

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, 2 November 2020 at 1030 Hours

**VENUE:** To be held on **StarLeaf - Access Code: 42842 37705**  
**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 20 July 2020 5
5. To Elect the Chairperson of the HR & Equalities Committee for the Remainder of Municipal Year 2020/2021 11
6. To Elect the Deputy Chairperson of the HR & Equalities Committee for the Remainder of Municipal Year 2020/2021 13
7. Update on South Wales Fire & Rescue Services Strategic Equality Plan 15

8.	Firefighters Pension Schemes – Wales Government Circulars 2020/2021	23
9.	Recruitment, Attraction & Engagement Strategy	27
10.	Training & Development Department - Real Fire Training Facility	31
11.	Update on Leadership Development Strategy – March 2019 to September 2020	37
12.	Annual Mental Health Strategy & Wellbeing Delivery Plan – November 2019 to October 2020	41
13.	Report on Mental Health Project and Activities	57
14.	Update on Job Evaluation – To be Presented on the Day	63
15.	Firefighter Apprenticeship Update	65
16.	Car Lease Scheme – To be Presented on the Day	71
17.	Forward Work Programme for HR & Equalities Committee 2020/2021	73
18.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	81

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
A	Hussey	Caerphilly
H	Jarvie	Vale of Glamorgan
A	Jones	Torfaen
A	Lister	Cardiff
D	Naughton	Cardiff
<b>Clr</b>	<b>TBC</b>	
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, 20 JULY, 2020**

**HELD REMOTELY VIA STARLEAF CONNECTION**

**1. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S Pickering (Chair)		Rhondda Cynon Taff
D Ali (Deputy Chair)		Cardiff
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
A Hussey		Caerphilly
A Jones		Torfaen
A Lister		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

**APOLOGIES:**

W Hodgins		Blaenau Gwent
H Jarvie		Vale of Glamorgan

**ABSENT:**

D Naughton	Failed to connect remotely	Cardiff
H Thomas	Failed to connect remotely	Newport

**OBSERVORS:**

D T Davies	Left at 11:30 hrs	Torfaen
S Bradwick	Left at 11:45 hrs	Rhondda Cynon Taff

**OFFICERS PRESENT:-** ACO A Reed – Director of People Services, Mr A Jones – Head of HR, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms R Hazell – Occupational Health Nurse, Ms K Davies – HR Manager (Attendance Management), Ms G Goss – HR Manager (Employee Relations)

## **2. DECLARATIONS OF INTEREST**

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

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

- **WELCOME ADDRESS TO NEW MEMBER**

The Chair welcomed new Member, Councillor Hodgins, to the HR & Equalities Committee.

- **WELCOME ADDRESS TO NEWLY APPOINTED HEAD OF TRAINING & DEVELOPMENT**

The Chair extended a warm welcome to Area Manager Garry Davies, who had recently been appointed the new Head of Training & Development.

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

The minutes of the previous HR & Equalities meeting held on 24 February, 2020, were received and accepted as a true record of proceedings.

With reference to Item 46 recorded within the minutes, Members were advised that Area Manager Ian Greenman had deferred his retirement and had recently been appointed Head of the Recovery Project Group for a short period.

## **5. SOUTH WALES FIRE & RESCUE SERVICE – OVERVIEW OF TRAINING & DEVELOPMENT DEPARTMENT 2019/2020**

The Head of Training & Development presented a report which provided Members with an overview of the Training &

Development department, and identified the organisational structure and functions established within in order to facilitate it.

## **RESOLVED THAT**

Members considered the contents of the report and following a question and answer session unanimously agreed to support the organisation's future training needs.

### **6. OCCUPATIONAL HEALTH UNIT (OHU) ACTIVITY REPORT – 1 APRIL 2019 TO 31 MARCH 2020**

The Occupational Health Nurse informed Members that the presented Occupational Health Unit Activity report spanned the period from 1 April 2019 to 31 March 2020. The report provided data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

## **RESOLVED THAT**

Members unanimously agreed to note the content of the report.

### **7. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021**

The ACO People Services advised Members that under the terms of the Public Services Pension Act 2013 (PSBA 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**

7.1 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.

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

## **8. REPORT ON ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2019 TO 31 MARCH 2020**

The HR Manager (Attendance Management) presented a report to Members on the Annual Sickness Absence from 1 April 2019 to 31 March 2020, and highlighted the following key areas:-

- Sickness absence figures across the Service had reduced by 8% on the previous year
- The number of shifts/days lost to long term sickness was reducing
- A reduction in the number of injuries on duty leading to sickness absence.

The report also provided Members with a snapshot of the areas of focus for improving wellbeing and mental health activities.

### **RESOLVED THAT**

Members unanimously agreed to note the contents of the report.

Councillor Davies withdrew from the meeting at 11:30 hrs.

## **9. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2019 TO 31 MARCH 2020**

The HR Manager (Employee Relations) presented a report which provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2010 to 31 March 2020.

### **RESOLVED THAT**

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

Councillor Bradwick withdrew from the meeting at 11:45 hrs.

## **10. FORWARD WORK PROGRAMME 2020/2021**

The ACO 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.

## **11. 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 Chair closed the meeting by thanking Officers for their hard work in providing Members with their detailed and informative reports.

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**SOUTH WALES FIRE & RESCUE AUTHORITY**  
HR & EQUALITIES COMMITTEE

AGENDA ITEM NO 5  
2 NOVEMBER 2020

**TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE  
FOR THE REMAINDER OF MUNICIPAL YEAR 2020/21**

Please note – only those Members elected to sit on the HR & Equalities  
Committee may nominate and vote on this item (PSO 3.1)

<b>HR &amp; Equalities Committee - Chairperson:</b>		

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**SOUTH WALES FIRE & RESCUE AUTHORITY**  
HR & EQUALITIES COMMITTEE

AGENDA ITEM NO 6  
2 NOVEMBER 2020

**TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES  
COMMITTEE FOR THE REMAINDER OF MUNICIPAL YEAR 2020/21**

Please note – only those Members elected to sit on the HR & Equalities  
Committee may nominate and vote on this item (PSO 3.1)

<b>HR &amp; Equalities Committee – Deputy Chairperson:</b>		

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## **UPDATE ON SOUTH WALES FIRE & RESCUE SERVICE'S STRATEGIC EQUALITY PLAN**

### **SUMMARY**

This report provides Members with an update on the Strategic Equality Plan Quarter 1 update and analysis.

### **RECOMMENDATION**

That Members note the content of the report.

## **1. BACKGROUND**

- 1.1 South Wales Fire & Rescue Service is legally required to develop and implement a Strategic Equality Plan (SEP), with the newest iteration achieving compliance by being published prior to 31 March, 2020.
- 1.2 The attached (Appendix A) is a Quarter 1 update on the corporate actions tagged as relevant to furthering the Strategic Equality Plan's aims (at the time of writing, Quarter 2 deadline has not passed hence it's absence from this report).
- 1.3 As Members are aware, COVID-19 has altered any planned landscape so some actions have been deferred in order that resources can be appropriately re-deployed.

## **2. ISSUE**

- 2.1 The main issue is 'Out of Scope'; that is how far-reaching COVID-19 will impact upon priorities and resources (both financial and human). While this pandemic might require re-prioritising of certain actions, this is envisaged to be only a temporary situation.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 There is no identified financial implication associated with the contents of this report.

## **4. EQUALITY RISK ASSESSMENT**

- 4.1 There are no adverse impacts identified regarding this report's content. Each action/task owner is responsible for assessing equality risk during the carrying out of that action/task.

## 5. RECOMMENDATION

5.1 That Members note the content of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Mr Andrew Jones - Head of HR Carey Wood – Diversity Officer	Appendix A – Strategic Equality Plan Quarter 1 – Data & Analysis

## Summary

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This paper will give assurance to Members of the HR and Equalities Sub Committee and senior management within South Wales Fire & Rescue Service on progress towards achievement of the Equality Outcomes for the period 01 April – 30 June 2020.

## Background

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- 1.1 All departments link actions within their annual department plans to the appropriate Equality Outcome. This way of working allows us to accurately monitor the improvements we make and to develop the services we provide to all of our communities.
- 1.2 Quarterly updates are recorded by action owners onto the Business Management Information System (BMIS), and staff within the Planning, Performance and Risk Team monitor the information and extract reports accordingly.
- 1.3 This report will provide Members and Officers with a health check on performance against the Equality Outcomes for the period 01 April – 30 June 2020.

