

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, 24 February 2020 at 1030 Hours

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

AGENDA

1. Apologies for Absence
2. Declaration of Interests

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

3. Chairperson's Announcements
4. To receive the minutes of:
 - HR & Equalities Meeting held on 11 November 2019 3
5. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2020/2021 11
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17.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	251

Signature of Proper Officer:



Councillors:

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

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 11 NOVEMBER 2019 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

15. PRESENT

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taff
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
S Evans		Torfaen
D Naughton		Cardiff
H Thomas		Newport
A Lister	12:15	Cardiff
A Roberts	11:35	Rhondda Cynon Taff

APOLOGIES:

D Ali	Cardiff
C Elsbury	Caerphilly
A Hussey	Caerphilly
J Holt	Blaenau Gwent

ABSENT:

H Jarvie	Vale of Glamorgan
A Jones	Torfaen
R Shaw	Bridgend

OFFICERS PRESENT: ACO Alison Reed – Director of People Services; Mrs S Watkins – Head of Corporate Support & Deputy Monitoring Officer; AM I Greenman – Head of Training Delivery; Mr A Jones – Head of Human Resources; SM M Wyatt – Training Manager, Mrs G Goss – HR Manager Employee Relations, Mrs K Davies – HR Manager Attendance Management, Mrs D Doel – HR Manager Recruitment & Assessment, Mr C Wood – Equality & Diversity Officer, Mr D Crews – Firefighter, SM Kevin Yates, Training Manager

16. DECLARATIONS OF INTEREST

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

17. CHAIR'S ANNOUNCEMENTS

REMEMBRANCE SERVICE

The Chair informed Members of the Remembrance Service being held at headquarters at 11:00hrs and that the meeting would be interrupted at 10:50hrs to allow Members to pay their respects.

MICROPHONE TESTING

The Chair advised Members that the microphones placed in the meeting room were for testing purposes only, ahead of the next Fire Authority meeting.

ITEM 9 ON THE AGENDA – CFBT PROJECT UPDATE

It was agreed that the CFBT Project Update be presented as the last item.

ADDITIONAL REPORT

It was agreed to add an additional report on Job Evaluation under any other urgent business.

18. MINUTES OF PREVIOUS MEETING HELD ON 18 FEBRUARY 2019

The minutes of the meeting held on 8 July 2019 were received and accepted as a true record of proceedings.

19. NATIONAL JOINT COUNCIL CIRCULARS ON PAY FOR 2019 – BRIGADE MANAGERS AND OTHER ROLES

The Director of People Services provided Members with details of the National Joint Council and Local Government Services' circulars which confirms agreement reached in respect of pay awards for 2019 for Brigade Managers and other roles, and how it related to South Wales Fire & Rescue Service. As stated in the Annual Pay Policy, the Fire & Rescue Authority has agreed to implement nationally agreed pay awards.

RESOLVED THAT

19.1 Members noted the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circulars, which confirms agreement has been reached in respect of the pay award for 2019.

19.2 Members also noted the National Joint Council for Local Government Services' circular issued in 2018, which confirmed a 2 year arrangement covering 2018 and 2019.

20. STRATEGIC EQUALITY PLAN (SEP) UPDATE

The Equality and Diversity Officer advised Members that the Service's current Strategic Equality Plan is time-limited to 31 March 2020 with a new follow-on Plan being required under law.

The first draft of equality outcomes for the Strategic Equality Plan 2020-2025 together with a mapping table indicating lineage which lead to the formation of the draft outcomes, were presented to Members.

A consultation process will be undertaken on the plan and feedback will be presented at a future meeting of the Fire Authority.

RESOLVED THAT

Members noted the content of the report.

21. FIREFIGHTERS' PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2019/2020

The Director of People Services advised Members that under the terms of the Public Services' Pension Act 2013 (PSBA 2013), the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes.

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

RESOLVED THAT

21.1 Following a question and answer session on the initial pension shortfall, as reported at a previous Pension Board meeting, Members noted that the expectation is that the service will be required to meet the shortfall. It was agreed to await the Hearing meeting on tapering arrangements, the case management for which is taking place in December.

21.2 Members accepted the Welsh Government (Firefighters' Pension Scheme Circulars and emails) that have been received in the 2019/2020 year to date.

21.3 Members noted the actions that have been implemented for each of the circulars.

At 10:50hrs the meeting was interrupted to allow Members to attend the Remembrance Service. The meeting re-convened at 11:15hrs.

22. RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY

The HR Manager Recruitment & Assessment provided Members with an update on the Recruitment, Attraction & Engagement Strategy that is being developed on behalf of the Service. The aim is to attract, engage, recruit and retain a diverse workforce which is representative of the community of South Wales, and to become a 'preferred employer of choice'. The report provided details of previous work undertaken, ongoing developments and the way the Service would like to move forward.

The Head of HR advised Members that the Strategy will be developed from 2020 onwards. He also advised that following the recent Wholetime Firefighter Recruitment Process which was open for a limited time over 2 days, the Service received a total of 3,200 applications of interest, which was pleasing to report.

Following a question and answer session on the recruitment process, and the perception members of the public have on the role of a firefighter, it was noted that standards cannot be lowered however the service can work through any barriers that individuals may have and will help to develop them. The Service's fitness advisers can also assist, if required. For those applicants that did not meet the entry criteria, the Service will work through any shortfalls with them.

In relation to the low number of female firefighters, it was confirmed that positive action work is being carried out in conjunction with organisations such as Stonewall and Chwarae Teg. Females are encouraged and advised that they can undertake the role.

Applications have also been received from former Cadets, and the Service is considering how it can work with them and provide support to future applicants.

The 'He for She' campaign launched at the Senedd was very successful and showed how services can move away from discriminating barriers. The Service will ensure it maintains its impetus in this regard.

The Chair thanked the HR Manager for the work undertaken on the Strategy.

RESOLVED THAT

Members noted the content of the report.

23. UPDATE ON LEADERSHIP DEVELOPMENT STRATEGY – 1 SEPTEMBER 2018- 31 MARCH 2019

The Head of HR updated Members on the development modules in respect of the future leaders of the Service, and outlined the background for future plans.

The Service is considering more effective ways of working in terms of cost and time management and reviewing promotional processes used within other organisations.

The Head of HR advised of the recent Leadership conference held with South Wales Police and the Ambulance Service which was a successful event and it is hoped that the event will run on an annual basis. Keynote speakers were in attendance and the event's themes were based on leadership development, leadership activities, individual productivity, nutrition, talent management, customer service levels, employment engagement, lower absence rates and how to reduce disciplinaries and grievances.

Benefits, resource sharing and opportunities to share costs with other agencies will be considered. Tentative discussions with South Wales Police and WAST have taken place in this regard.

RESOLVED THAT

Members noted the contents of the report.

24. ANNUAL MENTAL HEALTH STRATEGY & WELLBEING DELIVERY PLAN REPORT FOR THE PERIOD 1 APRIL 2018 – 31 MARCH 2019

The HR Manager Attendance Management informed Members that the Service published the Mental Health Strategy 2018-2021 in September 2018. The report outlined the progress made to the Service's mental health provision from April 2018 to March 2019, a summary of the ongoing health and wellbeing support provided by the Service and a brief overview of the new activities to be undertaken from April 2019 to March 2020.

The HR Manager advised that she is due to meet with an assessor to discuss the corporate work standard in relation to securing an externally accredited award and to review how the Service is achieving against their standard.

A Wellbeing Steering Group has been set up which is represented by members of staff from across the service. The HR Manager and Firefighter Crews are currently undertaking a review of mental health. Firefighter Crews is also a member of the Royal Foundation Working Group which has been established

to provide mental health support and wellbeing of front line and other operational members of staff. Firefighter Crews provided Members with an insight into the work of the group which consists of representatives from Fire, Ambulance, Police and Coastguard. Firefighter Crews will be seconded to HR to review what support is in place, from a Service perspective and will visit neighbouring services to discuss good practice.

The Service's aim is to build on the 'Time to Talk' Campaign and to arrange an awareness day through the Royal Foundation. It was noted that 1 in 4 will suffer with some form of mental health and of those, only 25% will access support. Suicide rates are male dominated. Those between the ages of 40-45 in Wales are more at risk of taking their own life and with this in mind, the Service will consider what support can be provided. Line managers will be advised where information can be found to provide support.

The ACO People Services was pleased to advise Members of the powerful partnership that is now in place and the good piece of work that Firefighter Crews, in conjunction with the HR Manager, has completed to date. She also congratulated Firefighter Crews on securing his place on the Royal Foundation.

RESOLVED THAT

Members noted the contents of the report.

25. GENDER PAY GAP STATEMENT

The Director of People Services advised Members that under the Equality Act 2010 (Specific Duties and Public Authorities), 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 2019, within 12 months. Accordingly, the deadline for publication is 30 March 2020 for the Service's Gender Pay Gap report based on figures as at 31 March 2019.

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

The Director of People Services also advised Members that the Service will hopefully be able to close the gender pay gap through the implementation of its Recruitment and Attraction Strategy which will be reported at the December meeting of the Fire Authority for final sign off.

RESOLVED THAT

25.1 Members noted the contents of the report.

25.2 Year on year figures to be provided at the next meeting, to include comparisons with other services.

26. UPDATE ON INVESTORS IN PEOPLE

The Training Manager provided Members with an overview of the current position with the Investors in People Award, including future actions remaining until re-accreditation in October 2020.

A presentation was provided on the results received from a recent questionnaire to all staff.

It was noted that all negative and positive comments are being reviewed and the Service will consider how they can be addressed. It was identified that over 1/3 of staff did not engage in the process and this will also be reviewed going forward to ensure they are involved in future engagement.

The Chair thanked the Training Manager for providing the presentation.

RESOLVED THAT

Members noted the contents of both the presentation and report.

27. CFBT PROJECT UPDATE

The Training Manager provided a presentation on the CFBT Project which included images and video footage of a controlled burn.

An invite will be sent to Members for the Official Opening. The Deputy Minister will also be in attendance.

The Chair thanked the Training Manager for the presentation, images and video footage and encouraged Members' attendance at the Official Opening.

RESOLVED THAT

Members noted the content of the presentation.

28. FORWARD WORK PROGRAMME

The Head of Corporate Support presented the Forward Work Programme for the HR & Equalities Committee for 2019/20 and the following will be included within the Programme;

- Job Evaluation report to be added for future reference.
- Update on Annual Mental Health Strategy and Wellbeing Delivery Plan.
- Further information to be provided on a wider perspective of the Gender Pay gap.

RESOLVED THAT

Members accepted the Forward Work Programme for the HR & Equalities Committee 2019/20 together with the additions noted above.

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

14.1 JOB EVALUATION

The HR Manager Employee Relations provided Members with a summary of the proposed service wide Job Evaluation Exercise.

In the event of posts being downgraded it was confirmed that they will be protected for 3 years, which is in line with LGPS regulations.

Members advised officers to be mindful of low morale when undertaking the exercise, in instances of downgrading of posts.

RESOLVED THAT

Members noted the contents of the report which will be presented and authorised at the December meeting of the Fire Authority.

The Chair closed the meeting by thanking all staff involved with the completion of all reports presented, which was evidence of the excellent work undertaken by the Authority and the Service.

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

AGENDA ITEM NO 5
24 FEBRUARY 2020

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY
STATEMENT 2020/2021**

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 2020/2021 Pay Policy Statement has been drafted for Members

RECOMMENDATION

1. That Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2020/2021.
2. That Members approve the 2020/2021 Pay Policy Statement to be published by 31 March 2020.

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 2020/2021 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 January 2020 the Service will commence 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 2020/2021 Statement.

4.2 Members recommend that the 2020/2021 Pay Policy Statement be published by 31 March 2020.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	2020/2021 Pay Policy Statement

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%															
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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 1:7.77.	FA 15.12.14
8.	DELEGATED AUTHORITY LEVELS	
8.1	Any variation in pay detailed within this policy is subject to appropriate approval, as described below.	FA 15.12.14
8.2	Decisions on pay detailed within this policy are delegated as follows:	FA 15.12.14

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

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

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

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

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

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

	<p>following circumstances:</p> <ul style="list-style-type: none"> • where an employee temporarily carries out significant additional work over and above their usual responsibilities; • where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale. 	
13.2	<p>An honorarium payment cannot be made in the following circumstances:</p> <ul style="list-style-type: none"> • where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made; • where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation; • where the additional work undertaken is commensurate with the employees current job description/salary grade. 	FA 15.12.14
13.3	<p>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 	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	£135,064	£135,064
<i>Deputy Chief Fire Officer (80% CFO)</i>	£108,051	-
Deputy Chief Officer (95.18% - DCFO)	£102,853	£102,853
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£101,499	£101,499
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£101,499	£101,499
Assistant Chief Officer - People Services (82.5% - ACFO)	£83,737	£83,737
STATUTORY OFFICER (1 post)		
Treasurer (70.88%)	£59,358	£26,936
* 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	£53,286	£53,286
Head of Service - Corporate	£53,286	£53,286
Head of Service - HR	£53,286	£53,286
Head of Service - ICT	£53,286	£53,286
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 †	£82,151	£82,151
† Area Manager - Baseline Salary	£59,565	
20% flexi duty allowance	£11,913	
14% continuous duty system pay	£10,007	
CPD	£666	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2019		
MEDICAL (1 post)		
Occupational Health Physician*50%	£101,451	£50,725
* 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 2019

	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	“

APPENDIX B

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2019
(ON CALL SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,337	1,168	10.67	4.10
Development	2,434	1,217	11.11	4.10
Competent	3,114	1,557	14.22	4.10
Crew Manager				
Development	3,310	1,655	15.11	4.10
Competent	3,453	1,726	15.77	4.10
Watch Manager				
Development	3,528	1,764	16.11	4.10
Competent A	3,626	1,813	16.55	4.10
Competent B	3,861	1,931	17.63	4.10
Station Manager				
Development	4,016	2,008	18.34	4.10
Competent A	4,137	2,068	18.89	4.10
Competent B	4,430	2,215	20.23	4.10
Group Manager				
Development	4,625	2,313	21.12	4.10
Competent A	4,764	2,382	21.75	4.10
Competent B	5,128	2,564	23.41	4.10
Area Manager				
Development	5,430	2,715	24.79	4.10
Competent A	5,593	2,797	25.54	4.10
Competent B	5,957	2,978	27.20	4.10

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)
 Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)
 Column 3 shows the hourly rate for work undertaken
 Column 4 shows the disturbance payment per call-out

APPENDIX C

CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2019

	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)

APPENDIX D

NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2019

	£ per annum
Fire Control Operator equivalent	
During first six months	19,901
After six months and during 2nd year	20,783
During 3rd year	21,769
During 4th year	22,840
During 5th year	24,876
Leading Fire Control Operator equivalent	26,640
Senior Fire Control Operator equivalent	
During 1st year in rank	27,323
During 2nd year in rank	28,359

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2019

	£ per annum
Aged 16	10,810
Aged 17	11,615
Aged 18	23,366

RDS SCHEME PAY AWARD 1ST JULY 2019
2% INCREASE

Firefighter			
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Crew Manager		
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105 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	62.5	62.5	62.5
Paid a Month			
Allowance A	£8,002.50	£8,332.50	£10,665.00
Allowance B	£2,000.63	£2,083.13	£2,666.25
salary Total	£10,003.13	£10,415.63	£13,331.25

105 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin
Paid a Month	75	75
Allowance A	£13,599.00	£14,193.00
Allowance B	£3,399.75	£3,548.25
salary Total	£16,998.75	£17,741.25

94.5 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	56.25	56.25	56.25
Paid a Month			
Allowance A	£7,202.25	£7,499.25	£9,598.50
Allowance B	£1,800.56	£1,874.81	£2,399.63
salary Total	£9,002.81	£9,374.06	£11,998.13

94.5 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin
Paid a Month	67.5	67.5
Allowance A	£12,239.10	£12,773.70
Allowance B	£3,059.78	£3,193.43
salary Total	£15,298.88	£15,967.13

84 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	50	50	50
Paid a Month			
Allowance A	£6,402.00	£6,666.00	£8,532.00
Allowance B	£1,600.50	£1,666.50	£2,133.00
salary Total	£8,002.50	£8,332.50	£10,665.00

84 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	50 + 10 hrs Admin	50 + 10 hrs Admin
Paid a Month	60	60
Allowance A	£10,879.20	£11,354.40
Allowance B	£2,719.80	£2,838.60
salary Total	£13,599.00	£14,193.00

73.5 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	43.75	43.75	43.75
Paid a Month			
Allowance A	£5,601.75	£5,832.75	£7,465.50
Allowance B	£1,400.44	£1,458.19	£1,866.38
salary Total	£7,002.19	£7,290.94	£9,331.88

73.5 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin
Paid a Month	52.5	52.5
Allowance A	£9,519.30	£9,935.10
Allowance B	£2,379.83	£2,483.78
salary Total	£11,899.13	£12,418.88

63 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	37.5	37.5	37.5
Paid a Month			
Allowance A	£4,801.50	£4,999.50	£6,399.00
Allowance B	£1,200.38	£1,249.88	£1,599.75
salary Total	£6,001.88	£6,249.38	£7,998.75

63 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin
Paid a Month	45	45
Allowance A	£8,159.40	£8,515.80
Allowance B	£2,039.85	£2,128.95
salary Total	£10,199.25	£10,644.75

52.5 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	31.25	31.25	31.25
Paid a Month			
Allowance A	£4,001.25	£4,166.25	£5,332.50
Allowance B	£1,000.31	£1,041.56	£1,333.13
salary Total	£5,001.56	£5,207.81	£6,665.63

52.5 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin
Paid a Month	37.5	37.5
Allowance A	£6,799.50	£7,096.50
Allowance B	£1,699.88	£1,774.13
salary Total	£8,499.38	£8,870.63

42 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	25	25	25
Paid a Month			
Allowance A	£3,201.00	£3,333.00	£4,266.00
Allowance B	£800.25	£833.25	£1,066.50
salary Total	£4,001.25	£4,166.25	£5,332.50

42 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	25+5 hrs Admin	25+5 hrs Admin
Paid a Month	30	30
Allowance A	£5,439.60	£5,677.20
Allowance B	£1,359.90	£1,419.30
salary Total	£6,799.50	£7,096.50

31.5 Hours	Trainee	Development	Competent
Hourly Rate	£10.67	£11.11	£14.22
Number of Hours	18.75	18.75	18.75
Paid a Month			
Allowance A	£2,400.75	£2,499.75	£3,199.50
Allowance B	600.19	624.94	799.88
salary Total	£3,000.94	£3,124.69	£3,999.38

31.5 Hours	Development	Competent
Hourly Rate	£15.11	£15.77
Number of Hours	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin
Paid a Month	22.5	22.5
Allowance A	£4,079.70	£4,257.90
Allowance B	£1,019.93	£1,064.48
salary Total	£5,099.63	£5,322.38

RDS SCHEME PAY AWARD 1ST JULY 2018 2% INCREASE

Watch Manager			Paid as an honorarium
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Station Manager	Paid as an honorarium	Paid as an honorarium
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105 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin
Paid a Month	75	75	75
Allowance A	£14,499.00	£14,895.00	£15,867.00
Allowance B	£3,624.75	£3,723.75	£3,966.75
salary Total	£18,123.75	£18,618.75	£19,833.75

105 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	62.5 + 12.5 hrs Admin	62.5 + 12.5 hrs Admin
Paid a Month	75	75
Allowance A	£16,506.00	£17,001.00
Allowance B	£4,126.50	£4,250.25
salary Total	£20,632.50	£21,251.25

94.5 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin
Paid a Month	67.5	67.5	67.5
Allowance A	£13,049.10	£13,405.50	£14,280.30
Allowance B	£3,262.28	£3,351.38	£3,570.08
salary Total	£16,311.38	£16,756.88	£17,850.38

94.5 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	56.25 + 11.25 hrs Admin	56.25 + 11.25 hrs Admin
Paid a Month	67.5	67.5
Allowance A	£14,855.40	£15,300.90
Allowance B	£3,713.85	£3,825.23
salary Total	£18,569.25	£19,126.13

84 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	50 + 10 hrs Admin	50 + 10 hrs Admin	50 + 10 hrs Admin
Paid a Month	60	60	60
Allowance A	£11,599.20	£11,916.00	£12,693.60
Allowance B	£2,899.80	£2,979.00	£3,173.40
salary Total	£14,499.00	£14,895.00	£15,867.00

84 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	50 + 10 hrs Admin	50 + 10 hrs Admin
Paid a Month	60	60
Allowance A	£13,204.80	£13,600.80
Allowance B	£3,301.20	£3,400.20
salary Total	£16,506.00	£17,001.00

73.5 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin
Paid a Month	52.5	52.5	52.5
Allowance A	£10,149.30	£10,426.50	£11,106.90
Allowance B	£2,537.33	£2,606.63	£2,776.73
salary Total	£12,686.63	£13,033.13	£13,883.63

73.5 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	43.75 + 8.75 hrs Admin	43.75 + 8.75 hrs Admin
Paid a Month	52.5	52.5
Allowance A	£11,554.20	£11,900.70
Allowance B	£2,888.55	£2,975.18
salary Total	£14,442.75	£14,875.88

63 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin
Paid a Month	45	45	45
Allowance A	8,699.40	8,937.00	9,520.20
Allowance B	£2,174.85	£2,234.25	£2,380.05
salary Total	£10,874.25	£11,171.25	£11,900.25

63 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	37.5 + 7.5 hrs Admin	37.5 + 7.5 hrs Admin
Paid a Month	45	45
Allowance A	£9,903.60	£10,200.60
Allowance B	£2,475.90	£2,550.15
salary Total	£12,379.50	£12,750.75

52.5 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin
Paid a Month	37.5	37.5	37.5
Allowance A	£7,249.50	£7,447.50	£7,933.50
Allowance B	£1,812.38	£1,861.88	£1,983.38
salary Total	£9,061.88	£9,309.38	£9,916.88

52.5 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	31.25+6.25 hrs Admin	31.25+6.25 hrs Admin
Paid a Month	37.5	37.5
Allowance A	£8,253.00	£8,500.50
Allowance B	£2,063.25	£2,125.13
salary Total	£10,316.25	£10,625.63

42 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	25+5 hrs Admin	25+5 hrs Admin	25+5 hrs Admin
Paid a Month	30	30	30
Allowance A	£5,799.60	£5,958.00	£6,346.80
Allowance B	£1,449.90	£1,489.50	£1,586.70
salary Total	£7,249.50	£7,447.50	£7,933.50

42 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	25+5 hrs Admin	25+5 hrs Admin
Paid a Month	30	30
Allowance A	£6,602.40	£6,800.40
Allowance B	£1,650.60	£1,700.10
salary Total	£8,253.00	£8,500.50

31.5 Hours	Development	Competent A	Competent B
Hourly Rate	£16.11	£16.55	£17.63
Number of Hours	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin
Paid a Month	22.5	22.5	22.5
Allowance A	£4,349.70	£4,468.50	£4,760.10
Allowance B	£1,087.43	£1,117.13	£1,190.03
salary Total	£5,437.13	£5,585.63	£5,950.13

31.5 Hours	Development	Competent A
Hourly Rate	£18.34	£18.89
Number of Hours	18.75+3.75 hrs Admin	18.75+3.75 hrs Admin
Paid a Month	22.5	22.5
Allowance A	£4,951.80	£5,100.30
Allowance B	£1,237.95	£1,275.08
salary Total	£6,189.75	£6,375.38

NJC PAY SCALES from April 2019 (GREEN BOOK STAFF)

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

APPENDIX 5

Extract

**Joint Negotiating Committee for Local Authority Craft &
Associated Employees**

CRAFT & ASSOCIATED EMPLOYEES

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

Apprentice Engineers & Electricians

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

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

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.

WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2020

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 was introduced to ensure the Authority has a robust mechanism to evaluate its compliance with the Welsh Language Standards.
- 2.3 Analysis of all the current standards using the traffic light system is presented below:-

Number of standards scoring in a Green category		141
Number of standards scoring in an Amber category		8
Number of standards scoring in a Red category		1
Total:		150

Key

 = compliant

 = resources/procedures yet to be allocated

 = non-compliant

- 2.4 A 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 the Director of People Services, ACO Alison Reed. 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. The score recorded as red (Standard 55) is in relation to resourcing this standard.
- 2.5 The Fire & Rescue Authority is required to produce and publish an Annual Monitoring report containing information explaining what the Authority has achieved during the 2018/2019 financial year. This has been completed and is published on the Service's website, along with our Compliance Notice and Implementation Plan.
- 2.6 Appendix 2 attached to the report provides a high level snapshot showing the public's interactions with our website and social media pages.

3. FINANCIAL IMPLICATIONS

- 3.1 The Service currently employs two Welsh Language translators, one full-time and one part-time.
- 3.2 Having previously removed the role of the Welsh Language Officer, the Service is presently considering its longer term staffing arrangements to address the ongoing requirements of the Welsh Language Standards.

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 (Wales Measure 2011 http://www.legislation.gov.uk/mwa/2011/1/contents Welsh Language Standards (No 5) Regulations 2016 http://senedd.assembly.wales/documents/s49297/CLA690%20-The%20Welsh%20Language%20Standards%20No.%2005%20Regulations%202016.pdf

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Appendix 1

South Wales Fire and Rescue Authority Welsh Language Standards Compliance Review and Action Plan January 2020

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

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

Service delivery standards

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19 Standard relating to a body's corporate identity.	Status	Comment
Standard 80 When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	●	Covered in Guidance to Staff
20 Standards relating to courses offered by a body.		
Standard 81 If you offer an education course that is open to the public, you must offer it in Welsh.	●	Covered in Guidance to Staff

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.	●	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.	●	Compliant
5 Standards relating to a body developing Welsh language skills through planning and training its workforce.		
Standard 124 You must assess the Welsh language skills of your employees.	●	In progress

5 Standards relating to a body developing Welsh language skills through planning and training its workforce <i>continued</i>.	Status	Comment
<p>Standard 125 You must provide training in Welsh in the following areas, if you provide such training in English –</p> <ul style="list-style-type: none"> (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; (dd) health and safety 	●	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
Standard 128 You must provide opportunities for staff who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	●	Compliant through Welsh Language Skills Training Strategy
Standard 129 You must provide training courses so that your staff can develop – (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	●	In design stage
Standard 130 When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	●	Compliant through session on induction
Standard 131 You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	●	Covered in Guidance to Staff
Standard 132 You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unable to respond to e-mail messages.	●	Covered in Guidance to Staff

6 Standards relating to a body recruiting and appointing	Status	Comment
Standard 133 You must make available to members of staff who are able to speak Welsh a badge for them to wear to convey that.	●	Compliant
Standard 133A You must promote to members of staff the wearing of a badge that conveys that a member of staff is able to speak Welsh.	●	Covered in Guidance to Staff
Standard 134 When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply – (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary	●	Compliance verified
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
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.	●	Compliance verified
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.	●	Compliance verified
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).	●	Compliance verified
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.	●	Compliance verified
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.	●	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

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

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

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

Policy Making Standards

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

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

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

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
15 A body publishing oversight arrangements, promotion etc.		
<p>Standard 166 You must –</p> <p>(a) ensure that you have arrangements for –</p> <ul style="list-style-type: none"> i) overseeing the way you comply with the operational standards with which you are under a duty to comply, ii) promoting the services that you offer in accordance with those standards, and iii) facilitate the use of those services, and <p>(b) publish a document that records that procedure on your intranet.</p>	●	Annual monitoring self-assessment to capture these and provide scrutiny through SMT and Fire and Rescue Authority

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

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

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	●	141
Number of draft standards scoring in an Amber category	●	8
Number of draft standards scoring in a Red category	●	1

Appendix 2

Welsh Language Standards - analysis of interactions with SWFRS website & social media pages (Apr 2018 – March 2019)

WEBSITE		
Criteria	Welsh Website:	English Website:
Unique page views	36,842	280,944
Predominant age group	25-34 year olds	25-34 year olds
Users	22,358	87,810
Time spent on Website (per session)	1 minute 12 seconds	2 minutes 20 seconds
Most popular pages	Recruitment pages.	Recruitment pages.

FACEBOOK		
Criteria	Welsh page	English page
Followers (between Apr 18 - Mar 19)	234	23,557
Extra followers for last 3 months	15 (+6%)	1,192 (+5%)

***We have also noticed a small increase in the Welsh interaction in relation to video content.

TWITTER		
Criteria	Welsh page	English page
Followers	112	27,600
Tweets	2,005	2,200
Likes	220	19,000

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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 2019/2020 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 2019/2020 year.

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

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1 - Welsh Government Circulars – The Firefighters' Pension Scheme (Wales) 2019/2020
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HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2019/2020

NO	TITLE	DATE	SUMMARY
W-FRSC(2019)18	Firefighters’ Pension Schemes (Wales) – Factor Guidance Notes <ul style="list-style-type: none"> • Tax Charge Debits • Early Retirement in normal health • Annual Allowance Charges: Scheme Pays offsets • Club Transfers • Lifetime Allowance pension debit • Early payment reductions • Age additions and assumed 	17 December 2019	This circular provides guidance notes to accompany actuarial factors previously issued to FRAs following a factor review for the Firefighters’ Pension Schemes (Wales) as undertaken by the Government Actuary’s Department.

	<p>age additions</p> <ul style="list-style-type: none"> • Continual professional Development (CPD) - Additional Pension benefit • Purchase on Increased benefits • Purchase of Additional Pension 		
W-FRS(2019)17	Public Sector Transfer Club- Amendments to Club Memorandum to clarify treatment of Club transfers for members who are not entitled to a preserved pension.	5 December 2019	This circular clarifies the treatment of club transfers for members who are not entitled to a preserved pension. Following advice from GAD, Cabinet Office intend to make the following revisions to the Club Memorandum. FRAs should follow the proposed revisions in any future Club transfers.
Circular EMP/8/19	Transitional Protections Pensions Claims Interim Order on Remedy	18 November 2019	This circular concerns the interim order on remedy (the Order) for the claim which was made by the Employment Tribunal at its preliminary hearing re Rachael Sargeant & Others. The claim concerned the issue of whether the transitional protections in the 2015 Fire pension Scheme, which provided protections based on age allowing older members to remain in their former final salary scheme, are age discriminatory.

W-FRSC(2019)16	Firefighters' Pension Account Estimates	14 October 2019	This circular requests each Fire & Rescue Authority (FRA) to complete the financial and non-financial sections of the attached pensions form (FPF1) by 21 November 2019.
W-FRSC(2019)15	Firefighters Pension Board of Medical Referees – Appointment of new contractor	4 October 2019	This circular informs Fire & Rescue Authorities of the change in contract arrangements for Medical Appeal Boards, with effect from 1 October 2019.
W-FRSC(2019)14	Firefighters Pension Schemes (Wales) – Consolidated Actuarial Factors	13 August 2019	This circular provides a consolidated workbook of actuarial factors previously issued to FRAs following a factor review for the Firefighters' Pension Schemes (Wales) as undertaken by the Government Actuary's Department, and included:- <ul style="list-style-type: none"> • Added Years / Added Pension and Continual Progression Development Factors • Early and Late Retirement Factors • Non Club Transfer Value (TV-in) factors • Tax Charge Debit Factors • Trivial Commutation Factors • Pension Debit Adjustment and Pension Credit Factors
W-FRS(2019)13	Firefighter Pension Schemes (Wales) – Non Club Revised Transfer Value ('TV-in') Factors – FPS 2007	14 June 2019	This circular provides replacement Non-Club Transfer Value ('TV-in') Factors for FPS 2007 standard members. It required immediate action.

W-FRSC(2019)10	The Firefighters Pension Schemes (Wales) – Revised Club Transfers Memorandum and Club Transfer Factors	29 March 2019	This circular provides a revised Club Transfers Memorandum and Club Transfer factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)09	Financial Arrangements for Firefighter Pensions – Top-up Grant Forms 2019-20	15 March 2019	This circular requests each Fire & Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2019-20 (FPF1) by 5 April 2019. This information will be used to calculate final top-up grant payments to FRAs in respect of 2017/18 (FPF3) and 2018/19 (FPF2) and interim payment for 2019-20 (FPF1).
W-FRSC(2019)08	Firefighters’ Pensions – Employer and Employee Contribution Rates 2019-2020	15 March 2019	This circular provides FRAs with revised employer contribution rates to be applied from 1 April 2019, and confirms the employee contribution rates remain the same as those that came into effect in April 2018. It required immediate action
W-FRS(2019)07	Firefighters’ Pension Schemes (Wales) – Revised Pension Debit Adjustment and Pension Credit Factors	11 March 2019	This circular provides revised Pension Debit Adjustment and Pension Credit factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)06	Public Service Pension Indexation and Revaluation 2019	8 March 2019	This circular informs FRAs of the increase in Public Service Pension Indexation and Revaluation which will take effect from 8 April 2019.

W-FRSC(2019)05	Firefighters' Pension Schemes (Wales) – Revised Trivial Commutation factors	15 February 2019	This circular provides revised Trivial Commutation factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)04	Firefighters' Pension Schemes (Wales) – Revised Tax Charge Debit Factors	28 January 2019	This circular provides revised Tax Charge Debit Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)03	Firefighters' Pension Schemes (Wales) – Transfer Value (TV-in) Factors	28 January 2019	This circular provides replacement Transfer Value (TV-in) Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)02	Firefighters' Pension Schemes (Wales) – Revised Early and Late Retirement Factors	24 January 2019	This circular provides replacement factor tables for Early and Late Retirement Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.

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SOUTH WALES FIRE & RESCUE SERVICE PEOPLE PLAN

SUMMARY

At the July 2019 HR & Equalities meeting, Members reviewed the outline proposal for the South Wales Fire & Rescue Service (SWFRS) People Plan. Since then the Plan has been developed further and the draft document is presented to the Committee for review and comment.

Members will be aware that the All Wales People & Organisational Development Strategy provided the foundations for the work we have done to develop our People Plan. The draft Plan will enable South Wales Fire & Rescue Service to work within the high level direction agreed in the All Wales Strategy but to tailor approaches where necessary, to reflect the individual needs of the organisation.

RECOMMENDATIONS

1. That Members note the All Wales People & Organisational Development Strategy attached to the report at Appendix 1
2. That Members review and comment on the draft South Wales Fire & Rescue Service People Plan attached to the report at Appendix 2.

1. BACKGROUND

- 1.1 The All Wales People & Organisational Development Strategy was launched in 2018 and will remain current until 2021. A copy of the All Wales Strategy is attached to the report at Appendix 1.
- 1.2 The work to shape the South Wales Fire & Rescue Service People Plan began following the Committee's discussion in July 2019, and has involved engagement with HR colleagues. A copy of the current draft South Wales Fire & Rescue Service People Plan is attached to the report at Appendix 2.

2. ISSUES

- 2.1 The All Wales Strategy will ensure there is consistency in approach across the three Fire & Rescue Services, and provides a framework for innovative thinking and working to support continued collaboration and partnership.

- 2.2 The South Wales Fire & Rescue Service People Plan aims to share the focus we are placing on the specific needs of the Service. The content has been discussed and developed 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 All Wales Strategy and will be undertaken for the South Wales Fire & Rescue Service People Plan.
- 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 That Members note the All Wales People & Organisational Development Strategy attached to the report at Appendix 1.
- 5.2 That Members review and comment on the draft South Wales Fire & Rescue Service People Plan attached to the report at Appendix 2.

Contact Officer: ACO Alison Reed Director of People Services	Background Papers: Appendix 1 – All Wales People & Organisational Development Strategy 2018-2021 Appendix 2 – SWFRS People Plan
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Appendix 1

FIRE AND RESCUE SERVICES IN WALES

PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY 2018-2021

INTRODUCTION

There are three Fire and Rescue Services (FRSs) in Wales:

- North Wales Fire and Rescue Service.
- Mid and West Wales Fire and Rescue Service.
- South Wales Fire and Rescue Service.

This strategy has been developed for implementation from 2018 to 2021 and underpins the Welsh FRSs commitment to lifelong learning and workplace competence.

The strategy will ensure there is consistency in the approach to people development and support across the three Fire and Rescue Services and provides a framework for innovative thinking and working to support continued collaboration and partnership

The FRSs support the achievement of applicable national strategies whilst balancing this with a focus on providing a service that puts Wales's safety first within the context of a devolved Government. To that end the following strategies and frameworks have informed the development of our strategy and where appropriate direct reference is made to them:

- National Issues Committee
- Strategic Equality Plans and Annual Improvement Reports
- Health, Safety and Wellbeing Strategies
- Fire Service National Framework Document (2016)
- Well-being of Future Generations (Wales) Act 2015
- Making the Difference Needed - CFOA Strategic Direction 2015-2019
- Fire and Rescue People Strategy (2017-2022)
- Welsh Language (Wales) Measures 2011
- Workforce Planning (WG) Priorities

Innovative thinking and new ways of working will ensure that we provide a service that safeguards individuals and the communities of Wales and reflects the priority areas of the Welsh Government's Fire and Rescue National Framework for Wales. Given continuing budget pressures and increasing

public expectations this strategy supports the search for new ways of working to utilise the skills and professionalism of the FRS workforce for the benefit of the public in Wales.

Whilst the strategy is written providing 7 key elements, it is clear that the elements are interdependent and should not be read or applied in isolation:

1. Resourcing the Fire and Rescue Service
2. Health and Wellbeing
3. Fitness
4. Inclusive Workplaces (Equality and Diversity)
5. Reward and Recognition
6. Management Information Systems
7. Training and Development

Consultation and Communication

All recognised Representative Bodies were fully consulted regarding the content of this strategy. There will be ongoing consultation with the Representative Bodies regarding the implementation of specific elements of the strategy.

The strategy is available to all employees and will be published on services' intranets and websites.

Responsibility

All employees have responsibility for implementing the principles contained in this strategy, together with the Fire and Rescue Authority Members.

Monitoring and Review

The strategy will be periodically reviewed by the People and Organisational Development Group.

AIM

To enable the Welsh FRSs 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 strategy 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.

PURPOSE

The purpose of the strategy is to support the organisation in the achievement of its objectives by ensuring that Welsh FRSs strive to create a workforce that has the training, support and tools to do their job and is:

- Service and community focussed
- Committed to our Core Values
- Representative of the communities they serve
- Motivated and skilled.

We will continue to work with partners to reduce the risk of fires, road traffic incidents and other emergencies and to enhance community wellbeing. We recognise the way the FRS is now working beyond its traditional role in an increasingly diverse arena.

1. Resourcing the Fire and Rescue Service

One of the seven well-being goals from The Well-being of Future Generations (Wales) Act 2015 is a prosperous Wales. An innovative and productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately; and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

The recruitment, development and retention of a workforce which has the commitment and skills to deliver the Authority's services; improved communication and effective redeployment and retraining opportunities being made available by:

- Ensuring recruitment and progression processes are fair, transparent, aim to reflect the diversity of the community and meet future needs of the organisations and utilise national approaches where applicable.

- Supporting the Welsh Apprenticeship Programme and the Welsh Government objective to engage 10,000 young people in apprenticeships by 2022.
- Constantly reviewing recruitment, selection and promotion policies and practices with a particular emphasis on clarity, fairness, transparency and equality of opportunity.
- Implementing effective redeployment arrangements to ensure that all employees facing redundancy or loss of employment (for other than disciplinary reasons) are offered suitable alternative employment, wherever possible, underpinned by suitable retraining opportunities.
- Developing strategies that take account of the increasing normal retirement age.
- Developing workforce and succession plans for current employees.
- Assessing the future viability of the retained/On-call duty system and to consider the use of other flexible working models to provide operational response.
- Improve efficiency with smarter working practices, investigating alternative models for frontline service delivery, addressing cultural barriers and continued streamlining of administration processes and conversion to E-Systems where possible.
- A workforce that is appropriately developed and trained to be safe and to meet the demands of their roles, and a performance management framework which also supports managers in meeting the demands of their role.

2. Health and Wellbeing

Well-being goal: A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

In adopting a more holistic approach to improving employee well-being within the FRS's, we will continue to invest in reducing absence and concentrating on health promotion within the Service.

Absence reduction initiatives have been successful but promoting health and wellbeing is likely to have increased benefits in terms of productivity, motivation and being an attractive employer. Its purpose is to enhance the physical and psychological environment to improve employee wellbeing and, in turn, employee performance. If this is achieved, we can expect a reduction in days lost to sickness and an increase in individual and collective performance.

Providing our employees with a healthy and safe workplace is essential for them to feel safe and secure. The services' approach to Health and Safety will continue to be proactive making full use of leading indicators rather than reliance on lagging indicators to identify and inform where further improvement may be potentially made. Such an environment has the potential to improve service delivery through reduced accidents, lower sickness absence levels and the possibility of fewer ill health retirements.

Adopting the National Framework for Violence against Women, Domestic Abuse and Sexual Violence. Our employment practices universally support employees who disclose abuse by acting to keep employees safe at work and supporting them to stay safe outside work and addressing behaviours of employees perpetrating these issues.

Providing a pro-active Occupational Health service committed to identifying and addressing industrial injuries, stress and other causes of sickness absence, as well as promoting healthy living. The Fire and Rescue National Framework 2016 identifies that the population of Wales is living longer and the working age is increasing and therefore further underlines the importance of healthy living.

Adopting a framework for managers to manage sickness absence which strikes a balance between organisational need and supporting employees.

Foster a culture of participation and involvement based on open communication and inclusion. Work has an important role in promoting psychological wellbeing, because it promotes self-esteem and provides social interaction. This is likely to help employees feel that they have control over their work and foster mental well-being. The FRSs will raise awareness of mental wellbeing among the workforce to reduce the risk of potential negative effects on employees and the organisation as well as importantly reducing potential for stigma related to those employees with mental ill health.

Provide an Employee Assistance Programme (EAP). This is intended to help employees deal proactively with personal problems/and or work-related problems that might adversely impact their work performance, health and well-being.

3. Fitness

Well-being goal: A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

Firefighting and rescue operations expose firefighters to stressful, arduous and demanding working conditions, which require a high level of physical and mental fitness.

Managing fitness on both an individual and organisational level is key to ensuring a safe and healthy operational workforce. It is recognised that the contractual commitment for all operational staff is to be responsible for their own performance (including personal health and fitness). The Services understand the benefits of a healthy workforce and will support operational staff in maintaining their fitness to undertake their role.

The Services will undertake regular routine health and fitness assessments to ensure compliance with National standards. (The Fire and Rescue National Framework 2016 states that FRSs should continue to operate an agreed single fitness standard).

Furthermore, the Services will adopt Firefit recommendations that are presented as a national standard for aerobic fitness for safe and effective firefighting including aerobic fitness and muscular strength.

Whilst for operational personnel there are contractual and legal obligations for individuals and organisations respectively, all employees will be encouraged to be physically active as it is essential that they maintain sufficient levels of physical fitness to enable them to carry out their role safely and effectively. However, it is also important to understand the health behaviours of our employees and identify associated lifestyle and occupational risks to health and wellbeing. Helping staff understand these risks to their whole lives as well as the workplace is crucial in this.

