

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.

FIRE & RESCUE AUTHORITY SUMMONS

SOUTH WALES FIRE & RESCUE AUTHORITY

You are required to attend a meeting of the South Wales Fire & Rescue Authority to be held at **South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX** on **Monday, 12 February 2018 at 1030 hours.**

A G E N D A

1. Apologies for Absence
2. Declarations of Interest

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. Chairman's Announcements

4. To receive the minutes of;

- Finance, Asset & Performance Management Working Group meeting held on 9 October 2017 5
- FAPM Meeting held on 4 December 2017 9
- HR & Equalities meeting held on 20 November 2017 15
- Fire & Rescue Authority meeting held on 18 December 2017 21

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Signature of Proper Officer:

A handwritten signature in black ink, appearing to read 'Chairman', written in a cursive style.

MEMBERSHIP

Councillors:

D	Ali	Cardiff	H	Joyce	Cardiff
S	Bradwick	Rhondda Cynon Taff	S	Evans	Torfaen
K	Critchley	Newport	A	Roberts	Rhondda Cynon Taff
H	Thomas	Newport	M	Phillips	Cardiff
D T	Davies	Caerphilly	J	Harries	Rhondda Cynon Taff
R	Crowley	Vale of Glamorgan	G	Thomas	Blaenau Gwent
C	Elsbury	Caerphilly	P	Wong	Cardiff
K	Gibbs	Merthyr Tydfil	S	Pickering	Rhondda Cynon Taff
K	McCaffer	Vale of Glamorgan	L	Brown	Monmouthshire
A	Hussey	Caerphilly	A	Slade	Torfaen
D	Naughton	Cardiff	C	Smith	Bridgend
D	White	Bridgend	V	Smith	Monmouthshire

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE FINANCE, ASSET & PERFORMANCE
MANAGEMENT WORKING GROUP MEETING
HELD ON MONDAY, 9 OCTOBER 2017 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

35. PRESENT:

Councillor	Left	
K Critchley		Newport
S Bradwick		Rhondda Cynon Taff
S Evans		Torfaen
A Roberts	11:50	Rhondda Cynon Taff
V Smith		Monmouthshire
D Naughton		Cardiff
G Thomas		Blaenau Gwent
H Joyce	11:50	Cardiff

APOLOGIES:

L Brown	Monmouthshire
R Crowley	Vale of Glamorgan
D Thomas	Torfaen
G Stacey	Rhondda Cynon Taff
A Hussey	Caerphilly

OFFICERS PRESENT: DCO S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr N Corrigan – Property Strategy Manager; Mr A Humphreys – Building Facilities Manager; Mr G Thomas – Head of Finance & Procurement

36. DECLARATIONS OF INTEREST

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

37. CHAIR'S ANNOUNCEMENTS

The Chair advised of a change to the order of the agenda, we will hear item 9 prior to election of lead Members of each Asset Group.

38. MINUTES OF PREVIOUS MEETING

The minutes of the Finance, Asset & Performance Management Working Group meeting held on Monday, 13 March 2017, were received and accepted as a true record of proceedings.

39. MEDIUM TERM FINANCIAL STRATEGY

The Treasurer provided a presentation updating Members upon the Medium Term Financial Strategy.

RESOLVED THAT

Members noted the Medium Term Financial Strategy.

40. REVENUE & CAPITAL BUDGET SETTING 2018/19

Members received a presentation from the Treasurer in relation to Revenue and Capital Budget setting 2018/19. The Treasurer also updated Members on the discussions held with the Leaders and Chief Executives of the Unitary Authorities.

RESOLVED THAT

Members noted the content of the presentation and thanked the Treasurer.

41. ELECTION OF LEAD MEMBER OF EACH ASSET GROUP

The Deputy Chief Officer requested nominations from Members of the Finance, Audit and Performance Management Working Group to carry out scrutiny on key areas within the Capital Programme.

RESOLVED THAT

The following Members agreed to lead on the scrutiny of key areas within the Capital Programme:-

- Councillor V Smith Land & Buildings
- Councillor A Roberts ICT
- Councillor S Evans Fleet & Engineering
- Councillor D Naughton Operational & Personal Issue Equipment

42. PREPARATION OF CAPITAL BUDGET SETTING 2018/19

The Treasurer updated Members on the Capital Budget Setting for 2018/19/

RESOLVED THAT

Members noted the presentation.

43. REVIEW OF PROPERTY STRATEGY, BUDGET & PLANNING ASSUMPTIONS & PROGRESS

Members received an update from the Property Strategy Manager on the land and buildings review which included an update on the property strategy, asset headings, project updates and joint emergency services collaborative initiatives.

The Buildings Facilities Manager also presented the energy consumption at all stations, Headquarters, Control and Occupational Health Unit for 2016/17 and gave an explanation of the disparity in energy consumption at stations.

The Property Strategy Manager delivered an electronic presentation on the Review of Property Strategy, Budget and Planning Assumptions and Progress against the Plan and consideration of sustainability and environmental issues

RESOLVED THAT

Members noted the presentation and thanked the Property Strategy Manager and the Building Facilities Manager for their comprehensive updates.

44. ASSET MANAGEMENT STRATEGY

The Deputy Chief Officer informed Members of the Property Strategy being applied to the Authority's property assets.

RESOLVED THAT

Members noted the key strategies and how they are being delivered.

45. FORWARD WORK PROGRAMME

The Deputy Chief Officers presented the Working Group's Forward Work Programme.

RESLVED THAT

Members accepted the Forward Work Programme for the Finance, Asset & Performance Management Working Group.

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE FINANCE, AUDIT & PERFORMANCE
MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY, 4 DECEMBER 2017 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

16. PRESENT:

Councillor

K Critchey (Chair)
 A Roberts (Deputy Chair)
 R Crowley
 S Evans
 A Hussey
 D White
 H Joyce
 G Thomas
 Val smith

Left

Newport
 Rhondda Cynon Taf
 Vale of Glamorgan
 Torfaen
 Caerphilly
 Bridgend
 Cardiff
 Blaenau Gwent
 Monmouthshire

APOLOGIES:

L Brown
 K Gibbs

Monmouthshire

OFFICERS PRESENT: Mrs S Chapman – Monitoring Officer; Mr C Barton – Treasurer; Mr C Powell – Deputy Monitoring Officer; Sarah Watkins – Head of Service Performance and Communications; Lisa Mullan, Senior Accountant, Ms Vicky Davies – TIAA; Mr Mark Jones – Wales Audit Office; Mr Ron Price - Wales Audit Office

17. DECLARATIONS OF INTEREST

The Monitoring Officer declared a personal non-prejudicial interest in agenda Item 9, and distributed correspondence received from Merthyr Tydfil Chief Executive.

18. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

19. MINUTES OF PREVIOUS MEETINGS

The following minutes were received and accepted as a true record of proceedings:

- FAPM Meeting held on 11 September 2017.
- Finance, Asset & Performance Management Working Group held on 3 March 2017.

20. TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2017/18

The Senior Accountant presented the Treasury Management Mid Term Review Report 2017/18 which detailed activities for the period 1 April – 30 September 2017.

RESOLVED THAT

Members resolved to:

- 20.1 Note the report and the treasury activity for the period 1 April – 30 September 2017
- 20.2 Note changes to the investment criteria
- 20.3 recommend approval of the report to the Fire Authority

21. REVENUE MONITORING REPORT 2017/18

The Senior Accountant presented the Revenue Monitoring Report 2017/18 which provided details of the annual revenue budget and associated information for the year ending 31 March 2018.

RESOLVED THAT

Members resolved to agree the content of the report.

22. CAPITAL MONITORING REPORT 2017/18

The Senior Accountant presented the report which gave an overview of the capital budget for the year, capital transactions to date and a forecast position as at 31 March 2018.

The Chair queried the forecast arrangements and how the figures are arrived at. The Treasurer noted his concerns and gave the background to how the figures are produced.

RESOLVED THAT

Members resolved to

- 22.1 note the budget and progress of capital schemes

22.2 approved the alterations identified in Appendix 1 and the associated funding streams.

23. CORPORATE RISK REGISTER 2017/18 – QUARTER 2 REVIEW

The Head of Service Performance and Communications presented the Quarter 2 Review Report in relation to the Corporate Risk Register 2017/18 and the management of these risks and answered questions from members.

RESOLVED THAT

Members resolved to agree the validity of the operational risks contained within the Corporate Risk Register.

24. REVENUE BUDGET ESTIMATE 2018/19

The Treasurer presented the report in relation to the Revenue budget Estimate 2018/19 which advises members on progress towards the revenue budget approval for 2018/19 and sets out the proposed budget consulted on with the 10 constituent authorities, and also included consultation responses received.

After a question and answer session, where members challenged the revenue budget, members accepted the report.

RESOLVED THAT

Members resolved to recommend to the Fire & Rescue Authority a budget be set of £71,162,672 for the financial year 2018/19.

25. REPORT ON PROGRESS OF AUDIT, SCHEME AND CIRCULAR ACTION UPDATES AS AT 4 DECEMBER 2017

The Head of Service Performance and Communications presented the report which detailed latest progress recorded against actions arising from internal audits, Wales Audit Office thematic reviews, operational assurance peer reviews, corporate schemes and government circulars. A graphical summary showing all actions on-going, overdue and completed since 2 July 2012 was also provided for each type of action.

RESOLVED THAT

Members resolved to note the content of the progress report and graphical summaries.

26. AUDIT OF FINANCIAL STATEMENTS REPORT –

RECOMMENDATIONS

The Treasurer presented the audit report which is an addendum to financial Statements Report which had been presented to the Fire & Rescue authority on 25 September 2017. The report covers the audit recommendations for both the 2015-16 and 2016-17 financial years.

RESOLVED THAT

Members resolved to note the progress made against the recommendations.

27. WALES AUDIT OFFICE REVIEW OF ASSET MANAGEMENT ARRANGEMENTS 2016/17

Members accepted the report from the Wales Audit Office which concluded that the Authority has complied with its responsibilities relating to financial reporting and use of resources and noted that the Auditor General is satisfied that the Authority has appropriate arrangements in place to secure economy, efficiency and effectiveness in the use of resources. Officers from the Wales Audit Office were present to answer questions from members.

RESOLVED THAT

Members resolved to accept the Wales Audit Office Annual Audit Letter 2016/17.

28. INTERNAL AUDIT REPORT

The Monitoring Officer introduced the report which updates members upon progress being made against the Internal audit Plan 2017/18. The Internal Auditors gave an overview of the recommendations

RESOLVED THAT

Members resolved to note the internal audit recommendations and work completed to date on the Internal Audit annual Plan.

29. WALES AUDIT OFFICE REVIEW OF ASSET MANAGEMENT ARRANGEMENTS 2016/17

The Wales Audit Officer presented the report into the Wales Audit Office review of the Authority's asset management arrangements in relation to 2016/17 and gave an overview of the suggestions made where it believes that the Authority can make improvements for 2017/18. He confirmed that the report is very positive, and the Authority should be proud, as it acknowledges

the improvement the Service has made over the last year despite reducing budgets.

RESOLVED THAT

Members resolved to accept the Wales Audit Office Asset Management Arrangements for 2016/17.

20. FORWARD WORK PROGRAMME

Members received the Forward Work Programme for 2017/18.

RESOLVED THAT

Members noted and agreed the Forward Work Programme for 2017/18

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

There were no items of business that the Chair deemed urgent.

The Chair formally closed the last meeting and thanked all for their attendance.

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE HR & EQUALITIES COMMITTEE
MEETING HELD ON MONDAY, 20 NOVEMBER 2017 AT
SOUTH WALES FIRE & RESCUE SERVICE HQ

13. PRESENT:

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taf
D Ali (Deputy Chair)		Cardiff
S Bradwick		Rhondda Cynon Taf
S Evans		Torfaen
A Hussey		Caerphilly
K McCaffer		Vale of Glamorgan
D Naughton		Cardiff
C Smith		Bridgend
P Wong		Cardiff

APOLOGIES:

R Crowley		Vale of Glamorgan
C Elsbury		Caerphilly
K Gibbs		Merthyr Tydfil
D Thomas		Torfaen
G Thomas		Blaenau Gwent

ABSENT:

H Thomas		Newport
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OFFICERS PRESENT: ACO P Haynes – Director of People Services; Mr C Powell – Deputy Monitoring Officer; Mr M Malson – Head of Human Resources; AM I Greenman – Head of Training & Development; Mr A Jones – Employee Relations Manager; Mrs J Nancarrow – Absence Management Manager; SM G Evans – Initial Training Manager.

14. DECLARATIONS OF INTEREST

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

15. CHAIR'S ANNOUNCEMENTS

The Chair informed the Committee of the following communications received from Welsh Government concerning Firefighter Pension Scheme matters:

WELSH CIRCULAR W-FRSC (2017) 12

The circular requires each Fire & Rescue Authority to complete the financial and non-financial sections of the Fire Pensions Account Estimates form (FPF1) by 15 December 2017.

Officers will action and respond to the request for data.

WELSH GOVERNMENT CONSULTATION ON AMENDMENTS TO FIREFIGHTER PENSION SCHEMES IN WALES

The following consultation on amendments to firefighter pension schemes in Wales have been received:

- Survivor benefits under The 1992 Firefighters' Pension Scheme and 2007 Compensation Scheme, and other minor amendments to the 1992 and 2007 Firefighters' Pension Schemes.
- Minor amendments to the 2015 Firefighters' Pension Scheme and Transitional Arrangements.

The consultation response date is 21 December 2017, and Officers will draft a response for the Committee's Chair and Vice Chair's prior approval.

THE ALL WALES SCHEME ADVISORY BOARD (FIREFIGHTERS' PENSIONS)

The All Wales Scheme Advisory Board (Firefighters' Pensions) will meet on 27 November 2017. The most significant item on the agenda is the Government Actuary Department submission on the 2016 Valuation. Board members will scrutinise the 'Wales assumptions' and consider the next steps.

The Committee's Chair will attend the Board meeting supported by the Acting ACO – People Services and the Authority's Treasurer.

16. MINUTES OF PREVIOUS MEETING – 17 JULY 2017

The minutes of the HR & Equalities Committee meeting held on 17 July 2017 were received and accepted as a true record of proceedings.

17. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2017/18

The ACO People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes and as such

needs to identify through which mechanism it intends to fulfil its role and obligations.

Members were advised that Welsh Government issues 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. This report sets out the current requirements for Firefighters' Pension Schemes' managerial and administrative actions.

RESOLVED THAT

17.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails received throughout 2017/18.

17.2 Members agreed to note the actions implemented for each of the Circulars.

18. UPDATE ON LEADERSHIP DEVELOPMENT PROGRAMME

The Area Manager – Head of Training & Development provided Members with an update on the proposals to implement and review leadership development throughout the Service.

RESOLVED THAT

Following a question and answer session on the Leadership Development Programme, Members noted the content of the presentation and accompanying report.

