

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, 23 March 2015 at 10:30 Hours

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

AGENDA

1. Roll Call and 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. To receive the minutes of:
 - HR & Equalities Meeting held on 26 January 2015 5
4. South Wales Fire & Rescue Authority – Annual Pay Policy Statement - Inclusion 13
5. Summary of the National Issues Committee – Human Resources and Training & Development Workstream 19
6. Occupational Health Activity Report 1 January to 31 December 2014 23
7. Review of the Occupational Health Services Report 33
8. Fire Professional Framework Update and Presentation 37

9. Forward Work Programme 55
10. To consider any items of business that the Chairman deems urgent (Part 1)

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	M	Rahman	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

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 26 JANUARY 2015
AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

24. PRESENT:

Councillor	Left	Authority
S J Jones (Chair)		Rhondda Cynon Taff
M Rahman (Deputy Chair)		Newport
S Bradwick		Rhondda Cynon Taff
C Elsbury		Caerphilly
E Galsworthy	1:05pm	Merthyr Tydfil
R McKerlich	12:45pm	Cardiff
B Morgan		Rhondda Cynon Taff
G Phillips	12:00pm	Cardiff
M Powell		Monmouthshire

APOLOGIES:

P Drake		Vale of Glamorgan
E Hacker		Vale of Glamorgan
A Jones		Torfaen
J Morgan		Blaenau Gwent
S Pickering		Rhondda Cynon Taff

ABSENT:

P Seaborne		Torfaen
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OFFICERS PRESENT: ACO P Haynes – Director of People Services; T/AM Ian Greenman – Head of Training & Development; Mr C Powell – Head of Business Support; Mrs C Baldwin – Welsh Language Officer; Cary Wood Duffy – Diversity Officer

25. DECLARATIONS OF INTEREST

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

Senior Officers present declared a personal interest in Agenda Items 9 (Minute No. 32) and 12 (Minute No. 35) and undertook to leave the room at the appropriate point of the meeting.

26. MINUTES OF PREVIOUS MEETING

The minutes of the HR & Equalities meeting held on 13 October 2014 were received and accepted as a true record of proceedings.

27. SOUTH WALES FIRE & RESCUE SERVICE TRAINING PLANNER 2015-2016

The Director of Human Resources highlighted the good work that is being carried out at the Training Centre to keep professional standards as high as they are, evidenced by the multitude of first place and runners up awards teams from the Service have received in a number of disciplines.

The Head of Training & Development provided members with a comprehensive report on the organisational structure and functions within the Training and Development Department and the range and number of courses that are programmed to be facilitated in 2015/2016.

The Chair thanked the Head of Training & Development for his informative update.

A question and answer session took place on various aspects of training carried out at Cardiff Gate.

RESOLVED THAT

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

28. COMPARTMENT FIRE BEHAVIOUR TRAINING - PRESENTATION

Members received a presentation from the Head of Training & Development on Compartment Fire Behaviour Training (CFBT) which covered the current CFBT Training facilities at Cardiff Airport and Pontyclun, proposed new CFB training facilities at Cardiff Airport and Cardiff Gate and the current training programme and proposed future for CFBT.

The Chair thanked the Head of Training & Development for his detailed presentation.

A question and answer session followed in relation to making the public aware of their own actions at such incidents, and the value for money this training provides.

RESOLVED THAT

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

29. TRAINING & DEVELOPMENT DEPARTMENT - REPORT ON THIRD PARTY INCOME

The Head of Training & Development gave Members a briefing on Third Party Income Generation which is one of the ways in which SWFRS can use existing skills, expertise and services to provide additional funding, and elaborated on Third Party Income generation projects currently underway.

Some aspects of the report were discussed.

RESOLVED THAT

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

30. STRATEGIC EQUALITY PLAN - 1 APRIL 2015 TO 31 MARCH 2020

The Diversity Officer advised Members that the Service is required under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 to publish a Strategic Equality Plan, and ran through the proposed Strategic Equality Plan which is due to be implemented from 1 April 2015 to 31 March 2020. The new format of the Plan is easier to read and clearly linked to corporate and Wales specific duties.

The Chair thanked the Diversity Officer for her detailed description on what is an excellent Plan.

RESOLVED THAT

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

31. ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2013 TO 31 MARCH 2014

The Diversity Officer advised that the Service 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 Service'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 2013 to 31 March 2014.

Councillor Rahman commented that it was a very good report, but had a query in relation to Service data contained within page 59 under Race. After discussion, it was agreed to omit the words "(all excl. Welsh & English)" from the Service Data table.

RESOLVED THAT

31.1 Members of the Committee agreed to note the contents of the report.

31.2 The diversity Officer to make the agreed amendment to the Service Data table.

32. SOUTH WALES FIRE & RESCUE AUTHORITY ANNUAL PAY POLICY STATEMENT

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

ACO People Services advised that Annual Pay Policy Statements must be prepared and approved before the end of 31 March of each year, immediately preceding the financial year to which it relates. Previous years has seen the Pay Policy Statement being resubmitted to Committee at every change, whether major or minor. The report is requesting that Members agree to the change of date for the next meeting from 20 April 2015 to 23 March 2015 in order that any comments by Fire & Rescue Authority, at its meeting on 16 March 2015, can be incorporated. The final Statement will be brought back for Committee's consideration and agreement at its meeting on 23 March 2015, prior to being published by 31 March 2015. The HR&E meeting schedule for future years will be amended to reflect this change.

ACO People Services left the room. Members considered and agreed to the request to move the meeting.

Councillor G Phillips left the meeting.

RESOLVED THAT

32.1 Members reviewed the South Wales Fire & Rescue Authority's Pay Policy 2015/16 Statement

32.2 Members recommend the 2015/16 Pay Policy Statement to the Fire & Rescue Authority for publication by 31 March 2015.

32.3 Members agreed to the movement of the HR & Equalities Committee from 20 April 2015 to 23 March 2015, to address the issues relevant to the 2015 Municipal Year.

Officers rejoined the meeting.

33. ANNUAL REPORT OF THE WORK OF THE HR AND EQUALITIES COMMITTEE

Members considered the contents of the report and noted the work undertaken by the HR & Equalities Committee over the last 12 months.

RESOLVED THAT

Members noted the work of the HR & Equalities Committee in the Municipal Year 2014/15.

34. FIREFIGHTERS PENSION SCHEMES - GOVERNANCE APRIL 2015

ACO People Services advised that under the Public Services Pension Act (PSPA) 2013, Fire & Rescue Authorities now have a new set of responsibilities which requires that the Authority establish a Pension Board to discharge the duties relating to the Firefighters Pension Schemes which will take effect from 1 April 2015. Terms of Reference for the Pension Board will be considered by Committee at the next meeting now taking place 23 March 2015, to enable publication by 1 April 2015.

Discussion ensued on the constitution of the Pension Board, the Terms of Reference, the requirement for a neutral Chairperson and the lack of remuneration.

RESOLVED THAT

Members of the HR & Equalities Committee recommend to the Fire & Rescue Authority that:

34.1 A South Wales Fire and Rescue Local Pension Board be established to discharge the duties relating to the Firefighters Pension Schemes

- 34.2 The Board be responsible for ensuring good governance and compliance with requirements imposed by the Pensions Regulator.
- 34.3 The Board's Terms of reference be reported to the HR & Equalities Committee at their meeting on 23 March 2015, for agreement and confirmation.

35. SOUTH WALES FIRE & RESCUE AUTHORITY, PRINCIPAL OFFICERS AND HEADS OF SERVICE - EQUAL TREATMENT TERMS

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

ACO People Services presented the report previously requested by the HR & Equalities Committee on the equal pay and equal value term identified in the Pay Policy Statement.

ACO People Services left the meeting.

Members considered and discussed the report on the equal pay and equal value term previously identified in the Pay Policy Statement and agreed to bullet points two and three of the options outlined.

RESOLVED THAT

- 35.1 Members noted the perceived remuneration differentials identified in the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- 35.2 Members determined to use existing internal mechanisms to address the inequalities that have been identified by increasing the salary levels of the effected groups to the base line level of their comparator but recognise that there needs to be an additional element of Member scrutiny.
- 35.3 Members to take independent advice to resolve the perceived remuneration differentials identified within the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- 35.4 That a report is made to the Fire & Rescue Authority highlighting the issue, recommending how this Committee wish the matter to be dealt with and identifying the financial implications of the course of action recommended.