The Services will support all employees, both operational and support employees, by offering guidance and advice from Physical Fitness Advisers on diet, lifestyle choices, fitness and weight management issues and offering local access to fitness facilities.

4. Inclusivity

Well-being goal: A more equal Wales: A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

Ensure plans are in place to recruit, develop and retain the employees we need whilst supporting and promoting equality and diversity.

Develop employees in accordance with Service Core Values to build a culture that respects and values personal development and provides an understanding for employees of where they fit into the organisation and to create an environment of value and cohesiveness. The strategy will help us create an environment that develops talent and retains a balance in work and life whilst encouraging participation and commitment.

Given the percentage of the population being over 50% female, the current gender percentage of the workforce is hugely misrepresentational of this with, at best, just over 5% of firefighters being female. The FRS's have undertaken much work in this area in positive action however more needs to be done. Engagement needs to be undertaken at earlier ages than previously thought as gender stereotyping in employment roles occurs early in the development of a child. Work needs to be completed to address this so that more of the population consider the FRS as career of choice.

Address cultural barriers to ensure the workplace environment is accessible to a diverse workforce.

Value diversity in the Service and the community by promoting equal opportunities in employment and progression and by challenging prejudice and discrimination. Undertaking the Implementation of the Inclusive Fire Group Implementation Strategies.

By equality of pay, all employees are paid the relevant rate of pay for the role and their conditions of service. The Services will regularly monitor pay equality in line with legislative requirements (Gender Pay Gap Reporting) and its pay policy.

Provide timely positive action events to encourage under-represented groups to consider a career with the FRSs.

Remain firmly committed to strengthening our values and upholding a culture which ensures that employees are treated with fairness and respect to promote the Service as an employer of choice.

Welsh language

Well-being goal: A Wales of vibrant culture and thriving Welsh language. A society that promotes and protects culture, heritage and the Welsh language and which encourages people to participate in the arts, sports and recreation.

This strategy is written in accordance with the core values of the FRSs and recognises their responsibilities under the Welsh Language Act 2012, which are reflected in the individual Welsh Language Policies produced by each organisation.

The FRSs remain committed to the Welsh language and to investing in improving skills and standards, as we continue to highlight the importance of a bilingual workforce and providing a bilingual service to the public of Wales.

The recruitment of employees with the appropriate level of Welsh Language skills to provide services to the public and support employees who wish to learn Welsh or improve their Welsh in order to use it in the workplace.

Embedding the Welsh Language Standards to deliver services in Welsh and in other areas such as policy making and promoting the Welsh language.

5. Reward and Recognition

Well-being goal: A prosperous Wales.... which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

Promoting a fair employment agenda and introducing policies and workplace practices which actively support the management of change in partnership with our workforce, representative bodies and organisations.

The provision of appropriate additional employee benefits which offer value for money for the three Services.

Pension changes have created longer career paths; we will seek to collaborate on pension matters whenever possible and create better pathways for joining up information for employees.

Early engagement with staff to raise awareness and provide support for personal development, opportunities, rationales and pathways for progression.

6. Management Information Systems

Well-being goal: A prosperous Wales: an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

Developing a strategic workforce plan which combines workforce change, technology, demographics, turnover and best management practice.

The collection and analysis of employee and workforce data required by the Authorities and relevant external organisations to support effective and well-informed people management practices, leading to measurable improvements in quality based workplace performance.

Analyse operational and strategic workforce data, and collecting and analysing data for statutory and other external workforce surveys, producing regular reports for managers at all levels.

Maintain accurate and up-to-date employee record files and other employee records, always having regard to issues of confidentiality and in accordance with Data Protection Principles.

Ensure that robust systems of assessment and verification are in place to allow recording of training and development activities and workplace performance and ensure that such activities are aligned to individual and organisational need.

The systems must also ensure that accurate information is recorded for the management of training and development and satisfies legal and statutory requirements.

The systems must provide management information to assist in the planning of training and development activities and meet the needs of internal/external quality assurance and auditing.

7. Training and Development

Well-being goal: A prosperous Wales - An innovative, productive and low carbon society which recognizes the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change), and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

A healthier Wales - A society in which people's physical and mental well-being is maximized and in which choices and behaviours that benefit future health are understood.

A more equal Wales - A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic circumstances).

A Wales of vibrant culture and Welsh language - A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, sports and recreation.

The strategy provides a coherent framework for our corporate improvement activity. A broad approach to organisational development has been taken ensuring that we consider Fire and Rescue Service improvement as a whole and not just individual service or personal development within the Fire and Rescue Services.

To that end it is important that Fire and Rescue Services continue to collaborate with each other, educational establishments and other external training and development providers, ensuring that we can operate in a multi-agency and changing environment.

The FRS's in Wales are committed to supporting the ongoing development of a professional workforce by ensuring that people have the opportunity to maintain and improve their skills. In addition, they aspire to create a working environment that is safe, inclusive, encouraging lifelong learning and free from discrimination.

There is a need to devolve more responsibility for performance management, development and progression of staff to line managers. The empowering of managers will assist in providing an increased range of experience and skills to support core skill maintenance.

The geographically diverse nature of Wales and the reliance on the On-call Duty System necessitates learning environments that are both flexible and easily accessible. The use of e-learning modules to assist centralised learning and development delivery provides one such flexible delivery method. An increase in the use of technology and flexible working supports our commitment to environmental and sustainability agendas. In addition, operational training activities and procurement protocols are aligned to Service environmental strategies and policies.

To ensure consistency the National Occupational Standards will continue to be used to review existing and develop new programmes. This will ensure that development is delivered to a nationally recognised level and is in line with the role requirements.

The FRS in Wales will provide robust quality assurance mechanisms in relation to the delivery of learning and development activities.

Future Leaders

The need to identify and develop future leaders throughout the FRS is seen as a key component in order to meet current and future challenges. The changing nature of the FRS will require future leaders to challenge existing norms and develop innovative solutions to meet societal risks. As collaboration and partnership working opportunities are developed future leaders will also be required to lead without authority and bring influence to bear in order to transcend organisational boundaries. This should be supported by the sharing of best practice and continuation of the collaborative development of and engagement on, leadership programmes in Wales and the wider UK as appropriate.

Effective succession planning will ensure that tomorrow's FRS leaders are identified and provided with the requisite skills and experience in preparation for future organisational challenge and diversification. The FRS will use a range of established and innovative methods, including the assessment and development of technical skills and behaviours to train, develop and support those with the potential to become future leaders

There is a need to ensure that the FRSs have a workforce in place with the right skills and competencies, and is sufficiently flexible to provide fire and rescue services when and where they are required. New ways of working have been explored and the building blocks of these have already been laid down. This work has undoubtedly identified other areas which need review or refinement to ensure that further improvements in efficiency can be achieved.

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APPENDIX 2

People Plan 2019-2022



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 2019-2022 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.

Photo of CFO addressing an audience



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

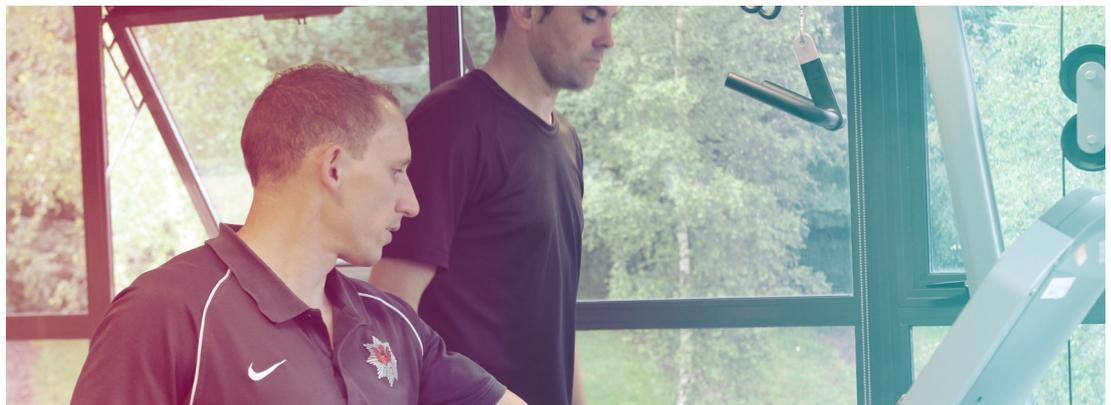
Foster a values-based culture focused on diversity, inclusivity, wellbeing and positive engagement.

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.

Photo of someone from HR on a computer



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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- 2.2 Due to the positive experiences and excellent feedback from personnel involved, the Service took the decision to extend this training to all Wholetime operational personnel within the Service. In total there were 28 days of training completed during 2018/2019.

3. CURRENT POSITION

- 3.1 In 2019/2020 this training has continued for all Wholetime operational personnel. This has also extended to the Service's two high risk On-Call Stations at Merthyr and Abersychan, due to the high rise risk within their respective areas.
- 3.2 To date 574 Wholetime operational personnel have completed their High Rise practical training at West Midlands, with a further 170 personnel due to receive this training prior to the end of March 2020.
- 3.3 In addition, all 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.
- 3.4 An Operational Skills Programme (OSP) package on 'High Rise Awareness' has been developed for use by all operational personnel – Wholetime and On-Call. This involves a three hour theory session.
- 3.5 All Crew and Watch Managers have also received practical and theoretical input during their annual Incident Command level 1 continuation training at Cardiff Gate Training & Development Centre.
- 3.6 All Station and Group Managers will have also received practical and theoretical input during their respective Incident Command level 2 & 3 continuation training by the end of March 2020.
- 3.7 There has also been multi agency training delivered to senior managers of Cardiff Council on an approach to a potential High Rise incident taking place in Cardiff or the wider South Wales area.
- 3.8 A National Fire Chiefs Council Communities page has been created on the Service's Internet site, with dedicated High Rise information for members of the South Wales Fire & Rescue Service community to access information.

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.

- 4.2 Ensure that all CADD plans are updated.
- 4.3 Reviewing all pre-determined attendances for High Rise premises within the Service area.
- 4.4 Ensuring the latest 'Risk Based Inspection Programme' is extant and valid.
- 4.5 To commence High Rise awareness training for South Wales Police call handlers in the Joint Public Service Centre in March 2020.
- 4.6 All new trainees within the Service are to receive High Rise input.
- 4.7 Formation of a High Rise Working Group formally established within the Service.

5. FINANCIAL IMPLICATIONS

- 5.1 The initial High Rise practical training at the West Midlands Fire & Rescue Service Training Centre in 2018/2019 cost in the region of £52,000. This was funded by Welsh Government.
- 5.2 The additional 15 days training in 2019/2020 is costing in the region of £32,000. This has been factored into the current Training & Development department budget for 2019/2020.

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

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MENTAL HEALTH & WELLBEING – PROJECT UPDATE

SUMMARY

In November 2019 Members received a report which outlined the progress made in relation to our mental health and wellbeing provision from April 2018 to March 2019, which also included a summary of the ongoing health and wellbeing support provided by the Service, and an overview of the new activities to be undertaken from April 2019 to March 2020.

This report focuses specifically on the progress made in relation to the project on mental health and wellbeing. The report will be supplemented by a short presentation at the meeting, outlining the progress that has been made.

RECOMMENDATIONS

That Members note the content of the report and presentation.

1. BACKGROUND

- 1.1 The Service currently has a Mental Health Strategy 2018-2021. The strategy was formally launched in September 2018, and was developed using recommendations from the 'MIND', and the mental health framework and standards from the 'Thriving at Work' – The Stevenson/Farmer Review of Mental Health & Employers, published in October 2017.

2. ISSUES

- 2.1 At the last HR & Equalities Committee meeting, Members asked to receive a progress update in relation to the work on mental health which the Service is currently undertaking.

3. PROGRESS UPDATE

- 3.1 The vision set for the project centres around an approach based on three key areas:- 'Prevention, Protection, Promotion'.
- 3.2 Specific achievements to date include:-
- Introduction of a wellbeing tag
 - 1-2-1 personal contact post incident

- Incident tracking via CORE
- Appointment to the Royal Foundation Steering Group
- Enhancements to our recruits training programme
- Mental health absence tracking
- Closer collaboration with partner agencies as part of a mental health blue light network.

3.3 Further activities in progress includes:-

- Discussion with 'MIND' CEO
- Preparation of a post incident care pack, including post incident wellbeing debriefing.
- Implementation of recommendations emerging from Royal Foundation research
- A review of existing South Wales Fire & Rescue Service materials / publications
- Discussions with South Wales Fire & Rescue Service Occupational Health team about future provision
- Review Champion (peer to peer support) network within South Wales Fire & Rescue Service
- Establish mental health blue light work with partner agencies
- Conduct a number of watch / team / location based outreach engagement
- Establish a South Wales Fire & Rescue Service internal Stakeholder Group

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 the report and presentation.

Contact Officer:	Background Papers:
Karen Davies / David Crews HR Mental Health & Wellbeing Officers	None

GENDER PAY GAP – BROADER PERSPECTIVE

SUMMARY

In November 2019 Members approved the South Wales Fire & Rescue Service (SWFRS) Gender Pay Gap Statement. The statement has since been published on our website and that of GOV.UK. Members requested a set of comparison data from other Fire and Rescue Services in Wales, and across the UK.

RECOMMENDATIONS

That Members note the comparison data at Appendix 1 which is attached to the report for information.

1. BACKGROUND

- 1.1 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.

2. ISSUES

- 2.1 At November's HR & Equalities meeting, Members asked to receive a set of comparison data from other Fire and Rescue Service in Wales, and the UK.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment is not required as part of this update, which is data drawn from GOV.UK, and provided for information.

4. RECOMMENDATIONS

- 4.1 That Members note the comparison data at Appendix 1 which is attached to the report for information.

Contact Officer: Alison Reed ACO People Services	Background Papers: Appendix 1 – Comparison Data
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APPENDIX 1

COMPARISONS OF GENDER PAY GAP ACROSS THE THREE WELSH SERVICES

2017/2018

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women In Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
South Wales	1000 to 4999	17.5	16.3	56	9	4	10	0	0	0	0
Mid & West	1000 to 4999	17.1	7.2	35	5	12	10	0	0	0	0
North Wales	500 to 999	6.5	9.9	31	17	7	19	0	0	0	0

2018/2019

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women in Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
South Wales	1000 to 4999	16.3	14.4	34	9	5	10	0	0	0	0
Mid & West	1000 to 4999	13.8	14.1	36	3	11	10	0	0	0	0
North Wales	500 to 999	8.9	11.1	30.8	15.4	10.4	14.5	0	0	0	0

2019/2020

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women in Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
South Wales	1000 to 4999	14	17.3	33	8	5	10	0	0	0	0
Mid & West	Not	Provided									
North Wales	Not	Provided									

COMPARISONS OF GENDER PAY GAP ACROSS ENGLISH FIRE & RESCUE SERVICES

2017/2018

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women In Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
Essex FRS	1000 to 4999	15.6	12.6	27.1	10.2	11.1	6.7	0	0	0	0
Avon FRS	500 to 999	3.9	0	23.4	5.6	8.8	14.5	0	0	0	0
Cheshire FA	500 to 999	25.5	18.9	48.9	12.3	9.7	6.2	14.7	61.5	-31.8	0
Humberside FRS	1000 to 4999	20.9	23.4	50	6	10	8	0	0	0	0
Leicestershire FRS	500 to 999	20	14	42.7	9.8	8.9	10.6	0	0	0	0

2018/2019

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women in Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
Essex FRS	1000 to 4999	7.1	8.8	30.1	9	8.5	13	0	0	0	0
Avon FRS	500 to 999	2.6	0	25	3.2	11.6	15.7	0	0	0	0
Cheshire FA	500 to 999	20.9	17	43.2	14.6	7.8	8.7	15.9	58.8	-32.1	0
Humberside	1000 to 4999	17	23	44	12	5	12	0	0	0	0
Leicestershire FRS	500 to 999	21.8	23.8	52.3	10.8	10	11.5	0	0	0	0

2019/2020

Employer	Employer size 5%	% Difference in hourly rate (Mean)	% Difference in hourly rate (Median)	% Women in Lower Pay Quartile	% Women in Lower Middle Pay Quartile	% Women in Upper Middle Pay Quartile	% Women in Top Pay Quartile	% Who Received Bonus Pay (Women)	% Who received Bonus Pay (Men)	% Difference in Bonus Pay (Mean)	% Difference in Bonus Pay (Median)
Essex FRS	Not	Provided									
Avon FRS	Not	Provided									
Cheshire FA	Not	Provided									
Humberside	Not	Provided									
Leicestershire FRS	Not	Provided									

STRATEGIC EQUALITY PLAN (SEP) – 2020-2025

SUMMARY

The Service's current Strategic Equality Plan (SEP) is time-limited to 31 March, 2020, with a new Plan being required under the Equality Act (2010).

The purpose of this report is to present to Members of the HR & Equalities Committee the draft Strategic Equality Plan 2020-2025.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 Legal requirements within the Equality Act (2010) means it is incumbent upon this Service to develop and implement a five-year Strategic Equality Plan (SEP). The Current Strategic Equality Plan is due to expire on 31 March, 2020.
- 1.2 Along with the above Act, Wales has 'Specific Equality Duties' which also require compliance.
- 1.3 The Service's Corporate Strategic Plan, as well as outcomes of both the Welsh Government, and the Equality & Human Rights Commission (EHRC), all form key components of consideration alongside the Law when developing a Strategic Equality Plan.
- 1.4 Utilising the above method, five key outcomes were devised, and form the basis of the draft Strategic Equality Plan. These were agreed at the HR & Equalities Committee meeting on 11 November, 2019.

2. ISSUE

- 2.1 The Welsh Government has decided to introduce the Socio-economic Duty with effect from 1 April, 2020. However, the proposed implementation period involves a 'softer' approach to be applied to the duty during the first two years, to allow the Welsh Government time to refine the guidance for a period of two years before being issued as 'final' statutory guidance on 1 April, 2022.

2.2 This information outlined in 2.1 has only recently been confirmed. In light of this the Service will wish to review and amend the Strategic Equality Plan 2020-2025 accordingly after publication.

2.3 Next stages:- consultation, amendments, and the presenting of a final draft to the Fire & Rescue Authority on 30 March, 2020.

2.4 The Plan, under Law, must be published and uploaded to the Service's website prior to 1 April, 2020.

3. FINANCIAL IMPLICATIONS

3.1 No known direct financial implications.

4. EQUALITY RISK ASSESSMENT

4.1 The Strategic Equality Plan is constructed from the General Duties (Equality Act (2010)), as well as the Wales Specific Duties, and filtered through the Service's Corporate Strategic Plan, so there is no identified adverse general impact on a particular Protected Characteristic.

5. RECOMMENDATION

5.1 That Members note the contents of this report.

Contact Officer:	Background Papers:
Mr Andrew Jones Head of HR	Appendix 1 – Draft Strategic Equality Plan 2020-2025



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STRATEGIC EQUALITY PLAN

2020/2025



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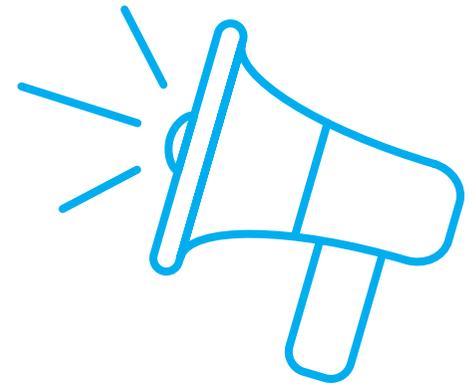
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Foreword



Huw Jakeway

Chief Fire Officer
South Wales Fire and Rescue Service

I extend a warm welcome to South Wales Fire and Rescue Service's (SWFRS) Strategic Equality Plan for 2020-25, which introduces our strategic equality outcomes for the next five years.

The outcomes will be built into what we do, with every corporate action being related to one or more of them. This allows for us to accurately monitor improvements and increase our service to all of our communities.

Our Vision of "Making South Wales safer by reducing risk" includes you.

'Inclusion' might be a buzz word to some, but at SWFRS it represents the true commitment of all of us to continue involving you- whether it's in what we can do to be a more inclusive employer, how we can better deliver services that meet your needs, or which safety messages would be of help to you. As a public service we are proud to serve all of our diverse communities, and I encourage you to let us know how we can continue doing so.

I invite you to feedback your thoughts on this plan in either Welsh or English, and let us know if you'd like this in a paper or another format.



