

SOUTH WALES FIRE & RESCUE AUTHORITY

- COMMITTEE:** HR & Equalities
- DATE:** Monday, 26 January 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 13 October 2014 5
4. South Wales Fire & Rescue Service Training Planner 2015 - 2016 11
5. Compartment Fire Behaviour Training – Presentation 21
6. Training & Development Department – Report on Third Party Income 23
7. Strategic Equality Plan – 1 April 2015 to 31 March 2020 29
8. Annual Equality Report for the Period 1 April to 31 March 2014 41
9. South Wales Fire & Recue Authority Annual Pay Policy Statement 67
10. Annual Report of the Work of the HR & Equalities Committee 95

- | | | |
|-----|--|-----|
| 11. | Firefighter's Pension Schemes – Governance April 2015 | 103 |
| 12. | South Wales Fire & Rescue Authority, Principal Officers and Heads of Service – Equal Treatment Terms | 109 |
| 13. | Draft Response to Welsh Language Standards Investigation February 2015 | 115 |
| 14. | Forward Work Programme | 141 |
| 15. | 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 'Clayton', 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, 13 OCTOBER 2014
AT SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

11. PRESENT:

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

APOLOGIES:

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

ABSENT:

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

12. DECLARATIONS OF INTEREST

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

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

13. MINUTES OF PREVIOUS MEETING

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

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

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

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

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

RESOLVED THAT

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

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

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

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

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

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

RESOLVED THAT

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

Officers returned to the meeting.

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

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

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

RESOLVED THAT

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

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

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

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

RESOLVED THAT

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

18. REPORT ON THE SERVICE'S WELSH LANGUAGE PROVISION

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

RESOLVED THAT

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

19. REPORT ON THE NEW WELSH LANGUAGE STANDARDS

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

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

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

RESOLVED THAT

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

20. REVIEW OF THE OCCUPATIONAL HEALTH SERVICES

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

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

RESOLVED THAT

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

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

21. REVIEW OF LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

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

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

RESOLVED THAT

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

22. FORWARD WORK PROGRAMME

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

RESOLVED THAT

Members accepted the Forward Work Programme.

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

There were no items of urgent business.

SOUTH WALES FIRE & RESCUE SERVICE TRAINING PLANNER 2015/2016

SUMMARY

This report considers the Training Planner for 2015/ 2016 and identifies the organisational structure and functions established within the Training & Development Department in order to facilitate it.

RECOMMENDATION

That Members note 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 range and number of courses that are programmed to be facilitated by the Training & Development Department in 2015/2016.
- 1.2 It is the Department's aim to ensure that the significant investment made in frontline personnel is used effectively and efficiently, so that the Service has a competent and highly skilled workforce that is able to drive down the risk to life from fire and other emergency incidents through effective intervention, whilst meeting the requirements of relevant legislative and guidance documents. The training delivered ensures that fire-fighter safety is paramount and all frontline personnel are highly competent in all aspects of risk critical training.

2. ISSUE

- 2.1 South Wales Fire & Rescue Service employs almost 2000 members of staff, all of whom require different training courses and development in relation to their role and location.
- 2.2 In 2015/2016 the Training & Development planner has just fewer than 800 courses programmed. There are just under 50 different course types and more than 9,000 individual student days programmed. These training events are facilitated by just over 40 members of the Training & Development Team.
- 2.3 Courses are provided 7days a week.

2.4 Each course is supported by a policy that states:

- Who must receive the Training
- When and how frequently they must receive the Training
- The structure of the course (duration, maximum and minimum attendees, etc)
- Informing legislation and documents.

2.5 Each year, to ensure that the needs of the Service are met and relevant training is programmed, comprehensive consultation is undertaken with various partners which include all Departments within SWFRS and our Private Finance Initiative (PFI) partner, Babcock International. This ensures that we continue to meet the needs of the Service and that we remain at the forefront of any new guidance and learning nationally from other FRS's. This takes place in September and creates a twelve month training plan which will run from the following April.

2.6 Courses are provided at a variety of venues both on and off South Wales Fire & Rescue Service premises. The vast majority of courses are facilitated at Cardiff Gate in partnership with Babcock International.

2.7 As in recent years, the flexible rostering system continues to provide a challenge in the way that operational staff are available to be allocated to courses. The Training Department continues to work with the Operations department on the best way to make courses accessible and monitors course structures regularly to ensure the minimum impact on station crewing.

2.8 The nomination of staff to attend courses on the planner is undertaken by the Staffing team within Operations. Training Department Managers work very closely with the Staffing team to ensure that expectation is delivered and maintained as well as dealing with any difficulties as they arise. This enables the staffing team to monitor the work location, role and specialist skills of each person. This then informs how often and which course personnel are required to attend.

2.9 The department structure consists of three main functions, which are Training Delivery, Operational Development Review & Incident Command and Personnel Development.

2.10 The Training & Development Department function was re-structured in early 2014 to align to meet the needs of the Service (See Appendix 1). This involved moving the Training Support Unit from its base in FSHQ to Cardiff Gate Training Centre. This has proved to be successful not least of all from the fact that all Training staff now function and operate out of Cardiff Gate. A new post was created from the existing staff resource.

This saw the creation of a Business Development Manager to allow the Service to seek Third Party Income (TPI) for the Service and utilise the Training Centre at Cardiff Gate to its fullest extent. This post and the opportunities it will create is still very much in its infancy and the Service is currently reviewing its position legally to seek TPI and the most appropriate way of achieving it. This position is being supported by our PFI partners, Babcock International through a funded administration post to support the role as well as a lease vehicle to allow the Business Development Manager to operate within the communities of South Wales.

3. TRAINING DELIVERY

- The Training Delivery Team is responsible for the delivery of core and technical skills training associated with the role of operational personnel. Training is delivered by qualified instructors who are multi skilled in a range of core subjects.
- Teams deliver a wide range of training which includes initial training, re-qualification training and specific training which is required under the Chief Fire Officer Association (CFOA) Operational Competency Model, which has been adopted by SWFRS. This ensures that Instructors can assess the competence of workforce skills to support our statutory requirements.

3.1 Initial Fire-fighter Training and Vocational Qualification Team

- The Initial Fire-fighter and Vocational Qualification team will continue to support the initial training requirement of the Service as required in 2015/2016. There are several Initial Wholtime Duty System (WDS) and Retained Duty System (RDS) Trainee courses planned for the year.
- All fire-fighters within SWFRS complete the full modern apprenticeship in Emergency Fire Service Operations supporting their NVQ qualification with a BTEC and Key Skills award.
- This team will continue to manage the programme of NVQ modern apprenticeships in line with the BTEC qualification. The team has Approved Centre Status for verification of NVQ processes. The team is also responsible for the verification element of development to competent process throughout the Service. This is assisted at station level through a network of Assessors who work with the fire-fighters and assist them with their evidence collation. This is in preparation for Training staff to assess their knowledge

base and evidence provided to ensure that they can be signed off as competent at the appropriate time.

- This current system of accreditation to NVQ and the BTEC award is being reviewed by the Initial Training team to assess whether it still meets the needs of the Service. However, even if there is a proposal for change the existing system will still run in line with any new one due to the numbers of people still within the NVQ / BTEC system until they complete their existing qualification.

3.2 Breathing Apparatus (BA) Training

- The Breathing Apparatus Team trains operational staff to ensure fire-fighter safety in all aspects of BA training. This includes Compartment Fire Behaviour, Tactical Ventilation, Entanglement training, Use of Guidelines and Positive Pressure Ventilation (PPV) training.
- Every operational member of staff will attend a course facilitated by the Breathing Apparatus team in 2015/2016. This will be at either Cardiff Gate Training Centre (CGTC) and take the form of a one day Breathing Apparatus Refresher Training day or a Compartment Fire Behaviour Training event at Cardiff Airport, facilitated by SWFRS Instructors and hosted by SERCO.
- During 2015/2016 the team will deliver breathing apparatus initial and re-qualification courses to meet the needs of the Service. The focus of the re-qualification programme for 2015/2016 will be on Positive Pressure Ventilation (PPV) training. This is an approved safe system of work for operational crews at an incident and allows Incident Commanders to introduce the use of PPV to enhance fire-fighter safety through safer working conditions.
- In support of BA wearer safety the BA team will continue to deliver Compartment Fire Behaviour training courses at Cardiff Airport in conjunction with SERCO. This course has been facilitated at the airport for the previous two years due to their range of facilities which are specific to achieve realistic compartment fire behaviour conditions. SERCO have recently invested in enhancing their facilities and this will allow SWFRS to continue to deliver `cutting edge` training for its operational personnel. Continuation of this training is seen as critical in providing operational staff with the skills to deal effectively and safely with fires in compartments and buildings.

- In addition to the courses above, the Breathing Apparatus Team also facilitate additional training on request from stations to use the training facilities at CGTC and the fire house at Pontyclun.

3.3 Driver Training

- The driver training team provide both initial and re-qualification courses on the extensive range of different vehicles that are used within the Service.
- The team will deliver over 350 courses in 2015/2016, ensuring operational members of staff receive training in support of front-line service delivery and corporate staff undertake training with an aim of making all personnel safer and more economic drivers. In support of these courses the driver training team has gained accreditation for driving courses with the Institute of Advanced Driving.
- In addition to providing courses they will continue to deliver Driving Standards Agency licence acquisition tests in relation to Large Goods Vehicles, trailer towing and mini-buses.
- As part of the PFI contract with Babcock International for the provision of Cardiff Gate Training and Development Centre, two Large Goods Vehicles driving instructors employed by Babcock International support the driver training team. They carry out all Initial Large Goods Vehicles (LGV) training for SWFRS operational personnel.

3.4 Immediate Emergency Care (IEC) Training

- The IEC training team will deliver in excess of 40 initial and re-qualification courses in 2015/2016, ensuring members of staff are receiving trauma related training in support of front-line service delivery and to maintain sufficient qualified personnel to ensure the availability of Automatic External Defibrillators on all front-line appliances and at all Fire & Rescue Service locations.
- The IEC course has been developed in partnership with the Welsh Ambulance Service and eminent Pre-Hospital Care Doctors to ensure that it focuses on the acquisition of key trauma care skills associated with the role of a firefighter and the range of operational incidents they attend. The course is regularly reviewed by our key partners and it is quality assured on a regular basis by Paramedic Trainers from the Welsh Ambulance Service Trust (WAST).

3.5 Road Traffic Collision (RTC), Aviation and Shipping Training

- The Road Traffic Collision Training team will provide both initial and re-qualification courses to operational personnel. These courses ensure crews are aware of the latest vehicle technology, equipment and techniques that can be utilised to deal safely, quickly and effectively with these types of incidents.
- They will also deliver enhanced skills such as Large Goods Vehicle (LGV) RTC and Technician courses to personnel who crew Rescue Tenders and selected fire-fighters who have the role of supporting the development of RTC skills at station level.
- 2015/2016 will see the development of a new Winching course as well as providing training to operational crews in anticipation of the delivery of the new Heavy Rescue Tenders (HRT`s) which are due to be operational within the Service in the coming year. This will see an extensive training programme delivered to HRT station personnel to ensure crews are fully aware and competent in all the latest equipment and techniques as well as the new crane facility which will be available on selected HRT`s.
- The Shipping Training team will attend HMS Raleigh which is part of the Babcock International Group to develop and enhance their skills and knowledge to support the delivery of ship fire-fighter training to selected operational personnel within the Service who have a shipping risk within their station area.
- There is also the provision to develop an aviation course to meet the needs of identified tactical officers and operational personnel within the SWFRS area who have a specific aviation risk within their station area.

3.6 Technical Rescue Training

- The Technical Rescue Training team will continue to provide initial and re-qualification training to rope and water teams based at specialist stations within the Service area.
- The Technical Rescue Training team has recently completed an extensive program of `Safe Working at Height` (SWAH) training for all operational personnel. This was a legislative requirement and ensures that all operational personnel are fully competent in such a safety critical area. There are several `mop up` courses planned for 2015/2016 which will capture the operational personnel who

have yet to receive this risk critical training. There are less than 30 personnel who still need to receive this 1 day training course.

- The Technical Rescue Training team will continue to deliver Large Animal Rescue (LAR) training to station personnel who have the requisite specialist equipment on their station. There are three stations within the SWFRS area with such a capability. This training takes place at CGTC and at Usk College.

3.7 National Resilience Training

- Training for Incident Response Units (IRU) & High Volume Pumping Unit (HVP) crews are regularly facilitated by Training and Development staff at CGTC.
- Detection, Identification and Monitoring (DIM) training for Tactical Managers is also regularly facilitated at CGTC.

4. OPERATIONAL DEVELOPMENT REVIEW AND INCIDENT COMMAND

4.1 Operational Development and Review Team (ODRT)

- The recent integration of ODRT into Incident Command Management has enhanced the team's ability of identifying and addressing national trends and the development of relevant courses to address any training needs or risks to the organisation. They continue to work very closely with the Operations Department and are heavily involved with all aspects of the ongoing Incident Command Framework Training program.