Officers rejoined the meeting.

Councillor R McKerlich left the meeting.

36. DRAFT RESPONSE TO WELSH LANGUAGE STANDARDS INVESTIGATION FEBRUARY 2015

The Welsh Language Officer advised Members of the outcome of the mapping exercise undertaken in response to a self assessment exercise that was required to be completed against the new Welsh Language Standards.

Members debated the level of welsh language translation required and agreed to the proposal put forward by Councillor S Bradwick to investigate the cost of producing a bilingual Fire & Rescue Authority main agenda.

RESOLVED:

36.1 Members noted the content of the report and agreed to the ACO People Services making a response on behalf of the Fire & Rescue Authority to the Welsh Language Commissioner in line with the observations and comments made in the Welsh Language Standards mapping exercise.

36.2 The Welsh Language Officer to investigate the cost of producing a bilingual Fire & Rescue Authority main agenda, for consideration at the next meeting.

Councillor E Galsworthy left the meeting.

37. FORWARD WORK PROGRAMME

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

RESOLVED THAT

Members accepted the Forward Work Programme.

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

There were no items of urgent business.

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

AGENDA ITEM NO 4
23 MARCH 2015

SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT - INCLUSION

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 also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. Recent developments relating to the substance of the Policy Statement has required that two elements be considered separately.

RECOMMENDATION

1. Members review the potential inclusions to the South Wales Fire & Rescue Authority's Pay Policy Statement.
2. Members recommend any changes to the Fire & Rescue Authority for incorporation into the Authority's Pay Policy Statement.
3. Members note the making of temporary honoraria as prescribed by the Pay Policy (Section 13) and Standing Orders.

1. BACKGROUND

- 1.1 The Localism Bill 2010 was enacted in Parliament in November 2011, and as such requires South Wales Fire & Rescue Authority to publish a Pay Policy Statement by 31 March each 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 The Fire & Rescue Authority has considered and endorsed its Pay Policy Statement 2015/2016.

2. ISSUES

- 2.1 Welsh Government issued revised guidance established under Section 40 of the Localism Act 2011, issued in March 2012. This guidance relates to the preparation of Pay Policy Statements for Local Authorities in Wales.

- 2.2 The revised guidance also reflects the provision in the Local Government (Democracy) (Wales) Act 2013 that the Independent Remuneration Panel have an opportunity to consider Chief Officers pay.
- 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 provisions of the Local Government Pension Scheme (LGPS) require participating Authorities to have a policy explaining how they will apply their discretion under those elements of the Scheme where payments to Scheme members are at the discretion of the employing Authority.
- 2.5 In October 2014 Members affirmed the existing range of discretions and made recommendations in relation to others.
- 2.6 Specifically, the Fire & Rescue Authority adopts a policy on Regulation 30(6) 'Flexible Retirement'.
- 2.7 The Principal Officers' salary matrix has also been discussed by Members on several occasions. Clarification of the salary relationships matrix has taken place and Members' comments have enabled the matrix to be developed further.
- 2.8 A report to the HR & Equalities Committee on 26 January 2015 identified equal pay issues for four senior managers' baseline salaries. In accordance with the Authority's Pay Policy Statement (Section 13) and Standing Orders, the ACO People Services will enact temporary arrangements to address those inequalities.
- 2.9 Attached at Appendix 1 are the requisite statements for Members consideration and inclusion into the Pay Policy Statement, if appropriate.

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 There are no immediate issues pursuant to the changes identified.

4. RECOMMENDATIONS

4.1 Members review the potential inclusions to the South Wales Fire & Rescue Authority's Pay Policy Statement.

4.2 Members recommend any changes to the Fire & Rescue Authority for incorporation into the Authority's Pay Policy Statement.

4.3 Members note the making of temporary honoraria as prescribed by the Pay Policy (Section 13) and Standing Orders.

Contact Officer:	Background Papers:
ACO Philip Haynes Director of People Services	HR & Equalities Committee report Localism Act 2011 Hutton 2011 – Review of Fair Pay in the Public Sector

APPENDIX 1

South Wales Fire and Rescue Authority's Pay Policy Statement – Additional Inclusions

4.4	South Wales Fire and Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:						FA 16.03.15
	Title	Notional % of CFO salary		Comp Level	Non Ops %	Actual % differential †	FA 16.03.15
	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%	59.6%	
	* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.						FA 16.03.15
	†The differential between Notional % and Actual % shall be monitored annually.						FA 16.03.15

14.3	<p>Regulation 30(6), "Flexible Retirement" – Local Government Pension Scheme Discretion. 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 16.03.15
	<p>The Fire and Rescue Authority / HR & Equality Committee will receive reports to countersign the Chief Fire Officer and Assistant Chief Officer, People Services' decisions.</p>	FA 16.03.15

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

AGENDA ITEM NO 5
23 MARCH 2015

**SUMMARY OF THE NATIONAL ISSUES COMMITTEE – HUMAN
RESOURCES AND TRAINING & DEVELOPMENT WORKSTREAMS**

SUMMARY

This report updates Members on the Fire & Rescue Services' All Wales National Issues Committee Human Resource Management and Training & Development work-streams for the Municipal Year 2014/2015.

RECOMMENDATION

That Members note the content of the work stream summary detailed in this report.

1. BACKGROUND

- 1.1 As Members will recall the inaugural meeting of the National Issues Committee was held on 17 July 2012, and since that time working parties and groups have been established to meet the work-stream conditions.
- 1.2 Members will also be aware that in addition to normal work commitments both the Training & Development and HR issues arising out of the National Issues Committee's Forward Work Plan will be brought to the HR & Equalities Committee for consideration and comment.
- 1.3 In 2014 the leads on the relevant work-streams changed as identified below:-
 - CFO Simon Smith – Human Resources
 - CFO Chris Davies – Training & Development
- 1.4 The National Issues Committee has also redrafted its Forward Work Plan and although work is continuing on both the HR and Training & Development work-streams the primary focus of the Committee is now on other areas.

2. ISSUES

- 2.1 The report area is focused upon the National Issues Committee – Human Resource and Training & Development actions for all three Fire & Rescue Services.

- 2.2 All three Fire & Rescue Services are represented at group meeting which take place regularly throughout the year, namely the Personnel & Organisational Development Group (POD).
- 2.3 Human Resource Managers and Training & Development Managers also meet regularly to benchmark activities. Service delivery collaborations have also taken place to establish timelines against which progress can be evaluated.
- 2.4 The Human Resource related achievements that have taken place in 2014/2015 include:-
- An All Wales Resourcing Policy
 - An All Wales HR Strategy
 - A joint procurement of an integrated HR & Payroll IT system with Mid & West Wales FRS
 - The development of an All Wales Violence Against Women and Domestic Abuse Policy (held up as best practice by Welsh Government)
 - The procurement on an All Wales basis of On-Line HR Reference Services (reducing the South Wales costs by £8,000)
- 2.4.1 We are currently reviewing under the National Issues Committee and Personnel & Organisational Development Group the Forward Work Programme for 2015/2016 to ensure delivery of the HR Strategy, and to prioritise the work-streams for the next financial year. A mapping exercise will take place in March 2015 to undertake this work.
- 2.5 The Training & Development related achievements that have taken place in 2014/2015 include:-
- 2.5.1 Further to previous work activity relating to the National Issues Committee potential savings for the Training departments within Wales have realised a saving in the region of £105,000. The savings of £105,000 quoted are based on North Wales Fire & Rescue Service providing Compartment Fire Behaviour Training to Mid & West Wales Fire & Rescue Service, and South Wales Fire & Rescue Service.
- 2.5.2 A recent two day workshop was held with all three Heads of Training along with respective Training Managers to discuss an appropriate way forward. The two day workshop identified three key themes to review:

- Road Traffic Collision (RTC) Training
- Retained Duty System (RDS) Initial Training
- Driver Training

2.5.3 These three areas have been identified through an extensive analysis and cross mapping exercise which has identified significantly different ways of delivering such training.

2.5.4 The above work is due to be carried out during March 2015 through Task & Finish Working Groups for each identified area to enable a report to be made at the next National Issues Committee meeting which is scheduled for the end of April 2015.

2.5.5 Further work areas to progress for Training work-streams include:-

1. Finalising Date Sets
2. Peer Reviews
3. Development Review
4. Forward Work Programme

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 particular report.