## Issue

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- 2.1 For Members' information the Service has revised the Equality Outcomes into three subject areas as detailed below:

### Services:

1. Make sure under-represented groups and marginalised communities are involved at the outset of design and delivery.

### People:

- 2a. Become an employer that all our communities can see themselves being a part of.
- 2b. Be a place of work where all employees feel valued.

### Infrastructure:

- 3a. Make sure we carry out our Legal Duties under the Equality Act (2010) and related Welsh legislation.
- 3b. Improve the infrastructure to better support a 21st century inclusive employer.

## Equality Risk Assessment

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- 3.1 This report, the accompanying appendices and the targets themselves have no Equality Risk Assessment impact. The Service Performance and Communications Department and the respective Directorates are working with the performance data to establish any trends and implications that would include equality implications. These will be addressed at that time.
- 3.2 It is the responsibility of the action owners to ensure that Equality Risk Assessments are carried out for their actions in the planning framework.

## Recommendations

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- 4.1 That Members review the performance details for the period 01 April – 30 June 2020 contained within this report.

## Scorecard as at 30 June 2020

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- 5.1 The scorecard below lists the number of tasks in progress relating to each Equality Outcome along with a breakdown by RAG status.

1 - Design & delivery of service				
▲	●	★	Unknowns	Total
0	7	11	0	18
2a. Employer of choice				
▲	●	★	Unknowns	Total
0	9	0	0	9
2b. Feel valued				
▲	●	★	Unknowns	Total
0	9	14	1	24
3a. Legal duties				
▲	●	★	Unknowns	Total
0	1	4	0	5
3b. Infrastructure				
▲	●	★	Unknowns	Total
0	3	0	2	5

# Services Task Commentary

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## **1. Make sure under-represented groups and marginalised communities are involved at the outset of design and delivery.**

Pre-consultation on our plans for 2021-2022 were held during July/August. 101 responses were received which were analysed for content and presented to Heads of Service and the Deputy Chief Officer (DCO). Heads of Service meetings to devise the plan for 2021-2022 are due to be held in September and feedback on their production will be provided to Staff and Stakeholders as part of the Annual Improvement Plan and its consultation.

Work is underway to review the members on the stakeholder register to ensure a wide representation of the communities we serve. This review will include matching members of the register to the unitary authorities and discussing with our Public Service Boards (PSBs) on ways to enhance our engagement during public consultations.

Business Fire Safety (BFS) teams continue to work proactively through the Covid-19 period to support our communities and businesses to recover from the disruption. Web-site and audit programme developed to ensure increased levels of support available and to ensure fire safety awareness and compliance remains as a priority.

Road Safety Wales links have been continued through the Covid-19 period with continual analysis of road traffic collision data to ensure correct interventions. The development of a mature driver presentation is being undertaken as a new target group

## **2a. Become an employer that all our communities can see themselves being a part of.**

Our "People Plan" will be published on our external website.

We are reviewing our promotional materials to ensure that they specifically address the key aspects of our Recruitment Strategy.

We continue to monitor recruitment and retention data to ensure that our activities are focussed in the right areas

A review of the previous wholetime duty system (WDS) recruitment campaign has been undertaken and key learning points identified. We will be initiating a further campaign in the coming months and will use all available resources to ensure that we reach all communities and maximise opportunity for all groups.

Our on call duty system (OCDS), recruitment and media teams are progressing targeted local approaches to recruitment and attraction along with the identification of how we are reaching candidates (social media, word of mouth, local campaigns, etc).

We have confirmed start dates for two firefighter apprenticeship cohorts scheduled for August and September.

We were planning to hold an annual Service Event in September, however, due to Covid-19 restrictions plans are now underway to possibly deliver a virtual event later this year.

A digital campaign calendar is now being used by Media and Comms, however, due to Covid-19 priorities roll out across the Service has been postponed. This will be progressed as soon as possible.

## **2b. Be a place of work where all employees feel valued.**

The Inclusive Fire and Rescue Service Plan has been incorporated within other plans, such as Investors In People (IIP) and the new Strategic Equality Plan (SEP). All actions are reported on via the SEP. Current pandemic means some priorities have shifted albeit temporarily.

Our “People Plan” will be formally uploaded to the HR intranet site early quarter three having been agreed at the necessary levels.

We continue to work to deliver against actions arising from the November 2019 Investors in People report which indicated significant improvement in key areas. We have shared the report content with key partners and are currently assessing the most effective methods of delivery.

The implementation of the Employee Wellbeing Delivery Plan through the well-being steering group is currently on hold due to Covid-19 restrictions.

We are in the process of initiating a project plan to start work on the new Intranet. We will be planning consultation days with departments/teams and the ICT Trainer will be visiting stations to ascertain what is important to them and get their feedback.

A work stream to improve the training pathway from initial recruitment to competent OCDS FF has been approved by the Senior Management Team (SMT). A Task and Finish will review the current Standards for Justice (SFJ) pathway and provide options/recommendations for change and improvement to be delivered to SMT by October 2020.

Following the outcome of the Services' Structure Review we have implemented a job evaluation review of all corporate staff roles to ensure pay equality and address any equal pay and gender pay gaps. Work is ongoing on this activity.

Leader engagement with staff at all level has continued, taking into account Covid-19 restrictions, via differing media and at all levels.

### **3a. Make sure we carry out our Legal Duties under the Equality Act (2010) and related Welsh legislation.**

We continue to review our contractual partnership arrangements in terms of legal, health, pensions etc. to ensure appropriate assurance metrics and governance arrangement are agreed and adhered to.

Work is progressing between the Diversity Officer and the Learning and Development Team to develop and deliver a bespoke line manager training package for diversity.

We are developing a Welsh Language Standards reporting module within our Business Management Information System (BMIS).

A review of welfare facilities and working environment at the Joint Fire Control is underway to ensure a healthy and safe workplace for staff and visitors, including those with disabilities.

### **3b. Improve the infrastructure to better support a 21st century inclusive employer.**

People Services are developing greater interaction with internal customers to operate a HR business partnership model. Inroads into liaising with internal customers around recruitment, mental health, job evaluation, etc. have been made and will seek to build on these connections going forward.

Work is ongoing to maximise the benefits of CoreHR. E-recruitment will be launched early in Quarter three. Work has commenced on E-talent which will tie into the Service' proposed appraisal process etc.

Work has commenced on the intranet replacement project and the Public, Private and Data Store sites have been created. The Public site will be open to all staff and will be bilingual, the Private sites will be Departmental/Team sites and will only be visible to member of those Departments/Teams. The Data Store sites are those departments/teams that store large volumes of data e.g. Business Fire Safety, Human Resources (PRF's) and Medical Records. Subject to no further disruptions the planned completion date will be the end of December with a go-live date of January 2021.

Plans are in place for the Media and Communications team to provide social media training for Stations.

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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' Pensions Scheme Circulars and e-mails) that have been received in the 2020/2021 year.

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

<b>Contact Officer:</b> ACO Alison Reed Director of People Services Tel: 01443 232308	<b>Background Papers:</b> Appendix 1 - Firefighters' Pension Scheme Circulars
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## HR & EQUALITIES COMMITTEE

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

NO	TITLE	DATE	SUMMARY
W-FRSC(2020)05	<b>Fire and Rescue Authorities Performance Indicators 2020-21</b>	21 September 2020	For information only.
W-FRSC(2020)04	<b>Fire and Rescue Operational Statistics Arrangements 2019-20</b>	21 September 2020	For information only.
W-FRSC(2020)08	<b>The Local Authorities (Coronavirus) (Meetings) (Amendment) (Wales) Regulations 2020</b>	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	<b>Firefighters’ Pension Schemes (Wales) – Complete set of Updated Factor Guidance Notes</b>	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.

<b>W-FRSC(2020)06</b>	<b>Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020</b>	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.
<b>W-FRSC(2020)01</b>	<b>Firefighters' Pensions – Employer and Employee Contribution Rates 2020-2021</b>	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.
<b>W-FRSC(2020)03</b>	<b>Financial Arrangements for Firefighter Pensions: Top-up Grant Forms 2020-21</b>	9 March 2020	<p>This circular requests each Fire &amp; 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>
<b>W-FRSC(2020)02</b>	<b>Public Service Pension Indexation &amp; Revaluation 2020</b>	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.

