

Due to the current heightened security level at all our premises, Members are reminded to wear their identity badges whilst attending meetings. Any visitors must produce photographic identification at Reception.

SOUTH WALES FIRE & RESCUE AUTHORITY

COMMITTEE: HR & Equalities

DATE: Monday, 16 January 2017 at 10:30 Hours

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

AGENDA

1. Apologies for Absence
2. Declaration of Interests

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

3. Chairman's Announcements
4. To receive the minutes of:
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| 13. | To consider any items of business that the Chairman deems urgent (Part 1 or 2) | 113 |

Signature of Proper Officer:

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

Councillors:

| | | | |
|------|-----|------------|--------------------|
| Cllr | G | Phillips | Cardiff |
| Cllr | B | Morgan | Rhondda Cynon Taff |
| Cllr | E | Galsworthy | Merthyr Tydfil |
| Cllr | D | Davies | Newport |
| Cllr | S J | Jones | Rhondda Cynon Taff |
| Cllr | S | Pickering | Rhondda Cynon Taff |
| Cllr | P | Seabourne | Torfaen |
| Cllr | A | Jones | Torfaen |
| Cllr | S | Bradwick | Rhondda Cynon Taff |
| Cllr | R | McKerlich | Cardiff |
| Cllr | C | Elsbury | Caerphilly |
| Cllr | M | Powell | Monmouthshire |
| Cllr | E | Hacker | Vale of Glamorgan |
| Cllr | P | Drake | Vale of Glamorgan |
| Cllr | J | Morgan | Blaenau Gwent |
| Cllr | C | James | Bridgend |

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 17 OCTOBER, 2016 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

10. PRESENT:

| Councillor | Left | Authority |
|------------------------|-------------|--------------------|
| S J Jones (Chair) | | Rhondda Cynon Taff |
| A Jones (Deputy Chair) | | Torfaen |
| S Bradwick | | Rhondda Cynon Taff |
| D Davies | | Newport |
| P Drake | | Vale of Glamorgan |
| C Elsbury | | Caerphilly |
| E Galsworthy | | Merthyr Tydfil |
| B Morgan | | Rhondda Cynon Taff |
| J Morgan | | Blaenau Gwent |
| G Phillips | | Cardiff |
| S Pickering | | Rhondda Cynon Taff |
| M Powell | | Monmouthshire |
| P Seabourne | | Torfaen |

APOLOGIES:

| | |
|-------------|-------------------|
| E Hacker | Vale of Glamorgan |
| C James | Bridgend |
| R McKerlich | Cardiff |

ABSENT:

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

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

11. DECLARATIONS OF INTEREST

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

12. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

13. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 25 July, 2016, were received and accepted as a true record of proceedings.

14. REPORT ON ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2015 TO 31 MARCH 2016

The Head of HR presented a report to Members which showed that the average number of shifts/working days lost per employee in each category of staff (excluding Retained Staff), for the period 1 April 2015 to 31 March 2016, is 9.51 days per employee in comparison with 8.7 days per employee for 1 April 2014 to 31 March 2015.

A further analysis of short and long term absences, self certification, and accidents on duty, was also included in the report.

RESOLVED THAT

- 14.1 Following a question and answer session, Members agreed to note the contents of the report.
- 14.2 Following a request by Members, Officers agreed to provide the numbers of people in figures rather than solely in percentages in future reports.

15. GRIEVANCE AND DISCIPLINE ISSUES FOR THE YEAR 1 APRIL 2015 TO 31 MARCH 2016

The Head of HR presented a report which provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2015 to 31 March 2016.

RESOLVED THAT

Following a question and answer session on the number of dismissal cases throughout the past year, Members agreed to note the contents of the report.

The Chair thanked the Officers for the excellent report.

16. SOUTH WALES FIRE & RESCUE SERVICE – TRAINING & DEVELOPMENT DEPARTMENT – NEW INITIATIVES & ACTIVITIES 2016/2017

The Head of Training & Development presented a report for Members to consider the Training Department's planned training activities for 2016/2017, as well as identifying the organisational structure and functions established within the Training & Development department in order to facilitate it.

RESOLVED THAT

- 16.1 Following a question and answer session, Members agreed to endorse the actions identified within the report.
- 16.2 Following a request by Members, Officers agreed to arrange a suitable date when Members could observe Water Rescue training at the White Water Rafting Centre, Cardiff.

The Chair thanked Officers for the informative report.

17. FIREFIGHTERS' PENSIONS SCHEME 1992 – SPLIT PENSIONS

The ACO People Services presented a report to Members which identified the background to changes in Rule B5A (Split Pension) as part of the Firefighters' Pension Scheme 1992, and set out the key features, impacts, and significant points for Members' consideration and final determination.

RESOLVED THAT

- 17.1 Members agreed to note the DCLA's advice and Pension Ombudsman's ruling in relation to where an entitlement to a split pension award takes place.
- 17.2 Following discussion on the ruling to award split pensions to scheme members, Members unanimously agreed that the Firefighters' Pension Scheme 1992 should be brought in line with other Firefighter Pension Schemes.

18. TRAINING & DEVELOPMENT DEPARTMENT – SKILLS FOR JUSTICE FIREFIGHTER DEVELOPMENT AWARD UPDATE

The Head of Training & Development presented a report to Members which considered the new 'Skills for Justice' (SFJ) Firefighter

Development Award Programme which had recently been introduced within South Wales Fire & Rescue Service to reflect the needs of a modern day Fire & Rescue Service, and to ensure that Wholetime (WDS), and Retained Duty System (RDS), personnel were equipped with the requisite skills to carry out their role in a safe and competent manner.

RESOLVED THAT

Following consideration, Members agreed to endorse the contents of the report and the actions identified.

19. PROPOSED EMPLOYEE BENEFIT SCHEME

The Head of HR presented a report to Members which proposed the Service implemented an Employee Benefit Scheme, the Framework and Managed Service, which would be accessible to all employees of South Wales Fire & Rescue Service.

RESOLVED THAT

- 19.1 Members agreed for Officers to progress the implementation of the Employee Benefits Scheme.
- 19.2 Following a proposal by Members, Officers agreed to consider the issues and practicalities of awarding employees for 100% attendance throughout each year.

20. PRESENTATION - 'FIREFIGHTERS PENSION SCHEME (ENGLAND) ADVISORY BOARD'

The ACO People Services delivered the following presentation to Members: - 'Firefighters Pension Scheme (England) Advisory Board'.

Following lengthy debate on Members statutory responsibilities relevant to the management of the Firefighters Pension Scheme, Members took the opportunity to raise their concerns and frustrations as they felt the rules were daunting and far too complicated. They also identified that they were not appropriately qualified to provide individuals with advice on pensions.

Members also suggested that a Welsh Government representative should attend a future meeting to answer their queries and concerns regarding managing the Firefighters Pension Scheme.

RESOLVED THAT

Members agreed to note the presentation, and thanked Officers for providing training and guidance to assist them in managing the Firefighters Pensions Scheme.

21. FORWARD WORK PROGRAMME

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

RESOLVED THAT

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

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

There were no items of urgent business.

**TRAINING AND DEVELOPMENT DEPARTMENT – PRINCIPLES OF
 WORKFORCE PROGRESSION**

SUMMARY

This report considers all aspects of the recently introduced `Principles of Workforce Progression` project within the Service and provides an updated position on other aspects of the project.

RECOMMENDATION

That Members consider the contents of the report.

1. BACKGROUND

- 1.1 The purpose of the report is to inform Fire & Rescue Authority Members, of the HR & Equalities Committee, of the recently introduced `Principles of Workforce Progression` project within the Service and provides an updated position on other aspects of the project.

2. ISSUES

- 2.1 Some two years ago it was identified that within the Service in relation to the Training and Development and Human Resources Departments i.e. The People Services Directorate, there were several policies which were both dated in their currency and overlapped in terms of their content. A complete review was directed which as the identified Head of Service for ownership of these policies, the Head of Training and Development was tasked with progressing this issue.
- 2.2 The above review was termed as `Principles of Workforce Progression` (POWP) and was broken down into a review of the following component parts:
- Retained Recruitment, Retention and Attrition;
 - Firefighter Development Award;
 - Promotional Process;
 - Leadership Development Programme;
 - Appraisals / Continual Personal Development;
 - Capabilities and Competencies of Firefighters – Whole-time and Retained Duty System (WDS/RDS).

- 2.3 Several projects and `Task and Finish` Groups have been set up over the past two years to identify and progress the work streams above. To date significant progress has been made with some aspects having been launched and implemented and others progressing well.

3. PROGRESS TO DATE

- 3.1 Several departments have contributed to the progress and a brief precis of the progress to date is outlined below

3.1.1 Retained Recruitment, Retention and Attrition

Significant analysis by the Human Resource (HR) Department along with a `Shaping our Future` (SoF) review into Retained Duty System (RDS) issues has shown that this is a complex issue and there are several factors which are contributing to this. A key issue identified was the `National Vocational Qualification` (NVQ) which the Service up until recently utilised for all Wholetime Duty System (WDS) & RDS firefighters. This was recently replaced with the Skills For Justice (SFJ) accreditation.

In addition there are identified work streams along with ongoing developments within the recruitment process and initial training which will undoubtedly lead to better outcomes in the near future.

3.1.2 Firefighter Development Award

The NVQ qualification as identified above has recently been replaced by a modern `Skills for Justice` (SFJ) award which is reflective of the modern FRS and is the current awarding body arm of our Sector Skills Council - Skills for Fire & Rescue.

SFJ Awards are effectively the business arm of the Skills for Justice group. The Skills for Justice group contains our sector skills council – Skills for Fire & Rescue. SFJ Awards are an awarding body that is recognised by Ofqual. It provides products for several different occupations, and is one of a select few that provides FRS specific products.

The product that SWFRS have endorsed and utilised is the FRS Quality Assurance framework. The process takes the form of an annual audit. During such an audit a representative from SFJ awards will explore our systems, processes, policies, procedures for training and development against the recognised role map.

3.1.3 Promotional Process

This has been thoroughly reviewed and a new process has been developed which recognises the importance of line manager endorsements and work place performance in identifying whether an individual is at the right stage of their career to be developed within role and progress to the next level. This was introduced in August 2016 and recent Supervisory Manager Selection Boards along with an All Wales Supervisory Assessment and Development Centre (ADC) has seen this implemented with a reduction in administration time through jointly facilitating an ADC and Selection Board at the same time.

3.1.4 Leadership Development Programme

Further to an `Investors in People` (IIP) inspection and report from 2014, it was identified that the Service needed to develop the areas of `Talent Spotting` and `Succession Planning`. The Service has recently re-launched its Staff Development Board and this is being progressed through that forum. The Leadership Development Programme was also recently launched across the Service and despite some resource issues through both WDS and RDS operational staff needing time away from their normal place of work to be developed, progress continues with an imminent launch of the Middle Management tier rollout of training as well as continued developing of Strategic Managers through the Executive Leadership Programme (ELP) at the Fire Service College (FSC) and Masters level modules being completed at Cardiff Metropolitan University. The Training & Development Department will continue to work with the Operations department to ensure that the launch of the Supervisory Managers programme can commence at the earliest opportunity meeting the needs of the flexible rostering system as well as that of the RDS demands on Service personnel.

3.1.5 Appraisals / Continual Personal Development

The way in which the Service conducts its Appraisals is currently under review to reflect recent changes made to the Service Vision, Missions and Values. It is also intended to link Appraisals with `Continual Professional Development` (CPD) payments to make each member of staff more accountable for such CPD payments. There are ongoing discussions with groups of staff at different levels within the Service to ensure that the Appraisals process is reflective of this.

3.1.6 Capabilities and Competencies of Firefighters – Whole-time and Retained Duty System (WDS/RDS)

This is a project which is linked closely to the RDS Recruitment, Retention and Attrition work stream identified above and is assessing whether our current systems and processes reflect the needs and skills sets of a modern day fire-fighter and its contribution to the communities we serve. An ongoing Project Group continue to review this to reflect the needs and demands of SWFRS in moving forward.

- 3.2 This `Principles of Workforce Progression` (POWP) project is a significant one, not only in terms its complexity but also the interaction each work stream has with the other project strands as well as the current `Shaping Our Future` (SoF) review which is taking place within the Service. The SoF Review has identified several ongoing issues across several Directorates which are already being considered as part of the POWP Review.
- 3.3 It is not yet exactly clear as to a definitive end date for the POWP project but it is being reported against at appropriate times through the Senior Management Team (SMT) forum.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no Financial Implications arising from this report.

5. EQUALITY RISK ASSESSMENT

- 5.1 There are no Equality Risk Assessment issues arising as a result of this report.

6. RECOMMENDATION

- 6.1 That Members consider the contents of the report.

| Contact Officer: | Background Papers: |
|--|---------------------------|
| Ian Greenman Head of Training & Development | |

STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020

SUMMARY

The SWFRS is required under The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish a Strategic Equality Plan. The current plan runs from 1 April 2015 to 31 March 2020.

This report provides for Members an update on the progress of the Strategic Equality Plan from 1 April 2015 to 31 March 2016.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 The Equality Act 2010 came into effect from the 1 October 2010 and repealed all the primary discrimination legislation including the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Regulations concerning protection from discrimination on grounds of sexual orientation, religion or belief and age, as well as many secondary pieces of legislation hence bring equality laws under one Act.
- 1.2 The Act also provides definitions of direct discrimination, discrimination arising from disability, indirect discrimination, harassment and victimisation.
- 1.3 There are eight protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 and the Specific Equality Duties for Wales ensure that public bodies, including the Fire & Rescue Services, have a duty to promote equality on eight of these grounds excluding marriage or civil partnership.

2. ISSUE

- 2.1 The Equality Act 2010 places on the public sector, including the Fire & Rescue Services the General Equality Duty to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act

- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

2.2 Additionally the Wales Government introduced The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011, providing specific duties for relevant Welsh public authorities aimed at enabling them to better perform and demonstrate their compliance with, the general public sector equality duty.

2.3 The Regulations provide for specific duties relating to; equality objectives; engagement; impact assessments; equality information; employment information; pay differences; staff training; strategic equality plans; procurement; annual reporting; publishing; Welsh Ministers' reporting; review; and accessibility.

2.4 To comply with the deadlines under the Regulations, relevant Welsh public authorities must publish a Strategic Equality Plan.

2.5 Therefore attached to this report at Appendix 1 is an update on the progress of the actions contained in the Strategic Equality Plan for the reporting period 1 April 2015 to 31 March 2016.

2.6 The Strategic Equality Plan (2015-2020) sets out how the SWFRS intend to achieve compliance under the General Equality Duty and Wales Specific Equality Duties.

3. EQUALITY RISK ASSESSMENT

3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

4. RECOMMENDATION

4.1 That Members note the contents of this report

| Contact Officer: | Background Papers: |
|---------------------------|---------------------------|
| Mark Malson Head of HR | |

South Wales Fire and Rescue Service Review of Strategic Equality Plan 2015-2020

Purple cover- similar to SEP

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Introduction

In 2015, South Wales Fire and Rescue Service published its new Strategic Equality Plan for the coming five years.

The four Outcomes, which are listed below, capture the General Duties of *The Equality Act (2010)* as well as the Regulations in the *Wales Specific Duties*; these two legal documents set out how we as a public service must promote and include equality of opportunity in all we do.

The Plan outlines, in broad terms which start at the top, how we intend to work towards meeting those requirements over the next five years.