19. THE APPRENTICESHIP LEVY

The Area Manager – Head of Training & Development introduced the Initial Training Manager to the Committee, who informed Members that the Apprenticeship Levy was announced in the Summer Budget of 2015, and at the Autumn Statement 2015 it was announced that the Levy would come into effect in April 2017.

Members were advised that the Government committed to boosting productivity by investing in human capital, and as part of this, committed to developing vocational skills and to increase the quantity and quality of apprenticeships. Overall, the Government has committed to an additional 3 million apprenticeships and it will support quality training by putting employers at the centre of the system.

The Initial Training Manager delivered a presentation to Members which identified the relevance of the changes in Wales and what these changes mean for South Wales Fire & Rescue Service.

RESOLVED THAT

- 19.1 Members agreed to note the content of the report and presentation.
- 19.2 Members agreed to receive updates on the effect of the apprenticeship levy in terms of recruitment of apprentices in the Fire & Rescue Service.
- 19.3 Members agreed to receive an update on the ratio of levy charges/apprentices in comparison to North Wales and Mid & West Wales Fire & Rescue Services outside of the meeting.

20. ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2016 TO 31 MARCH 2017

The Absence Management Manager informed Members that the average number of shifts/working days lost per employee in each category of staff (excluding On Call staff) for the period 1 April 2016 to 31 March 2017 is 9.73 days per employee in comparison with 9.51 days per employee for the period 1 April 2015 to 31 March 2016. A further analysis of short and long term absences, self- certification and accidents on duty was also provided.

Following a question and answer session, Officers agreed to provide a further breakdown of non-physical injuries and the effect of mental health issues in the workplace in the next Annual Sickness Absence Report.

The ACO People Services commended the Absence Management Manager for her detailed report.

RESOLVED THAT

Members agreed to note the contents of the report.

21. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES – 1 APRIL 2016 TO 31 MARCH 2017

The Employee Relations Manager provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2016 to 31 March 2017.

RESOLVED THAT

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

22. NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE & RESCUE SERVICES – INCLUSIVE FIRE SERVICE IMPROVEMENT STRATEGIES

The Head of HR informed Members that under the guidance of the National Joint Council for Local Authority Fire & Rescue Services, the Inclusive Fire Service (IFSG) was established to undertake a comprehensive review engaging with the Fire & Rescue Services and their employees to consider equality, diversity, cultural and behavioural issues with the purpose of developing improvement strategies which could be supported across all Services to deliver equality and diversity improvement at a local level.

The outcome of the IFSG's research and engagement activities was that the group identified improvement strategies relating to four key areas of promoting an inclusive culture (which includes tackling bullying and harassment), recruitment, progression and retention.

The Head of HR provided Members with the detail of the IFSG's findings and proposed strategies, and the Service's response to their implementation and timeframes for delivery.

The Chair and Members thanked Officers for the excellent report.

RESOLVED THAT

22.1 Members agreed to the proposed strategies identified by the Inclusive Fire Service Group and to take them forward on behalf of the Fire & Rescue Authority.

22.2 Members agreed to receive a further report on the Implementation Plan and Equality Risk Assessment against the strategies at the meeting of the HR & Equalities Committee taking place on 5 February 2018.

23. MODIFIED FIREFIGHTERS' PENSION SCHEME – WIDOW'S ENTITLEMENT

The ACO People Services informed Members of an anomaly within the terms of the Modified Firefighters' Pension Scheme as introduced in Wales in 2007, and the impact on an individual widow.

Members noted the ambiguity of Welsh Government's advice, as detailed within paragraph 2.5 of the report, in regard to the individual case, and Officers agreed to seek further clarity from Welsh Government officials in this regard.

RESOLVED THAT

Members agreed to allow the widow access to the Modified Firefighters' Pension Scheme, subject to the individual paying the appropriate contributions.

24. COMPARTMENT FIRE BEHAVIOUR TRAINING FACILITY AT CARDIFF GATE

The Head of Training & Development delivered a presentation to provide Members with an update on the significant developments and progress being made towards the completion of the Compartment Fire Behaviour Training Facility at Cardiff Gate Training & Development Centre.

RESOLVED THAT

Members agreed to note the content of the presentation.

25. FORWARD WORK PROGRAMME

The ACO People Services presented the Forward Work Programme for 2017/18.

RESOLVED THAT

Members accepted the Forward Work Programme for the HR & Equalities Committee 2017/18.

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

There were no items of urgent business to be considered, however the Chair wished to remind Members that today's meeting of the Committee was the last before the retirement of the ACO People Services on 31 December 2017.

The Chair and Members took the opportunity to wish the ACO a long, happy and healthy retirement, and thanked him for his outstanding work and his support, advice and wealth of knowledge in pension schemes.

The ACO People Services thanked Members for their best wishes.

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING HELD ON MONDAY 18 DECEMBER 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

34. PRESENT:

Councillor	Left	Authority
D T Davies (Chair)		Caerphilly
S Bradwick (Deputy Chair)		Rhondda Cynon Taff
D Ali		Cardiff
L Brown		Monmouthshire
K Critchley		Newport
R Crowley		Vale of Glamorgan
C Elsbury	1230 hrs	Caerphilly
S Evans		Torfaen
K Gibbs		Merthyr
J Harries		Rhondda Cynon Taff
A Hussey		Caerphilly
H Joyce	1250 hrs	Cardiff
D Naughton		Cardiff
S Pickering		Rhondda Cynon Taff
A Roberts		Rhondda Cynon Taff
A Slade		Torfaen
V Smith		Monmouthshire
H Thomas		Newport
D White		Bridgend
P Wong		Cardiff

APOLOGIES:

K McCaffer	Vale of Glamorgan
M Phillips	Cardiff
C Smith	Bridgend
G Thomas	Blaenau Gwent
C Powell	Deputy Monitoring Officer

ABSENT:

OFFICERS PRESENT:- CFO H Jakeway, DCO S Chapman – Monitoring Officer, ACO M Malson – Acting Director of People Services, ACFO A Thomas – Director of Service Delivery, ACFO R Prendergast – Director of Technical Services, Mr C Barton – Treasurer, AM S Rossiter – Acting Head of Operational Risk Management, Mr G Thomas – Head of Finance, Ms C Farrell, University of South Wales representative, Ms K Citric – Welsh Government Officer, Ms L Walters – Welsh Government Officer

35. DECLARATIONS OF INTEREST

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

The Treasurer declared an interest in agenda item 7.v, 'Report on the Principal Officer Temporary Appointment' and confirmed that he would withdraw from the meeting whilst this item was being discussed.

36. CHAIR'S ANNOUNCEMENTS

WELCOME TO NEW MEMBERS

The Chair informed Members that since the last Fire & Rescue Authority meeting, there had been two changes in Member nominations from the following Authorities:- Councillor Jack Harries had replaced Councillor Graham Stacey from Rhondda Cynon Taff, and Councillor Alan Slade had replaced Councillor David Thomas. The Chair took the opportunity to formally welcome the new Members to the Fire & Rescue Authority.

The Chair also welcomed the return of Councillor Brown following a period of ill health.

A warm welcome was also extended to observers, Ms Lisa Walters and Ms Kerry Critic, from the Welsh Government, and to Ms Catherine Farrell from the University of South Wales.

SUDDEN DEATH OF CARL SARGEANT

As it was the first Fire & Rescue Authority meeting to be held since the untimely death of Carl Sargeant, the Welsh Government's Cabinet Secretary for Communities & Children, as a mark of respect, Members and Officers held a minute's silence.

PAY OFFERS

The Chair informed Members that the Employers side on the National Pay Negotiating Committee had made offers in response of Grey and Green Book pay. In respect of Grey Book pay Members were reminded that an offer of 2% for the current year, and 3% for next year, was rejected in September by the Fire Brigades Union. The offer had now been made and accepted to pay the 1% allocated in Fire & Rescue Service budgets for the current year immediately, but with the proviso that this was not in full and final settlement for the current year, and that negotiations would continue.

For Green Book staff the offer of an average 2% pay award for the next two years had been made, and was currently out to consultation. However, this offer provided different percentage increases for different pay points, ranging from 2% to 9% in 2018, and staged increases for different pay bands in 2019.

INVESTORS IN PEOPLE AWARD

The Chair was pleased to announce that South Wales Fire & Rescue Service had once again been awarded silver accreditation against the Investors in People Standard, demonstrating the Service's commitment to high performance through good people management.

The HR & Equalities Committee would receive a presentation and a full report on the Investors in People Assessment at a future meeting.

PENSIONS TRAINING

Councillors Bradwick, Smith and Pickering were reminded of the Pensions Training Seminar which would take place in Cheltenham

on Monday, 8 January, 2018. Officers would be in contact with transport arrangements prior to the date.

37. MINUTES OF PREVIOUS MEETINGS

The following minutes were received and accepted as a true record of proceedings:-

- Finance, Asset & Performance Management Working Group meeting held on 13 March, 2017
- Local Pension Board meeting held on 3 July 2017
- HR & Equalities meeting held on 17 July 2017
- Finance, Audit & Performance Management meeting held on 11 September 2017
- Fire & Rescue Authority meeting held on 25 September 2017

38. UPDATE ON ACTIONS

The Deputy Chief Officer informed Members of actions undertaken since the last meeting, and provided updates on minute numbers:- 13/14-86.6.2, 15/16-33.1 and 17/18-18.1

Following a query on the new Joint Fire Control Centre, Officers informed Members that payments and agreements were still incomplete and would be finalised shortly.

Officers were pleased to report that South Wales FRS Fire Control operators had moved into the new premises in Bridgend on 11 October, 2017, and Mid & West Wales FRS personnel moved in on 18 October, 2017. Members would be invited to attend an official opening in due course.

39. REPORTS FOR DECISION

39.1 WALES AUDIT OFFICE ANNUAL IMPROVEMENT REPORT 2016/2017

The Deputy Chief Officer informed Members that the presented report concluded the Wales Audit Office review of the Authority's

delivery and evaluation of services in relation to 2016/2017, and whether it believed that the Authority was likely to make arrangements to secure continuous improvement for 2017/2018.

RESOLVED THAT

Members accepted the Wales Audit Office Annual Improvement Report 2016/2017 for the Authority.

39.2 HALF YEARLY HEALTH CHECK ON PERFORMANCE AND STRATEGIC OBJECTIVES 2017/2018

The Deputy Chief Officer confirmed that the presented report would give assurance to the Members of the Fire & Rescue Authority and Senior Management within South Wales Fire & Rescue Service on progress towards achievement of the Strategic Objectives and performance of the Strategic Performance Indicators for the first two quarters of 2017/2018.

RESOLVED THAT

Following a lengthy question and answer session on issues with attending 9 Public Service Boards, and dealing with Unwanted Fire Signals, Members agreed to note the performance details and statistical data for the first two quarters of 2017/2018 contained within the report.

39.3 CORPORATE RISK REGISTER 2017 – HALF YEARLY REVIEW OF STRATEGIC RISK

The Deputy Chief Officer presented a report for Members to consider the strategic risks within the Corporate Risk Register and the management of those risks.

RESOLVED THAT

Following a review of the strategic risks contained within the Corporate Risk Register, and discussion on delays with the Emergency Services Network project, Members agreed the validity of the strategic risks.

39.4 REVENUE BUDGET ESTIMATE 2018/2019

The Treasurer presented a report for Members to approve the Revenue Budget estimate for 2018/2019, as reported to and recommended by the Finance, Audit & Performance Management Committee on 4 December, 2017.

RESOLVED THAT

Members unanimously approved the contributions budget of £71,162,672 for the financial year 2018/2019.

Members thanked the Treasurer and Officers for their hard work and efforts in estimating the Revenue Budget for the Fire & Rescue Authority.

39.5 TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2017/2018

The Treasurer informed Members that the Treasury Management Mid-Term Review Report provided an update on the Authority's treasury activities for the period 1 April – 30 September, 2017.

RESOLVED THAT

- 39.5.1 Members agreed to note the report and the treasury activity for the period.
- 39.5.2 Members agreed to approve the changes to the investment criteria.

39.6 REPORT REQUESTING AMENDMENT TO POLICY FOR USING DELEGATIONS

The Deputy Chief officer informed Members that in September 2016, following various reports on different disposal options available to the Authority and Officer, and WECTU advice, the Fire & Rescue Authority agreed delegations to Officers relating to the policy for disposal of end of life appliances and vehicles, and redundant equipment to charities through FIRE AID.

Since this time it had become apparent that the uptake of vehicles and equipment through FIRE AID had not been at the level

expected. As a consequence, it had not been possible to dispose of assets within the required timescales, and therefore, it was requested that the policy for the disposal of vehicles and equipment was enhanced to allow more flexibility, as described within the report.

RESOLVED THAT

- 39.6.1 Following a question and answer session on the 'Welsh Extremism Counter Terrorism Unit', Members agreed for suitable vehicles to be offered initially for secure disposal through FIRE AID, but where no interest in the vehicle was generated within a reasonable time, alternative secure disposal methods be pursued.
- 39.6.2 Members agreed for suitable vehicles to be disposed of through appropriate competitive means to ensure best value was secured for the Authority.
- 39.6.3 Members agreed for suitable equipment to be offered initially for disposal through FIRE AID, but where no interest in the equipment was generated within a reasonable time, alternative appropriate disposal methods be pursued.
- 39.6.4 Members agreed for suitable equipment to be disposed of through appropriate competitive means to ensure best value was secured for the Authority.

39.7 HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2016/2017

The ACFO Technical Services and Acting Head of Operational Risk Management, delivered an electronic presentation to Members on the Health, Safety and Wellbeing report for 2016/2017. They provided a summary of the key activities undertaken, and the performance of South Wales Fire & Rescue Service in the area of Health and Safety.

RESOLVED THAT

- 39.7.1 Following a question and answer session, Members agreed to accept the report on the performance of South Wales Fire & Rescue Service in the area of Health, Safety and Wellbeing
- 39.7.2 Members agreed to note the overall success achieved during 2016/2017 in the delivery of an environment that was supportive of the Health, Safety and Welfare of staff.
- 39.7.3 Members agreed to endorse and support the range of initiatives underway to proactively and reactively support the Health, Safety and Wellbeing of staff employed by South Wales Fire & Rescue Authority.

40. REPORTS FOR INFORMATION**40.1 SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING**

The Deputy Chief Officer presented a report to Members on the outcomes of the September 2017 meeting of the Fire & Rescue Services All Wales National Issues Committee.

RESOLVED THAT

Members agreed to note the content of the National Issues Committee summary report.

40.2 WALES AUDIT OFFICE ANNUAL AUDIT LETTER 2016/2017

The Deputy Chief Officer presented a report to Members which summarised the Wales Audit Office Annual Audit Letter 2016/2017. It concluded that the Authority had complied with its responsibilities relating to financial reporting and use of resources, and that the Auditor General was satisfied that the Authority had appropriate arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

RESOLVED THAT

Members agreed to note the Wales Audit Office Annual Audit Letter 2016/2017 for the Authority.