4. RECOMMENDATIONS

4.1 That Members note the content of the work-streams summary detailed in this report.

Contact Officer: ACO Philip Haynes Director of People Services	Background Papers: Fire & Rescue Services' All Wales National Issues Committee (Forward Work Plan)
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**OCCUPATIONAL HEALTH UNIT (OHU) - ACTIVITY REPORT – 1 JANUARY
to 31 DECEMBER 2014**

SUMMARY

This OHU Activity Report spans the period from 1 January to 31 December 2014. The report provides data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

RECOMMENDATION

That Members note the content of the report.

1. BACKGROUND

- 1.1 The last OHU Activity Report covering 1 January 2013 to 31 December 2013 was presented to the HR & Equalities Committee on 14 April 2014.
- 1.2 The report provides data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

2. OVERVIEW OF OCCUPATIONAL HEALTH UNIT SERVICES

- 2.1 The activities of the OHU span a wide range of services as detailed in Appendix 1. Consultations and the work involved in progressing with the investigation and treatment of incapacitating or potentially incapacitating medical conditions is the core element of services provided.
- 2.2 The rationale for this being the substantial savings attributable to maintaining the health of the organisation's employees and minimising the cost of sickness absence. Details of consultations and investigation/treatment services are provided below.

3. CONSULTATIONS

Table 1 below provides a breakdown of consultation categories

CONSULTATION CATEGORY	QUARTERS				TOTAL
	1	2	3	4	
Routine Medical Surveillance WDS	48	34	25	36	143
Routine Medical Surveillance RDS	39	13	15	12	79
LGV Medicals	16	40	9	26	91
WDS and RDS Pre-Employment /Transfers	23	17	24	23	87
Review Appointments	86	142	81	153	462
Management Referrals/ Sickness Absence	34	33	22	24	113
Self-Request Appointments	17	33	20	24	94
Aids to Vision	2	5	2	2	11
Health & Fitness Advisor Referrals	2	0	1	3	6
Corporate Staff Pre-Employment	0	3	1	1	5
USAR/ISAR/ Scheduled Telephone Consultations	0	2	0	0	2
WAST HART Medicals	0	0	0	0	0
WAST Health & Fitness Reviews	17	21	21	23	82
Auxiliary Firefighter Medicals	n/a	n/a	n/a	2 (AFF Driver medic als)	2 AFF Medicals undertaken at HQ by agency nurse so stats not available

4. INVESTIGATION/TREATMENT SERVICES

- 4.1 Since 2001 the Fire & Rescue Authority has agreed to allocate funds for a contingency initiative to reduce the costs to the Service arising from delays in NHS investigation and treatment services. Funds are used when the projected costs to SWFRS and ultimately the public of any NHS delay, are estimated to be considerably more than the cost of investigation or treatment that is available on a private basis.
- 4.2 The table below provides breakdown of the funds used for the main categories of healthcare services required.

Table 2 below provides the Contingency Budget Expenditure

SERVICE	NUMBER	COST (£)
Surgical Procedures	19	76,589 (Average cost per procedure £4,071)
Specialist Referrals	83	12,064 (Average cost per referral £145.35)
Scans and X-Rays	48	12,445 (Average cost per scan £259.27)
Physiotherapy	490*	£17,179 (Average cost per session £35.00)
	*Based on average cost	
TOTAL		£118,277

5. INITIATIVES

WELSH AMBULANCE SERVICE

- 5.1 Building on the successful collaboration between SWFRS and the Welsh Ambulance Service Trust (WAST) which established the Hazardous Area Response Teams (HART) in South Wales, we have continued to provide medical support to this Team.
- 5.2 WAST expressed an interest in accessing professional health and fitness advice for all their employees. A Service Level Agreement was agreed and since September 2013 SWFRS have been providing health and fitness services to WAST employees in the South Wales area. The aim of this service is to help employees return to work more quickly following

injury or to help employees maintain a healthy lifestyle thus minimising the risk of future sickness absences.

- 5.3 Initially, this support consists of weight management and physical fitness advice along with injury rehabilitation support and musculoskeletal injury management.
- 5.4 The feedback received of the scheme has been extremely positive. In particular, comments have been received regarding benefits to individuals, the care and attention received and the impact on enabling the participants to manage their own health more proactively.
- 5.5 Following a request by the WAST to expand the types of cases they wish to refer to SWFRS, in 2014 the scheme was extended to include referrals of more serious musculoskeletal disorders that are referred to a physiotherapist for diagnosis and appropriate treatment.

6. PHYSIOTHERAPY SERVICE

- 6.1 Musculoskeletal conditions and injuries are responsible for the majority of sickness absence and lost productivity in SWFRS. Early access to physiotherapy is important in achieving a speedy recovery from these conditions.
- 6.2 SWFRS have combined resources with Cardiff Council to provide on-site physiotherapy services on 5 days per month. The physiotherapist now has a wide range of experience relevant to the role of firefighters and developed a good working relationship with the Health & Fitness Advisors. The on site availability of a physiotherapist has improved the quality and efficiency of the services to staff.

7. STRESS AWARENESS AND COUNSELLING INITIATIVES

- 7.1 Psychological ill health is the second most prevalent cause of reduced performance and sickness absence. SWFRS has benefitted from a long standing partnership with the Department of Liaison Psychiatry at UHW, which has provided very effective treatment for firefighters affected by the traumatic aspects of Fire & Rescue Service duties. However a substantial amount of sickness absence is associated with non-occupational stressors, including family bereavement, relationship break-ups, caring commitments and difficulties in achieving a healthy work-life balance. Preventative measures focus on raising awareness of stress and the coping strategies. To assist our Middle Leaders in recognising and dealing with stress, during the Middle Leaders Engagement Day in September, 2 members of the UHW Liaison Psychiatry Department provided a session on 'Mindfulness'.

- 7.2 The ability of individuals to deal with and overcome personal stressors can also be greatly enhanced with support from good quality professional counselling. Cardiff Council has been benefitting from such a service, provided within the OH team of in-house professional counsellors. A Service Level Agreement for these services was introduced in July 2013 and has been extended until December 2015. The service has been expanded to include drug and alcohol counselling.
- 7.3 The combination of the above preventative steps and the professional counselling initiative will be important factors in improving the health and reducing stress-related sickness absence in SWFRS.

8. AWARENESS RAISING EVENTS

- 8.1 During 2014 we delivered a number of awareness days and intranet campaigns.
- 8.2 There were a number of heart awareness days rolled out across the Service area including FRS Headquarters and 6 Fire Stations. This included cholesterol and diabetes testing and cardiac health assessments, blood pressure etc. Over 150 members of staff attended these events.
- 8.3 Internet based campaigns included 'Go Sober for October' in support of Macmillan Cancer Charity.
- 8.4 The Employability Programme, designed in collaboration with partner agencies involves direct engagement with adults (18 – 30) that are from workless households, as part of the Welsh Government LIFT programme to tackle long term unemployment and poverty. The OH Nurses have supported each programme by carrying out a health check with every participant at the start of the programme, providing advice and guidance on weight management, healthy eating and life style. A follow up visit has been made at the end of the 5 week programme to assess progress and provide recognition for the achievements made in these areas.

9. STRATEGIC DEVELOPMENT

- 9.1 Dr Davies, Senior Occupational Physician retired on 31 March 2014. The implications of his departure and the development of the OH service were considered and approved by the Fire & Rescue Authority in September 2012. The broad strategy incorporated the transition towards a nurse-led OH service with the availability /access to specialist occupational physician expertise as required.