Outcome 1: *Our Workforces is diverse, equally valued, and all have access to development as well as professional opportunities*

Outcome 2: *We use the Wales Procurement Strategy and procedures to ensure fair and transparent processes are used to support local SMEs and improve equality & diversity*

Outcome 3: *We get the right data/information at the right time from the right people, in order to ensure all we do meets the needs of all our communities*

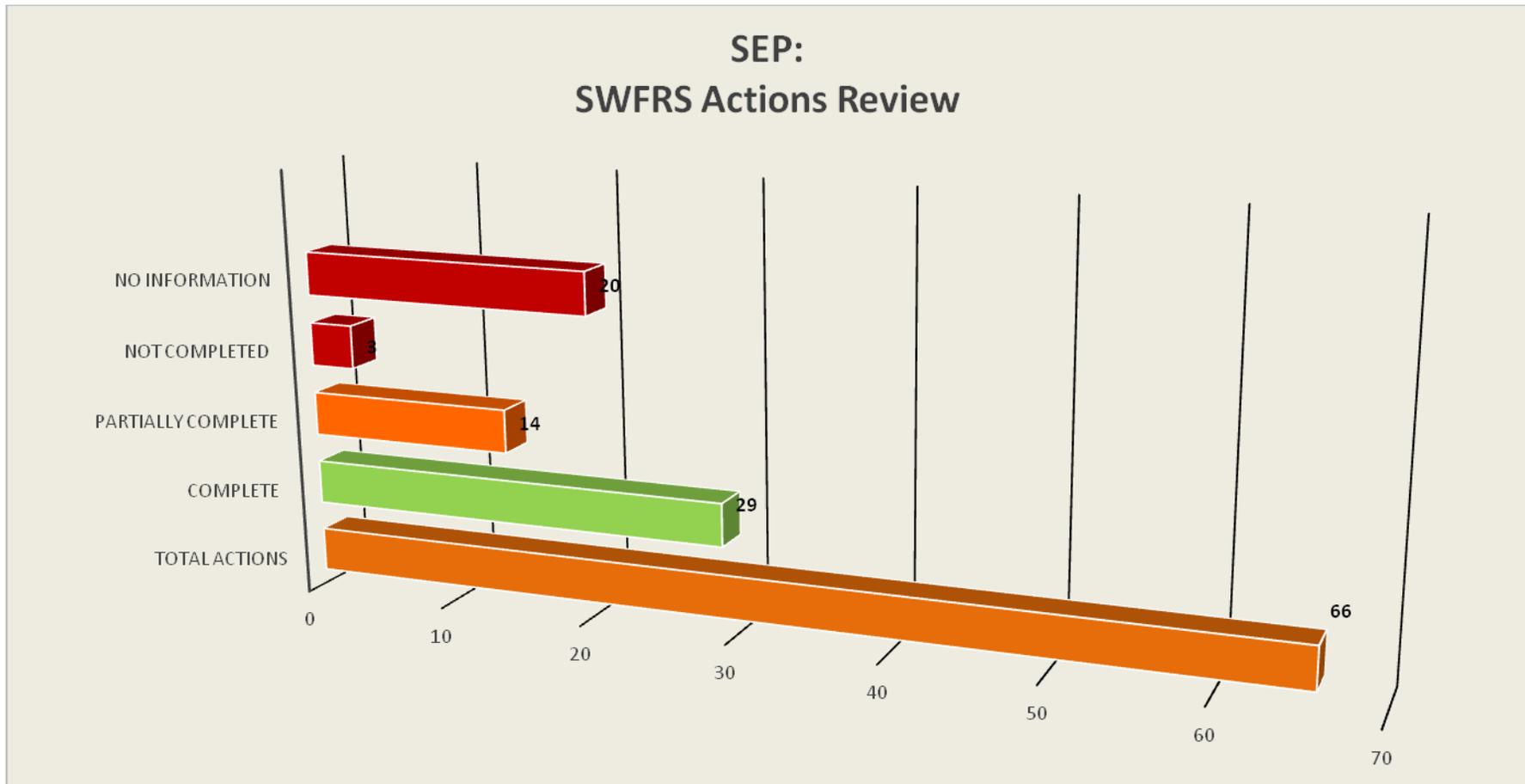
Outcome 4: *Our systems enable the timely monitoring and reporting of our legally required equality duties*

Along with this Review, we also encourage you to read the [Strategic Equality Plan](#), and look at the tagged actions, which are located on our website.

How We Did

When deciding the layout of the Strategic Equality Plan, it was important to start at the beginning and identify our foundation. In order to do this, all Corporate Actions from across the Service were tagged to one (or more) of the Strategic Equality Plan's Outcomes, as this would allow us to see where we were making changes and also if there were any gaps.

Below is a table which shows how we did with the Corporate Actions. Out of a total of 66, 29 were completed, and 14 partially. In relation to actions which had no update information, it must be noted that 11 were set at executive high level and are ongoing. This leaves 13 (just under 20%) as not completed/ no update information.



Review Findings

Incorporating genuine equality into all the Service does is an ongoing journey, and this year has seen improvements (how we work with, and for, communities) plus spotlighted areas which require more attention (how we use data).

For a comprehensive understanding of what we've done, please see the [Annual Equality Report](#) and [The Improvement Plan](#) which can be found on our website (if you wish a paper version, there are contact details at the end of this report).

Ways Forward

Some key areas which we will be growing, include:

- *Ensuring developmental opportunities are promoted to all staff*
- *Advocating for compliance and best practice with our partners*
- *Investigating workable ways of using data to better serve and meet the various needs of **all** our communities*
- *Building Equality Outcomes directly into The Improvement Agenda and Strategic Themes*
- *Revising the Equality Risk Assessment process so we better target resources in what we do and why*
- *Exploring meaningful new ways to increase diverse representation in both staff and service delivery*
- *Continuing to further promote, enhance, and establish our relationships with historically marginalised groups*

On the following page is a table which shows, in the grey columns, how the Strategic Equality Outcomes will migrate into our new Corporate Direction and also how they will assist in progressing the Welsh Government's Well Being and Future Generations Bill.

| SEP Corporate Overarching Outcome | Strategic Objectives 2015/16 | Wales Specific Duties | Strategic Themes (draft) 2017/18 | Well Being and Future Generation Goal(s) 2017/18 |
|---|---|---|--|--|
| 1.. Our workforce is diverse, equally valued, and all have access to development as well as professional opportunities | <p>02- Engage and Consult</p> <p>03- Align our Resources</p> | <p>Pay Gap</p> <p>Staff Training</p> <p>Employment</p> <p>Information and Data</p> | <p>Reduce Risk</p> <p>Engage & Communicate</p> <p>Strengthen Partnerships</p> | <p>A Resilient Wales</p> <p>A Healthier Wales</p> <p>A More Equal Wales</p> <p>A Wales of Cohesive Communities</p> <p>A Vibrant Culture/Welsh Language</p> |
| 2.. We use the Wales Procurement Strategy and procedures to ensure fair and transparent processes are used to support local SMEs and improve equality & diversity | <p>03- Align our Resources</p> | <p>Procurement</p> | <p>Nurture Sustainable Resources</p> <p>Embrace Technology</p> | <p>A Prosperous Wales</p> <p>A Resilient Wales</p> <p>A Globally Responsible Wales</p> |
| 3.. We get the right data/information at the right time from the right people, in order to ensure all we do meets the needs of all our communities | <p>02- Engage and Consult</p> <p>04- Use Technology to meet Service Improvements</p> <p>05- Explore Partnerships and Opportunities</p> | <p>Accessibility</p> <p>Data</p> <p>Assessing Impact</p> <p>Engagement</p> | <p>Embrace Technology</p> <p>Engage & Communicate</p> <p>Strengthen Partnerships</p> | <p>A Healthier Wales</p> <p>A More Equal Wales</p> <p>A Prosperous Wales</p> <p>A Wales of Cohesive Communities</p> |
| 4.. Our systems enable the timely monitoring and reporting of our legally required equality duties | <p>N/A</p> | <p>Reporting and Publishing</p> <p>Objective Setting</p> <p>Equality Plan</p> <p>Annual Report</p> <p>Reviewing</p> | <p>Reduce Risk</p> | <p>A More Equal Wales</p> |

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

AGENDA ITEM NO 7
 16 JANUARY 2017

ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2015 TO 31 MARCH 2016

SUMMARY

The SWFRS is required under The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

This Annual Equality Report meets the SWFRS's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties and is focused primarily on data as well as what we have done during the period 1 April 2015 to 31 March 2016.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 The Equality Act 2010 came into effect from the 1 October 2010 and repealed all the primary discrimination legislation including the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Regulations concerning protection from discrimination on grounds of sexual orientation, religion or belief and age, as well as many secondary pieces of legislation hence bring equality laws under one Act.
- 1.2 The Act also provides definitions of direct discrimination, discrimination arising from disability, indirect discrimination, harassment and victimisation.
- 1.3 There are eight protected characteristics, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 and the Specific Equality Duties for Wales ensure that public bodies, including the Fire & Rescue Services, have a duty to promote equality on eight of these grounds excluding marriage or civil partnership.

2. ISSUE

- 2.1 The Equality Act 2010 places on the public sector, including the Fire & Rescue Services the General Equality Duty to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it, and
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

2.2 Additionally the Wales Government introduced The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011, which came into force on 6 April 2011, providing specific duties for relevant Welsh public authorities aimed at enabling them to better perform and demonstrate their compliance with, the general public sector equality duty.

2.3 The Regulations provide for specific duties relating to; equality objectives; engagement; impact assessments; equality information; employment information; pay differences; staff training; strategic equality plans; procurement; annual reporting; publishing; Welsh Ministers' reporting; review; and accessibility.

2.4 To comply with the deadlines under the Regulations, relevant Welsh public authorities must publish an annual report on compliance with the general duty in relation to a reporting period of 1 April to 31 March.

2.5 Therefore attached to this report at Appendix 1 is the South Wales Fire & Rescue Service Annual Equality Report for the reporting period 1 April 2015 to 31 March 2016, and the publishing of the SWFRS Strategic Equality Plan (2015-2020).

2.6 The Strategic Equality Plan (2015-2020) sets out how the SWFRS intend to achieve compliance under the General Equality Duty and Wales Specific Equality Duties.

2.7 The Annual Equality Report meets the SWFRS's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties and is focused primarily on data as well as what we have done during the period 1 April 2015 to 31 March 2016. In order to establish an ease of reading the report uses the General Equality Duty and Wales Specific Equality Duties as headings, with the supporting data held in the appendices.

3. EQUALITY RISK ASSESSMENT

3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there

were no adverse impacts on any individual or group of personnel arising from this report.

4. RECOMMENDATION

4.1 That Members note the contents of this report.

| Contact Officer: | Background Papers: |
|---------------------------|--|
| Mark Malson Head of HR | HR & Equality Committee reports Strategic Equality Plan (2015-2020) |

South Wales Fire and Rescue Service

Annual Equality Report

1st April 2015 to 31st March 2016

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Raising Awareness - Reducing Risk

Equality Statement

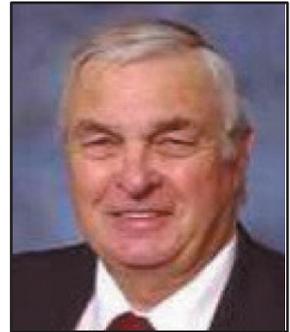
South Wales Fire and Rescue Service (SWFRS) continues to build equality and diversity into everything that we do- from creating a workplace which values the diversity of employees, to delivering people centred services for all the communities in South Wales. This in an ongoing journey which we are committed to continue.



Huw Jakeway
Chief Fire Officer



Sally Chapman
DCO
Finance and Corporate
Services



Cllr Tudor Davies
Chairman
SWFR Authority

To see how we are working to making equalities real in the Fire Service, please look at our [Strategic Equality Plan](#), [Risk Reduction Plan](#), and [Improvement Plan](#). These can all be found, along with other information, on our website: southwales-fire.gov.uk

This document can be provided in alternative formats upon request to the contact provided on the back page.

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Introduction

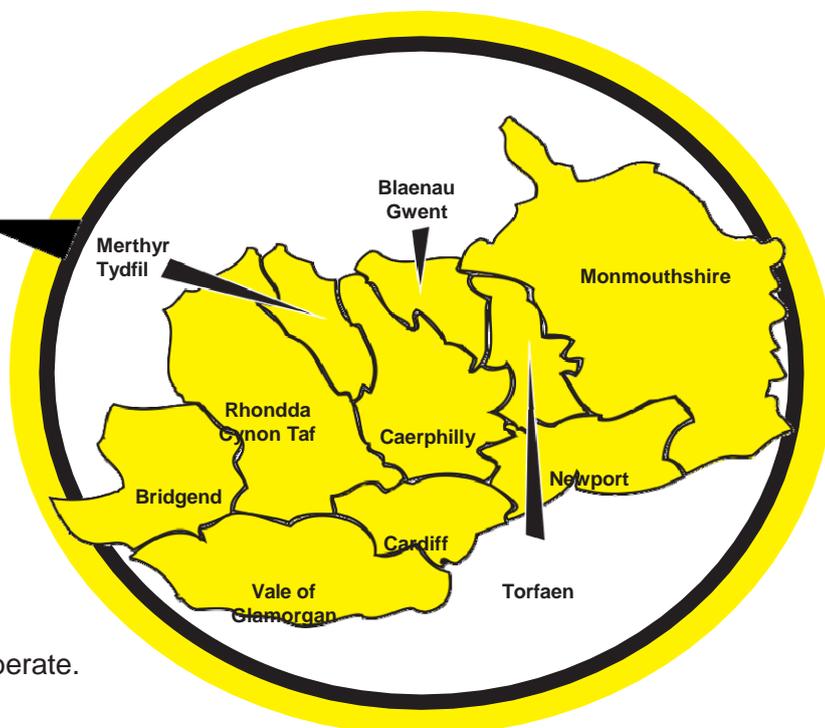
Equality has changed significantly over the last few years, most recently with the replacement of over 100 pieces of legislation with one piece of law (Equality Act 2010), and the Wales Specific Duties.

This Annual Report aims to meet Regulation 14 of the Wales Specific Duties; it carries on from the last Annual Report , and should be read with it to get a full picture ([LINK](#))

Who We Are

South Wales Fire and Rescue Service (SWFRS) covers 10 Unitary Authorities (UA). There are 24 elected members on the SWFRS Fire Authority nominated from the 10 UA's. It is one of the largest fire and rescue service areas within the UK and is made up of rural, coastal and urban areas.

Area: 2,700 km²
Population: 1.49 million
Dwellings: 662,000
Non-Domestic Properties: 46,000
 (Source: Stats Wales and www.southwales-fire.gov.uk)



In 2015/16 we dealt with:

- **37,931** emergency calls.
- **18,324** incidents.
- **6,578** fires of which **4,812** were deliberate.
- **1,322** road traffic collisions (RTC's).

(Source: Incident Recording System (IRS) + Operational Statistics Return 2015-16 (Welsh Government))

We:

- Rescued **327** people trapped in vehicles.
- Did not turn out to **556** calls having identified them as malicious.
- We turned out to **390** calls having failed to identify them as malicious.
- Completed **21,275** home fire safety checks.
- Had face to face engagement with more than 37,000 Children and Young People through community safety and educational events.

Source- Fire & Rescue Services' Annual Statistical Returns (Community Fire Safety 2015-16)

We have **47** Fire Stations which deployed both fire engines and reserve vehicles.

We have other specialist vehicles to deal with a wide range of emergencies (such as large animal rescue)

All emergency calls are managed by Fire Control based in Pontyclun, and our headquarters is in Llantrisant.

Our Vision

To make South Wales safer by reducing risk.

Our Vision Statement describes an ideal future and unites SWFRS around a common purpose.



Our Mission

We will achieve our Vision by:

- Serving our communities' needs
- Working with others
- Facing challenges through innovation and improvement
- Reducing Risk through education, enforcement and response
- Succeeding in making South Wales safer

Our Values

Our VALUES define what we stand for — they are our core rules. Once defined, the values that are important to us should be reflected in everything we do.

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

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

General Duty

The Equality Act 2010 established a General Duty which aims to ensure people with Protected Characteristics are not excluded, discriminated against, or otherwise treated less than anyone else, due to their protected characteristics; and consists of three fundamental areas:

- ***Eliminate* discrimination, harassment, victimisation and any other conduct that is prohibited under the Act**
- ***Advance* equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it**
- ***Foster* good relations between persons who share a relevant protected characteristic and persons who do not share it**

The General Duty is further supported by the Wales Specific Duties (the Human Rights Act also supports equality work, but is not explicitly included in this Report).

Some of the ways we have worked towards the General Duty include:

- Developed a partnership with Chinese Elders who acted as Ambassadors to promote fire and building safety in food/takeaway premises.
- Worked with women from various faiths to increase fire/cooking safety within the home, especially around religious festivals.
- Attended open invitations to Mosques
- Participated in Stonewall's Workplace Index.
- Increased use of social media to promote awareness days and why they are important.
- Carried out positive action days so anyone from an under-represented group could have the opportunity to learn about South Wales Fire and Rescue Service.
- Became a champion of Time To Change Wales' work on ending workplace stigma around mental health
- Signed up as an early emergency service adopter of the White Ribbon campaign

The Wales Specific Duties

This section shows what we have done, and what we intend to do, in relation to the Wales Specific Duties, in order to meet the General Duty as mentioned above.

Regulation 3: Equality Objectives

Equality objectives should be mainstreamed so that all services and departments contribute to equality improvement and manage their equality commitments as part and parcel of their general improvement and customer service commitments.

Regulation 4: Preparation and review of equality objectives

Authorities have a duty to collect a range of equality information to contribute to this evidence base.