## **RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY**

### **SUMMARY**

This report provides Members with an update in relation to the ongoing Recruitment, Attraction & Engagement Strategy.

### **RECOMMENDATIONS**

That Members note the contents of the report.

## **1. BACKGROUND**

- 1.1 The purpose of the report is to update Members of the HR & Equalities Committee on the work that has been undertaken in terms of attracting, engaging and recruiting a diverse workforce.
- 1.2 During 2019/2020 the Service delivered a Wholetime Firefighter Recruitment campaign with a difference. Every stage of the process was reviewed and amended accordingly to encourage individuals from all areas of our community to apply for employment within South Wales Fire & Rescue Service.
- 1.3 Consideration was taken into account of the Equality Act 2010 where it makes it unlawful for employers to discriminate against job applicants (and existing workers) because of one of the 9 'Protected Characteristics':- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- 1.4 The Recruitment & Resourcing team have been configuring the CORE e-recruitment module, which is due to be launched in October 2020. This has been translated and updated in line with Welsh Language Standards, and the Welsh Language Commissioner is being kept updated on progress. The Equalities Officer is also being regularly consulted.

## **2. ISSUES**

- 2.1 The Recruitment & Resourcing team are linking in to the Service's People Plan by aiming to deliver a clear, diverse and sustainable Recruitment Strategy.

- 2.2 In 2016/2017 the Service employed 76 Wholetime Firefighter Recruits – 70 white males, 2 white females (1.8%), and 4 from BAME backgrounds (3.6%)
- 2.3 During 2019/2020 Wholetime Firefighter Campaign, 68 applicants passed the process overall with **10%** of candidates being female (7). The increase in females passing the process was due to a number of factors:- by increasing attendance at events such as Park Runs, and promoting the campaign through external partners and local fitness venues. Also offering advice from the Service's Health & Fitness Advisors, and running a female only 'Firefighter Fit' event. However, the Service acknowledges that more work needs to be undertaken.
- 2.4 From within the BAME communities, only 2 candidates passed the process. There is again some investment to be made in this area. We have, however, established clearer links with partners such as the Yemeni Community Centre/Boxing Club, and Race Equality First.
- 2.5 Contact has also been made with internal departments (Equality, and Risk Reduction), the local Police Service, and other Fire & Rescue Services in terms of strategies used, and linking in to external partners.
- 2.6 The organisation is considering modernizing its recruitment application process and capitalising on technological solutions, thus the need to introduce the Core e-recruitment application process.

### **3. RECRUITMENT STRATEGY**

- 3.1 In 2019 the Recruitment team delivered and attended many engagement events leading up to the Wholetime Firefighter Campaign. Continuous engagement with applicants' pre the application process, throughout the application process, and following the application process is currently being reviewed. It is the Service's intention to develop the process further through the setting up of a working group, and continuously building relationships with both internal and external stakeholders.
- 3.2 **Positive Action Strategy** - This was initiated throughout the 2019/2020 Wholetime Campaign for events leading up to the recruitment process, and all candidates came through the same fair and equitable process.

## 4. RECENT ACTIVITY AND PROGRESS

### 4.1 Wholetime Recruitment 2019/2020:-

- Barriers removed such as over complex and unnecessary tests, additional requirements accommodated for on a more personal basis.
- Created a pathway for both internal and external applicants.
- Changed the application form process.
- Introduced a '**blind**' shortlisting sift in line with NFCC leadership framework
- Ability test reviewed and amended
- Practical & Physical test reviewed and adapted in certain areas
- Interview process shortened
- 'Positive action' parameters and legalities considered at every stage
- Streamlined the recruitment process
- Unconscious bias identified and trained against
- Partnership working with internal departments:- Training & Development, Operations, Occupational Health, Stores, Learning & development, Engagement team, Media & Communications
- Invitations to corporate staff and uniformed personnel to become involved in recruitment events, as well as the shortlisting and interview process (cross department 'buy-in').
- Evaluation questionnaire sent to all candidates and staff involved in the process.

4.2 A Service wide working group has been established to assist with continuous improvement and engagement for the Wholetime Campaign, which will also have a positive impact on the On-Call process.

4.3 The Core e-recruitment module is to be configured, and the website and intranet is to be updated by the Recruitment & Resourcing team. The aim is to launch Stage 1 by the end of October, with the application form being available externally on the website, and internally on the Core portal. This will provide both candidates and Recruitment managers with a far more efficient and modern way of managing the process. Advice is being sought in terms of Equality, Welsh language, and set up from the relevant experts within the Service and CORE itself.

## 5. THE WAY FORWARD

- To develop a longer term Recruitment, Attraction & Engagement Strategy.

- To continue with positive action events, and linking in with stations to help with delivery as they have strong links within their community.
- To ensure that strong communication links are continuously maintained with the community, partners, candidates, and staff members.
- To continuously monitor and review processes in terms of how fit for purpose they are.
- To work alongside Fire Control and Mid & West Wales Fire & Rescue Service in terms of a Recruitment Campaign, ensuring that a fair and equitable process is delivered.

## 6. EQUALITY RISK ASSESSMENT

- 6.1 There are no Equality Risk Assessment issues arising as a result of this specific report.
- 6.2 Work will be undertaken with the Service's Diversity Officer in relation to reviewing Equality Risk Assessment during varying stages of recruitment processes.

## 7. RECOMMENDATIONS

- 7.1 Members note the contents of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Deborah Doel HR Manager, Recruitment & Resourcing	None

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

AGENDA ITEM NO 10  
2 NOVEMBER 2020

**TRAINING & DEVELOPMENT DEPARTMENT – REAL FIRE TRAINING FACILITY**

**SUMMARY**

This report provides Members with an updated position on the completed build of the Real Fire Training Facility, located at the Training & Development Centre at Cardiff Gate.

**RECOMMENDATIONS**

That Members note the contents of the report.

**1. BACKGROUND**

- 1.1 The purpose of the report is to update Members on the Real Fire Training Facility (RFTF) at the Training & Development Centre at Cardiff Gate, as detailed in Appendix 1 attached to the report.

**2. CURRENT POSITION**

- 2.1 The construction phase of the project commenced on 10 September, 2018, and was scheduled for a 47 week build programme.
- 2.2 The building was completed on schedule and within budget, with practical completion taking place on 5 August, 2019, and the building being fully operational in November 2019.
- 2.3 Following an extensive period of testing and commissioning the building became operational in November 2019.
- 2.4 A comprehensive HAZOP study was completed by Frazer Nash in collaboration with Health and Safety, Property Services, and the Training department. A full report was published in April of 2020.
- 2.5 All existing course profiles, lessons plans, and scenarios were specifically rewritten for the new facility.
- 2.6 All instructors have undergone significant training in the operation of the Real Fire Training Facility (RFTF) including basic fault finding and operation of the SCADA computer systems.

- 2.7 Having a state of the art Real Fire Training Facility at Cardiff Gate Training Centre has allowed the Service to increase breathing apparatus initial course numbers to 20 students, an increase of 100%.
- 2.8 The Service entered into a preventative and lifecycle maintenance contract with LION in May 2020. This contract is for preventative and reactive maintenance of the technical aspects of the facility, including the afterburners and extraction systems.
- 2.9 Existing Service contractors have undergone training by LION engineers, allowing them to undertake minor maintenance on gas and electrical systems. This was completed in July 2020.

### **3. THE WAY FORWARD**

- 3.1 TC Consult continue to work with the main contractors to resolve all outstanding remedial work.

### **4. FINANCIAL IMPLICATIONS**

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

### **5. EQUALITY RISK ASSESSMENT**

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

### **6. RECOMMENDATION**

- 6.1 That Members note the contents of the report.

<b>Contact Officer:</b> AM Garry Davies Head of Training & Development	<b>Background Papers:</b> Appendix 1 – Cardiff Gate Real Fire Training Facility
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## APPENDIX 1

**Cardiff Gate**  
**Real Fire Training Facility**



Following the support of the Fire & Rescue Authority the construction of a new carbonaceous compartment fire house is now complete. The venue is within the perimeter of the existing Cardiff Gate site.

This world class venue features a three storey fire house allowing firefighters to carry out Breathing Apparatus training in a range of challenging real fire scenarios.



The training facility involves real fire and smoke created by burning timber materials in fixed and mobile cribs. The building includes a smoke treatment system (smoxidiser) contained within the third floor, which will prevent untreated emissions exiting the building.