- 9.2 In this respect we have entered into a temporary joint appointment of a Senior Occupational Health Physician on a part-time basis with Cardiff Council and the Service has appointed 2 temporary sessional Occupational Health Physicians. This provides 3 ¼ days per week of clinician time for the more demanding cases that attend the OHU and supports the advice and guidance delivered by the Occupational Health Nurses and Health and Fitness Advisors.
- 9.3 A fundamental review of the clinical and administrative operations within the OH unit is currently taking place to identify opportunities for further collaboration and expansion of the OH service provision.
- 9.4 The National Procurement Service (NPS), hosted by the Welsh Government seeks to find the best available deals in common and repetitive spend for the Public Sector. In December 2014 tenders were invited for the procurement of Occupational Health Services, with contracts being awarded from April 2015. When the current outsourced healthcare services arrangements are due for renewal, SWFRS will utilise this service to identify the most appropriate providers to meet the needs of the organisation.
- 9.5 An item under consideration by the National Issues Committee (NIC) is an Occupational Health Service which meets the needs of all 3 Welsh FRSs in the most effective and efficient way. At present, both MAWW and NW FRSs outsource the provision of all OH services. The outcome of the OH Review currently underway in South Wales will identify if there is potential to extend the model and have physicians and nurses located across Wales, reducing the requirement to draw on the NPS framework.
- 9.6 The OH Manual that Dr Davies (retired) has developed would be used by all FRS clinicians across Wales to ensure a consistent and defensible service provision of Occupational Health.
- 9.7 The Service primarily treats alcohol and/or drug and/or substance misuse and dependency as a health issue that requires special treatment and help rather than as a disciplinary matter. It also recognises that early identification is more likely to lead to successful treatment. OH plays a key role in providing support guidance and advice on the misuse of alcohol and/or drug and/or substances to members of staff and Line Managers. The Drugs, Alcohol and Substance Misuse Procedure which is due to be launched in the near future will further support this approach. Where deemed appropriate, testing for the misuse of alcohol and/or drug and/or substances will be instigated via OH. The OH Physician OH Nurse and HR Manager, Attendance Management have undertaken the procurement of an external provider to carry out tests as and when required as per the Drugs Alcohol and Substance Misuse Procedure.

10. EQUALITY RISK ASSESSMENT

- 10.1 An Equality Risk Assessment has been undertaken to assess the potential impact, relative to the operational activity of the Occupational Health Unit.
- 10.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from the services provided to the Fire & Rescue Service by the Occupational Health Unit.

11. RECOMMENDATION

- 11.1 That Members note the content of this report.

Contact Officer:	Background Papers:
Mark Malson Head of Human Resources	N/A

APPENDIX 1**OCCUPATIONAL HEALTH SERVICES**

The Occupational Health Unit provides the 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 extremely demanding and hazardous occupation requiring high levels of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our efforts to maintain optimum operational effectiveness and efficiency. A good quality occupational health service has a vital role to play.

The range of services provided includes:

- Medical surveillance of all Whole Time and Part Time Firefighters on a 3-yearly cycle
- Physical fitness assessments of all Whole Time and Part Time Firefighters biannually
- Pre-employment screening medical examinations of all Whole Time and Part Time Firefighters and where needed corporate staff
- Post-incident surveillance of Firefighters exposed to toxic and hazardous Substances
- Post incident support to Community Responder and USAR/ ISAR teams
- Medical advice on fitness for employment and rehabilitation following illness, injury or identification of health problems during medical surveillance/fitness assessments
- LGV medical examinations
- Assessment of eligibility for ill health retirement and injury awards
- Medical advice and counselling for Firefighters with work-related and other health problems, e.g. musculoskeletal disorders, post traumatic stress, alcohol problems, uncertainty/delays over diagnosis and NHS treatment
- Medical advice and counselling to specialist teams i.e. community responder, USAR, ISAR teams
- Health promotion – Stress Management, Cancer Awareness, Alcohol and Drugs etc via awareness days and magazine articles

- Specialist advice on the assessment and control of health risks associated with firefighting
- Progressing the medical management of cases faced with NHS delays
- Self-request/ Managerial referral consultations when work may be adversely affecting health and well being, or vice versa
- Immunisation management of the community responder team, USAR and ISAR through outside providers

REVIEW OF THE OCCUPATIONAL HEALTH SERVICES REPORT

SUMMARY

The aim of the review is to establish the most efficient and effective provision of Occupational Health Services to all of the employees of the South Wales Fire & Rescue Service (SWFRS) and Cardiff Council (CC) and at the same time to improve the capacity of the service provision to allow for greater collaboration between SWFRS and CC and other public sector bodies.

RECOMMENDATION

That Members note the content of this report and the progress being made on the fundamental review of the Services occupational health provisions.

A further report on progress is brought to the Committee at its June 2015 meeting.

1. BACKGROUND

- 1.1 At the HR & Equality Committee meeting held on 13 October 2014, Members received a report on the progress being made in respect of a review of occupational health services at the Occupational Health Unit, to allow for further collaboration and expansion.
- 1.2 This report is to update Members on the progress being made in this respect.

2. PROGRESS UPDATE

- 2.1 Following the retirement of Dr Davies, Dr Huw Rees was appointed as Senior Occupational Health Physician into a temporary joint appointment with Cardiff Council on a part-time basis. This arrangement has been extended for a further 12 month period.
- 2.2 The appointment of two temporary sessional OH Physicians for SWFRS has been reviewed and these arrangements will also be extended for a further 12 months.
- 2.3 The Occupational Health Nurse, Clinical Nurse Lead has recently tendered her resignation which will result in the selection of a replacement nurse.

2.4 Since the report submitted in October, a number of activities have been undertaken, including:

- Process Mapping of the administrative element of all procedures
- 3 day closure of the OH to review the Process Mapping
- Meetings with key stakeholders –
 - Attendance Management
 - Recruitment
 - Central Staffing
 - Station Commanders
 - RDS Management
 - Operational Personnel
 - RDS Station Admin Assistants
 - Business Support and Knowledge Manager
 - Finance and Procurement
- Implementation of a number of procedural changes as a result of the above with the following given priority:
 - Security and storage of information
 - Greater use of ICT when responding to Attendance Management referrals
 - Changes to the process of requesting information from GPs and NHS Specialists
 - Changes to the process of Self Referrals
 - Recruitment Medicals for WDS and RDS Firefighters
 - Electronic Filing of Medical Reports
 - Reduction in appointment times for the 2 sessional OH Physicians, increasing the number of appointment from 7 to 10 per session

2.5 These procedural changes link to the areas identified as having a positive effect on working practices and increase efficiencies at the OHU. These are:

- The reduction and the removal of activity that does not add value to the process
- Reduction of paper documents produced and handled several times, and
- Improvement in the provisions of ICT systems

2.6 Further procedural review activities are still to be undertaken, in particular the recall process for 3 year Surveillance Medicals and 2 year Health and Fitness Reviews for WDS and RDS personnel; the procurement of electronic tablets for the Health and Fitness Advisors and the Administrative Team to further enhance the processes; consideration of 3 year Surveillance Medicals for RDS personnel being carried out on Fire Stations.

- 2.7 In terms of efficiency savings, as a number of new processes have been introduced and are still require to embed, no clear savings have yet arisen, although quantitative data is being collated for comparison purposes. Once the changes have been established, and efficiency savings identified, this should lead to an improvement in the capacity of the service provision to allow for greater collaboration between SWFRS and CC, other public sector bodies and the 2 other Welsh FRS.
- 2.8 Progress is also being made with the review of the administrative processes for Cardiff Council and it is planned to meet with key stakeholders in the coming weeks.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no current financial implications. The cost of the temporary post of HR Manager, Occupational Health, to undertake the review is being met from within the current HR department salary budget.
- 3.2 The review is also being supported by staff working in the Service Performance and Communications Team.

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken on the potential impact of the review for those with a protected characteristic and concluded that there is no immediate adverse affect on any individual or group arising from the review.
- 4.2 However, a further Equality Risk Assessment will be undertaken towards the end of the review when the impact of the outcomes of the review on the staff involved becomes known. If there is evidence of a disproportionate impact on any particular group or individual the reasons will be identified as soon as possible and action taken if the impact cannot be justified.

5. RECOMMENDATIONS

- 5.1 That Members note the content of this report and the progress being made on the fundamental review of the Services occupational health provisions.
- 5.2 A further report on progress is brought to the Committee at its June 2015 meeting.

Contact Officer:	Background Papers:
Mrs Jackie Edwards HR Manager, Occupational Health	N/A

SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE
REPORT OF THE AREA MANAGER – HEAD OF TRAINING &
DEVELOPMENT

AGENDA ITEM NO 8
23 MARCH 2015

**SOUTH WALES FIRE & RESCUE SERVICE (SWFRS) – FIRE
PROFESSIONAL FRAMEWORK UPDATE**

SUMMARY

The way in which personnel are developed within the Service has recently been reviewed and amended to reflect how the Service is evolving and to meet the financial scrutiny which needs to be applied with reduced Budgets.

RECOMMENDATION

That Members note the contents of the report.