What we did

- Published a new Strategic Equality Plan which is clear, easy to read, and fit for purpose
- Tagged every Corporate Action to one of the four outcomes in the Strategic Equality Plan
- Established a dedicated engagement team that will assist in collecting equality information
- Carried out a survey across our service area

What we still intend to do

- Look into the survey results to identify any trends and/or future outcomes
- Further improve the collection of equality information so we can better deliver services based on the diverse needs of different communities
- Continue to explore new ways of having equality information feed into the continuous improvement agenda

Regulation 5: Engagement provisions

As part of gathering relevant information, an Authority will need to engage appropriate people in assessing its work in relation to meeting the three aims of the general duty

What we did

- Carried out a service area wide survey
- Promoted our services via social media to targeted communities
- Facilitated positive action days specifically for people from groups under-represented in our fire service
- As a result of data which showed they were more at risk, we established Ambassadors in some communities to increase home and business fire safety messages

What we still intend to do

- Build on our active partnerships with community groups to identify and meet their needs

Regulation 6: Accessibility of published information

Local Authorities must ensure that any document or information published to meet its general or specific equality duties in a form that is accessible to people from protected groups

What we did

- Redesigned our Improvement Plan using images to represent our diverse communities
- Developed information videos which include BSL and other language options

What we still intend to do

- Increase involvement of service users in shaping how best to share information with them

Regulation 7: Arrangements for collection of information about compliance with the general duty

An authority must put appropriate arrangements in place to ensure that it identifies the relevant information that it holds, and identifies and collects relevant information that it does not hold.

What we did

- Amended the Home Fire Safety Form to include sexual orientation/gender identity

What we still intend to do

- Ensure the new Business Management Information System can capture relevant equality data and information
- Develop an 'everyone matters' pack, which includes an anonymised questionnaire plus a freepost envelope, and integrate provision of the pack with every type of visit
- Work with other Fire Services in Wales to identify new ways of collecting information, gaps, and trends

Regulation 8: Impact and monitoring of policies and practices

Assessments need to be completed when a policy or practice is being proposed or reviewed. This will include business planning, efficiency proposals, and staff restructures.

What we did

- Identified that both the present Equality Risk Assessment Form, and its process, were in need of modernising

What we still intend to do

- Completely re-design the Equality Risk Assessment form and guidance, to ensure it is better fit for purpose
- Include the Well Being and Future Generations Act goals into the Equality Risk Assessment

Regulation 9: Collection and reporting of employment information

This includes data on recruitment and retention, promotion, training opportunities, and grievance and disciplinary actions.

What we did

- Launched a new HR system that allows staff to confidentially self-manage their equality information
- Purchased Inclusive Workplace e-learning modules, which are mandatory for all staff

What we still intend to do

- Review levels of completed equality information
- Regularly promote self-managing and updating of personal details
- Purchase an Unconscious Bias e-learning package

Grievance Data:

- For the time period of this report, there were 3 Grievances recorded by the Resolution Team, all male and related to organisational procedures.
- The Service is refining its monitoring to better capture equality related data that might be associated with Grievances.

Regulation 10: Staff Training

Authorities are required to promote knowledge and understanding of the general and specific duties amongst employees and must ensure that performance assessment procedures, such as personal appraisals or personal development reviews, are used to identify and address training needs.

What we did

- Supported staff to attend a variety of equality and diversity related conferences and workshops for professional development
- Ensured we were represented at key high level events, such as an Area Manager attending one held at the Senedd
- Promoted public messages regarding LGBT History Month, including one by the Chief Fire Officer
- Made equality e-learning mandatory
- Participated in the Stonewall Allies Programme

What we still intend to do

- Launch an in-house Equalities Allies Network
- Continue with the process of revising appraisal systems
- Bring Unconscious Bias sessions in-house for middle managers

Regulation 11 and 12: Equal pay and Action Plans

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

- The Service is adhering to government produced guidance and deadlines regarding an equal pay assessment and the development of a related action plan

Regulation 13: Review of arrangements

Regulation 14: Annual reporting on compliance with the general duty
Equality objectives must be reviewed at least every 4 years. Authorities are also required to keep under review other aspects of compliance with general and specific duties.

What we did

- Published a new, fit for purpose, Strategic Equality Plan
- Ensured the publication of our last Annual Equality Report met the legally required deadline

What we intend to do

- Build the four outcomes of the Strategic Equality Plan Outcomes into the new Corporate Themes

Regulation 18: Public Procurement

The general duty applies to all procurement regardless of the value of the contract. The specific duty applies when a Local Authority is procuring works, goods or services from other organisations on the basis of a 'relevant agreement'

What we did

- Weighted equality criteria in the tendering process, where relevant
- Monitored the number of SMEs that were successful

What we intend to do

- Link procurement with the Well Being and Future Generations Act to further enhance sustainability of local BMEs

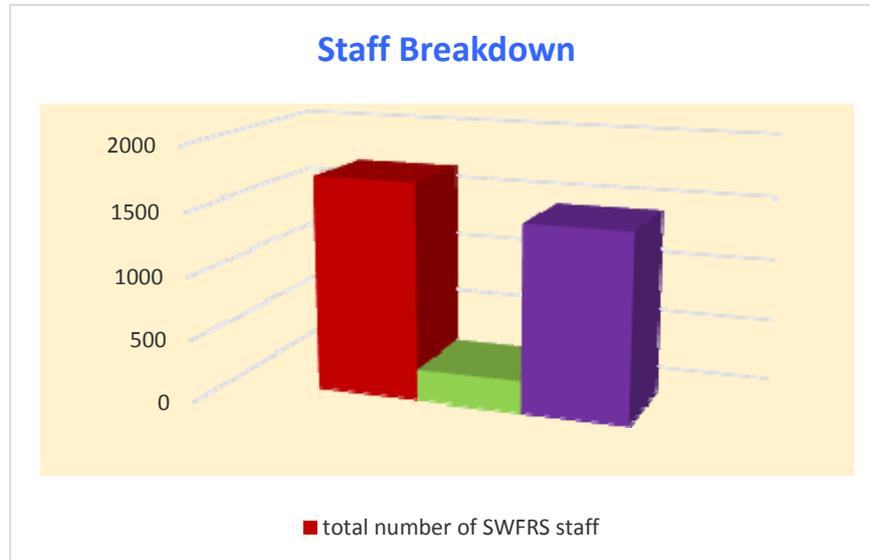
Service Data

1st April 2015- 31st March 2016

| Casualties: | |
|--|-------|
| Accidental Home Fires: | |
| People Aged 65+ | 38 |
| Race: | 6 |
| Road Accidents (attended by SWFRS): | |
| People Aged 65+ | 59 |
| Race | 29 |
| <i>source- Incident Recording System (IRS)</i> | |
| Home Fire Safety Check Visits (HFSC): | |
| Disabled | 4,959 |
| Smoke alarms installed | 3,534 |
| People Aged 65+ | 8,520 |
| Smoke alarms installed | 6,618 |
| Race | 378 |
| Smoke alarms installed | 258 |
| Single Parent Households | 783 |
| Smoke alarms installed | 523 |
| Specialist deaf smoke alarms installed | 2,708 |
| | |
| | |

Staff Data: General

1st April 2015 - 31st March 2016

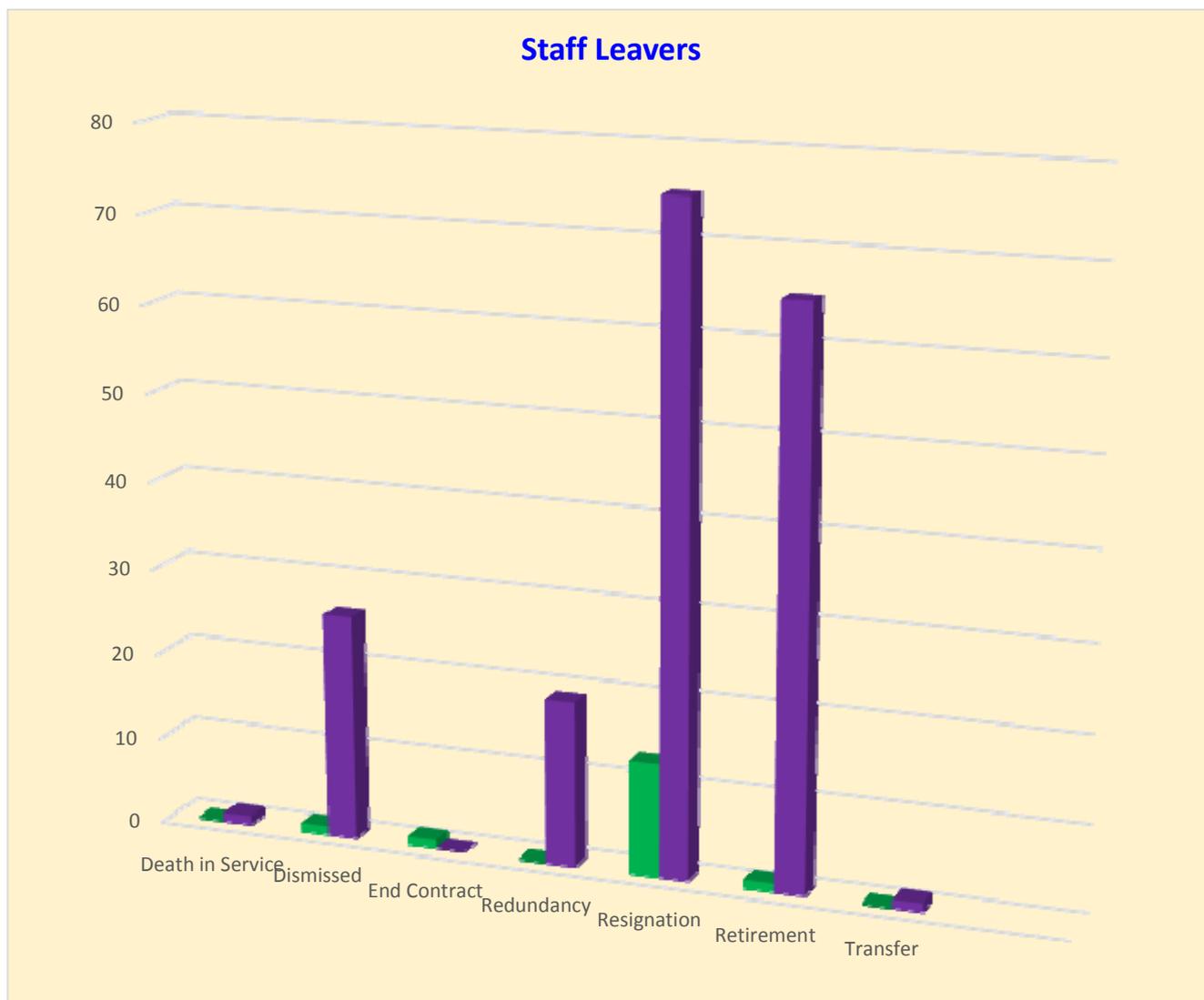


| | Female | Male |
|----------------------------------|------------|--------------|
| SWFRS Staff Total | 246 | 1,464 |
| 18-24 | 15 | 143 |
| 25-40 | 81 | 601 |
| 41-59 | 143 | 699 |
| 60+ | 7 | 21 |
| Self-Declared as Disabled | 3 | 10 |
| African | 0 | 1 |
| Black Caribbean | 0 | 2 |
| Caucasian (white) | 217 | 1234 |
| Left Blank | 20 | 122 |
| Other | 5 | 21 |
| Prefer Not to Say | 4 | 67 |

| | |
|-------------------------------------|--------------|
| Bisexual, Gay, Lesbian | 15 |
| Heterosexual | 477 |
| Prefer Not to Say | 1,083 |
| Left Blank | 135 |
| Gender Reassignment/Identity | 1 |

Staff Data: Leavers

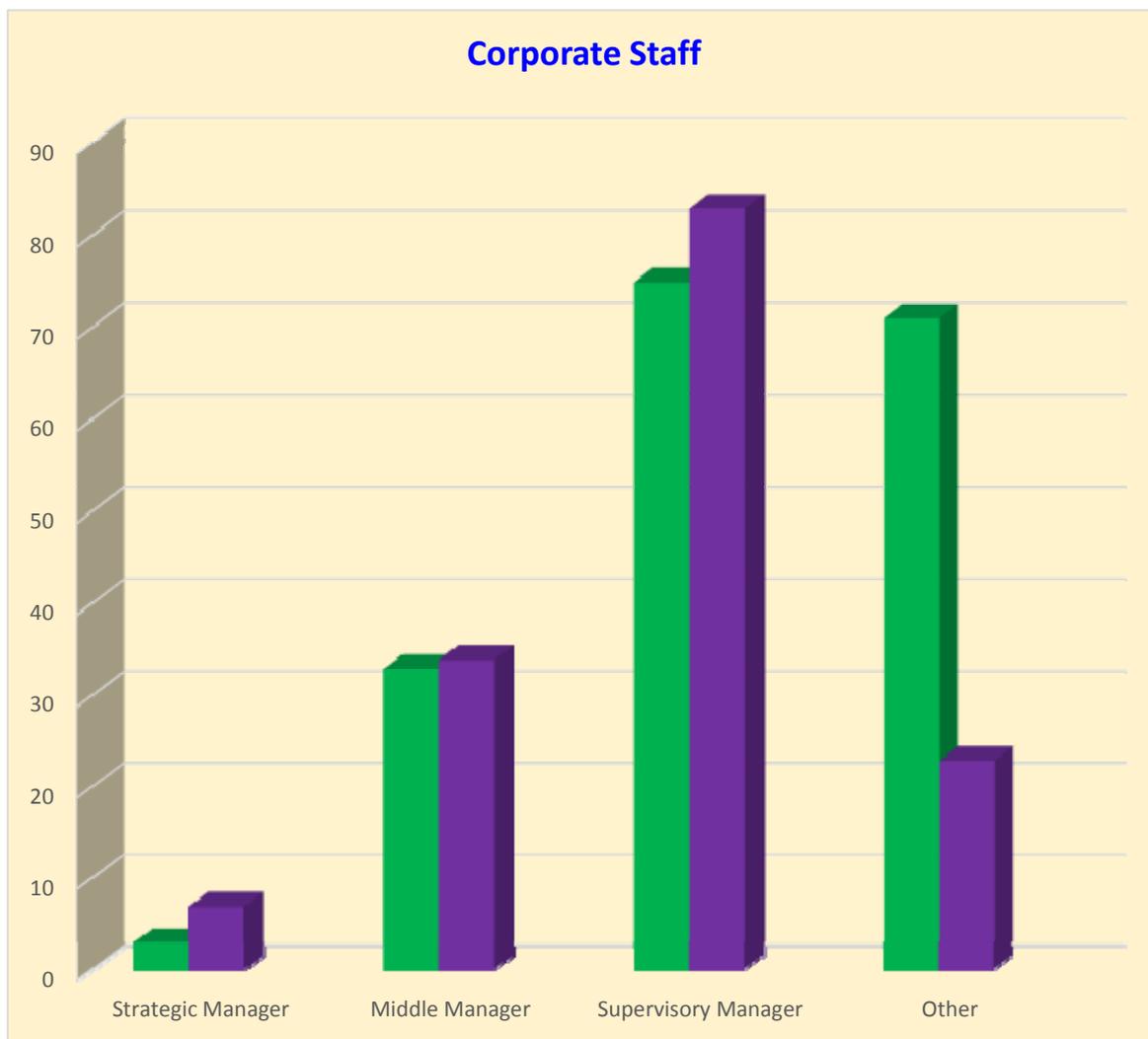
1st April 2015 - 31st March 2016



| Reason for Leaving: | Female | Male |
|---------------------|--------|------|
| Death in Service | 0 | 1 |
| Dismissed | 1 | 26 |
| End Contract | 1 | 0 |
| Redundancy | 0 | 19 |
| Resignation | 13 | 76 |
| Retirement | 1 | 65 |
| Death in Service | 0 | 1 |