The smoxidiser ensures that any smoke produced within the facility is captured, extracted and filtered, whilst meeting all the legal and environmental requirements of the relevant authorities. This ventilation extract system includes an air cleaning system which cleans all the carbonaceous gas and smoke, prior to release into the atmosphere, and achieves zero emissions.



The internal design of the facility allows for a mixture of scenarios including domestic, small commercial, basement fires, small offices, residential accommodation, including maisonette flat type arrangements with internal stairs for top and bottom entry. The facility also has the capability for ship firefighting through the inclusion of ships hatches, ladders, ships doors and internal risers.

The building incorporates both high and low pressure water systems supplied by 2 x 4000 litre water tanks and powered by electric pumping systems which negates the need for traditional water ladder involvement. This further reduces the environmental impact from both noise and emissions. Additional systems include an artificial 'cold' smoke capability which is installed in all areas of the facility and further enhances the overall flexibility.



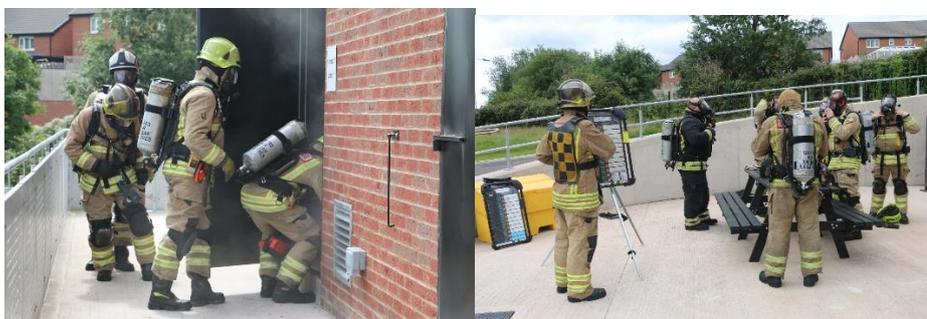
Ancillary outbuildings have been constructed to enhance the delivery of training on site and include:

- A welfare block which incorporates a classroom, separate toilet, and a control room for monitoring conditions and systems within the fire house.
- A fully enclosed outdoor briefing / debriefing enclosure
- Wood store
- A pump house for the high and low pressure pump sets and associated electrical equipment.

The health, safety and welfare of all users has been considered and incorporated into the design of the building. Lobbies have been designed and incorporated between fire compartments which act as refuges for instructors, and further allows for additional points of entry / exit. Extensive safety systems are incorporated including temperature monitoring, emergency generator, back up pumps, deluge systems and emergency extraction.

Since the building went live in November 2019 the following courses have been delivered:-

2 week Breathing Apparatus Initial Course	5 courses,	instructing	75 fire fighters
2 week Breathing Apparatus instructors Course	1 course,	instructing	6 fire fighters
1 day Fire Behaviour Courses	27 courses,	instructing	270 fire fighters
2 week CFBT instructors Course	2 courses,	instructing	12 fire fighters



**UPDATE ON LEADERSHIP DEVELOPMENT STRATEGY – MARCH 2019 TO SEPTEMBER 2020**

**SUMMARY**

This report provides Members with an update on the Leadership Development Strategy within the Service, and outlines the background for future plans.

**RECOMMENDATIONS**

That Members note the contents of the report.

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with an update on the work that the Service's Learning & Development (L & D) team have put in place in respect of its current and future leaders.
- 1.2 The report covers the period March 2019 to September 2020, and also outlines the background to future plans.

**2. ISSUES**

- 2.1 During 2019/2020 the Learning & Development team have launched the Masterclass series. This included the 'Resilience & You', 'Understanding and Dealing with Change', and 'Manager as Coach' modules.
- 2.2 During the same time the Learning & Development team have supported the Service with a number of development activities from General Training, Leadership Development, and Event Management.
- 2.3 A number of modules have been developed in line with the proposed development pathways. These modules will form part of the promotional process for Operational staff.
- 2.4 A further 10 staff members have gained the ILM Level 5 in Coaching & Mentoring. This will further enhance the coaching network set up to support leadership and employee development. This area of work is supported by the NFCC Coaching and Mentoring Code of Ethics and Coaching Contract/Agreement.
- 2.5 On 14<sup>th</sup> October 2019 the Joint Emergency Services Senior Leaders Forum was held at the All Nations Centre. This event included leaders

from the Service, South Wales Police and the Welsh Ambulance Service Trust (WAST). The L&D Team took a lead in organising this event.

## 2.6 The event centred on the following aims:-

- Continue our joint ethos of collaborative working with best outcomes for our communities.
- Putting people first through positive staff engagement
- Supporting great leadership across our emergency service family
- Shared learning opportunities and networking
- Putting our joint learning into practice

The event was attended by 166 members of staff from across the three Emergency Services, and proved to be a great success.

## 3. FUTURE PLANS

### 3.1 Future leadership plans will centre around the advice and guidance set out by the NFCC who have outlined their focus as:-

*'supporting a positive working culture by inspiring distributive leadership, embedding equality, diversity and inclusion in everything we do, finding and nurturing diverse talent, and caring for the health and well-being of our staff'.*

### 3.2 Further leadership development will take place via the Excellence (Supervisory), Challenge (Middle), and Pioneer (Strategic) Programmes.

### 3.3 The Learning & Development Plan 2019-2022 links in to the Service's People Plan, and new development pathways to ensure that our leaders are developed and prepared to lead in our dynamic and ever-changing environment.

### 3.4 The launch of the new appraisal system is currently under development with a scheduled launch date of 1 April 2021. A digital solution (via CORE) is being considered as part of this.

## 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 are no adverse impacts arising from this report.

## 6. RECOMMENDATIONS

6.1 That Members note the contents of the report.

<b>Contact Officer:</b> Andrew Jones Head of HR	<b>Background Papers:</b> None
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**ANNUAL MENTAL HEALTH STRATEGY & WELLBEING DELIVERY PLAN –  
NOVEMBER 2019 TO OCTOBER 2020**

**SUMMARY**

In September 2018, South Wales Fire & Rescue Service published the Mental Health Strategy 2018-2021. This report outlines the progress made in implementing the strategy, and our mental health provision from November 2019 to October 2020. The report also includes a summary of the ongoing health and wellbeing support provided by the Service.

**RECOMMENDATIONS**

That Members note the contents of this report.

**1. BACKGROUND**

- 1.1 Members may recall that in July 2018, a presentation was delivered to the HR & Equalities Committee which outlined the Service's progress of the support for mental health and wellbeing. The Mental Health Strategy 2018-2021 'Removing the Stigma Striving for Change' was formally launched in September 2018, and is attached to the report as Appendix A.
- 1.2 The strategy was developed using recommendations from MIND, and the mental health framework and standards from the 'Thriving at Work' – The Stevenson/Farmer Review of Mental Health and Employers, published in October 2017.

**2. ISSUES**

- 2.1 The purpose of this report is to provide Members with an update on the progress being made with the Mental Health Strategy 2018-2021 'Removing the Stigma Striving for Change'. An update summary of the ongoing health and wellbeing support provided by the Service is attached to the report as Appendix B.

**2.2 Progress from November 2019 to October 2020**

- 2.2.1 To support mental health and wellbeing, the Learning & Development team have created and run masterclasses in understanding and dealing with change, and resilience. Wellbeing and mental health sessions are delivered to new recruits and new manager training.

2.2.2 The MIND mental health champion and line manager awareness training has paused in 2020. However, it is planned to update and restart the training in due course.

2.2.3 A review of the core and enhanced mental health standards recommended by the Stevenson/Farmer review indicates the Service can demonstrate progress on each of the following 10 standards:-

<b>Mental Health Core Standards</b>	<b>Evidence</b>
Produce, implement and communicate a mental health at work plan	Strategy document launched September 2018. Mental Health Project commenced in November 2019
Develop mental health awareness among employees	157 staff have volunteered and undertook the Blue Light MIND Programme
Encourage open conversations about mental health and support available when employees are struggling	Line managers are encouraged to discuss wellbeing, self-care and mental health support at the point of absence, in welfare discussions and during return to work interviews. Time-to-talk campaign is run annually, online and occupational health resources available to staff and line managers.
Provide your employees with good working conditions	The Service creates good working conditions through focusing on healthy work life balance, job security, good working conditions, training and development opportunities.
Promote effective people management	Line managers and staff have opportunities to discussions regarding health and wellbeing.
Routinely monitor employee mental health and wellbeing	Sickness absence data and mental health referrals to occupational health are used to identify potential issues and focus support.

