

## **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, 9 February 2015 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.
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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	J	Jones	Caerphilly
S	Bradwick	Rhondda Cynon Taff	S J	Jones	Rhondda Cynon Taff
D T	Davies	Caerphilly	R	McKerlich	Cardiff
P	Drake	Vale of Glamorgan	B	Morgan	Rhondda Cynon Taff
C	Elsbury	Caerphilly	J	Morgan	Blaenau Gwent
E	Galsworthy	Merthyr Tydfil	G	Phillips	Cardiff
E	Hacker	Vale of Glamorgan	S	Pickering	Rhondda Cynon Taff
P	Hannon	Newport	M	Powell	Monmouthshire
K	Hyde	Cardiff	M	Rahman	Newport
C	James	Bridgend	P	Seabourne	Torfaen
M	Javed	Cardiff	C	Smith	Bridgend
A	Jones	Torfaen	V	Smith	Monmouthshire



**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**MINUTES OF THE HR & EQUALITIES MEETING**  
**HELD ON MONDAY, 13 OCTOBER 2014**  
**AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS**

**11. PRESENT:**

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

**APOLOGIES:**

J Morgan		Blaenau Gwent
S Pickering		Rhondda Cynon Taff
P Seabourne		Torfaen

**ABSENT:**

**OFFICERS PRESENT:** DCO S Chapman – Monitoring Officer; ACO P Haynes – Director of People Services; T/AM Ian Greenman – Head of Training & Development; Mr M Malson – Head of Human Resources; Mrs J Edwards – HR Manager; Mrs J Nancarrow – HR Manager

**12. DECLARATIONS OF INTEREST**

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

Senior Officers present declared a personal interest in Agenda Items 4, 5 and 11 and undertook to leave the room at the appropriate point of the meeting.

### **13. MINUTES OF PREVIOUS MEETING**

The minutes of the HR & Equalities meeting held on 28 July 2014 were received and accepted as a true record of proceedings.

### **14. NATIONAL JOINT COUNCIL FOR BRIGADE MANAGERS OF LOCAL AUTHORITY FIRE & RESCUE SERVICES – JOINT CIRCULAR TO CONFIRM AGREEMENT IN RESPECT OF THE PAY AWARD FOR 2014**

Officers left the room with the exception of the ACO People Services who presented the report prior to leaving the meeting.

The ACO People Services informed Members of the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circular, which confirms the agreement reached by the Joint Secretaries in respect of the pay award for 2014 and how it relates to the Service's Principal Officers and Heads of Services. He explained in detail the background to the Fire & Rescue Authority's determination in respect of the process relating to Principal Officers.

A lengthy question and answer time took place on various aspects of the report and Members sought clarification on several issues.

### **RESOLVED THAT**

- 14.1 Members agreed to note the content of the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circular, which confirms that agreement has been reached in respect of the pay award for 2014.
- 14.2 Members unanimously agreed that the pay award for 2014 as determined by the National Joint Council for Brigades of Local Authority Fire & Rescue Services be recommended for approval by the Fire & Rescue Authority.
- 14.3 Members agreed the process in relation to Principal Officers' pay and scales for incorporation and publication in the Fire & Rescue Authority's Annual Pay Policy.

### **15. ANNUAL PAY POLICY STATEMENT 2014/15 IN LINE WITH THE LOCALISM ACT PROVISIONS**

The ACO People Services rejoined the meeting to report on the Annual Pay Policy Statement 2014/15 in line with the provisions of the Localism Act before leaving the room for Members' deliberation. He advised

Members that the Localism Act which came into being in November 2011 requires South Wales Fire & Rescue Service to publish a Pay Policy Statement for each financial year, which provides information for the following financial year.

Each year, public sector bodies are required to review and publish their Pay Policy Statement in line with the terms of the Act, and Members were referred to the Fire & Rescue Authority meeting of 6 February 2012, where the Pay Policy Statement was adopted and subsequently published. The Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee.

Members identified at Appendix 1 of the Pay Policy an equal pay issue and noted with concern the disparity between the pay of uniformed and non-uniformed Heads of Service. As a consequence, Members requested an urgent report be brought to the next meeting of the HR & Equalities Committee to provide further background to the issue.

#### **RESOLVED THAT**

- 15.1 Members scrutinised the Pay Policy as recommended by the Fire & Rescue Authority.
- 15.2 Members agreed the contents of the Pay Policy and recommended that it be presented to the Fire & Rescue Authority for final approval and publication.
- 15.3 Members requested that Officers bring an urgent report to the next meeting of the Committee in respect of the equal pay issue identified at Appendix 1 of the Pay Policy Statement.

Officers returned to the meeting.

#### **16. REPORT ON ANNUAL SICKNESS ABSENCE – 1 APRIL 2013 TO 31 MARCH 2014**

The Head of Human Resources provided Members with the details of the review of the Annual Sickness Absence report for the period 1 April 2013 to 31 March 2014. The report identifies that the average number of shifts/working days lost per employee in each category of staff (excluding retained staff) is 9.57 days per employee, in comparison with 8.4 days per employee for the period 2012/13, and provides an analysis of short and long-term absences, self-certification and accidents on duty.

Debate ensued and Members sought clarification on various aspects of the report.

### **RESOLVED THAT**

Members of the Committee agreed to note the content of the report.

### **17. GRIEVANCE AND DISCIPLINE ISSUES FOR THE YEAR 1 APRIL 2013 TO 31 MARCH 2014**

The Head of Human Resources provided Members with a summary of the grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2013 to 31 March 2014.

Members challenged several aspects of the report and expressed views on the matters reported.

### **RESOLVED THAT**

Members of the Committee agreed to note the content of the report.

### **18. REPORT ON THE SERVICE'S WELSH LANGUAGE PROVISION**

The Head of Human Resources provided Members with an analysis of the Authority's commitment to delivering Welsh language services against the legal requirements and explained the roles of the Welsh Language Officer and Translator posts. The report included statistical data of the Welsh language services delivered during the financial year 2013/14 and the associated staffing and training costs for the same period.

### **RESOLVED THAT**

Members of the Committee agreed to note the content of the report.

### **19. REPORT ON THE NEW WELSH LANGUAGE STANDARDS**

The Head of Human Resources advised Members of the background to the introduction of the new Welsh Language Standards, the timetable for implementation and the steps involved for the Fire & Rescue Authority to achieve compliance with the standards and the Service's current position regarding the introduction of the standards.

Councillor Barrie Morgan complimented the staff involved for ensuring the Service is placed in the optimum position to adopt the new



Standards with a smooth and cost effective transition. Members concurred with the comments and the Chair extended her congratulations to those involved.

## **RESOLVED THAT**

Members of the Committee agreed to note the content of the report.

## **20. REVIEW OF THE OCCUPATIONAL HEALTH SERVICES**

The Head of Human Resources informed Members that the aim of the review of the occupational health services is to establish the most efficient and effective provision of occupational health services to all employees of the South Wales Fire & Rescue Service and Cardiff Council, whilst improving the capacity of the service provision to allow for greater collaboration between the Service, Cardiff Council and other public sector bodies. Mrs Jackie Edwards, Human Resources Manager, presented an overview of the processes undertaken in conducting the review.

Councillor Majid Rahman thanked Mrs Edwards for the well presented report.

## **RESOLVED THAT**

20.1 Members of the Committee agreed to note the content of the report and the progress being made on the fundamental review of the Service's occupational health provisions.

20.2 Members agreed to receive a further report on progress at the Committee's meeting in April 2015.

## **21. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS**

Officers left the room with the exception of the ACO People Services who presented the report prior to leaving the meeting.

The ACO People Services informed Members of the significant areas that require attention as a result of the provisions of the Local Government Pension Scheme. The Scheme requires participating authorities to have a policy explaining how they will apply their discretion under those elements of the Scheme where payments to Scheme members are at the discretion of the employing Authority.

**RESOLVED THAT**

- 21.1 Members recommended that the Fire & Rescue Authority approve the new Statement of Policy on the Local Government Pension Scheme 2014.
- 21.2 Members recommended to the Fire & Rescue Authority that Officers be authorised to provide Rhondda Cynon Taf Pension Fund administrators with a copy of the Statement of Policy on the Local Government Pension Scheme 2014.

**22. FORWARD WORK PROGRAMME**

The ACO People Services presented Members with the Forward Work Programme.

**RESOLVED THAT**

Members accepted the Forward Work Programme.

**23. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1)**

There were no items of urgent business.

## SOUTH WALES FIRE & RESCUE AUTHORITY

### MINUTES OF THE FIRE & RESCUE AUTHORITY MEETING HELD ON MONDAY 15 DECEMBER 2014 AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

#### 38. PRESENT:

Councillor	Left	Authority
D T Davies (Chair)		Caerphilly
D Ali		Cardiff
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
E Galsworthy		Merthyr Tydfil
E Hacker		Vale of Glamorgan
K Hyde		Cardiff
M Javed		Cardiff
S J Jones		Caerphilly
R McKerlich		Cardiff
G Phillips		Cardiff
S Pickering		Rhondda Cynon Taff
M Powell		Monmouthshire
M Rahman		Newport
V Smith		Monmouthshire

#### APOLOGIES:

S Bradwick		Rhondda Cynon Taff
P Hannon		Newport
C James		Bridgend
A Jones		Torfaen
J Jones		Rhondda Cynon Taff
B Morgan		Rhondda Cynon Taff
D Sage		Bridgend
P Seabourne		Torfaen

#### ABSENT:

J Morgan	Blaenau Gwent
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**OFFICERS PRESENT:-** CFO H Jakeway, DCO S Chapman, A/ACFO R Prendergast – Director of Technical Services, ACO P Haynes – Director of People Services, ACFO A Thomas – Director of Service Delivery, Mr C Barton – Treasurer, Mr C Powell – Deputy Monitoring Officer, Mr G

Thomas – Head of Finance & Procurement, Ms C Piper – Legal Services Officer, Mr N Corrigan – Property Services Manager

### **39. DECLARATIONS OF INTEREST**

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

The Deputy Chief Officer declared an interest in agenda item 6.ii due to an objection by Merthyr Tydfil County Borough Council, and confirmed she would withdraw from the meeting before the report was presented to protect the interests of the Authority.

Councillor Sylvia Jones declared an interest in agenda item 8.i. Officers declared an interest in agenda items 6.iii, and 6.v.

### **40. CHAIR'S ANNOUNCEMENTS**

#### **OPEN DAY AT MERTHYR TYDFIL FIRE & RESCUE STATION**

The Chair informed Members that on 22 November 2015, he attended an Open Day at Merthyr Tydfil Fire & Rescue Station, which had been organised for members of the public and Station personnel to celebrate the 50<sup>th</sup> anniversary of the opening of the Station. He was pleased to report that the worthwhile event was a great success.

#### **EMERGENCY SERVICES CHRISTMAS CAROL SERVICE**

The Chair reported that on 4 December 2014, he attended an Emergency Services Christmas Carol Service at Llandaff Cathedral. Although it was disappointing to note that only 4 Members were in attendance, he wished to thank Officers and Fire & Rescue Service personnel for organising and participating in the first class event.

### **41. MINUTES OF PREVIOUS MEETING**

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

- HR & Equalities meeting held on 28 July 2014
- Finance, Audit & Performance Management meeting held on 15 September 2014
- Fire & Rescue Authority meeting held on 22 September 2014

- Fire & Rescue Authority meeting held on 29 September 2014

## **42. UPDATE ON ACTIONS**

The Deputy Chief Officer informed Members of actions undertaken since the last meeting, and provided updates on minute numbers:- 13/14-62, 13/14-78.12, 14/15-28.1, and 14/15-35.1

Following a query by Councillor McKerlich on Minute No. 13/14-62 'Disposal of Lanelay Hall', and the possibility of recovering any costs from Persimmon Homes, the Deputy Chief Officer agreed to seek legal advice, and would provide a response in due course.

## **43. REPORTS FOR DECISIONS**

### **43.1 PERFORMANCE MONITORING REPORT – QUARTER 2 JULY 2014 TO SEPTEMBER 2014**

The ACFO Service Delivery presented a report for Members to review the performance information and recorded incident statistics from July 2014 to September 2014.

### **RESOLVED THAT**

- 43.1.1 Members agreed to review the performance details and statistical data for Quarter 2 (2014/2015) contained within the report.
- 43.1.2 Members agreed to approve its publication to the South Wales Fire & Rescue Service internet site.

The Deputy Chief Officer withdrew from the meeting while the next item was being considered by Members.