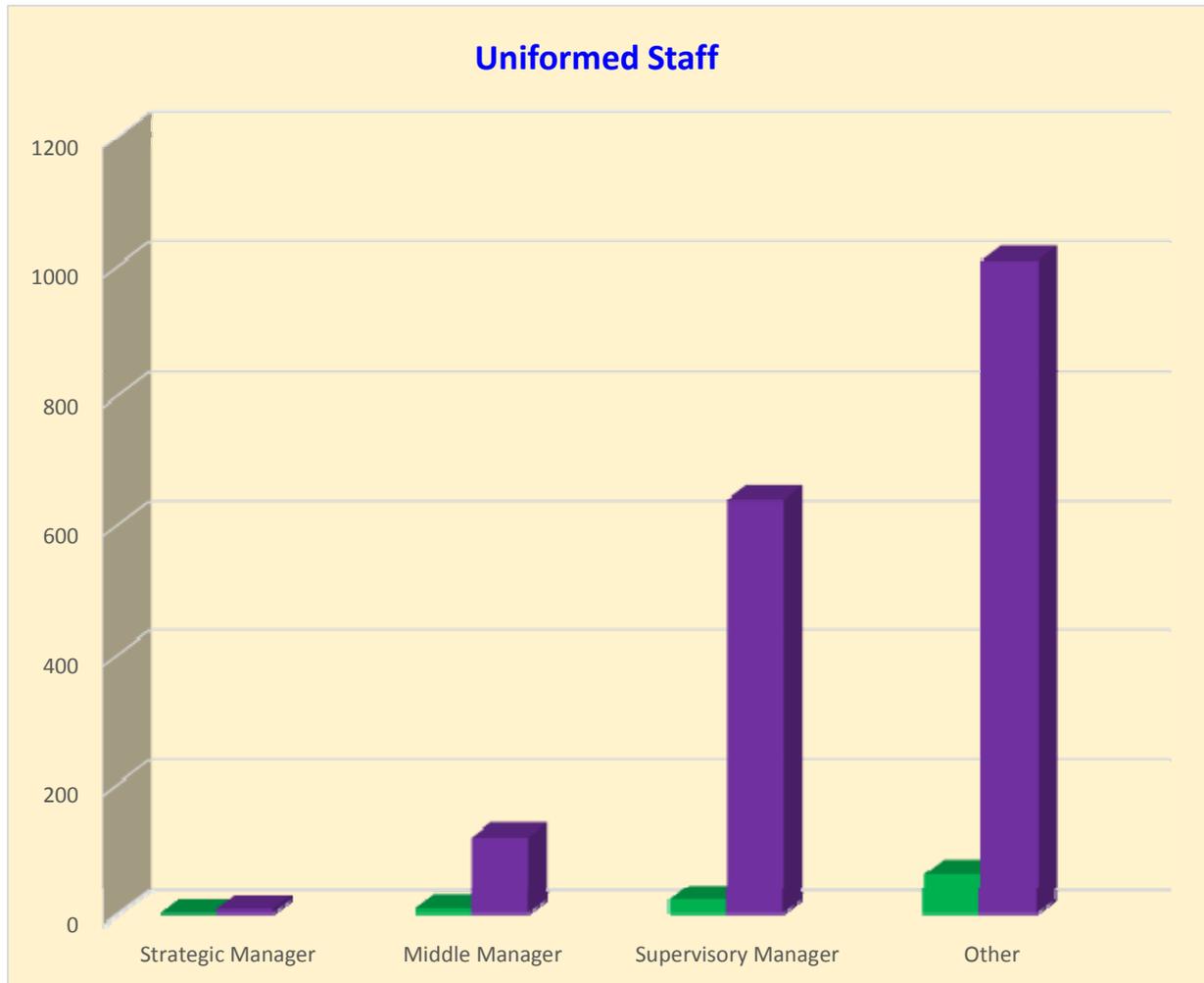
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Staff Data- Gender/Grade: Corporate 1st April 2015 - 31st March 2016



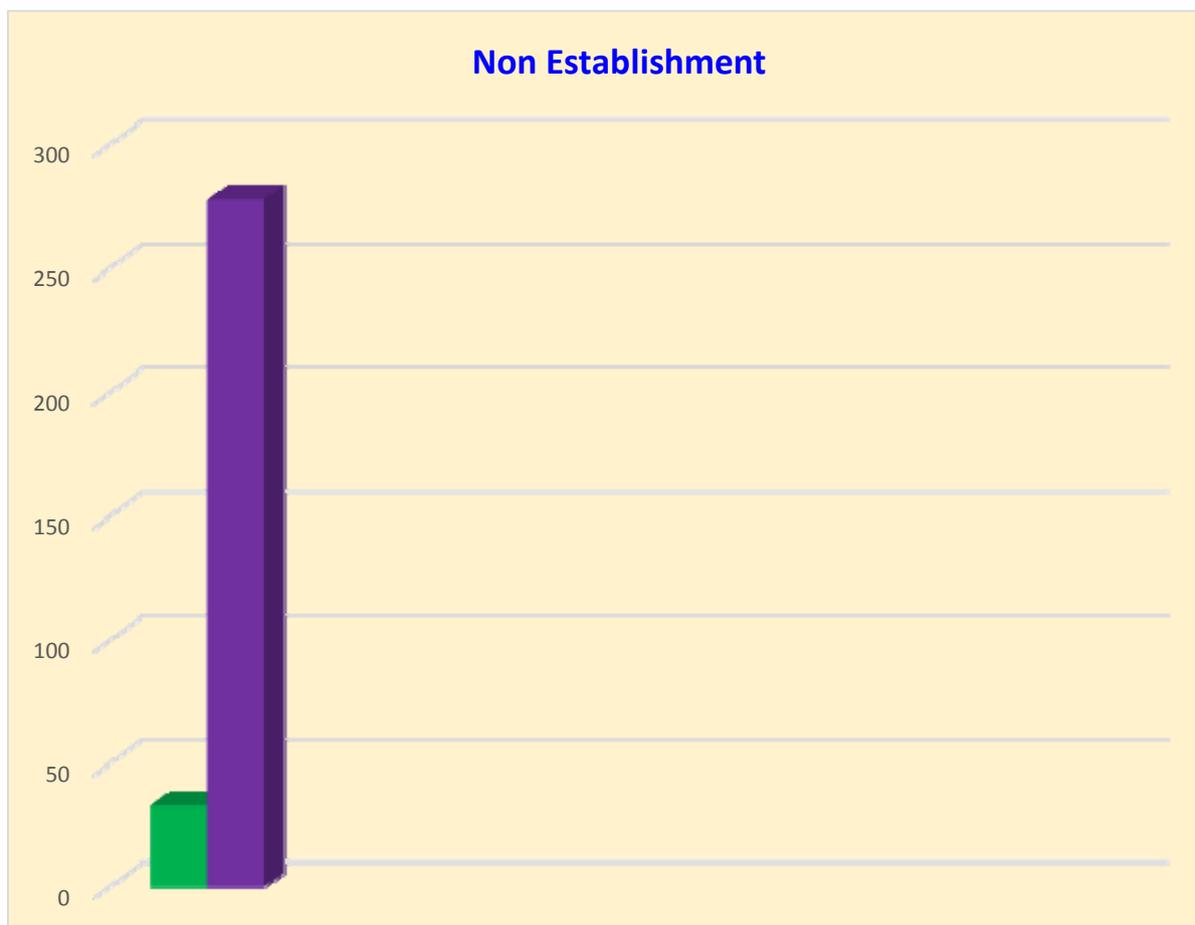
| Corporate Staff | Strategic Manager | Middle Manager | Supervisory Manager (Grades 6-9) | Other |
|-----------------|-------------------|----------------|----------------------------------|-----------|
| Female | 3 | 33 | 75 | 71 |
| Male | 7 | 34 | 83 | 23 |

Staff Data- Gender/Grade: Uniformed 1st April 2015 - 31st March 2016



| Uniformed Staff (Operational & Control) | Strategic Manager | Middle Manager | Supervisory Manager | Other |
|--|----------------------|-------------------|------------------------|-------------|
| Female | 1 | 9 | 24 | 63 |
| Male | 8 | 120 | 641 | 1010 |

Staff Data- Gender/Grade: Non Establishment 1st April 2015 - 31st March 2016



| Non Establishment | |
|-------------------|-----|
| Female | 33 |
| Male | 278 |

Recruitment Data: Corporate

| | TOTAL APPLICATIONS |
|--------------------------------|--------------------|
| FEMALE | 116 |
| MALE | 142 |
| TRANSGENDER | 0 |
| UNKNOWN | 0 |
| TOTAL: | 258 |
| UNDER 18 | 8 |
| 18-24 | 43 |
| 25-40 | 94 |
| 41-59 | 79 |
| 60+ | 9 |
| Prefer Not to Say | 0 |
| Registered Disabled | 32 |
| Not Registered Disabled | 193 |
| Prefer Not to Say | 33 |
| Ethnic Minority | 7 |
| White | 234 |
| Prefer Not to Say | 17 |
| Buddhist | 2 |
| Christian | 88 |
| Hindu | 0 |
| Jewish | 0 |
| Muslim | 4 |
| Sikh | 0 |
| None | 120 |
| Other | 0 |
| Prefer Not to Say | 44 |
| Bisexual | 1 |
| Gay | 1 |
| Heterosexual | 218 |
| Lesbian | 2 |
| Prefer Not to Say | 36 |
| Don't Speak Welsh | 154 |
| Learner | 31 |
| Intermediate | 8 |
| Fluent | 22 |
| Prefer Not to Say | 43 |

Recruitment Data: Whole-time

| | TOTAL APPLICATIONS |
|--------------------------------|---------------------------|
| FEMALE | 313 |
| MALE | 2553 |
| TRANSGENDER | 4 |
| UNKNOWN/PNTS | 100 |
| TOTAL: | 2877 |
| | |
| Registered Disabled | 35 |
| Not Registered Disabled | 2812 |
| Prefer Not to Say | 30 |
| | |
| Ethnic Minority | 106 |
| White | 2670 |
| Prefer Not to Say | 101 |
| | |
| Buddhist | 6 |
| Christian | 937 |
| Hindu | 0 |
| Jewish | 3 |
| Muslim | 23 |
| Sikh | 0 |
| None | 1745 |
| Other | 36 |
| Prefer Not to Say | 127 |
| | |
| Bisexual | 72 |
| Gay | 39 |
| Heterosexual | 2573 |
| Lesbian | 45 |
| Prefer Not to Say | 148 |
| | |
| Don't Speak Welsh | 1967 |
| Learner | 521 |
| Intermediate | 124 |
| Fluent | 231 |
| Prefer Not to Say | 34 |
| | |
| | |

Recruitment Data: Retained On-Call

| | TOTAL APPLICATIONS |
|--------------------------------|--------------------|
| FEMALE | 19 |
| MALE | 225 |
| TRANSGENDER | 0 |
| UNKNOWN | 0 |
| TOTAL: | 244 |
| UNDER 18 | 13 |
| 18-24 | 103 |
| 25-40 | 112 |
| 41-59 | 4 |
| 60+ | 0 |
| Prefer Not to Say | 12 |
| Registered Disabled | 3 |
| Not Registered Disabled | 213 |
| Prefer Not to Say | 28 |
| Ethnic Minority | 6 |
| White | 220 |
| Prefer Not to Say | 28 |
| Buddhist | 1 |
| Christian | 72 |
| Hindu | 0 |
| Jewish | 0 |
| Muslim | 0 |
| Sikh | 0 |
| None | 141 |
| Other | 1 |
| Prefer Not to Say | 29 |
| Bisexual | 0 |
| Gay | 1 |
| Heterosexual | 214 |
| Lesbian | 4 |
| Prefer Not to Say | 25 |
| Don't Speak Welsh | 174 |
| Learner | 11 |
| Intermediate | 14 |
| Fluent | 19 |
| Prefer Not to Say | 26 |

Glossary

The Equality Act (2010)

This replaced more than 100 pieces of legislation with one legal document.

General Duty

The Equality Act 2010 established a General Duty which has three fundamental areas:

Eliminate discrimination

Advance equality of opportunity

Foster good relations

Protected Characteristics

These are the identified characteristics which are protected by Law against being discriminated against or otherwise treated less than anyone else and cover: Age, Belief/ Non-Belief, Disability, Gender Reassignment, Race, Sex, and Sexual Orientation.

In certain circumstances, this also includes Civil Partnerships/Marriage and Pregnant/ Maternity.

Wales Specific Duties

The Welsh Government set out specific areas that must be complied with here in Wales, and by doing so, public bodies such as the Fire and Rescue Service will be able to show compliance with the General Duty above.

Strategic Equality Plan (SEP)

Our Strategic Equality Plan is developed with input from communities and staff, and outlines how we plan on meeting the requirements of both the Equality Act (2010) and the Wales Specific Duties.

Improvement Plan (IP)

This is published on our website (www.southwales-fire.gov.uk) and shows how we are performing across our services, and what the priorities are for the coming year.

Risk Reduction Plan (RRP)

This plan is published on our website (see above) and shows our priorities plus how we intend to meet them.



SWFireandRescue

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

South Wales Fire and Rescue Service
Headquarters, Forest View Business Park, Llantrisant. CF72-8LX
email: diversity@southwales-fire.gov.uk www.southwales-fire.gov.uk

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

AGENDA ITEM NO 8
 16 JANUARY 2017

SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2017/2018

SUMMARY

South Wales Fire & Rescue Authority is required to publish a Pay Policy Statement for each financial year, which provides information for the following financial year.

The Fire & Rescue Authority at their meeting held on 6 February 2012, adopted and published its first Pay Policy Statement. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy. The 2017/2018 Pay Policy Statement has been drafted for Members' consideration and recommendation to the Fire & Rescue Authority.

RECOMMENDATION

1. Members review South Wales Fire & Rescue Authority's Pay Policy Statement for 2017/2018.
2. Members recommend that the 2017/2018 Pay Policy Statement be presented to the Fire & Rescue Authority for publication by 31 March 2017.

1. BACKGROUND

1.1 The Localism Bill 2010 was enacted in Parliament in November 2011, and as such required South Wales Fire & Rescue Authority to publish a Pay Policy Statement by 31 March 2012, and each subsequent financial year, which provides information for the following financial year.

1.2 The Localism Act includes the provision of general powers for stand alone Fire & Rescue Authorities with a requirement to publish a Pay Policy Statement each year.

1.3 A Pay Policy Statement is expected to contain the following elements:-

- A Pay Policy Statement must set out the Authority's policies for the financial year relating to:-

(a) the remuneration of its Chief Officers

(b) the remuneration of its lowest paid employees and

(c) the relationship between –

- The remuneration of its Chief Officers, and
- The remuneration of its employees who are not Chief Officers

The Statement must state:-

- The definition of ‘lowest paid employees’ adopted by the Authority for the purposes of the Statement, and
- The Authority’s reasons for adopting that definition

The Statement must include the Authorities policies relating to:-

- The level and elements of remuneration for each Chief Officer
- Remuneration of Chief Officers on recruitment
- Increases and additions to remuneration for each Chief Officer
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by he Authority, and
- The publication of and access to information relating to remuneration of Chief Officer

1.4 A Pay Policy Statement should also set out the Authority’s policies for the financial year relating to the other terms and conditions applying to the Authority’s Chief Officers.

1.5 There are supplementary provisions relating to statements as follows:-

- A relevant Authority’s Pay Policy Statement must be approved by a resolution of the Authority before it comes into force.
- The first Statement must be prepared and approved before the end of 31 March.

- 1.6 Each subsequent Statement must be prepared and approved before the end of 31 March immediately preceding the financial year to which it relates.
- 1.7 The Fire & Rescue Authority may by resolution amend its Pay Policy Statement, including after the beginning of the financial year to which it relates.
- 1.8 As soon as is reasonably practicable after approving or amending a Pay Policy Statement, the Authority must publish the Statement or the amended Statement in such a manner as it thinks fit, which would include publication on the Authority's website.

2. ISSUES

- 2.1 Attached at Appendix 1 is a first draft of the Fire & Rescue's 2017/2018 Pay Policy Statement in a revised format.
- 2.2 The Policy Statement reflects Welsh Government guidance on the structure of Pay Policy Statements.
- 2.3 The additional areas included within Pay Policies are:- Purpose, Legislative Framework, Scope, Pay Structures (with examples), Market Supplements, Honoraria, Re-employment (abatement position), Definition of Chief Officer and pay levels, additions to salary of Chief Officers, Performance Related Pay for Chief Officers, Payments on Termination (assumed redundancy), Pay Relatives with the Authority (remuneration of lowest level and multipliers within the Authority), Independent Remuneration Panel, Accountability and Decision Making, and Reviewing the Policy.
- 2.4 The requirement to review and re-draft the annual Pay Policy on an ongoing basis has resulted in additional reports being returned to Members throughout 2015. All relevant changes have been identified in red text in Appendix 1.