Mental Health Enhanced Standards	Evidence
Increase transparency and accountability through internal and external reporting	Mental health and wellbeing are key priorities in the 2018/21 strategy document. The People Plan 2019/22 contains a specific wellbeing objective to achieve a holistic approach to improving employee wellbeing to reduce absence and focus on health and fitness promotion. The Service are working towards achieving the Investors in People Wellbeing award.
Demonstrate accountability	The Executive Leadership Team actively champion health and wellbeing.
Improve the disclosure process	The Occupational Health referral form can be completed by the individual, their line manager or attendance management team. No referrals are made without the employees consent.
Ensure provision of tailored in-house mental health support.	A wide range of psychological support available online, telephone, face-to-face using talking therapies, CBT and EMDR

### 2.3 Health and Wellbeing Support Available to South Wales FRS Staff

2.3.1 South Wales Fire & Rescue Service's approach to health and wellbeing is twofold. Firstly, preventative activities to support staff to remain well and in work, and secondly reactive activities to support staff who are absent to return to work. Appendix A attached to the report provides a summary of the key activities, services and policies designed to support staff impacted by mental ill health, and has been updated to reflect the activities introduced since the start of the mental health project.

## 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 of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

#### 5. RECOMMENDATIONS

- 5.1 That Members note the content of this report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Jones Head of HR	Appendix A – Mental Health Strategy 2018-21 ‘Removing the Stigma, Striving for Change’. Appendix B – Health and Wellbeing Support available to SWFRS staff

Gwasanaeth Tân ac Achub  
**De Cymru**



**South Wales**  
Fire and Rescue Service

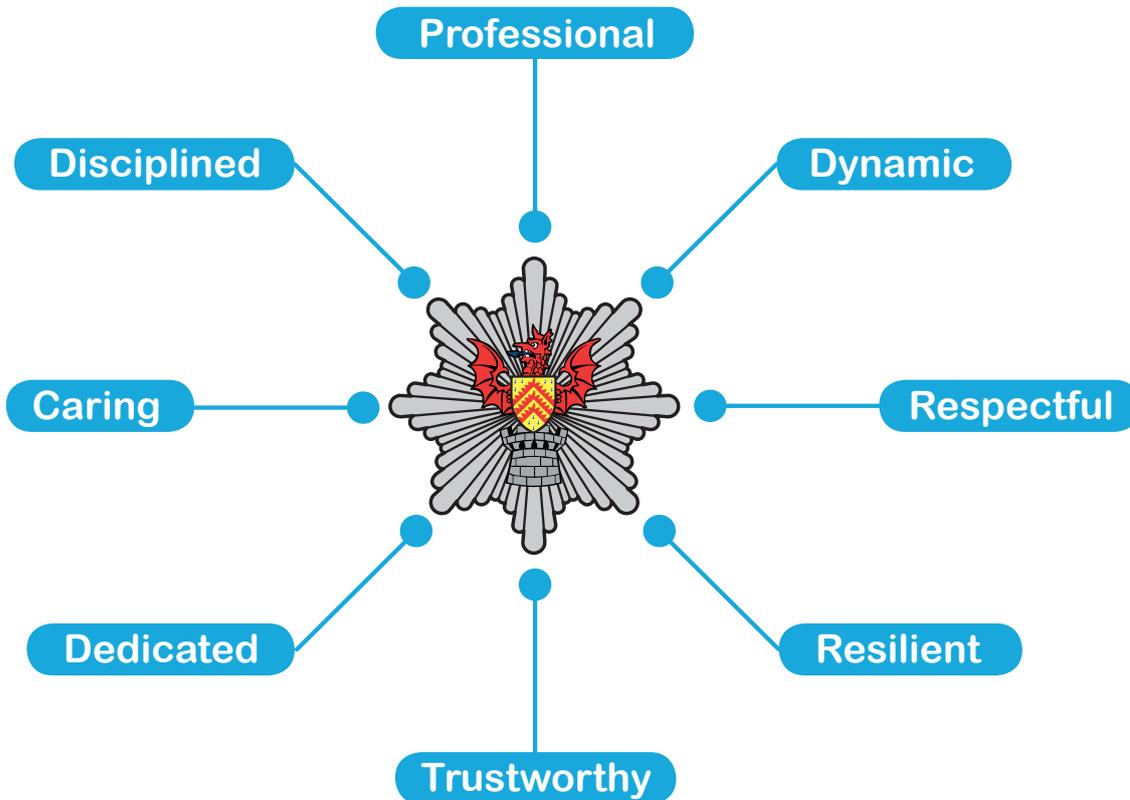
# Mental Health Strategy

## 2018-2021



Removing the Stigma  
Striving for Change

# We are South Wales Fire and Rescue Service



In our commitment to serving the communities of South Wales it is important to look after staff wellbeing.



Employee Assistance Programme



We're supporting  
**time to change**  
let's end mental health discrimination



GIG CYMRU NHS WALES  
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro  
Cardiff and Vale University Health Board

don't suffer in silence



paid â dioddef yn ddistaw



The Fire Fighters Charity

## Our current initiatives

Confidential advice and Support from the Occupational Health Unit

Employee Assistance Programme –  
Care First

Mind Blue Light Mental Health Champions and Line Manager training

The Post Critical Incident Support Initiative

Specialist Services  
UHW Psychiatry Services

Counselling Services

Colleague Support Team

Education and Awareness  
- Focus on Health & Safety  
- Staff Magazine/Intranet  
- Union Learning Fund  
- Self-help books

Health and Fitness

Fire Fighters Charity

Representative Bodies

Chaplaincy



Employee Assistance Programme



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let's end mental health discrimination

# Why is this necessary? Some important facts



**1 in 4**

people will experience a mental health problem in any given year<sup>1</sup>

20% of respondents believe that the proportion of the population faced by mental health problems is 1 in 10 or lower.<sup>6</sup>

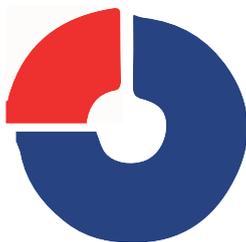
During the last parliament, funding for mental health services in England was cut, in real terms, by 8.25% - that's almost

**£600 million**



By 2020 mental ill health related problems will be second to heart disease (World Health Organization)

It is estimated that **only 25%**



of people with mental health problems receive support each year.

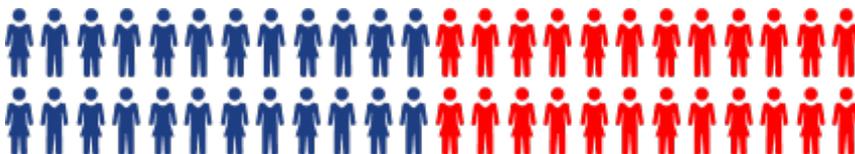


**57 million**

prescriptions for antidepressants were administered at a cost to the NHS of over £262 million – an increase of 46% since 2012<sup>2</sup>

**50%**

of people wait over 3 months for talking therapies and over 105,000 people spent time in hospital because of their mental health<sup>4</sup>



**Around 5,140 people**

took their own lives in England and Wales in 2013, an average increase of 4% since 2012 with a 23% rise in Wales<sup>5</sup>



The overall cost of mental health problems in Wales is an estimated £7.2 billion a year. (Mental Health Research Network (2009))

The World Health Organisation and the World Psychiatric Association believe that stigma is one of the greatest challenges facing people with mental health problems. (World Health Organization (2001))

<sup>1</sup> Adult Psychiatric Morbidity Survey 2007 (England)

<sup>2</sup> Health and Social Care Information prescribing reports 2014

<sup>3</sup> The Mental Health Policy Group (2014) Improving England's Mental Health: The first 100 days and beyond

<sup>4</sup> Mental Health Minimum Dataset (MHMD) Annual Report 2013-14

<sup>5</sup> The Office for National Statistics. Suicides in the United Kingdom: 2013

<sup>6</sup> Survey of public attitudes towards mental health, ORS on behalf of Time to Change Wales 2016



Employee Assistance Programme



We're supporting **time to change** let's end mental health discrimination

## Looking to the Future

It is a time for ambition – to look ahead and ask fundamental questions about what the future can and should look like for everyone with a mental health problem.