4.2 Incident Command Training

- The Incident Command Team continues to develop new training modules for the ongoing Levels 1-4 Incident Command training for 2015/2016.
- The four levels of incident command management training is in line with national guidance. These courses ensure that our Incident Commanders are competent and skilled in dealing with operational incidents safely and effectively.
- Recent extensive investment in the Incident Command training facilities at Cardiff Gate Training Centre continue to provide a unique immersive environment for all operational personnel, The Service's Multi Media technician continues to develop case studies based on national incidents of a significant nature to ensure that

lessons learnt are captured in a manner which all personnel can effectively learn from.

5. PERSONNEL DEVELOPMENT

5.1 Personnel Development Team

- The Personnel Development Team are responsible for the development of Leadership and Management skills of SWFRS personnel. The team are currently reviewing the existing training program to assess whether it meets the needs of the Service. It has been identified that the `Pathway` training program is somewhat aspirational and difficult to achieve especially in the current economic climate and challenging times for the Service in moving forward in relation to shrinking budgets. The team are currently benchmarking with other Fire & Rescue Services both within Wales and nationally to identify a more appropriate system which will allow personnel to receive training specific to their needs. It is intended that this will be provided `in house` as opposed to outside providers which comes at a significant cost to the Service. It is also looking at bespoke training for the needs of both uniform and corporate personnel as opposed to the current model where there is synergy applied at each corporate staff grade in terms of a comparative uniform managerial level. It is hoped that a new model will be ready to be launched early 2015. Flexibility has been provided within the Planner to ensure that personnel needs can be met through the launch of such a Learning Development Framework to ensure more appropriate training can be provided to meet individual needs:

6. FINANCIAL IMPLICATIONS

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

7. EQUALITY RISK ASSESSMENT

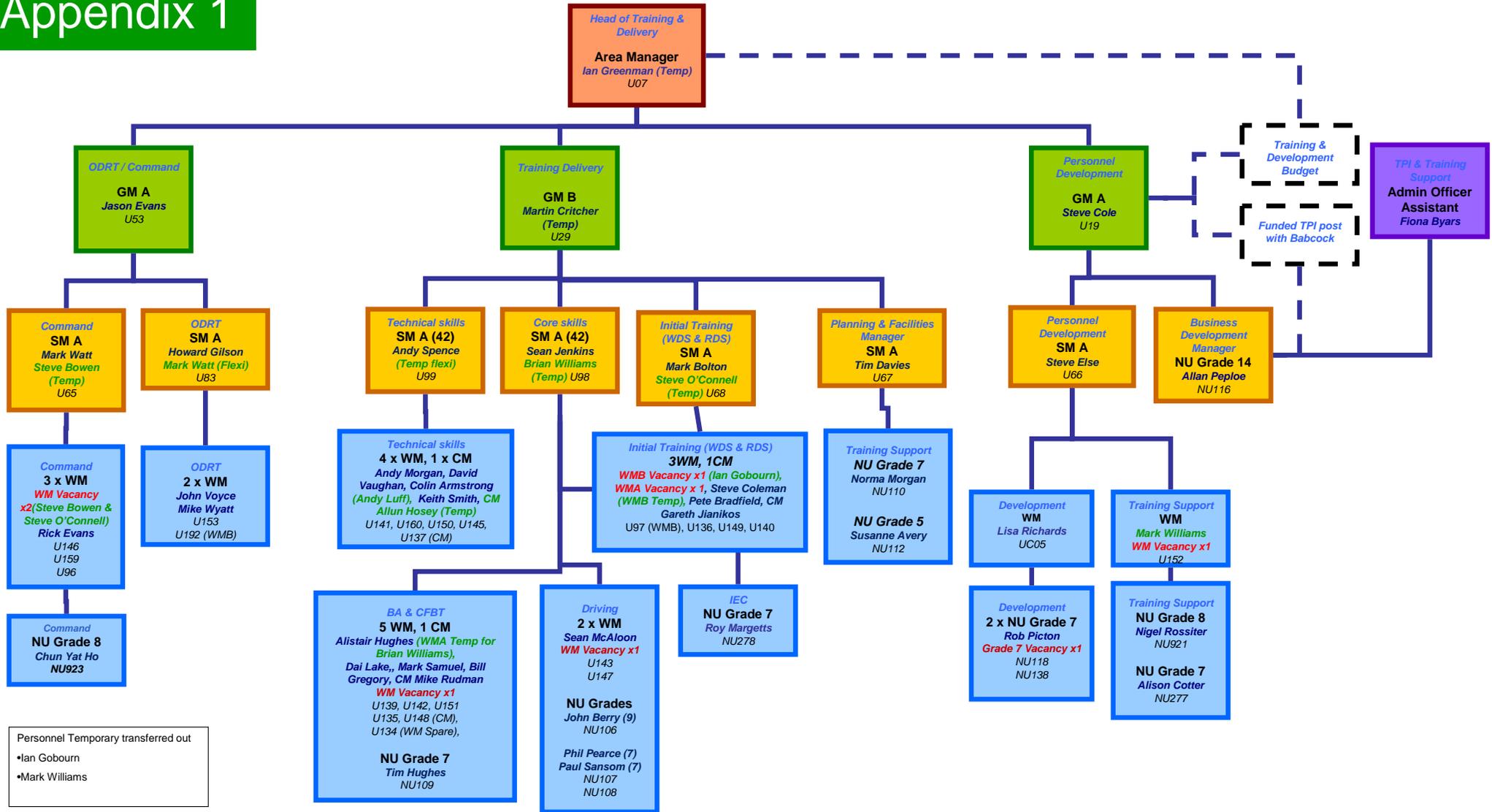
- 7.1 There are no Equality Risk Assessment issues arising as a result of this report.

8. RECOMMENDATION

- 8.1 That Members note the contents of the report.

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

Appendix 1



Personnel Temporary transferred out
 •Ian Gobour
 •Mark Williams

AGENDA ITEM NO 5

Compartment Fire Behaviour Training

Presentation
by
Temp AM Ian Greenman

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

AGENDA ITEM NO 6
26 JANUARY 2015

TRAINING & DEVELOPMENT DEPARTMENT - REPORT ON THIRD PARTY INCOME

SUMMARY

Third Party Income generation is one of the ways in which South Wales Fire & Rescue Service (SWFRS) can use existing skills, expertise and services to provide additional funding. This report presents an update on Third Party Income generation projects currently underway and a proposed way forward.

RECOMMENDATION

That Members note the contents of the report.

1. BACKGROUND

- 1.1 Prior to the development of the Training Centre at Cardiff Gate through the Private Finance Initiative (PFI) agreement with Vosper Thorneycroft (VT) as was and now Babcock International, SWFRS, through its Commercial and Industrial Training Unit (CITU) undertook a significant amount of training for external customers in the form of fire related, first aid and safety training.
- 1.2 As part of the PFI agreement the existing contract documentation was provided to VT to enable them to further establish the work already undertaken. This was to be supported by the neighbouring PFI establishment at Severn Park through administration and marketing support.
- 1.3 Due to limited progress being made, in early 2013, the Training and Development department undertook a proactive approach in seeking commercial opportunities that would contribute to the generation of income to support the Authority's budget planning aim of proactively seeking Third Party Income (TPI) for the Service.
- 1.4 To support this proactive approach a Business Development Manager was appointed June 2014 from the existing Training and Development structure. Support was also forthcoming from our PFI partners, Babcock International through administration support and the funding of a lease vehicle to seek such business with appropriate livery.

2. ISSUE

CURRENT BUSINESS ACTIVITIES

- 2.1 When the PFI contract was developed it was agreed that the `Net Gain` Threshold level would be set at £200k and this figure would be index linked for the 25 year duration of the PFI contract. Currently at year 9 of the 25 year contract the gain share threshold sits at £240k.
- 2.2 In the early years of the contract the amount of TPI generated has been very limited for various reasons. Activities carried out to generate TPI for both parties included small commercial contracts with local businesses in safety critical risk training activities and training other FRS initial trainees. As a result, in consultation with Babcock International, both parties have been very proactive recently in seeking opportunities whereby SWFRS can utilise the significant skill sets and expertise in a vast array of training activities.
- 2.3 In September 2013, SWFRS undertook an opportunity in partnership with Babcock International to submit a bid to train up to 150 Station Managers from Saudi Arabia in a 12 week foundation course in all aspects of fire-fighting skills and managerial issues. An extensive bid document was submitted which involved a significant amount of work by the Service. The contract was worth in the region of £3 million in revenue for the PFI contract, with significant staff reclamation costs available to the Service. Despite numerous teleconferences and visits to the Service and Training Centre at Cardiff Gate by the Contract agents on behalf of the customer in the United Arab Emirates, unfortunately we as a Service and partnership were informed during October 2014 that we had been unsuccessful on this occasion. This was extremely disappointing for both SWFRS and Babcock International following what was an extremely lengthy decision making process. The contract was awarded to the Fire Service College where all their previous training to date has been carried out.
- 2.4 On a more positive note, a successful venture has been developing and delivering Incident Command training for the Environmental Agency (EA) in England in both operational and strategic aspects of multi agency command training. This is currently in year 2 of a 3 year program with an opportunity for both parties to extend this contract for a further 2 years. This contract is in excess of £150k but due to the gain share threshold level being set at £200k (index linked) the only costs recoverable for the Service is staff wage reclamation. This is currently in the region of £60k, which includes both course development and course delivery. There is scheduled to be a further circa £9k costs recoverable for SWFRS prior to April 2015.

- 2.5 The Service has also recently secured a TPI contract with Babcock International to deliver Incident Command training to the Oman Gas Company in Command and Control principles for the Petro Chemical Industry. This has involved developing a bespoke course for their needs and recently 3 SWFRS personnel have visited Oman to deliver such training. This has also been complimented by the visiting to Cardiff Gate Training Centre (CGTC) of several Oman Gas Company Senior Managers in December 2014 to undertake immersive awareness training in our Incident Command Suite at CGTC. This contract is worth circa £80k with SWFRS again reclaiming course development and delivery costs. These costs are in the region of £35K.
- 2.6 A further TPI contract recently secured by Babcock International and SWFRS has been the training of 11 Cambridgeshire Fire & Rescue Service (Cambs FRS) Trainee fire-fighters on an initial 10 week training course at CGTC. This was completed in December 2012 and the value of the contract is circa £80k with staff reclamation costs in the region of £25k. Cambs FRS have already expressed how satisfied they are with the quality of the training product to date and have indicated a desire to train additional fire-fighters at CGTC at some point in 2015. This is part of a four year training contract they have entered into with Babcock International. They have also expressed an interest in the training of their Incident Commanders in our dedicated and state of the art Incident Command suite at CGTC.
- 2.7 A recent contract secured by the Service is for provision of Initial and Re-qualification Breathing Apparatus Training for Aberthaw Power Station. This contract is worth £20k prior to the end of this financial year and SWFRS will again reclaim staff costs. This training will hopefully prove to be an annual event due to the strict safety regime adhered to in the Power Station Industry.
- 2.8 Potential Contracts in the pipeline and close to agreement include:
- `Safe Working at Height` Training for the Royal Society for the Prevention of Cruelty of Animals (RSPCA) Officers;
 - Incident Command Training for National Resources Wales (NRW) similar to that carried out currently for the Environment Agency in England;
 - A significant interest from Tier 1 COMAH (Control of Major Accidents Hazards) sites in the SWFRS area for safety critical industry training.

3. PROPOSED ROLE OF SWFRS BUSINESS DEVELOPMENT MANAGER

- 3.1 As a result of an increasing interest from the commercial market and local education sector for industry related courses and training along with a desire to pursue TPI for the Service, it was identified that due to an internal re-structure of the Training & Development department early 2014, that a role of Business Development Manager would be created on the structure to dedicate a resource to actively pursuing business opportunities.
- 3.2 Clear business plans were identified which have focused this role in the early months to ensure that a clear direction is maintained as opposed to `scatter gun` approach to meet all diverse needs of the market. To corroborate this approach an internal audit was carried out in August 2014 by the Service Internal Auditors, TIAA to establish a business strategy for this role and for the Service in moving forward.
- 3.3 The Business Development Manager has to date established a database of local education sector schools, primary and secondary in the SWFRS area and is currently working through a program of visits to Head Teachers and Governing Bodies to explain what can be offered to their schools in the form of Fire Warden and similar safety related training.

4. ANNUAL INCOME STREAMS TO DATE FOR SWFRS

- 4.1 Due to the reasons and issues identified above, recent years have yielded very little income for SWFRS even in a staff wage reclamation format. The following figures represent the previous 3 years and current year regarding income generated by TPI and the Authority Income for the Service.