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

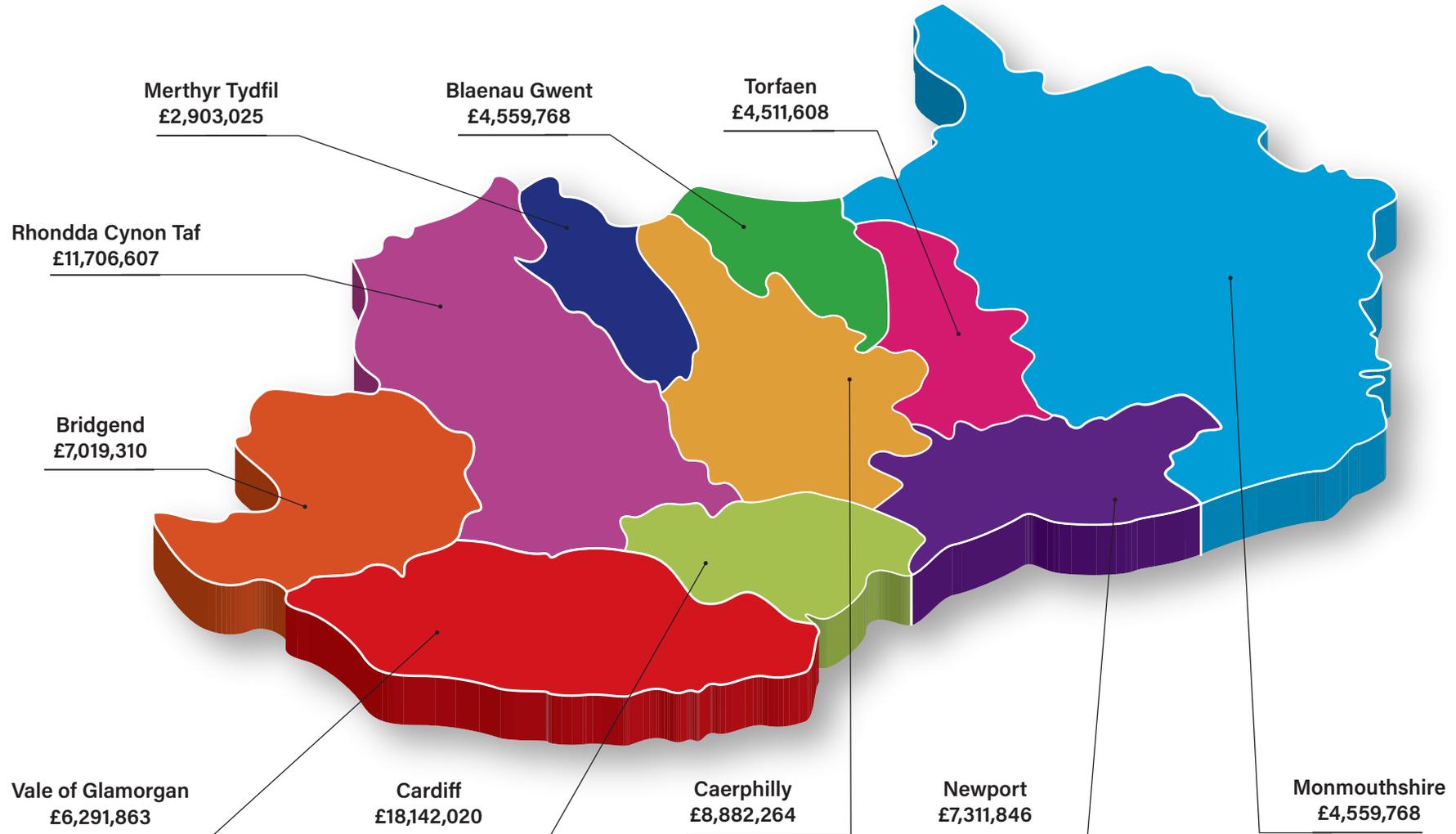
Define what we stand for; our core rules.

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

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

Our Budget

The map illustrates where we obtain the majority of our funding. The amounts are calculated based on population figures per Local Authority area. (Figures from 2018-2019 budget year).



ABOUT US, WHO WE SERVE, WHAT WE DID



IN 2018 - 2019 SOUTH WALES FIRE AND RESCUE SERVICE:



*2018 Stats Wales

Where our outcomes came from

While using jargon based tick boxes might be tempting, we wanted to make sure our Outcomes formed part of real and meaningful changes/improvements, so we:

- Mapped key innovative legislation along with our Corporate and People Plans onto a table (an example of what that looked like is below)
- Identified themes which were common and fell into three categories
- Used those themes to create our Strategic Equality Plan Outcomes
- Colour coded the five Outcomes under the three categories (Services, People, Infrastructure) so they would be easy to find and also pin to our Corporate actions

Corporate Plan Theme	PA1 - Ensuring we provide an efficient, effective and relevant response to our communities.
People Services Plan Aim	4 - Foster a values-based culture focused on diversity, inclusivity, wellbeing, and positive engagement.
Wales Specific Equality Duties	Reg 4 - Authorities have a duty to collect a range of equality information to contribute to this evidence base.
Welsh Government Objective (est)	2 - The needs and rights of those who share PCs are at the forefront of design and delivery .
Wellbeing of Future Generations Act Goal/s	A Wales of Cohesive Communities A More Equal Wales
SWFRS Strategic Equality Plan Outcome	What we do: Services

Strategic Equality Outcomes

What we will do

Make sure under-represented groups and marginalized communities are at the beginning of service re-design and delivery.

We will do this by:

- Exploring new ways of working in order to improve service delivery
- Building our relationships with external groups and seek their input into how we can better serve them
- Working with local authorities, charities, health bodies, and other organisations to combine resources to reduce 'consultation fatigue'
- Involving marginalised communities by asking for feedback on what we're doing
- Communicating with those we serve, letting them know what we are doing, and why
- Collecting and analysing relevant data to make sure we are not accidentally excluding a group (or groups)

We will know we've done this when:

- Decisions by Senior Management Team explicitly include equality considerations
- Assessments for equality risks are competently carried out, with improvements noted and actioned
- Links between data, feedback, and changes are clearly made, jargon free, and easily visible to our communities
- Feedback from marginalised communities and under-represented groups show we have improved
- Events and consultations which we do in partnership with others, have increased
- Results of engagement are widely shared

Strategic Equality Outcomes

What we will do

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

Be a place of work where all employees feel valued.

We will do this by:

- Consistently addressing internal and external barriers to us becoming a truly inclusive employer of choice
- Attracting higher numbers of applications from people in under-represented groups
- Building trust and value with all staff
- Honestly reviewing our current internal culture
- Listening to feedback from under-represented groups
- Upskilling current and future managers
- Enhancing terms and conditions wherever possible while also promoting opportunities for progression

We will know we've done this when:

- Evidence indicates that we have robustly tackled views, actions, and comments which go against our Aims & Values
- Survey shows positive morale across all sections of the organisation
- Data from job vacancies show an increase across all Protected Characteristics
- In-House support services have been used more than in the previous year
- Appraisals become constructive two way conversations

Strategic Equality Outcomes

What we will do

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

Improve the infrastructure to better support a 21st century inclusive employer.

We will do this by:

- Publishing reports ahead of their deadlines
- Working with others to share learning and resources
- Lobbying for creative solutions to future proofing a 21st century fire service
- Researching equipment, working patterns, and technology which supports inclusion and enhances what we do
- Improving compliance with the Equality Act (2010)
- Supporting Welsh businesses/suppliers (where possible)

We will know we've done this when:

- Reports are on our website (in both English and Welsh) before the legal deadlines, and referenced in the Corporate Plan
- Benefits of our partnership working are measurable and tangible to the marginalised communities we serve
- Monitoring shows improvement in the fulfilling of our requirements under Law
- Feedback from staff and communities evidence improvements
- Successful contracts and tenders show an increase in Welsh businesses/ suppliers used

What's next?

Along with our Annual Equality Report, which acts as a report card on how we are doing to meet the Equality Act (2010), we'll be publishing a yearly review of this Strategic Equality Plan. This review will include how we are progressing with the five Outcomes, and what we look to do in the following year.

Both of these will be published on our website by March 31st of that year, and promoted on our social media sites.

We encourage you to check out our Diversity Page; from there you'll be able to click through a link to the Corporate Library and find the above (as well as other) reports and plans:

www.southwales-fire.gov.uk/who-we-are/equality-and-diversity/

If you have any questions on this Strategic Equality Plan, feel free to contact the Diversity Unit:

Diversity Unit,
South Wales Fire and Rescue Service Headquarters,
Forest View Business Park,
Llantrisant,
CF72 8LX

divext@southwales-fire.gov.uk

Have your say

We are always looking for ways to improve our services and to present information that is meaningful. In order to do this we want to ensure that your views are considered when delivering our activities and presenting information to you.

We would particularly welcome your comments and / or questions with regards to our proposed objectives [?????](#)

Write to us

Service Performance and Communications
South Wales Fire and Rescue Service
Forest View Business Park
Llantrisant CF72 8LX

Call us

01443 232000

Website

www.southwales-fire.gov.uk

Welsh Language

We are eager to effectively serve those who choose to live their lives via the medium of the Welsh Language. As a result of the Welsh Language (Wales) Measure 2011, the South Wales Fire and Rescue Authority has been issued with a Welsh Language Standards Compliance Notice by the Welsh Language Commissioner. This Compliance Notice is published on our website and gives details about what services citizens can expect to receive in Welsh. We seek to engage with Welsh speakers and learners in order to improve the overall standard of service provided, including services that are provided in Welsh.

Alternative versions

If you would like this information in an alternative language or format such as large print, Braille or audio please contact us.



@SWFireandrescue



@SWFireandrescue



@sw_fire_and_rescue

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

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

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

AGENDA ITEM NO 13
 24 FEBRUARY 2020

ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2018 TO 31 MARCH 2019

SUMMARY

The SWFRS 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 SWFRS'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 2018 to 31 March 2019.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 The Equality Act (2010) came into effect from the 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. ISSUE

- 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 2018 to 31 March 2019
- 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. RECOMMENDATION

- 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 st April 2018 to 31 st March 2019)

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

South Wales Fire and Rescue Service

Annual Equality Report

1st April 2018 - 31st March 2019

Equality Statement

Welcome to our Annual Equality Report for the year 2018/2019.

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 is an ongoing journey which we are committed to continue.



A handwritten signature in black ink, appearing to read 'H. Jakeway'.

Huw Jakeway
Chief Fire Officer



A handwritten signature in black ink, appearing to read 'Sally Chapman'.

Sally Chapman
Deputy Chief Officer
Finance and Corporate Services



A handwritten signature in black ink, appearing to read 'Tudor Davies'.

Cllr Tudor Davies
Chair SWFR Authority

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.

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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 2017/18:

https://www.southwales-fire.gov.uk/app/uploads/2019/07/Annual-Equality-Report-1718_en.pdf

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, WHO WE SERVE, WHAT WE DID



10

Unitary Authorities



1,100

square miles



654,970*

households



1.5

million people



In contact with

35,135

business premises

consists of

792

Wholetime firefighters

575

On-Call firefighters

303

Support Staff

44

Control Room Staff

IN 2018 - 2019 SOUTH WALES FIRE AND RESCUE SERVICE:



handled

38,582

emergency calls



were called to

576

accidental fires in the home

received

430

hoax calls

of which

199

Control identified as false



responded to

17,919

incidents of which



6,897

were fires

3,174

were non fire emergencies



7,847

were false alarms



attended

401

deliberate road vehicle fires



1,112

road traffic collisions



166

of which, involved extrication of persons



carried out

1,054

KSI-4 school visits

engaging with

40,935

young people



carried out

16,987

Home Safety Checks

and carried out

995

Business fire safety audits

we provided:

prevention, protection & response

24

hours a day

7

days a week

365

days of the year for only

89^p

per person per week

*2018 Stats Wales



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:

- Supported a midnight Ramadan football event.
- Supported Hate Crime awareness week.
- Attended Community based events, including Cardiff Pride.
- Launched an in-house wellbeing campaign.
- Carried on building relations with BAME business owners to improve their safety.
- Promoted equality campaigns on social media and shared information from partner agencies, including not-for-profit ones like MIND.
- Delivered positive action sessions for females and members of our BAME community.
- Developed videos which challenged stereotypes for the On-Call campaign.
- Designated November as Diversity Month and utilized social media platforms to share key messages and the pages of partners, such as Stonewall.

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 above.

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.

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

- Each Corporate action was linked to one of the Strategic Equality Plan outcomes so we could keep track of improvements
- Devised and publically promoted November as our People Month
- Hosted internal staff training/awareness for ADHD, Dementia, and mental health so we can better understand and serve those needs in our communities
- Launched our Equality Allies Network

What we still intend to do

- Further improve our gathering of relevant data and using results to influence services, and how they are delivered

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 18686 Home Safety Checks across SWFRS area in 2018/2019
- All published booklets, information leaflets, and social media campaigns are bi lingual (English/Welsh)
- Any references to Safe and Well visits in previous versions are now replaced with our standard 'Home Fire Safety Checks'
- Made sure any questionnaire or survey used at our events (such as UKRO in Cardiff Bay) included relevant equality questions. Data then fed into the overall Improvement Plan
- Proactively encouraged public feedback on our Improvement Plan by promoting it in various ways to attract a wider reply
- Undertook the Investors in People audit and started an in-house engagement group
- Used social media and online surveys to better reach, and interact with, our wider community
- Developed a list that includes members of the public, which forms part of our consultation process

What we still intend to do

- Review questionnaires on a regular basis to make sure each is fit for purpose
- Look into more ways we can further improve relationships with under-represented communities

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

- Increased the use of pictures, gifs, and symbols in both our campaigns and social media content
- Moved to a 'more pictorial, less words' approach to the plans and strategies we publish
- Made sure the offer of other formats is always available for copies of plans and strategies
- Promoted the accessibility of our website
- Used tools like Survey Monkey in order to get feedback
- Developed a Communications Strategy as a roadmap to help us increase two-way sharing with our communities

What we still intend to do

- Implement the Communications Strategy
- Look at how we can encourage even more feedback from our communities
- Work with our external partners to improve sharing of resources so we can reach more people

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

- Increased how our new Business Management Information System (BMIS) is used so we can better see who is receiving our services
- Made sure surveys were relevant before using them at events
- Ensured survey results were looked at and learned from
- Gained more expertise in the data team
- Regularly encouraged staff to self-update their personal information

What we still intend to do

- Lead on improving data we get from home fire safety checks, and using that information to see who we are, and are not, providing services to
- Assess all the data sources and combine wherever possible

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

- Continued to carry out Equality Risk Assessments (ERA) against all major policies reviews, new projects, and key documents like our annual budget
- Began developing an improved approach, which involves one overarching ERA for large pieces of work/campaigns, with individual mini assessments for each of the events/sessions

What we still intend to do

- Pilot the improved approach mentioned above

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

- Made sure any data was cleaned and anonymized so no employee could be identified by the information
- Regularly reported the anonymized data to Senior Management and the Fire Authority

What we still intend to do

- Look at how we can analyse who accesses training/external opportunities, and who does not

Grievance Data

- 20 alleged breaches of discipline were investigated
- 12 proceeded to formal disciplinary
- 1 case linked to a protected characteristic

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

- Devised an updated training needs analysis for all incident commanders
- Developed a new Learning & Development (L&D) strategy in line with the new direction of the Services L&D and progression principles, incorporating the key themes of the new People Strategy 2019-22
- Began a series of sessions for Station Commanders which includes a dedicated equality element
- Continued including equality in all staff inductions

What we still intend to do

- Address the issues around the online e-learning platform we use, so that e-packages can be better offered, and accessed, by all staff
- Build a series of Master Classes with equality in each level
- Make sure the new appraisal process includes an action to evidence equality knowledge/involvement

Regulation 11 and 12: Equal Pay and Action Plans

There is also a requirement to consider this information when drawing up equality objectives. Local Authorities must also publish an equality objective and action plan in relation to addressing any gender pay difference identified or publish reasons why it has not done so.

The Service published its Gender Pay Gap Report and it can be viewed at YouGov and also on our website.

<https://www.southwales-fire.gov.uk/app/uploads/2019/03/3538-Gender-Pay-Gap-Report-2019.pdf>

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

- Carried out a review of actions aligned with our Strategic Equality Plan
- Ensured the Strategic Equality Plan Review, and previous Annual Equality Report, were translated and published ahead of the legally required deadline
- Completely redesigned the Equality Risk Assessment form and process to reflect positive impacts and also to incorporate the Well Being of Future Generations goals

What we still intend to do

- Begin the development of our new Strategic Equality Plan which will include both internal as well as external consultation and input
- Use social media as a key feature in engaging with our communities on outcomes for the new Plan

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

- Continued to question suppliers through our procurement process in line with Equal Opportunities and Discriminatory Practices, training, and promotion opportunities
- Lobbied for best practice in any joint procurement exercise
- Improved our delivery through creating and implementing a Procurement Induction information and Staff Training
- Developed methodology to capture guidance on large procurement projects to ensure effective future procurements
- Initiated debriefs and lessons learnt from major procurement projects

What we still intend to do

- Look into fine tuning how we spot-check supplier's employment practices to ensure they are in line with all equality related legislation, including that of anti-trafficking

Service Data 1st April 2018 - 31st March 2019

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

Age Range	2018/2019
18-20	46
21-24	194
25-40	1,865
41-59	2,032
60-64	643
65-69	894
70-74	968
75-79	1,012
80-84	863
85-89	522
90+	365
Not answered/ Prefer not to say	7,584
Total	16,988

Disability	2018/2019
Yes	2,115
No	6,202
Not answered/ Prefer not to say	8,671
Total	16,988

Belief	2018/2019
Atheist	292
Buddhist	14
Christian	3,653
Jewish	14
Muslim	80
No Religion	1,321
Other	203
Sikh	7
Not answered/ Prefer not to say	11,404
Total	16,988

Sexual Orientation	2018/2019
Bisexual	26
Gay	15
Heterosexual	6,048
Lesbian	19
Other	66
Not answered/ Prefer not to say	10,814
Total	16,988

Ethnicity	2018/2019
African	7
Any other background	31
Bangladeshi	12
British	2,898
Caribbean	3
Chines	7
English	203
Indian	18
Irish	33
Other Asian	11
Other Black	5
Other Multi	5
Other White	54
Pakistani	37
Scottish	34
Welsh	4,195
White & Asian	9
White & Black African	5
White & Black Caribbean	10
Not answered/ Prefer not to say	9,411
Total	16,988

Gender	2018/2019
Female	5,665
Male	3,827
Not answered/ Prefer not to say	7,496
Total	16,988

Welsh Speaker	2018/2019
Yes	270
No	8,227
Not answered/ Prefer not to say	8,491
Total	16,988

Service Data 1st April 2018 - 31st March 2019

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

Accidental Home Fires* 2018/2019	
People aged 65+	41
Residents who identify as ethnically non-British**	98

Road Traffic Collisions attended by SWFRS 2018/2019	
People aged 65+	96
RTC victims who identify as ethnically non-British**	56

Home Fire Safety Check (HFSC) visits 2018/2019	
Disabled	2,115
Smoke alarms installed***	1,696
People aged 65+	4,624
Smoke alarms installed	4,370
Residents who identify as ethnically non-British**	246
Smoke alarms installed	240
Single Parent Households	957
Smoke alarms installed	768
Specialist Smoke alarms installed****	2,797

*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 2018/2019:

- African
- Asian
- Bangladeshi
- Black Other
- Caribbean
- Chinese
- Irish
- Multi-Racial
- White
- White Other

***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.

https://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

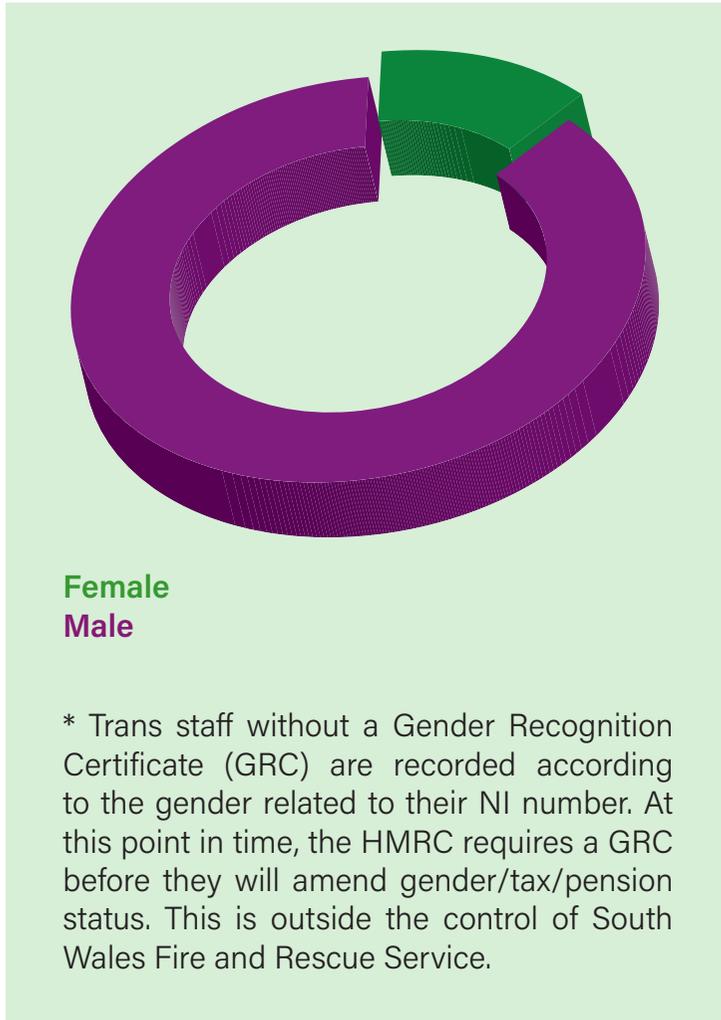
or write to:

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

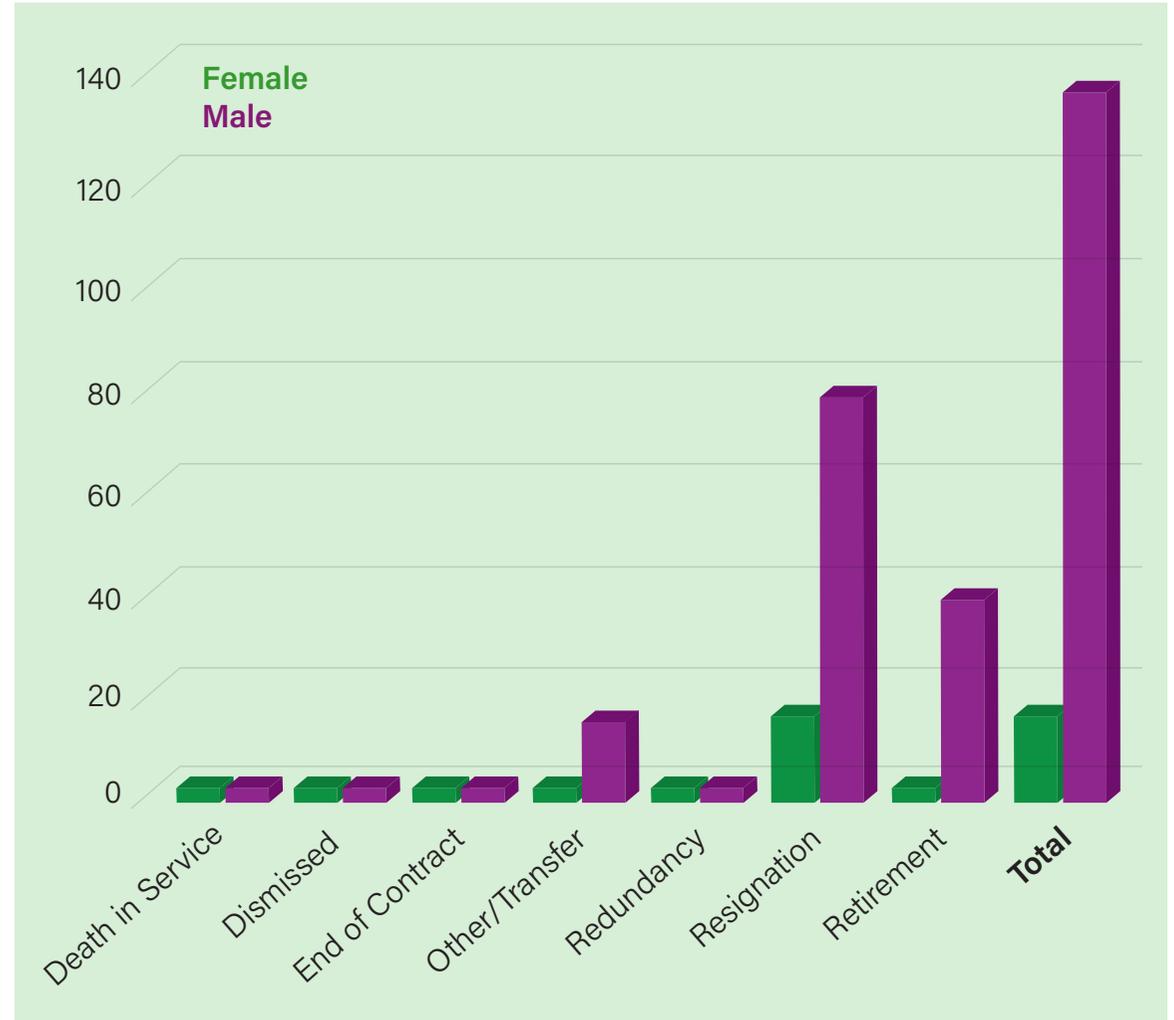
with your address and which language version you require.