In partnership with MIND Blue Light we will be there for everyone needing support for their mental health; whoever you are, wherever you are.

### Programmes - we will:

- Ensure every employee has the opportunity to talk about mental health and where they can get help.
- Enhance the resources available to ensure effective signposting and to empower employees to access mental health self-help resources, online and offline.
- Ensure relevant policies and procedures reflect best practice with regard to mental health.
- Provide effective, externally recognised, approaches in the prevention and early intervention of mental health.

### Resources - we will:

- Secure funds for our mental health work.
- Build strategic partnerships with mental health organisations, campaigns and specialist services.
- Develop on-line mental health support content.

### People - we will:

- Establish a Health & Wellbeing Group to support the implementation of the strategy.
- Empower staff to value the importance of self-care to promote positive mental health in the workplace.
- Work to promote the Service as a positive mental health workplace.
- Recognise the importance of mental health training across the Service, working with Line Managers

### Reputation - we will:

- Demonstrate, through experience, the positive impact our work has on the mental health of our employees.
- Champion publicly our work and the role we play in support of, and improvement of, mental health.
- Explore with employees creative and expressive ways to increase awareness of mental health and reduce mental health stigma.
- Involve employees as consultants to ensure the strategy remains relevant to their needs.



Employee  
Assistance  
Programme



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let's end mental health discrimination

# Our work for 2018-2021

Between 2018 and 2021, we will work across the following areas

## 1 Services and Support

In developing and publishing this strategy, we are setting out our approach to embedding mental health support right across our work.

We believe that mental health should not be a barrier to employees having the chance to succeed.

The Service is committed to taking a leading approach to mental health that gives our employees the confidence, willingness and ability to respond to individual needs.

We aim to lead by example, actively promoting good mental health and self-care throughout the Service. In this way, we aim to give mental health the same importance as physical health – a “parity of esteem”. We also believe we can play a positive role in helping to reduce the stigma associated with mental health and improve the conversations, language and interactions with and between employees.

But we can’t do this alone. That is why we are committed to working in partnership with MIND Blue Light.

## 2 Empowering Choice

We want everyone to have access to high quality mental health information that suits them.

We want everyone to feel empowered to navigate what can be a complex journey through mental health services.

We want to see increased and sustainable funding for these vital services.

Building on knowledge and learning we will establish a group of mental health champions who will positively challenge stigma around mental health and provide a confidential, informal support mechanism for all members of staff.

## 3 Social Participation

There has been huge improvements in public attitudes and behaviour towards people with mental health problems. We wish to continue to build on this platform within the Service.

We want people with mental health problems to have better experiences and results when using all types of services and support. In doing so, we will work with partners who provide services, information and support.

We want more and more people to be able to share their experiences.



Employee  
Assistance  
Programme

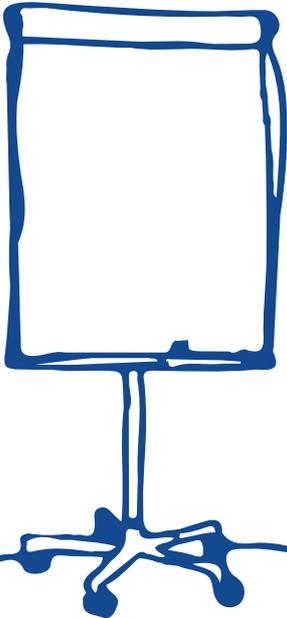


## Our work for 2018-2021

4

### Removing Inequality

People who experience mental health problems can often face other forms of discrimination, for example, because of their race, religion or sexuality. These multiple disadvantages can make accessing appropriate services and support even more challenging. We will speak out on these issues across all our areas of work.



5

### Staying Well - What you can do

- Learn to recognise your own early warning signs
- Make time for a short period of relaxation every day
- Participation in regular physical activity can also help
- Manage your time effectively. Cut out time wasting and establish priorities
- Learn to say "no". It is easy to find yourself with too much to do because you take on too much.
- If you feel you have insufficient challenges in your life, set yourself some new goals – ones that are realistic and achievable.
- It is not a sign of weakness to ask for help. Other people can often be very helpful and give practical and useful advice. If you need help, turn to someone you trust or contact the sources of support available to you as an employee of the Service. Your own GP can also be a source of support at these times.
- Do not automatically think that because you may be experiencing mental health issues that the best course of action is sickness absence. This may be counterproductive and in many situations it is often helpful to keep active in work with the support of colleagues around you.

### Making it happen

We cannot do this alone. To achieve our ambition we work in partnership with lots of people and organisations. We'll continue to do this in 2018-2021. We'll continue to work with partners from across the mental health sector.

#### Employee Assistance Programme,

Counselling and Information 0800 174319

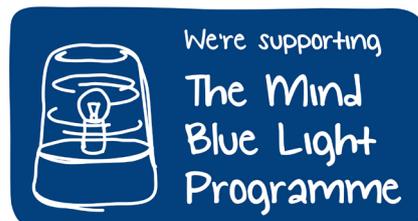
[www.mind.org.uk/news-campaigns/campaigns/bluelight](http://www.mind.org.uk/news-campaigns/campaigns/bluelight)



Employee  
Assistance  
Programme



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## Related Documents

- OP-01.001, Occupational Health Services (includes at Appendix 1, A Framework for Support following Critical/Traumatic Incidents)
- OP-01.002, Alcohol, Drug and Substance Misuse
- OP-01.004, Health & Fitness Procedures
- OP-01.005, Managing and Preventing Stress in the workplace
- OP-01.007, Work Related Violence procedures
- OP-02.005, Equality and Diversity Statement
- OP-02.013, Welfare and Attendance Monitoring
- OP-02.014, Family Friendly Procedures
- OP-02.022, Dignity at Work
- OP-02.023, Employment, Redeployment and Reasonable Adjustments under the Equality Act 2010
- OP-02.035, Special Leave

## Appendix B - Health and Well-being Support Available to South Wales Fire and Rescue Service Staff

### Approach

Our approach is two fold

1. Preventative - Supporting staff to remain well and in work
2. Reactive – Supporting staff who are absent return to work

We achieve this through

- Monitoring and minimising the impact of work related health risks on individuals and groups
- Undertaking regular role related health surveillance assessments and medicals
- Assessing physical conditions, mental health conditions, illnesses or injuries which could or have resulted in sickness absences
- Supporting access to rehabilitation services to facilitate staff to return to work
- Running regular awareness raising sessions on well-being aimed at preventing future health related issues
- Mental Health Project

Health and Well-being Support and Activities	Preventative	Reactive
In-house occupational health unit 3 x part-time OH Physicians 2 x OH Nurses 2 x Health and Fitness Advisors 1 x Physiotherapist 1 x Counsellor 1 x Psychotherapist Role related health surveillance and fitness testing can be completed on station days and evenings or at OH site	X	X
Access to a fund for private medical interventions for investigative and treatment purposes MRI, ultrasound scans Specialist nurses Specialist consultants Operations e.g. knee, shoulder injuries		X
Employee Assistance Programme Lifestyle Portal Well-being advice, information , articles 24/7 access to confidential counselling Online counselling Debt management Management support – dealing with difficult people Health Management Portal	X	X

Resilience / stress management Weight management Food and Activity Diary Personal training Programme Advice centre National discounts		
Onsite gym facilities for stations, HQ, training, OH and Fire Control sites	X	X
Supportive Contact Framework Introduced during COVID to support employees who were shielding or self-isolating with the aim to provide wellbeing activities, providing social support and updates from the Service.	X	
Access to Fire Fighters Charity Three centres focus on physical rehabilitation, mental health support and management of chronic or life limiting illnesses. Current and retired staff and family members	X	X
MIND Blue Light Programme Into our third year, Blue Light Champions and trained Line Managers to spot, signpost and support staff with mental health concerns	X	X
Colleague Support Team Running for 20 plus years confidential support and signposting service for staff on family, work and health concerns.	X	X
Chaplaincy Service	X	X
Post Critical Incident Support (process and support activities) Wellbeing Tag launched February 2020 to support self and colleagues who may be struggling Visit from OH Nurse if required Visit from Chaplain if required	X	X
Well-being events (live streamed in 2020 due to COVID, guest speakers 2019) run throughout the year and focus on a variety of issues <ul style="list-style-type: none"> <li>Nutrition live streaming events</li> <li>Cholesterol information</li> <li>Prostrate cancer</li> <li>Trauma awareness</li> <li>Mens Health</li> <li>Bike and rower challenge</li> <li>Geocaching – outdoor GPS orienteering for families</li> <li>Yoga taster sessions</li> </ul>	X	