40.3 INDEPENDENT REMUNERATION PANEL FOR WALES' DRAFT ANNUAL REPORT – FEBRUARY 2018

The Deputy Chief Officer presented a report which brought Members attention to the relevant sections of the Independent Remuneration Panel for Wales Draft Annual Report that related to payments to Members of Welsh Fire & Rescue Authorities.

RESOLVED THAT

Members agreed to note the extract of the Independent Remuneration Panel's Draft Annual Report, attached at Appendix 1 to the report, which provided details of payments to Members of Welsh Fire & Rescue Authorities.

40.4 REPORT ON FIRE MEDICAL RESPONSE PILOT

The ACFO Service Delivery presented a report for Members to consider the Fire Medical Response (FMR) Pilot final report.

RESOLVED THAT

40.4.1 Members agreed to receive and note the report on the Fire Medical Response Pilot.

40.4.2 Officers agreed to email a copy of the independent report which supported Fire Medical Response to all Members.

The Treasurer withdrew from the meeting whilst the following item was being discussed by Members.

40.5 REPORT ON THE PRINCIPAL OFFICER TEMPORARY APPOINTMENTS

The Chief Fire Officer informed Members that following the announcement from the Director of People Services of his retirement, the presented report summarised the temporary and

interim arrangements that he was making to ensure the post of Assistant Chief Officer People Services was covered.

RESOLVED THAT

Members agreed to note the arrangements that would be made following the retirement of the Director of People Services.

The Treasurer returned to the meeting.

40.6 MEMBERS ATTENDANCE FROM APRIL 2017

For Members information the Deputy Chief Officer presented a detailed report on Members attendance at various Fire Authority meetings and training sessions since April 2017.

RESOLVED THAT

Members agreed to note the information on Members attendance.

40.7 FORWARD WORK PROGRAMME

The Deputy Chief Officer presented the Forward Work Programme for 2017/2018, and advised Members that they would receive a report on the Grenfell Fire at February's meeting.

RESOLVED THAT

40.7.1 Members agreed to note the Forward Work Programme for 2017/2018.

40.7.2 Following a recommendation by the Chair, Members agreed that the two new Members would occupy the vacancies created by their predecessors on the various Fire Authority Committees

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

There were no items of business that the Chair deemed urgent.

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

AGENDA ITEM NO 5

UPDATE ON OUTSTANDING ISSUES ARISING FROM PREVIOUS FIRE & RESCUE AUTHORITY MEETINGS

Sally Chapman – DCO
Huw Jakeway – CFO
Andy Thomas – ACFO SD

Chris Barton – Treasurer
Mark Malson – Acting ACO PS
Richie Prendergast – ACFO TS

Minute No	Item	Action	Leading Officer	Current Status:
13/14 – 86.6.2	NIC Fire Control Feasibility Study Update	Review the internal funding mechanism to fund the upfront element of the loan	Treasurer	Cost sharing arrangements between SWFRS and MWWFRS have been agreed. Within SWFRS, revenue costs have been absorbed and funded from the budget underspend. Capital costs have been accrued to date as the new Joint Control was not operational at the year end. Treatment of these costs will be agreed with the external auditors once the project agreements are finalised and the project is completed.
15/16 – 33.1	Consultation on the Draft National Framework 2016 Onwards	To invite the Chief Fire & Rescue Adviser to attend a future a meeting to enable him to meet Members.	CFO	Current discussions to secure a suitable date have proved problematic. Given the recent change in Minister and the uncertainty currently surrounding FRA governance reform, it is

Minute No	Item	Action	Leading Officer	Current Status:
				recommended that this action is deferred until the situation becomes clearer. This may coincide with the appointment of a new Fire & Rescue Advisor to WG next year. Closed.
17/18 – 18.1	Chairman's Announcements – Fire Medical Response Trials	To advise Members of the outcome of the Fire Medical Response trials following their conclusion in September 2017.	CFO	Completed. Reported to the Authority on 18 December 2017.
17/18 – 40.4.2	Fire Medical Response Pilot	Forward to all Members a copy of the independent report which supported the Fire Medical Response.	ACFO SD	Completed.

AGENDA ITEM NO 6

Reports for Decision

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6i
12 FEBRUARY 2018

REPORT OF THE ASSISTANT CHIEF FIRE OFFICER DIRECTOR
OF SERVICE DELIVERY

PERFORMANCE INDICATOR TARGETS 2018/19 REPORT**SUMMARY**

To consider the proposed Performance Indicator Targets for 2018/19.

RECOMMENDATIONS

That Members endorse the Performance Indicator Targets proposed for 2018/19.

That Members approve its publication onto the SWFRS internet site.

1. BACKGROUND

- 1.1 To support performance within the Service it is essential that previous performance is reviewed and future targets are set for the forth coming year. These indicator targets are made available to the public via our internet site and are referenced within corporate documents produced and published by the Service.
- 1.2 There is a requirement under the Local Government (Wales) Measure to report annually to Welsh Government (WG) on seven Strategic Performance Indicators. There are four incident based indicators, two fatality and injury indicators and one effective response indicator.

2. ISSUE

- 2.1 The purpose of these indicators is to measure activity that has a direct or significant impact on desired outcomes. The indicators are:
- Number of incidents attended (made up of four separate indicators which are total fires, total false alarms, total road traffic collisions (RTCs) and all other special service calls (SSCs) attended).
 - The number of deaths and injuries caused by all fires, and accidental fires (two indicators).
 - The percentage of dwelling fires which were contained in the room of origin (one indicator).
- 2.2 The targets for 2018/19 are set prior to the start of the reporting year using a profiling process that considers nine months of 2017/18 actual incident data to provide a predicted total for the year end. The predicted totals for 2017/18 are analysed along with a further five years of historic incident data to provide a baseline target figure.

- 2.3 The baseline figures are further reviewed with due consideration given to changing call profiles, ongoing risk reduction activities and public safety campaigns planned for 2018/19.
- 2.4 The target for fires attended in 2018/19 was set at the same level as 2017/2018 at 5,900 which aligns with the reducing trend for fires and when achieved, will be lower than 6,000 for only the 4th time in the organisations history. The all Wales grass fire reduction strategy "Dawns Glaw" continues to target reductions in grass fires and the organisation will work closely with the PSBs to target areas of fly tipping problems across the authorities that pose continued fire risk. Targeted campaigns aim to reduce cooking/kitchen fires and there is continuing development in the targeting of high risk individuals that allows stations to target Home Safety Checks more effectively.
- 2.5 The total false alarms target has been set at 7,500, as Fire Control will aim to challenge all calls received via automatic fire alarms in order to prevent unwanted mobilisations. Agreements are also being negotiated with health and educational premises to reduce attendances during business hours, which should further reduce the total of false alarms attended. This target, when achieved, would be the lowest number of incidents since the formation of South Wales Fire and Rescue Service in 1996.
- 2.6 The total road traffic collisions (RTCs) target has been set at 1,050 as a result of a predicted reduction in RTCs witnessed in 2017/18 compared to the previous year (1,179 reduced to an expected figure of 1,116). Preventative activities are expected to further reduce the number of incidents attended in coming years.
- 2.7 The target number of other special service calls has been set at 2,000. This target set is much reduced from the expected figure in 2017/2018 of 2,641. A national decision to discontinue the FMR pilot in September 2017 should see the number of incidents attended return to the levels witnessed prior to 2016/2017. The organisation will also aim to reduce incidents of effecting entry/exit and lift rescues which are determined to be of lesser risk, by challenging calls via control and working closely with repeat callers to reduce the burden on the organisation.
- 2.8 The total number of deaths and injuries from fires and the total deaths and injuries from accidental fires targets have been set at 66 and 59 respectively. Continuing the good progress we will push forward to further understand the root causes of fire related injuries, using both the data recorded from previous fire-related injuries and additional data gathered through further engagement with the individual casualties involved. This will be achieved primarily through 'Major Injury (M37) Case Studies'

(which are carried out for all fire related fatalities and serious injuries), the organisation's ongoing commitment to the UK-wide Lifebid project and a number of campaigns which include Summer, Kitchen and Bonfire Safety.

- 2.9 The target for the percentage of dwelling fires which were contained in the room of origin' has been set at 85%. The annual trend for this indicator shows a marginal decrease but each annual variance is extremely small. This indicator is very much influenced by actions and behaviours of the dwelling occupants before or at the time of ignition.
- 2.10 The Background Paper, which can be found at the Fire & Rescue Authority Members Page on the SWFRS Intranet, provides further in-depth analysis of the rationale supporting the proposed targets. It also includes full details of the five year trend performance based on the Strategic indicators.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications.

4. EQUALITY RISK ASSESSMENT

- 4.1. This report, the accompanying Background Paper and the targets themselves have no ERA impact.
- 4.2. It is the responsibility of the appropriate Director as the Performance Indicator holder to ensure that appropriate risk assessment in relation to Equality and Diversity has been carried out across all relevant supporting activity levels.

5. RECOMMENDATIONS

- 5.1 That Members endorse the Performance Indicator Targets proposed for 2018/19.
- 5.2 That Members approve its publication onto the SWFRS internet site.

Contact Officer:	Background Papers:
Jon Carter Statistics and Risk Analyst	Performance Indicator targets for 2018/19.

APPENDIX 1

Back Ground Paper
FA PI Targets 2018/2019

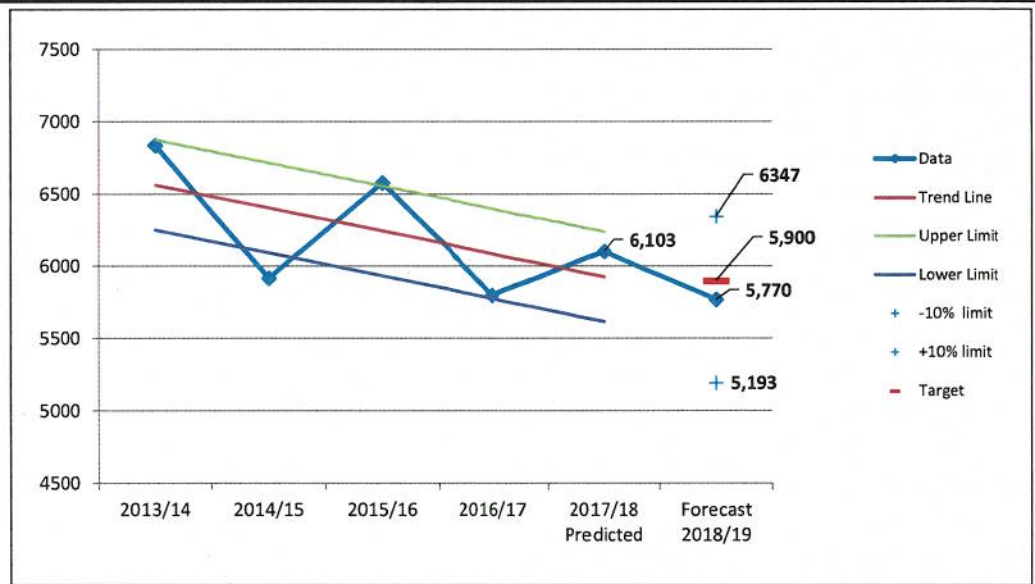
**Target Setting
2018/2019
Total Incidents**

Total Incidents

Indicator I.D.	1	Description:	Total Fires attended per 10,000 population.	Direction of Travel:
Indicator Ref:	FRS/RRC/S/001 (i)			↓
Target	5900	The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.		

All Fires Attended

Year No	1	2	3	4	5	6
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19
Data	6,838	5,918	6,578	5,798	6,103	5,770
Trend Line	6,565.09	6,406.00	6,246.91	6,087.81	5,928.72	5,769.62
Difference	272.91	488.00	331.09	289.81	173.81	
Upper Limit	6,876.22	6,717.12	6,558.03	6,398.94	6,239.84	
Lower Limit	6,253.97	6,094.88	5,935.78	5,776.69	5,617.59	
Target						5,900



Target 2018/19	Target Setting Rationale
5,900	The number of fires attended in 2017/18 is predicted to be higher than the number attended during the previous year, which can be largely attributed to a predicted increase in grass fires attended as a result of the reporting period covering two Easter periods. The all Wales grass fire reduction strategy "Dawns Glaw" continues to target reductions in this area. A rise in refuse fires attended is also predicted for 2017/2018. The organisation will work closely with the PSBs we will target areas of fly tipping problems across the authorities that pose continued fire risk as an operations priority. Targeted campaigns aim to reduce cooking/kitchen fires and there is continuing development in the targeting of high risk individuals that allows stations to target Home Safety Checks more effectively. The target for 2018/19 was set at the same level as 2017/2018 at 5,900 which aligns with the reducing trend for fires and when achieved, will be lower than 6,000 for only the 4th time in the organisations history.