Year:	Third Party Income Revenue (£):	Contribution to PFI (less direct and Babcock staff costs) (£):	Authority Income (Staff Costs) (£):
2011 - 2012	25,276	(-) 6,874	Nil
2012 - 2013	42,785	(-) 990	Nil
2013 - 2014	68,039	33,048	2,679
2014 - 2015	70,635 to date	18,617 to date	36,317 to date

5. THE WAY FORWARD

- 5.1 The Service has recently sought legal advice in anticipation of seeking wider TPI for the Service for the future. This is in response to lessons

learnt from other FRS`s nationally who operate a `Trading Arm` within their respective Service. This has proved to be a lucrative marketing opportunity for many Services due to the strong and trusted brand that a FRS can bring to such a risk critical market where safety is paramount and brand is a powerful market force.

- 5.2 The advice recently received encourages the Service to create a Trading Arm whereby they can either trade as a subsidiary of SWFRS or in conjunction with Babcock. This advice will now allow the Service to set an appropriate TPI strategy where markets can be explored which will enable the Service to identify the most appropriate way forward with the available resources which they currently have.
- 5.3 A further consideration for the Service is the current PFI contract which sets such a high gain share threshold which needs to be met prior to the Service taking an equal `50/50` profit share with Babcock International. Discussions are currently ongoing to identify the most appropriate way forward for the Service for the remainder of the 25 year term of the PFI.

6. FINANCIAL IMPLICATIONS

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

7. EQUALITY RISK ASSESSMENT

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

8. RECOMMENDATION

- 8.1 That Members note the contents of the report.

Contact Officer:	Background Papers:
Ian Greenman Acting 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 2011 to 31 March 2015.

This report provides for Members the proposed Strategic Equality Plan for implementation from 1 April 2015 to 31 March 2020.

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 nine 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 the South Wales Fire & Rescue Service proposed Strategic Equality Plan for the reporting period 1 April 2015 to 31 March 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.

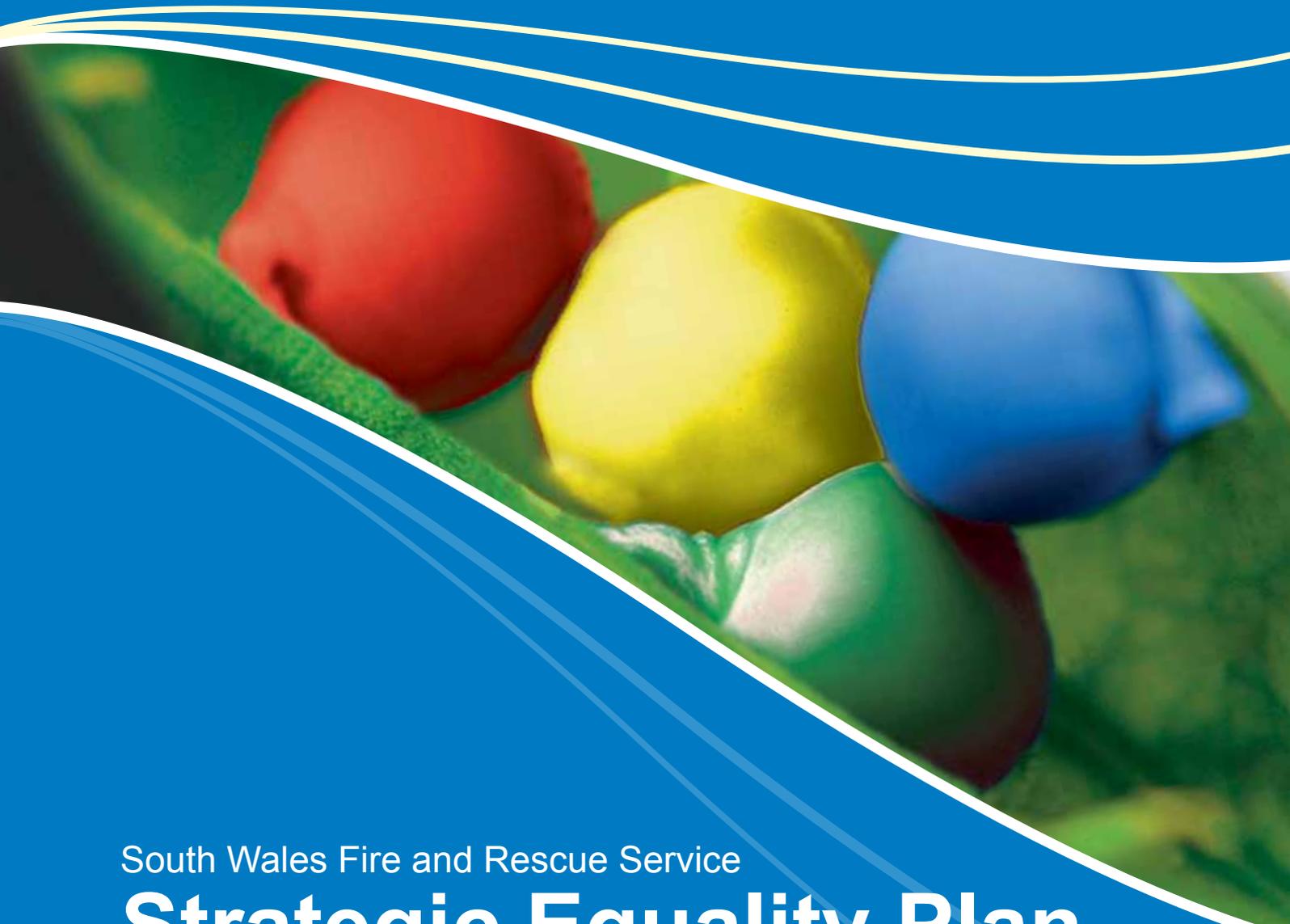
3. EQUALITY RISK ASSESSMENT

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:
Mr Mark Malson Head of HR	



South Wales Fire and Rescue Service

Strategic Equality Plan

2015 - 2020

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Welcome

Equality Statement

South Wales Fire and Rescue Service (SWFRS) continues to build equality and diversity into everything that it does- from creating a workplace which truly values the diversity of employees, to delivering people centred services to all the communities in South Wales.

Times of austerity and reductions in funding, coupled with the need to keep delivering and improving our first rate services, has given us opportunities as well as challenges, which we as a Service will continue to rise up to meet.

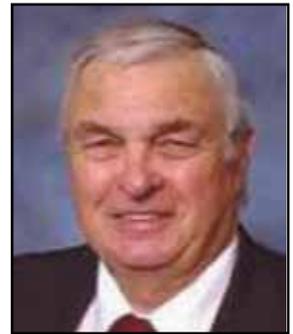
This in an ongoing journey, and great strides have been made; with the best being yet to come.



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 Annual Equality Report, Risk Reduction Plan, and Improvement Plan. These can all be found, along with other information, on our website: southwales-fire.gov.uk

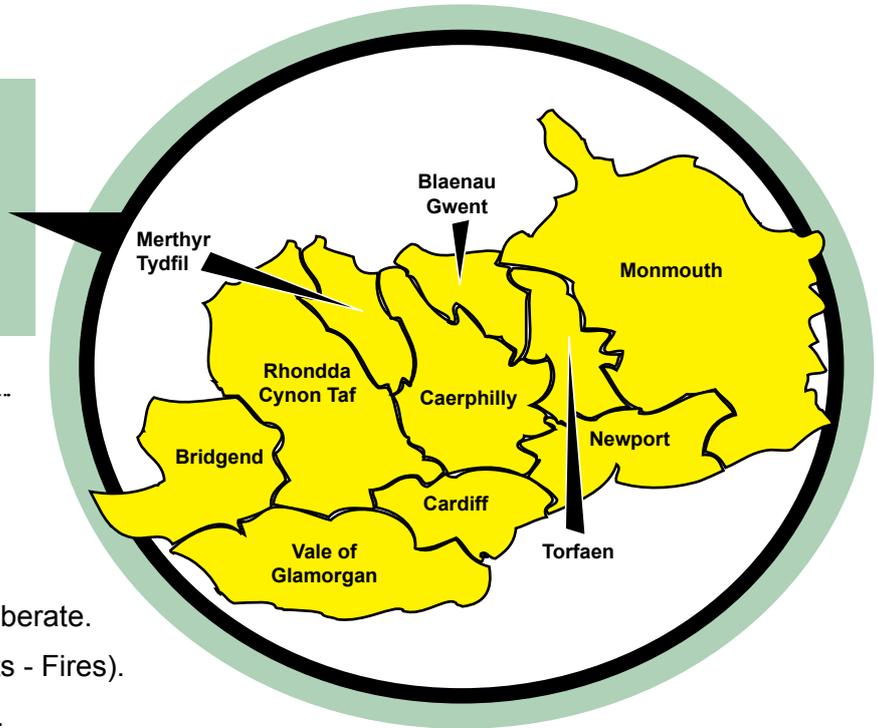
Contents

	Page(s)
Where we are	4
Why We have a Strategic Equality Plan	5
Equality Outcome 1:	6
Equality Outcome 2:	7
Equality Outcome 3:	8
Equality Outcome 4:	9
Tell us what you think:	10

Where 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: 300,000 hectares
Population: 1.48 million
Dwellings: 655,991
Non-Domestic Properties: 44,458
 (Approximate figures)



In 2013/14 we dealt with:

- **35,121** emergency calls.
- **18,401** incidents.
- **6,838** fires of which **4,978** were deliberate.
- **11,563** other emergencies (Incidents - Fires).
- **1,334** road traffic collisions (RTC's).

We:

- Released **256** people trapped in vehicles.
- Did not turn out to **776** calls having identified them as malicious.
- We turned out to **418** calls having failed to identify them as malicious.
- Completed **16,522** home fire safety checks.
- Carried out **652** fire safety publicity events.
- Carried out **1,213** educational fire safety talks.
- Had face to face engagement with **69,797** people through community safety and educational events.

The number of contracts of employment that the service held as at end March 2014 were made up of **53** control category staff, **306** support staff, **685** on call Firefighters, **838** whole time Firefighters, of which **709** are on station and **129** non station based. We also have **141** Auxiliary Firefighters for additional cover in times of difficulty.

We have **49** Fire Stations and deploy **71** front line fire engines plus **11** reserve vehicles, and **15** Non-operational vehicles for training purposes.

We have **76** other specialist vehicles to deal with a wide range of emergency incidents.

Emergency calls are managed by the Service in our Fire Control based in Pontyclun. Our headquarters is located in Llantrisant.

Why We have a Strategic Equality Plan

Like all public bodies, South Wales Fire and Rescue Service works at making sure our services are always improving, so we can better meet the needs of all communities within our area.

We are guided by both the Equality Act (2010) and the Wales Specific Duties, which call on us to think ahead and put a Strategic Equality Plan in place.

The Plan is more than just a document; it sets out in clear terms the main outcomes and some of the ways in which we will achieve these improvements between 2015 and 2020.

The main outcomes for this Plan cover **staff**, **procurement**, **data**, and **compliance** (you can view each under its own tab).

Progress will be monitored by tagging each of our Corporate Improvements to one of them, and an annual table will be produced to show how we have done (from March 2016 you will be able to look and see these by going to the tab marked, 'How we are Doing').

Every year we also produce an Annual Equality Report, which says what we have done to meet the legal duties of the Equality Act (2010) and the Wales Specific Duties. Although related, it is quite a different document. You can view previous reports by going to the tab called 'Annual Equality Reports'.

If you have any questions, comments, or would like any further information, please feel free to contact us.

Equality Outcome 1:

Our workforce is diverse, equally valued, and all have access to development as well as professional opportunities.

This Outcome links to:

Corporate Objective 02- Engage and Consult

Corporate Objective 03 - Align our Resources

We intend to achieve this Outcome by:

- Introducing a new HR system which enables staff to input their own information
- Undertaking a comprehensive gender pay gap review
- Ensuring all training and development opportunities are promoted to all staff
- Promoting employment opportunities via community networks
- Hosting specific access days for under-represented groups (Women, LGBT, etc)
- Investigating various working pattern options as part of our Work/Life Balance commitment
- Monitoring staff data (including applications and leavers) by Protected

We will know we have been successful when:

- We have robust data, across all Protected Characteristics, for staff
- Evidence shows that training and development opportunities are accessed by staff from across the service
- Staff Survey shows improvement
- The diversity of our workforce is more representative of the communities we serve
- Flexible working patterns are being utilised
- There is a decrease in staff days lost to stress
- All staff have meaningful appraisals
- ~~Good news is celebrated and best practice is shared~~

Data we will use to measure our performance:

- Appraisals
- HR system
- Staff survey
- Days lost to stress as a declared illness
- Data from recruitment, access days, and leavers
- Monitor take-up of development & training opportunities, as well as promotions & upgrading, by Protected Characteristics (wherever

Corporate 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

This Outcome links to:

Corporate Objective 03 - Align our Resources

Wales Specific Duty - Procurement

We intend to achieve this Outcome by:

- **Ensuring Equality Risk Assessments are carried out**
- **Dip sampling suppliers to review their equality policies and breakdown of staff numbers by protected Characteristics**
- **Reviewing procurement practices and processes to ensure they are inclusive of Small and Medium Enterprises**
- **Working with the Welsh Government, and other public sector partners (including FRSs), to promote the growing of local businesses**
- **Terminate contracts quickly if terms are breached or broken**
- **Advocating (via partnerships, service agreements, and external groups/agencies we are involved with), for compliance and best practice when procuring goods/services.**

We will know we have been successful when:

- **Dip sample results have been used to make changes in suppliers, practices or policy**
- **We can evidence any termination of contracts with suppliers who have breached equality law**
- **We investigate a way to record all SME spend in Wales**

Data we will use to measure our performance:

- **Tendering documents**
- **Number and type of contracts awarded**
- **Minutes/Notes from external meetings indicating agreed improvements to shared purchasing**

Equality 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.

