

## **Corporate Policy-02**

### **South Wales Fire and Rescue Service Policy on**

#### **Our People**

##### **(Responsible Director: ACO People Services)**

The Service recognises that people are the most valuable asset of any organisation and SWFRS strives to be the employer of choice to enable the Service to provide the highest level of service to our communities and the best value for money.

##### **Employee Relations**

In order to foster good employer and employee relations, the Service will develop strategies, plans and procedures across all areas of its business to:

- Ensure compliance with all relevant employment legislation.
- Provide advice and guidance on relevant matters.
- Ensure all employees are treated fairly and with respect.
- Ensure all grievances and discipline matters are fully and fairly investigated and resolved.
- Ensure robust salary profiling and budgeting.
- Ensure organisational structures are efficient and flexible.
- Ensure business continuity by workforce monitoring, planning and succession management.

##### **Attendance and Welfare**

In order to maximise the health, well being and efficiency of employees the Service will develop strategies, plans and procedures across all areas of its business to:

- Monitor attendance and introduce initiatives to minimise absence.
- Ensure flexible, family friendly working arrangements and work-life balance.
- Provide health and medical screening, monitoring and surveillance as appropriate.
- Provide health and fitness education and advice.

##### **Pensions and Pay**

In order to provide timely and accurate remuneration to employees, the Service will develop strategies, plans and procedures across all areas of its business to:

- Ensure reward and remuneration recognises employee contribution and activity.
- Ensure compliance with local and national conditions of service and legislation.
- Provide advice and guidance on relevant matters.

##### **Training, Learning and Development**

The Service recognises the need for the training, learning and development of employees in order to deliver modern effective and efficient community centred services.

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In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- All employees are supported and trained to develop the skills, knowledge and abilities they need to work effectively, achieve their full potential and play their part in making our communities the safest places to live, work and visit.
- It is able to recruit and retain people of the highest calibre and is equipped to manage a diverse workforce.
- The citizens and the Service's partners are confident that all employees are appropriately trained and qualified and have the capability and competence to work safely and whose composition reflects the diverse communities we serve.
- It can develop and be recognised as a learning organisation.
- The measurement of training, learning and development clearly identifies its impact on and contribution to organisational improvement.
- That all staff are equipped and trained to engage with the Service's communities as is relevant for their day to day business.

## **Recruitment and Retention**

The Service recognises the need to recruit and retain the highest possible calibre of employees to enable the delivery of the best possible service to the communities.

In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- Recruitment is based on merit taking into account compliance requirements, including those of the Equality Act 2010.
- Terms and conditions of employment are fair and equal across all areas of the Service.
- Procedures are as far as practicable family friendly to allow work-life balance.
- New employees are integrated into the Service through a structured induction programme and appropriate support and guidance.

## **Welsh Language**

The Service acknowledges its responsibilities under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011. The Service also acknowledges its role in supporting Welsh Government policy with regard to bilingualism and recognises that consistently offering language choice is essential in order to develop truly bilingual communities.

In order to ensure compliance with current Welsh Language legislation, and further develop bilingualism, the Service will strive to ensure that its strategies, plans and procedures across all areas of its business:

- Promote the use and accessibility of the Welsh language throughout all aspects of the Service's business, both internally and externally.
- Enable everyone who receives or uses the organisation's services to do so through the medium of Welsh or English according to personal choice wherever possible.
- Enable an equally effective and professional standard of service in both languages.



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- Monitor and improve the quality, range, and accessibility of Welsh Language services available to the public.
- Work with community groups and partner organisations in order to develop further opportunities for bilingualism in the community.

## Equality and Diversity

The Service recognises the need to mainstream equality and diversity in everything that it does, celebrate the diversity of its staff and develop and deliver citizen centred services to the people of South Wales.

Although the Equality and Diversity department are within the People Services remit, the Service as a whole will promote equality of opportunity, take steps to prevent unlawful discrimination, and promote good relations between people in its day to day business

In order to achieve this, the Service is committed to develop strategies, plans and procedures across all areas of its business to ensure:

- Legal compliance with the general duties of the Equality Act 2010 and associated specific duties as required by the Welsh Government.
- Policies and processes that support a 21<sup>st</sup> century workforce and its flexible needs.
- An employment profile that strives to reflect the diversity of the people it serves.
- Organisational values are fully embedded and all staff have access to equality of opportunity in achieving their full professional potential.
- A workplace culture where all staff are afforded value and parity.
- A citizen centred, accessible organisation that involves the public and its staff in its development.
- The Equality Risk Assessment mind set becomes mainstream across all organisational activities.
- Development and monitoring of the Strategic Equality Plan to ensure continuous improvements for the equality agenda.

Signed:   
ACO People Services

Date: 18/12/2015