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).

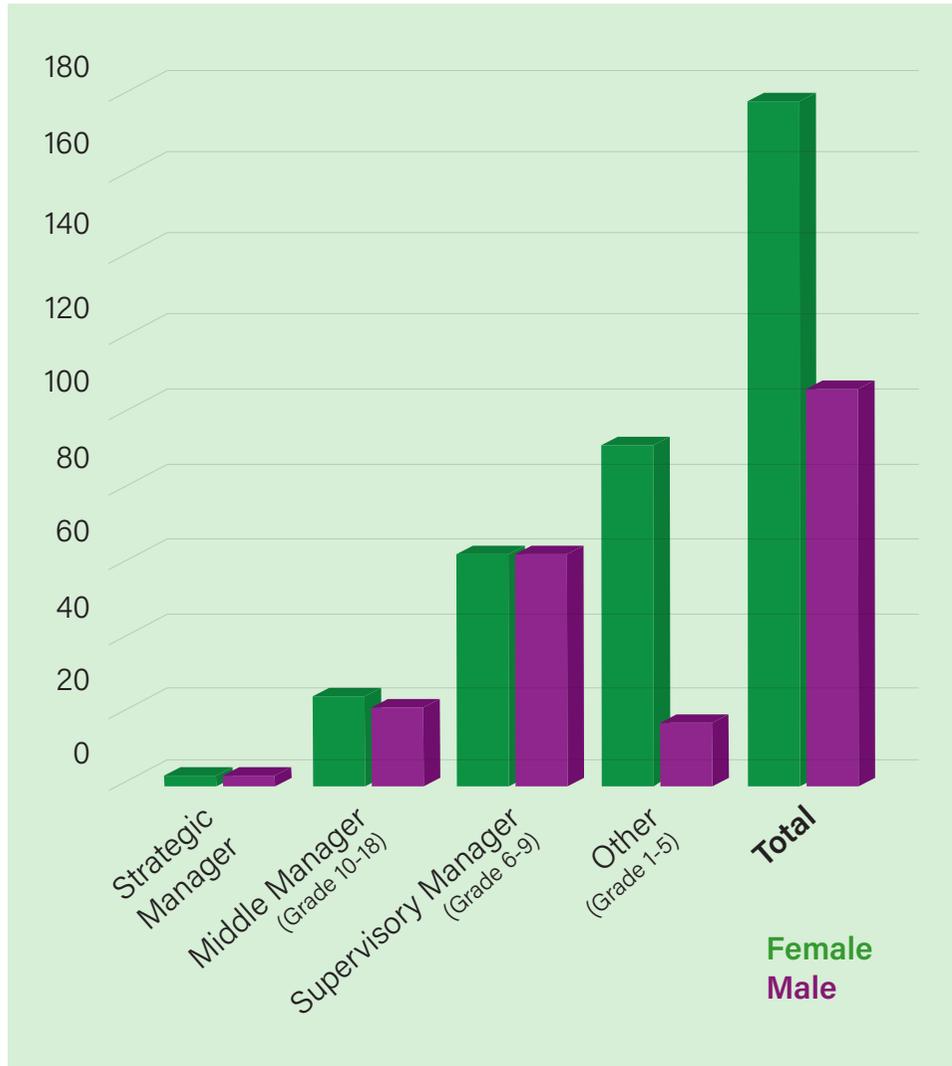
All Staff Data based on Gender* as of 31st March 2019



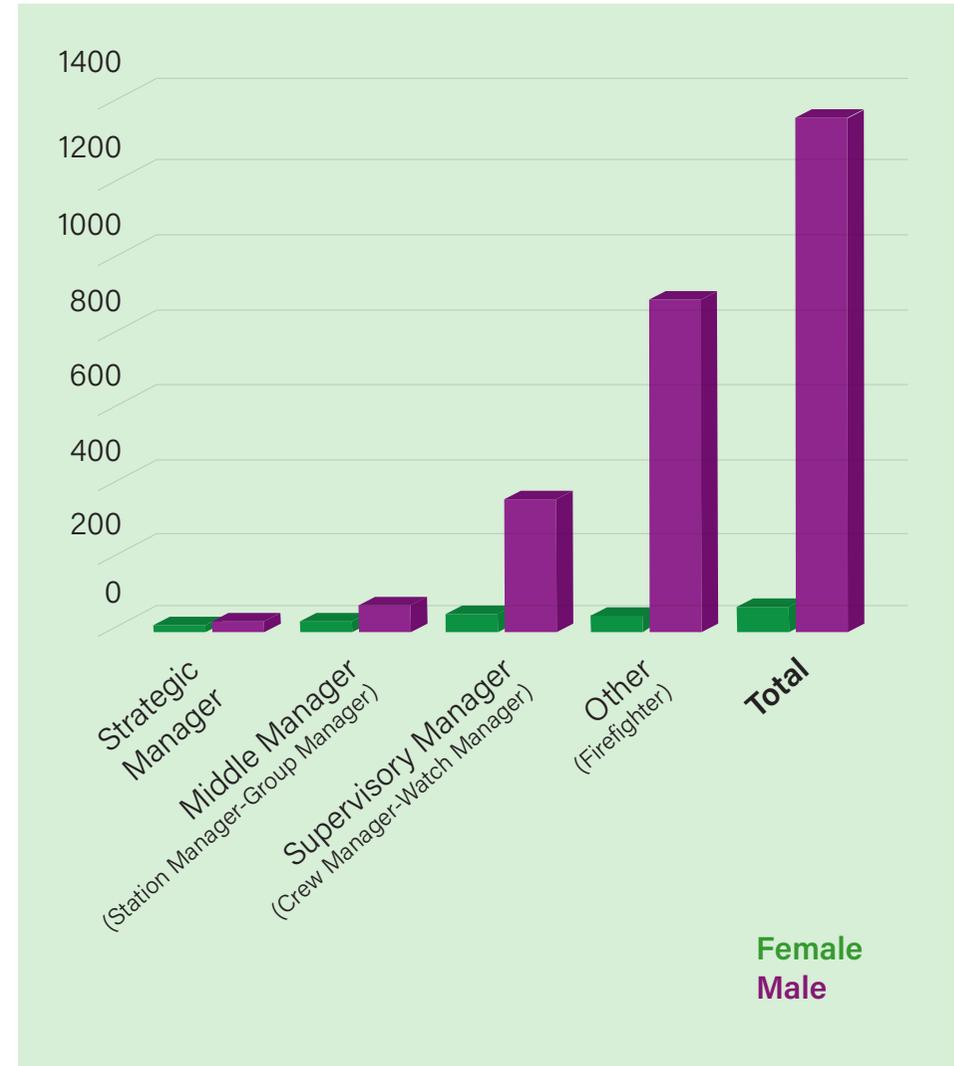
Staff Leavers between 1st April 2018 - 31st March 2019



Corporate Staff by Gender/Grade on 31st March 2019



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



Recruitment Data: 2018- 2019

Applications Received - Corporate Staff

Gender	Total Applications
Female	448
Male	342
Transgender	0
Unknown	10
Total	790

Age Range	Total Applications
Under 18	1
18-24	75
25-40	339
41-59	108
60+	8
Prefer not to say	259

Disability	Total Applications
Registered Disabled	6
Not Registered Disabled	456
Prefer not to say	319

Ethnicity	Total Applications
Ethnic Minority	9
White	464
Prefer not to say	317

Belief	Total Applications
Buddhist	0
Christian	183
Hindu	0
Jewish	0
Muslim	0
Sikh	0
None	289
Other	0
Prefer not to say	318

Sexual Orientation	Total Applications
Bisexual	4
Gay	4
Heterosexual	463
Lesbian	4
Prefer not to say	315

Welsh Speaker	Total Applications
Don't speak Welsh	349
Learner	72
Intermediate	15
Fluent	30
Prefer not to say	324

Recruitment Data: 2018- 2019

Applications Received - On-Call Staff*

Gender	Total Applications
Female	57
Male	453
Transgender	0
Unknown	10
Total	547

Age Range	Total Applications
Under 18	27
18-24	152
25-40	283
41-59	36
60+	0
Prefer not to say	49

Disability	Total Applications
Registered Disabled	5
Not Registered Disabled	496
Prefer not to say	46

Ethnicity	Total Applications
Ethnic Minority	10
White	501
Prefer not to say	36

Belief	Total Applications
Buddhist	1
Christian	143
Hindu	70
Jewish	0
Muslim	1
Sikh	0
None	247
Other	2
Prefer not to say	83

Sexual Orientation	Total Applications
Bisexual	2
Gay	3
Heterosexual	438
Lesbian	14
Prefer not to say	90

Welsh Speaker	Total Applications
Don't speak Welsh	297
Learner	51
Intermediate	21
Fluent	26
Prefer not to say	152

*No Whole-time Recruitment took place during 2018/19.

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

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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 UPDATE – JANUARY 2020

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 a restructure to meet future challenges and demands.

RECOMMENDATIONS

That Members note the content of the report.

1. BACKGROUND

1.1 As Members may be aware, the Fire & Rescue Authority approved a new staffing structure at their meeting 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:-

- That Members receive updates on the progress of appointing to the new structure.
- Members approved 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 Services.

2. ISSUES

2.1 UPDATE ON PROGRESS

The Service commenced filling the vacant posts immediately following the decision taken by the Fire & Rescue Authority. In total over 70 corporate staff posts were filled within the following nine-month period. Just under three quarters of the posts were filled by internal applicants, while just over 25% were filled by external applicants. The structure is now settled and functioning as normal.

2.2 CHANGES TO APPROVED STRUCTURE

Since approval was granted in September 2018, there has been one amendment to the establishment structure, as approved by the Director of People Services and the Head of Paid Services. This amendment was made within the HR Department in February 2019, with the intention to enable HR processes to flow more efficiently, provide much needed resilience across all areas, and release time to support the Service's managers in a more proactive manner.

2.3 The details of the structural changes made are contained within Appendix 1 attached to the report.

3. FINANCIAL IMPLICATIONS

3.1 The change to the structure was implemented whilst remaining within the overall pay budget as approved by the Fire & Rescue Authority.

3.2 The agreed changes made a slight saving as set out below:-

- Total previous budget for the HR Department - £887,274
- Total revised budget for the HR Department - £886,913

4. EQUALITY RISK ASSESSMENT

4.1 An Equality Risk Assessment has been undertaken and no adverse impacts on any Protected Characteristics have been identified.

5. RECOMMENDATIONS

5.1 That Members note the contents of the report.

Contact Officer: Andrew Jones Head of Human Resources	Background Papers: Appendix 1 – Changes to the Establishment Structure
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APPENDIX 1
FEBRUARY 2019

REPORT OF HEAD OF HR TO ACO PEOPLE SERVICES

REPORT ON CHANGES TO THE HR DEPARTMENT 2019

1. BACKGROUND

1.1 The HR Department currently consists of several specialist teams which, excluding Occupational Health, are:-

- Employee Relations
- Recruitment
- Payroll, Pensions & Budgets
- Attendance Management
- Learning & Development

1.2 Each of these teams plays a key role in supporting the department in providing a professional HR service, but with the implementation of modern IT solutions it has become increasingly evident that in order to continue to provide the support and guidance required by the Service, some minor changes to the structure of the department are necessary.

1.3 The HR Management team have discussed at great length various ways of modernising the way the department operates, and is looking for approval to make the changes set out below. These small changes will enable HR processes to flow more efficiently, provide much needed resilience across all areas, and release time to support managers in a more proactive manner.

2. CHANGES REQUIRED

2.1 The **Employee Relations Team** currently consists of:-

- 1 FTE* HR Manager - Grade 16
- 2 FTE* Resolution Officers – Grade 11
- 1 FTE* Policy Officer – Grade 9
- 1.91 FTE HR Officers – Grade 7
- 0.68 FTE Admin Assistant

We would like to move to the following:-

- 1 FTE* HR Manager – Grade 16
- 1.81 FTE* Resolution Officers – Grade 11

- 1 FTE* Policy Officer – Grade 9
- 2.41 FTE HR Officers – Grade 7

2.2 The **Recruitment Team** currently consists of:-

- 1 FTE* HR Manager – Grade 16
- 1 FTE* Assistant Manager – Grade 10
- 2 FTE* HR Officers – Grade 7
- 1.68 FTE Admin Assistant

We would like to move to the following:-

- 1 FTE* HR Manager – Grade 16
- 1 FTE* Assistant Manager – Grade 10
- 2.81 FTE* HR Officers – Grade 7

The teams wish to create a shared Admin Assistant role:-

- 1 FTE* Shared Admin Assistant role – Grade 4

2.3 The **Payroll, Pensions & Budget Team** currently consists of:-

- 1 FTE* Accountant – Grade 15
- 1 FTE* CoreHR Development & Support Officer
- 1 FTE* Pensions Liaison Officer – Grade 9
- 1 FTE* HR Officer – Grade 7
- 1 FTE* Payroll Manager – Grade 11
- 1 FTE* Senior Payroll Officer – Grade 8
- 2 FTE* Payroll Officers – Grade 6
- 1 FTE* Admin Assistant – Grade 5

We would like to move to the following:-

- 1 FTE* Accountant - Grade 15
- 1 FTE* CoreHR Development & Support Officer
- 1 FTE* Pensions Liaison Officer – Grade 9
- 1 FTE* HR Officer – Grade 7
- 1 FTE* Payroll Manager – Grade 11
- 1 FTE* Senior Payroll Officer – Grade 8
- 2 FTE* Payroll Officers – Grade 6
- 1 FTE* Admin Assistant – Grade 4

2.4 The **Attendance Management Team** currently consists of:-

- 1 FTE* HR Manager – Grade 16
- 2.32* FTE HR Officers – Grade 7
- 1 FTE* Admin Assistant

We would like to move to the following:-

- 1 FTE* HR Manager – Grade 16
- 2.41* FTE HR Officers – Grade 7
- 1 FTE* Admin Assistant

2.5 The above minor changes will allow the HR Department to further combine its resources and streamline its processes going forward. Whilst decisions around which posts move into the hub and which sit outside are yet to be made, the HR Management team is already in agreement that the formation of a centralised ‘Hire to Retire’ hub will bring much needed efficiencies across the department, the ability to provide resilience across its systems, and the opportunity to proactively support managers and the Service in delivering a modern, professional HR service.

3. FINANCIAL IMPLICATIONS

3.1 The changes identified above are fully affordable from the department’s existing budget:-

- Total existing budget - £887,274
- Total proposed budget - £886,913

3.2 At this point in time the Learning & Development Team are not included in the above proposal to form a Hire to Retire Team, and will sit outside of this centralised hub.

4. CONCLUSIONS

4.1 I recommend that the above proposal is agreed as this will allow the department to move forward with its ability to modernise the way it delivers its services.

Contact Officer:	Background Papers:
Andrew Jones Head of Human Resources	

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**REVIEW OF FIREFIGHTER PENSION SCHEMES DISCRETIONS –
 (FIREFIGHTER PENSION SCHEME 1992, NEW FIREFIGHTER PENSION
 SCHEME 2006/2007, 2015 FIRE PENSION SCHEME)**

SUMMARY

It is a requirements of the Firefighter Pension Schemes Regulations that participating Authorities must explain and publish how they will apply discretionary elements for Scheme members. Once approved these discretions need to be lodged with our Administrators for future reference and application.

This report, and the appendices attached, explains the areas and issues that need to be considered and approved. It also identifies the significant areas, and makes recommendations for Members to consider and to make determinations thereon for the Fire & Rescue Authority to consider.

RECOMMENDATIONS

1. Members approve the new Statements of Policy for all three Firefighter Pension Schemes, attached to the report at appendix 1, 2, and 3.
2. That Members authorise Officers to provide Rhondda Cynon Taff Pension Fund Administrators with a copy of the approved policy statements.

1. BACKGROUND

- 1.1 Under the Firefighter Schemes Regulations, as with previous Regulations, the Scheme employer (the Fire & Rescue Authority) is required to prepare, maintain, and keep under review a Statement of Policy concerning a number of discretions made available to them throughout the Regulations.
- 1.2 The provision of all three Firefighter Pension Schemes require participating Authorities to have a policy statement explaining how they will apply their discretions under those elements of the Scheme where payments to Scheme members are at the discretion of the employing Authority.
- 1.3 The appendices attached sets out the discretions per scheme that are available to the Scheme Manager to apply when appropriate, and applicable. These discretions differ between schemes and are scheme specific.

- 1.4 The policies requiring consideration and approval are provided in full in appendix 1, 2, and 3 attached to the report, and fully explains the individual discretions whether the Scheme Manager wishes to apply the discretion or not. Consideration has been given to the impact that these discretions are likely to have on both the Member and the Pension Fund longer term

2. ISSUES

- 2.1 These discretionary policies will need to be in force as soon as possible as Rhondda Cynon Taff Pension Administering Authorise advice that agreed policies must be in situ for one month before they can be relied upon to avoid falling foul of the Regulator. Currently they do not hold an approved discretions policy statement for the Service.

3. FINANCIAL IMPLICATIONS

- 3.1 None arising directly. Implications will only arise in the application of the policy in individual cases.

4. EQUALITY RISK ASSESSMENT

- 4.1 The proposals maintain the provision of a discretionary payments policy reflecting the requirements of the Firefighter Pension Schemes. The Equality Impact Assessment for the policy has been reviewed in light of the changes to the policy, and no adverse impact has been identified.

5. REPRESENTATIVE BODY CONSULTATION

- 5.1 Discretionary payments under the Firefighter Pension Schemes are a matter for determination by the employer, and the relevant Representative Bodies will be informed of the revised policy, if approved.
- 5.2 The revised policy, if approved, will be published internally.

6. RECOMMENDATIONS

- 6.1 Members approve the new Statement of Policy for all three Firefighter Pension Schemes, attached to the report at appendix 1, 2, and 3.
- 6.2 That Members authorise Officers to provide Rhondda Cynon Taff Pension Fund Administrators with a copy of the approved policy statements..