This Outcome links to:

Corporate Objective 02 - Engage and Consult

Corporate Objective 04 - Use Technology to meet Service Improvements

Corporate Objective 05 – Explore Partnerships and Opportunities

Wales Specific Duties- Accessibility, Data, Assessing Impact, Engagement

We intend to achieve this Outcome by:

- Reviewing all the ways we collect data, including externally supplied systems, complaints, engagement events, services we provide, etc
- Working with partners to enable, wherever possible, sharing of data to reduce consultation fatigue
- Keeping in contact with groups and individuals who have provided feedback
- Developing a range of options for engaging and consulting, which start from the place of being relevant and easily accessible for the intended audience (including in-house)
- Using Equality Risk Assessments (ERAs) to identify gaps and affect change

We will know we have been successful when:

- We know what we collect, when we collect it, and why
- All our data collecting mechanisms support the gathering of information by Protected Characteristics
- Evidence shows ERAs are leading to improvements
- Our engagement and consultation exercises are timely, involve the intended audiences, and are evidenced as leading to improvements
- Changes to services, systems, processes, policies, etc can be shown to have been made as a result of analysing Protected Characteristic data

Data we will use to measure our performance:

- Home Fire Safety Checks
- After Incident Form – equality monitoring
- ERAs on major initiatives and projects, policies, and practices
- Performance Indicators
- Complaints/feedback from groups and individuals

Equality Outcome 4:

Our systems enable the timely monitoring and reporting of our legally required equality duties

This Outcome links to:

Wales Specific Duties – Reporting and Publishing, Objective Setting and Equality Plan, Reviewing

We intend to achieve this Outcome by:

- **Linking the Strategic Equality Plan's Outcomes to Corporate Objectives**
- **Seating Equality Actions directly within Directorate Plans**
- **Using performance management to regularly monitor actions**
- **Building development of annual equality report/review into business planning cycle**
- **Ensuring Welsh Language translation is automatically factored in**
- **Utilise any feedback, data analysis, and consultation results, within the reporting structure**
- **Evidencing equality & diversity items being included within meetings (via Minutes, notes, briefing papers, etc)**

We will know we have been successful when:

- **Our annual equality report/review is published before legal deadline**
- **All Protected Characteristic groups can see themselves represented in the report**
- **Actions are easily identified and evidenced in Directorate/Corporate Plans**
- **We receive feedback from groups/individuals on the Plan, Review and/or**

Data we will use to measure our performance:

- **Annual Report**
- **Risk Reduction Plan**
- **Improvement Plan**
- **Directorate Plans**
- **Performance Indicators**

Tell us what you think

The communities we serve have a richness and depth of diversity, which benefits and enriches everyone.

Letting us know your perception of South Wales Fire and Rescue is vital in helping us:

- **Shape our services to meet the needs of the communities we serve**
- **Understand what we should change in order to ensure that everyone knows about the range of services we provide (like free home fire safety checks)**
- **Position ourselves so that people would consider us as a potential employer.**

If you have been to one of our events, picked up a leaflet, or you are just browsing through the website, please take a moment and complete our survey.

You don't have to give your name and any information you give will assist us on our way to becoming an exemplar employer and service provider.

Use the link below and choose Welsh or English. Thank you!

- <http://bit.ly/SWFRSsurvey>

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

AGENDA ITEM NO 8
26 JANUARY 2015

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

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 2013 to 31 March 2014.

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 nine 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 2013 to 31 March 2014, and the publishing of the SWFRS Strategic Equality Plan (2011-2015).

2.6 The Strategic Equality Plan (2011-2015) 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 2013 to 31 March 2014. 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:
Mr Mark Malson Head of HR	HR & Equality Committee reports Strategic Equality Plan (2011-2015)



South Wales Fire and Rescue Service

Annual Equality Report

1st April 2013 to 31st March 2014

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Raising Awareness - Reducing Risk

Equality Statement

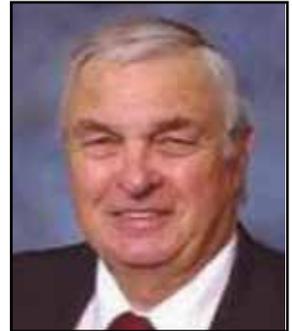
South Wales Fire and Rescue Service (SWFRS) continues to build equality and diversity into everything that we do- from creating a workplace which values the diversity of employees, to delivering people centred services for all the communities in South Wales. This in an ongoing journey which we are committed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

Contents

	Page(s)
Introduction	4
Who we are	4
Where we are	5
Our Core Values	6
General Duty	7, 8
 Specific Duties:	
Regulations 3 & 4	8
Regulations 5 & 6	9
Regulations 7 & 8	10
Regulation 9	11
Regulation 10	12
Regulations 11 & 12	13
Regulations 13 & 14	13
Regulation 18	14
 Appendices:	
Service Data	15
After the Incident Survey Data	16
Staff Data – General	17
Staff Data – by Role	18
Control Recruitment Data	19
Retained Recruitment Data.....	20
Glossary	21

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 covers 10 Unitary Authorities, and almost half of the population in Wales. It is one of the largest fire and rescue service areas within the UK and is made up of rural, coastal, and urban areas.

For the whole year of 2013/2014, 35,121 emergency calls were received, resulting in 16,756 incidents attended; and these ranged from false alarms and deliberate fires, to dwelling fires and road accidents.

We employ more than 2000 staff (fire fighters, control operators, and corporate staff). In the timeframe for this report, we operated out of 50 fire stations and deployed 64 front line fire engines, with a range of specialist vehicles that further expanded our ability to attend a wide range of emergency incidents.

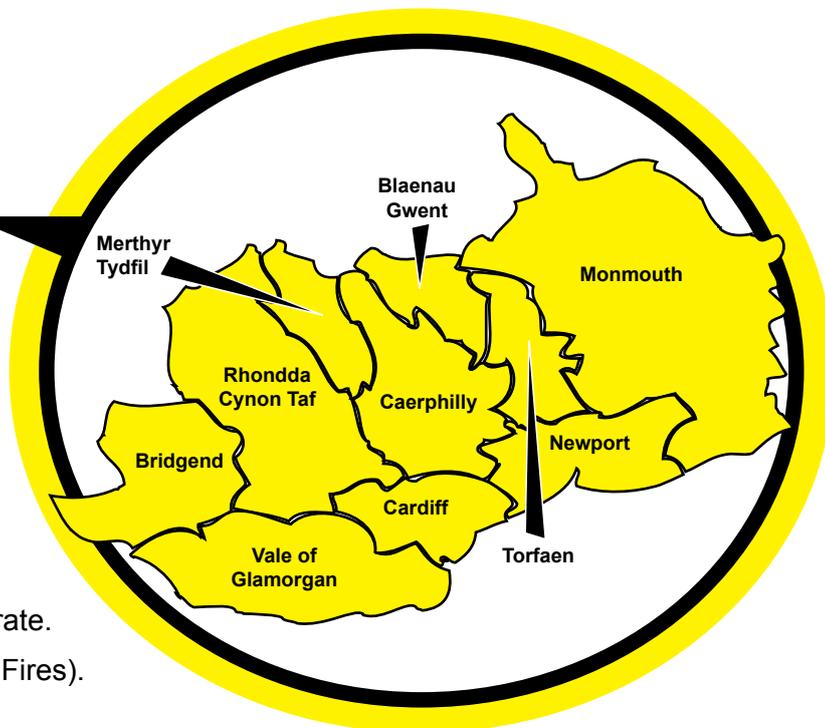
The Improvement Plan, available at www.southwales-fire.gov.uk sets out the most up to date organisational structure.

Area: Nearly 1,159 square miles
Population: 1.4 million
Dwellings: 620,000
Non-Domestic Properties: 42,000
(Approximate figures)

Where 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: 300,000 hectares
Population: 1.48 million
Dwellings: 655,991
Non-Domestic Properties: 44,458
 (Approximate figures)



In 2013/14 we dealt with:

- **35,121** emergency calls.
- **18,401** incidents.
- **6,838** fires of which **4,978** were deliberate.
- **11,563** other emergencies (Incidents - Fires).
- **1,334** road traffic collisions (RTC's).

We:

- Released **256** people trapped in vehicles.
- Did not turn out to **776** calls having identified them as malicious.
- We turned out to **418** calls having failed to identify them as malicious.
- Completed **16,522** home fire safety checks.
- Carried out **652** fire safety publicity events.
- Carried out **1,213** educational fire safety talks.
- Had face to face engagement with **69,797** people through community safety and educational events.

The number of contracts of employment that the service held as at end March 2014 were made up of **53** control category staff, **306** support staff, **685** on call Firefighters, **838** whole time Firefighters, of which **709** are on station and **129** non station based. We also have **141** Auxiliary Firefighters for additional cover in times of difficulty.

We have **49** Fire Stations and deploy **71** front line fire engines plus **11** reserve vehicles, and **15** Non-operational vehicles for training purposes.

We have **76** other specialist vehicles to deal with a wide range of emergency incidents.

Emergency calls are managed by the Service in our Fire Control based in Pontyclun. Our headquarters is located 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:

Publish information regarding specific days/events (Cardiff Mardi Gras, Black History Month, etc) on the intranet for staff.

We were involved in the 'Hate Crime Awareness Week' Campaign

Provided interactive equality sessions within every staff member's induction

Piloted annual leave based on birth year

Increased partnerships to 26 Service Level Agreements,

We now have 28 community groups/organisations who carry out Home Fire Safety Checks on our behalf

Our improvements were reported to the First Minister by the Equality and Human Rights Commission

Became a key member of the Anti-Trafficking Forum

Our Transgender Guidance for Recruitment/Staff was shared as a model of best practice

We produced a 'Supporting staff at station' sheet which includes considerations such as dietary and health

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

- We are the first Fire and Rescue Service in Wales to develop an anonymous bilingual equality monitoring form that goes out with every After Incident Form (which is sent to all users of our emergency services)

What we still intend to do

- Explore and implement a range of similar forms so we can get evidence across Protected Characteristics for all of our relevant preventative services as well

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

SEP Outcome 1: Risk reduction information and delivery is accessible to all communities and tailored to their needs

SEP Outcome 2: Tailored, coordinated and sustainable community engagement activity fosters mutual trust and understanding which informs improvements in service delivery

What we did

- Carried out engagement exercises, via our website, for the Risk Reduction Plan
- Engaged in activities for deaf awareness week
- Sponsored and attended an event which promoted non traditional jobs to young women
- Business Safety team designed a storyboard for promoting fire safety to Chinese businesses
- Attended a Trans Remembrance service
- Supported and attended Cardiff Mardi Gras
- Attended the Multi-cultural Mela event
- Supported for Show Racism the Red Card campaign

What we still intend to do

- Bring engagement into the heart of what we do by creating an in-house team which has an official and specific remit for it.

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
-
- SEP Outcome 13: Internal and external communications promote key equality and diversity messages and recognise the diverse communication requirements of staff and the community.

What we did

- A session on home fire safety was produced in partnership with RNIB for their talking magazine
- Fire Safety information has been specifically designed for anyone with sight, hearing, or mobility needs
- We made a video summary, with text, of the How Did We Do Report for 2012/13

What we still intend to do

- Work with partner organisations and other Fire and Rescue Services in Wales to devise a practical Communications Strategy

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.

SEP Outcome 11: Equality data is collated, analysed and used to inform improvements

What we did

- Looked at the equality information gathered during Phase 1 of the Fire Cover Review and used the data as part of the project

What we still intend to do

- Work with the other Fire and Rescue services in Wales, as part of the NIC, in order to identify wider trends and/or areas for improvement.

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.

SEP Outcome 8: The practical benefits of carrying out an Equality Risk Assessment are understood by all staff and they are carried out at the beginning of any activity, decision, and project or policy development.