3. EQUALITY RISK ASSESSMENT

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

4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire & Rescue Authority's Pay Policy 2017/2018 Statement.
- 4.2 Members recommend that the 2017/2018 Pay Policy Statement be presented to the Fire & Rescue Authority for publication by 31 March 2017.

| Contact Officer: | Background Papers: |
|---|--------------------------------|
| ACO Philip Hayes Director of People Services | 2017/2018 Pay Policy Statement |

SOUTH WALES FIRE & RESCUE AUTHORITY



LOCALISM ACT 2011: PAY POLICY STATEMENT

| | | |
|-----------|--|----------------|
| 1. | INTRODUCTION | |
| 1.1 | South Wales Fire & Rescue Authority is committed to operating consistent and equitable pay arrangements for employees. This policy sets out key principles that must be adhered to in establishing employee pay levels and in approving pay related allowances. It sets out the basis for determining salaries, how salary levels are arrived at, the method of pay progression and the approval for acting up, honoraria and severance payments. | FA 15.12.14 |
| 1.2 | In accordance with the Localism Act and the Code of Recommended Practice for Local Authorities on Data Transparency, this policy, the pay multiple between the highest paid employee, and the levels for senior employees, are published on the Fire & Rescue Service's website. | FA 15.12.14 |
| 1.3 | The legislation requires pay to include all remuneration including salary, allowances, and expenses. All such payments are covered within this policy or the other pay related policies referred to in Section 16. There are no discretions to make further payments outside of these policies. | FA 15.12.14 |
| 2. | SCOPE | |
| 2.1 | This policy applies to all South Wales Fire & Rescue Authority employees. | FA 15.12.14 |
| 2.2 | <p>The Fire & Rescue Authority advocates collective bargaining arrangements and supports existing national level provisions that govern pay and conditions of service for the following employee groups:</p> <ul style="list-style-type: none"> • National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service • National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and scheme of conditions of service • National Joint Council for Local Government | FA 15.12.14 |

| | | |
|-----------|---|----------------|
| | <p>services (Green Book)</p> <ul style="list-style-type: none"> • British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range • Joint Negotiating Committee for Local Authority Craft and Associated Employees | |
| 2.3 | Pay levels are reviewed annually by these committees and any “cost of living” award is reported to the Fire & Rescue Authority for agreement and to authorise implementation. | FA 15.12.14 |
| 2.4 | The Fire & Rescue Authority has local pay bargaining arrangements for other employees in scope of this policy and any locally agreed ‘cost of living’ award is approved by the Fire and Rescue Authority and applied to their remuneration rate. (Auxiliary Firefighters) | FA 15.12.14 |
| 3. | LEGAL CONTEXT | |
| 3.1 | Section 38 (1) of the Localism Act 2011 requires English and Welsh Local Authorities to produce a Pay Policy Statement for 2012/2013 and for each financial year after that. The Bill as initially drafted referred solely to Chief Officers (a term which includes both statutory and non-statutory Chief Officers, and their Deputies); but amendments reflecting concerns over low pay and also drawing on Will Hutton’s 2011 ‘Review of Fair Pay in the Public Sector’ introduced requirements to compare the policies on remunerating Chief Officers and other employees, and to set out policy on the lowest paid. | FA 15.12.14 |
| 3.2 | <p>The Act as finally passed requires the Pay Policy Statement to range over disparate aspects of remuneration policy and must include the following:-</p> <ul style="list-style-type: none"> • A Local Authority’s policy on the level and elements of remuneration for each Chief Officer • A Local Authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition) • A Local Authority’s policy on the relationship between the remuneration of its Chief Officers and other Officers • A Local Authority’s policy on other specific aspects of Chief Officers’ remuneration: remuneration on recruitment, increases and additions to | FA 15.12.14 |

| | | |
|-----------|--|----------------|
| | remuneration, use of performance-related pay and bonuses, termination payments and transparency | |
| 3.3 | The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. | FA 15.12.14 |
| 3.4 | For the purposes of this statement the term “Chief Officer” is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them both statutory and non statutory. For South Wales Fire & Rescue Service this includes the Chief Fire Officer, Deputy Chief Fire Officer, Assistant Chief Fire Officers and Assistant Chief Officers. | FA 15.12.14 |
| 3.5 | The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the ‘lowest paid’ in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. | FA 15.12.14 |
| 3.6 | In discharging its legislative responsibilities for transparency under the above Localism Act, South Wales Fire & Rescue Authority’s Pay Policy details each of the arrangements that have been resolved. | FA 15.12.14 |
| 4. | PRINCIPAL OFFICERS’ PAY CONSTRUCT | |
| 4.1 | National Joint Council circular (ref number 28/05/04) dated 28 May 2004 dealt with the Principal Officers pay settlement and reinforced a previous recommendation that a local review of the pay levels of senior staff should be undertaken. | FA 15.12.14 |
| 4.2 | The Fire & Rescue Authority employs Chief Officers under Joint National Council terms and conditions which are incorporated in their contracts. The Joint National Councils for Chief Fire Officers / Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Fire Officers / Chief Officers employed under Joint National Council terms and conditions are contractually entitled to any national Joint National Council determined pay rises and this Fire & Rescue Authority will therefore pay these as and when determined in accordance with current contractual requirements. | FA 12.10.15 |

| | | |
|-----|---|----------------|
| 4.3 | The Fire & Rescue Authority recently resolved that the HR & Equalities Committee should be assigned to consider Principal Officers' remuneration and their findings reported to the full Fire & Rescue Authority for final determination. | FA 15.12.14 |
|-----|---|----------------|

| | | | | | | | |
|-----|--|---------------------------------|---------|---------------------|------------------|--------------------------------|----------------|
| 4.4 | South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising: | | | | | FA 14.03.15 | |
| | Title | Notional % of CFO salary | | Comp Level | Non Ops % | Actual % differential † | FA 14.03.15 |
| | Chief Fire Officer | 100% | | | | | |
| | Either, Deputy Chief Fire Officer | 80% | | | 100% | | |
| | Or, Deputy Chief Officer | | | | 95% | 95.189% | |
| | Assistant Chief Fire Officer | 75% | Point 4 | Operational | 100% | 75.149% | |
| | Assistant Chief Officer | | Point 3 | Strategic Response | 95% | 95% | |
| | | | Point 2 | Business Continuity | 82.5% | | |
| | | | Point 1 | Baseline | 70% | | |
| | Treasurer* | | | Baseline | 60% | 58.48% | |
| | * The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum. | | | | | FA 14.03.15 | |
| | †The differential between Notional % and Actual % shall be monitored annually. | | | | | FA 14.03.15 | |

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| 4.5 | Fire and Rescue Authority, (Ref number Minute 156 May 2009), determined that the non-uniformed Assistant Chief Officer salary bandings would be competency based and determined in direct proportion to the job activities. | FA 15.12.14 |
| 4.6 | To meet the Service's functional needs the resulting remuneration structure had to reflect the commitment to providing a resilient and flexible service. | FA 15.12.14 |

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| 4.7 | Fire & Rescue Authority, (Ref number Minute 67, September 2009), resolved that the Executive Leadership Team would be comprised of five directors. In addition, the Treasurer reports directly to the Fire and Rescue Authority, but holds no directorate responsibility. | FA 15.12.14 |
| 4.8 | Fire and Rescue Authority, (December 2010), resolved to advertise the Deputy Chief Officer's post and to open the applications to both uniformed and non-uniformed candidates, with a Deputy Chief Officer's remuneration being set at 95% of that of a Deputy Chief Fire Officer. | FA 15.12.14 |
| 4.9 | Fire and Rescue Authority revisited relevant percentage variances at Deputy and Assistant levels and in February 2011 further resolved that the titles and grading arrangements identified in Paragraph 4.4 be introduced. | FA 15.12.14 |
| 4.10 | Assistant Chief Officer's baseline remuneration is established at 70% of the full rate of the Assistant Chief Fire Officer, and is subject to additional emoluments. There is no automatic entitlement to a competence related level as each emolument must be evidence based prior to enactment. | FA 15.12.14 |
| 4.11 | Chief Officers, remuneration on appointment is determined by the full Fire and Rescue Authority. South Wales Fire and Rescue Authority does not pay performance related pay or bonuses, and no additional allowances or enhancements to salary or pension are offered upon employment. On cessation of their duties no additional payments are made other than those that are due for salary purposes or payments made to the individual in line with the appropriate pension scheme on retirement. | FA 15.12.14 |
| 4.12 | Information on the remuneration of Chief Officers is published as part of the South Wales Fire and Rescue Service annual end of year Financial Statement. | FA 15.12.14 |
| 4.13 | In accordance with this Pay Policy Statement, Chief Officers' remuneration levels should be reviewed annually as part of South Wales Fire and Rescue Authority's commitment to maintaining a competitive grading and remuneration structure. In the absence of nationally determined guidance on 'cost of living' increases the Fire and Rescue Authority may identify and agree a local rate and implementation date. The HR and Equalities Committee will be responsible for reviewing this situation, and for making recommendations to the full Fire and Rescue Authority. Only the Fire and Rescue Authority may make a final determination in respect of remuneration | FA 15.12.14 |

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| | rates for Chief Officers, including annual cost of living awards. | |
| 4.14 | Fire and Rescue Authority (July 2013), resolved to establish an Occupational Health Physician post jointly with Cardiff Council. Remuneration is in accordance with British Medical Association (BMA) guidance within the Occupational Physician (Consultant initial appointment) salary range. | FA 15.12.14 |
| 5. | AREA MANAGERS (4 POSTS) – LOCAL AGREEMENT | |
| 5.1 | Following a review of the Area Managers' establishment and operational rota it was determined that the number of posts would reduce from 6 to 4 from August 2009 with a move to a continuous duty system rota. | FA 15.12.14 |
| 5.2 | The remuneration scheme for this group of staff was locally agreed as follows: AMB salary, as per agreed NJC Fire & Rescue Services uniformed pay scales, plus 20% flexi duty allowance, plus 14% continuous duty system payment. | FA 15.12.14 |
| 6. | NON UNIFORMED HEADS OF SERVICE (4 POSTS) | |
| 6.1 | Heads of Service remuneration rate is determined at a point above the National Joint Council (NJC) for Local Government services salary scales and is expressed as a percentage of an Assistant Chief Officer's baseline salary. | FA 15.12.14 |
| 7. | ALL OTHER STAFF | |
| 7.1 | All other staff employed by South Wales Fire and Rescue Authority are encompassed within Wholetime, Retained, Control or Support Staff categories, and as such their remuneration is based on the relevant NJC agreed salary schemes as identified in paragraph 2.2. | FA 15.12.14 |
| 7.2 | In general the terms and conditions of employment for all staff are covered by existing collective agreements negotiated with those trade unions recognised by the Fire and Rescue Authority for collective bargaining purposes. These arrangements are embodied in the Scheme of Conditions of Service of the National Joint Council, and are supplemented by the Fire and Rescue Authority's rules, records, Organisational, Policy & Procedural Documents and other instructions, as amended, along with such other employment law legislation which will apply from time to time. | FA 15.12.14 |

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| 7.3 | The “lowest salary” used by the Fire and Rescue Authority is the National Joint Council (NJC) for Local Government services (Green Book), spinal column point 10, which was identified by the Service following the completion of the Job Evaluation Scheme in 2001/2. | FA 15.12.14 |
| 7.4 | An examination of the current pay levels within the Authority enables the Authority to identify the multiplier between the lowest pay point and that of the Chief Fire Officer. The multiple between the lowest paid (full time equivalent) employee and the Chief Fire Officer is 1:8.23. | FA 15.12.14 |
| 8. | DELEGATED AUTHORITY LEVELS | |
| 8.1 | Any variation in pay detailed within this policy is subject to appropriate approval, as described below. | FA 15.12.14 |
| 8.2 | Decisions on pay detailed within this policy are delegated as follows: | FA 15.12.14 |

| DECISION | DELEGATED AUTHORITY LEVEL |
|---|--|
| Starting pay (above grade minimum), but not including, Assistant Chief Officer (and equivalent level) | Assistant Chief Officer (As identified in the Fire & Rescue Authority Standing Orders) |
| Starting Pay Assistant Chief Officer (and equivalent) level and above | Full Authority to agree the senior management organizational structure including grades and salary bands. Appointment panel to agree and approve actual salary on appointment within the management structure agreed by Full Authority above. |
| Appointment to higher graded job (above grade minimum) up to, but not including, Assistant Chief Officer level. | Assistant Chief Officer or delegated Head of HR Service |
| Acting-up payment at Assistant Director level where total salary package is less than £100k. | Chief Fire Officer |
| Acting up payment for posts where total salary package is more than £100k. | Full Fire & Rescue Authority |

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| 8.3 | Human Resources is responsible for overseeing any decisions on pay in order to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay Policy and legislation. | FA 15.12.14 |
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| 8.4 | Delegations for decision on pay cannot be delegated below the levels outlined in table above. | FA 15.12.14 |
| 9. | PAY RELATIVITIES WITHIN THE FIRE AND RESCUE AUTHORITY | |
| 9.1 | The lowest paid persons employed under a Contract of Employment with the Fire and Rescue Authority are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Fire and Rescue Authority's grading structure. As at 1 April 2015, this is £15,207 per annum. The Fire and Rescue Authority occasionally employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment. | FA 15.12.14 |
| 9.2 | The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers. | FA 15.12.14 |
| 9.3 | The Authority remunerates substantive personnel above the National Living Wage. | FA 15.12.14 |
| 10. | STARTING SALARY | |
| 10.1 | Employees appointed to jobs within the Authority will normally be appointed to the minimum point of the pay grade for the job. | FA 15.12.14 |
| 10.2 | In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum. | FA 15.12.14 |
| 10.3 | An Appointment Panel wishing to appoint a candidate up to, but not including Assistant Chief Officer level, at a salary above the grade minimum must seek approval from the Assistant Chief Officer, fully outlining the business case. Managers may seek guidance from Human Resources, if required. | FA 15.12.14 |
| 10.4 | The business case should incorporate the following: <ul style="list-style-type: none"> • preferred candidate's current or most recent salary; • salary range for job being appointed to; preferred candidate's interview assessment outcome and details of point scores for other interviewees; | FA 15.12.14 |

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| | <ul style="list-style-type: none"> • benefits to service and customers of appointing the preferred candidate; • potential impact on other jobholders of appointing the preferred candidate at a level higher than the grade minimum; • confirmation that increased employee costs will be met by the existing service budget. | |
| 10.5 | <p>The Assistant Chief Officer will:</p> <ul style="list-style-type: none"> • consider the request presented by the recruiting manager; • discuss their proposed decision with Head of Human Resources to ensure it is compliant with the terms of the Pay policy; • respond to the appointment panel; • complete the relevant payroll authorization so that the recruitment process can be completed. | FA 15.12.14 |
| 10.6 | The decision of the Assistant Chief Officer is final. | FA 15.12.14 |
| 10.7 | A resolution of the full Fire and Rescue Authority is required for all organizational re-structures and associated grading and salary. | FA 15.12.14 |
| 11. | RE-EMPLOYMENT OF FORMER EMPLOYEES | |
| 11.1 | Former employees are able to be re-employed by the Fire and Rescue Authority, but there are several determining factors. | FA 15.12.14 |
| 11.2 | The Fire and Rescue Authority resolved to introduce the application of abatement of salaries/pension for a fixed term period in order to retain specialist skills, expertise and knowledge. | FA 15.12.14 |
| 11.3 | Fire and Rescue Authority further resolved to refer applications for abatement of salaries/pension by directors back to the full Fire and Rescue Authority for consideration based on business needs. | FA 15.12.14 |
| 11.4 | When someone retires, or is released on voluntary or compulsory redundancy, it would not be expected that they would be re-employed as either an employee or an agency worker/contractor in the same or similar job role or service area from which they were made redundant. Such action could indicate that the original decision on the voluntary or compulsory redundancy was not a value for | FA 15.12.14 |

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| | money decision for the tax payer. Therefore, any exceptions to this approach leading to the re-engagement of voluntary or compulsory redundant employees will have to be justified to ensure that the original terms of the redundancy i.e. cessation of work has actually occurred. | |
| 11.5 | Managers who wish to recruit former employees or procure workers who have previously been made redundant from the same service area will need to provide a business case for doing so, and request authorization from the Fire and Rescue Authority or designated Assistant Chief Officer | FA 15.12.14 |
| 11.6 | When a Local Government Pension Scheme or Fire and Rescue Services (on Grey book terms and conditions) pensioner is re-employed within the Local Government sector, and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated. | FA 15.12.14 |
| 12. | ACTING-UP TO A HIGHER GRADED JOB | |
| 12.1 | Acting-up is appropriate when the higher graded post becomes vacant due to maternity leave, sick leave etc. Acting-up allowances are made to employees who agree to carry out the full or partial duties, and responsibilities of a higher grade job. The higher graded job must be part of the Authority's agreed staffing establishment. | FA 15.12.14 |
| 12.2 | The allowance is payable when an employee carries out the work of the higher grade job for a continuous period for any reason other than annual leave. | FA 15.12.14 |
| 12.3 | Employees who undertake the full duties and responsibilities of a higher graded job will receive the salary that would apply if they were promoted to the higher graded post. | FA 15.12.14 |
| 12.4 | Employees who undertake part of the duties and responsibilities of a higher grade job will receive a partial acting-up allowance. For example, if the employee is covering 20% of the higher graded duties and responsibilities then they would receive 20% of the grade differential as acting up allowance. | FA 15.12.14 |
| 12.5 | Where there are only one or two employees who are able to "act-up" to the higher grade job it is relatively easy to identify the jobholder(s) who could reasonably be asked to carry out the higher graded job. Where there are a large number of employees who may be in a position to "act-up" to the higher graded job, then there will be a need to | FA 15.12.14 |

