

## **SOUTH WALES FIRE & RESCUE AUTHORITY**

### **MINUTES OF THE HR & EQUALITIES MEETING HELD ON MONDAY, 16 JANUARY, 2017 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

#### **23. PRESENT:**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S J Jones (Chair)		Rhondda Cynon Taff
A Jones (Deputy Chair)		Torfaen
C Elsbury		Caerphilly
E Galsworthy		Merthyr Tydfil
B Morgan		Rhondda Cynon Taff
G Phillips		Cardiff
S Pickering		Rhondda Cynon Taff
M Powell		Monmouthshire
P Seabourne		Torfaen
E Hacker		Vale of Glamorgan

#### **APOLOGIES:**

S Bradwick		Rhondda Cynon Taff
D Davies		Newport
C James		Bridgend
R McKerlich		Cardiff
P Drake		Vale of Glamorgan
J Morgan		Blaenau Gwent

#### **ABSENT:**

**OFFICERS PRESENT:-** ACO P Haynes – Director of People Services, Mr C Powell – Deputy Monitoring Officer, Mr M Malson – Head of HR, AM I Greenman – Head of Training & Development, GM P Mason – Training & Development Team

The Chair extended a warm welcome to Group Manager Mason who was in attendance as an observer.

#### **24. DECLARATIONS OF INTEREST**

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

## **25. CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements.

## **26. MINUTES OF PREVIOUS MEETING**

The minutes of the previous HR & Equalities meeting held on 17 October, 2016, were received and accepted as a true record of proceedings.

## **27. TRAINING AND DEVELOPMENT DEPARTMENT – PRINCIPLES OF WORKFORCE PROGRESSION**

The Head of Training & Development presented a report for Members to consider the ongoing project which considered all aspects of Principles of Workforce Progression within the Service.

A question and answer session took place, after which the Chair thanked the Head of Training & Development for a very informative report.

### **RESOLVED THAT**

Members agreed to note the contents of the report.

## **28. STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020**

The Head of HR informed Members that South Wales Fire & Rescue Service is required under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish a Strategic Equality Plan. The current plan runs from 1 April 2015 to 31 March 2020.

Members received an update on the progress of the Strategic Equality Plan from 1 April 2015 to 31 March 2016.

### **RESOLVED THAT**

Members agreed to note the content of the report.

## **29. ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2015 TO 31 MARCH 2020**

The Head of HR informed Members that South Wales Fire & Rescue Service was required under the Equality Act 2010 (Statutory Duties)

(Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

The Annual Equality Report met the South Wales Fire & Rescue Service's legal duty to publish a report that demonstrated the progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and was focused primarily on data as well as what the Service had done during the period 1 April 2015 to 31 March 2016.

After a question and answer session, particularly around smoke detectors, Members agreed to note the content of the report.

### **RESOLVED THAT**

Members agreed to note the content of the report.

### **30. SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2017/2018**

The ACO People Services informed Members that the South Wales Fire & Rescue Authority was required to publish a Pay Policy Statement for each financial year, which provided 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 2016/2017 Pay Policy Statement had been drafted for Members' consideration and recommendation to the Fire & Rescue Authority.

ACO People Services noted two errors at 9.1 of the report that will be amended.

### **RESOLVED THAT**

30.1 Members agreed to review the South Wales Fire & Rescue Authority's Pay Policy Statement for 2017/2018

30.2 Members agreed to recommend the 2017/2018 Pay Policy Statement to the Fire & Rescue Authority for endorsement and publication by 31 March 2017.

## **RESOLVED THAT**

### **31. ANNUAL REPORT OF HR & EQUALITY COMMITTEE**

The ACO People Services presented a report which informed Members of the work that the HR & Equalities Committee had undertaken during the Municipal Year 2015/2016.

## **RESOLVED THAT**

Members agreed to note the work of the HR & Equalities Committee.

### **32. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2016/2017**

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 Firefighter Pension Schemes and as such needs to identify through which mechanism it intended to fulfil its role and obligations.

The Welsh Government issues regular communications to all Chief Fire Officers, Chairs, and Clerks of Fire & Rescue Authorities, electronically in a standard circular template. These e-mails and circulars could cover a variety of areas, including all aspects of Firefighters Pension Schemes, and have to be noted or actioned as appropriate. The presented report set out the current requirement for Firefighters Pension Schemes managerial and administrative actions.

The Chair expressed concern in relation to the potential loss of knowledge about the various pension schemes. The ACO People Services wished to assure Members that there are capable Officers within the organisation with the required knowledge.

## **RESOLVED THAT**

32.1 Members agreed to accept the content of the Welsh Government (Firefighters Pensions Scheme Circulars and e-mails) that had been received in the 2016/17 year.

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

### **33. TRAINING AND DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME GENERATION**

The Head of Training & Development presented a report which provided Members with an updated position on current and proposed Third Party Income Generation within the Training and Development Department for the Service during the current financial year.

The Chair thanked the Head of Training & Development and his team for all they doing in relation to income generation which is improving continuously.

#### **RESOLVED THAT**

Members agreed to note the content of the report.

### **34. FORWARD WORK PROGRAMME**

The ACO People Services presented the Forward Work Programme for 2016/2017.

The Chair encouraged Members to take up the offer of Welsh lessons, should they arise.

The suggestion of a visit to the Training and Development Centre was raised. The ACO People Services confirmed that a visit will be planned for Members, possibly to take place in September 2017.

#### **RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2016/2017.

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

There were no items of urgent business.