What we did

- Procured two further years of Equality Risk Assessment training for staff
- All reviewed policies include a clear and explicit equality statement

What we still intend to do

- Review the form and guidance notes to ensure they are still fit for purpose

Regulation 9: Collection and reporting of employment information

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

SEP Outcome 3: Staff feel valued and have equal access to development opportunities

SEP Outcome 10: An Authority that seeks out improvements and is willing to reengineer existing and traditional ways of working to embrace the opportunities of the current economic climate

What we did

- Built into the requirements of the new HR system a dedicated area for equality information, with protected access to ensure confidentiality, and the ability for staff to update own information

What we still intend to do

- Effectively promote the new system when it goes live, and monitor to ensure staff are both able to, and comfortable with, completing the relevant fields

Grievance Data:

The available data does not state if any Protected Characteristic was reason/cause

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.

SEP Outcome 7: Leaders are confident in promoting key equality messages both internally and externally

What we did

- Reviewed and redesigned the PDR process (now called an Appraisal) so it is more responsive to capturing staff needs and development
- Extended the Equality Risk Assessment Training programme
- Organised a top management session on equality duties, which was delivered by the Welsh Local Government Association

What we still intend to do

- Further develop e-learning as a way for staff to access particular training

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.

SEP Outcome 4: Open, honest and multi directional communication fosters trust, builds relationships and informs improvements for our staff. This includes transparency and equality relating to pay

SEP Outcome 5: Staff conflict is resolved quickly

SEP Outcome 6: Opportunities for flexible working enable staff to balance their life and work commitments

The action has been placed on hold pending the outcome of new legislation that is expected towards the end of 2014 on equal pay reviews and the actions that will be placed on public sector bodies

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.

SEP Outcome 9: Transparent reporting of equality and diversity successes and challenges

SEP Outcome 14: Achievements and successes are celebrated and promoted internally, locally and nationally.

What we did

- Produced previous Equality Annual Report to legal deadline
- Ensured the draft of this report was made public by legal deadline

What we intend to do

- This report will be published on our accessible website

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'

SEP Outcome 12: We use public money in a fair and equitable way, sustaining local communities and organisations by widening access to contracts by promoting opportunities to SMEs, local business and the third sector

What we did

We have carried out a lot of work in creating a virtual "Wales Fire & Rescue Procurement Service", and all requirements are advertised through Sell2Wales in order to encourage local SME's to submit bids.

What we intend to do

- See if the number of SMEs registered, increase.

Service Data

1st April 2013- 31st March 2014

Casualties:	
Accidental Home Fires	
People Aged 65+	30
Race	6
Road Accidents (attended by SWFRS)	
People Aged 65+	66
Race	41
Home Fire Safety Checks:	
Disabled	5,946
Smoke alarms installed	2,610
Specialist deaf smoke alarms installed	978
People Aged 65+	9,330
Smoke alarms installed	6,841
Race (all excl. Welsh & English)	714
Smoke alarms installed	665
Single Parent Households	1,164
Smoke alarms installed	1,050

'After the Incident Survey' Data December 2013 to March 2014

We recently started including an anonymous supplement of questions based on Protected Characteristics, in our After the Incident Survey. This goes to everyone who receives our emergency services (home fires, road traffic collisions, etc).

As it is new, the period for data is short; and although there is no way of verifying the information given, this is another step in making sure we are reducing risk across all the diverse communities we serve.

Replies:	152
Age:	18-39: 32 40-59: 59 60+: 61
Long term Illness or Disability:	Yes: 19 No: 125 Prefer not to say: 3 Not answered: 5
Race/Ethnicity:	Asian: 2 Black: 1 Multi-Racial: 1 White: 146
Religion/Belief:	Buddhist: 1 Christian: 96 Muslim: 1 No religion: 50 Other: 1 Prefer not to say: 2 Not answered: 1
Sex:	Female: 89 Male: 62 Not answered: 1
Gender same sex assigned at birth:	Yes: 147 No: 1 Not answered: 3 Prefer not to say: 1
Sexual Orientation:	Bisexual: 1 Gay/Lesbian: 3 Heterosexual/straight: 141 Prefer not to say: 3 Not answered: 4

Staff Data – 1st April 2013 – 31st March 2014

Gender	
Female:	257
Male:	1,625

Age	Female	Male
18-24:	8	69
25-40:	82	657
41-59:	159	870
60+:	8	29

Disability (declared)	
Female:	3
Male:	16

Race/Ethnicity	Female	Male
Arabic Welsh	0	1
African	0	1
Asian & White	0	2
Black Caribbean & White	0	3
Caribbean	1	2
Chinese	0	3
Other Mixed	2	4
Not Stated	2	9
Pakistani	0	2
Indian	0	1
White British	86	771
White English	8	16
White Irish	0	2
Other White	4	11
White Welsh	154	797

Ceased Employment:		
Age	Female	Male
18-24:	4	10
25-40:	2	21
41-59:	14	65
60+:	7	11

Ceased Employment:	Female	Male
Retirement	1	39
Redundancy	2	3
Retirement/Redundancy	14	8
Ill Health	0	4
Resignation	8	46
Dismissed	0	2
Death in Service	1	1
Failed to start	0	2
End of Contract	1	1
Transferred to another Brigade	0	1

Ceased Employment:		
Race/Ethnicity	Female	Male
Asian & White	0	0
White	27	106
Black Caribbean	0	0
Black Other	0	0
Chinese	0	1
Pakistani	0	0
Mixed Other	0	0
Not Stated	0	0

The current HR system does not collect information on Gender Reassignment, Religion/Belief, or Sexual Orientation. The new HR system (due for roll out in 2014/15) will have this function

Staff Data for 1st April 2013 – 31st March 2014

		Strategic Manager	Middle Manager	Supervisory Manager	Other
Corporate Staff:					
	Female	1	26	66	81
	Male	6	33	69	24
Uniformed Staff:					
	Female	1	9	16	57
	Male	7	81	456	949
Non Establishment: **					
	Female				39
	Male				352

*** includes secondary contracts (eg: USAR, HDIM Officers, training contracts, young fire-fighters instructors, 134 auxiliary fire-fighters)*

The current HR system does not collect information on Gender Reassignment, Religion/Belief, or Sexual Orientation. The new HR system (due for roll out in 2014/15) will have this function

CONTROL RECRUITMENT DATA

	TOTAL APPLICATIONS	SUCCESSFUL
FEMALE	122	5
MALE	92	4
TRANSGENDER		
UNKNOWN		
Totals		
UNDER 18	2	
18-24	89	
25-40	99	9
41-59	23	
60+		
Prefer Not to Say	1	
Totals		
Registered Disabled	3	
Not Registered Disabled	201	9
Prefer Not to Say	10	
Totals		
Ethnic Minority	3	
White	205	9
Prefer Not to Say	6	
Totals		
Buddhist		
Christian	86	5
Hindu		
Jewish		
Muslim	1	
Sikh		
None	114	4
Other	1	
Prefer Not to Say	12	
Totals		
Bisexual	5	
Gay	2	
Heterosexual	196	
Lesbian	3	
Prefer Not to Say	8	
Totals		
Don't Speak Welsh	130	6
Learner	43	1
Intermediate	13	
Fluent	22	2
Prefer Not to Say	6	
Totals		

In order to maintain confidentiality, some data is not shown
Any sub-category that had 'zero' in applications column has been removed

RETAINED RECRUITMENT DATA

	TOTAL APPLICATIONS	SUCCESSFUL
FEMALE	29	
MALE	376	48
TRANSGENDER		
UNKNOWN		
Totals		
UNDER 18	5	
18-24	246	26
25-40	138	12
41-59	16	7
60+		
Prefer Not to Say		3
Totals		
Registered Disabled	1	12
Not Registered Disabled	274	22
Prefer Not to Say	125	14
Totals		
Ethnic Minority	10	
White	326	44
Prefer Not to Say	69	4
Totals		
Buddhist		
Christian	123	15
Hindu		
Jewish		
Muslim		
Sikh		
None	144	13
Other		
Prefer Not to Say	138	20
Totals		
Bisexual		
Gay		
Heterosexual	262	
Lesbian	1	
Prefer Not to Say	142	18
Totals		
Don't Speak Welsh	212	24
Learner	19	2
Intermediate	11	
Fluent	15	2
Prefer Not to Say	148	20
Totals		

In order to maintain confidentiality, some data is not shown
Any sub-category that had 'zero' in applications column has been removed

There was no recruitment for Wholetime during this period

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 ACO PEOPLE SERVICES

AGENDA ITEM NO 9
 26 JANUARY 2015

**SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY
 POLICY STATEMENT**

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 which determined the contents of the Pay Policy.

RECOMMENDATION

1. Members review South Wales Fire & Rescue Authority's Pay Policy 2015/2016 Statement.
2. Members recommend the 2015/2016 Pay Policy Statement to the Fire & Rescue Authority for publication by 31 March 2015.
3. Members agree to the movement of the HR & Equalities Committee date to 23 March 2015 to address the issues relevant to the 2015 Municipal Year.

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.

1.4 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

1.5 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 Officers
- The use of performance related pay for Chief Officers
- The use of bonuses for Chief Officers
- The approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the Authority, and
- The publication of and access to information relating to remuneration of Chief Officer

1.6 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.

1.7 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.

- 1.8 Each subsequent Statement must be prepared and approved before the end of 31 March, immediately preceding the financial year to which it relates.
- 1.9 The Fire & Rescue Authority may by resolution amend its Pay Policy Statement, including after the beginning of the financial year to which it relates.
- 1.10 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 manner as it thinks fit, which must include publication on the Authority's website.

2. ISSUES

- 2.1 Attached at Appendix 1 is a first draft of the Fire and Rescue's 2015/2016 Pay Policy Statement in a revised format.
- 2.2 On 11 November 2013, Welsh Government issued a consultation exercise regarding proposals to revise the guidance relating to the Pay Policy Statement. The consultation exercise closed on 3 January 2014. However, the HR & Equalities Committee did not meet again until 14 April 2014, which was after the date that the Policy Statement has to be published.
- 2.3 The aim of the consultation exercise was to update the Pay Accountability in Local Government in Wales – 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.
- 2.4 Welsh Government had conducted a review of the scope and coverage of Pay Policy Statements for 2013/2014. The analysis looked at the accessibility and readability; format and detail; and governance and review of Statements. From this review Welsh Government identified 'variability in coverage, detail and accessibility of the Statements'. As a result, the Minister for Local Government and Government Business agreed the guidance should be revised and issued to authorities as soon as possible.
- 2.5 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.

- 2.6 Welsh Government subsequently issued a revised guidance and required the Fire & Rescue Authority to re-draft its Pay Policy Statements for 2014/2015,
- 2.7 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.
- 2.8 The requirement to review and re-draft the Annual Pay Policy resulted in the 2014/2015 report being returned to Members no fewer than 6 times throughout 2014.
- 2.9 Members are asked to consider the movement of the original 2015 HR & Equalities Committee meeting date to early April or late March 2015, to prevent such repetition occurring in 2015. The Fire & Rescue Authority schedule of committees will be adjusted to prevent such an occurrence in future years.

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 the subject of a separate report.

4. RECOMMENDATIONS

- 4.1 Members review South Wales Fire and Rescue Authority's Pay Policy 2015/2016 Statement.
- 4.2 Members recommend the 2015/2016 Pay Policy Statement to the Fire & Rescue Authority for publication by 31 March 2015.
- 4.3 Members agree to the movement of the HR & Equalities Committee date to early April or late March 2015 to address the issues relevant to the 2015 Municipal Year.

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

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	Fire & Rescue Authority, (ref number Minute 11) May 2004, considered the issue of senior staff remuneration in the context of the modernisation agenda and national advice was that local reviews of pay levels of senior staff should be undertaken where there has been no such review in recent years.	FA 15.12.14
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 & Rescue Authority's Executive Leadership Team remuneration matrix is identified as comprising:-	FA 15.12.14
-----	---	----------------

Title	% of CFO salary		Comp Level	Non Ops %
Chief Fire Officer	100%			
Either, Deputy Chief Fire Officer	80%			100%
Or, Deputy Chief Officer				95%
Assistant Chief Fire Officer	75%	Point 4	Operational	100%
Assistant Chief Officer		Point 3	Strategic Response	95%
		Point 2	Business Continuity	82.5%
		Point 1	Baseline	70%
Treasurer*			Baseline	60%
* The Treasurer reports directly to the FRA, holds no directorate responsibility and is employed for 100 days per annum.				