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| | advertise the temporary vacancy or the acting-up arrangement. | |
| 12.6 | Managers who wish to use either full or partial acting up arrangements must seek approval from the Assistant Chief Officer (or Head of Human Resources, depending on the level of the post). In addition, managers may also seek guidance from Human Resources, if required. | FA 15.12.14 |
| 12.7 | The approving officer will: <ul style="list-style-type: none"> • consider the request presented by the requesting manager; • discuss their proposed decision within the Human Resources Department to ensure it is compliant with the Pay policy; • provide a response to the requesting manager, normally within 10 working days; • complete and notify the Payroll Section if a pay variation is to be implemented. | FA 15.12.14 |
| 12.8 | Any acting up arrangements at Assistant Chief Officer level must be agreed by the Chief Fire Officer. Any acting up arrangements for posts with remuneration package at or above £100k must also be agreed by the full Fire and Rescue Authority. In both cases the salary must be within the organizational structure agreed by full Fire and Rescue Authority and be financed in full. | FA 15.12.14 |
| 12.9 | Acting-up allowances are removed once the need for the acting-up arrangement no longer exists. Managers are responsible for ensuring that employees receive sufficient notice of this. | FA 15.12.14 |
| 13. | HONORARIUM PAYMENTS | |
| 13.1 | An honorarium payment is a one-off payment. It can only be made where there is clear evidence to support the following circumstances: <ul style="list-style-type: none"> • where an employee temporarily carries out significant additional work over and above their usual responsibilities; • where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale. | FA 15.12.14 |

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| 13.2 | <p>An honorarium payment cannot be made in the following circumstances:</p> <ul style="list-style-type: none"> • where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made; • where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation; • where the additional work undertaken is commensurate with the employees current job description/salary grade. | FA 15.12.14 |
| 13.3 | In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chairman of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative. | FA 15.12.14 |
| 13.4 | Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours. | FA 15.12.14 |
| 13.5 | Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority. | FA 15.12.14 |
| 13.6 | Honorarium payments are pensionable. | FA 15.12.14 |
| 13.7 | Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes. | FA 15.12.14 |
| 14. | SEVERANCE | |
| 14.1 | On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section. | FA 15.12.14 |
| 14.2 | All business cases for redundancy, early retirement and severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a | FA 15.12.14 |

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| | resolution to either accept or reject. | |
| 14.3 | <p>Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion.</p> <p>This discretion will be applied, subject to the Chief Fire Officer and Assistant Chief Officer, People Services agreeing to the application after taking into account the costs and benefits to the organisation. There will be a requirement by the employee to reduce their working hours by at least 40%. Any actuarial reductions in pension benefits will apply.</p> | FA 14.03.15 |
| | The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions | FA 14.03.15 |
| 15. | UNIFORMED FIRE AND RESCUE SERVICES | |
| 15.1 | All Fire and Rescue Services employees, up to and including Area Managers, are paid in line with the National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service. These are nationally agreed terms and conditions (the 'Grey' book). | FA 15.12.14 |
| 15.2 | <p>Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and scheme of conditions of service (the 'Gold' book), the Chief Fire Officer and Brigade Managers have separate pay arrangements in place. The Chief Fire Officer's salary is reviewed prior to a new appointment being made and a number of factors are taken into account during this process. These are summarized below:</p> <ul style="list-style-type: none"> • The relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data; • The relationship of current salary to the national benchmark; • Any substantial local factors not common to Fire and Rescue Authorities of similar type and size; • Comparative information to on salaries in other similar authorities; • Top management structures and size of management team compared to those of other fire and rescue authorities of similar type and size; • The relative job size of each post; and • Incident command responsibility and the | FA 15.12.14 |

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| | requirement to provide operational cover within the employing authority and beyond. | |
| 15.3 | Other Fire and Rescue Service Managers who are paid as a percentage of the Chief Fire Officer's salary may be reviewed at the same time as any review to the Chief Fire Officer's salary takes place. | FA 15.12.14 |
| 15.4 | For a review, the benchmarking and associated analysis will be collated by the Human Resources Department and any recommendations presented to the HR and Equalities Committee before being submitted to the full Fire and Rescue Authority for final determination. | FA 15.12.14 |
| 16. | OTHER PAY RELATED POLICIES | |
| 16.1 | Other pay related policy areas that are applicable to all employees are: <ul style="list-style-type: none"> • Business Travel and Expenses • Relocation expenses • Handling redundancy • Early retirement – including redundancy, flexible retirement and efficiency of service • Pensions – LGPS, Firefighters' Pension Scheme 1992, New Firefighters' Pension Scheme 2007 and the Firefighters' Pension Scheme (Wales) 2015 | FA 14.03.16 |
| 17. | OTHER TERMS AND CONDITIONS | |
| 17.1 | The Act defines remuneration widely, to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements, and termination payments. (Ref. Section 4. Principal Officers Pay Construct). | FA 15.12.14 |
| 17.2 | South Wales Fire and Rescue Service contributes to the lease vehicle payments for its Senior Members of staff that choose to take part in the Services lease vehicle scheme. | FA 15.12.14 |
| 17.3 | Contributions level vary and are dependent on the specific post. These Service contributions form only part of the lease vehicle cost with the majority paid for by the individuals. | FA 15.12.14 |
| 17.4 | The Fire & Rescue Authority has implemented a strategic framework to ensure the Service has identified its key posts and has considered issues of resilience in support of the delivery of Fire & Rescue Service workforce planning. | 14.03.16 |

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| | <p>The aim is to utilise a structured approach to both identifying critical positions and developing managers and staff with high potential within the organisation, and to steer their career development and progression to fulfil these positions.</p> <p>Succession planning is the systematic process whereby the Fire & Rescue Service identifies, assesses and develops their employees to ensure they are ready to take on key roles within the Service. It is a strategic approach to ensure that the necessary talent and skills will be available when needed, and that essential knowledge and abilities will be maintained when employees in critical positions leave.</p> | |
| 18. | MONITORING AND REVIEW | |
| 18.1 | The Assistant Chief Officer People Services will review the application of this policy on an annual basis. | FA 15.12.14 |
| 18.2 | The Pay Policy will then be presented to the HR and Equalities Committee for review before being submitted to the full Fire and Rescue Authority for final determination annually in March. | FA 15.12.14 |
| 18.3 | Any change or deviation from this policy outside of such a review requires full Fire and Rescue Authority approval. | FA 15.12.14 |
| 19. | SALARY SCALES | |
| 19.1 | South Wales Fire and Rescue Authority Principal Officers and Heads of Service, salary matrix – Appendix 1 | FA 15.12.14 |
| 19.2 | National Joint Council for Local Authorities' Fire and Rescue Services, salary matrix – Appendix 2 | FA 15.12.14 |
| 19.3 | South Wales Fire and Rescue Service, Retained Payment Structure – Appendix 3. | FA 15.12.14 |
| 19.4 | National Joint Council for Local Government service, salary matrix – Appendix 4. | FA 15.12.14 |
| 19.5 | Joint Negotiating Committee for Local Authority Craft & Associated Employees – Appendix 5 | FA 15.12.14 |
| 19.6 | South Wales Fire & Rescue Authority – Auxiliary Firefighters | FA 21.9.15 |

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

| | WT Salary | Actual Salary |
|---|----------------------|--------------------------|
| DIRECTORS (5 posts) | | |
| Chief Fire Officer | £128,535 | £128,535 |
| <i>Deputy Chief Fire Officer (80% CFO)</i> | £102,828 | - |
| Deputy Chief Officer (95.19% - DCFO) | £97,880 | £97,880 |
| Assistant Chief Fire Officer - Technical Services (75.15% CFO) | £96,592 | £96,592 |
| Assistant Chief Fire Officer - Service Delivery (75.15% CFO) | £96,592 | £96,592 |
| Assistant Chief Officer - People Services (95% - ACFO) | £91,763 | £90,854 |
| <i>Assistant Chief Officer (82.5% - ACFO)</i> | £75,704 | - |
| <i>Assistant Chief Officer (70% - ACFO)</i> | £64,234 | - |
| STATUTORY OFFICER (1 post) | | |
| Treasurer (38.45%) | £56,488 | £21,725 |
| * The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum. | | |
| HEADS OF SERVICE (8 posts) | | |
| Head of Service - Finance | £50,710 | £50,710 |
| Head of Service - Corporate | £50,710 | £50,710 |
| Head of Service - HR | £50,710 | £50,710 |
| Head of Service - ICT | £50,710 | £50,710 |
| Area Manager – Operations † | £78,179 | £71,328 |
| Area Manager - Head of Operational Risk Management † | £78,179 | £78,179 |
| Area Manager – SOF Team† | £78,179 | £71,328 |
| Area Manager – Head of Risk Reduction † | £78,179 | £78,179 |
| Area Manager - Training & Development † | £78,179 | £78,179 |
| † <i>Area Manager - Baseline Salary</i> | £56,685 | |
| <i>20% flexi duty allowance</i> | £11,337 | |
| <i>14% continuous duty system pay</i> | £9,523 | |
| <i>CPD</i> | £634 | |
| † Includes National Joint Council for Local Authorities' Fire & Rescue Services, Scheme of conditions of service w.e.f. 1 July 2016 | | |
| MEDICAL (1 post) | | |
| Occupational Health Physician*50% | £101,451 | £50,725 |
| * British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment) | | |

**NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITIES' FIRE AND
RESCUE SERVICES, SALARY MATRIX**

FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2016

| | Basic annual £ | Basic hourly rate £ | Overtime rate £ |
|------------------------|---------------------------|--------------------------------|----------------------------|
| Firefighter | | | |
| Trainee | 22,237 | 10.15 | 15.23 |
| Development | 23,162 | 10.58 | 15.87 |
| Competent | 29,638 | 13.53 | 20.30 |
| Crew Manager | | | |
| Development | 31,501 | 14.38 | 21.57 |
| Competent | 32,858 | 15.00 | 22.50 |
| Watch Manager | | | |
| Development | 33,569 | 15.33 | 23.00 |
| Competent A | 34,502 | 15.75 | 23.63 |
| Competent B | 36,745 | 16.78 | 25.17 |
| Station Manager | | | |
| Development | 38,220 | 17.45 | 26.18 |
| Competent A | 39,367 | 17.98 | 26.97 |
| Competent B | 42,154 | 19.25 | 28.88 |
| Group Manager | | | |
| Development | 44,018 | 20.10 | Not Applicable |
| Competent A | 45,338 | 20.70 | “ |
| Competent B | 48,796 | 22.28 | “ |
| Area Manager | | | |
| Development | 51,677 | 23.60 | Not applicable |
| Competent A | 53,226 | 24.30 | “ |
| Competent B | 56,685 | 25.88 | “ |

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2016
(RETAINED DUTY SYSTEM) – N/A TO SOUTH WALES FRS**

| | (1) £ per annum | (2) £ per annum | (3) £ per Hour | (4) £ per occasion |
|------------------------|-----------------------|-----------------------|----------------------|--------------------------|
| Firefighter | | | | |
| Trainee | 2,224 | 1,112 | 10.15 | 3.90 |
| Development | 2,316 | 1,158 | 10.58 | 3.90 |
| Competent | 2,964 | 1,482 | 13.53 | 3.90 |
| | | | | |
| Crew Manager | | | | |
| Development | 3,150 | 1,575 | 14.38 | 3.90 |
| Competent | 3,286 | 1,643 | 15.00 | 3.90 |
| | | | | |
| Watch Manager | | | | |
| Development | 3,357 | 1,678 | 15.33 | 3.90 |
| Competent A | 3,450 | 1,725 | 15.75 | 3.90 |
| Competent B | 3,675 | 1,837 | 16.78 | 3.90 |
| | | | | |
| Station Manager | | | | |
| Development | 3,822 | 1,911 | 17.45 | 3.90 |
| Competent A | 3,937 | 1,968 | 17.98 | 3.90 |
| Competent B | 4,215 | 2,108 | 19.25 | 3.90 |
| | | | | |
| Group Manager | | | | |
| Development | 4,402 | 2,201 | 20.10 | 3.90 |
| Competent A | 4,534 | 2,267 | 20.70 | 3.90 |
| Competent B | 4,880 | 2,440 | 22.28 | 3.90 |
| | | | | |
| Area Manager | | | | |
| Development | 5,168 | 2,584 | 23.60 | 3.90 |
| Competent A | 5,323 | 2,661 | 24.30 | 3.90 |
| Competent B | 5,669 | 2,834 | 25.88 | 3.90 |

Column 1 shows the full annual retainer
 Column 2 shows the retainer for employees on the day crewing duty system
 Column 3 shows the hourly rate for work undertaken
 Column 4 shows the disturbance payment per call-out

CONTROL SPECIFIC ROLES - PAY RATES FROM 1st JULY 2016

| | Basic annual £ | Basic hourly rate £ | Overtime rate £ |
|----------------------------------|---------------------------|------------------------------------|--------------------------------|
| Firefighter (Control) | | | |
| Trainee | 21,125 | 9.65 | 14.48 |
| Development | 22,004 | 10.05 | 15.08 |
| Competent | 28,156 | 12.86 | 19.29 |
| | | | |
| Crew Manager (Control) | | | |
| Development | 29,926 | 13.66 | 20.49 |
| Competent | 31,215 | 14.25 | 21.38 |
| | | | |
| Watch Manager (Control) | | | |
| Development | 31,891 | 14.56 | 21.84 |
| Competent A | 32,777 | 14.97 | 22.46 |
| Competent B | 34,908 | 15.94 | 23.91 |
| | | | |
| Station Manager (Control) | | | |
| Development | 36,309 | 16.58 | 24.87 |
| Competent A | 37,399 | 17.08 | 25.62 |
| Competent B | 40,046 | 18.29 | 27.44 |
| | | | |
| Group Manager (Control) | | | |
| Development | 41,817 | 19.09 | Not applicable |
| Competent A | 43,071 | 19.67 | " |
| Competent B | 46,356 | 21.17 | " |

NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2016

| | £ per annum |
|---|------------------------|
| Fire Control Operator equivalent | |
| During first six months | 18,939 |
| After six months and during 2nd year | 19,777 |
| During 3rd year | 20,717 |
| During 4th year | 21,736 |
| During 5th year | 23,673 |
| | |
| Leading Fire Control Operator equivalent | 25,352 |
| | |
| Senior Fire Control Operator equivalent | |
| During 1st year in rank | 26,002 |
| During 2nd year in rank | 26,988 |

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2015

| | £ per annum |
|---------|------------------------|
| Aged 16 | 10,287 |
| Aged 17 | 11,053 |
| Aged 18 | 22,237 |

SOUTH WALES FIRE AND RESCUE SERVICE

RETAINED PAYMENT STRUCTURE

Effective from 1st July 2016

Below are the structures for the 3 differing contracts.

| 100% | Firefighter | | | Crew Manager | | Watch Manager | | | Station Manager | |
|------------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Trainee | Development | Competent | Development | Competent | Development | A | B | Development | A |
| Hourly Rate | £10.15 | £10.58 | £13.53 | £14.38 | £15.00 | £15.33 | £15.75 | £16.78 | £17.45 | £17.98 |
| Number of Hours Paid a Month | 50 | 50 | 50 | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| Allowance A | £6,090.00 | £6,348.00 | £8,118.00 | £10,353.60 | £10,800.00 | £11,037.60 | £11,340.00 | £12,081.60 | £12,564.00 | £12,945.60 |
| Flexi Wage % | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Allowance B | £1,522.50 | £1,587.00 | £2,029.50 | £2,588.40 | £2,700.00 | £2,759.40 | £2,835.00 | £3,020.40 | £3,141.00 | £3,236.40 |
| Total Salary 100% | £7,612.50 | £7,935.00 | £10,147.50 | £12,942.00 | £13,500.00 | £13,797.00 | £14,175.00 | £15,102.00 | £15,705.00 | £16,182.00 |
| 75% | Firefighter | | | Crew Manager | | Watch Manager | | | Station Manager | |
| | Trainee | Development | Competent | Development | Competent | Development | A | B | Development | A |
| Hourly Rate | £10.15 | £10.58 | £13.53 | £14.38 | £15.00 | £15.33 | £15.75 | £16.78 | £17.45 | £17.98 |
| Number of Hours Paid a Month | 37.5 | 37.5 | 37.5 | 45 | 45 | 45 | 45 | 45 | 45 | 45 |
| Allowance A | £4,567.50 | £4,761.00 | £6,088.50 | £7,765.20 | £8,100.00 | £8,278.20 | £8,505.00 | £9,061.20 | £9,423.00 | £9,709.20 |
| Flexi Wage % | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Allowance B | £1,141.88 | £1,190.25 | £1,522.13 | £1,941.30 | £2,025.00 | £2,069.55 | £2,126.25 | £2,265.30 | £2,355.75 | £2,427.30 |
| Total Salary 100% | £5,709.38 | £5,951.25 | £7,610.63 | £9,706.50 | £10,125.00 | £10,347.75 | £10,631.25 | £11,326.50 | £11,778.75 | £12,136.50 |
| 50% | Firefighter | | | Crew Manager | | Watch Manager | | | Station Manager | |
| | Trainee | Development | Competent | Development | Competent | Development | A | B | Development | A |
| Hourly Rate | £10.15 | £10.58 | £13.53 | £14.38 | £15.00 | £15.33 | £15.75 | £16.78 | £17.45 | £17.98 |
| Number of Hours Paid a Month | 25 | 25 | 25 | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Allowance A | £3,045.00 | £3,174.00 | £4,059.00 | £5,176.80 | £5,400.00 | £5,518.80 | £5,670.00 | £6,040.80 | £6,282.00 | £6,472.80 |
| Flexi Wage % | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| Allowance B | £761.25 | £793.50 | £1,014.75 | £1,294.20 | £1,350.00 | £1,379.70 | £1,417.50 | £1,510.20 | £1,570.50 | £1,618.20 |
| Total Salary 100% | £3,806.25 | £3,967.50 | £5,073.75 | £6,471.00 | £6,750.00 | £6,898.50 | £7,087.50 | £7,551.00 | £7,852.50 | £8,091.00 |

During Induction Training
 Basic Recruits Course
 Post Recruits Course

Trainee Rate
 Trainee Rate
 Development Ra

Allowance A
 Allowance A
 Allowance A

Allowance B
 Allowance B
 Allowance B

NJC PAY SPINE 2016-17 (GREEN BOOK STAFF)

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

APPENDIX 5

Extract

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

CRAFT & ASSOCIATED EMPLOYEES

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

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

Apprentice Engineers & Electricians

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

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

SOUTH WALES FIRE & RESCUE AUTHORITY AUXILIARY FIREFIGHTERS

Auxiliary Firefighter pay will be made up of the following components:-

- £1,000 per year retainer (paid in quarterly instalments of £250) for the availability of previous 3 months
- £1,000 per year for training attendance (paid in quarterly instalments of £250) for the attendance and compliance with training requirements
- £250 per year enhancement for LGV drivers (to include a one day per year EDRT)

Therefore (subject to availability in meeting retainer requirements and attendance on quarterly training):

- An Auxiliary Firefighter will receive £2,000 per annum
- An Auxiliary Firefighter that is also a EDRT (LGV response driver) will receive £2,250 per annum
- An Auxiliary who is only EDRT (LGV Response driver) will receive £1,250 per annum

Additionally, WDS and RDS personnel of all ranks (up to and including Area Manager) are also able to apply for a “Resilience Contract”. The salary will be between £2,000 and £3,250, depending on skill sets.