1. BACKGROUND

- 1.1 In recent times, SWFRS has invested a significant amount of money in developing its workforce through a predominantly external academic route. Several years ago `Pathways` were developed across the three Fire & Rescue Services (FRS) in Wales and this set out a vision which plotted a clear progression route for both uniformed Managers and corporate staff equivalents.
- 1.2 Each pathway was specific to a differential tiered grading system which looked for parity between uniformed personnel and their corporate peers. Despite it being a collaborative approach across the three FRS`s in Wales, it very quickly became apparent that each Service was experiencing difficulty in sustaining the system as well as significant financial pressure due to the costs involved.
- 1.3 Other issues which have contributed to the difficulty in sustaining the Pathway programme include rising tuition fees, difficulty in releasing personnel from duty systems as well as initially provided Welsh Government (WG) funding being withdrawn.

2. ISSUE

A new model for SWFRS which is both appropriate and sustainable

- 2.1 There have been both internal and external drivers for change and whilst considering these, future impacts have also been key in establishing a new way forward for the Service.

2.2 Internal drivers include:

- Equality of access to development for Green (Corporate) and Grey (Uniformed) book personnel;
- Retirement profile of strategic managers within the Service;
- Budget constraints – The Personnel Development budget has seen a cut from funding of £161,800 in 2011/2012 to £104,000 for 2015/2016, a reduction of 35%;
- `Shaping Our Future` programme which has identified career development as a key area;
- `Principles of Workforce` progression;
- Recent `Investors in People (IiP)` report which identified the need for `Succession Planning` and `Talent Management` within the Service as an area of focus for improvement;
- The requirement for a `Health and Safety` role of Managers within the `Operational Development and Review Team` (ODRT).

2.3 External drivers include:

- National Issues Committee (NIC) – Recent developments within the Training and Development departments across Wales;
- `Skills for Justice` Awards;
- All Wales Academy for Local Government.

2.4 As opposed to the previous model which attempted to group both uniformed and corporate staff together depending on their grade, recognition has now been given and due consideration applied for the management function each person carries out especially in relation to whether they actually have a people management function as part of their role. This has seen a cross mapping exercise carried out which links the uniformed level of management which is supervisory, middle and strategic with the proposed corporate level of People Manager, Team Manager and Department Manager respectively. There are also several Corporate Managers within the Service who despite being at a senior level in terms of grade, have very little managerial responsibility. These are being recognised as having more of a co-ordinator role. Despite this they will be afforded the appropriate level of development opportunity commensurate with their role.

3. THE LEADERSHIP DEVELOPMENT PROGRAMME

3.1 Each Manager within the Service will now have a clearly defined career route in terms of development which will equip them with the requisite skills in order for them to fulfil their managerial responsibility in the most effective way.

- 3.2 Depending on their level within the Service, all uniformed Managers, following success at the required uniformed technical competency papers or operational assessments will be allowed access to development modules which will require attendance at training several events to allow the individual to acquire knowledge and be signed off for their respective `Development to Competent` portfolio. In addition to this, Line Managers will be encouraged to identify talent within the Service and these personnel will be allowed to access further modules which have been identified for the next level of management. Regular appraisals from Line Managers will talent spot and ensure that such personnel are not only encouraged but mentored in an appropriate manner.
- 3.3 Corporate Managers will be allowed to access similar development programmes according to their level subject to regular appraisals from their respective line managers. Talent spotting and mentoring will be considered and applied in a similar way to that utilised for uniformed managers.
- 3.4 The above referred to development modules will where possible be resourced and facilitated internally as opposed to outsourcing training requirements. This has been found to have been extremely cost intensive and not always meeting the specific nature of the FRS role. An example of this in going forward will be a finance and budget training module which will be facilitated by the Finance & Procurement Department and will be a bespoke module to meet the specific needs of Service personnel. This will not only will save a considerable amount of money but will also prove to be far better value for money in such austere times for Public Sector organisations such as SWFRS.
- 3.5 The Training & Development Department will ensure that a Training Planner is available on the Service Intranet which will enable managers to identify and access appropriate development modules for the year ahead. In addition other learning resources will be available through links to academic websites, on-line pocket books, Fire Brigade Union learning opportunities as well as the learning resource library at the Training Centre in Cardiff Gate. The Training Department is also currently identifying varying funded routes which will be accessible and available to the Service in the future. This involves several collaborative projects as well as accessing opportunities within Academi Wales.
- 3.6 It is acknowledged that in order to ensure that all the above is introduced and streamlined into the Service, there needs to be a mechanism whereby proposals and future requests for training development can be discussed at an appropriate forum. A newly established and structured Personnel Development Board is to be set up which will be made up of middle managers, both uniformed and corporate from each department

and chaired by the Assistant Chief Officer of People Services. This will meet on a quarterly basis and will consider and approve applications for courses off the Leadership Development Programme. It will also design a mechanism for talent management within the Service as identified by the recent Investor in People report.

4. THE WAY FORWARD

- 4.1 The structure of the newly proposed Leadership Development Programme is to be implemented imminently as well as the Personnel Development Board. This will allow the Service to move from the current model of external formal qualifications which will see savings be realised within the next financial year.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no additional financial implications arising as a result of this report.

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 note the contents of the report.

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

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

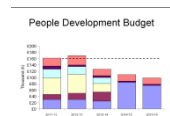
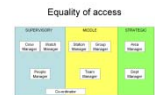
Area Manager Ian Greenman
Head of Training and Development

People Development
The Way Forward...

Drivers for Change & Future Impacts

Internal

- Equality of access to development for Green and Grey book
- Retirement Profile
- Budget Constraints
- Shaping Our Future
- Workforce Progression
- I(i)P – Succession Planning and Talent Management
- ORDT – H&S role of Tactical Officers



Drivers for Change & Future Impacts

External

- National Issues Committee (Agreement reached Feb 2015)
- Skills for Justice
- All Wales Academy for Local Government

Role specific development
Life long competence

IPDS - Integrated Personal Development System

The IPDS supports Fire & Rescue Services to train and develop their staff to meet the changing demands that face the service. It also enables individuals to assess their development needs against a set of National Occupational Standards (NOS) and seek appropriate training and development opportunities. These range from practical skills such as driving, to managerial skills such as interview techniques.

The aim of IPDS is to reduce personal and organisational risk and to promote personal and organisational development.

Learning and Development / Organisational Competency Framework

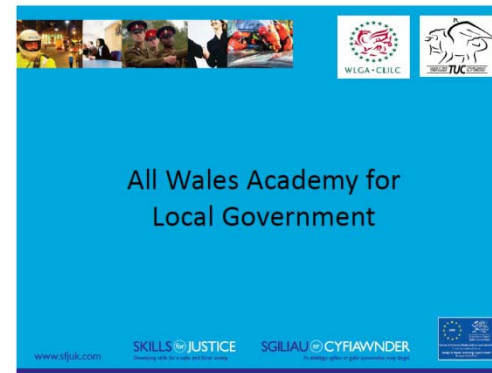
Following the National Learning and Development Strategy report, published in 2011, work has started to develop an Organisational Competency Framework (OCF) which will consider:

- Operational Competence
- Outstanding Leadership
- Professional Workforce
- Organisational Excellence
- Sustainable Workforce

Within the OCF the plans are to take the best aspects of the IPDS and develop it into a strategic Competency Framework. The first priority area of development within this new framework will be the Operational Competence. This area of work is being developed in conjunction with the CFQA National Operations Policy Committee, Paul Hancock, CFQA Operational Training Lead Officer, as leading the Task and Finish Group, together with valuable input from Skills for Justice and senior operational colleagues from Fire and Rescue Services.

What is on this website?

This website contains helpful documents and case studies to help services plan training, safety requirements and promotion for coloured and non-uniformed staff. It contains mapping of the NOS from the NCC, Firemap, non NOS and OCF units. There are also ACC, High Potential Learner and IPDS materials available though these are accessible only to designated members of staff in each Fire & Rescue Service through logging into the website with a password. Some open access High Potential Learner documents are available under the Useful Documents area in Supporting Information.