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	Appendix 1 – Review of Firefighter Pension Scheme 1992 Discretions Appendix 2 – Review of New Firefighter Pension Scheme 2006/2007 Appendix 3 – Review of Fire Pension Scheme 2015

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SOUTH WALES FIRE & RESCUE SERVICE

DISCRETIONS UNDER THE FIREFIGHTERS PENSION SCHEME 1992

	DISCRETIONS	REGULATION	EXPLANATION/PROCESS FOR EXERCISING DISCRETION	SWFRS statement on whether the discretion is to be exercised or not (the individual exercising the discretion is stated where appropriate)
1	Commutation of trivial pension	Rule B8	This discretion allows the consideration of conversion of a small pension to a single lump sum payment, and is governed by financial limits set by the Finance Act 2004.	Yes
2	Acceptance of condition of normal life expectancy for allocation purposes.	Rule B9(6)	<p>Rule B9 allows a member of FPS to allocate (give up) part of their pension during their lifetime, when they first become eligible to retire, to provide on their death a pension for a spouse, civil partner or a dependant.</p> <p>This is a very old part of the FPS and has largely been replaced by better provision for spouse and civil partners, or dependants in the scheme. Rule B9(6) contains a requirement that the member has normal life expectancy and this</p>	No

			discretion allows consideration of whether that is so.	
3	Discretion to reinstate all or part of a spouse's or civil partner's pension or gratuity for such period as the Fire & Rescue Authority think fit following termination on marriage, remarriage, formation of a civil partnership or subsequent civil partnership.	Rule C9	Discretion to allow reinstatement of all or part of a widow(er)'s pension which had ceased on remarriage of the widow (er). This provision comes into effect only should the widow(er)'s new spouse/civil partner die or the marriage or civil partnership be dissolved.	No longer a discretion
4	Award of benefit to a child aged 17 or over who has had an interruption in whole-time education or vocational training.	Rule D5(5) and (3)(b)	The FPS allows the payment of a child's pension when the child is in full time education. This provision allows the consideration of reinstatement of the pension when there has been an interruption in while time education or vocational training.	Yes
5	Award of benefit to a child aged 17 or over who is permanently disabled and who would not otherwise qualify for an award.	Rule D5(4)(c) and (3)(a)	This discretion allows the consideration of making an award to a disabled child who would not otherwise qualify for an award.	Yes
6	Award of dependent relative's gratuity to a dependant relative.	Rule E3		Yes
7	Decision to commute for a lump sum, part or all of a spouse's or civil partner's pension which is of limited amount.	Rule E5 subject to limitations in Rule E7	This discretion allows consideration of commutation of a limited amount of a spouse or civil partner's pension into a lump sum.	Yes
8	Decision to commute for a lump sum, part or all of a child's pension.	Rule E6 subject to limitations in Rule E7	This discretion allows consideration of commutation of a limited amount of a child's pension into a lump sum.	In normal circumstances the Service would not exercise this discretion. However, if raised by an individual and

				the circumstances are considered exceptional, consideration would be given by the Scheme Manager.
9	Decision to substitute a higher amount of child's flat rate award where neither of the child's parents is alive.	Rule E9(6)	This discretion allows consideration of substitution of a higher amount than the child's flat rate when neither of the child's parents are alive.	Yes.
10	Decision as to amount of pensionable service (to be set out in Certificate of Pensionable Service with notice of right of appeal).	Rule F1	This discretion allows a decision to be made on the amount of pensionable service and notification of appeal rights to the Secretary of State.	Yes
11	Extension of six month time limit for election to pay certain sums in order that earlier pensionable service may count on re-joining the Fire & Rescue Service.	Rule F4(1)(c), (3)(c), 4(d) and Rule F5(1)(c)	This discretion allows consideration of an extension of the time limit for an election to pay for previous service where a Firefighter commences work with another Fire Authority after retiring without a pension.	Yes
12	Discretion to accept a transfer value.	Rule F7(1) subject to Rule F7(2) and (3)	As described.	Yes
13	Extension of 6 month time limit for a former Firefighter to request payment of a transfer value to another pension scheme.	Rule F9(2)		Yes
14	Extension of 12 month time limit after leaving in which a former Firefighter must be subject to a new scheme and may request a transfer value after having previously received a gratuity or repayment of pension contributions.	Rule F9(5)	This discretion allows consideration of the situation of a Firefighter who has received a gratuity or a refund of contributions requesting a transfer value instead. The refund	No

			of contributions or gratuity must also be paid back.	
15	Determination of pensionable pay.	Rule G1(1)	This discretion allows consideration of which elements of pay are pensionable.	No – pensionable pay has no discretionary elements. Pensionable pay is predetermined by scheme regulations.
16	Discretion to deduct pension contributions from instalments of pay.	Rule G2(2)		Yes
17	Discretion to extend 30-day time limit in which an election to pay contributions in respect of unpaid additional maternity or adoption leave must be made.	Rule G2A(3)		Yes
18	Discretion not to accept a Firefighter's election to purchase increased benefits through the payment of additional contributions unless the Firefighter has undergone a medical examination at own expense and satisfied the Fire & Rescue Authority as to his/her good health.	Rule G6(4)(b)	This discretion allows the Authority to require that a Firefighter is in good health before accepting additional contributions.	Yes – delegated to Head of HR
19	Discretion of Fire & Rescue Authority to agree to discontinuance of payment of periodical contributions for increased benefits where satisfied that payment is causing, or likely to cause, financial hardship.	Rule G7(3)	This discretion is to allow a Firefighter to cease making additional contributions.	Yes
20	Discretion to pay a pension in lieu of gratuity, or increase an ill-health pension, for a serviceman injured during his forces period.	Rule 12(3) and 13(3)		Yes
21	Requirement to decide, at such intervals as the Fire & Rescue Authority think proper, whether a person under age 60, and in receipt of an ill-health pension for less than 10 years, has become capable of carrying out any duty appropriate to the role from	Rule K1(1) and (2)	Requirement to review ill health pensions under 10 years of retirement	Yes

	which he/she retired on health grounds, and in the case of a higher tier ill-health pension, whether that person has become capable of carrying out any regular employment.			
22	Requirement to decide at such intervals as the Fire & Rescue Authority think proper, whether a person under 60, and in receipt of a deferred pension, has become capable of firefighting and performing any other duties appropriate to his former role as a Firefighter.	Rule K1(3)	Requirement to review deferred pensions paid early on permanent disablement.	Yes
23	Requirement to decide whether to offer a person whose ill-health pension has been reviewed under Rule K1, and who is found to be capable of performing duties appropriate to his/her former role, an offer of employment in that role.	Rule K1A(2)		Yes
24	The discretion to reduce the level of an ill-health pension to not less than half of the full amount where Firefighter contributed to infirmity by own default.	Rule K3(1)	This discretion permits the reduction of a Firefighter pension to not less than half the amount due where it is considered that they have contributed to an infirmity by their default.	Yes
25	Discretion to withdraw whole or part of a person's pension (other than a spouse's or civil partner's award under FPS) during any period of his/her re-employment as a regular Firefighter with a Fire & Rescue Authority.	Rule K4	This discretion allows abatement of a Firefighter pension where the employee has been re-employed as a regular Firefighter.	Yes
26	Discretion to withdraw a pension in whole or in part, permanently or temporarily, on a person's conviction of certain offences.	Rule K5(1)	This discretion only applies in the case of treason or a serious offence under the Official Secrets Act.	Yes
27	Discretion to restore at any time, and to such extent as the Fire & Rescue Authority think fit, a pension	Rule K5(5)	This discretion allows consideration of the reinstatement of the pension	Yes

	withdrawn under Rule K5(1) to the pensioner or to apply it for the benefit of any dependant of the pensioner.		withdrawn as a result of a decision in Delegation 26.	
28	Determination of intervals at which instalments of pension shall be paid.	Rule L3(1)	This discretion allows the arrangement of normal monthly payments of annual pension.	Yes
29	Discretion to delay payment of an award to the extent necessary for determining any question as to the Fire & Rescue Authority's liability.	Rule L3(1)	This discretion allows the Fire Authority to delay the payment of an award sum until they are satisfied as to the eligibility of an award.	Yes
30	Discretion to decide an earlier payment date for survivors' benefits than the date prescribed where the deceased received a gratuity, and an option to pay a gratuity in instalments rather than as a single lump sum.	Rule L3(7) and (8)	This discretion allows consideration of earlier payment of survivor benefits which are normally paid one year after the date the member deceased. There is also the option to pay a smaller amount in regular instalments where this would be of advantage to the person entitled.	Yes
31	Discretion as to the recipient of any sum payable to a minor.	Rule L5 (1)	This discretion allows the payment of any sum due to a minor to any appropriate person.	Yes
32	Discretion as to recipient or application of payments due to a person incapable of managing his/her own affairs.	Rule L5(2)	This discretion allows the consideration of payment of an award to an appropriate person where the recipient is deemed to be incapable of managing their affairs.	Yes
33	Discretion following death of a person as to recipient(s) of sums less than amount specified in the Administration of Estates (Small Payments) Act 1965.	Rule L5(3)	This discretion deals with awards less than £5,000 and allows decision to be made of who should receive this amount.	Yes

34	Discretion to withhold sums due in respect of an award to a Firefighter where there has been a loss to the funds of the Fire & Rescue Authority as a result of fraud, theft or negligence on the part of that person in connection with his/her employment.	Rule L5(6)	This discretion allows the Authority to reclaim sums lost as a result of fraud, theft or negligence on the part of that person in connection with their employment.	Yes
35	Requirement to estimate amounts payable to, and out of, the Firefighters' Pension Fund for each financial year, and discretion to submit revised information to Secretary of State.	Rule LA4		Yes – delegated to Head of Finance
36	Discretion to deduct from an award any outstanding balance of payments in respect of previous service.	Schedule 6, Part 1, Paragraph 1(4)	This discretion relates to where a member has elected to pay additional sums in respect of previous pension service and then retires before completing the payments. The scheme provides that they will receive a pension as if they have completed the payments. This discretion allows the recovery of the payments not made.	Yes
37	Discretion to extend 14-day time limit in which a person must lodge a medical appeal to a period not exceeding 6 months from the date of issue of the medical opinion to that person, provided the Fire & Rescue Authority are of the opinion that the person's failure to lodge the appeal within 14 days was not due to his/her own default.	Schedule 9, Part 1, Paragraph 1(2)	This discretion allows consideration of extending the time limit for an appeal	Yes – basis delegated to Head of HR
38	Discretion to decide the Fire & Rescue Authority's representation at Medical Appeal Board interview.	Schedule 9, Part 1, Paragraph 4(5)	This discretion deals with the arrangements for representation at a Medical Appeal Board.	Yes – delegated to Head of HR

39	Discretion to decide whether or not to submit written evidence or a written statement to a Medical Appeal Board.	Schedule 9, Part 1, Paragraph 5	This discretion allows consideration of whether to present written evidence to a Medical Appeal Board. In practice this is always done.	Yes – delegated to Head of HR
40	Discretion where Medical Appeal Board decide that a person's appeal was 'frivolous, vexatious or manifestly ill-founded' to require the appellant to pay to the Fire & Rescue Authority such sum as the Authority think fit, not exceeding the fees and allowances of the specialist member of the Board.	Schedule 9, Part 1, Paragraph 8(2)		Yes
41	Discretion where appellant withdraws appeal within 21 working days before the date appointed for interview or medical examination, to require the appellant to pay to the Fire & Rescue Authority such sum as the Authority think fit not exceeding the Medical Appeal Board's total fees and allowances payable to the Board by the Authority.	Schedule 9, Part 1, Paragraph 8(2A)		Yes.

SOUTH WALES FIRE & RESCUE SERVICE

DISCRETIONS UNDER THE FIREFIGHTERS PENSION SCHEME 2006

	DISCRETIONS	REGULATION	EXPLANATION/PROCESS FOR EXERCISING DISCRETION	SWFRS statement on whether the discretion is to be exercised or not (the individual exercising the discretion is stated where appropriate)
1	Determination of eligibility for membership of NFPS.	Part 2, Rule 1		Yes
2	Decision by agreement with Firefighter as to last day of membership where Firefighter on unpaid leave or absent without permission on the day on which he/she leaves the Scheme.	Part 2, Rule 4		Yes
3	Resolution that an optant-out may not re-join the Scheme unless he/she has undergone a medical examination at his/her own expense and satisfied the Fire & Rescue Authority as to his/her good health.	Part 2, Rule 6	This allows the consideration of whether to require a medical examination before allowing a Firefighter that has opted out of the pension scheme before allowing them to re-join the scheme.	Yes
4	Discretion to refuse a Firefighter's request for early payment of a deferred pension ('member-initiated early retirement') where this is likely to be less than the GMP at State pensionable age.	Part 3, Rule 5		Yes
5	Discretion to retire a Firefighter aged 55 or over on grounds of economical, effective and	Part 3, Rule 6	This discretion allows the early payment of a pension to a	Yes

	efficient management of their functions ('Authority-initiated early retirement').		Firefighter aged 55 or over where the retirement is in the interests of the management of the Service.	
6	Discretion to commute a small pension payable to Firefighter.	Part 3, Rule 10,	This discretion allows consideration of a small pension to a single lump sum payment.	Yes
7	Discretion to permit a Firefighter to allocate a portion of pension for a dependant other than a spouse, civil partner, or nominated partner.	Part 3, Rule 11, Paragraphs 2(b) and 3	This discretion allows consideration of a Firefighter allocating a portion of pension for a dependant other than a spouse, civil partner or nominated partner.	Yes
8	Acceptance of good health and normal life expectancy for allocation purposes.	Part 3, Rule 11, Paragraph 6(a)	This is similar to delegation above and allows a Firefighter to allocate (give up) part of their pension during their lifetime when they first become eligible to retire to provide on their death a pension for a spouse, civil partner or a dependant. There is a requirement that the member has normal life expectancy, and this discretion allows consideration of whether this is so.	No other than the standard survivors entitlements
9	Discretion to withhold all or part of a survivor's pension permanently or temporarily, where the deceased's spouse, civil partner, or nominated partner is convicted of manslaughter of the deceased.	Part 4, Rule 1, Paragraph 3		Yes
10	Discretion to withhold all or part of a child's pension, permanently or temporarily, where the child is convicted of manslaughter of the deceased.	Part 4, Rule 7, Paragraph 5		Yes

11	Decision to cease payment of a child's pension where the Fire & Rescue Authority are satisfied that the child is no longer permanently disabled or the child's pension should not have been awarded.	Part 4, Rule 7, Paragraph 9	This discretion allows the Authority to deal with the review of a child's pension on change of circumstances.	Yes
12	Discretion as to recipient of Death Grant	Part 5, Rule 1, Paragraph 10	This discretion allows the Authority to decide who should receive a Death Grant.	Yes
13	Discretion to pay part of any Death Grant not paid in full to a person whose conviction for murder or manslaughter of the deceased has been quashed.	Part 5, Rule 1, Paragraph 12		Yes
14	Discretion with the agreement of the pension credit member to commute whole of pension credit pension.	Part 6, Rule 2	This discretion allows the commutation of a small pension into a lump sum in the circumstances of divorce. A small pension is defined in Paragraph 20 schedule 29 of the Finance Act 2004 as a lump sum which is not more than 1% of the standard lifetime allowance on the date the lump sum is paid.	Yes
15	Discretion to pay a post-retirement Death Grant in respect of a pension credit member to such person or persons as the Fire & Rescue Authority think fit.	Part 6, Rule 5, Paragraph 2	This discretion allows the consideration of who to pay a post retirement Death Grant.	Yes
16	Determination, in the first instance of entitlement to and type of award due under the NFPS.	Part 8, Rule 2, Paragraph 1	This is the general power to make awards under the NFPS.	Yes.
17	Requirement to use but right to select an Independent Qualified Medical Practitioner (IQMP) for providing a medical opinion.	Part 8, Rule 2, Paragraph 2	The NFPS requests than IQMP is used to provide a medical opinion.	Yes – delegated to Head of HR

			This discretion allows the Authority to appoint such a person.	
18	Discretion to determine award without an Independent Qualified Medical Practitioner's opinion if the Firefighter wilfully or negligently fails to submit him or herself to medical examination and the Medical Practitioner is unable to give an opinion on the basis of medical evidence available to him/her.	Part 8, Rule 2, Paragraph 6	This discretion allows the Authority to make decisions in the absence of an IQMP opinion if the Firefighter wilfully or negligently fails to submit him or herself to a medical examination.	Yes – delegated to Head of HR
19	Discretion to agree with person concerned that the Independent Qualified Medical Practitioner should be given the opportunity to review his/her medical opinion if new evidence is presented within appropriate timescales.	Part 8, Rule 3, Paragraph 1	This discretion allows the opportunity for an IQMP to review a decision where new medical evidence is presented.	Yes – delegated to Head of HR
20	Confirmation or revision of decision following an Independent Qualified Medical Practitioner's reconsideration of opinion.	Part 8, Rule 3, Paragraph 4 and 5	This delegation requires the Authority to confirm the decision after IQMP reconsideration of opinion within specific timescales.	Yes – delegated to Head of HR
21	Discretion to extend time limit for an appeal against the Authority's decision based on medical advice.	Part 8, Rule 4, Paragraph 4	This discretion allows the Authority to consider exceptions to the 28 day time limit for a Firefighter to submit an appeal.	Yes – delegated to Head of HR
22	Requirement to deal with appeals under Internal Dispute Resolution Procedures.	Part 8, Rule 5	This requirement applies where a person disagrees with the Authority's decision and the question is not of a medical nature.	The Service would always allow the individual to raise an issue of this nature through the Service IDR process.
23	Requirement to decide at such intervals as the Fire & Rescue Authority think proper, whether a person under State pensionable age and in receipt of an ill-health pension for less than 10 years, has become capable of carrying out any	Part 9, Rule 1, Paragraph 1	Requirement to review ill-health pensions.	Yes – where retirement is under 10 years

	duty appropriate to the role from which he/she retired on health grounds and in the case of a higher tier ill-health pension, whether that person has become capable of carrying out any regular employment.			
24	Requirement to decide whether to make to a person whose ill-health pension has been reviewed under Part 9 Rule 1, and who is found to be capable of performing duties appropriate to his/her former role, an offer of employment in that role.	Part 9, Rule 3, Paragraph 3(b)		Yes
25	Discretion to withdraw the whole or part of a Part 3 (personal award) pension paid to a former regular Firefighter during any period of re-employment as a regular Firefighter, or to a retained or volunteer Firefighter during any period of re-employment as a retained or volunteer Firefighter.	Part 9, Rule 3, Paragraphs 1 and 2	This discretion allows consideration of withdrawing a Firefighter pension in payment if the person is re-employed as a regular Firefighter.	Yes under the abatement principal
26	Discretion to abate a pension under Part 3 (personal award) for so long as the recipient is employed in any capacity by any Fire & Rescue Authority.	Part 9, Rule 3, Paragraph 3	This discretion allows consideration of withdrawing a Firefighter pension in payment if the person is re-employed in any capacity by any Fire & Rescue Authority.	Yes
27	Discretion to disallow early payment of a deferred pension under Part 3, Rule 3, Paragraph 4, because of Firefighter's dismissal from the Fire & Rescue Authority's employment.	Part 9, Rule 4	Part 3, Rule 3, Paragraph 4 contains the power to pay a deferred pension early where a person is permanently disabled. This discretion allows consideration of not making such a payment where the Firefighter was dismissed.	Yes

28	Discretion, at any time, and to such extent as the Fire & Rescue Authority see fit, to restore a pension withdrawn under Part 9, Rule 5, or to apply it for the benefit of any dependant of the pensioner.	Part 9, Rule 5, Paragraph 4	This is the discretion to restore a pension withdrawn as in delegation above.	Yes
29	Discretion to decide to what extent an award should be forfeited by a person who has been convicted of an offence under Section 34(6) of the Fire & Rescue Services Act 2004 (acts or omissions for purposes of obtaining awards or other sums). Section 34 (6) of the Fire & Rescue Services Act 2004 states that a person commits an offence if he does an act or makes an omission as a result of which he is injured or becomes ill, for the purpose of obtaining for himself or another person:- (a) An award under a scheme brought into operation under this section, or (b) A sum in respect of the repayment or application of contributions made under such a scheme.	Part 9, Rule 6	This discretion allows consideration to what extent an award should be forfeited in the circumstances described.	Yes
30	Decision as to the amount of qualifying service which a Firefighter may reckon.	Part 10, Rule 1	Power to determine qualifying service.	Yes
31	Decision as to the amount of pensionable service a Firefighter may reckon.	Part 10, Rules 2 and 3	Power to determine pensionable service.	Yes
32	Determination of pensionable pay.	Part 11, Rule 1	This delegation allows the Authority to determine what pensionable pay is.	No discretion – pensionable pay is determined in scheme regulations
33	Discretion to extend the time limit in which an election to pay pension contributions in respect of unpaid additional maternity or adoption leave must be made.	Part 11, Rule 4, Paragraph 3		Yes

34	Discretion to deduct contributions in respect of unpaid additional maternity or adoption leave from the Death Grant payable under Part 5 if the member dies without giving notice within the election time limit that he/she wishes to pay such contributions.	Part 11, Rule 4, Paragraph 6	This discretion allows the Authority to consider whether to treat as pensionable service a period of unpaid leave where the member dies without giving notice within the election time limit they wish to pay such contributions.	Yes
35	Discretion to allow a part-time regular Firefighter to purchase pro-rated additional service.	Part 11, Rule 5, Paragraph 5		Yes
36	Discretion to agree to a Firefighter member's request to discontinue payment of additional contributions to purchase service provided this is solely on the grounds of the member's financial circumstances.	Part 11, Rule 8, Paragraph 1	This discretion is to allow a Firefighter to cease making additional contributions.	Yes
37	Decision as regards timing of recommencement of payment of additional contributions to purchase service where agreed with member that discontinuance should be no greater than 6 months.	Part 11, Rule 8, Paragraph 2		Yes
38	Discretion to extend time limit for the payment of contributions in respect of periods of unpaid service or absence.	Part 11, Rule 9, Paragraph 4(c)		Yes
39	Selection of 'the guarantee date' for statement of cash equivalent transfer value entitlement.	Part 12, Rule 3, Paragraphs 1 and 2	This discretion allows the determination of a guarantee date for the calculation of a transfer value from the New Firefighter Pension Scheme.	Yes
40	Discretion to charge member for third or subsequent statement of cash equivalent transfer value entitlement requested within any 12 month period.	Part 12, Rule 3, Paragraph 6		Yes