### **43.2 FINAL REVENUE AND CAPITAL BUDGET SETTING 2015/2016**

The Treasurer advised Members of the responses to the Revenue Budget consultation that was completed in November, and recommended Members to set the budget and resultant constituent contributions for 2015/2016.

The report recommended the Capital Budget for 2015/2016, which also set the parameters for the Forward Capital Project Plan for Members' consideration.

The Chair provided Members with an update on a recent meeting with the Welsh Government Minister, where he raised his concerns regarding the 50% reduction in revenue and capital funding for Community Safety activities for 2015/2016. The Chair stated that he had requested clarification from the Minister on whether there would be any further funding reductions in the near future, and confirmed he would update Members on any further developments in due course.

### **RESOLVED THAT**

- 43.2.1 Members agreed to determine a Revenue Budget funded from contributions in the sum of £68,878,577 for the financial year 2015/2016.
- 43.2.2 Members agreed to approve the resultant constituent council contributions to apply for 2015/2016 using the population data supplied by Welsh Government in the Local Authority Settlement.
- 43.2.3 Members agreed to determine the Capital Budget allocations for 2015/2016 in the sum of £5.506m noting the potential slippage from the current year's programme.

On behalf of Members, the Chair thanked the Officers and the Finance team for their hard work on behalf of the Fire & Rescue Authority.

The Principal Officers withdrew from the meeting whilst the next agenda item was being considered by Members.

### **43.3 ANNUAL PAY POLICY STATEMENT 2014/2015, IN LINE WITH THE LOCALISM ACT PROVISIONS**

The ACO People Services and Chair of the HR & Equalities Committee informed Members that each year public sector bodies were required to review and publish their Pay Policy Statement in line with the terms of the Localism Act. The Fire & Rescue Authority had determined that the HR & Equalities Committee should review its Pay Policy Statement, and then report their recommendations to the full Committee.

In November 2013, the Welsh Government commenced a consultation exercise regarding proposals to revise the guidance relating to Pay Policy Statements. The guidance amendments arrived after the Fire & Rescue Authority had endorsed and published its 2014/2015 Annual Pay Policy Statement.

The report and the appendix addressed the Pay Policy areas and issues considered by the HR & Equalities Committee, and set out the Committee's recommendations for changes to the 2014/2015 Pay Policy in order to comply with the revised guidance.

The ACO People Services withdrew from the meeting while Members considered the report.

### **RESOLVED THAT**

- 43.3.1 Members agreed to consider the HR & Equalities Committee's recommendations, and to make a final determination in respect of the amended 2014/2015 Annual Pay Policy Statement.
- 43.3.2 Members agreed for the final 2014/2015 Annual Pay Policy Statement to be approved and published.
- 43.3.3 Members agreed that a copy of the final 2014/2015 Annual Pay Policy Statement be sent to the Independent Remuneration Panel.

Except for the Acting ACFO Technical Services, the Principal Officers returned to the meeting.

### **43.4 ASSISTANT CHIEF FIRE OFFICER – TECHNICAL SERVICES APPOINTMENT AUTHORISATION**

The ACO People Services informed Members that the Assistant Chief Fire Officer – Technical Services post had been filled on a temporary basis following Rod Hammerton's appointment as Deputy Chief Fire Officer with Shropshire Fire & Rescue Service. The temporary arrangements were necessitated by the NATO Conference, and continuing industrial action activity through the summer months. The Principal Officers' group terms of reference, duties, and responsibilities, had been reviewed, and it was recognised that in order to maintain business continuity, operational effectiveness, and consistency across Service areas, the Assistant Chief Fire Officer – Technical Services, needed to be filled on a substantive basis.

Fire Authority Standing Orders and Pay Policy Members, identifies that the appointment of an Assistant Chief Fire Officer had to be brought before the Fire & Rescue Authority for authorisation and the selection process determination.

Members were now requested to authorise the commencement of the recruitment and appointment procedure to enable a permanent appointment to be made to the Assistant Chief Fire Officer – Technical Services post.

#### **RESOLVED THAT**

- 43.4.1 Members approved the recruitment and appointment procedure to enable a permanent appointment to be made to the Assistant Chief Fire Officer – Technical Services post.
- 43.4.2 Members agreed that in line with Fire Authority Standing Orders governing Principal Officer level recruitment, the advert for the Assistant Chief Fire Officer – Technical Services post be approved for use nationally.
- 43.4.3 Members agreed that the Shortlisting Committee would comprise of the Chairman and Deputy Chairman of the Fire & Rescue Authority, with the Chairman of the Fire & Rescue Authority designated as Chairman, the Chairman and Deputy Chairperson of the Finance, Audit & Performance Management Committee, and the nominated lead Member from the remaining political group.
- 43.4.4 Following a slight amendment to the recommendation, Members unanimously agreed that the Appointment Committee would comprise of the Chairman and Deputy Chairman of the Fire & Rescue Authority, and the Finance, Audit & Performance Management Committee, and a nominated lead Member from the remaining political group, with the Chairman of the Fire & Rescue Authority designated as Chairman.

Green Book Principal Officers and Fire Service personnel withdrew from the meeting whilst Members considered the next agenda item.

#### **43.5 REVIEW OF LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS**

The ACO People Services and Chair of the HR & Equalities Committee informed Members that following the introduction of the Local Government Pension Scheme Regulations being changed, participating Authorities must explain and publish how they would apply discretionary elements for Scheme Members.



The report and the appendix explained the areas and issues considered by the HR & Equalities Committee, and set out the Committee's recommendations.

The ACO People Services withdrew from the meeting whilst Members considered the report.

## **RESOLVED THAT**

Following consideration of the HR & Equalities Committee's recommendations and a slight amendment to item 2.8.1 within the report with the removal of the word 'does', Members agreed to make a determination in respect of the Local Government Pension Scheme Discretions Statement of Policy. Specific recommendations identified were:-

- 43.5.1 With reference to Regulation 16 (2) (e) and 16 (4) (d) which allows an employer to pay towards the cost of an employee buying Additional Pension Contributions (APCs), Members unanimously agreed that the Fire & Rescue Authority does not exercise this discretion.
- 43.5.2 Members agreed to adopt a policy on Flexible Retirement - Regulation 30(6).
- 43.5.3 Members agreed to adopt a policy on Regulation 30(8), and not to waive any actuarial reduction incurred, by the employee, due to flexible retirement.
- 43.5.4 With reference to Regulation 31 and the provision for the granting of extra pension on redundancy and efficiency cases, Members unanimously agreed not to exercise this discretion.
- 43.5.5 Members unanimously agreed to continue its existing practice regarding the '85 year rule'.
- 43.5.6 Members agreed to note the remaining discretions summarised in the body of the policy document.

## **43.6 SECOND CONSULTATION ON THE REGULATIONS TO INTRODUCE A NEW FIREFIGHTERS' PENSION SCHEME IN WALES FROM APRIL 2015**

The ACO People Services informed Members that the Welsh Government published the Second Consultation on the Regulations to

introduce a New Firefighters' Pension Scheme in Wales from April 2015. The Scheme would replace the existing 'New Firefighters' Pension Scheme 2007'. The consultation identified two possible options and required the employer to comment on both.

The nine areas identified in the consultation had been considered and a draft abridged response was attached to the report for Members consideration.

### **RESOLVED THAT**

- 43.6.1 Members agreed to make recommendations to amend the consultation response for submission to Welsh Government.
- 43.6.2 Following a request by Members, Officers agreed to expand the responses to include the loss of remuneration for Members who were in full time employment.
- 43.6.3 Following a request by the Chair, Officers also agreed to emphasis the points in section 9 of the response.

### **43.7 STRATEGIC PLAN 2015-2020**

The Deputy Chief Officer updated Members on the Service's draft Strategic Plan for 2015-2020.

### **RESOLVED THAT**

Members agreed to note the Strategic Planning Framework and endorsed the publication of a five year Strategic Plan and the proposed strategic objectives set for 2015-2020.

### **43.8 WHITE PAPER – PUBLIC SERVICES STAFF COMMISSION**

The ACO People Services informed Members that the Welsh Government published a consultation document entitled: 'Devolution, Democracy and Delivery, White Paper – Public Services Staff Commission'.

The consultation overview identified the Welsh Government's proposals to establish a Staff Commission to advise Welsh Ministers on workforce issues affecting the Public Service workforce in dealing with staffing matters. The White Paper sought views on whether the proposals in relation to establishing a Staff Commission were the right ones.

The nineteen areas identified in the consultation had been considered and a draft response was attached to the report for Members consideration.

## **RESOLVED THAT**

Following discussion, Members approved the consultation response for submission to Welsh Government.

## **44. REPORTS FOR INFORMATION**

### **44.1 SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING**

The Deputy Chief Officer updated Members on the outcomes of the October 2014 meeting of the Fire & Rescue Services' All Wales National Issues Committee.

The Chief Fire Officer was also pleased to inform Members that he had attended the All Wales Continuous Improvement Community's National Conference, and the National Issues Committee had received an award for 'Outstanding Change Leadership', with a certificate signed by the Welsh Government Minister.

The Chair informed Members that the National Issues Committee was working well, and the award was a reflection on the Officers who were carrying out outstanding work on behalf of the Committee.

## **RESOLVED THAT**

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

### **44.2 REPORT ON PROGRESS OF ACHIEVEMENT OF IMPROVEMENT OBJECTIVES AS AT QUARTER 2 2014/2015**

The Deputy Chief Officer presented a report which would give assurance to Members of the Fire & Rescue Authority and Senior Management within South Wales Fire & Rescue Service on progress towards achievement of the Improvement Objectives agreed for 2014/2015 as at the end of Quarter 2. Further details were provided on the work being undertaken to achieve improvement, and the two areas where work was on hold due to capacity issues.

**RESOLVED THAT**

Members agreed they had reasonable assurance that progress in quarter two indicated that the Improvement objectives for 2014/2015 were likely to be achieved.

**44.3 TREASURY MANAGEMENT MID-TERM REVIEW REPORT 2014/2015**

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 2014.

**RESOLVED THAT**

Members agreed to note the results and performance of treasury management activities for the period 1 April-30 September 2014.

**44.4 INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT**

The Deputy Chief Officer brought to Members attention the relevant sections of the Independent Remuneration Panel for Wales' Draft Annual Report that related to payments to Members of Welsh Fire & Rescue Authorities and salaries of Heads of Paid Services of Principal Councils and Fire & Rescue Authorities.

**RESOLVED THAT**

Members agreed to note the extracts of the Independent Remuneration Panel's Draft Annual Report, which provided details of payments to Members of Welsh Fire & Rescue Authorities at appendix 1 to the report, and salaries of Heads of Paid Services of Principal Councils and Fire and Rescue Authorities at appendix 2 attached to the report.

**44.4 JOINT PUBLIC SERVICE CENTRE PROJECT (JPSCP) UPDATE**

The Chief Fire Officer informed Members that the Joint Public Service Centre Project (JPSCP) (formerly known as the Public Service Centre – Fire project) was launched in April 2014. The project governance had been set up and was working well. The Legal & Financial Governance Group continued to develop the required legal contracts with the Indemnity Agreement signed which would enable South Wales Policy (SWP) to commence the building element of the project. The Command and Control System procurement Collaboration Agreement

had been drafted and would be signed in December 2014. The JPSCP website was launched in September 2014, and was hosted on the National Issues Committee website <http://www.nicwalesfire.org.uk/?portfolio=jscp>. Consultation with staff was ongoing with staff from all Services attending engagement events and meetings. Trade Union consultation was ongoing. Preparation for planning permission was complete. The Fire Control establishment and shift pattern consultation document had been shared with Trade Unions, Fire Control staff and was available on the webpage. The procurement process for the Command & Control system had commenced. Regular meetings relating to ICT infrastructure, business continuity planning and harmonising protocols and procedures were continuing. The financial monitoring report indicated a total spend to date of £159k, and projected savings of £270k (available 2016/2017). The first checkpoint report had been returned to Welsh Government relating to the £3m Invest-to-Save loan.

## **RESOLVED**

Members agreed to note the progress of the Joint Public Service Centre Project.

## **44.5 FORWARD WORK PROGRAMME**

The Deputy Chief Officer presented the Forward Work Programme for 2014/2015.

## **RESOLVED THAT**

Members accepted the Forward Work Programme for 2014/2015.

## **44.6 FORMER BARGOED FIRE & RESCUE STATION SITE**

The Deputy Chief Officer presented a report to Members seeking authorisation to exchange and complete contracts for the disposal of Bargoed Fire & Rescue Station.