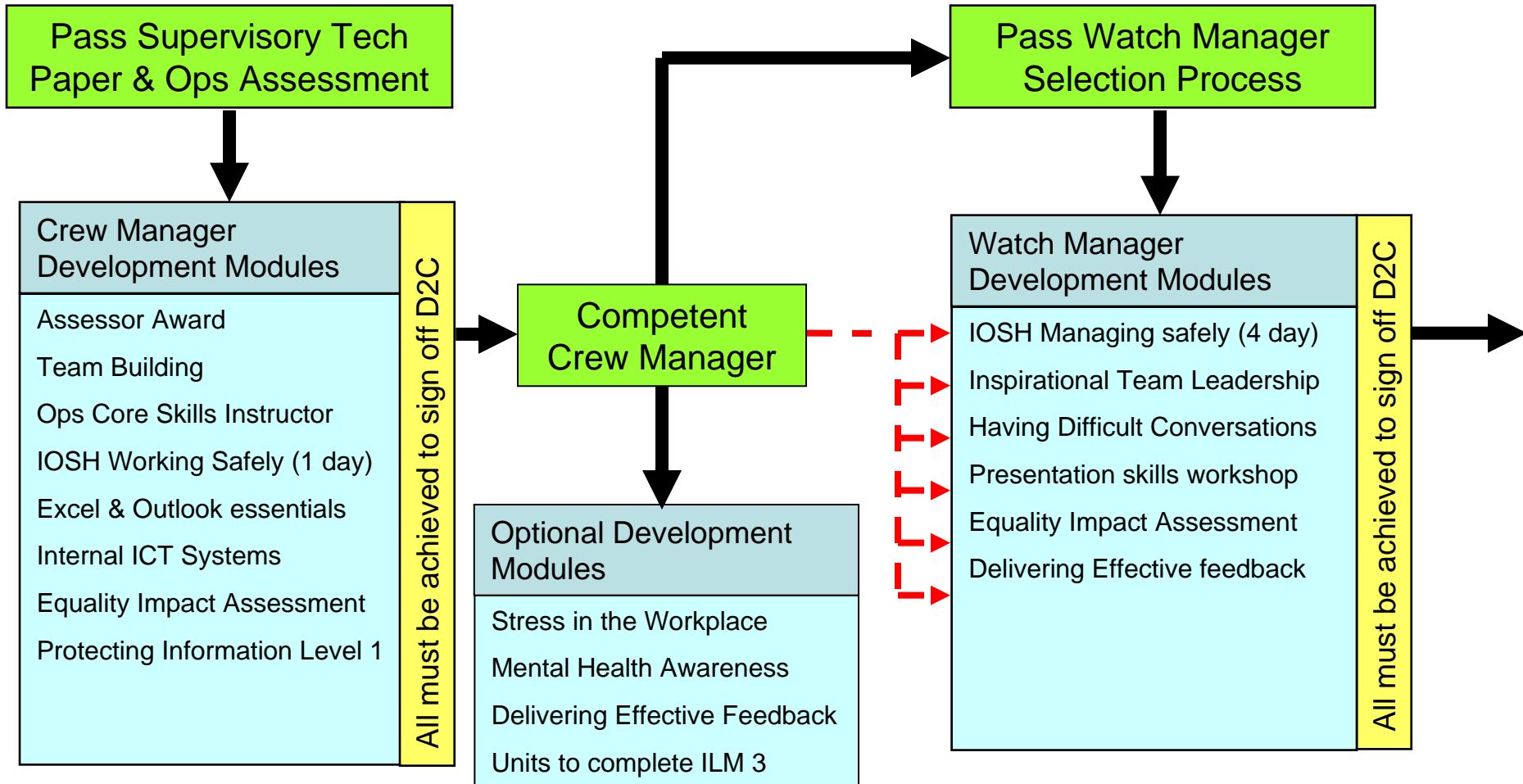
All Wales Academy for Local Government

www.wjca.com

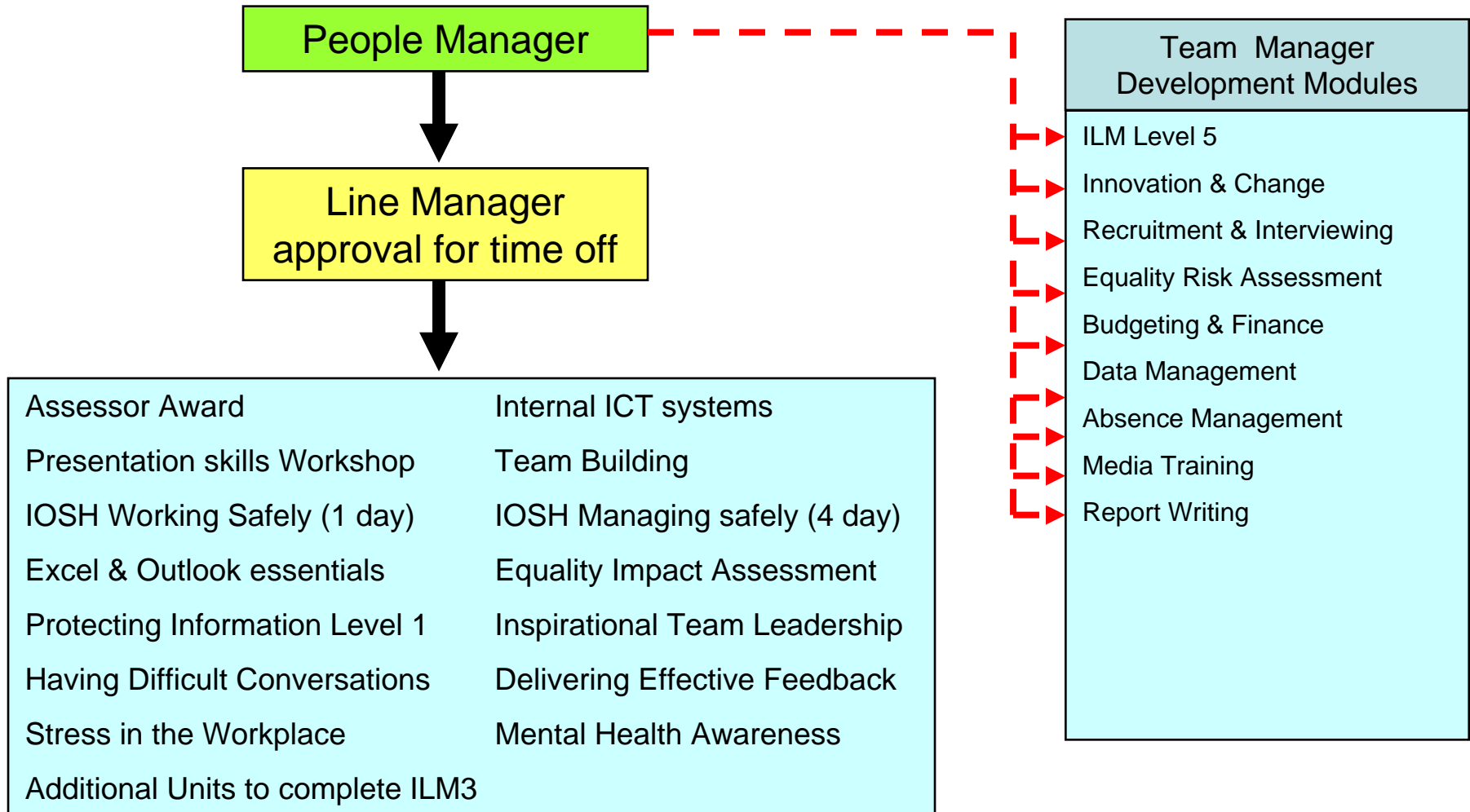
SKILLS FOR JUSTICE
Creating skills for a safe and fair society

SGILIAU CYFIAWNDER
The Skills Centre of your community and region

Leadership Development Programme



Leadership Development Programme





- BA/PPV/Foam
- Driver Training Department
- Learning & Development
- Training Department
- Training & Development
- Training and Vocational Support
- Operational Development and Review Team
- Technical Papers

Learning and Development

"The aim of education should be to teach us rather how to think, than what to think—rather to improve our minds, so as to enable us to think for ourselves, than to load the memory with the thoughts of other men."