ANNUAL REPORT OF HR & EQUALITY COMMITTEE REPORT

SUMMARY

This report informs Members of the work that the HR & Equalities Committee has undertaken during the Municipal Year 2016/2017.

RECOMMENDATION

That Members note the work of the HR & Equalities Committee.

1. BACKGROUND

1.1 This report summarises the work that the HR & Equalities Committee has undertaken over the last twelve months.

2. ISSUES

2.1 As Members will be aware, the HR & Equalities Committee was established to demonstrate the Authority's commitment to ensuring that the Service has a well-equipped, skilled, and motivated workforce, that is able to work safely and whose composition reflects the diverse communities it serves.

2.2 To discharge its functions the Committee plans its work through a Forward Work Programme. The work of the Committee broadly falls under distinct categories, namely:- Human Resources (including Occupational Health), Training & Development, and Equality & Diversity.

2.3 For the purpose of this report it is intended that an overview of the work undertaken by the Committee in the 2016/2017 Municipal Year is detailed under each of the sub headings.

2.4 HUMAN RESOURCES DEPARTMENT

2.4.1 The Fire & Rescue Authority established a Local Pension Board (LPB) in April 2015 in order to be able to fulfil its statutory commitments to the management of its devolved Pension Schemes. The HR & Equalities Committee is now responsible for addressing Welsh Government Pension Circulars and as a Board for Internal Disputes Resolution for pension matters, administered through the department. The Committee may provide information to the Local Pension Board.

- 2.4.2 The HR Department is continuously working towards devolving more HR responsibilities to line management and to equip Line Managers with the skills to undertake HR activities to improve HR performance management and develop reporting procedures.
- 2.4.3 It continues to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology with the implementation of Core HR, and implementing revised and new policies and procedures. Additionally it provides greater support to Line Managers on a day-to-day and face-to-face basis.
- 2.4.4 South Wales Fire & Rescue Service Occupational Health Unit shares facilities with Cardiff Council Occupational Health Services at Parc Nantgarw. This shared centre has resulted in improved facilities, a more accessible location for employees and consolidation of the Service's Occupational Health team.
- 2.4.5 The Occupational Health Unit continues to provide a wide range of services required by Fire & Rescue Authorities under Health and Safety Law, Employment Law, Pension Provisions, and in accordance with directions issued by relevant government departments. Firefighting can be an extremely demanding and hazardous occupation, requiring high level of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our continuing effort to maintain optimum operational effectiveness and efficiency.
- 2.4.6 The range of Occupational Health Unit functions has also been reviewed as part of the Service's ongoing commitment to exploring collaborative opportunities through the National issues Committee.
- 2.4.7 The HR & Equalities Committee received reports and presentations from the HR Department throughout 2016/2017 and these are summarized in Appendix 1.

2.5 TRAINING & DEVELOPMENT DEPARTMENT

- 2.5.1 Committee Members received presentations and reports which appraised them of the structure and functions of the Training & Development Department, the major objectives and issues facing the department, and the issues associated with the delivery of functions through the Cardiff Gate Training Centre contract. Members also viewed at first hand the extensive range of training activity delivered from Cardiff Gate.

- 2.5.2 Members noted that the work of the department has developed to continuously meet the ever-changing demands of South Wales Fire & Rescue Service by developing a flexible approach to the changing demands linked to key legislation, including:- Fire & Rescue Service Act 2004, Civil Contingencies Act 2004, Health & Safety at Work Act 1974, etc., and Road Traffic Act 1974.
- 2.5.3 As the Private Finance Initiative (PFI) contract with Babcock continues to progress through its twenty-five year partnership for the provision and facility management of Cardiff Gate Training & Development Centre, the department has embarked on a continuous review of the contract arrangements with Babcock to ensure continued success of the partnership. Extensive work in association with Babcock personnel has seen an escalation of external contractual delivery and promotion in the field of third party income.
- 2.5.4 The HR & Equalities Committee received reports and presentations from the Training & Development Department throughout 2016/2017 and these are summarized in Appendix 1.

2.6 EQUALITY AND DIVERSITY

- 2.6.1 Within South Wales Fire & Rescue Service the main Diversity Unit reports through the HR Department.
- 2.6.2 The various strands of equality and diversity are embedded in every directorate plans and throughout functional and operational activities.
- 2.6.3 In the widest terms topics encompassing equality and diversity address the following ensuring that no person is treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender reassignment, economic group, employment status, politics, staff association or trade union membership, or any other condition which cannot be shown to be wholly justified in relation to employment.
- 2.6.4 Commonly within Wales public bodies now incorporate Welsh language provisions as part of their wider diversity agenda.
- 2.6.5 The HR & Equalities Committee received a range of reports and presentations throughout 2016/2017, and these are summarised in Appendix 1.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate budget implications, but the plan provides a strategic planning framework for future years.

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no immediate or long term adverse impacts on any individual or group of personnel arising from this particular report.
- 4.2 It is the responsibility of departments submitting reports to the Committee to ensure that Equality Risk Assessments are undertaken to ensure that there are no adverse impacts on any individual or group of personnel.

5. RECOMMENDATIONS

- 5.1 That members note the work of the HR & Equalities Committee

| | |
|--|---|
| Contact Officer: ACO Philip Hayes Director of People Services | Background Papers: Appendix – Reports received by the HR & Equalities Committee 2016/2017 |
|--|---|

APPENDIX 1**REPORTS AND CIRCULARS RECEIVED BY THE
HR & EQUALITIES COMMITTEE DURING 2016/2017****ASSISTANT CHIEF OFFICERS REPORTS:-**

Pension Circulars Report

Internal Disputes Resolution Procedure (IDRP) Report

Firefighters Pension Scheme 1992 – Split Pension

Purpose is to enable Members to determine how split pension arrangements will be considered as established by Welsh Government Pension Scheme Circulars, and determine how they promote Organisational Improvement.

**Firefighters' Pension Schemes (England) Advisory Board -
Presentation**

Annual Pay Policy Statement 2017/2018

Purpose is to inform members which has enabled the Service's policy to be drafted to comply with Welsh Government guidance and assists in explaining how the Service attracts and develops its people and promotes Organisational Improvement.

Summary of HR & Training Committee Reporting

Purpose is to consider the annual report of the work of the HR & Equalities Committee before its submission to the Fire & Rescue Authority.

HUMAN RESOURCES DEPARTMENT REPORTS:-

Absence Management Annual Report

Purpose is to provide Members with an update on the incidence of sickness absence across the Service and to identify the mechanisms to support staff and thereby enable greater Organisational Improvement.

Annual Discipline & Grievance Report

Purpose is to provide Members with an update on the variety of disciplinary and grievance cases that have occurred throughout the Service and to identify the actions that have taken place in order to enable greater Organisational Improvement.

Welsh Language Standards Update Report

Purpose is to provide members with an update on the Service's progress towards the standards that will promote Organisation Improvement.

Strategic Equality Plan (SEP) 2014-2017

Purpose is to provide Members with an update on the Service's progress towards the Strategy that will promote Organisational Improvement and assist in attracting and developing our people.

Annual Equality Plan Update

Purpose is to provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote Organisational Improvement.

Implementation of Core/HR Update Report – Phase 1

Purpose is to provide members with an insight on the Service's implementation of CORE/HR and how it is intended to promote Organisational Improvement.

Establishment and the Resourcing of the Service – Planning Assumptions

TRAINING REPORTS AND PRESENTATIONS:

Report on initiatives and activities in the Training & Development Department

Purpose is to provide Members with an update on the Service's Training activities and commitments which identifies how we attract and develop our people to promote Organisational Improvement.

Tour of training facilities and Firefighting demonstration at Cardiff Gate Training & Development Centre

Purpose is to provide Members with an update on the Service's Cardiff Gate Training Centre which assists in explaining how the Service attracts and develop our people, both professionally and managerially to promote organisational Improvement.

Skills for Justice Firefighter Development Award – Progress Update

Purpose is to provide Members with an update on the Service's proposed Training Plan for Firefighters which identifies and explains how we develop our people to promote Organisational Improvement.

Principles of Workforce Progression

Third Party Income Generation Update

TO BE PRESENTED TO HR & EQUALITIES COMMITTEE MEETING MARCH 2017

CFBT Report

Leadership Development Programme

NIC Update – HR & Training Activity – Joint report

Annual Report on Occupational Health Activity 2015

Purpose is to provide members with an update on the variety of services delivered by the Occupational health Unit and to identify the medical interventions that have taken place in order to enable greater Organisational Improvement as well as attracting and developing our people.

Follow Up Report on the Occupational Health Review Action Plan

FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2016/2017

SUMMARY

Under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighter Pension Schemes and as such needs to identify through which mechanism it intends to fulfil its role and obligations.

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

RECOMMENDATIONS

1. Members accept the Welsh Government (Firefighters' Pension Scheme Circulars and e-mails) that have been received in the 2016/2017 year.
2. Members note the actions that have been implemented for each of the circulars.

1. BACKGROUND

- 1.1 Firefighter pensions are devolved to Welsh Ministers under the Fire & Rescue Services Act 2004. There are currently three Pension Schemes for Firefighters in Wales: - the Firefighters Pension Scheme 1992 (PPS), the New Firefighters Pension Scheme 2007 (FPS 2007), and the Firefighters' Pension Scheme (Wales) 2015.
- 1.2 The PSPS 2013 received Royal Assent on 25 April 2013, and has led to the reform of Public Service Pension Schemes based on the recommendations outlined by the Independent Public Service Committee led by Lord Hutton.
- 1.3 The PSPA 2013 sets out the new arrangements for the creation of Schemes for the payment of pensions and other benefits. The PSPA 2013 provides powers to Ministers to create such Schemes according to a common framework of requirements. The PSPA 2013 gives powers to the Pensions Regulator to operate a system of independent oversight of the operation of these Schemes.

- 1.4 Under the terms of the PSPA 2013, the Fire & Rescue Authority is the recognised Scheme Manager, and as such needs to identify through which mechanism it intends to fulfil all its role and obligations.

2. ISSUES

- 2.1 As Members are aware, the 'Scheme Manager' is the South Wales Fire & Rescue Authority, and as the administering authority for the Firefighters pension fund is responsible for ensuring the effective management of the Schemes, including any changes.
- 2.2 The specific 'Scheme Administrator' is identified as Rhondda Cynon Taff Pensions Section who administers all the relevant Public Sector Pension Schemes on behalf of South Wales Fire & Rescue Authority via a service level agreement.
- 2.3 Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities, electronically in a standard circular template which are intended to be a means to ensure that messages are conveyed to the Fire & Rescue Service are clear and consistent.
- 2.4 These e-mails and circulars encompass a wide variety of issues and areas and as such there is a requirement that they are consistently and efficiently applied by the Scheme Manager in order to ensure the integrity of the relevant Schemes and the proper exercise of discretionary powers where appropriate.
- 2.5 The Appendix attached to the report is a table of Welsh Government (Firefighters' Pension Scheme Circulars) that have been received since the beginning of the municipal year. The table contains comments to advise Members of the actions that have been implemented. This table will be updated regularly and brought to Members for information and action. The non-shaded rows are those which have been received since the last report.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no financial matters to report at this time.

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the future roles and responsibilities associated with the governance of the Firefighters' Pension Schemes.

4.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel at this juncture.

5. RECOMMENDATIONS

5.1 Members accept the Welsh Government (Firefighters' Pensions Scheme Circulars and e-mails) that have been received in the 2016/2017 year.

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

| Contact Officer: | Background Papers: |
|--|---------------------------|
| ACO Philip Haynes Director of People Services | None |

HR & EQUALITES COMMITTEE

WELSH GOVERNMENT CIRCULARS & E-MAILS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2016/2017

| NO | TITLE | DATE | SUMMARY | COMMENT |
|---------------------------|---|-----------------|---|---|
| E-mail circulation | The Firefighters’ Pension Scheme (Wales) 2015 Club Transfers - DRAFT | 1 February 2016 | GAD identifies Welsh Ministers as responsible authority under Schedule 2 of the Public Service Pension Act 2013 to issue actuarial guidance on the amount of club transfer values. | The draft guidance incorporates the adjustment that will apply to pension credits awarded as a result of standard Club transfers in to the Welsh 2015 scheme, as well as the fire 2015 scheme cross border approach. This approach has been discussed and agreed by Welsh Government and the other UK administrations. Pension administrator provided comments ALREADY PRESENTED |
| W-FRSC(2016)03 | Guaranteed Minimum Pension (GMP) Indexation and Equalisation: Impact on calculations using actuarial factors | 1 March 2016 | The circular provides a link to the UK Government announcement of the interim solution in relation to GMP indexation and equalisation. The circular outlines the impact the GMP interim solution has on a number of calculations which use actuarial factors. | The circular has been shared with the Firefighters’ Pension Scheme administrator for action as and where appropriate. ALREADY PRESENTED |

| | | | | |
|---------------------------|---|---------------|--|--|
| E-mail circulation | Firefighters' Pension Schemes (Wales) Valuation as at 31 March 2016, Guidance for data submission to GAD | 7 March 2016 | This correspondence is supported by the e-mail dated 1 February 2016, and establishes the GAD data requirements governing the 2016 scheme valuation exercise. | GAD updated the 2016 valuation data specification to identify critical or non-critical data requirements. The timescales for the 2016 valuation are very tight and GAD originally required complete data by August 2016. Welsh Government initially requested that the data be sent to GAD by 30 June 2016. However, in recognition of technical issues associated with CARE, and the introduction of the Services new payroll system, they have agreed with GAD that additional time be allowed on this occasion. ALREADY PRESENTED |
| E-mail circulation | Subject matter: Auto-enrolment post April 2016 | 11 March 2016 | Letter and briefing note from GAD about changes to auto-enrolment from April 2016, as a result of the abolition of contracting out. The letter certifies that the Firefighters' pension schemes meet the requirements for contracting out. | Content noted. No additional action required. ALREADY PRESENTED |
| E-mail circulation | Milne v GAD redress payments | 23 March 2016 | GAD advised that the bulk calculator produced by GAD for use with the Milne v GAD redress payments, will not work for cases with payment date after 5 April 2016. | The calculator can be used for payment dates between 13 May 2015, and 5 April 2017. A new calculator will need to be issued for any payments made on or after 6 April 2017. |