## **RESOLVED THAT**

- 44.6.1 Members agreed to proceed with the disposal of Bargoed Fire & Rescue Station at the value of £175,000 reported by the District Valuer with United Welsh contributing a further sum in respect of the Services professional and legal costs.

44.6.2 Members agreed that Officers be authorised to exchange contracts as soon as possible and complete the disposal with a delayed completion of the sale until the earlier of:-

44.6.2.1 The current industrial action in relation to the National Pensions Dispute ending in Wales which would mean the Service would no longer need the site for use by the Auxiliary Firefighters; or

44.6.2.2 An alternative location was identified for use by the Auxiliary Firefighters for the ongoing National Dispute which would enable the release of Bargoed Fire & Rescue Station for final disposal.

#### **45. RESOLUTIONS TO EXCLUDE THE PRESS AND PUBLIC BY VIRTUE OF SECTION 100A AND PARAGRAPH 14 OF PART 4 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 (AS AMENDED)**

A resolution to exclude the press and public by virtue of Section 100A and paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended) was passed.

##### **45.1 LANELAY HALL**

The Deputy Chief Officer sought a decision from Members to choose a preferred bidder for the disposal of the Lanelay Hall former Headquarters site.

##### **RESOLVED THAT**

45.1.1 Following a question and answer session, Members agreed that David Wilson Homes be selected as the preferred bidder for the disposal of Lanelay Hall.

45.1.2 Members agreed that the Fire & Rescue Authority proceed with a disposal of Lanelay Hall to the preferred bidder at a price of £3,105,000 upon terms to be finalised by Officers as soon as possible.

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

There were no items of urgent business.

The Chair provided an update on the health of Councillors James and Sage, and was sad to report that both Members were seriously ill. He suggested that over the Christmas period Members send their best Christmas wishes to Councillor James and Sage, and to wish them a speedy recovery.

The Chair also wished to record his thanks to Members and Officers for their hard work throughout the year on behalf of the Authority. He appreciated the difficult decisions they had to make, and he thanked Members and Officers for their help, support and guidance. He also took the opportunity to wish everybody a Merry Christmas, and a happy and healthy New Year.





## AGENDA ITEM NO 5

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

### Meeting of: Fire & Rescue Authority

Sally Chapman – DCO Huw Jakeway – CFO Andy Thomas – ACFO SD	Chris Barton – Treasurer Phil Haynes – ACO PS Richie Prendergast – T/ACFO TS
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Minute No	Item	Action	Leading Officer	Current Status:
12/13 – 62	Second Pumping Appliance Review Update	Savings identified in report to be achieved via voluntary reductions in percentage contracts or natural wastage through retirements/resignations.	ACFO SD	<p>Approx 50% of savings have already been achieved through natural retirements/resignation. Management have entered into negotiations with the FBU to consider alternative ways of achieving the outstanding savings before 1 April 2015.</p> <p>Only two of the nine stations have not realised the reductions to date. However, it is anticipated the savings will be realised before April 2015.</p>
13/14 – 18.1 & 18.2	Ebbw Vale Fire & Rescue Station	<p>Transfer of small area of forecourt to Blaenau Gwent Council for the nominal sum of £1 plus reasonable legal fees.</p> <p>Forecourt of station to be resurfaced to the</p>	DCO	<p>Specification has been agreed by the Building Maintenance Manager.</p> <p>Works have been completed and</p>

Minute No	Item	Action	Leading Officer	Current Status:
		Service's specification prior to transfer of legal title to area of forecourt.		<p>signed off. Solicitors have been notified of completion of the works and transfer is expected to be completed imminently.</p> <p>The Service is chasing completion but Blaenau Gwent CBC lawyers have not received instructions to complete to date.</p>
13/14 – 24.1	Aberbargoed Station	<p>Officers continue negotiations to reduce the additional claims.</p> <p>Advice be sought on the potential of pursuing a legal claim.</p>	DCO	<p>A draft final account has been submitted to Monmouthshire CC and is currently being reviewed by them. The claim includes £529K in costs associated with the ground condition issues. We are currently disputing £147k of these costs.</p> <p>Legal advice has been sought regarding the merits of a counter claim. We have received an advice note from Blake Morgan solicitors on the merits of a dispute over the account. Monmouthshire CC have finalised the account. Internal meeting to discuss and further instructions being issued to Monmouthshire in relation to payment of costs and liability. Awaiting outcome of Monmouthshire's discussions with</p>

Minute No	Item	Action	Leading Officer	Current Status:
				contractor.
13/14 – 24.2	Hirwaun Station	<p>Officers continue negotiations to reduce the additional claims.</p> <p>Advice be sought on the potential of pursuing a legal claim.</p>	DCO	<p>Lawyers have given a written advice and we have held a “without prejudice” meeting with Wildig Lammie to try to resolve this amicably. We have now received two letters from Wildig Lammie – one stating that they do not believe we have a claim against them, and one offering a discount on another project. As a consequence based upon legal advice we have now sent a formal letter before claim.</p> <p>We have received a response to the letter before claim. Wildig Lammie dispute their liability so our solicitors have sent a further letter responding to their points and requesting agreement to the appointment of a single joint expert to advise on negligence.</p> <p>Wildig Lammie have requested a meeting with the Service and this is currently being arranged.</p>
13/14 - 59	Fire Cover Review Phase 1	Further report on land availability for the new fire and rescue station in the South Cornelly area.	DCO	Discussions have commenced with a local landowner in respect of a two acre site. Enquiries to identify further options for consideration

Minute No	Item	Action	Leading Officer	Current Status:
		<p>Further public consultation on the transition to the new station.</p> <p>Implementation of the Barry proposals.</p>	<p>DCO</p> <p>ACFO SD</p>	<p>are also ongoing. On hold pending new site being acquired.</p> <p>Recruitment campaign has commenced for RDS firefighters at Barry to crew the second appliance. Implementation is currently on target, and to date the Service has recruited 16 individuals.</p>
13/14 - 62	Disposal of Lanelay Hall	Disposal to the preferred bidders on the agreed heads of term.	DCO	<p>In accordance with our remarketing strategy, tenders were received by 28 November 2014. A range of competitive bids were received and Members resolved to select David Wilson Homes as the preferred bidder at the December FRA meeting. Solicitors for both sides have been instructed and started work on the contract. The target for exchange of contracts is by the end of March 2015.</p> <p>In relation to Members' enquiry about seeking wasted costs from Persimmon Homes, this is not an option because Persimmon had not entered into a contract so they are not legally liable for any costs.</p>

Minute No	Item	Action	Leading Officer	Current Status:
				Negotiations were undertaken on a commercially confidential basis.
13/14 – 78.12	Bargoed & Cefn Fforest	Disposal of sites to housing association under General Disposal Consent (Wales) Order 2003.	DCO	The District Valuer's office has prepared a draft valuation for the subject sites and the Property Strategy Manager is meeting with both prospective purchasers to progress the disposal. Both sites will be disposed of for a social housing use subject to planning. It is advised that the sale of Bargoed will be delayed whilst industrial action continues, and be made available for use by auxiliaries. The disposal process will continue in the background with a view to completing the sale when the period of industrial action ends.
13/14 – 86.6.2	NIC Fire Control Feasibility Study Update	Review the internal funding mechanism for repayment of the loan	Treasurer	The cash payments received from WG will be held to 'cash flow' the project but maintained on the balance sheet of the Authority to repay the loan repayments as they fall due. Interest earned on these cash balances will need to be used to the benefit of the project and partners. Where possible expenditure on property and ICT will be capitalised with the remaining revenue costs financed

Minute No	Item	Action	Leading Officer	Current Status:
		Review the internal funding mechanism to fund the upfront element of the loan	Treasurer	<p>from the available revenue reserves of the Authority.</p> <p>It will be a priority to minimise the set up costs of the project which constitute much of the Authority's initial investment. Given that much of this cost relates to existing staff resource, it is likely that the base revenue budget will be able to contribute the funding necessary to finance these upfront costs. Final review will take place at the financial year end when the outturn is known.</p>
13/14 – 92.1.2	Fire Cover Review Phase 2	Monmouthshire – A further report to be brought back to the FA in 12 months on the availability of the second appliances at Chepstow, Monmouth and Abergavenny stations.	ACFO SD	Report scheduled for September 2015
14/15 – 21.6	Electricity Sub-station at Aberbargoed Fire & Rescue Station	Transfer the electricity sub-station at Aberbargoed Fire & Rescue Station to Western Power Distribution for £1 consideration	DCO	Finance Department is processing the invoice for Western Power Distribution's fees, which we agreed to pay. Once this money is paid, we can complete.
14/15 – 21.7	Proposed Flood Defence Works on Land Forming Part of Risca Fire & Rescue Station	Transfer the subject land to Caerphilly CBC for a nominal consideration	DCO	Natural Resources Wales are updating their proposed scheme. No further update from Caerphilly CBC; seems unlikely to proceed.

Minute No	Item	Action	Leading Officer	Current Status:
14/15 – 28.1	Fire Cover Review Phase 2 Outcomes	<p>Blaenau Gwent –</p> <ul style="list-style-type: none"> <li>• Determine appropriate timing for the closure of the station, taking into account the legal requirements and circumstances of the individual staff affected.</li> <li>• Provide Members with an update on discussions and brief the Authority when timelines are agreed.</li> <li>• If required, serve Notice of Redundancy on affected individuals at the appropriate time.</li> <li>• If required, determine the most appropriate method of funding redundancy payments.</li> </ul> <p>Torfaen –</p> <ul style="list-style-type: none"> <li>• Determine appropriate timing for the removal of the retained duty system appliance from the station, taking into account the legal requirements and circumstances of the staff affected.</li> <li>• Provide Members with an update on discussions and brief the Authority when timelines are agreed.</li> <li>• If required, serve Notice of Redundancy on affected individuals at the appropriate time.</li> <li>• If required, determine the most appropriate method of funding redundancy payments.</li> </ul>	<p>ACFO SD</p> <p>DCO</p> <p>ACO PS</p> <p>Treasurer</p> <p>ACFO SD</p> <p>DCO</p> <p>ACO PS</p> <p>Treasurer</p>	<p>Currently engaging with the staff affected and considering the suitable alternative employment options.</p> <p>As per action update and further reports, if required.</p> <p>On hold pending outcome of first action.</p> <p>On hold pending outcome of first action.</p> <p>Currently engaging with the staff affected and considering the suitable alternative employment options.</p> <p>As per action update and further reports, if required.</p> <p>On hold pending outcome of first action.</p> <p>On hold pending outcome of first action.</p>
14/15 – 35.1	Fire Cover Review Phase 3	<p>Merthyr Tydfil –</p> <ul style="list-style-type: none"> <li>• Retain a watching brief on land availability for a potential merger of Treharris and Abercynon Fire &amp; Rescue Stations at a</li> </ul>	DCO	No suitable available land at present.

Minute No	Item	Action	Leading Officer	Current Status:
		<p>suitable location on the A472</p> <p>Rhondda Cynon Taf –</p> <ul style="list-style-type: none"> <li>• Determine the appropriate implementation of the closure of Porth Fire &amp; Rescue Station, taking into account the circumstances of the individual staff affected</li> <li>• Update Members on discussions and timelines</li> <li>• If required, serve Notice of Redundancy on affected individuals at the appropriate time</li> <li>• If required, determine the most appropriate method of funding redundancy payments</li> </ul>	<p>ACFO SD</p> <p>DCO</p> <p>ACO PS</p> <p>Treasurer</p>	<p>Currently engaging with the staff affected and considering the suitable alternative employment options.</p> <p>As per action update and further reports, if required.</p> <p>On hold pending outcome of first action.</p> <p>On hold pending outcome of first action.</p>
14/15 – 35.2	Redundancy Payments	To introduce an effective re-deployment evaluation process for determining suitable alternative employment.	ACO PS	RDS staff affected by Fire Cover Review decisions have been offered redeployment to neighbouring stations where possible, and also relocation opportunities. Re-deployment opportunities are limited due to the on-call nature and the requirement to live within 5 minutes' response time from a given station. As these options may not be suitable for all, all RDS firefighters facing potential redundancy have also been offered the opportunity to compete for positions as WDS firefighters. 30 firefighters have expressed an interest in this option. The



Minute No	Item	Action	Leading Officer	Current Status:
				selection process is currently underway and the results will be announced mid-February.
14/15 – 35.14	Amendment to Standing Orders	Amend Standing Orders to reflect Regulation changes	DCO	In progress (delayed due to retyping of corrupt ICT file)
14/15 – 43.3	Annual Pay Policy Statement 2014/15	Publish the Annual Pay Policy 2014/15 and send a copy to the Independent Remuneration Panel	ACO PS	<b>Completed</b>
14/15 – 43.4	Appointment of ACFO Technical Services	Commence recruitment and appointment procedure to enable a permanent appointment of ACFO Technical Services to be made	ACO PS	Adverts have been placed and the appointment schedule determined. <b>Completed</b>
14/15 – 43.8	Public Services Staff Commission	Submit consultation response to Welsh Government's White Paper on Public Services Staff Commission	ACO PS	<b>Completed</b>



AGENDA ITEM NO 6

**Reports for Decision**



## REPORT OF THE DEPUTY CHIEF OFFICER

**REPORT ON RESPONSES TO THE CONSULTATION ON THE DRAFT IMPROVEMENT PLAN – “HOW DID WE DO IN 2013/14? AN ASSESSMENT OF OUR PERFORMANCE” AND PROPOSED IMPROVEMENT OBJECTIVES 2015/16****SUMMARY**

To consider the responses received during the consultation process.