John Dewey

Learning & Development Planner

January	February	March	April	May	June
1 Th	1 Su	1 Su	1 We	1 Fr	1 Mo
2 Fr	2 Mo	2 Mo	2 Th	2 Sa	2 Tu
3 Sa	3 Tu	3 Tu	3 Fr	3 Su	3 We
4 Su	4 We	4 We	4 Sa	4 Mo	4 Th
5 Mo	5 Th	5 Th	5 Su	5 Tu	5 We
6 Tu	6 Fr	6 Fr	6 Mo	6 We	6 Sa
7 We	7 Sa	7 Sa	7 Tu	7 Th	7 Su
8 Th	8 Su	8 Su	8 We	8 Fr	8 Mo
9 Fr	9 Mo	9 Mo	9 Th	9 Sa	9 Tu
10 Sa	10 Tu	10 Tu	10 Fr	10 Su	10 We
11 Su	11 We	11 We	11 Sa	11 Mo	11 Th
12 Mo	12 Th	12 Th	12 Su	12 Tu	12 We
13 Tu	13 Fr	13 Fr	13 Mo	13 We	13 Sa
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15 Th	15 Su	15 Su	15 We	15 Fr	15 Mo
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21 We	21 Sa	21 Sa	21 Tu	21 Th	21 Su
22 Th	22 Su	22 Su	22 We	22 Fr	22 Mo
23 Fr	23 Mo	23 Mo	23 Th	23 Sa	23 Tu
24 Sa	24 Tu	24 Tu	24 Fr	24 Su	24 We
25 Su	25 We	25 We	25 Sa	25 Mo	25 Th
26 Mo	26 Th	26 Th	26 Su	26 Tu	26 Fr
27 Tu	27 Fr	27 Fr	27 Mo	27 We	27 Sa
28 We	28 Sa	28 Sa	28 Tu	28 Th	28 Su
29 Th	29 Su	29 We	29 Fr	29 Mo	29 We
30 Fr	30 Mo	30 Th	30 Sa	30 Tu	30 Th
31 Sa	31 Tu	31 Tu	31 Su	31 Fr	31 Mo

Inspirational Leadership

Delegates:
Supervisors, team leaders and managers

Gain a greater understanding of the role of a leader
 Review several leadership theories and apply them in practice
 Carry out a self-assessment on your leadership ability
 Describe the negative impact of poor leadership styles
 Define the key attributes of an inspirational leader and their actions
 Answer to the question of "what makes a leader Inspirational"

What next:
Having Difficult Conversations





Personnel Development Board

- Structure - Composition all Depts (GM level / Green book equivalent)
- Headed by ACO People Services
- Consider and approve applications for courses off the Leadership Development Programme
- Meet quarterly
- Initial Talent Management



Role specific development

Life long competence



IPDS - Integrated Personal Development System

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Background Information

-  [It's All About You](#) [571kb]
-  [Moving On](#) [1.6mb]
-  [IPDS Jargon Buster](#) [289kb]
-  [IPDS FAQ](#) [326kb]
-  [History of IPDS](#) [269kb]

Code of Practice

-  [IPDS Code of Practice](#) [217kb]

PQAs and Bars

Links to PQAs and BARs documentation can be found on the Assessment Development Centres page.

[Assessment Development Centres \(ADCs\)](#)

Contact Us

For more information on the IPDS website and developments of the operational competence map please contact Andrea Brookes at andrea.brookes@skillsforjustice.com.



A wide reaching Sector Skills Council





What is the All Wales Academy for Local Government?

- A partnership of local authorities, Welsh Local Government Association (WLGA) and the Wales Trade Union Congress (Wales TUC) and associated trade unions led by Skills for Justice.
- Funded by WEFO and supported by cash and in kind funding from Local Authorities and Welsh Local Government Association
- Project runs October 2014 – August 2015 with sustainability pledges in place for post project

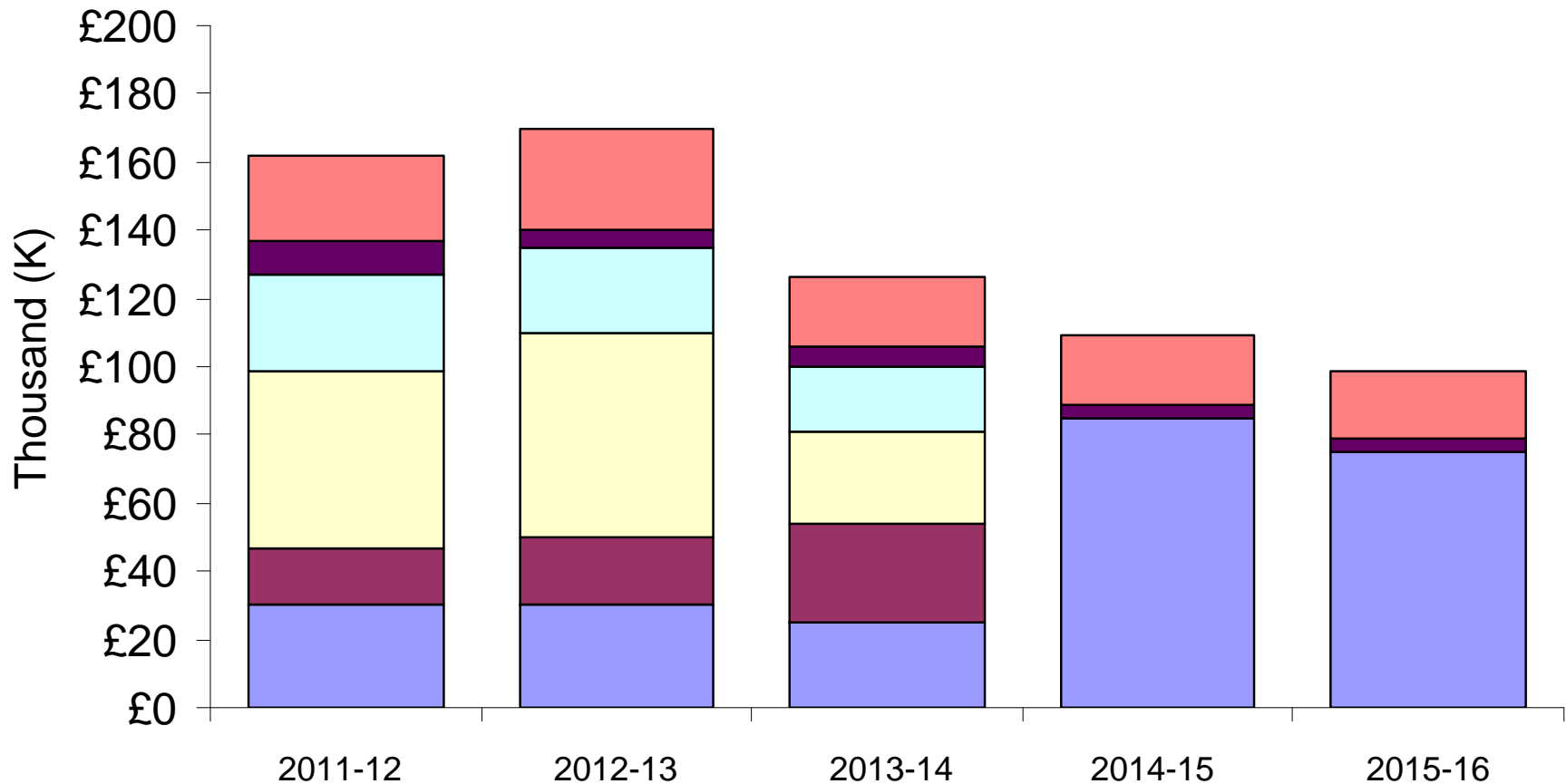


What will it deliver?