41	Discretion to extend the one-year time limit for an application for a transfer payment into the NFPS from another pension arrangement.	Part 12, Rule 9, Paragraph 2		No –closed scheme
42	Discretion to accept a transfer value.	Part 12, Rule 10, Paragraph 1, subject to Paragraph 3		Yes
43	Determination, if so required by the Firefighter, of accuracy of information contained in certificate of pensionable service to be supplied on Firefighter's transfer to another English Fire & Rescue Authority – the determination to be decided via Internal Dispute Resolution Procedures (IDRP) set up by Authority.	Part 12, Rule 12, Paragraphs 3 to 5	Discretion to determine pensionable service via IDRP procedure	Yes
44	Requirement to estimate amounts payable to, and out of, the Firefighters' Pension Fund for each financial year and discretion to submit revised information to Secretary of State.	Part 13, Rule 4, Paragraphs 3 and 4		Yes – delegated to Head of Finance
45	Discretion to delay payment of an award to the extent necessary for determining any question as to the Fire & Rescue Authority's liability.	Part 14, Rule 3, Paragraph 2(a)	The Fire Authority need not pay the sum until they are satisfied as to the eligibility of an award.	Yes
46	Discretion to pay an award at other reasonable intervals if impracticable to pay at the standard monthly periods.	Part 14, Rule 3, Paragraph 2(b)		Yes
47	Discretion to recover all or part of an overpayment following a pensioner's death of which the Fire & Rescue Authority were not informed (possibly by making an off-set against any other awards payable under the NFPS in respect of the deceased).	Part 14, Rule 3, Paragraph 5		Yes

48	Discretion as to recipient of any sum payable to a minor.	Part 14, Rule 5, Paragraph 1	This discretion allows the payment of sums due to a minor to an appropriate person.	Yes
49	Discretion as to recipient or application of payments due to a person incapable of managing his/her own affairs.	Part 14, Rule 5, Paragraph 2	This discretion allows the consideration of payment of an award to an appropriate person where the recipient is deemed incapable of managing their affairs.	Yes
50	Discretion, following the death of a person as to recipient(s) of sums less than the amount specified in the Administration of Estates (Small Payments) Act 1965.	Part 14, Rule 6, Paragraph 1	This discretion deals with awards less than £5,000 and allows decisions to be made of who should receive this amount.	Yes
51	Discretion to withhold sums due in respect of an award to a firefighter where there has been a loss to the funds of the Fire & Rescue Authority as a result of fraud, theft or negligence on the part of that person in connection with his/her employment.	Part 14, Rule 6 Paragraphs 4 to 6	This discretion allows the Authority to reclaim sums lost as a result of fraud, theft or negligence on the part of that person in connection with their employment.	Yes
52	Discretion to require a person who is or may be entitled to a pension or a lump sum under the NFPS to provide the Fire & Rescue Authority with supporting evidence as to identity, and to continuing entitlement to any payment under the Scheme, and discretion to withhold the whole or part of any amount due where a person fails to comply with this requirement.	Part 15, Rule 3	This discretion gives the Authority the ability to require confirmation of identity when making an award.	Yes
53	Decision as to date of issue of annual benefit statements and relevant date for the pension illustration.	Part 15, Rule 4		No – ABS must be legally provided by the 31 st August each year
54	Discretion to extend 28 day time limit in which a person must lodge a medical appeal to a period not exceeding 6 months from the date of issue	Annex 2 Paragraph 1(2)	This discretion allows consideration of an extension to	Yes

	of the documents under Part 8, Rule 4, Paragraph 4, provided the Authority are of the opinion that the person's failure to lodge the appeal within the 28 days was not due to his/her own default.		the time limit to make a medical appeal.	
55	Discretion to decide Fire & Rescue Authority's representative at Medical Appeal Board interview.	Annex 2 Paragraph 6(5)		Yes – delegated to Head of HR
56	Discretion to decide whether or not to submit written evidence or a written statement to Medical Appeal Board.	Annex 2 Paragraph 7(1)		Yes – delegated to Head of HR
57	Discretion, where Medical Appeal Board decide that a person's appeal was 'frivolous, vexatious or manifestly ill-founded', to require the appellant to pay to the Fire & Rescue Authority such sum as the Authority think fit, not exceeding the total amount of fees and allowances payable by the Authority to the Board under Annex 2, Paragraph 9(1).	Annex 2 Paragraph 10(2)	This discretion allows the Authority to require the appellant to pay a sum to the Authority where the appeal board decide that the appeal was frivolous, vexatious, or manifestly ill-founded.	Yes
58	Discretion, where appellant withdraws appeal less than 22 working days before the date appointed for interview or medical examination, to require the appellant to pay to the Fire & Rescue Authority such sum as they think fit, not exceeding the Medical Appeal Board's total amount of fees and allowances payable to the Board by the Authority under Annex 2, Paragraph 9(1).	Annex 2 Paragraph 10(3)	This discretion allows the Authority to require the appellant to pay a sum to the Authority where the appellant withdraws their appeal at short notice.	Yes
59	Discretion to reduce compensation for death or permanent incapacity while on duty if the Firefighter's serious and culpable negligence or misconduct contributed in any material respect to the circumstances in which the injury was	Part 2, Rule 3, Paragraph 6	This discretion allows consideration of the reduction of compensation where serious and culpable negligence or misconduct contributed in any material respect	Yes

	sustained; the reduction may be of such amount as the Fire & Rescue Authority consider appropriate.		to the circumstances in which the injury was sustained.	
60	Discretion to commute small compensatory pension for a lump sum.	Part 2, Rule 4	As described	Yes
61	Discretion to pay augmented award to spouse or civil partner where specific conditions of eligibility are not met.	Part 3, Rule 2, Paragraph 2(b) and (c)	This discretion allows some flexibility on whether to pay an award if it would be considered inequitable to do so.	Yes
62	Discretion to increase for such period as the Fire & Rescue Authority see fit, the level of spouse's or civil partner's special or augmented award where Firefighter and spouse or civil partner were living apart at the date of death, and the normal level of benefit is reduced under FSC rules.	Part 3, Rule 4, Paragraphs 6 and 7	This discretion allows consideration of payment of such an award. This does not apply to members of the NFPS 2006, nor to Firefighters appointed on or after 6.4.2006, who have opted out of the NFPS – because the 'living apart' limitation would not apply. No payment would normally be due for all other Firefighters.	No
63	Discretion to reinstate all or part of a spouse's or civil partner's special or augmented award for such period as the Authority see fit following the termination of award on marriage, remarriage, formation of a civil partnership or subsequent civil partnership.	Part 3, Rule 5, Paragraphs 1 and 2	This discretion allows consideration of payment of such an award. This does not apply to members of the NFPS 2006, nor to Firefighters appointed on or after 6.4.2006 who have opted out of the NFPS – because the post-retirement marriage/civil partnership limitation would not apply. No payment would normally be due for all other Firefighters.	No longer a discretion, recent legislative changes dictate that payments cannot be stopped due to remarriage etc.
64	Decision to cease payment of a child's pension where the Fire & Rescue Authority are satisfied that the child is no longer permanently disabled	Part 4, Rule 3 Paragraph 5(c)	This discretion allows the review of a child's pension on change of circumstances.	Yes

	or the child's pension should not have been awarded.			
65	Discretion to award an adult dependent relative's special pension for such period(s) as the Fire & Rescue Authority may determine.	Part 5, Rule 1	As described	Yes
66	Discretion to award a dependent relative's gratuity.	Part 5, Rule 2, Paragraph 3	As described	Yes
67	Discretion with the consent of the person entitled to the award, to commute for a lump sum a small pension awarded to a surviving spouse or civil partner.	Part 5, Rule 3	This discretion allows the consideration of substitution of a lump sum for a small pension.	Yes
68	Discretion, with the consent of the child's, surviving parent or guardian, to commute for a lump sum a small pension awarded to a child.	Part 5, Rule 4	This discretion allows the consideration of substitution of a lump sum for a small pension.	Yes
69	Determination, in the first instance of entitlement to, and type of, award under FCS.	Part 6, Rule 1	This is the general power to determine payments under the scheme.	Yes – delegated to Head of HR
70	Requirement to use, but right to select independent qualified medical practitioner for providing a medical opinion.	Part 6, Rule 1	This is the general provision to obtain medical evidence so injury compensation can be determined.	Yes – delegated to Head of HR
71	Discretion to decide award without an independent qualified medical practitioner's opinion if a person wilfully or negligently refuses to submit to medical examination.	Part 6, Rule 1	As described.	Yes – delegated to Head of HR
72	Requirement to reconsider at person's request his/her claim to an award where the Fire & Rescue Authority do not admit the claim at all, or to its full extent.	Part 6, Rule 3	Requirement to reconsider an award IDR procedure is appropriate.	Yes – By way of IDR process

73	Discretion to increase an award for a serviceman who at the end of his/her forces period is permanently disabled by a qualifying injury or injury received during his/her forces period.	Part 7, Rule 2	This discretion allows the consideration of increasing the award for a serviceman injured during his/her forces period.	Yes
74	Discretion to increase dependents' benefits under the FPS 1992 to the level of a flat-rate award if a serviceman dies from the effects of an injury received during his/her forces period or a qualifying injury.	Part 7, Rule 3	This applies in respect of those covered by the FPS 1992.	Yes
75	Discretion to increase an award to a reservist who is permanently disabled as a result of an injury received during his/her forces period or a qualifying injury.	Part 7A, Rule 2 <i>This applies in respect of those covered by the NFPS 2006</i>	This discretion allows the consideration of increasing the award for a reservist injured during his/her forces period.	Yes – on a case by case base. Head of HR/Scheme Manager
76	Discretion to increase dependents' benefits if a reservist dies from the effects of an injury received during his/her forces period or a qualifying injury. This applies in respect of those covered by the NFPS 2006.	Part 7A, Rule 3	This discretion allows the consideration of increasing the award for a reservist injured during his/her forces period.	Yes – on a case by case base. Head of HR/Scheme Manager
77	Discretion to pay an injury award to or in respect of an employee of a Fire & Rescue Authority who is not a Firefighter but who has to retire, or dies, as a result of an injury received without his/her own default while in attendance at a fire in the execution of duties as an employee of the Authority.	Part 8, Rule 1	This discretion is the general discretion to pay an award to an employee of the Fire Authority who is injured while in attendance at a fire.	Yes – only to be considered if no compensation from other pension scheme e.g. LGPS by Scheme Manager
78	Discretion to decide intervals at which a person's degree of disablement should be reviewed.	Part 9, Rule 1, Paragraph 1	This discretion allows the Authority to set timescales for review of payments under the scheme.	Yes

79	Discretion, 5 years after an injury pension first becomes payable to resolve that no further review of degree of disablement should take place.	Part 9, Rule 1 Paragraph 3	This discretion allows the Authority to decide to make no further reviews of degree of disablement.	Yes
80	Discretion to reduce the level of an injury award to not less than half of the full amount where a person contributed to the infirmity by his/her own default.	Part 9, Rule 2	This discretion allows the Authority to reduce an award where a person contributed to the infirmity by his/her own default.	Yes
81	Discretion to withdraw the whole or part of a person's pension (other than a spouse's or civil partner's award) during any period of re-employment as a Firefighter with a Fire & Rescue Authority.	Part 9, Rule 3	This discretion allows the Authority to withdraw a pension if the person is re-employed as a Firefighter.	Yes under abatement principles
82	Discretion to withdraw a pension in whole or in part, permanently or temporarily, on a person's conviction of certain offences.	Part 9, Rule 4 Paragraphs 1 to 3	This discretion allows the withdrawal of a pension if the pensioner is convicted of an act of treason, or a serious offence under the Official Secrets Act.	Yes
83	Discretion to restore at any time and to such extent as the Fire & Rescue Authority think fit, a pension withdrawn under Part 9, Rule 4, Paragraphs 1 to 3, to the pensioner or to apply it for the benefit of any dependent of the pensioner.	Part 9, Rule 4, Paragraph 4	This discretion allows the consideration of reinstatement of a pension withdrawn above.	Yes
84	Discretion to decide to what extent an award should be forfeited by a person who has been convicted of an offence under section 34(6) of the Fire & Rescue Services Act 2004 (acts or omissions for the purposes of obtaining awards or other sums). Section 34(6) of the Fire & Rescue Services Act 2004 states that a person commits an offence if he does an act or makes an omission as a result of which he is injured or	Part 9, Rule 5	This discretion allows consideration to what extent an award should be forfeited in the circumstances described.	Yes – By Head of HR

	<p>becomes ill, for the purpose of obtaining for himself or another person:-</p> <p>(a) An award under a scheme brought into operation under this section, or</p> <p>(b) A sum in respect of the repayment or application of contributions made under such a scheme.</p>			
85	Decision as to responsibility for payment of awards in respect of a qualifying injury where person employed by more than one Fire & Rescue Authority and injury relates to more than one employment.	Part 10, Rule 1 and Rule 3	This discretion allows the concept of split liability for payment of an award.	Yes – By Head of HR
86	Determination of intervals at which instalments of injury pension should be paid.	Part 10, Rule 2, Paragraph 1	This requirement is to determine the frequency of pension payments	Yes – Pension paid monthly by elected administrators
87	Discretion to delay payment of an award to the extent necessary for determining any questions of the Fire & Rescue Authority's liability.	Part 10, Rule 2, Paragraph 1	This discretion allows the Authority to delay payment of the sum until satisfied as to the eligibility for an award.	Yes
88	Discretion to pay a gratuity in instalments rather than as a lump sum, of such reasonable amounts and over such reasonable period as the Fire & Rescue Authority think fit.	Part 10, Rule 2, Paragraph 7	This discretion allows the consideration of paying regular payments instead of a lump sum gratuity.	Yes
89	Discretion to extend the 14 day time limit in which a person must lodge a medical appeal, to a period not exceeding 6 months from the date of issue of the medical opinion to the person, provided the Fire & Rescue Authority are of the opinion that the person's failure to lodge the appeal within 14 days was not due to his/her own default.	Schedule 5, Paragraph 1(2)	As described	Yes – by Head of HR

90	Discretion to decide Fire & Rescue Authority's representation at Medical Appeal Board interview.	Schedule 5, Paragraph 5(5)	As described	Yes – By Head of HR
91	Discretion to decide whether or not to submit written evidence or a written statement to Medical Appeal Board.	Schedule 5, Paragraph 6(1)	As described	Yes
92	Discretion, where Medical Appeal Board decide that a person's appeal was 'frivolous, vexatious or manifestly ill-founded' to require the appellant to pay the Fire & Rescue Authority such sum as the Authority think fit, not exceeding the fees and allowances of the specialist member of the Board.	Schedule 5, Paragraph 9	This discretion allows the Authority to require the appellant to pay a sum of the Authority, where the Appeal Board decide that the appeal was frivolous, vexatious, or manifestly ill-founded.	Yes
93	Discretion where appellant withdraws appeal within 21 working days before the date appointed for interview or medical examination, to require the appellant to pay to the Fire & Rescue Authority such sum as the Authority think fit, not exceeding the Board's total fees and allowances.	Schedule 5 Paragraph 9(3)	This discretion allows the Authority to require the appellant to pay a sum to the Authority where the appellant withdraws their appeal at short notice.	Yes

APPENDIX 3

SOUTH WALES FIRE & RESCUE SERVICE

DISCRETIONS UNDER THE FIREFIGHTERS PENSION SCHEME 2015

	DISCRETIONS	REGULATION	EXPLANATION/PROCESS FOR EXERCISING DISCRETION	SWFRS statement on whether the discretion is to be exercised or not (the individual/body exercising the discretion is stated where appropriate)
1	Power to Delegate – Delegation The Scheme Manager must ensure that delegated powers are current.	Regulation 5 (2)	Delegated to Head of Finance	Yes
2	Opting Out – Opting into this scheme An optant-in will become an active member of the scheme with effect from the beginning of the first pay period following the date on which the option is exercised. There is an option for the scheme manager to vary the date on which the person becomes an active member to such other time as the scheme manager considers appropriate.	Regulation 12 (5)	Opting in from the first day only.	No – discretion to use most appropriate date applicable
3	Opting Out after first three months An optant-out ceases to be in pensionable service with effect from the first day of the first pay period following the date on which the option is exercised. If the scheme manager considers that day to be inappropriate it may vary the date to the first day of any later pay	Regulation 16 (2) (b)	Retain discretion to vary date.	Yes – discretion to use most appropriate date applicable

	period as the scheme manager does consider appropriate.			
4	Pensionable Pay The scheme manager has discretion to determine if continual professional development payments are to be treated as pensionable pay.	Regulation 17(1) (d)		No – pensionable pay is determined by scheme regulations
5	Membership – Active membership A person who is on unpaid authorised absence can count the period as active membership if the scheme manager permits them to be treated as an active member during that (linked to regulation 111(4) and subject to the member paying the appropriate contributions.	Regulation 19 (c)		Yes
6	Pension Accounts – Establishments of pension accounts: general The Scheme Manager must establish and maintain pension accounts for scheme members, but they may be kept in such form as the scheme manager considers appropriate.	Regulation 28(2)		Yes
7	Closure and re-establishment of active member's account If a member has more than two active member's account and ceases pensionable service with less than three months' qualifying service in respect of one account, that account must be closed and benefits aggregated with one of the others; the member may select which one. If the member fails to choose, the scheme manager has the discretion to choose.	Regulation 37(3), (4) and (5)		Yes

8	<p>Closure of deferred member's accounts after gap in pensionable service not exceeding five years</p> <p>If a deferred member re-enters pensionable employment after a gap of five years or less, the scheme manager must close the deferred member's account and re-establish the active member's account, transferring entries from the deferred account. If the person had more than one relevant deferred member's account, they must select – within three months of re-entering scheme employment, which one should close. If they fail to make a selection the scheme manager must make the choice for them.</p>	Regulation 49 (3) and (4)		Yes
9	<p>Retirement benefits – Employer Initiated Retirement</p> <p>An employer can determine that an active member age 55 or over but under age 60 who on the grounds of business efficiency is dismissed or has their employment terminated by mutual consent can receive immediate payment of pension without the early payment reduction. An employer may only use this discretion if the employer determines that a retirement pension awarded on this basis would assist the economical, effective and efficient management of its functions having taken account of the costs likely to be incurred in the particular case.</p>	Regulation 62(1) and (2)	Delegated authority is with Chief Fire Officer who may wish to refer the matter to the Fire Authority. In the case of a Principal Officer this decision would be taken to the Fire Authority.	Yes
10	<p>Exercise of partial retirement option</p> <p>An active member aged at least 55 who would be entitled to immediate payment of pension if they leave pensionable service, and who claims payment of the pension, may opt to claim the whole of their accrued pension but continue in pensionable service. The person concerned must give appropriate notice to the scheme</p>	Regulation 63 (5)		No

	manager and the partial retirement option is taken to be exercised on a date agreed between the member and the scheme manager.			
11	<p>Ill Health Benefits – Review of ill health award of early payment of retirement pension</p> <p>The scheme manager must have a policy for reviewing at such intervals as it considers appropriate, the award of ill-health pensions where the recipient is under deferred pension age, and has been receiving the award for less than 10 years, and for reviewing the early payment of deferred pensions on ill health grounds for so long as the recipient is below deferred pension age.</p>	Regulation 68(1) and (2)		Yes if retirement is less than 10 years
12	<p>Consequences of review</p> <p>If following the review of a lower tier ill-health pension under Regulation 68, the scheme manager determines that the recipient is capable of performing the duties appropriate to the role from which the person retired on grounds of ill-health; the employer must consider whether or not to make an offer of re-employment.</p>	Regulation 69(3)		Yes
13	<p>Commencement of pensions</p> <p>If a deferred member requests, and is entitled to the early payment of retirement pension on grounds of ill health, the scheme manager must determine the date of payment as being the date on which the person became incapable of undertaking regular employment because of infirmity of mind or body, or if that date cannot be ascertained, the date of the members request for early payment.</p>	Regulation 70(7)	Scheme Manager would make this decision on the basis of advice from Occupational Health Practitioner	Yes

	If a deferred member requests deferral of payment of a deferred pension beyond deferred pension age or requests early payment with an early payment reduction before deferred pension age, the scheme manager will decide the payment date after the claim for payment has been made.	Regulation 70(8)		Yes
14	Allocation – Allocation election The scheme manager must give consent for the allocation of a portion of pension to a dependant who is not the spouse, civil partner or cohabiting partner of an active or deferred member. (Consent can be withheld if the scheme manager is not satisfied that the person nominated is not substantially dependent of the active member).	Regulation 72(3) (b) and (4)		Yes
15	Adjustment of allocated benefit If a member who has made an allocation election dies after reaching age 75, and the amount of allocated pension does not qualify as a dependant’s scheme pension under section 167 of the Finance Act 2004 (Pension death benefit rules), the amount may be adjusted in a manner determined by the scheme manager.	Regulation 75(1) and (2)		Yes
16	Death benefits – Meaning of ‘surviving partner’ A cohabiting partner may be considered a ‘surviving partner’ and potentially for a pension provided they meet certain conditions, one of which is that they must have been in a ‘long term relationship’ – a continuous period of at least two years – at the date at which entitlement needs to be considered. The scheme manager has discretion to allow the person to qualify where the period is less than two years.	Regulation 76 (1) (b) (v) and (2)		Yes