**RECOMMENDATION**

That Members note the responses received.

That Members approve the Improvement Objectives consulted on to be published in the Improvement Plan “How we intend to improve in 2015/16” to be published on 31 March 2015.

**1. BACKGROUND**

- 1.1 In accordance with the Local Government (Wales) Measure 2009, as an ‘improvement authority’ we have a duty to consult on our proposed Improvement Objectives.
- 1.2 The proposed Improvement Objectives 2015/16 were contained within the document “How did we do in 2013/14? An Assessment of our Performance” for consultation together with the assessment itself (i.e. the document).
- 1.3 The document was available on our intranet and internet together with the consultation survey for stakeholders, the public and members of staff to respond. In addition, a summary video was available to view on the internet page.
- 1.4 Links to the document and survey were emailed directly to over 400 stakeholders who we have on a contacts database and members of our consultation panel using their preferred method of contact. The document and survey were also publicised on Twitter and Facebook.
- 1.5 The consultation period ran from 31 October 2014 to 31 December 2014.
- 1.6 The Appendix to this report reproduces the questions asked in the survey and the responses received.

## 2. ISSUE

- 2.1 The consultation attracted a total of two responses.
- 2.2 No responses were received via social media. One on-line survey was completed in Welsh and one response was received via the 'Have your say' email account.
- 2.3 The document has been viewed on the website 183 times in English and 9 times in Welsh. The digital story has been viewed 43 times in English and 27 times in Welsh.

## 3. FINANCIAL IMPLICATIONS

- 3.1 The document included breakdowns on the budget 2013/14, including key areas of spend and the split of unitary authority contributions.

## 4. EQUALITY RISK ASSESSMENT

- 4.1 Prior to publication the document and the consultation underwent an Equality Risk Assessment in accordance with our Equality and Diversity schemes.
- 4.2 All materials produced in relation to the consultation were done so in English and Welsh language in accordance with our Welsh Language Scheme.

## 5. RECOMMENDATIONS

- 5.1 That Members note the responses received.
- 5.2 That Members approve the Improvement Objectives consulted on to be published in the Improvement Plan "How we intend to improve in 2015/16" to be published on 31 March 2015.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Amanda Jenkins Engagement, Transformation & Performance Manager	<ul style="list-style-type: none"> <li>• 'How did we do 2013/14? An Assessment of our Performance'</li> <li>• Consultation responses received</li> </ul>

## Appendix 1:

## Responses received from the consultation contained within the Improvement Plan Stage 2 – “How did we do in 2013/14? An Assessment of our Performance”

Question	Response 1	Response 2	Comment
Did you find the document informative?	Yes	Yes, but more detail on some aspects and much less on others would be preferable.	This is encouraging; it is difficult to reach the right balance of information for all interest groups who may read the document; but this comment will be taken into account in future years.
Is there anything else that is not covered in the document that you feel should be?	Yes	Yes. Much more on the role in preventing RTCs and how this links with other agencies: health, highways, home office.	<p>A similar framework to that used for our traditional fire service work is utilised:-</p> <p><b>Prevention through</b></p> <ul style="list-style-type: none"> <li>• Education and awareness raising through use of the good practice toolkit and development of new initiatives</li> <li>• Training</li> <li>• Publicity</li> </ul> <p><b>Protection through</b></p> <ul style="list-style-type: none"> <li>• Assisting, identifying and improving high risk locations on roads</li> </ul> <p><b>Intervention through</b></p> <ul style="list-style-type: none"> <li>• Improved extrication techniques</li> <li>• Improved working with the police and ambulance service</li> <li>• Improved data collection and information sharing</li> <li>• Scene preservation (to assist accident investigators, to gather evidence and identify causation factors of road traffic collisions)</li> </ul>

Question	Response 1	Response 2	Comment
Does this document clearly set out our achievements in 2013/14 and our future plans?	Yes	Yes, as above not enough detail on use of resources to cover the main challenges: preventing/responding to RTC's and resources dedicated to fire prevention strategies.	RTC reduction initiatives: Fire Cruize Car (RS Dept) Domino (RS Dept and Stations) Options (RS Dept, Police, LA) License to Kill Days/CSI (Crash Scene Incident) Days (RS Dept) Ride Out, Ride Right (RS dept) Biker Down (RS Dept) Pass Plus Cymru (Stations, LA)
Our first Improvement Objective is to reduce deliberate fire setting by 41% over the next three years, using 2010/11 results as a baseline. Do you feel that this Improvement Objective is important to you?	Yes	Yes very much so, SWFRS are a major player in terms of resources and also have done good work in reducing harm from fires. Deliberate fires are a nuisance and damage mostly property but really a similar level of success is needed in preventing RTCs, not just cleaning them up. How you do this with other agencies and share resources/costs appropriately, is the crux of the matter.	Proposed targets <i>set in the Welsh Government, Road Safety Framework for Wales. July 2013. are detailed below</i> compared to the average figures for Welsh roads between 2004-08: <ul style="list-style-type: none"> <li>• A 40% reduction in the total number of KSI's by 2020 – 562 fewer KSI's.</li> <li>• A 25% reduction in the number of motorcyclist KSI's by 2020 – 64 fewer KSI's.</li> <li>• A 40% reduction in the number of young people (16-24) KSI's by 2020 – 139 fewer KSI's.</li> </ul> <p>South Wales Fire and Rescue Service has demonstrated its commitment to achieving the national road safety targets by the introduction of the Road Safety Team and Road Safety advisors and the above named initiatives which are carried out across the service area.</p> <p>Initiatives carried out to achieve this are detailed above.</p>



Question	Response 1	Response 2	Comment
<p>Our second Improvement Objective is to identify opportunities to improve and ensure the future sustainability of the Service. Do you feel this Improvement Objective is important to you?</p>	<p>Yes</p>	<p>No, it is about working collectively with other agencies to tackle the key fire and rescue issues, which are RTCs and their horrendous toll. It is not about maintaining vested interests/structures or 'more of the same'</p>	<p>Please see above for details of RTC reduction initiatives.</p>
<p>Do you have any suggestions for other Improvement Objectives?</p>	<p>Yes  No comment made</p>	<p>Yes, clearly you need to focus on RTC prevention and work with other agencies to do so. The outcomes of (i) reducing RTCs followed by (ii) responding rapidly to save lives and reduce impact of injuries are the most important things. F/T staff sickness would be third, but also indicates that it may be better to reconfigure FTE firefighter jobs into something other than 'long spells of boredom followed by short bursts of hard, unpleasant action.'</p>	<p>Please see above for details of RTC reduction initiatives.</p>



**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 6.ii  
9 FEBRUARY 2015**REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES****PRINCIPAL OFFICERS PAY****SUMMARY**

This report explains the circumstances and issues relating to the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services circular governing the Pay Award for 2014.

The HR & Equalities Committee were asked to consider those factors and to make a recommendation to the Fire & Rescue Authority.

**RECOMMENDATION**

1. Members acknowledge the HR & Equalities Committee's recommendations.
2. Members acknowledge the Independent Remuneration Panel's recommendation.
3. Members consider the recommendation of the HR & Equalities Committee and the Independent Remuneration Panel's recommendation, and make a determination as per the National Joint Council Circular.

**1. BACKGROUND**

- 1.1 The Welsh Local Government Association has issued advice to the effect that a decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full council, without the possibility of delegating it to a committee of the council.
- 1.2 National Joint Council for Local Authority Fire & Rescue Services (Circular NJC/03/14) confirmed that the terms of the National Agreement for Firefighters is 1%, effective from 1 July 2014.

**2. ISSUES**

- 2.1 Only the Fire & Rescue Authority is empowered to make a determination in respect of the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services Pay Award 2014. The HR & Equalities Committee were instructed to consider all aspects of the award and to report back to the Fire & Rescue Authority for final determination.

- 2.2 Attached at Appendix 1 is the report considered by the HR & Equalities Committee which sets out the background and relevant details.
- 2.3 The HR & Equalities Committee recommended that:-
- 2.3.1 Members agreed to note the content of the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circular, which confirms that agreement has been reached in respect of the Pay Award for 2014.
- 2.3.2 Members unanimously agreed that the Pay Award for 2014 as determined by the National Joint Council for Brigades of Local Authority Fire & Rescue Services with effect from 1 January 2014 be recommended for approval by the Fire & Rescue Authority.
- 2.3.3 Members agreed the process in relation to Principal Officers' pay and scales for incorporation and publication in the Fire & Rescue Authority's Annual Pay Policy.
- 2.3.4 Following the Fire & Rescue Authority meeting of 15 December 2014, and consideration of Agenda Item 7.iv, Independent Remuneration Panel for Wales – Draft Annual Report, the Chairman sought clarity from the Independent Remuneration Panel on the 'cost of living' increase regarding the Chief Fire Officers salary (Appendix 2).
- 2.3.5 The Independent Remuneration Panel considered the Chairman's correspondence at their meeting of 10 December 2014 (Appendix 3).

### **3. RECOMMENDATIONS**

- 3.1 Members acknowledge the HR & Equalities Committee's recommendations.
- 3.2 Members acknowledge the Independent Remuneration Panel's recommendation.
- 3.3 Members consider the recommendation of the HR & Equalities Committee, and the Independent Remuneration Panel's recommendation, and make a determination as per the National Joint Council Circular.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Philip Haynes Director of People Services	Appendix 1 – HR & Equalities Report (13 October 2014) Appendix 2 – Chairman’s letter to Independent Remuneration Panel Appendix 3 – Response from Independent Remuneration Panel



**APPENDIX 1**

**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**HR & EQUALITIES COMMITTEE**  
**REPORT OF THE ACO PEOPLE SERVICES**

**AGENDA ITEM NO 4**  
**13 OCTOBER 2014**

**NATIONAL JOINT COUNCIL FOR BRIGADE MANAGERS OF LOCAL  
 AUTHORITY FIRE AND RESCUE SERVICES – JOINT CIRCULAR TO  
 CONFIRM AGREEMENT IN RESPECT OF THE PAY AWARD FOR  
 2014**

**SUMMARY**

This report explains the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services joint circular which confirms agreement reached by the Joint Secretaries in respect of the Pay Award for 2014, and how it relates to South Wales Fire & Rescue Service Principal Officers, and Heads of Service.

The report explains further the background to the Fire & Rescue Authority's determination in respect of the process relating to Principal Officers.

**RECOMMENDATION**

1. Members note the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services joint circular which confirms agreement has been reached in respect of the Pay Award for 2014.
2. Members make a determination in respect of the 2014 National Joint Council Pay Award Circular dated 8 August 2014, for recommendation to the Fire & Rescue Authority for their final decision.
3. Members make a determination in respect of the process to be followed in relation to Principal Officers pay and scales for incorporation and publication in the Fire & Rescue Authority's Annual Pay Policy.

**1. BACKGROUND**

- 1.1 The Fire & Rescue Authority publishes an Annual Pay Policy which identifies the relationship between the various Principal and Senior Officers' remuneration levels.
- 1.2 The Welsh Local Government Association has issued advice to the effect that a decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full council, without the possibility of delegating it to a committee of the council.