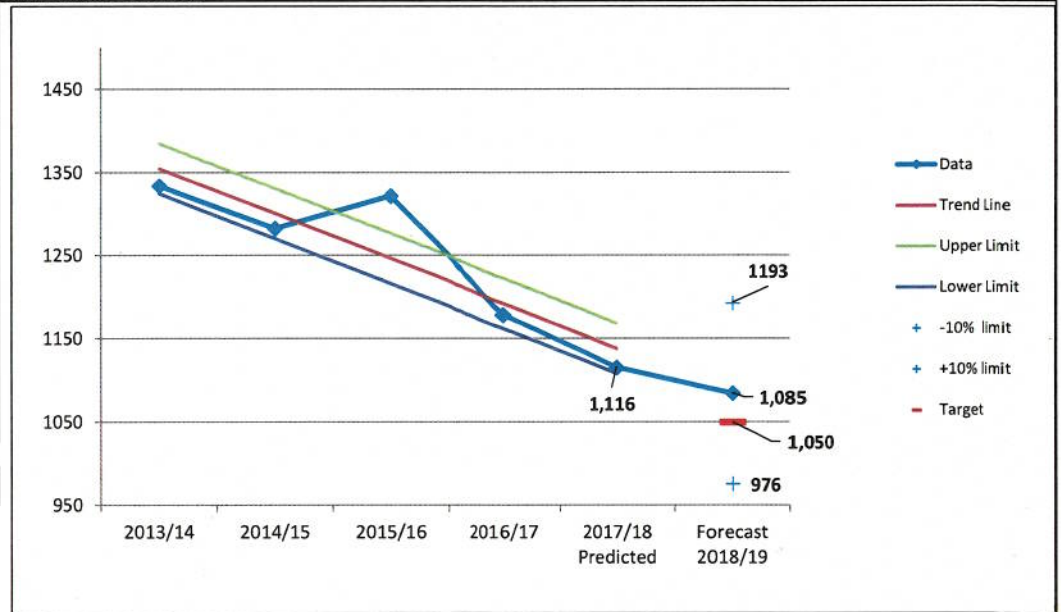
Total Incidents																																																
Indicator I.D.	2					Direction of Travel:																																										
Indicator Ref:	FRS/RRC/S/001 (ii)					↓																																										
Description:	Total False Alarms attended per 10,000 population.																																															
Target	7500					The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.																																										
All False Alarms Attended																																																
Year No	1	2	3	4	5	6																																										
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19																																										
Data	8,046	8,196	8,323	8,191	7,687	7,871																																										
Trend Line	8,233.29	8,160.90	8,088.51	8,016.12	7,943.73	7,871.34																																										
Difference	187.29	35.10	234.49	174.88	257.18																																											
Upper Limit	8,411.08	8,338.69	8,266.30	8,193.91	8,121.52																																											
Lower Limit	8,055.50	7,983.11	7,910.72	7,838.34	7,765.95																																											
Target						7,500																																										
<table border="1"> <caption>Data for All False Alarms Attended Chart</caption> <thead> <tr> <th>Year</th> <th>Data</th> <th>Trend Line</th> <th>Upper Limit</th> <th>Lower Limit</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>8,046</td> <td>8,233.29</td> <td>8,411.08</td> <td>8,055.50</td> <td>7,500</td> </tr> <tr> <td>2014/15</td> <td>8,196</td> <td>8,160.90</td> <td>8,338.69</td> <td>7,983.11</td> <td>7,500</td> </tr> <tr> <td>2015/16</td> <td>8,323</td> <td>8,088.51</td> <td>8,266.30</td> <td>7,910.72</td> <td>7,500</td> </tr> <tr> <td>2016/17</td> <td>8,191</td> <td>8,016.12</td> <td>8,193.91</td> <td>7,838.34</td> <td>7,500</td> </tr> <tr> <td>2017/18 Predicted</td> <td>7,687</td> <td>7,943.73</td> <td>8,121.52</td> <td>7,765.95</td> <td>7,500</td> </tr> <tr> <td>Forecast 2018/19</td> <td>7,871</td> <td>7,871.34</td> <td></td> <td></td> <td>7,500</td> </tr> </tbody> </table>							Year	Data	Trend Line	Upper Limit	Lower Limit	Target	2013/14	8,046	8,233.29	8,411.08	8,055.50	7,500	2014/15	8,196	8,160.90	8,338.69	7,983.11	7,500	2015/16	8,323	8,088.51	8,266.30	7,910.72	7,500	2016/17	8,191	8,016.12	8,193.91	7,838.34	7,500	2017/18 Predicted	7,687	7,943.73	8,121.52	7,765.95	7,500	Forecast 2018/19	7,871	7,871.34			7,500
Year	Data	Trend Line	Upper Limit	Lower Limit	Target																																											
2013/14	8,046	8,233.29	8,411.08	8,055.50	7,500																																											
2014/15	8,196	8,160.90	8,338.69	7,983.11	7,500																																											
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2017/18 Predicted	7,687	7,943.73	8,121.52	7,765.95	7,500																																											
Forecast 2018/19	7,871	7,871.34			7,500																																											
Target 2018/19	7,500																																															
Target Setting Rationale	<p>The number of False Alarms attended in 2017/18 is predicted to be much lower than reported in 2016/17, which follows the reduction witnessed the previous year. The decreasing number of incidents was a result of significant reductions in Automatic Fire Alarms (AFAs) and Malicious False Alarms attended. 61.51% of all false alarms attended are predicted to be from an AFA in 2017/2018, where as False Alarm Good Intent (FAGI) incidents account for a predicted 34.82% and False Alarm Malicious (FAM) 3.68% of the false alarm calls. A number of initiatives have been implemented to drive down the number of attendances during the year which will continue into 2018/2019. Fire Control will continue to challenge all AFAs to prevent unwanted mobilisations and agreements are being negotiated with health and educational premises to reduce attendances during business hours. There is also an all Wales AFA Initiative in place which aims to target regular offenders through a three tier redress process. Fire Stations are working to identify regular actuations at premises and will work to reduce these types of call. Further reductions are therefore expected, leading to a target of 7,500 has being set.</p>																																															

Total Incidents

Indicator I.D.	3	Description:	Total Road Traffic Collisions attended per 10,000 population.	Direction of Travel:
Indicator Ref:	FRS/RRC/S/001 (iii)			↓
Target	1050	The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.		

All Road Traffic Collisions

Year No	1	2	3	4	5	6
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19
Data	1,334	1,283	1,322	1,179	1,116	1,085
Trend Line	1,354.83	1,300.80	1,246.77	1,192.74	1,138.71	1,084.68
Difference	20.83	17.80	75.23	13.74	22.86	
Upper Limit	1,384.92	1,330.89	1,276.86	1,222.83	1,168.80	
Lower Limit	1,324.74	1,270.71	1,216.68	1,162.65	1,108.62	
Target						1,050



Target 2018/19	Target Setting Rationale
1,050	The number of Road Traffic Collisions attended in 2017/18 is predicted to be lower than the number attended during the previous year and the lowest since 2011/2012. The prediction of 1,116 is only 16 incidents more than the target set (1,100) which may ultimately be achieved over the remaining months of 2017/2018. The delivery of DOMINO events will continue and specific targeting of workplace drivers will continue throughout the coming year. The target for 2018/2019 has therefore been set at 1,050.

Total Incidents								
Indicator I.D.	4					Description:	Total Other Special Service Calls attended per 10,000 population.	Direction of Travel:
Indicator Ref:	FRS/RRC/S/001 (iv)							↓
Target	2000					The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.		
All Other Special Service Calls								
Year No	1	2	3	4	5	6		
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19		
Data	2182	2005	2101	2147	2641	2533		
Trend Line	2003.16	2109.20	2215.24	2321.29	2427.33	2533.37		
Difference	178.84	104.20	114.24	174.29	213.89			
Upper Limit	2160.25	2266.29	2372.34	2478.38	2584.42			
Lower Limit	1846.06	1952.11	2058.15	2164.19	2270.24			
Target						2000		
Target 2018/19	Target Setting Rationale							
2,000	<p>The number of Other Special Service calls attended during 2017/18 is predicted to be significantly higher than the number attended during the previous year and was higher than the target of 2,100. This can be largely attributed to incidents attended as part of the Fire Medical Response (FMR) pilot and collaborative work with the Welsh Ambulance Service Trust. However a national decision to discontinue the FMR pilot in September 2017 should see the number of incidents attended return to the levels witnessed prior to 2016/2017. The organisation will also aim to reduce incidents of effecting entry/exit and lift rescues which are determined to be of lesser risk, by challenging calls via control and working closely with repeat callers to reduce the burden on the organisation. The target has therefore been set at 2,000 for 2018/2019.</p>							

**Target Setting
2018/2019
Deaths and Injuries**

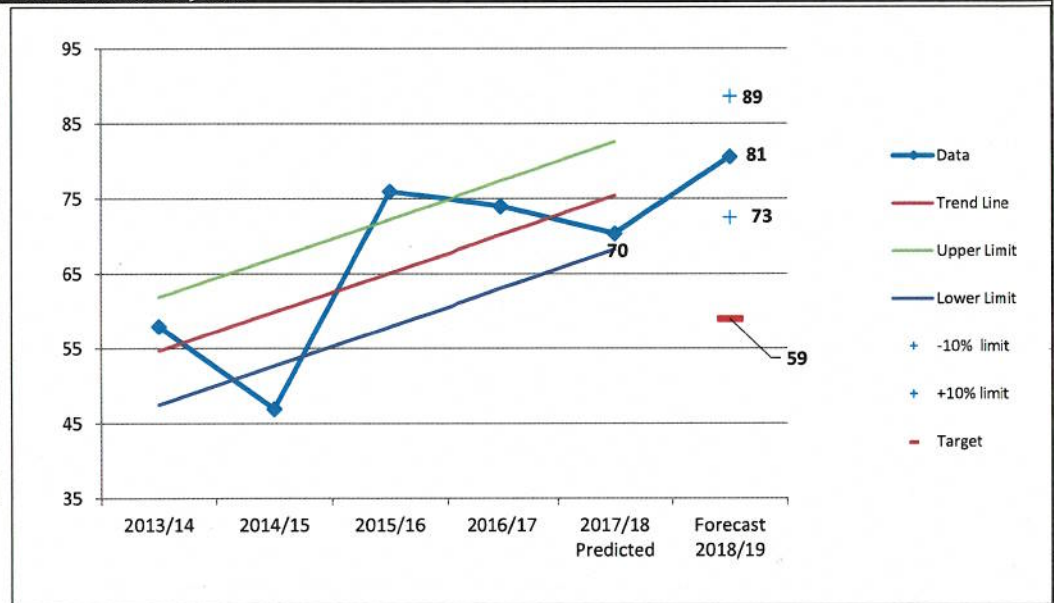
Deaths and Injuries							
Indicator I.D.	5					Description: Deaths and Injuries arising from all fires per 100,000 population.	Direction of Travel:
Indicator Ref:	FRS/RRC/S/002 (i)						↓
Target	66					The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.	
Total Fire Deaths and Injuries							
Year No	1	2	3	4	5	6	
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19	
Data	68	57	85	92	75	90	
Trend Line	65.51	70.50	75.49	80.48	85.47	90.46	
Difference	2.49	13.50	9.51	11.52	10.02		
Upper Limit	74.92	79.91	84.90	89.89	94.88		
Lower Limit	56.10	61.09	66.08	71.07	76.06		
Target						66	
Target 2018/19	Target Setting Rationale						
66	<p>The total number of deaths and injuries arising from all fires is predicted to be 75, which is a reduction compared to the number recorded during the previous year. This looks set to be under the target of 81 for 2017/2018 following the organisations priority action in 2017/18 to explore and understanding the reasons behind fire related injuries. Continuing the good progress we will push forward to further understand the root causes of fire related injuries, using both the data recorded from previous fire-related injuries and additional data gathered through further engagement with the individual casualties involved. This will be achieved primarily through 'Major Injury (M37) Case Studies' (which are carried out for all fire related fatalities and serious injuries), the organisation's ongoing commitment to the UK-wide Lifebid project and a number of campaigns which include Summer, Kitchen and Bonfire Safety. We continue to work with our partners to reduce risk in our communities and have set a target of 66 for 2018/2019.</p>						

Deaths and Injuries

Indicator I.D.	6	Description:	Deaths and Injuries arising from all fires which were started accidentally per 100,000 population.	Direction of Travel:
Indicator Ref:	FRS/RRC/S/002 (ii)			↓
Target	59	The data shown in the tables and chart below are the actual number of incidents. These are then divided by the population and multiplied by either 10,000 or 100,000, as specified, in order that meaningful comparisons can be made across other FRS's, e.g. Welsh FRS's and Family Group 4.		

Accidental Fire Deaths and Injuries

Year No	1	2	3	4	5	6
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19
Data	58	47	76	74	70	81
Trend Line	54.72	59.90	65.08	70.26	75.44	80.62
Difference	3.28	12.90	10.92	3.74	5.04	
Upper Limit	61.90	67.08	72.26	77.43	82.61	
Lower Limit	47.54	52.72	57.90	63.08	68.26	
Target						59



Target 2018/19	Target Setting Rationale
59	<p>The total number of deaths and injuries arising from accidental fires is predicted to again decrease compared to the number recorded during the previous year but also looks set to miss the target for 2017/2018 by only 3 incidents. We will push forward to further understand the root causes of fire related injuries, using both the data recorded from previous fire-related injuries and additional data gathered through further engagement with the individual casualties involved. This will be achieved primarily through 'Major Injury (M37) Case Studies' (which are carried out for all fire related fatalities and serious injuries), the organisation's ongoing commitment to the UK-wide Lifebid project and a number of campaigns which include Summer, Kitchen and Bonfire Safety. We continue to work with our partners to reduce risk in our communities and have set a target of 59 for 2018/2019.</p>

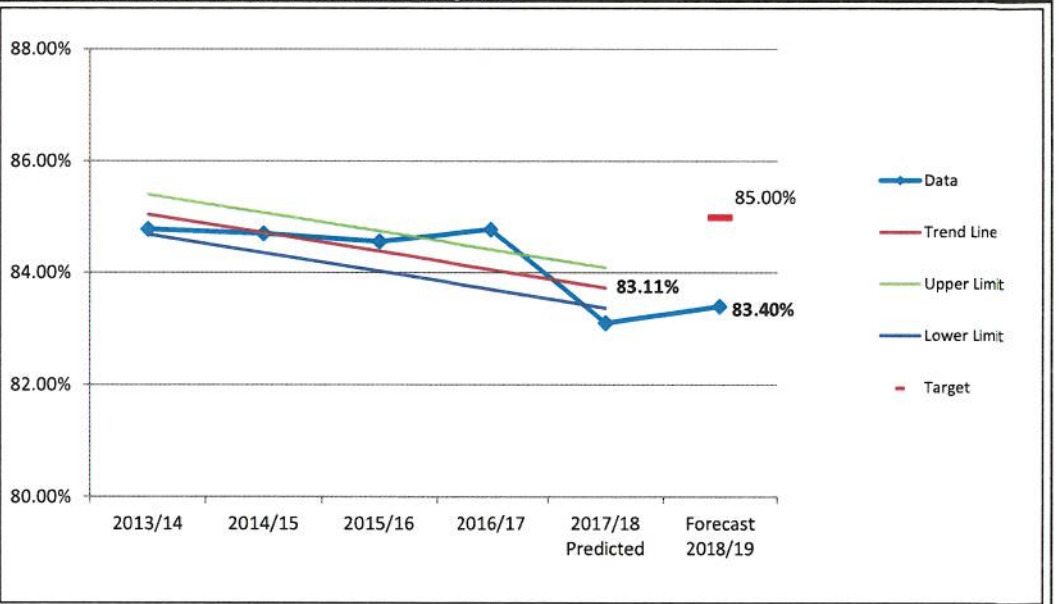
**Target Setting
2018/2019
Effective Response**

Effective Response			
Indicator I.D.	7	Description:	The Percentage of dwelling fires which were contained in the room in which they originated.
Indicator Ref:	FRS/EFR/S/003		
PI Target	85%	The data shown in the tables and chart below are the actual percentage of incidents confined to room of origin. This allows meaningful comparisons across other FRS's, e.g. Welsh FRS's and Family Group 4.	

Direction of Travel:
↑

The Percentage Of Dwelling Fires Which Were Contained In The Room In Which It Originated

Year No	1	2	3	4	5	6
Year	2013/14	2014/15	2015/16	2016/17	2017/18 Predicted	Forecast 2018/19
Data	84.79%	84.71%	84.56%	84.78%	83.11%	83.40%
Trend Line	85.05%	84.72%	84.39%	84.06%	83.73%	83.40%
Difference	0.26%	0.01%	0.18%	0.72%	0.62%	
Upper Limit	85.40%	85.07%	84.75%	84.42%	84.09%	
Lower Limit	84.69%	84.36%	84.03%	83.70%	83.38%	
Target						85.00%



Target 2018/19	Target Setting Rationale
85.0%	The target for 'The Percentage of Dwelling Fires which were contained in the room of origin' has been set at 85%. The annual trend for this indicator shows a marginal decrease but each annual variance is extremely small. This indicator is very much influenced by actions and behaviours of the dwelling occupants before or at the time of ignition.