17	<p>Person to whom lump sum death benefit payable The scheme manager has absolute discretion as to the recipient of any lump sum benefit payable.</p>	Regulation 95		Yes
18	<p>Payment of pensions under Part 6 'Death Benefits' If a child's pension is due in respect of an eligible child under age 18, the scheme manager will determine to whom it should be paid and will give directions to that person as to how the payment should be applied for the eligible child's benefit.</p>	Regulation 100 (2)		Yes
19	<p>Surviving partner's pensions and eligible child's pensions; suspension and recovery A scheme manager has the right to cease paying a surviving partner's pension and/or eligible child's pension, and recover any payment made in respect where it appears to the scheme manager that the recipient made a false declaration, or deliberately suppressed a material fact in connection with the award. (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.)</p>	Regulation 101 (2) and 93)		Yes
20	<p>Provisional awards of eligible child's pensions: later adjustments If children's pensions have been made to certain persons on the basis that they were eligible children and there were no others, and subsequently it appears that any of those children were not eligible, or there was a further eligible child to whom no payment has been made, or that a child born after the member's death is an eligible child, the scheme manager</p>	Regulation 102 (2) and (3)		Yes

	has discretion to adjust the amount of pensions as required in view of the facts as they subsequently appear. The adjustments may be made retrospectively (This does not affect the scheme manager's right to recover a payment or overpayment under any other provision where the scheme manager considers it appropriate to do so.)			
21	<p>Adjustments of benefits to comply with FA2004 where members die over 75</p> <p>If a member dies after reaching age 75 and any part of a pension to which a person becomes entitled on the death would not qualify as a dependant's scheme pension for the purposes of section 167 of the Finance Act 2004 (the pension death benefit rules), the scheme manager has discretion to adjust the benefit payable to the person so that it would qualify under that section of the Act.</p>	Regulation 104 (1) (a) and (2)		Yes
22	<p>Contributions – Member Contributions</p> <p>Where there is a change in scheme employment or a material change which affects the member's pensionable pay in the course of a financial year, and the revised amount falls into a different contribution rate band, the scheme manager must determine that this rate should be applied, and inform the member of the new contribution rate and the date from which it is to be applied.</p> <p>When identifying the appropriate contribution rate, a reduction in pay in certain circumstances as listed in Regulation 110, are to be disregarded. In addition, the scheme manager can specify the circumstances in a particular case where a reduction in pensionable pay will be disregarded.</p>	Regulation 110 (5)		Yes
		Regulation 110 (7) (h)	Scheme Manager to consider on a case by case basis.	Yes

23	<p>Contributions during absence from work due to illness, injury, trade dispute or authorised absence Where an active member is absent from scheme employment because of illness or injury, and not entitled to receive pensionable pay, or because of an employment dispute or authorised unpaid absence, they may pay member contributions; if they do, the scheme employer may require that they should also pay employer contributions.</p>	Regulation 111(2), (3) and (4)	<p>For illness, injury scheme employer will pay employer contribution.</p> <p>For employment disputes the employee will pay both Employee and Employer contributions</p>	<p>Yes</p> <p>Yes</p>
24	<p>Deduction and Payment of Contributions Member contributions due under Regulation 110 may be deducted by the scheme employer from each instalment of pensionable pay as it becomes due, unless another method of payment has been agreed between the scheme manager and the member.</p> <p>Contributions due in respect of absence from work on reserve forces services leave may be deducted from any payment made under Part 5 of the Reserve and Auxiliary Forces (protection of Civil Interests Act 1951).</p> <p>Contributions which the member is required to pay, or has elected to pay, or has elected to pay under Regulations 111 and 113 may be paid by a lump sum or by deduction from instalments of pensionable pay as agreed between the member and the scheme manager.</p>	<p>Regulation 114(1)</p> <p>Regulation 114(2)</p> <p>Regulation 114(3)</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
25	<p>Transfers – Statement of entitlement The scheme manager must specify in a statement of entitlement the ‘guarantee date’ date by reference to which the cash equivalent or club transfer is calculated; this date must fall</p>	Regulation 135(4)		Yes

	<p>within the three months beginning with the date of the member's application for the statement of entitlement and within ten days ending with the date on which the member is provided with the statement. The scheme manager has discretion, if it believes reasonable, to extend this date to within six months of the date of the member's application if, for reasons beyond the scheme manager's control, the information needed to calculate the transfer value cannot be obtained before the end of the three month period.</p>			
26	<p>Request for acceptance of a transfer payment There is a time limit of one year from becoming an active member in which a person can request a transfer payment from a non-occupational pension scheme. The scheme manager has the discretion to extend this period.</p>	Regulation 141(3)	Case by case basis	No – maximum 1 year for receipt of application
27	<p>Transfer statement The scheme manager can require an active member to ask the scheme manager of a previous non-club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement.</p>	Regulation 142(2)		Yes
28	<p>Club transfer value statement The scheme manager can require an active member to ask the scheme manager of a previous club pension scheme to provide a statement of the amount of transferred pension that the member would be entitled to count provided that the transfer date falls within two months of the date of the statement.</p>	Regulation 144(2)		Yes

29	<p>Appeals and determinations – Appeal concerning entries on the certificate If a member is not satisfied with a certificate setting out the details in their pension account(s) as required under Regulation 146, they can require the scheme manager to deal with their disagreement under arrangements implemented by the scheme manager in accordance with the requirements of Section 50 of the Pensions Act 1995 (Resolution of Disputes), and the Occupational Pensions Schemes (Internal Dispute Resolution Procedures Consequential and Miscellaneous Amendments) Regulations 2008. The scheme manager must have these arrangements in place.</p>	Regulation 148(1)	Must be actioned under IDR process	Yes
30	<p>Determinations by the scheme manager It is the scheme manager that must determine whether a person is entitled to an award or to retain an award.</p>	Regulation 151		Yes
31	<p>Role of IQMP in determinations by the scheme manager The scheme manager must select an Independent Qualified Medical Practitioner to provide a written opinion in respect of medical matters which may only be decided by having regard to such an opinion.</p> <p>If a person wilfully or negligently fails to submit to medical examination by the selected IQMP, and the IQMP is unable to give an opinion on the basis of the medical evidence available, the scheme manager can make the determination based on such medical evidence as the</p>	Regulation 152(1)	Delegated to head HR 31, 32, 33, 34, 35	Yes
		Regulation 152(7)		Yes

	scheme manager thinks fit, or without medical evidence.			
32	<p>Review of medical opinion Where a member requests a review of an IQMP's opinion in the light of new evidence received by the scheme manager within 28 days of the member having received the opinion, the scheme manager may agree to give the IQMP the opportunity of reviewing the opinion.</p> <p>Upon receiving the IQMP's response the scheme manager must confirm or revise its original determination and advise the member accordingly.</p>	<p>Regulation 153(1)</p> <p>Regulation 153 (4) and (5)</p>		<p>Yes</p> <p>Yes</p>
33	<p>Notice of appeal If a member wishes to appeal against a determination made by the scheme manager, and their grievance lies in the medical opinion upon which the determination was based, they can appeal to a board of medical referees. The appeal must be made within 28 days of the date on which the member receives the relevant documents under Regulation 154(4). If the appeal is not made within this time limit and the scheme manager is of the opinion that the person's failure to give notice within the required period was not due to the person's own default, the scheme manager has a discretion to extend the time limit for such period as the scheme manager considers appropriate, not exceeding six months from the date the Regulation 154(4) documents were supplied.</p>	Regulation 155(2)		Yes

34	<p>Reference of appeal to the board Where a member has given notice of appeal to a board of medical referees, before the board arranges a time and place for the interview and medical examination a member of the board will review the documents supplied to the board in accordance with Regulation 156. If the board member is of the opinion that the board may regard the appeal as frivolous, vexatious or manifestly ill-founded, board member will notify the Secretary of State accordingly. This will be copied to the scheme manager who must in turn send a copy of it to the scheme member, advising that if their appeal is unsuccessful, the member may be required to pay the scheme manager's and requesting notification from the member as to whether, in the circumstances, they wish to continue with or withdraw the appeal.</p>	Regulation 156(8) to (12)		Yes
35	<p>Procedure where appeal to be pursued The scheme manager must decide which persons will attend the interview as its representatives. The scheme manager must also decide whether or not to submit written evidence or a written statement (and must decide a response to any written evidence or written statement from the appellant).</p>	Regulation 157(6) to (9)		Yes
36	<p>Expenses of each party If the medical appeal board determines in favour of the scheme manager, and states that in its opinion the appeal was frivolous, vexatious or manifestly ill-founded, the scheme manager can require the appellant to pay a sum not exceeding the total amount of the fees, and allowances payable to the board under Regulation 160(1), as the scheme manager considers appropriate.</p>	Regulation 161(2)		Yes

	<p>If the appellant withdraws the appeal requesting cancellation, postponement or adjournment of the date appointed for interview, and/or medical examination less than 22 working days before the date appointed, the scheme manager can require the member to pay a sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1), as the scheme manager considers appropriate.</p> <p>If the appellant's acts or omissions cause the board to cancel, postpone or otherwise adjourn the date appointed or interview and/or medical examination less than 22 days before the date appointed, the scheme manager can require the member to pay a sum not exceeding the total amount of the fees and allowances payable to the board under Regulation 160(1) as the scheme manager considers appropriate.</p>	<p>Regulation 161 (3) (a)</p> <p>Regulation 161 (3) (b)</p>		<p>Yes</p> <p>Yes</p>
37	<p>Appeals on other issues</p> <p>If a member disagrees with a scheme manager's determination of award under Regulation 151, and the disagreement does not involve an issue of a medical nature, the member can require the scheme manager to deal with the disagreement under requirements which the scheme manager must have in place in accordance with section 50 of the Pensions Act 1995 (requirement for dispute resolution arrangements), and the Occupational Pension Schemes (Internal Dispute Resolution Procedures Consequential and Miscellaneous Amendments) Regulations 2008.</p>	Regulation 163	In line with IDR procedure Stage 1 dealt with by ACO HR and Stage 2 by the Fire Authority	Yes

38	<p>Payment of pensions – Commutation of small pensions</p> <p>If the pension entitlement of a member of the scheme, or the pension entitlement of a member's beneficiary does not exceed the small pensions commutation maximum the scheme manager may pay the entitlement as a lump sum. This would, however, be subject to the consent of the recipient and must comply with the commutation provisions that apply in the circumstances.</p>	Regulation 167(3)		Yes
39	<p>Payments for persons incapable of managing their affairs</p> <p>If it appears to the scheme manager that a person other than an eligible child who is entitled to benefits under the scheme, is by reason of mental incapacity or otherwise, incapable of managing his or her affairs, the scheme manager may pay the benefits or any part of them to a person having the care of the person entitled, or such other person as the scheme manager may determine, to be applied for the benefit of the person entitled. If the scheme manager does not pay the benefits in this way, the scheme manager may apply them in such manner as it may determine for the benefit of the person entitled, or any beneficiaries of that person.</p>	Regulation 168		Yes
40	<p>Payments due in respect of deceased persons</p> <p>If, when a person dies, the total amount due to that person's personal representatives under the scheme (including anything due at the person's death) does not exceed the limit specified in the Administration of Estates (Small Payments) Act 1965, the scheme manager can pay the whole or part of the amount due to the</p>	Regulation 169		Yes

	personal representatives or any person or persons appearing to the scheme manager to be beneficially entitled to the estate, without requiring the production of grant of probate or letters of administration.			
41	<p>Forfeiture – offences committed by members, surviving partners or eligible children</p> <p>If a member, surviving partner or eligible child is convicted of a relevant offence, the scheme manager can withhold pensions payable under the scheme to a member, any person in respect of the member, a surviving partner or an eligible child, to such extent and for such duration as it considers appropriate. ‘Relevant offence’ is defined in this Regulation. The definition includes offences injurious to the State (including treason) or likely to lead to a serious loss of confidence in the public service. There are certain conditions set out in the Regulation, e.g. it is only the part of the pension that exceeds any guaranteed minimum pension that can be withheld.</p> <p>Where a pension is withheld the scheme manager can at any time, and to such extent, and for such duration as the manager thinks fit, apply the pension for the benefit of any dependant of the member or restore it to the member</p>	<p>Regulation 171(1), (2), (3) and (5)</p> <p>Regulation 171(4)</p>		<p>Yes</p> <p>Yes</p>
42	<p>Forfeiture of pensions: offences committed by other persons</p> <p>If a surviving partner or eligible child is convicted of the murder of a scheme member from whose benefits their pension would be derived, the scheme manager must withhold all of the survivor’s or child’s pension otherwise</p>	Regulation 172(1) to (5)		Yes

	<p>payable. However, if a surviving partner or eligible child is convicted of the manslaughter of the member or any other offence, apart from murder, of which the unlawful killing of the member is an element, the scheme manager has discretion as to whether or not to withhold the pension to which they would otherwise be entitled. The amount withheld must only be that part of the pension which exceeds any guaranteed minimum pension. If the conviction is subsequently quashed, the pension must be restored with effect from the day after the date on which the member died. If, after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled.</p>			
43	<p>Forfeiture of lump sum death benefit offences committed by other persons If a person is convicted of a relevant offence, i.e. The murder or manslaughter of the member, or any other offence of which the unlawful killing of the member is an element, the scheme manager must withhold all of any lump sum death benefit payable to that person. If, however, the conviction is subsequently quashed on appeal, the scheme manager may, to such extent, and for such duration as it thinks fit, restore to the person the amount of benefit withheld. If, after the conviction has been quashed, the person is again convicted of murder, manslaughter or an associated offence as outlined above, any restoration is cancelled.</p>	Regulation 173		Yes

44	<p>Forfeiture: relevant monetary obligations and relevant monetary losses</p> <p>If a member has a relevant monetary obligation or has caused a relevant monetary loss, the scheme manager may, to such extent, and for such duration as it considers appropriate, withhold benefits payable to that person under the scheme 'Relevant monetary obligation', and 'relevant monetary loss', are defined in the Regulation. There are certain limits, e.g. the amount withheld may only be that which exceeds the person's guaranteed minimum pension and the scheme manager may only withhold it if there is no dispute about the amount, or if there is a court order or the award of an arbitrator. The monetary obligation must have been incurred to the employer after the person became an active member and arising out of or connected with the scheme employment in respect of which the person became a member of the scheme, and arising out of the person's criminal, negligent or fraudulent act or omission. The procedure is set out in Regulation 176.</p>			Yes
45	<p>Set off</p> <p>A scheme manager has discretion to set off a 'relevant monetary obligation' against a member's entitlement to benefits under the scheme, subject to certain conditions which are similar to those contained in Regulation 174 (Forfeiture). The procedure is set out in Regulation 176.</p>	Regulation 175		Yes
46	<p>Payment and Deduction of Tax – Payment on behalf of members of lifetime allowance charge</p> <p>At a scheme member's request, the scheme manager may pay on the member's behalf any</p>	Regulation 178		Yes

	amount that is payable by way of the lifetime allowance charge under section 214 of the Finance Act 2004. The scheme manager may only comply with the request if the member pays it the amount in question on or before the date on which the event occurs or the member authorises the deduction of the amount from a lump sum becoming payable to the member under the scheme at the same time as the event occurs.			
47	<p>Evidence of entitlement The scheme manager can require any person who is in receipt of a pension or may have entitlement to a pension or lump sum under the scheme to provide such supporting evidence as the scheme manager may reasonable require so as to establish the person's identity and their continuing or future entitlement to the payment of any amount under the scheme.</p> <p>If a person fails to comply with the scheme manager's requirements in this respect, the scheme manager can withhold the whole or part of any amount that it otherwise considers to be payable under the scheme.</p>	<p>Regulation 184(1) and (2)</p> <p>Regulation 184(3)</p>		<p>Yes</p> <p>Yes</p>
48	<p>Added pension – Amount of accrued added pension may not exceed overall limit of extra pension The total amount of accrued added pension must not exceed a certain limit. If it appears to be scheme manager that a member who has elected to make periodical contributions will exceed the limit the scheme manager may cancel the election (by written notice to the member).</p>	Schedule 1 Part 1 Paragraph 4		Yes

49	<p>Member's election to make periodical contributions for added pension If a scheme member wishes to make periodical payments for added pension, the scheme manager can set a minimum amount which must be paid.</p>	Schedule 1 Part 1, Paragraph 9(3)	Scheme Manager determined minimum figure of £25 per month.	Yes
50	<p>Periodical payments If a scheme member wants to make periodical payments for added pension, but does not want them to be deducted from pensionable pay, the scheme manager may agree another method of payment.</p>	Schedule 1 Part 2, Paragraph 8(3)	Due to tax implications and the appropriate recording of contributions over a period of time	No
51	<p>Periodical payments during periods of assumed pensionable pay After a period of assumed pensionable pay or a period of reduced pay, the member may give written notice to the scheme manager authorising the employer to deduct the aggregate of payments – which would have been made but for the leave – from the member's pay during the period of six months from the end of the period of reduced pay. The scheme manager can extend this period of six months.</p>	Schedule 1 Part 2, Paragraph 10(4)		Yes
52	<p>Tapered Protection – Meaning of 'tapered protection closing date' The tapered protection closing dates for tapered protection members are given in the 1992 scheme tables in Schedule 2 Part 4. In most cases the appropriate closing date can be ascertained by reference to the band of dates in which the Firefighter's birthday falls. The tapered protection date for a tapered protection member of FPS 2006 to whom Paragraph 9(5) or 21 applies (members returning to</p>	Schedule 2 Part 1 Paragraph 3(3); Schedule 2 Part 2, Paragraph 9(5); and Schedule 2 Part 3, Paragraph 21		<p>No – taper dates set out in regulations</p> <p>This discretion will only apply until the remedy is put in place after the Sergeant ET determination</p>

	pensionable service), is determined by the scheme manager.			
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**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2019/2020**

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
All Wales People & Organisational Development Strategy 2018-2021, and SWFRS People Plan	To provide Members with an update on the agreed All Wales Strategy for 2018/2021, and SWFRS's own People Strategy	ACO PS Contact Officer: Alison Reed	8 July 2019	Presented
Review of Training & Development Department Activities for 2017/2018	To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.	ACO TS Contact Officer: Ian Greenman	8 July 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Occupational Health Activity Report 2018/2019	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS Contact Officer: Andrew Jones	8 July 2019	Presented
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	8 July 2019	Presented
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO TS Contact Officer: Ian Greenman	8 July 2019	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	8 July 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
		Davies		
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	8 July 2019	Presented
Update on Apprenticeship Levy	To update Members on the current progress on the apprenticeship levy for SWFRS	ACO TS Contact Officer: Ian Greenman	8 July 2019	Presented
NJC for Brigade Managers Salaries and Numbers Survey 2018	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	11 November 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
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	11 November 2019	Presented
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	11 November 2019	Presented
Recruitment & Attraction Strategy	To update Members	ACO PS Contact Officer: Andrew Jones/Deb Doel	11 November 2019	Presented
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training	ACO TS Contact Officer: Ian Greenman	11 November 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	facility at Cardiff Gate			
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: Serena Ford	11 November 2019	Presented
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	11 November 2019	Presented
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	11 November 2019	Presented
Update on liP. – Report and Presentation	To provide Members with an overview of the outcome of the liP Assessment conducted	ACO TS Contact Officer: Ian Greenman	11 November 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	in 2017 and future actions.			
Urgent report - Update on Job Evaluation		ACO PS Contact Officer: Alison Reed	11 November 2019	Presented
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	24 February 2020	On Agenda
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	24 February 2020	On Agenda
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	24 February 2020	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
People Plan Update	To update Members on the current progress on the SWFRS People Strategy.	ACO PS Contact Officer: Alison Reed	24 February 2020	On Agenda
High Rise – Training element	To update Members	ACO TS Contact Officer: Ian Greenman	24 February 2020	On Agenda
Update on Mental Health report	To update Members	ACO PS Contact Officer: Alison Reed	24 February 2020	On Agenda
Gender Gap report – broader perspective	To update Members	ACO PS Contact Officer: Alison Reed	24 February 2020	On Agenda
Strategic Equality Plan Update 2020-2025	To update Members	ACO PS Contact Officer:	24 February 2020	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
		Andrew Jones		
Annual Equality Report	To update Members	ACO PS Contact Officer: Andrew Jones	24 February 2020	On Agenda
Establishment Structure Update	To update Members	ACO PS Contact Officer; Alison Reed / Andrew Jones	24 February 2020	On Agenda
Review of Firefighter Pension Schemes Discretions	To update Members	ACO PS Contact Officer: Alison Reed	24 February 2020	On Agenda

Dates of meetings – 8 July 2019, 11 November, 2019, 24 February 2020

**ACO Alison Reed – Director of People Services
ACFO Richie Prendergast – Director of Technical Services
Andrew Jones – Head of Human Resources
AM Ian Greenman – Head of Training & Development**

AGENDA ITEM NO 17

**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 11 November 2019 3
5. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2020/2021 11
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7. Firefighters Pension Schemes – Wales Government Circulars 2019/2020 99
8. South Wales Fire & Rescue Service People Plan 107
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10. Mental Health & Wellbeing – Project Update 137
11. Gender Gap Report – Broader Perspective 139
12. Strategic Equality Plan (SEP) - 2020 – 2025 145
13. Annual Equality Report for the Period 1 April 2018 to March 2019 161
14. Establishment Structure Update – January 2020 189
15. Review of Firefighter Pension Schemes Discretions – (Firefighter Pension Scheme 1992, New Firefighter Pension Scheme 2006/2007, 2015 Fire Pension Scheme) 195

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16.	Forward Work Programme for HR & Equalities Committee 2019/2020	243
17.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	251