- 1.3 National Joint Council for Local Authority Fire and Rescue Services (Circular NJC/03/14) confirmed that the terms of the National Agreement for Fire-fighters is 1%, effective from 1 July 2014. The Fire-fighters' award will be implemented in October through the exercise of delegated powers.
- 1.4 The implementation of the Fire-fighters' National Award amounts to approximately £320,000.
- 1.5 The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (NJC) issued a joint circular to confirm they too have reached a national agreement in respect of the pay award for 2014.
- 1.6 The background to pay review arrangements for an employee, whose historic settlement date is 1 January each year, are set out in the Scheme of Conditions of Service; Salaries

9. *The NJC will publish annually recommended minimum levels of salary applicable to Chief Fire Officers/Chief Executives employed by Local Authority Fire and Rescue Authorities.*

10. *There is a two-track approach for determining levels of pay for Brigade Manager roles. At national level, the NJC shall review annually the level of pay increase applicable to all those covered by this agreement. In doing so, the NJC will consider affordability other relevant pay deals and the rate of inflation at the appropriate date. Any increase agreed by the NJC will be communicated to fire authorities by circular.*

11. *All other decisions about the level of pay and remuneration to be awarded to individual Brigade Manager roles will be taken by the Local Fire and Rescue Authority, who will annually review these salary levels.*

- 1.7 Members will remember that the Fire & Rescue Authority recommended that as part of the decision made in relation to the 2013 Pay Award, the HR & Equalities Committee would be required to consider salary levels and make recommendations to the full Fire & Rescue Authority for final determination.

## **2. ISSUES**

- 2.1 The Fire & Rescue Authority's Annual Pay Policy establishes the relationship between Principal and Senior Officers' salary bands.



2.2 The Principal Officers' current remuneration relationships are expressed in the following table:-

Title	% of CFO salary		Comp Level	Non Ops %
Chief Fire Officer	100%			
Either, Deputy Chief Fire Officer	80%			100%
Or, Deputy Chief Officer				95%
Assistant Chief Fire Officer	75%	Point 4	Operational	100%
Assistant Chief Officer		Point 3	Strategic Response	95%
		Point 2	Business Continuity	82.5%
		Point 1	Baseline	70%
Treasurer*			Baseline	60%
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum. As a recently filled position it is now incorporated within the table to confirm its correlation with other Principal Officers.				

2.3 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.

2.4 A determination by Members to implement the 2014 Pay Award with effect from 1 January 2014 at this time may give the impression that two Pay Awards have been given in respect of the 2013/2014 financial year. The following explanation details the circumstances surrounding the implementation of annual Pay Awards:-

- It is common for National Joint Council annual Pay Awards to incorporate two financial years:
  - The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services covers the period 1 January-31 December.

- The National Joint Council for Local Authority Fire and Rescue Services covers the period 1 July – 30 June. (Firefighters & Control staff)
  - It is important to point out that the 2013 pay increase as applied to Principal Officers pay was deferred from the standard nationally set implementation date of 1 January 2013.
  - The Fire & Rescue Authority's decision to defer the implementation of the Principal Officers' 2013 Pay Award until 1 January 2014 was a deliberate cost saving measure. The deferral saved the Fire & Rescue Authority £4,679 over one calendar year, of which £3,509 was within the 2013/2014 financial year.
- 2.5 The joint circular (copy attached at Appendix A) identifies that each of the approaches above are effective from 1 January 2014.
- 2.6 The Director of Employment, Welsh Local Government Association, has issued the following advice:-
- A decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full council, without the possibility of delegating it to a committee of the council.*
- 2.7 Welsh Government advises that this action also includes nationally negotiated pay rises.
- 2.8 Members are herewith asked to make a determination in respect of the 2014 NJC Pay Award dated 8 August 2014, in relation to the staff identified and to make recommendations in respect of the report to the full Fire & Rescue Authority.
- 2.9 Within the other two Fire & Rescue Authorities in Wales the Members have taken a decision to use external advisors to assist them make a determination on Principal Officer pay scales and salaries, to demonstrate impartiality.
- 2.10 Members are herewith asked to make a determination in respect of the process to be followed in relation to Principal Officers pay and scales for incorporation and publication in the Fire & Rescue Authority's Annual Pay Policy.

### 3. FINANCIAL IMPLICATIONS

- 3.1 The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services Pay Award as identified in the report has been fully covered by the existing approved budgets for 2014/2015.
- 3.2 For Principal and Senior Officers the individual costs of the nationally agreed flat rate and percentage increase for 2014 are:-

Post	Salary	Increase	Description
Chief Fire Officer	£125,002	£1,000	Flat rate increase
Deputy Chief Officer	£95,001	£950	1.0% - basic salary
Assistant Chief Fire Officer - Technical	£93,751	£938	1.0% - basic salary
Assistant Chief Fire Officer – Service Delivery	£93,751	£938	1.0% - basic salary
Assistant Chief Officer – People Services	£89,064	£890	1.0% - basic salary
Treasurer (pro rata)	£21,087	£211	1.0% - basic salary
Head of Service - Finance	£49,219	£492	1.0% - basic salary
Head of Service - Corporate	£49,219	£492	1.0% - basic salary
Head of Service - HR	£49,219	£492	1.0% - basic salary
Head of Service - ICT	£49,219	£492	1.0% - basic salary
Total salary cost of the NJC pay award for the period 1 January 2014 to 31 December 2014		£6,895	

- 3.3 Attached at Appendix 2 is an Excel spreadsheet which has been used to calculate and verify the impact on current remuneration relationships and the associated percentages between Principal Officers.

### 4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report.
- 4.2 The assessment identifies that the disjointed application of 'cost of living awards' as implemented for the previous financial year has further exacerbated inconsistencies across pay group comparators within the Fire & Rescue Service.
- 4.3 The Principal Officers Group comprises 6 members of staff, of which three are uniformed personnel, and three are non-uniformed personnel.

- 4.4 The three uniformed personnel are members of the Firefighters' Pension Schemes (FPS), and the three non-uniformed personnel are members of the Local Government Pension Scheme.
- 4.5 In April 2014, the Local Government Pension Scheme became subject to 'Career Average Revalued Earnings' (CARE) provisions, and any decision to implement national pay agreements on a locally identified date will directly affect individual Officers, and may be regarded as indirect sex and age discrimination.
- 4.6 CARE for firefighters will not be implemented until April 2015. Consequently, one uniformed director has acquired rights under the Firefighters Pension Scheme, and will have full defined/final salary benefits. One director will have transitional protection, and one will have no protection.
- 4.7 Finally, the assessment acknowledged that there was growing potential to generate a number of equal pay and equal value scenarios, particularly between uniformed and non-uniformed personnel. The disparity within the Principal and Senior Officer ranges as reported in the Pay Policy varies between 5% to 11.4%. The relativity between the Deputy and an Assistant Chief Fire Officer's post has closed to 1.31%. The relativities are further affected between the salary scales of a Deputy Chief Fire Officer and Deputy Chief Officer.

## 5. RECOMMENDATIONS

- 5.1 Members note the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services joint circular which confirms agreement has been reached in respect of the Pay Award for 2014.
- 5.2 Members make a determination in respect of the 2014 National Joint Council Pay Award Circular dated 8 August 2014, for recommendation to the Fire & Rescue Authority for their final decision.
- 5.3 Members make a determination in respect of the process to be followed in relation to Principal Officers pay and scales for incorporation and publication in the Fire and Rescue Authority's Annual Pay Policy.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Philip Haynes Director of People Services	Appendix 1

## Appendix 1

Employers' Secretary, Simon Pannell  
Local Government House, Smith Square  
London, SW1P 3HZ  
Telephone 020 7664 3188  
e-mail: [firequeries@local.gov.uk](mailto:firequeries@local.gov.uk)

Staff Side Secretary, Stuart Errington  
9 -11 Pebble Close  
Amington  
Tamworth  
Staffordshire

B77 4RD

Telephone 01827 302300

**NATIONAL JOINT COUNCIL  
FOR BRIGADE MANAGERS OF  
LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

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**To: Chairs of Fire Authorities  
Chief Fire Officers**

***Clerks to Fire Authorities***  
**Directors of Human Resources**  
**Members of the National Joint Council**

---

8 August 2014

Dear Sir/Madam

**Pay Settlement 2014**

1. The NJC has reached the following agreement in respect of the pay award for 2014:
  - I. An increase of 1.0% on basic salary applicable to brigade managers earning a basic salary of £99,999 or lower (as at 31 December 2013)
  - II. A flat rate increase of £1000 on basic salary applicable to brigade managers earning a basic salary of £100,000 or more (as at 31 December 2013)
2. Each of the approaches above is effective from 1 January 2014. Therefore the pay of all brigade managers covered by the Gold Book should be increased by the amount relevant to an individual (as set out in paragraph 1 above), with effect from that date.
3. Minimum annual rates of pay for chief fire officers are attached. The minimum salary arrangements for new appointments in population bands 1 and 2 remain as defined in the 2006/2007 pay settlement (issued by circular on 7 December 2006), which will be subject to review in due course.

Yours faithfully,

SIMON PANNEL  
STUART ERRINGTON  
Joint Secretaries

**ANNUAL RATES OF PAY FOR CHIEF FIRE OFFICERS  
FROM 1st JANUARY 2014**

<b>Population band 1</b>	Up to 500,000
<b>Minimum rate of pay</b>	£97,810*
<b>Population band 2</b>	500,001 to 1,000,000
<b>Minimum rate of pay</b>	£97,810*
<b>Population band 3</b>	1,000,001 to 1,500,000
<b>Minimum rate of pay</b>	£106,738
<b>Population band 4</b>	1,500,000 and above (except London)
<b>Minimum rate of pay</b>	£117,310
<b>Population band 5</b>	London
<b>Minimum rate of pay</b>	£128,943

\* New appointments in accordance with paragraph 3 above

## Appendix 2

Excel spread sheet used to calculate and verify the impact on current remuneration relationships and the associated percentages between principal officers.

Post	Stated Differential Percentage	Actual Salary at January 2014	Differential Percentage				Increase	NEW SALARY
Chief Fire Officer	100%	£125,002					£1,000	£126,002
Deputy Chief Officer	95% of 80% of the CFO	£95,001	80%	£100,002	95%	£95,002	£950	£95,951
Assistant Chief Fire Officer - Technical	75% of CFO	£93,751	75%	£93,752			£938	£94,689
Assistant Chief Fire Officer – Service Delivery	75% of CFO	£93,751	75%	£93,752			£938	£94,689
Assistant Chief Officer – People Services	95% of an ACFO	£89,064			95%	£89,063	£890	£89,954

Post	Differential	Salary	Percentage			
Chief Fire Officer	100%	£126,002				
Deputy Chief Officer	95% of 80% of the CFO	£95,951	80.00%	£100,802	95.189%	£95,952
Assistant Chief Fire Officer - Technical	75% of CFO	£94,689	75.1490%			£94,689
Assistant Chief Fire Officer – Service Delivery	75% of CFO	£94,689	75.1490%			£94,689
Assistant Chief Officer – People Services	95% of an ACFO	£89,954	95.00%	£89,954.55	95.000%	£89,955







**SOUTH WALES FIRE & RESCUE AUTHORITY**  
**AWDURDOD TÂN AC ACHUB DE CYMRU**

**Chairman/Cadeirydd : D. Tudor Davies**

Fire Service Headquarters/  
 Pencadlys Gwasanaeth Tân  
 Forest View Business Park  
 Llantrisant CF72 8LX

Telephone/Ffôn: (01443) 232006  
 Fax/Ffâcs: (01443) 232180

Our Ref:/Ein cyf: TD/JAG  
 Your Ref/Eich cyf:

Date/Dyddiad: 8 December 2014

**APPENDIX 2**

Frank Cuthbert  
 Independent Remuneration Panel for Wales  
 M05, North Core  
 First Floor  
 Crown Buildings  
 Cathays Park  
 Cardiff CF10 3NQ

Dear Mr Cuthbert

**Cost of Living Increase for 2013 and 2014**

**Background**

The management structure for South Wales Fire and Rescue Service consists of an Executive Leadership Team comprising of the Chief Fire Officer, Deputy Chief Officer, one Assistant Chief Officer and two Assistant Chief Fire Officers. There is then the Senior Management Team that consists of four Heads of Service and four Area Managers. The South Wales Fire and Rescue Authority have a pay policy that remunerates at a percentage of pay of these members of staff in proportion to the Chief Fire Officer's salary, excluding Area Managers.

**Issue**

In 2013 the National Joint Council for staff employed and covered by the Grey Book, i.e. uniformed members of staff up to and including Area Manager, received a cost of living increase of 1%. Green Book staff also received a cost of living increase of 1%. The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services resolved not to offer a pay award for Brigade Managers. Therefore, the Fire and Rescue Authority made a decision to award the Executive Leadership Team and the then three Heads of Service the cost of living increase of 1% in keeping with the award to all other groups of staff within the Service. The Authority resolved to pay the Heads of Service pay award increase from 1 April 2013. However, the Authority resolved to defer the 2013 pay award for the Executive Leadership Team until 1 January 2014, a deferment of one complete year.