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
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 rates for Chief Officers, including annual cost of living awards.	FA 15.12.14
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
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	FA 15.12.14

	equivalent) employee and the Chief Fire Officer is 1:8.22.	
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

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
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	FA 15.12.14

	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.	
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; • 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. 	FA 15.12.14
10.5	The Assistant Chief Officer will: <ul style="list-style-type: none"> • consider the request presented by the recruiting 	FA 15.12.14

	<p>manager;</p> <ul style="list-style-type: none"> • 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. 	
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 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.	FA 15.12.14
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 advertise the temporary vacancy or the acting-up arrangement.	FA 15.12.14
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 	FA 15.12.14

	<p>manager;</p> <ul style="list-style-type: none"> • 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. 	
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	<p>An honorarium payment is a one-off payment. It can only be made where there is clear evidence to support the following circumstances:</p> <ul style="list-style-type: none"> • where an employee temporarily carries out significant additional work over and above their usual responsibilities; • where an employee carries out a significant amount of work over their normal contracted hours, but is not eligible for overtime payments because of their placing on a salary scale. 	FA 15.12.14
13.2	<p>An honorarium payment cannot be made in the following circumstances:</p> <ul style="list-style-type: none"> • where the employee is carrying out the full or partial duties and responsibilities of a higher graded job, when an acting-up payment should be made; • where the ongoing duties and responsibilities of the job have changed to the extent that the job should be submitted for re-evaluation; • where the additional work undertaken is commensurate with the employees current job description/salary grade. 	FA 15.12.14

13.3	In the payment of a honoraria leads to a remuneration package exceeding £100k it must also be approved by the Chief Fire Officer and the Chairman of the Fire and Rescue Authority having taken advice from the Assistant Chief Officer for People Services or their nominated representative.	FA 15.12.14
13.4	Honorarium payments are a one-off payment and will be paid on a pro-rata basis to part-time employees, proportionate to their working hours.	FA 15.12.14
13.5	Honorarium payments based on spinal column point differentials will be subject to any cost of living increase applied by the Fire and Rescue Authority.	FA 15.12.14
13.6	Honorarium payments are pensionable.	FA 15.12.14
13.7	Information on all honoraria payments will be compiled and reviewed annually by Human Resources and reported to the HR and Equalities Committee for monitoring purposes.	FA 15.12.14
14.	SEVERANCE	
14.1	On ceasing to be employed by the Fire and Rescue Authority, employees will be paid contractual payments due under their contract of employment. In the event of redundancy, severance pay will be paid in line with the employer's discretions as set out in the Employment Protection Policy published by the Fire and Rescue Authority and retained by Rhondda Cynon Taff Pensions Section.	FA 15.12.14
14.2	All business cases for redundancy, early retirement and severance must be reported to the Fire and Rescue Authority for scrutiny prior to the Authority making a resolution to either accept or reject.	FA 15.12.14
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	Under the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and scheme of	FA 15.12.14

	<p>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 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	<p>Other pay related policy areas that are applicable to all employees are:</p> <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 proposed Firefighters' Pension Scheme 2015 	FA 15.12.14

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
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

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

	Full Time Salary	Actual Salary
DIRECTORS (5 posts)		
Chief Fire Officer	£125,002	£125,002
<i>Deputy Chief Fire Officer (80% CFO)</i>	<i>£100,002</i>	
Deputy Chief Officer (95% - DCFO)	£95,001	£95,001
Assistant Chief Fire Officer - Technical Services (75% CFO)	£93,751	£93,751
Assistant Chief Fire Officer - Service Delivery (75% CFO)	£93,751	£93,751
Assistant Chief Officer - People Services (95% - ACFO)	£89,064	£89,064
<i>Assistant Chief Officer (82.5% - ACFO)</i>	<i>£77,345</i>	
<i>Assistant Chief Officer (70% - ACFO)</i>	<i>£65,626</i>	
STATUTORY OFFICER (1 post)		
Treasurer (60%)	£54,827	£21,087
HEADS OF SERVICE (8 posts)		
Head of Service - Finance	£49,219	£49,219
Head of Service - Corporate	£49,219	£49,219
Head of Service - HR	£49,219	£49,219
Head of Service - ICT	£49,219	£49,219
Area Manager – Operations †	£76,016	£76,638
Area Manager - Head of Operational Risk Management †	£76,016	£76,638
Area Manager - Risk Reduction †	£76,016	£76,638
Area Manager - Training & Development †	£76,016	£76,638
† Area Manager - Baseline Salary	£55,568	
20% flexi duty allowance	£11,113	
14% continuous duty system pay	£9,335	
CPD	£622	
† Includes National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service w.e.f. 1 July 2014		
MEDICAL (1 post)		
Occupational Health Physician*	£50,726	£50,726
* British Medical Association (BMA) guidance within the Occupational Physician Consultant initial appointment) – salary funded 50% South Wales Fire and Rescue Authority and 50% Cardiff Council, i.e. £25,363 per authority		

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

FIREFIGHTING ROLES - PAY RATES FROM 1st JULY 2014

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter			
Trainee	21,799	9.95	14.93
Development	22,706	10.37	15.56
Competent	29,054	13.27	19.91
Crew Manager			
Development	30,880	14.10	21.15
Competent	32,211	14.71	22.07
Watch Manager			
Development	32,908	15.03	22.55
Competent A	33,822	15.44	23.16
Competent B	36,021	16.45	24.68
Station Manager			
Development	37,467	17.11	25.67
Competent A	38,591	17.62	26.43
Competent B	41,324	18.87	28.31
Group Manager			
Development	43,150	19.70	Not Applicable
Competent A	44,445	20.29	“
Competent B	47,835	21.84	“
Area Manager			
Development	50,658	23.13	Not applicable
Competent A	52,177	23.83	“
Competent B	55,568	25.37	“

APPENDIX 2

**FIREFIGHTING ROLES – PAY RATES FROM 1st JULY 2014
(RETAINED DUTY SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
Firefighter				
Trainee	2,180	1,090	9.95	3.82
Development	2,271	1,135	10.37	3.82
Competent	2,905	1,453	13.27	3.82
Crew Manager				
Development	3,088	1,544	14.10	3.82
Competent	3,221	1,611	14.71	3.82
Watch Manager				
Development	3,291	1,645	15.03	3.82
Competent A	3,382	1,691	15.44	3.82
Competent B	3,602	1,801	16.45	3.82
Station Manager				3.82
Development	3,747	1,873	17.11	3.82
Competent A	3,859	1,930	17.62	3.82
Competent B	4,132	2,066	18.87	3.82
Group Manager				3.82
Development	4,315	2,158	19.70	3.82
Competent A	4,445	2,222	20.29	3.82
Competent B	4,784	2,392	21.84	3.82
Area Manager				
Development	5,066	2,533	23.13	3.82
Competent A	5,218	2,609	23.83	3.82
Competent B	5,557	2,778	25.37	3.82

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 2014

	Basic annual £	Basic hourly rate £	Overtime rate £
Firefighter (Control)			
Trainee	20,709	9.46	14.19
Development	21,571	9.85	14.78
Competent	27,601	12.60	18.90
Crew Manager (Control)			
Development	29,336	13.40	20.10
Competent	30,600	13.97	20.96
Watch Manager (Control)			
Development	31,263	14.28	21.42
Competent A	32,131	14.67	22.01
Competent B	34,220	15.63	23.45
Station Manager (Control)			
Development	35,594	16.25	24.38
Competent A	36,661	16.74	25.11
Competent B	39,258	17.93	26.90
Group Manager (Control)			
Development	40,993	18.72	Not applicable
Competent A	42,223	19.28	“
Competent B	45,443	20.75	“

NON-OPERATIONAL STAFF - PAY RATES FROM 1st JULY 2014

	£ per annum
Fire Control Operator equivalent	
During first six months	18,565
After six months and during 2 nd year	19,387
During 3 rd year	20,309
During 4 th year	21,308
During 5 th year	23,207
Leading Fire Control Operator equivalent	24852
Senior Fire Control Operator equivalent	
During 1 st year in rank	25,490
During 2 nd year in rank	26,456

JUNIOR FIREFIGHTERS - PAY RATES FROM 1st JULY 2014

	£ per annum
Aged 16	10,084
Aged 17	10,836
Aged 18	21,799

APPENDIX 3

SOUTH WALES FIRE AND RESCUE SERVICE

RETAINED PAYMENT STRUCTURE

Effective from 1st July 2014

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	£9.95	£10.37	£13.27	£14.10	£14.71	£15.03	£15.44	£16.45	£17.11	£17.62
Number of Hours Paid a Month	50	50	50	60	60	60	60	60	60	60
Allowance A	£5,970	£6,222	£7,962	£10,152	£10,591	£10,822	£11,117	£11,844	£12,319	£12,686
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,493	£1,556	£1,991	£2,538	£2,648	£2,705	£2,779	£2,961	£3,080	£3,172
Total Salary 100%	£7,463	£7,778	£9,953	£12,690	£13,239	£13,527	£13,896	£14,805	£15,399	£15,858
Gross cost to Service	£8,208	£8,550	£11,157	£14,446	£15,102	£15,451	£15,899	£16,992	£17,702	£18,259
75%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£9.95	£10.37	£13.27	£14.10	£14.71	£15.03	£15.44	£16.45	£17.11	£17.62
Number of Hours Paid a Month	37.5	37.5	37.5	45	45	45	45	45	45	45
Allowance A	£4,478	£4,667	£5,972	£7,614	£7,943	£8,116	£8,338	£8,883	£9,239	£9,515
Flexi Wage %	25	25	25	25	25	25	25	25	25	25
Allowance B	£1,119	£1,167	£1,493	£1,904	£1,986	£2,029	£2,084	£2,221	£2,310	£2,379
Total Salary 100%	£5,597	£5,833	£7,464	£9,518	£9,929	£10,145	£10,422	£11,104	£11,549	£11,894
Gross cost to Service	£6,156	£6,412	£8,204	£10,633	£11,125	£11,387	£11,723	£12,542	£13,075	£13,493
50%	Firefighter			Crew Manager		Watch Manager			Station Manager	
	Trainee	Development	Competent	Development	Competent	Development	A	B	Development	A
Hourly Rate	£9.95	£10.37	£13.27	£14.10	£14.71	£15.03	£15.44	£16.45	£17.11	£17.62
Number of Hours Paid a Month	25	25	25	30	30	30	30	30	30	30
Allowance A	£2,985	£3,111	£3,981	£5,076	£5,296	£5,411	£5,558	£5,922	£6,160	£6,343
Flexi Wage %	£25	£25	£25	£25	£25	£25	£25	£25	£25	£25
Allowance B	£746	£778	£995	£1,269	£1,324	£1,353	£1,390	£1,481	£1,540	£1,586
Total Salary 100%	£3,731	£3,889	£4,976	£6,345	£6,620	£6,764	£6,948	£7,403	£7,700	£7,929
Gross cost to Service	£4,104	£4,275	£5,470	£6,973	£7,273	£7,433	£7,637	£8,137	£8,462	£8,726

During Induction Training
Basic Recruits Course
Post Recruits Course

Trainee Rate
Trainee Rate
Development Rate

Allowance A
Allowance A
Allowance A

Allowance B
Allowance B
Allowance B

APPENDIX 4

NJC PAY SPINE 2014-16

SCP	1 Apr 13	1 Jan 15
5 (until 1 Oct 15)	£12,435	£13,500
6	£12,614	£13,614
7	£12,915	£13,715
8	£13,321	£13,871
9	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

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 2015** are as follows:

Designation	1 January 2015 £ Per Week	1 January 2015 £ Per Annum
Engineer & Electrician	£316.36	£16,496

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 January 2015** are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1st Year 1 January 2015	2nd Year 1 January 2015	3rd Year 1 January 2015	4th Year 1 January 2015
16 Yrs	£174.00 (55%)	£221.45 (70%)	£284.72 (90%)	£300.54 (95%)
17 Yrs	£174.00 (55%)	£253.09 (80%)	£284.72 (90%)	£300.54 (95%)
18 Yrs +	£253.09 (80%)	£268.91 (85%)	£284.72 (90%)	£300.54 (95%)

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

AGENDA ITEM NO 10
26 JANUARY 2015

ANNUAL REPORT ON THE WORK OF THE HR & EQUALITIES COMMITTEE

SUMMARY

This report informs Members of the work that the HR & Equalities Committee have undertaken in the Municipal Year 2014/2015.

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. ISSUE

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 services.

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 and Development, and Equality/Diversity.

2.4 For the purposes of this report it is intended that an overview of the work undertaken by the Committee in the 2014/2015 Municipal Year is detailed under each of the sub headings.

2.5 HUMAN RESOURCES DEPARTMENT

2.5.1 The work of the Committee broadly falls into distinct categories, namely: Human Resources, Training and Development, Occupational Health and Equality/Diversity. For the purposes of this report the overview of the People Plan work reported to the Committee is detailed under each of the Departments' activity headings.