<p>Tai chi taster sessions</p> <p>Nutrition</p> <p>Blood pressure and cholesterol tests</p> <p>Invited guest speakers – Sepsis, sun / skin cancer awareness, MIND, FFC, Alcohol awareness</p>		
<p>Health and Wellbeing campaigns</p> <p>Sit less – purchased height adjustable desks &amp; stand-up meeting room</p> <p>Time to talk campaign</p> <p>MIND blue light programme</p> <p>PTSD awareness</p>	X	
<p>Wellbeing Steering Group set up which aims to</p> <p>Embed health and well-being into the culture of SWFRS using a planned and sustainable approach</p> <p>Apply for and achieve a nationally recognised health standard - Investors in People Wellbeing Award</p> <p>Co-ordinate and promote an annual plan of well-being activities</p> <p>Maximise the use of internal and external well-being resources</p> <p>Provide the organisational steer and where appropriate decision-making function for the Well-being Sub Group</p>	X	
<p>Royal Foundation &amp; Kings College Research project – assessing the mental health and wellbeing of the emergency responder community in the UK.</p> <p>Ongoing participation in the Royal Foundation working group, provided feedback to the project and aim to implement relevant best practice activities from the outcome report.</p>	X	
<p>Health and Well-being embedded into strategy, policies and procedures across the service and key roles, job titles and job descriptions - not just seen as a People Services / HR responsibility</p> <p>People Plan</p> <p>Health, safety and well-being strategy</p> <p>Mental health strategy</p> <p>Employee well-being policy</p> <p>Managing and preventing stress in the workplace policy – welfare meetings for +28 days &amp; stress illnesses</p> <p>Health &amp; fitness policy</p> <p>Welfare and attendance monitoring policy</p>	X	X

<p>Reasonable adjustments under the Equalities Act policy</p> <p>Restricted Duties Policy</p> <p>Occupational Health Policy</p> <p>Alcohol, drug and substance misuse policy</p> <p>Off the back of these policies we run workshops, training sessions on dealing with complex sickness situations, welfare and self-care meetings. Self-referrals to OH for mental health issues. Most referrals are initiated by managers or attendance management</p>		
<p>Signed up to Dying to Work Charter – aimed at staff who have life limiting diagnosis are continued to be paid.</p>		X
<p>Make use of Department of Work &amp; Pensions Access to Work Scheme to partially fund equipment and building alterations to allow staff with a disability or degenerative illness to continue working.</p>		X
<p>Planning collaborations with South Wales Police and Gwent Police on shared technology platform, shared wellbeing activities and may consider in the future a shared emergency services OH unit</p>	X	X

## **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 activities relating to COVID-19, as well as a summary of mental health related absences and incidents resulting in a 'wellbeing tag'.

## **2. ISSUES**

### **2.1 Project Updates and Achievements**

2.1.1 **Recruit Training** – A specific training mental health delivery is now incorporated within the Wholetime Duty System Recruit Training programme. Providing recruits with awareness of mental health, support mechanisms and helpful strategies.

2.1.2 **Mental Health absence tracking and monitoring** – As of November 2019 mental health absence monitoring is in place with monthly reports.

2.1.3 **Mental health awareness delivery on Crew Manager and Station Manager Induction Days** – Providing newly promoted

managers with awareness of support available for themselves and their teams.

2.1.4 **Introduction of case reviews** – A supportive panel discussion regarding an employee's mental health related absence. Providing solution and guidance on return to work strategies and support.

2.1.5 **Wellbeing TAG** – The post incident initiative launched on 3 February, 2020, providing Incident Commanders and Control to tagged incidents where crew wellbeing and welfare may be affected.

2.1.6 **10 October, 2020, marked World Mental Health Day** – This year's theme was:- 'Better Investment, Better Access', South Wales Fire & Rescue Service has produced a series of videos engaging with staff members who have experienced Post Traumatic Stress Disorder (PTSD), and have successfully received treatment via the Service's partnerships. The videos are being championed by Chief Fire Officer Huw Jakeway, and Assistant Chief Officer Alison Reed, promoting mental health awareness and accessing support.

## 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 provides Incident Commanders and Control to tag any incident that may have affected crew wellbeing and welfare.

2.2.3 Historically post incident support triggered following a fatality. The new initiative creates an understanding that any incident may affect crew wellbeing and welfare.

2.2.4 To date 52 incidents have received tags, resulting in 800 post incident supportive contacts to all employees involved in the 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 COVID related Mental Health activities and achievements

2.3.1 During the early stages of the pandemic it was clear that wellbeing and mental health may be affected by the virus.

2.3.2 A supportive contact framework was developed, providing guidance to line managers. The framework and provision enabled HR officers to contact employees who were isolating or shielding for the initial 14 days/12 weeks periods. Contact included helpful wellbeing strategies and an opportunity for South Wales Fire & Rescue Service to provide additional mental health or social support.

2.3.3 The Mental Health project supported new Fire & Rescue Services activities such as direct mental health delivery at Cardiff & Vale University Health Board, Heath Hospital Mortuary, for employees who volunteered for additional activities during COVID (mass movement of deceased).

2.3.4 The project facilitated a COVID Mental Health meeting with partners at Cardiff & Vale University Health Board Trauma Services, to ensure they were fully briefed on the new activities some employees will be undertaking.

2.3.5 COVID Anxiety was added within the COVID specific initial absence reporting procedure 'P55C', recognising that the pandemic not only could affect employee's wellbeing including mental health.

2.3.6 Mental health absences are now being tracked. Monthly mental health absences are on average set out below (based on November 2019 to September 2020)

- **Wholetime staff 20**
- **On-Call staff 10**
- **Corporate staff 4**

The number of shifts lost have increased slightly.

## 2.4 Royal Foundation – Working Group

2.4.1 In January 2019 the Royal Foundation and Kings College held a symposium in London.

2.4.2 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’.

- 2.4.3 The project is still a key stakeholder within the working group convened by HRH Duke of Cambridge.
- 2.4.4 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.
- 2.4.5 The report will provide us with the opportunity to identify areas of improvement and develop those against UK best practice.
- 2.4.6 In September 2020 the project lead joined other agencies within the Royal Foundation Working Group in creating a video identifying gaps within the UK provision and support in mental health services. This video formed part of the strategic Royal Foundation Panel meeting where HRH Duke of Cambridge and Government officials were present.

### **3. FUTURE FOCUS**

- 3.1 A pilot post incident support provision commenced on 19 October, 2020, across three stations within South Wales:- Cardiff Central, Merthyr Tydfil and Monmouth.
- 3.2 Developed an online support system ‘1 click support’.
- 3.3 Continue to meet with the internal Mental Health Working Group, facilitated by the project.

### **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.

### **5. RECOMMENDATIONS**

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

<b>Contact Officer:</b>	<b>Background Papers:</b>
Crew Manager David Crews Mental Health Project	None

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## AGENDA ITEM NO 14

**Update on Job Evaluation**  
-  
**Author Gillian Goss**  
-  
**To be Presented on the Day**

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## **FIREFIGHTER APPRENTICESHIP UPDATE**

### **SUMMARY**

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. South Wales Fire & Rescue Service (SWFRS) have secured the services of Cardiff & Vale College (CaVC) in order to achieve this, and will be acting as the sub-contractor for the delivery phase.

### **RECOMMENDATIONS**

Members note the contents of the report.

## **1. BACKGROUND**

- 1.1 Two staggered cohorts, both with twelve candidates, have now started their Level 3 Firefighter Apprenticeship with start dates of 3 August 2020, and 1 September, 2020, respectively.
- 1.2 The 'Memorandum of Understanding' has been updated due to the change in start date of the Apprenticeship scheme, and is now in place.
- 1.3 The framework has been updated and as part of the drive to improve the levels of general literacy, numeracy, and digital literacy skills within Wales also incorporates 'essential' skills (Wales). These elements will be provided by Cardiff & Vale College as per the following delivery status:-

<b>Subject</b>	<b>Minimum Level</b>	<b>Status</b>
Communication	2	7 individuals require input
Application of numbers	2	7 individuals require input
ICT/Digital literacy	2	All individuals completed

- 1.4 In addition Cardiff & Vale College have identified two individuals on the cohorts with dyslexia (one had previously declared this), both of who have been enrolled on to the Immersive Reader Programme. Immersive Reader is an online aid provided by Microsoft for use with their software, such as 'Word'. It can provide audio narration of the learners typed input, along with a less distracting screen interface to support their online work.