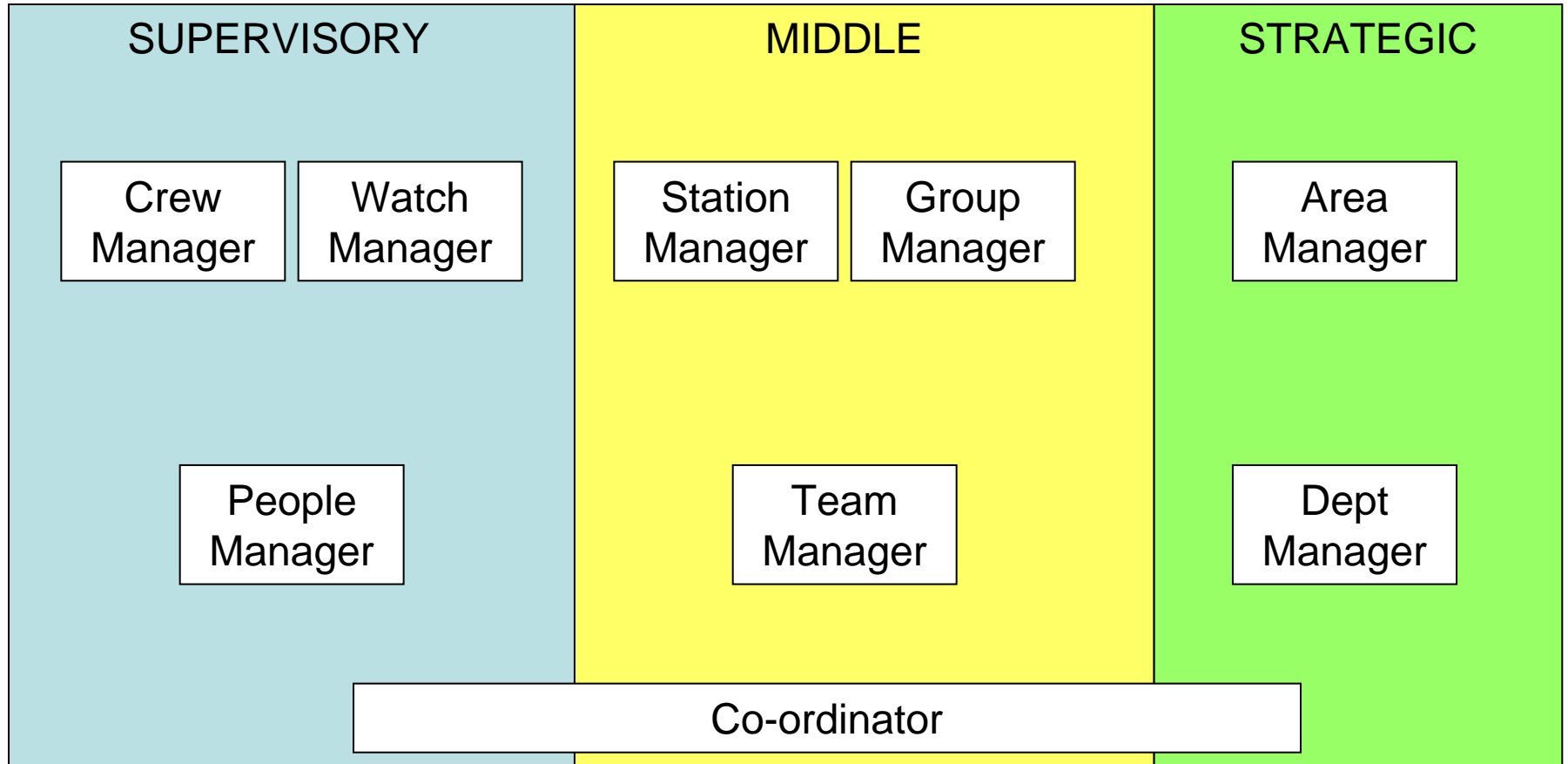
- Develop & pilot a single pan Wales e-learning platform available to all 22 Welsh local authorities with 24/7 access to local government staff
- Map and analyse gaps in existing e-learning provision & develop new collaborative regional and national e-learning content .
- Develop accreditation for the e-learning content on All Wales Academy. Map existing and new online learning to Credit Qualification Framework for Wales and other appropriate qualification units and develop new if needed.
- Ensure infrastructure in place to add future training content for other 'public services' post project
- Increase employee access to bi-lingual accredited and non accredited e-learning provision



People Development Budget



Equality of access



**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2014/2015**

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
All Wales HR Strategy 2014 to 2017	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	28 July 2014	Reported to Committee
Overview of Training (Presentation)	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Richard Prendergast	28 July 2014	Reported to Committee
Overview of HR	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	28 July 2014	Reported to Committee

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Tour of Training Facilities and fire-fighting demonstration at Cardiff Gate	To update Members	Organisational Improvement	ACO PS Contact officer: Richard Prendergast	28 July 2014	Reported to Committee
Annual Pay Policy Statement 2014-2015, in line with the Localism Act Provisions	To inform Members and to enable the Service's Policy to be evaluated in light of Welsh Government advice	Attract and develop our People Organisational improvement	ACO PS Contact Officer: Philip Haynes	13 October 2014	Reported to Committee
Absence Management Annual Report 2013-2014	To update Members	Organisational Improvement	ACO PS Contact Officer: Jan Nancarrow	13 October 2014	Reported to Committee

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Disciplinary and Grievance cases – Annual report 2013-2014	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	13 October 2014	Reported to Committee
Analysis of the Authority's commitment to delivering Welsh throughout the Service	In response to a Member's request	Organisational Improvement	ACO PS Contact Officer: Mark Malson	13 October 2014	Reported to Committee
Welsh Language Standards Update Report	To provide Members with a situation update	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Cath Baldwin	13 October 2014	Reported to Committee

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Review of Occupational Health Update Report	To provide Members with an overview of the work of the Occupational Health Unit	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Jackie Edwards	13 October 2014	Reported to Committee
Review of Local Government Pension Scheme Discretions	To enable Members to make a determination on the range of LGPS Discretions available to the Authority	Attract and develop our People	ACO PS Contact Officer: Philip Haynes	13 October 2014	Reported to Committee
National Joint Council for Brigade managers of Local Authority Fire & Rescue Services – Joint Circular to confirm agreement in respect of the Pay Award for 2014	To inform Members and to enable the Service's Policy to be evaluated in light of Welsh Government advice	Attract and develop our People Organisational improvement	ACO PS Contact Officer: Philip Haynes	13 October 2014	Reported to Committee

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
2015-2016 Annual Training Plan	To update Members		ACO PS Contact Officer: Ian Greenman	26 January 2015	Reported to Committee
Report on Third Party Income	To update Members		ACO PS Contact Officer: Ian Greenman	26 January 2015	Reported to Committee
Firefighters Pension Scheme Governance	To update Members		ACO PS Contact Officer: Philip Haynes	26 January 2015	Reported to Committee
Strategic Equality Plan (SEP) 2015 to 2018	To advise Members of progress against the Plan	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Mark Malson	26 January 2015	Reported to Committee

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 Pay Policy Statement 2015/2016, in line with the Localism Act Provisions	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	26 January 2015	Reported to Committee
Draft Annual Report of the work of the HR & Equalities Committee	To consider the draft annual report of the work of the HR & Equalities Committee before its submission to FRA	All	Chair of the HR & Equalities Committee & ACO PS Contact Officer: Philip Haynes	26 January 2015	Reported to Committee
Compartment Fire Behaviour Training – Presentation	To inform Members of the Service's developing fire-fighter training activity.	Organisational Improvement	ACO PS Contact Officer: Ian Greenman	26 January 2015	Reported to Committee

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
South Wales Fire & Rescue Authority, Principal Officers & Heads of Service – Equal Treatment Terms	To inform Members	Attract and develop our people Organisational Improvement	ACO PS Contact Officer: Philip Haynes	26 January 2015	Reported to Committee
Annual Equality Report for the Period 1 April – 31 March 2014	To inform Members of work that's been done throughout year.	Equality Plan	ACO PS Contact Officer: Mark Malson	26 January 2015	Reported to Committee
National Issues Committee (NIC) Update – HR & Training	To update Members	Organisational Improvement	ACO PS Contact Officer: Philip Haynes	23 March 2015	On Agenda
Annual Occupational Health Activity Report January 2014 to December 2014	To provide Members with an overview of the work of the OHU	Attract and develop our people. Organisational Improvement	ACO PS Contact Officer: Mark Malson	23 March 2015	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
Pay Policy Inclusion	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Philip Haynes	23 March 2015	On Agenda
Review of Occupational Health Update Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Jackie Edwards	23 March 2015	On Agenda
Fire Professional Framework Update	To update Members	Attract and develop our people	ACO PS Contact Officer: Ian Greenman	23 March 2015	On Agenda
Terms of Reference for Local Pension Boards	To update Members	Organisational Improvement	ACO PS Contact Officer: Philip Haynes	23 March 2015	On Agenda

ACO Philip Haynes – Director of People Services

Mark Malson – Head of Human Resources

A/AM Ian Greenman – Acting Head of Training & Development

1. Roll Call and 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. To receive the minutes of:

- HR & Equalities Meeting held on 26 January 2015 5

4. **South Wales Fire & Rescue Authority – Annual Pay Policy Statement - Inclusion** 13

5. Summary of the National Issues Committee – Human Resources and Training & Development Workstream 19

6. Occupational Health Activity Report 1 January to 31 December 2014 23

7. Review of the Occupational Health Services Report 33

8. Fire Professional Framework Update and Presentation 37

9. Forward Work Programme 55

10. To consider any items of business that the Chairman deems urgent (Part 1)