SOUTH WALES FIRE & RESCUE AUTHORITYAGENDA ITEM NO 6ii
12 FEBRUARY 2018

REPORT OF THE DEPUTY CHIEF OFFICER

**REPORT ON RESPONSES TO THE CONSULTATION OF THE DRAFT
ROLLING STRATEGIC PLAN AND PRIORITY ACTIONS 2018/19****SUMMARY**

To consider the responses received during the consultation process that ran from 31 October 2017 to 31 January 2018.

RECOMMENDATIONS

That Members approve the Strategic Themes and Priority Actions detailed in Appendix A (collectively considered as our improvement objectives).

That Members note the consultation responses detailed in Appendix B.

1. BACKGROUND

- 1.1 In accordance with the Local Government (Wales) Measure 2009, we have a duty to consult on our proposed improvement objectives that support our long-term strategic vision. We also publish an annual report on our achievement and performance.
- 1.2 The objectives in Appendix A (referred to as strategic themes and priority actions), which help support the well-being objectives and have a clear link with the National Framework, are contained within the document "How did we do in 2016/2017 and what do we plan to do in 2018/2019".
- 1.3 Details of the proposal were made available on the intranet and internet page. Articles were published in the Spark, Newsletter and Routine Notices. Externally it was sent with an invitation to respond and/or request further information to all constituent Local Authorities, Town Councils, South Wales Police, Gwent Police, Health Boards, Public Service Boards, Welsh Government contacts, third party and voluntary organisations plus many more. The document was also publicised on Twitter and Facebook.
- 1.4 The consultation period ran from 31 October 2017 to 31 January 2018. Due to the reporting timetable for Fire & Rescue Authority meetings the information reported in this paper covers the dates 31 October 2017 to 12 January 2018.

2. ISSUE

- 2.1 The Welsh Improvement Plan page on the website was been visited 42 times. The English Improvement Plan page on the website was been visited 596 times.
- 2.2 The social media campaign for the consultation ran at regular intervals throughout the consultation period. Examples of the posts and tweets of this Social Media Campaign can be seen at Appendix C.
- 2.3 On Facebook there were 9 posts which reached 13,600 Facebook users. There were 104 post clicks; the Facebook user clicked on the post to look at it further, with 27 associated likes, comments or shares.
- 2.4 On Twitter there were 28 posts over the period creating 45,621 impressions (reach). The engagement this generated was 325 likes, shares or replies.
- 2.5 Prior to publication of the Improvement Plan, in order to test face to face engagement and boost our engagement with underrepresented groups, a two day engagement was undertaken at Cardiff Pride and Cardiff Harbour Festival on Saturday, 26 August and Sunday, 27 August 2017. This face- to-face engagement produced 39 of the total survey replies.
- 2.6 The number of Welsh survey responses received was 0. The number of English survey responses received was 110. This is a significant increase in responses compared to our previous consultations for the improvement objectives with 22 times more than last year.
- 2.7 The results of the consultation show significant support for each of the priority actions. The agreement on each priority action varied from 73% (Reducing our Service's impact on the environment to ensure future sustainability - PA04) to 94% (Working with others to protect our communities from harm or the risk of harm - PA01).
- 2.8 The number of responses from consultees in each unitary authority areas varied. The highest level of response was received from RCT with the fewest from Newport. There were no responses from Monmouthshire. However 29 people declined to answer this question.
- 2.9 Responses were received from each age category with most identifying themselves in the 46-55 and 25-35 age brackets. There were no responses identifying themselves from Asian or black groups. Almost 2% of respondents identified themselves as multiple ethnic groups. 87% of respondents identified as white.

3. EQUALITY RISK ASSESSMENT

- 3.1 An equality risk assessment was carried out for both the document and the survey. All documentation was offered in Welsh and English. The consultation also sought to obtain equalities data to analyse demographics for our responses.

4. RECOMMENDATIONS

- 4.1 That Members approve the Strategic Themes and Priority Actions detailed in Appendix A (collectively considered as our improvement objectives).
- 4.2 That Members note the consultation responses detailed in Appendix B.

Contact Officer:	Background Papers:
Sarah Watkins Head of Service Performance and Communications	None

APPENDIX A

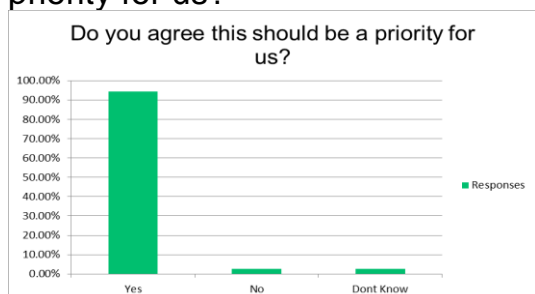
Strategic Themes and Priority Actions collectively considered as our improvement objectives

Strategic Theme	Priority Action
Reduce Risk	Working with others to protect our communities from harm or the risk of harm (PA01)
Engage and Communicate	Developing more efficient and effective ways of engaging and communicating with our communities about our services (PA02).
Nurture Sustainable resources	<p>Ensuring we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future (PA03)</p> <p>Reducing our Service's impact on the environment to ensure future sustainability (PA04)</p>
Embrace Technology	Ensuring we use technology to enable efficient and improved service delivery (PA05).
Strengthen Partnerships	Working with our Public Service Boards to support local communities (PA06).

Appendix B Consultation responses

Strategic Theme: Reduce Risk
Priority Action 01: Work with others to protect our communities from harm or the risk of harm.

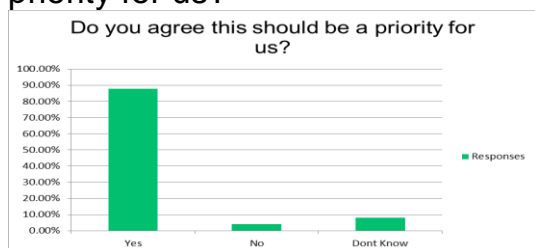
Q. Do you agree this should be a priority for us?



Yes	94.44%	102
No	2.78%	3
Don't Know	2.78%	3
	Answered	108
	Skipped	2

Strategic Theme: Engage and Communicate
Priority Action 02: Developing more efficient and effective ways of engaging and communicating with our communities about our services.

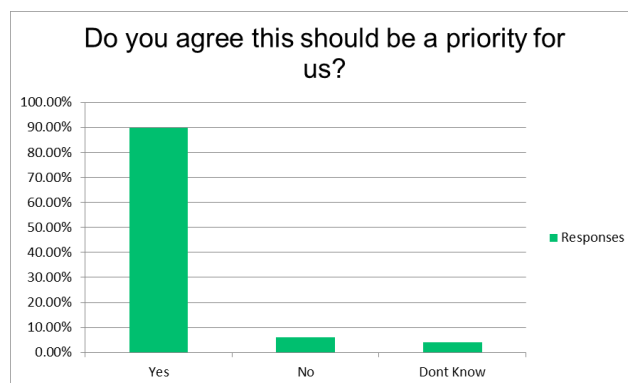
Q. Do you agree this should be a priority for us?



Answer Choices	Responses	
Yes	87.88%	87
No	4.04%	4
Don't Know	8.08%	8
	Answered	99
	Skipped	11

Strategic Theme: Nurture Sustainable Resources
Priority Action 03: Ensure we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future.

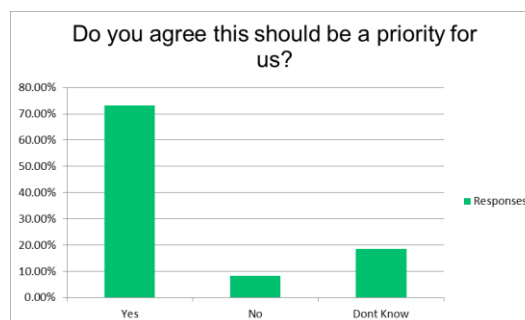
Q. Do you agree this should be a priority for us?



Answer Choices	Responses	
Yes	89.69%	87
No	6.19%	6
Don't Know	4.12%	4
	Answered	97
	Skipped	13

Priority Action 04: Reducing our Services' impact on the environment to ensure future sustainability.

Q. Do you agree this should be a priority for us?

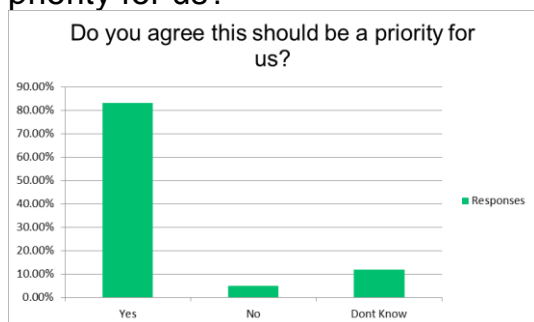


Answer Choices	Responses	
Yes	73.20%	71
No	8.25%	8
Don't Know	18.56%	18
	Answered	97
	Skipped	13

Strategic Theme: Embrace Technology

Priority Action 05: Ensuring we use technology to enable efficient and improved service delivery.

Q. Do you agree this should be a priority for us?

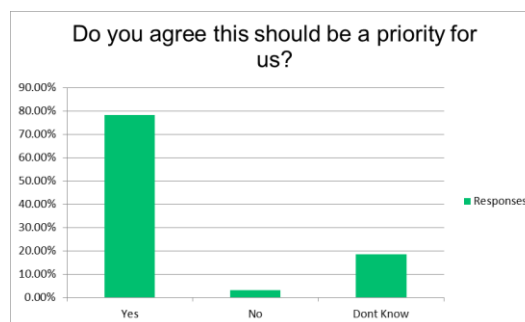


Answer Choices	Responses	
Yes	83.17%	84
No	4.95%	5
Don't Know	11.88%	12
	Answered	101
	Skipped	9

Strategic Theme: Strengthen Partnerships, Engage and Communicate

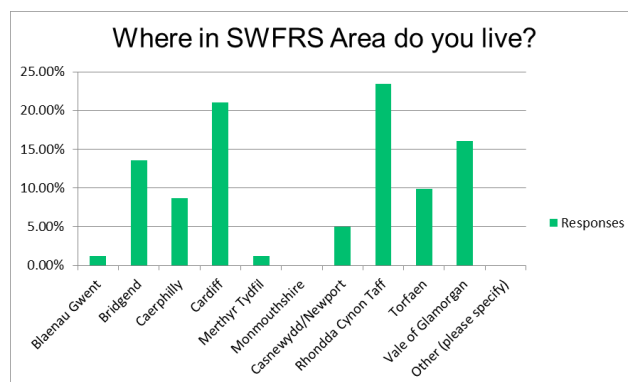
Priority Action 06: Working with our Public Service Boards to support local communities.

Q. Do you agree this should be a priority for us?



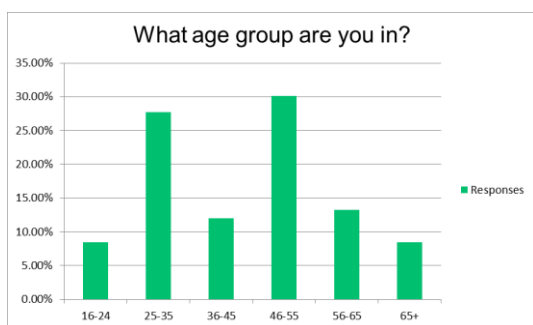
Answer Choices	Responses	
Yes	78.26%	72
No	3.26%	3
Don't Know	18.48%	17
	Answered	92
	Skipped	18

Q. Where in SWFRS Area do you live?



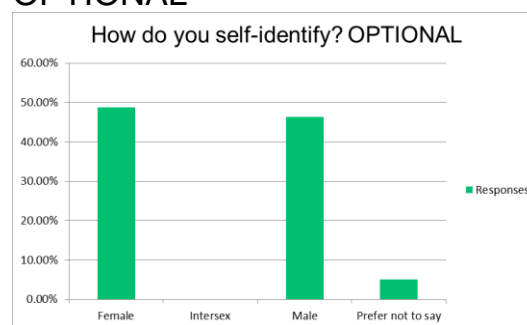
Answer Choices	Responses	
Blaenau Gwent	1.23%	1
Bridgend	13.58%	11
Caerphilly	8.64%	7
Cardiff	20.99%	17
Merthyr Tydfil	1.23%	1
Monmouthshire	0.00%	0
Newport	4.94%	4
Rhondda Cynon Taff	23.46%	19
Torfaen	9.88%	8
Vale of Glamorgan	16.05%	13
Other (please specify)	0.00%	0
	Answered	81
	Skipped	29

Q. What age group are you in?



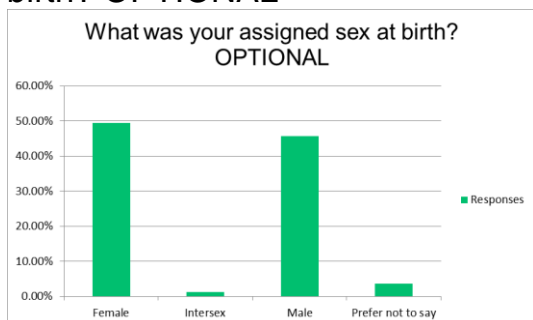
Answer Choices	Responses	
16-24	8.43%	7
25-35	27.71%	23
36-45	12.05%	10
46-55	30.12%	25
56-65	13.25%	11
65+	8.43%	7
	Answered	83
	Skipped	27

Q. How do you self-identify?
OPTIONAL



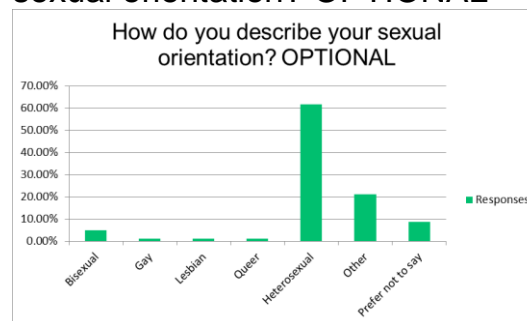
Answer Choices	Responses	
Female	48.75%	39
Intersex	0.00%	0
Male	46.25%	37
Prefer not to say	5.00%	4
	Answered	80
	Skipped	30

Q. What was your assigned sex at birth? OPTIONAL



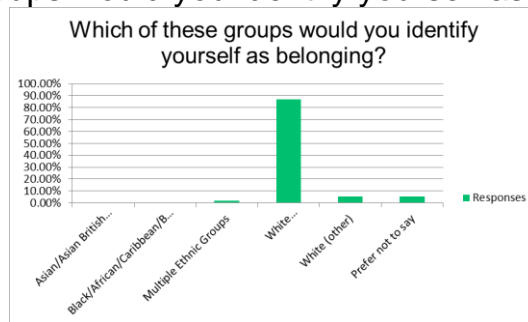
Answer Choices	Responses	
Female	49.38%	40
Intersex	1.23%	1
Male	45.68%	37
Prefer not to say	3.70%	3
	Answered	81
	Skipped	29

Q. How do you describe your sexual orientation? OPTIONAL



Answer Choices	Responses	
Bisexual	4.94%	4
Gay	1.23%	1
Lesbian	1.23%	1
Queer	1.23%	1
Heterosexual	61.73%	50
Other	20.99%	17
Prefer not to say	8.64%	7
	Answered	81
	Skipped	29

Q. Which of these groups would you identify yourself as belonging?



Answer Choices	Responses	
Asian/Asian British (Indian/Pakistani/Bangladeshi/Chinese)	0.00%	0
Black/African/Caribbean/Black British	0.00%	0
Multiple Ethnic Groups	1.85%	1
White (Welsh/English/Scottish/Northern Irish/British)	87.04%	47
White (other)	5.56%	3
Prefer not to say	5.56%	3
	Answered	54
	Skipped	56







Q. What are your priorities within the community and/or your role in the organisation?

Responses
Priority Safety Role none
Vale 50+SF
difficult to answer - this question seems isolated
Partnership activity and prevention work.
People feeling safe in their communities / Social inclusion / Services meeting the needs of those in need
Administrator within the organisation / Educate my family & friends passing on information.
TO PROVIDE AND MAINTAIN A FIRST CLASS EMERGENCY RESPONSE SERVICE AND ACTIVELY ENGAGE WITH ALL COMMUNITY, BUISNESS AND OTHER EMERGENCY SERVICES TO ACHIEVE THIS.
Keeping people safe when enjoying life
safety
Safety
Reducing risk or fire and other special services / Engagement and risk reduction "Making south wales a safer place"
Risk reduction, Station manager in BFS.
My priority is to improve my health and wellbeing (physical and mental)
To ensure the wellbeing of all within the community we serve. To maintain the high standards and impart knowledge and experience with the future fire and rescue service
Reach out to the community
It's about making a difference to people's lives.