## 2. ISSUES

### 2.1 Feedback from Cardiff & Vale College

2.1.1 Following the initial induction and assessment day, the following feedback was received from the college:-

*'The team and I feel it's important that we let you know how wonderful it was for us to deal with such an organised and professional set of staff and learners. Your staff within Cardiff Gate were all very welcoming and accommodating, and it certainly made our day much easier. It is rare to have that amount of sign up paperwork, and the initial assessment and induction completed in such a short day. So it is a great testament to your team, and the learners, that we were able to complete so much.'*

### 2.2 Funding

2.2.1 Cardiff & Vale College have secured funding for 24 apprentices for August 2020-July 2021, based on the forecast provided by South Wales Fire & Rescue Service.

2.2.2 Welsh Government guidelines changed in June 2020, with staff over the age of 24 not eligible to start an apprenticeship if they have been employed in their current role for more than 12 months. This means that the Service is unable to draw funding for current On-Call firefighters with more than 12 months service upon joining the Wholetime Duty System, unless they are under 25.

2.2.3 In the two current cohorts there are four On-Call firefighters, with three of these over the age of 24. These are currently not funded. However, Cardiff & Vale College are presenting a case for appeal due to change of start date from before the rule change. This means that the organisation is currently able to access funding for 20 individuals.

2.2.4 Following the update of the framework, the funding value has been increased with sub-contracting fees detailed below:-

#### **Potential sub-contracting fees for South Wales Fire & Rescue Service per apprentice for delivery phase:-**

<b>Year 1 (Up to 20%)</b>	£3795.57	£316.30
<b>Year 2 (Up to 15%)</b>	£4032.79	£336.07
<b>Year 3 (Up to 10%)</b>	£4270.01	£355.83

### Projected figures based on 1 apprentice:-

	Year 1 2020/21	Year 2 2021/22	Attainment Year 2	Total
1 x Apprentice	£3795.57 £316.30 per month)	£4032.70 £336.07 per month	£805.96 (on completion)	£8634.32

2.2.5 The first monthly payment from Cardiff & Vale College is ready to be paid. Due to Covid-19 the estimated cost is **£12,252.47**, with adjustments being paid in October.

## 2.3 Apprenticeship Skills for Justice Awards

2.3.1 Under the apprenticeship framework we are now providing the accredited dual award Level 3 diploma 'Emergency Fire & Rescue Services' through Skills for Justice Awards. This replaces the single award Skills for Justice diploma and quality assured workbook previously awarded. In addition to covering the firefighter role-map, new sections are included such as local area risk knowledge, and mental wellbeing. Completing an accredited award means there is no requirement for an end-point assessment as there is in England.

## 2.4 On-Call Firefighter

2.4.1 Our On-Call RDS firefighters are unable to access the apprenticeship framework due to their hours worked. However, South Wales Fire & Rescue Service are still providing the level 3 knowledge award 'Operations in the Community', through the Skills for Justice Awards. This is then backed by the Quality Assured workbook, meaning our On-Call firefighters are assessed against all compulsory elements of the role-map. The Service has secured an extension to this award which will expire in December 2022. There are currently ongoing discussions with Skills for Justice and other Fire & Rescue Services, exploring options for its successor. We are also engaged in discussions with the Retained Management Team to ascertain their ambitions for changes to the On-Call development phase qualification.

## 2.5 Quality Skills Alliance (QSA)

2.5.1 Cardiff & Vale College is a member of the Quality Skills Alliance, which is a unique consortium of work based learning providers working together to develop excellence in apprenticeships. South

Wales Fire & Rescue Service now has access to the services available, including the following:-

- **Access to Apprenticeship Team** – National Training Federation for Wales Apprenticeship team to develop engagement and apprenticeship opportunities.
- **QSA Moodle** – An online learning system offering learning such as Prentis-iaith Welsh modules.
- **One File** – Online recording system used by candidates during their apprenticeships allowing reviews, update of development plans and display of progress such as tasks completed

2.5.2 'One File' means that South Wales Fire & Rescue Service no longer has to issue paper based work books to Wholetime recruits following their initial course. In addition, all practical assessments on station and evidence collected can be recorded electronically, driving down the Service's paper usage.

## 2.6 Future Firefighter Apprenticeships

2.6.1 Work has been ongoing as part of the Human Foundational Economy cluster for the Regional Skills Partnership (RSP). As a result, we have secured the following in the RSP Forward Action Plan under 'Recommendations for Apprenticeship Provision':-

- Maintain provision for Fire & Rescue Apprenticeships Level 3
- Develop new provision at Level 4 and Level 5, e.g. Fire Inspection and Engineering Level 4

2.6.2 Apprenticeships are required to be in the Regional Skills Partnership Forward Action Plan in order to be able to access public funding from Welsh Government.

2.6.3 Ongoing work alongside Cardiff & Vale College regarding recruitment, in particular investigation into working alongside the College in encouraging applicants from minority such as BAME learners.

2.6.4 Latest tender for Apprenticeship Commissioning Programme Framework for the 4 year contract period of 2021-2025 has now been issued. Cardiff & Vale College will be submitting a tender with South Wales Fire & Rescue Service listed as a sub-contractor.

### 3. FINANCIAL IMPLICATIONS

3.1 As reported above.

### 4. EQUALITY RISK ASSESSMENT

4.1 An Equality Risk Assessment has been undertaken to assess any potential matters relative to the Apprenticeship Scheme.

4.2 The Service's assessment concluded that there was no immediate impact in terms of contractual matters that affect the Service engaging apprentices.

### 5. RECOMMENDATIONS

5.1 Members note the contents of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
AM Garry Davies Head of Training & Development	None

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## AGENDA ITEM NO 16

**Car Lease Scheme**  
-  
**Author – ACFO R. Prendergast**  
-  
**To be Presented on the Day**

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

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
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

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
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	ACO PS Contact Officer: Andrew Jones/Carey Wood	2 November 2020	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	in attracting and developing our people.			
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS  Contact Officer: Alison Reed	2 November 2020	On Agenda
Recruitment & Attraction Strategy	To update Members	ACO PS  Contact Officer: Andrew Jones/Deb Doel	2 November 2020	On Agenda
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	On Agenda
Update on Leadership Development Strategy	To update Members on the development modules in respect of the future leaders of the	ACO PS  Contact Officer: Andrew	2 November 2020	On Agenda

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
	Service.	Jones/Serena Ford		
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	On Agenda
Update on Job Evaluation		ACO PS  Contact Officer: Alison Reed	2 November 2020	On Agenda
Mental Health Project - Activities	To update Members on the Mental Health Project	ACO PS  Contact Officer – Andrew Jones/Dave Crews	2 November 2020	On Agenda
Update on Car Lease Scheme	To update Members on the Car Lease Scheme	ACFO TS  Contact Officer:	2 November 2020	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
		Richard Prendergast		
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	On Agenda
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	
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	

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
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	
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	

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	

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 20 July 2020 5
5. To Elect the Chairperson of the HR & Equalities Committee for the Remainder of Municipal Year 2020/2021 11
6. To Elect the Deputy Chairperson of the HR & Equalities Committee for the Remainder of Municipal Year 2020/2021 13
7. Update on South Wales Fire & Rescue Services Strategic Equality Plan 15
8. Firefighters Pension Schemes – Wales Government Circulars 2020/2021 23
9. Recruitment, Attraction & Engagement Strategy 27
10. Training & Development Department - Real Fire Training Facility 31
11. Update on Leadership Development Strategy – March 2019 to September 2020 37
12. Annual Mental Health Strategy & Wellbeing Delivery Plan – November 2019 to October 2020 41
13. Report on Mental Health Project and Activities 57
14. Update on Job Evaluation – To be Presented on the Day 63
15. Firefighter Apprenticeship Update 65

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16.	Car Lease Scheme – To be Presented on the Day	71
17.	Forward Work Programme for HR & Equalities Committee 2020/2021	73
18.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	81