Throughout this year, 2014, Grey and Green book staff have again received a 1% cost of living increase, this has been awarded as per Fire and Rescue Authority pay policy. The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services issued a circular on the 8 August 2014 notifying the Authority that a pay award for Brigade Managers on a salary of £99,999 would be awarded a cost of living increase of 1% or flat rate increase of £1000 on basic salary applicable to Brigade Managers earning a basic salary of £100,000 or more. This cost of living increase is to be effective from the 1 January 2014 and should apply to all Brigade Managers

covered by the Gold Book. As a Fire and Rescue Authority our pay policy states that we will honour nationally recognised pay awards.

There has been a concern amongst some Fire and Rescue Authority Members that as Members deferred the cost of living increase from 2013 to the 1 January 2014, and then the National Joint Council negotiated a pay award for Brigade Managers from 1 January 2014 for this year, there may be a perception that a 2% pay award would be awarded to this group of staff. It is in fact, and has now been recognised by Members that this is merely a timing issue as Members deferred the 2013 cost of living increase.

I have considered the Independent Remuneration Panel guidance on salaries for Heads of Paid Service of Principal Councils and for Fire and Rescue Authorities, I therefore ask you as a panel to consider the circumstances that this Authority now finds themselves in, having made a deferment for the 2013 cost of living increase to the 1 January 2014 and then for the 2014 cost of living increase to be backdated to the 1 January 2014 and the requirement for the Authority to comply with its approved and published pay policy.

Your view on this matter would be very much appreciated so that the Authority can consider this in line with their current pay policy.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Tudor Davies', with a long horizontal flourish extending to the right.

**Cllr D Tudor Davies**  
**Chairperson**

## Appendix 3



Councillor D Tudor Davies  
 Chairperson  
 South Wales Fire and Rescue  
 Authority  
 Fire Service Headquarters  
 Forest View Business Park  
 Llantrisant  
 CF 72 8LX

11 December 2014

Dear Councillor Davies

### **Cost of Living Increase for 2013/2014**

The Independent Remuneration Panel for Wales has considered the proposals contained in your letter of 8 December. The panel considered the matter at their meeting of the 10 December, in accordance with Section 143A of the Local Government (Wales) Measure 2011.

The Panel was grateful for the information provided which was discussed in detail. We are content with your proposal to introduce the 1% increase for this year together with the 1% deferred from last year and recommend that the Authority proceed to implement.

Yours sincerely

Richard Penn  
 Chair  
 Independent Remuneration Panel for Wales

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**SOUTH WALES FIRE & RESCUE AUTHORITY**

AGENDA ITEM NO 6.iii

9 FEBRUARY 2015

REPORT OF THE DEPUTY CHIEF OFFICER

**REPORT ON THE CONSULTATION FOR THE PROPOSED STATUTORY PERFORMANCE INDICATORS 2015-16.****SUMMARY**

To inform Members of the consultation process and the proposed statutory performance indicators for Fire & Rescue Authorities in Wales.

**RECOMMENDATION**

That Members note the proposals within the consultation, and SWFRS's response.

**1. BACKGROUND**

- 1.1 As a "Welsh Improvement Authority" under the Local Government (Wales) Measure 2009 ("the Measure"), South Wales Fire & Rescue Authority have a general duty to make arrangements to secure continual improvement in exercising its function.
- 1.2 Furthermore Fire & Rescue Authorities (FRAs) have a duty under the Measure to collect information related to performance and use that information to measure and compare their performance in previous years and with similar organisations. For example through the use of performance indicators (PIs)
- 1.3 FRAs are also required to use this information alongside a wide range of other evidence to assess the performance of their services, how they can improve and the impact that they are having on the outcomes for citizens and communities.

**2. ISSUE**

- 2.1 The current set of Statutory PIs are set out in the Fire & Rescue Authorities (Performance Indicators) (Wales) Order 2011. The Welsh Minister proposes to use his powers contained in the Measure to set new statutory PIs which will enable FRAs to focus on national strategic priorities that are identified in the Framework.
- 2.2 Welsh Government are therefore consulting in order to seek views on the proposed set of PIs for the Fire & Rescue Authorities that are proposed to

make statutory Order under section 8(1)(a) of the Measure. This would mean that FRAs would have a legal obligation to collect, use and report data for these indicators.

2.3 There are 3 proposed statutory National Strategic PIs;

- (i) Number of incidents attended by a FRA. This includes all fires and other incidents (including false alarms and road traffic collisions.
- (ii) The number of deaths and injuries caused by all fires and accidental fires.
- (iii) Fires contained in the room of origin; the percentage of fires which did not spread outside the room in which they started.

2.4 Welsh Government are also proposing for all-Wales Core PI's to be developed by the three Welsh FRAs through a partnership approach, whereby consistency in definitions, recording methods and calculations are agreed which will support benchmarking within and outside Wales.

2.5 The date of return for the consultation response (as attached) is 30 January 2015.

### **3. FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this consultation process.

### **4. EQUALITY RISK ASSESSMENT**

4.1 There are no equality risk assessments arising for this consultation process.

### **5. RECOMMENDATIONS**

5.1 Members note the consultation proposals and SWFRS response.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Stephen Rossiter Head of Service Performance and Communications	Consultation Document – Fire and Rescue Authority Performance Indicators 2015-16. Proposals for statutory performance indicators for Fire and Rescue Authorities in Wales.  Local Government (Wales) Measure 2009.  Fire and Rescue National Framework 2013 Onwards







### Consultation Response Form

Name:	Stephen Rossiter (Head of Service Performance & Communications) For the Chief Fire Officer
Organisation:	South Wales Fire and Rescue Authority
Email:	<a href="mailto:sa-rossiter@southwales-fire.co.uk">sa-rossiter@southwales-fire.co.uk</a>
Address:	South Wales Fire and Rescue Service Headquarters Forest View Business Park Llantrisant Pontyclun CF72 8LX

#### Fire and Rescue Authority – Performance Indicators 2015-16. Proposals for the statutory performance indicators for Fire and Rescue Authorities in Wales

##### Question 1

Do you agree with the proposal that FRA's should develop All Wales Core Performance Indicators through a partnership approach, whereby consistency in definitions, recording methods and calculations are agreed?

We agree with the proposal but seek clarification as to who defines the non-statutory standard/core indicators. It is assumed from the document it will be the Fire and Rescue Authorities through a partnership approach.

Core PIs support strategic PIs, whilst also informing the business planning process. Data, reports etc from Core PIs will provide management with performance information, not all of which will be included in the Improvement Plans. Clarification is required as to paragraph 14 that states – “Performance against Core PIs should be recorded in FRAs’ improvement reports”, and paragraph 22 that states – “They will also be expected to publish performance information on key services and central functions drawing upon Core PI sets and using Local PIs”. What is the expectation of reporting/publishing performance information of Core PIs in relation to inclusion in Improvement Plans?

## Question 2

Do you agree with the proposed areas to be covered by Statutory Performance Indicators as set out in paragraphs 18 to 20 of this consultation document?

Yes we do agree broadly with the areas covered by the Statutory Performance Indicators but please note our comments below.

With reference to paragraph 18 on proposed statutory indicators, reference is made to "*other emergencies, including water rescue, wide-scale flooding*", which are non statutory services. Clarification is required as to a set of proposed statutory PIs measuring non-statutory functions.

Paragraph 21 - Number of incidents attended by a FRA, this PI is purely a numerical number with no meaningful outcome identified. In relation to other incidents, RTCs etc how will FRAs evidence improvement? Attending more or less incidents, affecting greater rescues at incidents is this good or bad? This does not take account of outcomes to the community and or the person(s) involved, such as; has the person been successfully extricated (and by who), were they hospitalized, have they returned to normality back in the community etc. Furthermore, incidents such as RTCs impact on numerous agencies all of whom contribute in slightly different ways, however the outcome is reliant on all, will WAST and the Police Services and NHS trusts, highways etc have similar measures?

An Automatic Fire Alarm (AFA) provides early and essential warning in case of fire but not all AFAs occur as a direct result of fire. Firstly, there are malicious and good intent actuations but many AFAs attended are as a result of system problems, external influences or accidental activations etc. Many of these types are classed as Unwanted Fire Signals (UwFS) and a reduction of these types would be an improved measure for identifying and reducing waste. If this data is not to be captured at strategic level it will be need to be considered and addressed through the FRA Core or Local Indicator sets.

In terms of reducing the burden of malicious calls the FRAs have an all Wales call challenging protocol where our control staff members challenge potentially malicious calls, thus reducing the number of such calls attended; we will need to capture such actions locally to evidence the reduction of such calls.

In relation to the "*number of deaths and injuries caused by all fires and accidental fires*", it is agreed that these are relevant strategic indicators but there will be a need for further collection and measurement of fatality and injury data in the Core or Local PI sets. It is noted that there is no specific indicator for 'Deliberate Fire Deaths and Injuries' and whilst it is difficult for a FRA to prevent deliberate fires there is a definite requirement to capture and analyse all fire fatality and injury data. We can use the information to lead our community safety educational and preventative activities.

The "*Fires contained in room of origin; the percentage of fires which did not spread outside the room in which it started*" will not measure the effectiveness of FRAs response. A FRAs response is determined by many things; location of nearest appliance (the nearest station appliances not always available) and travel times (weather and traffic conditions) are all factors that need to be considered. This PI if anything is measuring the effectiveness of FRA fire fighting actions i.e. spread of fire outside of the room of origin. However, there are

many variables that can impact on the severity and spread of fire, including time to discovery, timing of initial call, whether the occupiers close doors and have a working smoke detector.

Should we be measuring FRA functions at strategic level that can make a difference to our communities and add value such as; Accidental Dwelling Fires, deaths and injuries from ADF, ADF where a community safety activity has taken place?

### Question 3

Do you have any views on the calculations and definitions for the proposed Statutory Performance Indicators at Annex 1?

An injury as a result of a fire is an injury be it serious, slight or did not attend hospital. We do believe that 'First Aid Given At Scene' should be included in the strategic injury data to give a full view of injuries at fire incidents. However, if it is not being captured at strategic level we will record and capture it locally. What is more important where fatalities and injuries have occurred is the cause and reason behind the outcome and not the number. This will enable future educational and preventative activity.

Indicator 3 Fires Contained in the Room of Origin indicates this measure is restricted to dwelling fires, whereas in the main text of the document under paragraph 21 it does not stipulate this. If this indicator is adopted it is our view that it should only apply to dwelling fires but please note our comments on the effectiveness of the FRA response in question 2 above.

Indicator 3 Fires Contained in the Room of Origin (Annex 1) includes chimney fires in the calculation. We have not included chimney fires in any of our dwelling fire PIs in the past as chimney fires are all classed as secondary fires. Should we consider this PI as unique or include chimney fires in all our other dwelling fire PIs?

The Consultation Document, Paragraph 21 identifies Indicator 1 as 'Number of incidents attended by an FRA' but the Performance Indicator Annex, Indicator 1 Headline refers to the indicator group as 'Fire and other incidents attended by an FRA'. Can the headline please be clarified?

### Question 4

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please comment.

- Section 8 refers to FRAs focus on National strategic priorities that are identified in the Framework; can you confirm when the new/revised Framework will become available?



**DISMISSAL APPEALS****SUMMARY**

This report seeks consistency in all organisational policies and procedures by ensuring that any appeal against dismissal will be heard by a panel of three members of the Executive Leadership Team to ensure consistency of approach and decision-making for the organisation.

**RECOMMENDATION**

That all dismissal appeals be heard by a panel of three members of the Executive Leadership Team.

That the Director of People Services and the Deputy Chief Officer be given the authority to amend the organisation's policies, procedures and Scheme of Delegations to reflect the decision above and its implications.

**1. BACKGROUND**

- 1.1 As Members will be aware, Members have previously granted various delegations to Officers in relation to dismissal of staff, other than the statutory Officers of the Authority, which has included the ability for a panel of three Members of the Executive Leadership Team (ELT) to hear appeals against dismissal for the organisation.
- 1.2 A recent review of the organisation's policy and procedures has identified that this delegation did not extend to cover all types of dismissal appeal and authorisation is therefore sought to grant the necessary delegations to regularise this position so that a panel of three members of ELT will hear all types of dismissal appeals of Service staff.
- 1.3 This approach will have the benefit of ensuring consistency of decision-making and application of policies and procedures across the Service in relation to Service staff, and for the consistency for the purposes of evidence should a subsequent employment tribunal claim be brought.
- 1.4 It is recommended that the Director of People Services and the Deputy Chief Officer be given delegated authority to amend the necessary organisational policies, procedures and Scheme of Delegations to reflect this decision and the consequent implications of this.