| | | | | |
|-----------------------|--|---------------|---|---|
| | | | | Administration action completed. ALREADY PRESENTED |
| W-FRSC(2016)06 | The Firefighters' Pension Scheme (Wales) 2015: Club Transfers | 18 April 2016 | The circular provides actuarial guidance for Scheme Managers in relation to Club Transfers payable or receivable in accordance with Part 10, Chapters 2 and 3 of the Firefighters' Pension Scheme (Wales) Regulations 2015. | <p>Responsibility for Firefighters' pension schemes in Wales is devolved to the Welsh Ministers under the Fire & Rescue Services Act 2004, and the Public Service Pensions Act 2013. The Firefighters' Pension Scheme (Wales) Regulations 2015 came into force on 1 April 2015.</p> <p>Welsh Ministers have responsibility for the actuarial guidance for the 2015 Scheme factors after consultation with the Scheme Actuary. Scheme Managers (Fire and Rescue Authorities) are then required to implement the factors as detailed in the guidance.</p> <p>Administrative action completed by the Scheme Administrator. ALREADY PRESENTED</p> |
| W-FRSC(2016)11 | Firefighters (Wales) Pension Schemes – SCAPE Change Factor | 13 June 2016 | <p>SCAPE – 'superannuation contributions adjusted for past experience'.</p> <p>UK Government announced on 16 March 2016, a change in the SCAPE discount rate used for public service</p> | <p>Guidance note relates to the Firefighters' Pension Scheme (1992). Specifies the general method for calculating:-</p> <ul style="list-style-type: none"> • Statutory (non Club) Cash Equivalent Transfer Values |

| | | | | |
|-----------------------|---|--------------|---|---|
| | Review – Firefighters’ Pension Scheme (1992) | | <p>pension scheme calculations.</p> <p>As a result of the announcement, the Government Actuary has reviewed the factors used for member calculations under the Firefighters’ pension schemes.</p> <p>Included is a guidance note concerning general method for assessing the debits applying to the benefits of a member who elects for the scheme to pay tax charges on their behalf.</p> <p>Included is the general method for assessing pension credit calculations for the ex-spouses or ex-civil partner on divorce.</p> | <p>(CETV)</p> <ul style="list-style-type: none"> • Cash equivalents on divorce <p>Updated tables of factors with an effective date of 16 March 2016 were provided. Also included for information are tables from the guidance note which are not affected by the review.</p> <p>Administrative action completed by the Scheme Administrator. ALREADY PRESENTED</p> |
| W-FRSC(2016)12 | Firefighters (Wales Pension Schemes – SCAPE Change Factor Review – New Firefighters Pension Scheme 2007) | 13 June 2016 | <p>SCAPE - ‘superannuation contributions adjusted for past experience’.</p> <p>UK Government announced on 16 March 2016, a change in the SCAPE discount rate used for public service pension scheme calculations.</p> <p>As a result of the announcement, the Government Actuary has reviewed the factors used for member calculations</p> | <p>Guidance note relates to the New Firefighters’ Pension Scheme (2007). Specifies the general method for calculating:</p> <ul style="list-style-type: none"> • Statutory (non Club) Cash Equivalent Transfer Values (CETV) • Cash equivalents on divorce <p>Includes for information tables from the</p> |

| | | | | |
|-----------------------|--|--------------|--|--|
| | | | under the Firefighters' pension schemes. | <p>guidance note not affected by the review.</p> <p>Provides updated tables of factors with an effective date of 16 March, 2016.</p> <p>Establishes the general method for assessing pension credit calculations for the ex-spouse or ex-civil partner on divorce.</p> <p>Administrative action completed by the Scheme Administrator. ALREADY PRESENTED</p> |
| W-FRSC(2016)13 | Firefighters (Wales) Pension Schemes – SCAPE Change Factor Review – The Firefighters' Pension Scheme 2015 (Wales) | 13 June 2016 | <p>SCAPE – 'superannuation contributions adjusted for past experience'.</p> <p>UK Government announced on 16 March 2016, a change in the SCAPE discount rate used for public service pension scheme calculations.</p> <p>As a result of the announcement the Government Actuary has reviewed the factors used for member calculations under the Firefighters' pension schemes.</p> | <p>Guidance note relates to the Firefighters' Pension Scheme 2015 (Wales). Specifies the general method for calculating:</p> <ul style="list-style-type: none"> • Statutory (non Club) Cash Equivalent Transfer Values (CETV) • Cash equivalents on divorce <p>Includes for information tables from the guidance note not affected by the review.</p> <p>Provides updated tables of factors with</p> |

| | | | | |
|-----------------------|---|--------------|---|---|
| | | | | <p>an effective date of 16 March 2016. Establishes the general method for assessing pension credit calculations for the ex-spouse or ex-civil partner on divorce.</p> <p>Administrative action completed by the Scheme Administrator. ALREADY PRESENTED</p> |
| W-FRS (2016)15 | Financial Arrangements for Firefighter Pensions – Top up Grant forms 2016-17 | 22 June 2016 | <p>This circular requests each Fire & Rescue Authority to complete the attached pensions forms (FPF2 and FPF3), and confirm estimates already provided for 2016-17 (FPF1) by 15 July 2016.</p> <p>This information will be used to calculate final top-up grant payments to FRS's in respect of 2014/15 (FPF3) and 2015/16 (FPF2) and interim payment for 2016-17 (FPF1).</p> | The Service's Finance Department submitted the submissions within the prescribed timeframe. |
| W-FRS(2016)20 | Firefighters' Pension Account Estimates | 4 Nov 2016 | This circular requests each Fire & Rescue Authority (FRA) to complete the financial and non-financial sections of the attached pensions form (FPF1) by 25 November 2016. | The Service's Finance Department submitted the submissions within the prescribed timeframe. |

APPENDIX 1

| | | | | |
|-----------------------|--|-------------|--|--|
| W-FRSC(2016)21 | The Firefighters Pension (Wales) Scheme (Amendments and Transitional Provisions) Order 2016 – Pension ‘Contributions Holiday’ | 30 Nov 2016 | <p>This circular provides details of the pension ‘contributions holiday’ provision which will come into force on 31 December 2016. The Firefighters’ Pension (Wales) Scheme (Amendment and Transitional Provisions) Order 2016 amends the Firefighters’ Pension (Wales) Scheme 1992 and applies retrospectively to 1 December 2016.</p> <p>FRAs are required to take action by 31 December 2016.</p> | The Service is progressing the appropriate action to meet the 31 December, 2016, deadline. |
|-----------------------|--|-------------|--|--|

SOUTH WALES FIRE & RESCUE AUTHORITY
HR AND EQUALITIES COMMITTEE
REPORT OF HEAD OF TRAINING & DEVELOPMENT

AGENDA ITEM NO 11
16 JANUARY 2017

TRAINING AND DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME GENERATION

SUMMARY

This report provides Members with an updated position on current and proposed Third Party Income Generation within the Training and Development department for the Service during the current financial year.

RECOMMENDATION

That Members consider the contents of the report.

1. BACKGROUND

- 1.1 The purpose of the report is to inform Fire & Rescue Authority Members of the HR & Equalities Committee with an updated position on current and proposed Third Party Income Generation within the Training and Development department for the Service during the current financial year.
- 1.2 This current financial year has continued to see considerable growth in Third Party Income activity for the Service with several training contracts continuing, existing customers extending contracts as well as some potential new contracts being explored, scoped and discussed in detail.

2. CURRENT POSITION

- 2.1 Recent issues of note within the Private Finance Initiative (PFI) partnership between SWFRS and its private partners Babcock International at Cardiff Gate Training Centre (CGTC) include:
 - Analysis of both long course and short course provision to identify how to maximize level of income as well as recognizing how to best utilize the spare capacity available in terms of facilities.
 - A marketing and promotion platform for CGTC training course provision has been set up. It has involved a process of establishing the marketing platform and there is ongoing development of an appropriate website for TPI with standalone domain and links to SWFRS website.
 - The current financial year has seen extensive marketing and promotion of short course provision based on a phased approach across different sectors and organisations in South Wales. These

have included education establishments, the health sector and small and medium enterprises. However feedback and more importantly business interest has been extremely slow and it appears that with the focus on facilities at CGTC being very much on the provision of risk critical training for SWFRS operational personnel, this sector of the market appears to be nowhere near as lucrative as initially thought.

- Development work has been positive with Babcock International to speed up the process of dealing with initial business enquiries and acknowledging sector expertise within SWFRS to utilize a spreadsheet and pricing mechanism which delivers an appropriate quote to enquirer. This will enable standard terms and conditions to be authorized by the SWFRS Commercial Business team within CGTC as opposed to dealing with a remote partner site.

3. CURRENT COMMERCIAL TRAINING ACTIVITY

3.1 The Environment Agency (EA) (England) is currently midway through an ongoing rolling contract for the Strategic Incident Management course which is a component of the Incident Command Training Framework. To date within this financial year, six Strategic and three Officer Incident Management courses have taken place at Cardiff Gate with another 2 courses planned up until March 2017. From April 2017 to March 2018 additional Environment Agency courses are programmed, although numbers are yet to be confirmed, although this is likely to be in the region of £17K.

3.2 The current pricing model for the EA is as follows:

| | | |
|------------------------------|------------|------------|
| EA Income to Dec 2016 | 9 courses | £48,246.09 |
| Income Dec 2016 - March 2017 | 2 courses | £8,994.14 |
| Projected Income 2016 – 2017 | 11 courses | £57,240.23 |

3.3 SWFRS Training and Development Department have recently completed an 11 week Initial Trainee programme for 20 Cambridgeshire and Peterborough Fire & Rescue Authority (Cambs FRS). This is the third year in succession that Cambs FRS have requested such training at the CGTC facility. The previous two years has seen such training carried out in conjunction with initial trainees from SWFRS. However this year, the course has been specifically for Cambs FRS trainees only. They have also requested further training for their Initial Trainees in 2017-2018 with 9 trainees earmarked. This has been approved and early indications are that this will commence in September 2017 and will be of 11 week duration.

- 3.4 This course saw a total income of £184,663 being received from Cambs FRS. This included the cost of utilizing the facilities at CGTC, hotel accommodation for the 20 trainees during the 11 week period in a nearby hotel as well as the catering costs. SWFRS also claimed their staff recovery costs.

4. PROPOSED CONTRACT NEGOTIATION

4.1 Training Contract Negotiation

The following quotes have/are being provided to the following organisations;

| | |
|---|--|
| <p>Aberthaw Power Station</p> <ul style="list-style-type: none"> ▪ 5 day BA Initial ▪ BA Conversion ▪ BA Refresher ▪ Incident Control Training ▪ Incident Team Training ▪ Incident Team Refresher Training | <p>Dow Corning</p> <ul style="list-style-type: none"> ▪ Industrial Fire Fighting ▪ BA Training |
| <p>Huntsman Chemicals</p> <ul style="list-style-type: none"> ▪ Industrial FF Training ▪ BA Refresher/Initial Training ▪ Confined Space/ Rescue to Remove a Body Training ▪ First Responder FF Training ▪ Fire Extinguisher Training | <p>National Resources Wales</p> <ul style="list-style-type: none"> ▪ Provision of Strategic Incident Command Training for all Managers similar to model delivered for Environment Agency (England) |
| <p>Astra Zeneca</p> <ul style="list-style-type: none"> ▪ Provision of Safe Working at Height Training for all Inspectors | <p>Avon and Somerset Constabulary</p> <ul style="list-style-type: none"> • Confined Space Training |

- 4.2 There has been considerable interest from Fire & Rescue Services (FRS's) across the country re Initial Training for their respective trainees. These include Humberside and Bedfordshire FRS. Discussions are ongoing including an indicative pricing model. Furthermore West Midlands FRS have gone out to tender for a significant Initial Trainees contract requiring in excess of 100 trainees per year for the following 3 years. The Commercial Business Team are currently working on developing a tender package with Babcock International to ensure that

within the tight timeframes, a cost effective and value for money bid is submitted for consideration.

5. FINANCIAL IMPLICATIONS

5.1 The total figures for 2016-2017 are as follows:

Third Party Income (TPI) Generation Profile 2016 -2017

| | |
|--|-----------------|
| April 2016 - November 2016. | £171,372 |
| Projected TPI December 2016 - March 2017. | £82,860 |
| Projected income April 2016 – March 2017 | £254,231 |

6. EQUALITY RISK ASSESSMENT

6.1 There are no Equality Risk Assessment issues arising as a result of this report.

7. RECOMMENDATION

7.1 That Members consider the contents of the report.

| | |
|--|---------------------------|
| Contact Officer: | Background Papers: |
| Ian Greenman Head of Training & Development | |

**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2016/2017**

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|--|--|--|--|--|-----------------|
| Pension Circulars | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Philip Haynes | 15 July 2016 | Presented |
| Tour of Cardiff Gate Training & Development Centre | To update Members | | ACO PS Contact Officer: Ian Greenman | 15 July 2016 | Presented |
| Internal Disputes Resolution Procedure (IDRP) | To consider amendments to the IDRP in light of recent applications | | ACO PS Contact Officer: Philip Haynes | 15 July 2016 | Presented |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|---|---------------------------------|--|---|--|-----------------|
| Annual Absence Management Report | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 17 October 2016 | Presented |
| Annual Discipline & Grievance Report | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 17 October 2016 | Presented |
| Update on new initiatives and activities within Training & Development Department | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 17 October 2016 | Presented |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|---|---|--|--|---|-----------|
| Firefighters Pensions Scheme 1992 – Split Pension | To consider factors which determine the scope of Split Pensions | Attract and develop our People Organisation Improvement | ACO PS Contact Officer: Philip Haynes | 17 October 2016 | Presented |
| Skills for Justice Firefighter Development Award – Progress update | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 17 October 2016 | Presented |
| Firefighters Pension Scheme (England) Advisory Board - Presentation | To update Members | Organisational Improvement | ACO PS Contact Officer: Phil Haynes | 17 October 2016 | Presented |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|---|--|--|--|--|-----------------|
| Principles of Workforce Progression | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 16 January 2017 | On Agenda |
| Strategic Equality Plan 2014-2017 Annual Update | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 16 January 2017 | On Agenda |
| Annual Pay Policy Statement 2017/2018 | To inform Members and to enable the Service's Policy to be evaluated | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Philip Haynes | 16 January 2017 | On Agenda |
| Summary of HR & Training Committee Reporting | To update and inform Members | All | ACO PS Contact Officer: Philip Haynes | 16 January 2017 | On Agenda |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|--------------------------------------|--|--|--|--|-----------------|
| Pension Circulars | To update Members | Organisational Improvement | ACO PS Contact Officer: Philip Haynes | 16 January 2017 | On Agenda |
| Annual Equality Plan Update | To advise members of progress against the Plan | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 16 January 2017 | On Agenda |
| Third Party Income Generation Update | To update Members | Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 16 January 2017 | On Agenda |
| CFBT Report | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 27 March 2017 | |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|--|---------------------------------|--|--|--|-----------------|
| Leadership Development Programme | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 27 March 2017 | |
| National Issues Committee Update – HR & Training Activities | | Attract and develop our People Organisational Improvement | ACO PS Contact Officers: Mark Malson & Ian Greenman | 27 March 2017 | |
| Annual Report on Occupational Health Activity 2015 | To Update Members | Organisational Improvement | ACO PS Contact Officer: Mark Malson | 27 March 2017 | |
| Follow Up Report on the Occupational Health Review Action Plan | To Update Members | Organisational Improvement | ACO PS Contact Officer: Mark Malson | 27 March 2017 | |

| Report Name | Purpose of Piece of Work | Links to Strategic Themes & Corporate Objectives | Lead Director/ Contact Officer | Expected Date of Decision/ Submission/ Review | Progress |
|--|--------------------------|--|---|---|----------|
| Annual Training Programme | To update Members | Organisational Improvement | ACO PS Contact Officer: Ian Greenman | 27 March 2017 | |
| Welsh Language Standards Update | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact officer: Mark Malson | 27 March 2017 | |
| Implementation of Core/HR Update Report – Phase 1 | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 27 March 2017 | |
| Establishment and the Resourcing of the Service – Planning Assumptions | To update Members | Attract and develop our People Organisational Improvement | ACO PS Contact Officer: Mark Malson | 27 March 2017 | |

ACO Philip Haynes – Director of People Services
Mark Malson – Head of Human Resources
AM Ian Greenman – Head of Training & Development

AGENDA ITEM NO 13

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

1. Apologies for Absence

2. Declaration of Interests

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

3. Chairman's Announcements

4. To receive the minutes of:

- HR & Equalities Meeting held on 17 October 2016 5

5. Training and Development Department - Principles of Workforce Progression 11

6. Strategic Equality Plan – 1 April 2015 to 31 March 2020 15

7. Annual Equality Report for the period 1 April 2015 to 31 March 2016 23

8. South Wales Fire & Rescue Authority - Annual Pay Policy Statement 2017/2018 53

9. Annual Report of HR & Equality Committee Report 81

10. Firefighters Pension Schemes – Wales Government Circulars 2016/2017 89

11. Training and Development Department - Third Party Income Generation 101

12. Forward Work Programme 105

13. To consider any items of business that the Chairman deems urgent (Part 1 or 2) 113