Responses
Provide well trained professional fire fighters. / pre-empt and respond to numerous objectives
Make South Wales a safe place to live, work and visit.
To provide the best service to all customers to reduce risk prevention
To be as efficient as possible in order to help reduce the cost of public services so that more critical areas of society can be focussed on i.e. social and health care/ mental health services.
To do a good days work. Make a small contribution to safety of community I live in. Help to keep Fire fighters safer
Reduce fire of all types within the community and within the organisation to be used more than what I am.
Community: Collective mind-set to safety, helpfulness, support, cleanliness, environmental health & upkeep. / Work: To do my job to the best of my ability, to acquire knowledge/skills pertinent to role and future development and to be friendly/helpful/respectful to everyone in all respects
Deliberate fire setting, awareness of changing landscapes i.e. increase in elderly, infrastructure, dwellings
Our priorities as an organisation are to keep South Wales safe by understanding and responding to our communities' needs; our role is in the Corporate Development and Joint Public Service Centre
Reducing risk and harm Head of Risk Reduction
To keep people safe and educated regarding their own responsibility to safety
I would like to see greater efforts to reduce carbon emissions through monitoring and evaluating energy reduction and waste. The organisation should have an Environment Champion who looks at the organisation as a whole and looks at ways to save energy and reduce waste. This will reduce our carbon footprint, save us money and help us achieve the PSBs Wellbeing plans. It will also contribute to the Welsh Governments targets of being carbon neutral.
Helping people to feel they have self-worth (i.e. no more 'throw away' people) and to keep themselves and others safe.
To deliver an effect and efficient organization that continues to provide the highest standards of service delivery to the people of South Wales, to educate, protect and make the citizens and visitors to Wales safe.
Police Service / Prevent reduce Crime / Support and reassure communities particularly vulnerable / Quality investigation and bringing offenders to justice
To improve the health & wellbeing of the population
Support, suggest and open to change
to help run the organisation be more efficient and support with financial demands that are coming our way with the possible cuts in funding
Youth
Ensure community safety and reduce incidents accidental and intentional. I am an aspiring firefighter, member of the community.
To ensure that communities are well served and protected by their respective FRS
Be more sustainable with fleet and general working practices. / Keep the young and old safe.
To educate residents in ward about Fire Safety through Events .Member on Fire Authority.
Safety and wellbeing of my constituents.
Ensuring third sector groups/organisations are included in the public agenda/funding/planning

Appendix C

Social Media Campaign Examples of the posts and tweets

<p>Gwasanaeth Tân ac Achub De Cymru / South Wales Fire and Rescue Service Published by Hootsuite [?] · October 31, 2017 · ©</p> <p>Cymerwch olwg ar ein Cynllun Gwella diweddaraf. http://ow.ly/GK5d30gfXXp</p> <p>See Translation</p>  <p>Get More Likes, Comments and Shares When you boost this post, you'll show it to more people.</p> <p>1,143 people reached Boost Post</p> <p>Emma Thompson</p> <p>Like Comment Share</p>	<p>Gwasanaeth Tân ac Achub De Cymru / South Wales Fire and Rescue Service Published by Hootsuite [?] · October 31, 2017 · ©</p> <p>We continue to strive to improve service to our communities. Take a look at our 2016/17 Improvement Plan. http://ow.ly/zEBo30gfWnu</p>  <p>Check out this link SOUTHWALES-FIRE.GOV.UK</p> <p>Get More Likes, Comments and Shares When you boost this post, you'll show it to more people.</p> <p>2,225 people reached Boost Post</p> <p>Stephen Willey and 4 others 4 Shares</p> <p>Like Comment Share</p>
<p>SW Fire & Rescue @SWFireandRescue</p> <p>How do you think we could improve as a service? ow.ly/AgZ630ggZ8K</p>  <p>5:35 PM · 13 Nov 2017</p> <p>1 Retweet 2 Likes</p> <p>1 1 2</p>	<p>Gwasanaeth Tân ac Achub De Cymru / South Wales Fire and Rescue Service Published by Hootsuite [?] · November 1, 2017 · ©</p> <p>Take a look at our latest Improvement Plan... http://ow.ly/Mroq30gfYah</p>  <p>Get More Likes, Comments and Shares Boost this post for £36 to reach up to 19,000 people.</p> <p>1,953 people reached Boost Post</p> <p>Like Comment Share</p>
<p>SW Fire & Rescue @SWFireandRescue</p> <p>Chwiliwn yn barhaus am ffyrdd i wella'n gwasanaethau a gwerthfawrognw eich adborth : ow.ly/BkQg30gxRiH</p>  <p>Hydref 2017</p> <p>11:30 AM · 26 Nov 2017</p> <p>1 1 1</p>	<p>SW Fire & Rescue @SWFireandRescue</p> <p>Rydym yn parhau i ymdrechu i wella'r gwasanaeth i'n cymunedau. Cymerwch gip ar ein Cynllun Gwella 2017/2018. ow.ly/9oa330gfYrB</p>  <p>7:10 PM · 1 Nov 2017</p> <p>1 1 1</p>

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 6iii

12 FEBRUARY 2018

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2018/2019**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 2018/2019 Pay Policy Statement has been drafted for Members' consideration.

RECOMMENDATION

Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2018/2019 for publication by 31 March 2018.

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 2018/2019 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 in red text in Appendix 1.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Pay Policy Statement.
- 3.2 A number of equal pay and equal value issues were identified and are subject to ongoing research and evaluation in advance of being brought to members for consideration.

4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2018/2019 Statement for publication by 31 March 2018.

Contact Officer:	Background Papers:
T/ACO Mark Malson Director of People Services	2017/2018 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 	
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>
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) • A Local Authority's policy on the relationship 	<p>FA 15.12.14</p>

	<p>between the remuneration of its Chief Officers and other Officers</p> <ul style="list-style-type: none"> • 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 and Assistant Chief Officers.	FA 15.12.14
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. Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually	FA 12.10.15

	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:					FA 14.03.15	
	Title	Notional % of CFO salary		Comp Level	Non Ops %	Actual % differential †	FA 14.03.15
	Chief Fire Officer	100%					
	Either, Deputy Chief Fire Officer	80%			100%		
	Or, Deputy Chief Officer				95%	95.189%	
	Assistant Chief Fire Officer	75%	Point 4	Operational	100%	75.149%	
	Assistant Chief Officer		Point 3	Strategic Response	95%	95%	
			Point 2	Business Continuity	82.5%		
			Point 1	Baseline	70%		
	Treasurer*			Baseline	60%	58.48%	
	* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.					FA 14.03.15	
	†The differential between Notional % and Actual % shall be monitored annually.					FA 14.03.15	

4.5	Fire and Rescue Authority, (Ref number Minute 156 May 2009), determined that the non-uniformed Assistant Chief Officer salary bandings would be competency based and determined in direct proportion to the job activities.	FA 15.12.14
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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 in February 2011 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced.	FA 15.12.14
4.10	Assistant Chief Officer's baseline remuneration is established at 70% of the full rate of the Assistant Chief Fire Officer, and is subject to additional emoluments. There is no automatic entitlement to a competence related level as each emolument must be evidence based prior to enactment.	FA 15.12.14
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 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	FA 15.12.14

	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
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, Retained, 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	FA 15.12.14

	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.	
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 6 .	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 1:8.59	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 (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 or delegated Head of HR Service
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	FA
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	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.	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 2018 , this is £15,014 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; 	FA 15.12.14

	<ul style="list-style-type: none"> • 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. 	
10.5	<p>The Assistant Chief Officer will:</p> <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 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	FA 15.12.14

	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.	
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	FA 15.12.14

	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.	
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 following circumstances: <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. 	FA 15.12.14

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	In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chairman of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.	FA 15.12.14
13.4	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.	FA 15.12.14
13.5	Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.	FA 15.12.14
13.6	Honorarium payments are pensionable.	FA 15.12.14
13.7	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.	FA 15.12.14
14.	SEVERANCE	
14.1	On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments 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.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and	FA

	severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	15.12.14
14.3	<p>Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion.</p> <p>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.</p>	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	<p>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:</p> <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 benchmark; • 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; 	FA 15.12.14

	<ul style="list-style-type: none"> • 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	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	14.03.16

	<p>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>	
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
19.2	National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2	FA 15.12.14
19.3	South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3.	FA 15.12.14
19.4	National Joint Council for Local Government service, salary matrix – Appendix 4.	FA 15.12.14
19.5	Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5	FA 15.12.14
19.6	South Wales Fire & Rescue Authority – Auxiliary Firefighters	FA 21.9.15

**SOUTH WALES FIRE AND RESCUE AUTHORITY, PRINCIPAL OFFICERS
AND HEADS OF SERVICE, SALARY MATRIX**

	WT Salary	Actual Salary
DIRECTORS (5 posts)		
Chief Fire Officer	£129,820	£129,820
<i>Deputy Chief Fire Officer (80% CFO)</i>	£103,856	-
Deputy Chief Officer (95.18% - DCFO)	£98,859	£98,859
Assistant Chief Fire Officer - Technical Services (75.14% CFO)	£97,558	£97,558
Assistant Chief Fire Officer - Service Delivery (75.14% CFO)	£97,558	£97,558
Assistant Chief Officer - People Services (95% - ACFO)	£92,681	-
<i>Assistant Chief Officer (82.5% - ACFO)</i>	£76,461	-
<i>Assistant Chief Officer (70% - ACFO)</i>	£64,877	-
STATUTORY OFFICER (1 post)		
Treasurer (38.45%)	£57,053	£25,890
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.		
HEADS OF SERVICE (8 posts)		
Head of Service - Finance	£51,217	£51,217
Head of Service - Corporate	£51,217	£51,217
Head of Service - HR	£51,217	£51,217
Head of Service - ICT	£51,217	£51,217
Area Manager – Operations †	£78,179	£71,328
Area Manager - Head of Operational Risk Management †	£78,179	£71,328
Area Manager – SOF Team†	£78,179	£71,328
Area Manager – Head of Risk Reduction †	£78,179	£78,179
Area Manager - Training & Development †	£78,179	£78,179
†Area Manager - Baseline Salary	£56,685	
20% flexi duty allowance	£11,337	
14% continuous duty system pay	£9,523	
CPD	£634	
† Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2016		
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 2017

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	22,459	10.26	15.39
Development	23,394	10.68	16.02
Competent	29,934	13.67	20.51
Crew Manager			
Development	31,816	14.53	21.80
Competent	33,187	15.15	22.73
Watch Manager			
Development	33,905	15.48	23.22
Competent A	34,847	15.91	23.87
Competent B	37,112	16.95	25.43
Station Manager			
Development	38,602	17.63	26.45
Competent A	39,761	18.16	27.24
Competent B	42,576	19.44	29.16
Group Manager			
Development	44,458	20.30	Not Applicable
Competent A	45,791	20.91	“
Competent B	49,284	22.50	“
Area Manager			
Development	52,194	23.83	Not applicable
Competent A	53,758	24.55	“
Competent B	57,252	26.14	“

APPENDIX B

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2017
(RETAINED DUTY SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,246	1,123	10.26	3.94
Development	2,339	1,170	10.68	3.94
Competent	2,993	1,497	13.67	3.94
Crew Manager				
Development	3,182	1,591	14.53	3.94
Competent	3,319	1,659	15.15	3.94
Watch Manager				
Development	3,391	1,695	15.48	3.94
Competent A	3,485	1,742	15.91	3.94
Competent B	3,711	1,856	16.95	3.94
Station Manager				
Development	3,860	1,930	17.63	3.94
Competent A	3,976	1,988	18.16	3.94
Competent B	4,258	2,129	19.44	3.94
Group Manager				
Development	4,446	2,223	20.30	3.94
Competent A	4,579	2,290	20.91	3.94
Competent B	4,928	2,464	22.50	3.94
Area Manager				
Development	5,219	2,610	23.83	3.94
Competent A	5,376	2,688	24.55	3.94
Competent B	5,725	2,863	26.14	3.94

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 2017

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	21,336	9.74	14.61
Development	22,224	10.15	15.23
Competent	28,437	12.99	19.49
Crew Manager (Control)			
Development	30,225	13.80	20.70
Competent	31,528	14.40	21.60
Watch Manager (Control)			
Development	32,210	14.71	22.07
Competent A	33,105	15.12	22.68
Competent B	35,256	16.10	24.15
Station Manager (Control)			
Development	36,672	16.75	25.13
Competent A	37,773	17.25	25.88
Competent B	40,447	18.47	27.71
Group Manager (Control)			
Development	42,235	19.29	Not applicable
Competent A	43,501	19.86	"
Competent B	46,820	21.38	"

*(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 2017

	£ per annum
Fire Control Operator equivalent	
During first six months	19,128
After six months and during 2nd year	19,975
During 3rd year	20,924
During 4th year	21,953
During 5th year	23,910
Leading Fire Control Operator equivalent	25,606
Senior Fire Control Operator equivalent	
During 1st year in rank	26,262
During 2nd year in rank	27,258

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2017

	£ per annum
Aged 16	10,390
Aged 17	11,164
Aged 18	22,459

SOUTH WALES FIRE AND RESCUE SERVICE

RETAINED PAYMENT STRUCTURE

Effective from 1st July 2017

Below are the structures for the 3 differing contracts.

