair of HR&E



**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2020/2021**

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Review of Training & Development Department Activities for 2019/2020	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 TS Contact Officer: Garry Davies	20 July 2020	Presented
Annual Occupational Health Activity Report 2019/2020	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS Contact Officer: Andrew Jones	20 July 2020	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	20 July 2020	Presented
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/Karen Davies	20 July 2020	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	20 July 2020	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	2 November 2020	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	2 November 2020	Presented
Recruitment & Attraction Strategy	To update Members	ACO PS Contact Officer: Andrew Jones/Deb Doel	2 November 2020	Presented
Real Fire Training Facility update	Purpose is to provide an update to Members on the new Real Fire Training Facility at Cardiff Gate	ACFO TS Contact Officer: Garry Davies	2 November 2020	Presented
Update on Leadership Development Strategy	To update Members on the development modules in respect of the future leaders of the Service.	ACO PS Contact Officer: Andrew Jones/Serena Ford	2 November 2020	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on 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/Karen Davies	2 November 2020	Presented
Update on Job Evaluation		ACO PS Contact Officer: Alison Reed	2 November 2020	Presented
Mental Health Project - Activities	To update Members on the Mental Health Project	ACO PS Contact Officer – Andrew Jones/Dave Crews	2 November 2020	Presented
Update on Apprenticeships	To update Members on the current progress on the Apprenticeship Levy for SWFRS	ACFO TS Contact Officer: Garry Davies	2 November 2020	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Pay Policy Statement 2020/2021	Purpose is to inform Members and to enable the Service's Policy to be evaluated	ACO PS Contact Officer: Alison Reed/Kim Jeal	22 February 2021	
Update on Car Lease Scheme	To update Members on the Car Lease Scheme	ACFO TS Contact Officer: Richard Prendergast	22 February 2021	
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	22 February 2021	
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	22 February 2021	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
High Rise – Training element	To update Members	ACFO TS Contact Officer: Garry Davies	22 February 2021	
Gender Pay Gap Statement	Purpose is to update Members on the analysis of the gender pay gap across the Service	ACO PS Contact Officer: Alison Reed	22 February 2021	
Update on liP – Report and Presentation	To provide Members with an overview of the outcome of the latest liP Assessment	ACFO TS Contact Officer: Garry Davies	22 February 2021	<i>Deferred to the next meeting</i>
Annual Equality Report	To update Members	ACO PS Contact Officer: Andrew Jones	22 February 2021	
Strategic Equality Plan Update 2020-2025	To update Members	ACO PS Contact Officer: Andrew Jones	22 February 2021	<i>Deferred to the next meeting</i>

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Establishment Structure Update	To update Members	ACO PS Contact Officer; Alison Reed / Andrew Jones	22 February 2021	
SWFRS People Plan 2020-2023	To provide Members with an update on the agreed SWFRS's People Strategy 2020-2023	ACO PS Contact Officer: Alison Reed	22 February 2021	
NJC for Brigade Managers Salaries and Numbers Survey 2020	To provide Members with an update on the NJC annual survey of FRA's Brigade Managers roles in terms of gender, ethnic origin, age, and the use of Gold Book terms and conditions.	ACO PS Contact Officer: Alison Reed	22 February 2021	<i>Deferred to the next meeting</i>
Service preparation for Socio Economic Duty		ACO PS Contact Officer	22 February 2021	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Mental Health Strategy		ACO PS Contact Officer: CM D Crews	22 February 2021	

Dates of meetings – 20 July 2020, 2 November, 2020, 22 February 2021

ACO Alison Reed – Director of People Services

Andrew Jones – Head of Human Resources

AM Garry Davies – Head of Training & Development

AGENDA ITEM NO 18

**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:

- HR & Equalities Meeting held on 2 November 2020 5

5. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2021/2022 13

6. Vehicle Lease Scheme – OP-03.009 43

7. Welsh Language Standards Update – February 2021 61

8. Firefighters Pension Schemes – Wales Government Circulars 2020/2021 121

9. Training & Development Department – High Rise Training Update 127

10. Gender Pay Gap Statement 131

11. Annual Equality Report for the period 1 April 2019 to 31 March 2020 135

12. Establishment Structure – January 2021 175

13. South Wales Fire & Rescue Service People Plan 2021 - 2024 177

14. Preparation for the Socio-Economic Duty 191

15. Report on Mental Health Project and Activities 195

16. Proposed new Terms of Reference for Scrutiny Committee 201

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17.	Forward Work Programme for HR & Equalities Committee 2020/2021	223
18.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	231