- 2.5.2 The Committee established a Pensions Sub Committee to enable the Fire & Rescue Authority to fulfil its statutory commitments to the management of its devolved Pension Schemes and as a Board for Internal Disputes Resolution for pension matters, administered through the department.
- 2.5.3 The HR Department is continuously working towards devolving more HR responsibilities to line management to equip Line Managers with the skills to undertake HR activities, and to improve HR performance management and reporting procedures.
- 2.5.4 It continues to develop standardised HR processes and procedures, consolidating HR administration, developing greater self-service HR technology, 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.
- 2.5.5 South Wales Fire & Rescue Service Occupational Health Unit shares facilities with Cardiff Council Occupational Health Services at Parc Nantgarw. The shared centre has resulted in improved facilities, a more accessible location for employees and consolidation of the Service's Occupational Health team.
- 2.5.6 The Occupational Health Unit provides the range of service required by Fire and 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 efforts to maintain optimum operational effectiveness and efficiency.
- 2.5.7 The HR & Equality Committee received reports and presentations from the HR Department are attached at Appendix 1.

2.6 TRAINING & DEVELOPMENT DEPARTMENT

- 2.6.1 Committee Members received presentations which appraised them of the structure and functions of the Training and 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.
- 2.6.2 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 changing demands linked to key legislation, including: Fire and Rescue Services Act 2004, Civil Contingencies Act 2004, Health and Safety at Work Act 1974, etc., and Road Traffic Act 1974.

2.6.3 As the Private Finance Initiative (PFI) contract with Babcock progresses through its twenty-five year partnership for the provision and facility management of Cardiff Gate Training and Development Centre, the department has embarked on a continuous review of the contract arrangements with Babcock to ensure continued success of the partnership.

2.6.4 Reports and presentations considered are attached at Appendix 1.

2.7 EQUALITY AND DIVERSITY

2.7.1 Within South Wales Fire & Rescue Service the main Diversity Unit reports through the HR Department.

2.7.2 The various strands of equality and diversity are embedded in all directorate plans and throughout functional and operational activities.

2.7.3 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 re-assignment, 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.

2.7.4 Commonly within Wales public bodies now incorporate Welsh language provisions as part of their wider diversity agenda.

2.7.5 The HR & Equalities Committee received reports and presentations from the HR Department which are attached at 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 department 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:	Background Papers:
ACO Philip Haynes Director of People Services	None

APPENDIX 1

REPORTS RECEIVED BY THE HR & EQUALITIES COMMITTEE**HUMAN RESOURCES REPORTS:-**

- **All Wales HR Strategy 2014-2017**
Purpose is to provide Members with an update on the Service's progress against the Strategy in order to promote Organisational Improvement.
- **Overview of the Human Resources Department**
Purpose is to provide Members with an insight on the Service's Human Resources Department activities and commitments which identifies how we attract and develop our people to promote Organisational Improvement.
- **Absence Management Annual Report 2013-2014**
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.
- **Disciplinary and Grievance cases – Annual Report 2013-2014**
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.
- **Analysis of the Authority's commitment to delivering Welsh throughout the Service.**
The report was initiated at the request of a Member. Purpose is to provide all Committee Members with an update on the Service's progress in delivering services through the medium of Welsh in order to promote 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 Organisational Improvement.
- **Review of Occupational Health Update Report**
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.
- **Strategic Equality Plan (SEP) 2015-2018**
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.

TRAINING REPORTS AND PRESENTATIONS:-

- **Overview of Training (Presentation)**
 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.
- **2015-2016 Annual Training Plan**
 Purpose is to provide Members with an update on the Service's proposed Annual Training Plan which identifies and explains how we attract and develop our people to promote Organisational Improvement.
- **Report on Third Party Income**
 Purpose is to provide Members with an update on the Service's Cardiff Gate Training Centre PFI contract and explains the relationship between the Service and Babcock. The report further identifies the issues and constraints of securing third party income generation and how they impact on how we attract and develop our people and promote Organisational Improvement.

ASSISTANT CHIEF OFFICER REPORTS:-

- **Annual Pay Policy Statement 2014-2015, in line with the Localism Act Provisions**
 Purpose is to inform Members which has enabled the Service's Policy to be re-drafted to comply with Welsh Government advice and assists in explaining how the Service attracts and develops its people and promotes Organisational Improvement.
- **Annual Pay Policy Statement 2015-2016, in line with the Localism Act Provisions**
 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.
- **Draft Annual Report of the work of the HR & Equalities Committee**
 Purpose is to consider the draft annual report of the work of the HR & Equalities Committee before its submission to the Fire and Rescue Authority.
- **Firefighters' Pension Schemes Governance**
 Purpose is to provide Members with an update on the Service's proposed Local Pension Board which identifies and explains how we intend to promote Organisational Improvement in the future.

- **Review of Local Government Pension Scheme Discretions**
Purpose is to enable Members to make a determination on the range of Local Government Pension Scheme Discretions that are available to the Fire Authority in order that they can be agreed and published to support future conditions.
- **National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services – Joint Circular to confirm agreement in respect of the Pay Award for 2014**
Purpose is to inform Members and thereby enable the Service's Policy to be evaluated in light of Welsh Government guidance which will promote the attraction and development of our people, leading to wider organisational improvement.

HR & EQUALITIES REPORTS SCHEDULED FOR 2015-2016 MUNICIPAL YEAR:-

- **Annual Occupational Health Activity Report January 2014 to December 2014**
- **HR National Issues Committee (NIC) Update**
- **HR Integrated HR & Payroll ICT project Update Report**
- **Welsh Language Standards Update Report**
- **Establishment & Workforce Planning Update**
- **Annual Occupational Health Activity Report January 2014 to December 2014**
- **Fire Professional Framework Update**

FIREFIGHTERS' PENSION SCHEMES – GOVERNANCE APRIL 2015

SUMMARY

The Public Services Pension Act (PSPA) 2013 sets out the new arrangements for the creation of schemes for the payment of pensions and other benefits. The PSPA 2013 gives powers to the Pensions Regulator to operate a system of independent oversight of the operation of these schemes.

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 its functions and obligations.

Welsh Government issued the second consultation on the Regulations to introduce a new Firefighters' Pension Scheme in Wales from April 2015 in November 2014. Part of the consultation includes the statutory requirement to establish Pension Boards.

RECOMMENDATION

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

1. A South Wales Fire & Rescue Local Pension Board is established to discharge the duties relating to the Firefighters Pension Schemes.
2. The Board be responsible for ensuring good governance and compliance with requirements imposed by the Pensions Regulator.
3. The Board's Terms of Reference be reported to the HR & Equalities Committee for agreement and confirmation.

1. BACKGROUND

- 1.1 Firefighter pensions are devolved to Welsh Minister under the Fire and Rescue Services Act 2004. There are currently two Pension Schemes for Firefighters in Wales, the Firefighters Pension Scheme 1992 (PPS), the New Firefighters Pension Scheme 2007 (FPS 2007), and a proposed Firefighters Pension Scheme (2015).
- 1.2 The PSPA 2013 received Royal Assent on 25 April 2013, and has lead 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 its functions and obligations.

2. ISSUES

- 2.1 Members will be aware that a recommendation had been made for the Fire & Rescue Services to explore the opportunity of establishing one Local Fire Pension Board for Wales and identify an associated mechanism for administering arrangements.
- 2.2 Welsh Government issued the Second consultation on the Regulations to introduce a new Firefighters' Pension Scheme in Wales from April 2015 in November 2014. Part of the consultation includes the statutory requirement to establish Pension Boards.
- 2.3 The consultation document sets out proposals for governance arrangements from April 2015 onwards.
- 2.4 Governance requirements which are set out in the Public Service Pensions Act 2013 puts in place the legislative framework for the new governance arrangements for public services pension schemes. This includes the establishment of a Pension Board and Firefighter Pension Scheme Advisory Board for Wales. Due to the devolved nature of Firefighter Pension Schemes under the Public Service Pensions Act 2013, the Welsh Ministers are the Responsible Authority for the Firefighter Pension Schemes in Wales.
- 2.5 Over the course of the past year, the Welsh Government has engaged with key employers and employee representatives on the governance arrangements which should apply for the Firefighters Pension Scheme in Wales. An interim Firefighter Pension Scheme Advisory Board for Wales was introduced last November, which has been a source of knowledge building within the Fire & Rescue Authorities in Wales. The following details the proposals developed for the establishment in Wales of new governance provisions.
- 2.6 The new provisions need to be in place from 1 April 2015, and will form part of the Public Service (Firefighters) Pensions (Wales) Regulations.

- 2.7 The proposal is that each Fire & Rescue Authority in Wales (Scheme Manager as defined within the draft scheme regulations) should establish a Local Pension Board. It is considered reasonable to require each Scheme Manager's Local Pension Board to be in place by 1 April 2015.
- 2.8 Each Local Pension Board is required to assist its Scheme Manager (the Fire & Rescue Authority) to:-
- Secure compliance with the 2015 Scheme regulations, and with any other provisions relating to the governance, administration of the scheme and provision of pension benefits by the relevant Fire & Rescue Authority; and
 - Secure compliance with the requirements imposed by the scheme and any connected scheme by the Pensions Regulator.
 - Ensure the effective and efficient governance and administration of the scheme.
- 2.9 The consultation document identifies that expenses incurred by a Local Pension Board are to be regarded as an integral part of the general costs of administration by the Scheme Manager.
- 2.10 Each Scheme Manager is required to determine for itself:
- The membership of its Local Pension Board
 - How members are to be appointed and removed
 - The terms, including the length, of an individual members' appointment; and
 - The Local Pension Board must have equal numbers of employer and scheme member representatives, which must be no less than 3 in total of each of those kinds of representative.
- 2.11 The Scheme Manager must be satisfied that a person appointed to a Local Pension Board, representing either the employer or members of the scheme, must have relevant understanding and capacity both initially and on an ongoing basis throughout the term of their appointment. Former firefighters (including pensioner members if no longer employed as a firefighter) cannot be a member representative. In terms of employer representatives these are appointed for the purpose of representing employers and maybe, but are not limited to, Councillors or Officers of the Fire & Rescue Authority.

- 2.12 An Officer or Member of the Fire & Rescue Authority which is responsible for making decisions on the Pension Scheme (apart from any function relating to a Local Pension Board or the Firefighters' Pension Scheme Advisory Board for Wales) is not permitted to be a member of the Local Pension Board as the Local Pension Board may be scrutinising the decisions of that Officer or Member.
- 2.13 A Scheme Manager may wish to require members appointed to a Local Pension Board to undertake specific training both initially and during the terms of their appointment and to require the Local Pension Board to maintain records of individual attendance and modules undertaken.
- 2.14 The Scheme Manager will wish the Local Pension Board to set out its work programme within 3 months of appointment and to agree ongoing working arrangements with the Scheme Manager.
- 2.15 The numbers appointed to represent the employer and scheme members must together exceed all others appointed to the Local Pension Board. Such appointees may include advisers and others believed by the Fire & Rescue Authority to have particular experience and capacity to assist a Local Pension Board (on an advisory and non-voting basis).
- 2.16 Scheme Managers must publish information about the Local Pension Board and keep that information up to date. This information would include:-
- Who the members are
 - Representation on the Board
 - The matters falling within the Board's responsibility
- 2.17 Attached at Appendix A is a list of the Local Pension Board duties.

3. FINANCIAL IMPLICATIONS

- 3.1 There are no immediate financial issues arising from this report.

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.

5. REPRESENTATIVE BODIES

- 5.1 In accordance with the nationally identified terms it will be necessary to enter into consultation with every Representative Body with scheme members.

6. RECOMMENDATIONS

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

- 6.1 A South Wales Fire and Rescue Local Pension Board is established to discharge the duties relating to the Firefighters Pension Schemes.
- 6.2 The Board be responsible for ensuring good governance and compliance with requirements imposed by the Pensions Regulator.
- 6.3 The Board's Terms of Reference be reported to the HR & Equalities Committee for agreement and confirmation.

Contact Officer:	Background Papers:
ACO Philip Haynes Director of People Services	Independent Public Service Pensions Commission interim and final reports Public Services Pensions Act 2013

**SOUTH WALES FIRE & RESCUE LOCAL PENSIONS BOARD –
DRAFT CONDITIONS**

- Ensuring that the Firefighters Pension Schemes are administered in accordance with all relevant legislation any directions given to the Scheme by the Pensions Regulator
- Assisting the Scheme Manager in securing the effective and efficient administration of the Pension Scheme
- South Wales Local Pensions Board Members have appropriate knowledge about the Scheme they are helping to run
- Ensure that information is available to Firefighters Pension Scheme members and other interested parties so that they can easily see and understand who is a South Wales Local Pension Board member, how South Wales Local Pension Scheme members are represented on the Pension Board and what the responsibilities of the South Wales Local Pension Board are.
- Prevent a person from being a member of the South Wales Local Pension Board where they have another interest that could prejudice them carrying out the role.