## 2. RECOMMENDATION

- 2.1 That all dismissal appeals be heard by a panel of three members of the Executive Leadership Team.
- 2.2 That the Director of People Services and the Deputy Chief Officer be given the authority to amend the organisation's policies, procedures and Scheme of Delegations to reflect the decision above and its implications.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Sally Chapman Deputy Chief Officer	None

AGENDA ITEM NO 7

**Reports for Information**





**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.i  
9 FEBRUARY 2015

## REPORT OF THE DEPUTY CHIEF OFFICER

**SUMMARY OF THE NATIONAL ISSUES COMMITTEE MEETING****SUMMARY**

This report updates Members on the outcomes of the January 2015 meeting of the Fire & Rescue Services' All Wales National Issues Committee.

**RECOMMENDATION**

That Members note the content of the National Issues Committee summary report.

**1. BACKGROUND**

- 1.1 The National Issues Committee (NIC) meeting was held on 27 January 2015 at Llandrindod Wells, and the following report summarises the content of the meeting.

**2. CONTINUOUS IMPROVEMENT AWARDS**

- 2.1 The Chair congratulated Members and Officers on the NIC receiving an award for 'Outstanding Change in Leadership' at the All Wales Continuous Improvement Community's National Conference.
- 2.2 The Chair was also pleased to report that the NIC had been shortlisted for a second award for 'Continuous Improvement of Public Service', and the Assistant Programme Co-ordinator would attend an interview in York in due course.

**3. EMERGENCY SERVICES' COLLABORATION**

- 3.1 A new Emergency Services' Collaboration Working Group was formed in September 2014, with funding and support from the departments of Health, DCLG and the Home Office. The Group comprises of Senior Leaders from across the blue light services and has been established to provide strategic leadership, co-ordination and an overview of collaboration across England and Wales.
- 3.2 The aim of the Working Group is to facilitate and encourage greater collaboration between the emergency services in England and Wales by removing barriers and unlocking opportunities.

- 3.3 The Working Group is currently sponsoring a programme of work including establishing a National Emergency Service Collaboration Network.
- 3.4 It is hoped that by providing a network to share opportunities, knowledge, identified lessons, project materials and access to procurement frameworks, it will assist in reducing unnecessary duplication, effort and ultimately help the sector to innovate.
- 3.5 The Programme Co-ordinator is assisting the group by sharing the good work of the NIC and is now part of the programme network, which will tie in with existing networks such as the Public Services Transformation.

#### **4. PROGRESS OF KEY COLLABORATIVE AREAS**

##### **4.1 Transport Review**

4.1.1 The Acting DCO of Mid & West Wales FRS provided Members with a position statement concerning the strategic review of transport. The annex document provided a concise 'as is' overview of each of the objective focus areas targeted by the review.

4.1.2 The findings covered within the report were drawn from a comprehensive data gathering, analysis and review exercise completed in 2014. The document summarised the outcomes and presented a way forward that allowed the findings within each of the targeted focus areas to be further explored and reported back to the NIC as individually focused reports.

##### **4.2 National Control Arrangements**

4.2.1 The CFO of Mid & West Wales FRS informed Members that the Joint Public Service Centre Project remained on target with progress being made in all areas.

4.2.2 The Service Level Agreement and joint Command and Control procurement agreements between Mid & West Wales FRS and South Wales FRS had been signed. In January 2015 work had commenced on the main collaboration agreement between Mid & West Wales FRS, South Wales FRS and South Wales Police. The project governance policy arrangements were subject to an internal audit in December 2014. Staff and stakeholder engagement continued to be a focus with a series of communications meetings and briefings held in November and December 2014. Trade Union consultation

continued throughout the 12 week consultation period which closed on 23 December 2014 on the staff structure and shift pattern proposals. The withdrawal from the Command & Control procurement arrangements by one party had led to a delay in the issue of the revised tender documents. However this should not impact on the anticipated contract award date of June 2015. A revision of the Business Continuity Management Plan was also being completed. The strategic transition and implementation plan had been agreed by the Programme Board with work commencing on the detailed plans. Progress on appointment of Fire Control staff into the new structure was planned to commence as soon as possible in 2015.

#### **4.3 Operational Assurance**

4.3.1 The DCO of South Wales FRS informed Members that the Operational Assurance process was a key tool which enabled Fire & Rescue Authorities to evaluate themselves against a set of expectations contained within centrally agreed Key Lines of Enquiry.

4.3.2 The Key Lines of Enquiry implemented in 2006 and amended in 2010 continued to provide the Fire & Rescue Authorities with the opportunity to identify strengths and areas for improvement so that actions could be prioritised accordingly.

4.3.3 The Operational Assurance process required strategic direction and implementation consistently across Wales. Following discussion on the importance of retaining ownership of the process and implementing timescales, Members of the three Fire & Rescue Authorities agreed that the Operational Assurance process would recommence under the ownership of the NIC.

4.3.4 Members agreed for Officers to review the Operational Assurance arrangements and develop a suite of options that provided the most appropriate and cost effective solution for self-assessment in Wales.

#### **4.4 Update Report on the Work of the Common and Specialist Services Workstream**

4.4.1 The DCO of South Wales FRS provided Members with an update on the work undertaken by the Common and Specialist Services workstream.

#### 4.4.2 **Crewing arrangements**

It was agreed that following the report to the NIC Committee on 14 October 2014 giving the suite of options for crewing, this workstream could be closed as it was now for each Fire & Rescue Authority to use that report as they saw fit in considering options that may be suitable for their own Service.

#### 4.4.3 **Welsh Language**

It was noted that each of the Services was currently responding to the Welsh Language Commissioner's questionnaire and that these had to be returned by January. Until the draft Welsh Language Standards were known, little further work could be done in relation to these at the current time.

#### 4.4.4 **Income generation**

Work was underway establishing the implications of creating separate trading arms and discussions were scheduled with Mid & West Wales FRS who had recently set up an arms-length company. Areas for potential income generation were being evaluated and meetings being set up with relevant departments across the Services to discuss potential further.

#### 4.4.5 **Occupational Health**

It was noted that this was a new workstream and that meetings were being scheduled to progress the scoping work with each of the Services.

#### 4.4.6 **Performance**

The mechanisms for managing the performance of the NIC were discussed, together with the Committee's request that this workstream identifies the appropriate performance management mechanisms and systems to take the Committee forward into the future. It was also noted that each of the Services was in a different position in relation to their performance management systems with Mid & West Wales FRS having recently adopted a new Sharepoint performance management system, South Wales using an end of life system and North Wales using a different system again. It was agreed that Steve Rossiter would lead a workstream within the Performance Management stream to identify suitable performance management measures and systems for the NIC whilst taking into account the needs of each of the Services for their own systems as well. Steve would be supported in his work by Steve McLinden of Mid & West Wales FRS, pending finalisation of structural changes within that

Service. It was noted that this work would involve considerable discussions with each of the performance leads in the three organisations, together with each of the NIC workstreams to ascertain requirements there as well.

#### **4.5 WALES BUSINESS SAFETY GROUP**

4.5.1 The CFO of Mid & West Wales FRS reminded Members that in May 2014, the three Welsh Fire & Rescue Services created a Wales Business Safety Group comprising Terms of Reference and a project plan of 10 workstreams aimed at standardising the way in which they undertook business fire safety and fire investigation across Wales.

4.5.2 The work supported the requirements of the Regulators Code 2014 and the National Enforcement priorities for Wales.

4.5.3 Members agreed to note the report, and Officers agreed to provide a further update report at the next meeting.

#### **5. NATIONAL ISSUES COMMITTEE LEADERSHIP CONFERENCE**

5.1 Following the NIC, the Members agreed that a Conference would be arranged for the NIC, including all the new project leads. It has also been agreed to invite the Heads of Services within our three organisations as this will be a good opportunity to:

- Share the work and successes of the NIC on a broader field
- Raise the NIC profile internally
- Strengthen avenues of communication between the NIC project areas and Heads of Services within our organisations, and to gain support and momentum for 2015.

5.2 It has also been agreed that this meeting will be a recurring event at the beginning of each year, whereby the Services meet as a whole team to set the scene for the 12 months ahead with the ability to reflect on the previous 12 months of NIC collaborative successes.

#### **6. EQUALITY RISK ASSESSMENT**

6.1 There are no equality impacts arising from the report. Equality considerations will be an integral part of each project area and considered by the relevant project lead.

## 7. RECOMMENDATION

- 7.1 That Members note the content of the National Issues Committee summary report.

<b>Contact Officer:</b> Christian Hadfield Assistant NIC Co-ordinator	<b>Background Papers:</b> Minutes of NIC meeting - 27 January 2015
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AGENDA ITEM NO 7.ii

**Firefighters' Pension Dispute Update on Industrial Action**  
-  
**Verbal**





**UPDATE ON THE IMPLEMENTATION OF THE FIRE COVER REVIEW****SUMMARY**

The purpose of the Fire Cover Review (FCR) was to identify the optimum station locations and crewing arrangements to accurately match resources against risk. This paper will provide a brief update on the recommendations the Fire & Rescue Authority had agreed to implement from each of the three phases of the FCR.

**RECOMMENDATION**

That Members note the progress made to date on the implementation of the Fire Cover Review recommendations.

**1. BACKGROUND**

- 1.1 The FCR is one of the Transformational Projects that is currently a primary control mechanism within the Medium Term Financial Strategy for minimising the deficit between the planned budget requirements and the anticipated reduction in funding.
- 1.2 This was the first comprehensive FCR since the combination of the 3 previous constituent Fire & Rescue Services and as such is the first opportunity to take account of several key factors such as; population growth, changes in demographics and changes in infrastructure.
- 1.3 The result of the FCR will ensure assets in the Service are matched against identified risks and show that the Service is committed to continuous improvement whilst ensuring cost effective Service Delivery.

**2. ISSUE**

- 2.1 From phase one of the FCR the following recommendations were agreed by the Fire & Rescue Authority to be implemented:
- 2.2 **Vale of Glamorgan**  
Change the crewing arrangements at Cowbridge from Whole Time Day Crewed Duty System to Retained Duty System. This was achieved on the 28 March 2014.
- 2.3 Change the crewing of the second appliance at Barry Fire & Rescue Station from Whole Time to Retained Duty System. Considerable progress has been made to date and 16 Retained Fire-fighters have

been recruited so far and the project remains on target for completion within the 15/16 financial year.

2.4 Reduce the overall provision of Operational Aerial Appliances from 4 down to 3 and thereby remove the provision of an Aerial Appliance from Barry Fire & Rescue Station. This was achieved on the 13 October 2014.

2.5 **Bridgend**

Replace Porthcawl and Kenfig Hill Fire & Rescue Stations with a new station in the Cornelly area when an appropriate site becomes available. There has been limited progress to date as there are not many parcels of land within the search area. However the strategic property manager continues to have regular dialogue with land owners to explore all possibilities.

2.6 From phase two of the FCR the following recommendations were agreed by the Fire & Rescue Authority to be implemented:

2.7 **Blaenau Gwent**

Close Blaina Fire & Rescue Station. The personnel from Blaina were served 12 weeks notice of redundancy on January 6 2015 and the planned closure date is 31 March 2015. However Officers are working with the individuals affected and the Fire Brigades Union to secure suitable alternative employment where possible as agreed at the Fire & Rescue Authority meeting on 22 September 2014.

2.8 **Torfaen**

Remove the Retained Duty System appliance from Cwmbran Fire & Rescue Station. Officers will deliver this within the 15/16 financial year. As previously indicated Officers are working with the individuals affected and the Fire Brigades Union to secure suitable alternative employment where possible as agreed at the Fire & Rescue Authority meeting on 22 September 2014.

2.9 **Monmouthshire**

Review the availability of the second appliances at Abergavenny, Chepstow and Monmouth and consider alternative arrangements. A briefing paper will be presented to the Authority in September 2015 outlining options for consideration.