100%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	50	50	50	60	60	60	60	60	60	60
Allowance A	£6,156.00	£6,408.00	£8,202.00	£10,461.60	£10,908.00	£11,145.60	£11,455.20	£12,204.00	£12,693.60	£13,075.20
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,539.00	£1,602.00	£2,050.50	£2,615.40	£2,727.00	£2,786.40	£2,863.80	£3,051.00	£3,173.40	£3,268.80
Total Salary 100%	£7,695.00	£8,010.00	£10,252.50	£13,077.00	£13,635.00	£13,932.00	£14,319.00	£15,255.00	£15,867.00	£16,344.00
75%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	37.5	37.5	37.5	45	45	45	45	45	45	45
Allowance A	£4,617.00	£4,806.00	£6,151.50	£7,846.20	£8,181.00	£8,359.20	£8,591.40	£9,153.00	£9,520.20	£9,806.40
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,154.25	£1,201.50	£1,537.88	£1,961.55	£2,045.25	£2,089.80	£2,147.85	£2,288.25	£2,380.05	£2,451.60
Total Salary 100%	£5,771.25	£6,007.50	£7,689.38	£9,807.75	£10,226.25	£10,449.00	£10,739.25	£11,441.25	£11,900.25	£12,258.00
50%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£10.26	£10.68	£13.67	£14.53	£15.15	£15.48	£15.91	£16.95	£17.63	£18.16
Number of Hours Paid a Month	25	25	25	30	30	30	30	30	30	30
Allowance A	£3,078.00	£3,204.00	£4,101.00	£5,230.80	£5,454.00	£5,572.80	£5,727.60	£6,102.00	£6,346.80	£6,537.60
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£769.50	£801.00	£1,025.25	£1,307.70	£1,363.50	£1,393.20	£1,431.90	£1,525.50	£1,586.70	£1,634.40
Total Salary 100%	£3,847.50	£4,005.00	£5,126.25	£6,538.50	£6,817.50	£6,966.00	£7,159.50	£7,627.50	£7,933.50	£8,172.00

During Induction Training	Trainee Rate		Allowance B
Basic Recruits Course	Trainee Rate	Allowance A	Allowance B
Post Recruits Course	Development Ra	Allowance A	Allowance B

APPENDIX 3

NJC PAY SPINE 2016-17 & 2017/18 (GREEN BOOK STAFF)

SCP	1 Apr 16	1 Apr 17
6	£14,514	£15,014
7	£14,615	£15,115
8	£14,771	£15,246
9	£14,975	£15,375
10	£15,238	£15,613
11	£15,507	£15,807
12	£15,823	£16,123
13	£16,191	£16,491
14	£16,481	£16,781
15	£16,772	£17,072
16	£17,169	£17,419
17	£17,547	£17,772
18	£17,891	£18,070
19	£18,560	£18,746
20	£19,238	£19,430
21	£19,939	£20,138
22	£20,456	£20,661
23	£21,057	£21,268
24	£21,745	£21,962
25	£22,434	£22,658
26	£23,166	£23,398
27	£23,935	£24,174
28	£24,717	£24,964
29	£25,694	£25,951
30	£26,556	£26,822
31	£27,394	£27,668
32	£28,203	£28,485
33	£29,033	£29,323
34	£29,854	£30,153
35	£30,480	£30,785
36	£31,288	£31,601
37	£32,164	£32,486
38	£33,106	£33,437
39	£34,196	£34,538
40	£35,093	£35,444
41	£36,019	£36,379
42	£36,937	£37,306
43	£37,858	£38,237
44	£38,789	£39,177
45	£39,660	£40,057
46	£40,619	£41,025
47	£41,551	£41,967
48	£42,474	£42,899
49	£43,387	£43,821

APPENDIX 4

Extract

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

CRAFT & ASSOCIATED EMPLOYEES

Pay for craft & associated employees from the pay week including **1 January 2016** are as follows:

Designation	1 April 2017 £ Per Week	1 April 2017 £ Per Annum
Engineer & Electrician	£327.41	£17,072

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 2017	2nd Year 1 April 2017	3rd Year 1 April 2017	4th Year 1 April 2017
16 Yrs	£180.07 (55%)	£229.19 (70%)	£294.67 (90%)	£311.04 (95%)
17 Yrs	£180.07 (55%)	£261.93 (80%)	£294.67 (90%)	£311.04 (95%)
18 Yrs +	£261.93 (80%)	£278.30 (85%)	£294.67 (90%)	£311.04 (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.

GENDER PAY GAP STATEMENT – 30 MARCH 2018**SUMMARY**

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, 2017, within 12 months. Accordingly the deadline for publication is 30 March, 2018.

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

RECOMMENDATIONS

Members endorse South Wales Fire & Rescue Authority's Gender Pay Gap Statement for publication on 30 March, 2018.

1. BACKGROUND

- 1.1 Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, in force from 6 April, 2017, relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees. Employers must publish the information within 12 months of the 'snapshot date' of 5 April, meaning that the deadline for first publication is 4 April, 2018. The prescribed information must be published on an annual basis thereafter.
- 1.2 There are separate but similar provisions, in force from 31 March, 2017, introducing gender pay gap reporting for public sector employers. The deadline for first publication by public sector employers is 30 March, 2018.

- 1.3 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.
- 1.4 For the purposes of calculating the gender pay gap employers must identify which of their employees are 'relevant employees', and which are 'full-pay relevant employees'.
- 1.5 Employers must base their gender pay gap calculations on pay data from a specific pay period.
- 1.6 Having collected details of all full-pay relevant employees' ordinary pay and bonus pay, employers must calculate each employee's hourly rate of pay.
- 1.7 Employers must calculate the differences in mean pay, median pay, mean bonus pay, and median bonus pay between male and female employees.
- 1.8 Employers must also identify the proportion of male and female employees in each pay quartile by reference to their hourly pay, and the proportion of male and female employees who were paid bonus pay.
- 1.9 Employers must publish their gender pay gap information, together with a written statement confirming its accuracy, on their own website or a Government website. While there is no legal requirement to do so, employers may also publish a narrative to explain their gender pay gap information.
- 1.10 Although the Regulations contain no sanctions for non-compliance, the explanatory note to the Regulations states that non-compliance will constitute an unlawful act under s.34 of the Equality Act 2006.

2. ISSUES

2.1 Public Sector Requirements

- 2.1.1 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).
- 2.1.2 These Regulations, in force from 31 March, 2017, repeal (with the exception of minor transitional provisions) and replace the Equality Act 2010 (Specific Duties) Regulations 2011.

2.1.3 The public sector gender pay gap reporting duty largely mirrors the duty for private and voluntary sector employers, and applies to relevant public authorities.

2.1.4 The relevant definitions, obligations, methods of calculation, reporting and publication requirements are set out in Schedule 1 to the Public Sector Regulations. These provisions reproduce almost exactly the wording in the equivalent provisions of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, with amendments where appropriate to reflect the fact that the employer is a public authority.

2.1.5 However, there are some important differences between the Private Sector Regulations and the Public Sector Regulations:

- Public authorities must publish the required information based on data captured on the snapshot date of 31 March each year (the snapshot date is 5 April for private and voluntary sector employers). Public authorities initially have 12 months from 31 March, 2017 (the date on which the public sector Regulations came into force) to publish the information. Accordingly, the deadline for first publication is 30 March, 2018.
- The public sector Regulations apply only to specified public authorities in England, specified cross-border Welsh authorities and specified public authorities operating across Great Britain in relation to non-devolved functions. There are separate regulations that apply to public authorities in Scotland and Wales. Scottish public authorities with more than 20 employees are already required to publish gender pay gap information. In Wales, public authorities are required only to have due regard to the need to have equality objectives that address the causes of pay differences, including those relating to gender.
- Unlike the private sector Regulations which do not define employment, the public sector Regulations define the term 'employment' as meaning 'employment under a contract of employment, a contract of apprenticeship or a contract personally to do work, and Crown employment'.
- Unlike the private sector Regulations, which contain no penalties for non-compliance or means of enforcement, there is an enforcement mechanism in the event that a public sector employer fails to comply with the public sector

Regulations. The Equality & Human Rights Commission (EHRC) is responsible for enforcing the public sector equality duties and, under s.32 of the Equality Act 2006, it may issue a compliance notice against a public authority that it believes has failed to comply with its gender pay gap reporting obligations. In addition, the EHRC may also, under s.32 of the Equality Act 2006, apply to court for an order requiring the public authority to comply.

- Unlike the private sector Regulations, the public sector Regulations do not require that the published information is accompanied by a statement signed by a prescribed individual confirming the accuracy of the information.

2.2 The Reporting Metrics

2.2.1 Employers must publish six metrics in respect of the 'relevant pay period'.

- The difference in the mean hourly rate of pay between male and female full pay relevant employees.
- The difference in the median hourly rate of pay between male and female full pay relevant employees.
- The proportions of male and female full pay relevant employees in each of the four quartile pay bands.
- The difference in mean bonus pay between male and female relevant employees.
- The difference in median bonus pay between male and female relevant employees, and
- The proportions of male and female relevant employees who received bonus pay.

2.2.2 Employers must express each metric listed above as a percentage figure.

2.2.3 The term 'full-pay relevant employee' is relevant only to the hourly pay calculations and quartile pay bands required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

2.2.4 A full-pay relevant employee is 'a relevant employee who is not, during the relevant pay period, being paid at a reduced rate or nil

as a result of the employee being on leave'. For these purpose 'leave' includes:- annual leave, maternity, paternity, adoption, parental or shared parental leave, sick leave, and special leave. 'Special leave' is not defined in the Regulations.

2.2.5 Consequently, employees who are absent from work during the relevant pay period because of leave, and who are in receipt of less than full pay as a result of that leave, are excluded for the purposes of calculating the differences in mean and median hourly pay between male and female employees. Such employees are also excluded from the employer's calculations in respect of the quartile pay bands. Including such employees may result in a higher gender pay gap where the employer has a high number of employees on maternity leave, for example.

2.2.6 Regulation 3(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines 'ordinary pay' as basic pay, allowances, pay for piecework, pay for leave, and shift premium pay. An allowance is defined as for example, London weighting, purchase, lease or maintenance of a vehicle or an allowance paid to recruit or retain an employee. Out-of-pocket expenses, for example travel or fuel costs, are excluded.

2.2.7 Regulation 4(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines 'bonus pay' as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, or relates to profit-sharing, productivity, performance, incentive or commission. The Regulations do not contain a requirement that bonus pay should be contractual. Therefore, both contractual and non-contractual bonus payments are covered by the Regulations.

2.3 Gender Pay Gap Statement for South Wales Fire & Rescue Authority – 30 March 2018

2.3.1 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 30 March 2018. The statement summarises the required reporting metrics and the Authority's position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.
- 3.2 The assessment concluded that there is an impact based on the evaluation of the gender pay gap. This is being addressed through the Authority's review of organisational structures that includes an analysis of pay strategy, pay structures, job roles, job descriptions, and person specifications to include all related allowances to address any identified inequalities in pay and grades.

4. RECOMMENDATIONS

- 4.1 That Members endorse South Wales Fire & Rescue Authority's Gender Pay Gap Statement for publication on 30 March 2018.

Contact Officer:	Background Papers:
ACO Mark Malson Acting Director of People Services	Equality Act 2006 Equality Act 2019 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2017

From 2017 onwards, any UK organisation employing 250 or more employees has to publicly report on its gender pay gap. We are required to report on the mean and median gender pay gap and also a breakdown, by quartiles of the proportion of men and women in each quartile, based on hourly rate.

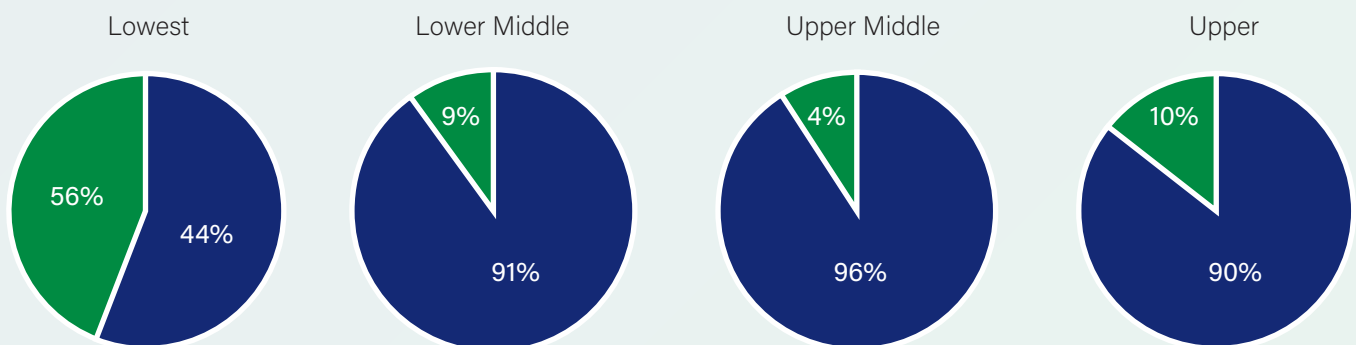
The gender pay gap is the difference between the average hourly rates of pay between males and females employees regardless of their role in the Service. This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid the same rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

Mean and Median Data

Difference between men and women		
	Mean (Average)	Median
Hourly rate	17.57%	16.34%

The table above shows our overall mean (average) and median gender pay gap based on hourly rates of pay as at the 31st March 2017.

Pay Quartiles (based on hourly rates)



The above information illustrates the gender distribution at South Wales Fire and Rescue Service, as at 31st March 2017, as per Gender Pay Gap Reporting requirements.

SOUTH WALES FIRE AND RESCUE SERVICE

GENDER PAY GAP REPORT 2017

The gender pay gap is based on average pay of females and males, so one of the biggest causes of it can be the numbers of women and men in different roles and at different levels in the organisation.

For example: if the majority of employees in the upper pay levels are male and the majority of employees in the lower pay levels are female, there is likely to be a gender pay gap, even though everyone is being paid the correct pay for the roles they are undertaking.

Other reasons which may contribute to a gap include:

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay choices that are made at various points of an individual's working life

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in.

Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

As part of our Recruitment and Attraction Strategy, South Wales Fire & Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service.