2.10 From phase three of the FCR the following recommendations were agreed by the Fire & Rescue Authority to be implemented:

2.11 **Rhondda Cynon Taf**

To close Porth Fire & Rescue Station. Officers will deliver this within the 15/16 financial year. As previously indicated Officers are working with

the individuals affected and the Fire Brigades Union to secure suitable alternative employment where possible as agreed by the Fire & Rescue Authority.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 From phase one of the FCR the financial savings to date have mainly been achieved from the change in crewing at Cowbridge and equate to £388k. The full effect of the removal of the Hydraulic Platform from Barry will be realised during the 15/16 financial year and equates to £296k.

### **4. EQUALITY RISK ASSESSMENT**

- 4.1 This briefing paper does not require an Equality Risk Assessment.

### **5. RECOMMENDATION**

- 5.1 That Members note the progress made to date on the implementation of the Fire Cover Review.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Thomas ACFO – Service Delivery	Fire Cover Review Phases one, two and three



**SOUTH WALES FIRE & RESCUE AUTHORITY**AGENDA ITEM NO 7.iv  
9 FEBRUARY 2015

## REPORT OF THE DEPUTY CHIEF OFFICER

**CEFN FFOREST FIRE & RESCUE STATION, PWLLGLAS ROAD,  
BLACKWOOD****SUMMARY**

Terms have been agreed for the sale of Cefn Fforest Fire & Rescue Station to Seren Group Limited for a social housing use.

**RECOMMENDATION**

To proceed with the disposal of Cefn Fforest Fire & Rescue Station at the value reported by the District Valuer.

**1. BACKGROUND**

- 1.1 As Members will be aware, approval had previously been sought to declare Cefn Fforest Fire & Rescue Station surplus to requirements and to be disposed of upon completion of the construction and occupation of the Aberbargoed site.

**2. ISSUE**

- 2.1 Members subsequently agreed that the site would be disposed of to the Seren Group Ltd, a social housing provider. The sale would be in accordance with the General Disposal Consent (Wales) Order 2003 and would be at a value to be reported by the District Valuer.
- 2.2 Having full knowledge of all known development costs, the District Valuer has now settled on a value of £75,000. The figure represents a value which is restricted to an affordable housing use, and may therefore be lower than what could be achievable in the open market. Members are advised that the Seren Group have a proven track record of acquiring sites and the proposed scheme promotes social well-being which supports the Welsh Government agenda.
- 2.3 The reported figure also reflects a number of site constraints identified by the Seren Group during their site investigation work. These constraints included a surface water drain crossing the site; higher than previously reported demolition costs; and a requirement to overcome localised problematical ground conditions. These issues have been managed but their impact on site viability has negatively impacted the value we have achieved.

2.4 Subject to Members' approval, Officers will aim to exchange contracts in the next few weeks which will commit both parties to the sale. Completion will be subject to full planning consent.

### **3. FINANCIAL IMPLICATIONS**

3.1 A capital receipt of £75,000 will be received upon completion.

### **4. EQUALITY RISK ASSESSMENT**

4.1 There are no equalities and fairness implications arising directly as a result of this report.

### **5. RECOMMENDATION**

5.1 To proceed with the disposal of Cefn Fforest Fire & Rescue Station at the value reported by the District Valuer. The agreed figure is £75,000.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Nick Corrigan Property Strategy Manager	

**FORWARD WORK PROGRAMME FOR  
FIRE & RESCUE AUTHORITY 2014/15**

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
Each meeting	Firefighters' Pension Dispute – Update on Industrial Action	To provide Members with a verbal update on industrial action arising from the pension dispute	ACFO TS  Contact Officer: Richie Prendergast	On agenda
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	On agenda
As appropriate when key issues arise	Strategic Property Update	To update Members on key strategic property projects	DCO  Contact Officer: Sally Chapman	
As appropriate when key issues arise	Transformational Projects – Progress and Issues	To update Members on key issues and milestones as appropriate and seek decisions on key issues when required	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	
4 July 2014	Health & Safety Annual Report 2013/14	To advise Members of Health and Safety performance of the organisation	ACFO TS  Contact Officer: Martin Hole	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
14 July 2014	WAO Annual Improvement Report 2013/14	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
14 July 2014	Welsh Government's Fire & Rescue Services in Wales Report 2013	To advise Members of the content of the Welsh Government report and the Minister's intentions	CFO & DCO Contact Officers: Huw Jakeway & Sally Chapman	Completed
14 July 2014	North Atlantic Treaty Organisation (NATO) Event	To brief Members on arrangements for the NATO event	ACFO TS Contact Officer: Rod Hammerton	Completed
14 July 2014	Report on end of year performance on achievement of Improvement Objectives 2013/14	To advise Members of the end of year position in securing the achievement of the Improvement Objectives	DCO Contact Officer: Steve Rossiter	Completed
14 July 2014	Transfer of substation at Aberbargoed Fire & Rescue Station and amendment to the Scheme of Delegations	To seek Member approval to transfer the electricity substation at Aberbargoed and seek approval to amend the Scheme of Delegations in relation to such transfers	DCO Contact Officer: Sally Chapman	Completed



<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
14 July 2014	End of year Performance and Statistics Report 2013/14	To advise Members of end of year performance against agreed targets	DCO Contact Officer: Steve Rossiter	Completed
14 July 2014	Annual Welsh Language Scheme 2013/14	To advise Members on the content of the Annual Welsh Language Scheme	ACO PS Contact Officer: Phil Haynes	Completed
22 Sept 2014	Report on Scrutiny Conclusions on Phase 2 Fire Cover Review Proposals for Blaenau Gwent and Torfaen Unitary Authority areas	To enable Members to consider the respective scrutiny conclusions to consider if they wish to affirm or amend their decision of 24 March 2014	DCO Contact Officer: Sally Chapman	Completed
29 Sept 2014	Report on Responses to the consultation of Phase 3 of the Fire Cover Review	To enable Members to fully consider all views before reaching a decision	DCO Contact Officer: Sally Chapman	Completed
29 Sept 2014	Draft Improvement Plan 2015/16	To seek Members' approval to the draft Improvement Plan being issued for publication for public consultation	DCO Contact Officer: Steve Rossiter	Completed
29 Sept 2014	Statement of Accounts (Revenue and Capital) for 2013/14 budget	To seek Members' approval for publication of the Statement of Accounts	Treasurer Contact Officer: Geraint Thomas	Completed
29 Sept 2014	Treasury Management Outturn 2013/14	To advise Members of the year end treasury management position	Treasurer Contact Officer: Chris Barton &	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
			Geraint Thomas	
29 Sept 2014	ACFO Technical Services' post	To consider the review of the ACFO Technical Services' post	CFO  Contact Officer: Huw Jakeway -	Deferred to the next meeting
29 Sept 2014  15 Dec 2014	Budget Strategy 2015/16	To obtain clarification upon the political steer for the budget strategy for 2015/16 budget setting process	Treasurer  Contact Officer: Chris Barton	Completed
29 Sept 2014  15 Dec 2014	Report on progress of achievement of Improvement Objectives 2014/15	To keep Members appraised of progress	DCO  Contact Officer: Steve Rossiter	Completed
15 Dec 2014	Draft Improvement Objectives for 2015/16	To seek Members' approval to the Improvement Objectives being issued for publication for public consultation	DCO  Contact Officer: Steve Rossiter	Completed – reported to the FA on 29 Sept 2014
15 Dec 2014	Performance & Statistics Reports	To advise Members of performance against agreed targets, PIs, risks and corporate objectives and trends over a 5 year period	DCO  Contact Officer: Steve Rossiter	Completed
15 Dec 2014	Crewing Arrangements Report	To brief Members on the Crewing Arrangements Report to the NIC and enable consideration of the different models and how they could apply to South Wales	DCO  Contact Officer: Sally Chapman	Completed - incorporated into the NIC Update Report on the agenda

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
15 Dec 2014	Estimated Revenue & Capital Budget determination for 2015/16	To set estimated budget determination to notification to constituent authorities by 31 Dec to comply with Combination Order	Treasurer Contact Officer: Geraint Thomas	Completed
15 Dec 2014	Treasury Management Mid Term Report 2014/15	To advise Members of the mid year position in relation to our treasury management	Treasurer Contact Officer: Geraint Thomas	Completed
15 Dec 2014	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
15 Dec 2014	Pay Policy Statement	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance	ACO PS Contact Officer: Phil Haynes	Completed
15 Dec 2014	Annual 'Cost of Living' Pay Increases in the Fire & Rescue Service	To advise Members of the pay award for 2014 as determined by the National Joint Council for Brigades of Local Authority Fire & Rescue Services	ACO PS Contact Officer: Phil Haynes	Deferred to the next meeting
15 Dec 2014	Appointment of Assistant Chief Fire Officer	To seek Members' authorisation to commence the recruitment and appointment procedure for appointment of ACFO Technical Services	ACO PS Contact Officer: Phil Haynes	Completed
15 Dec 2014	Local Government Pension Scheme Discretionary Allowances	To advise Members of the discretionary allowances in compliance with the LG Pension Scheme	ACO PS Contact Officer: Phil Haynes	Completed

<b>Expected Date of Report</b>	<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Progress</b>
15 Dec 2014 & as appropriate	Review and Update of Medium Term Financial Plan & Associated Projects	To seek Members' approval to the recommended updates to the Medium Term Financial Plan following consideration by the Working Group and the Finance, Audit and Performance Management Committee & to advise on progress of the associated projects	DCO & Treasurer  Contact Officer: Sally Chapman & Chris Barton	Completed - incorporated into the Budget Strategy 2015/16 Report on the agenda
9 Feb 2015	Report on Responses to the consultation of the draft Improvement Plan and Improvement Objectives 2015/16	To advise Members of consultation responses and seek approval for a final version of the Improvement Plan	DCO  Contact Officer: Steve Rossiter	On agenda
9 Feb 2015	Revenue & Capital Budget 2015/16 final determination	To set final budget for 2015/16 to enable contribution requests to be issued to constituent authorities by 14 Feb to comply with Combination Order	Treasurer  Contact Officer: Geraint Thomas	Completed – reported to 15 December FA
9 Feb 2015	Pay Policy Statement 2015/16	To consider the Authority's Pay Policy Statement in compliance with the Localism Act 2011 and associated guidance	ACO PS  Contact Officer: Phil Haynes	On agenda
16 March 2015	Annual Report of the work of the Finance, Audit & Performance Management Committee & its working group during 2014/15	To advise Members of the work of the committee	DCO  Contact Officer: Sally Chapman	
16 March 2015	Annual Report of the work of the HR & Equalities Committee during 2014/15	To advise Members of the work of the committee	ACO PS  Contact Officer: Phil Haynes	
16 March 2015	Treasury Management Strategy 2015/16	To secure Members' approval to the adoption of the Treasury Management	Treasurer	

Expected Date of Report	Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Progress
		Strategy 2015/16	Contact Officer: Geraint Thomas	
16 March 2015	WAO Annual Improvement Report 2014/15	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	
16 March 2015	KPI Target Setting 2015/16	To set the targets for the following financial year	DCO  Contact Officer: Steve Rossiter	
16 March 2015	Improvement Plan Stage 1	To seek authorisation to publish	DCO  Contact Officer: Steve Rossiter	

Huw Jakeway – CFO  
Sally Chapman – DCO  
Phil Haynes – ACO People Services  
Andrew Thomas – ACFO Service Delivery  
Richie Prendergast – T/ACFO Technical Services

Chris Barton – Treasurer  
Geraint Thomas – Head of Finance & Procurement  
Mark Malson – Head of Human Resources  
Dewi Rose – Head of Operations  
Calvin Powell – Head of Business Support  
Steve Rossiter – Head of Service Performance & Communications



## 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;	
	• HR & Equalities meeting held on 13 October 2014	5
	• Fire & Rescue Authority meeting held on 15 December 2014	11
5.	Update on Actions	25
6.	<b>REPORTS FOR DECISION</b>	35
6.i	Report on Responses to the Consultation on the Draft Improvement Plan – "How did we do in 2013/14? An assessment of our performance" and Proposed Improvement Objectives 2015/16	37
6.ii	Principal Officers Pay	43
6.iii	Report on the Consultation for the Proposed Statutory Performance Indicators 2015-16	61
6.iv	Dismissal Appeals	69
7.	<b>REPORTS FOR INFORMATION</b>	71
7.i	Summary of the National Issues Committee Meeting	73



7.ii	Firefighters' Pension Dispute – Update on Industrial Action - <b>Verbal</b>	79
7.iii	Update on the Implementation of the Fire Cover Review	81
7.iv	Cefn Fforest Fire & Rescue Station, Pwllglas Road, Blackwood	85
7.v	Forward Work Programme	87
8.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	95