Councillor Tudor Davies

Chairman, South Wales Fire and Rescue Authority

AGENDA ITEM NO 7

Reports for Information

SOUTH WALES FIRE & RESCUE AUTHORITY

AGENDA ITEM NO 7i

12 FEBRUARY 2018

REPORT OF THE ASSISTANT CHIEF FIRE OFFICER DIRECTOR OF SERVICE DELIVERY

RESPONSE TO CLADDING SYSTEM TEST FAILURES IN HIGH-RISE PREMISES WITHIN SOUTH WALES**SUMMARY**

This report informs Members of the Risk Reduction activity that has taken place since the Grenfell incident on the 14 June 2017.

The report also includes an update of the independent review of building regulations and fire safety being led by Dame Judith Hackitt.

RECOMMENDATION

That Members note the Risk Reduction activity being carried out for the safety and re-assurance of high-rise living in South Wales, and also to note the current direction of travel of the independent review of the building regulations and fire safety.

1. BACKGROUND

- 1.1 In the early hours of 14 June 2017, a fire spread through Grenfell Tower. Seventy-one people died, many homes were destroyed and countless lives have been affected. The fire appeared to be accelerated by the building's exterior cladding, leading to a national programme of extensive testing of cladding on similar high rise buildings.
- 1.2 This testing revealed widespread use of aluminum composite materials (ACM) which did not meet the limited combustibility requirements of building regulations guidance, and raised concerns for the safety of other buildings.
- 1.3 The details that surround the incident at Grenfell, including the development and spread of fire, the firefighting operations and the management of the building remain the subject of further investigation.
- 1.4 Fortunately a fire of this type and with such tragic outcomes is a very rare event. The vast majority of fires in homes are contained within the compartment where the fire first starts in accordance with the design requirements of the building.

2. ISSUE

- 2.1 Following the devastating events at Grenfell back in June 2017, we have been closely collaborating with other Fire and Rescue Services across the

country and sharing advice and guidance with a number of groups, including our Welsh Fire & Rescue Service colleagues, local councils, the NHS, housing associations and landlords.

- 2.2 We have focused our efforts on carrying out a Risk Based Inspection Programme (RBIP) of all sleeping risk high rise buildings, of six floors or more, in conjunction with the landlords and building managers of these sites, so that safety at these buildings can be properly assessed and where necessary improved.
- 2.3 These inspections take into account all of the issues identified by government and NFCC (National Fire Chiefs Council), including the presence and type of any cladding that may have been used. In addition, our operational crews have been carrying out operational familiarisation visits to high rise residential premises identified as having ACM cladding and collating site specific risk information for our records. Our community safety teams have carried out safe and well visits providing concerned residents with key information in-line with the risk assessments, and the building management's evacuation strategy.
- 2.4 The shift to thematic audits has had a significant impact on our Risk Based Inspection Programme, however other benefits were gained in relation to the appreciation of high-rise risk across the SWFRS area. These included better engagement with stakeholders, both internal and external.

Current Situation within the South Wales Area

- 2.5 The Grenfell incident initiated a review of high rise premises across our area and a subsequent programme of inspections to establish the issues around buildings with ACM (Aluminum composite material). This thematic approach shifted our resources from the normal risk based inspection programme to an area of work where our primary focus is inspection based but also engagement and reassurance to responsible persons (RP'S) and occupants.
- 2.6 There are 206 tower blocks of six storeys or more owned by social landlords (Local Authorities or Housing Associations), private landlords, Hotels and Student accommodation in South Wales.
As of the 1 January 2018, 206 total compliance inspections have taken place across South Wales. A total compliance inspection is undertaken by experienced, qualified business fire safety officers to ensure full compliance with the relevant regulations.
- 2.7 Within South Wales there are currently 12 buildings, of six stories or more that have failed to meet the limited combustibility requirements of building

regulations guidance for their cladding systems (exterior envelope of the building).

- 2.8 Newport City Homes (NCH) were the first housing providers to announce a failure during cladding tests on three properties within Newport. Following notification of this, SWFRS conducted safe and well visits by our Community Safety teams, Business Fire Safety inspections and operational reviews at all three sites and increased the operational response, should a fire occur at these premises
- 2.9 Newport City Homes have plans to remove and replace the existing cladding systems and install retro-fit sprinklers systems at the three premises and continue to work closely with SWFRS.
- 2.10 Business Fire Safety have been in constant liaison with the Management Company and owners of the private high rise premises in Cardiff. BFS representatives attended a public meeting and provided information and advice. Operational personnel have been visiting on site and testing the water provisions for firefighting which required some remedial work.
- 2.11 Likewise Business Fire Safety have been working closely with Cardiff Local Education Authority in regards to the secondary school and the owners of the high rise hotel in Cardiff.
- 2.12 The 12 high-rise premises identified as having ACM cladding attracted additional work outside of our normal Risk Based Inspection Programme working practice. This additional work was in the form of engagement activities carried out by our Risk Reduction department and special service calls to test hydrants and fire-fighting facilities. This additional work was carried out to ensure the safety of high-rise living occupants and the safety of our fire-fighters. This was achieved through existing resources and reallocating teams from low risk activities.
- 2.13 A High-rise living team has been set up to deliver on some key organisational issues that were identified during the inspections of high-rise premises in South Wales from within existing structures.

Independent review of Building Regulations and Fire Safety.

- 2.14 The Government announced an independent forward-looking review of the building regulations and fire safety on the 28 July 2017, being led by Dame Judith Hackitt. This review was commissioned by the Secretary of State for the Department for Communities and Local Government (DCLG) and the home secretary as part of the ongoing response to the Grenfell Tower Disaster.

- 2.15 As set out in the review's terms of reference published on the 30 August, this review is running in parallel with the work of the Grenfell Tower Inquiry, being led by Sir Martin Moore-Bik.
- 2.16 The Interim report was published on the 18 December 2017 with the final report to follow in spring 2018. The interim report sets out the findings to date and the direction of travel. In summary, the work of the review to date has found that the current regulatory system for ensuring fire safety in high-rise and complex buildings is not fit for purpose. This applies throughout the life cycle of a building, both at construction and occupation, and it has been identified that this is a problem connected both to the culture of the construction industry and the effectiveness of the regulators.
- 2.17 The full implications of the outcome for the Fire & Rescue Service in terms of the Building regulations review and public inquiry are as yet unknown. The direction of travel is clear so the questions to be addressed by phase two of the review are now about how industry, government and other key players are going to deliver the change needed.
- 2.18 Early discussions have commenced with Welsh Government regarding the interim recommendations and challenges.

3. FINANCIAL IMPLICATIONS

- 3.1 A gap analysis has identified a need for high-rise operational training for key station personnel. It is anticipated that this will be held at the high-rise training facility at West Midlands Fire Service. The cost of this training will be borne from within existing budgets

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of our Risk Reduction activity. The assessment concluded that there were no immediate or long term adverse impacts on any groups or personnel arising from our RBIP (Risk Based Inspection programme) or as part of the High-Rise living initiative.

5. RECOMMENDATION

- 5.1 That Members note the Risk Reduction activity being carried out for the safety and re-assurance of high-rise living in South Wales, and also to note the current direction of travel of the independent review of the building regulations and fire safety.

Contact Officer:	Background Papers:
Group Manager Christian Hadfield Head of Business Fire Safety	None

**FORWARD WORK PROGRAMME FOR
FIRE & RESCUE AUTHORITY 2017/18**

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
Each meeting following the NIC meeting	Update Report on the work of the NIC	To keep Members up-to-date with the work of the NIC	DCO Contact Officer: Sally Chapman	
As appropriate when amendments required	Updating Constitutional Documents	To ensure that the constitutional documents of the Authority remain up-to-date and reflecting the requirements and practices of the organisation	DCO Contact Officer: Sally Chapman	
10 July 2017	Financial Governance	To seek Members approval to respond to WAO enquiries in relation to financial governance enquiries	Treasurer Contact Officer: Geraint Thomas	Completed. Presented at the Members' Training Day
10 July 2017 25 Sept 2017	Strategic Risk	To advise Members of the Strategic Risks of the Organisation and how these are being treated, managed or reduced.	DCO Contact Officer: Sarah Watkins	Completed
10 July 2017 25 Sept 2017	WAO Certificate of Compliance	To advise Members of the WAO Certificate of Compliance received in relation to the publication of the 2017-18 Improvement Plan	DCO Contact Officer: Sally Chapman	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
	Annual Reports:			
10 July 2017 25 Sept 2017	End of year Health Check on Performance and Strategic Objectives 2016/17	To advise Members of end of year performance against agreed targets and to advise Members of the end of year health check position in securing the achievement of the Strategic Objectives	DCO Contact Officer: Sarah Watkins	Completed
10 July 2017 25 Sept 2017 18 Dec 2017	Health & Safety Annual Report 2016/17	To advise Members of Health and Safety performance of the organisation	ACFO TS Contact Officer: Martin Hole	Completed
10 July 2017 25 Sept 2017	Pay Claim	Update of FBU Claim submitted and timeline for negotiations & tribunal claim	ACO PS Contact Officer: Phil Haynes	Completed
10 July 2017 25 Sept 2017	Operational Resilience	To advise Members of the Service's contingency plans that it has in place	ACFO TS Contact Officer: R Prendergast	Completed
10 July 2017 25 Sept 2017	Update on Renewal of Airwave	To advise Members of the current position	ACFO TS Contact Officer: R Prendergast	Completed
25 Sept 2017	Report on proposed Priority Actions 2018/19	To advise Members of the proposed Priority Actions 2018/19 and to seek authority to enter into public consultation on these	DCO Contact Officer: Sarah Watkins	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
25 Sept 2017	Update on MTFs and Reserves Strategy	To update Members on the Financial strategy and reserves strategy of the Authority prior to considering the report on the 2018/19 budget setting strategy	Treasurer Contact Officer: Chris Barton	Completed
25 Sept 2017	Budget Strategy 2018/19	To obtain clarification upon the political steer for the budget strategy for 2018/19 budget setting process	Treasurer Contact Officer: Chris Barton	Completed
25 Sept 2017	Statement of Accounts (Revenue and Capital) for 2016/17 budget	To seek Members' approval for publication of the Statement of Accounts	Treasurer Contact Officer: Geraint Thomas	Completed
25 Sept 2017	Treasury Management Outturn 2016/17	To advise Members of the year end treasury management position	Treasurer Contact Officer: Chris Barton & Geraint Thomas	Completed
18 Dec 2017	WAO Annual Improvement Report	To advise Members of the key issues emanating from the annual report and to provide an opinion on adequacy and effectiveness of the organisation and its potential to improve, its approach to risk management, control and governance processes based on the WAO work undertaken during the year, including data quality & PIs, HR work, a Framework update, whistleblowing and forward planning.	DCO Contact Officer: Sally Chapman	Completed

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
18 Dec 2017	Half Yearly Health Check of Performance and Review of Strategic Themes	To advise Members of performance against agreed targets and achievement of Strategic Themes at the mid-way point through the year	DCO Contact Officer: Sarah Watkins	Completed
18 Dec 2017	Half Yearly Review of Strategic Risk	To keep Members advised of the Strategic Risks of the Organisation and how these are being treated, managed or reduced.	DCO Contact Officer: Sarah Watkins	Completed
18 Dec 2017	Estimated Revenue & Capital Budget determination for 2018/19	To consider consultation responses and to set the recommended budget determination for consideration by Fire Authority in December	Treasurer Contact Officer: Geraint Thomas	Completed
18 Dec 2017	Treasury Management Mid Term Report 2017/18	To advise Members of the mid year position in relation to our treasury management	Treasurer Contact Officer: Geraint Thomas	Completed
18 Dec 2017	Independent Remuneration Panel for Wales' Draft Annual Report	To consider the IRPW's draft Annual Report and enable comments to be submitted to the Panel within required timescales	DCO Contact Officer: Sally Chapman	Completed
18 Dec 2017	Fire Medical Response Trials	To advise Members of the outcome of the Fire Medical Response Trials within the South Wales area following their conclusion in September 2017	CFO Contact Officer: Huw Jakeway	Completed
12 Feb 2018	KPI Target Setting 2018/19	To set the targets for the following financial year	ACFO SD Contact Officer: Sarah Watkins	On agenda

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
12 Feb 2018	Report on Responses to the consultation of the draft rolling Strategic Plan and Priority Actions 2018/19	To advise Members of consultation responses and seek approval for a final version of the rolling Strategic Plan	DCO Contact Officer: Sarah Watkins	On agenda
12 Feb 2018	Pay Policy Statement 2018/19	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance	ACO PS Contact Officer: Mark Malson	On agenda
12 Feb 2018	Treasury Management Strategy 2018/19	To secure Members' approval to the adoption of the Treasury Management Strategy 2018/19	Treasurer Contact Officer: Geraint Thomas	On agenda
12 Feb 2018	Impact on the Service following the Tragic Grenfell Incident	To advise Members of the impact of the Grenfell incident on the SWFRS and potential changes for the future.	CFO Contact Officer: Huw Jakeway	On agenda
26 March 2018	Treasury Management Strategy	To seek Member approval of the treasury management policy and strategy for the following financial year.	Treasurer Contact Officer: Chris Barton/ Geraint Thomas	
26 March 2018	Annual Report of the work of the Finance, Audit & Performance Management Committee & its working group during 2017/18	To advise Members of the work of the committee	DCO Contact Officer: Sally Chapman	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
26 March 2018	Annual Report of the work of the HR & Equalities Committee during 2017/18	To advise Members of the work of the committee	ACO PS Contact Officer: Mark Malson	
26 March 2018	Annual Report of the Work of the Pensions Committee 2017/18	To advise Members of the work of the committee	ACO PS Contact Officer: Mark Malson	
26 March 2018	Well-being Plans	To consider a report of the FAPM Committee of our PSBs' Well-being Plans and how these impact upon SWFRS's own Strategic Plan	DCO Contact Officer: Sarah Watkins	
26 March 2018	Welsh Language Standards	To update Members on compliance against the Welsh Language Standards	ACO PS Contact Officer: Mark Malson	

Huw Jakeway – CFO
Sally Chapman – DCO
Andrew Thomas – ACFO Service Delivery
Richie Prendergast – ACFO Technical Services
Mark Malson – Acting ACO People Services

Chris Barton – Treasurer
Geraint Thomas – Head of Finance & Procurement
Dewi Rose – Head of Operations
Calvin Powell – Head of Business Support
Sarah Watkins – Head of Service Performance & Communications
Andrew Jones – Acting Head of Human Resources

AGENDA ITEM NO 8

**To consider any items of business that the Chairman deems urgent
(Part 1 or 2)**

1.	Apologies for Absence	
2.	Declarations of Interest	
	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.	Chairman's Announcements	
4.	To receive the minutes of;	
	<ul style="list-style-type: none"> • Finance, Asset & Performance Management Working Group meeting held on 9 October 2017 • FAPM Meeting held on 4 December 2017 • HR & Equalities meeting held on 20 November 2017 • Fire & Rescue Authority meeting held on 18 December 2017 	<p style="text-align: right;">5</p> <p style="text-align: right;">9</p> <p style="text-align: right;">15</p> <p style="text-align: right;">21</p>
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