[Scheme Managers are able to delegate some aspects of pension scheme management and administration responsibilities where the Scheme regulations allow. In the case of South Wales Fire and Rescue Service, Rhondda Cynon Taff County Borough Council Pension Section is the appointed Pension Administrator.]

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

AGENDA ITEM NO 12
 26 JANUARY 2015

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

SUMMARY

Each year Public Sector bodies are required to review and publish their Pay Policy Statement in line with the terms of the Localism Act. The Fire & Rescue Authority has determined that the HR & Equalities Committee should review its Pay Policy Statement, and then report their recommendations to the full Committee.

In October 2014, the HR & Equalities Committee reviewed the Authority's 2014/2015 Pay Policy Statement in light of guidance issued by Welsh Government.

The HR & Equalities Committee requested a report on the equal pay and equal value terms identified in the Pay Policy Statement.

RECOMMENDATION

- Members note the perceived remuneration differentials identified from within the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- Members determine their preferred option to deal with the issue.
- 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.

1. BACKGROUND

- 1.1 Since the Localism Act came into being in November 2011, South Wales Fire & Rescue Authority has published an Annual Pay Policy Statement that provides information for the following financial year.
- 1.2 In order to comply with the requirement to publish the Pay Policy Statement by 31 March, it had been necessary for HR & Equalities Committee to consider the policy in January, and make recommendations for the Fire & Rescue Authority in March.
- 1.3 In November 2013, the Welsh Government issued a consultation exercise regarding proposals to revise the guidance relating to Pay Policy

Statements. The consultation exercise closed on 3 January 2014. However, the HR & Equalities Committee did not meet again until 14 April 2014, which was after the date that the Policy Statement was published.

- 1.4 In October 2014, the HR & Equalities Committee reviewed the Authority's 2014/2015 Pay Policy Statement in light of guidance issued by Welsh Government.
- 1.5 Subsequently, the HR & Equalities Committee requested a report on the equal pay and equal value terms which had now been identified in the Pay Policy Statement.

2. ISSUES

- 2.1 The Welsh Government's guidance relating to Pay Policy Statements had necessitated a complete re-draft of the Pay Policy Statement, which resulted in it increasing from circa 5 pages to over 17 pages (subject to justification and setting) in order to accommodate the extra information required.
- 2.2 Attached at Appendix 1 is the annex to Annual Pay Policy Statement which identifies where the potential equal pay and equal value issues may be incurred.
- 2.3 The Authority employs 8 Heads of Service:-
 - 2.3.1 Non-uniform: HR, ICT, Corporate and Finance
 - 2.3.2 Uniform: Operations, Head of Operational Risk Management, Risk Reduction and Training & Development
- 2.4 It is recognised that although the Heads of Service are on different terms and conditions, the base remuneration rate for each group varies significantly:
 - 2.4.1 Non-uniform: £49,219
 - 2.4.2 Uniform: £55,568
- 2.5 All Heads of Service, both uniform and non-uniformed are substantive members of the Senior Management Team. They all manage individual departments, and significant revenue budgets.

- 2.6 The 20% flexi duty allowance, 14% continuous duty system and Continuous Professional Development allowance paid for uniformed Heads of Service are determined by their appropriate conditions of service and are therefore outside consideration or comparison.
- 2.7 There are five Directors in the Executive Leadership team. These are: the Chief Fire Officer, Deputy Chief Officer, Assistant Chief Fire Officer (x2) and an Assistant Chief Officer. The Treasurer's post reports directly to the Fire & Rescue Authority, it holds no directorate responsibility, employment is for 100 days per annum and remuneration is set at 60% of an Assistant Chief Fire Officer.
- 2.8 Non-uniformed Directors are remunerated at 5% below the level assigned to uniformed Directors.
- 2.9 When the Deputy's post was last advertised in 2012, the Fire & Rescue Authority determined that a Deputy Chief Officer would receive 5% less salary than a Deputy Chief Fire Officer, even though the general duties and responsibilities assigned to the position are essentially similar.
- 2.10 At Assistant's level an officer appointed to a uniformed post automatically receives full rate remuneration while a non-uniformed person despite being professionally experienced and qualified within their individual field, has to prove competence, while still ultimately receiving 5% less for managing a directorate. There are no substantive differences between directorate functionality.
- 2.11 Differences in approaches and application of decisions could render the Authority liable to a range equal pay or equal value claims, based on the gender and age profiles of the current Executive and Senior Management Teams.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment has been undertaken to assess the relevant issues identified in this report.
- 3.2 The key legislation covering equal pay from 1 October 2010 onwards is the Equality Act 2010.
- 3.3 In order to address equal pay matters it is first necessary to establish comparator and then show that the comparator is:
- Employed on 'like work', or
 - Employed on 'work rated as equivalent' under an analytical job evaluation study, or

- Employed on work of 'equal value'.
- 3.4 If the claim is for 'like work' the work will be of the same type or broadly similar in nature. Any difference in the work must be of little practical importance in relation to the terms and conditions of employment. The fact that a comparator may be required to perform additional duties is not of itself sufficient; it is necessary to look at the frequency with which the employee performs these duties in practice.
- 3.5 In relation to a claim for work 'rated as equivalent', it is necessary under the Equality Act 2010 for a formal job evaluation exercise to be conducted. The five main methods of job evaluation are: points assessment, factor comparison, job ranking, paired comparison and job classification.
- 3.6 A woman may also be able to show that her work is of equal value with a man's in terms of the demands made on her. In such cases, like with work rated as equivalent, the jobs done by the woman and her male comparator are different, but have equal worth, taking into account the work performed, training, skills, the conditions of work and the decision-making aspects of the role.
- 3.7 Differences in pay (or other contractual terms) must be due to a material factor which does not discriminate either directly or indirectly. An employer must identify the factor(s) and prove they are:
- The real reason for the difference in pay
 - Not a sham or pretence
 - The cause of the difference in pay between comparators
 - Material that is significant and relevant
 - Do not involve direct or indirect sex discrimination
- 3.8 The options available to Members can be summarised thus:
- Do nothing and run the risk of an equal pay/equal treatment claim in the future; If an organisation loses an equal pay claim they could be liable for 7 years back pay.
 - 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.
 - Take independent advice to resolve the perceived remuneration differentials identified from within the South Wales Fire and Rescue Authority's Annual Pay Policy Statement;
 - A combination of the above.

4. FINANCIAL IMPLICATIONS

- 4.1 It is not possible to quantify the specific financial impact until Members determine the course of action that they wish to take.
- 4.2 Any decision to address remuneration differentials would have to be accommodated in the revenue/salary budget as there is no current provision.

5. RECOMMENDATIONS

- 5.1 Members note the perceived remuneration differentials identified from within the South Wales Fire and Rescue Authority's Annual Pay Policy Statement.
- 5.2 Members determine their preferred option to deal with the issue.
- 5.3 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.

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

SOUTH WALES FIRE & RESCUE AUTHORITY



PAY POLICY STATEMENT

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

	Full Time Salary	Actual Salary
DIRECTORS (5 posts)		
Chief Fire Officer	£125,002	£125,002
<i>Deputy Chief Fire Officer (80% CFO)</i>	£100,002	
Deputy Chief Officer (95% - DCFO)	£95,001	£95,001
Assistant Chief Fire Officer - Technical Services (75% CFO)	£93,751	£93,751
Assistant Chief Fire Officer - Service Delivery (75% CFO)	£93,751	£93,751
Assistant Chief Officer - People Services (95% - ACFO)	£89,064	£89,064
<i>Assistant Chief Officer (82.5% - ACFO)</i>	£77,345	
<i>Assistant Chief Officer (70% - ACFO)</i>	£65,626	
STATUTORY OFFICER (1 post)		
Treasurer (60%)	£54,827	£21,087
HEADS OF SERVICE (8 posts)		
Head of Service - Finance	£49,219	£49,219
Head of Service - Corporate	£49,219	£49,219
Head of Service - HR	£49,219	£49,219
Head of Service - ICT	£49,219	£49,219
Area Manager – Operations †	£76,016	£76,638
Area Manager - Head of Operational Risk Management †	£76,016	£76,638
Area Manager - Risk Reduction †	£76,016	£76,638
Area Manager - Training & Development †	£76,016	£76,638
† Area Manager - Baseline Salary	£55,568	
20% flexi duty allowance	£11,113	
14% continuous duty system pay	£9,335	
CPD	£622	

† Includes National Joint Council for Local Authorities' Fire and Rescue Services, Scheme of conditions of service w.e.f. 1 July 2014

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

AGENDA ITEM NO 13
26 JANUARY 2015

DRAFT RESPONSE TO WELSH LANGUAGE STANDARDS
INVESTIGATION FEBRUARY 2015

SUMMARY

This report informs Members of the outcome of a Mapping Exercise undertaken in response to a self assessment exercise required to be completed against the new Welsh Language Standards and returned to the Welsh Language Commissioner by February 2015.

RECOMMENDATION

That Members note the content of this report and agree 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 attached Welsh Language Standards Mapping Exercise.

1. BACKGROUND

- 1.1 At the meeting of the HR & Equalities Committee held on 13 October 2014, Members received a report on the New Welsh Language Standards (Copy attached at Appendix 1).
- 1.2 The report set out the background to the introduction of the new Welsh Language Standards, the timetable for implementation and the steps involved for the Fire & Rescue Authority to achieve compliance with the Standards and the Services current position in regards to the introduction of the Standards.
- 1.3 The report also informed Members that the Welsh Language Commissioner would begin a Standards Investigation in November 2014. The Standards Investigation has taken the form of a self-assessment questionnaire that requires the presentation of evidence from the Fire & Rescue Service and to be returned by February 2015. This evidence will assist the Welsh Language Commissioner in assessing which Standards will be made specifically applicable to the Fire & Rescue Services.
- 1.4 The draft Standards are grouped into 5 areas, and the self assessment questionnaire is broadly drafted to reflect these, Members should note that the Welsh Language Commissioner has decided that the Promotion Standards will not apply to Fire & Rescue Authorities:
 - Service Delivery Standards
 - Policy Making Standards

- Operational Standards
- Promotion Standards
- Record Keeping Standards

2. ISSUE

- 2.1 In order to respond to the self-assessment questionnaire a Standards Mapping Exercise has been completed. Under the broad areas set out in 1.4 above there are 179 individual draft proposed Standards to consider, however, some of these Standards have more than one part, e.g. Standard 27, Standard 27A, Standard 27B etc. This gives an actual total of 198 Standards, or parts of Standards that the Authority needs to respond to.
- 2.2 The Standards Mapping Exercise has shown that the Authority is already compliant with or could easily comply with from within existing resources and budget, with 142 of these Standards. There are 11 Standards that are not applicable to the Fire & Rescue Authority.
- 2.3 In order to reduce the complexity and size of this report we have not focused on the 142 Standards that the Service already complies with. Instead the following table (Attached at Appendix 2) shows the draft response to the Welsh Language Standards Investigation on behalf of South Wales Fire & Rescue Authority in respect of the Standards that would require extra resources to be put into place before the Authority could be compliant with them.
- 2.4 Each individual Standard is shown in the table and notes the general purpose of the Standard and then each of the draft Standards relating to that general purpose. A simple code of blue / red has been used to denote whether SWFRS would consider that Standard reasonable and proportionate, if implemented, as defined below:

	Existing practice but currently inconsistent or potentially achievable but with some resource implications.
	Difficult to achieve / significant resource implications / not considered reasonable or proportionate.

- 2.5 In summary it can be seen from the Mapping Exercise that there are 37 Standards that are achievable but will require some additional resources, possibly requiring partnership or cross boundary working and 8 Standards that would be difficult to achieve, require significant additional resourcing and are not considered to be reasonable or proportionate.

3. EQUALITY RISK ASSESSMENT

- 3.1 An Equality Risk Assessment will be undertaken at the time the new Welsh Language Standards for the Fire & Rescue Service become known.

4. RECOMMENDATIONS

- 4.1 That Members note the content of this report and agree 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 attached Welsh Language Standards Mapping Exercise.

Contact Officer:	Background Papers:
ACO Philip Haynes Director of People Services	Report on the New Welsh Language Standards reported to the HR & Equality Committee on 13 October 2014

APPENDIX 1

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

AGENDA ITEM NO 9
13 OCTOBER 2014

REPORT ON THE NEW WELSH LANGUAGE STANDARDS**SUMMARY**

This report sets out the background to the introduction of the new Welsh Language Standards, the timetable for implementation and the steps involved for the Fire & Rescue Authority to achieve compliance with the Standards and the Services current position in regards to the introduction of the Standards.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 The Welsh Language (Wales) Measure 2011 was enacted to put a legal framework in place in order to introduce duties, whereby organisations comply with statutory Standards relating to the Welsh Language. The Welsh Language Standards will replace South Wales Fire & Rescue Authority's existing Welsh Language Scheme at some point during the implementation process for the Standards, but it is not possible to give an exact date at this time.
- 1.2 The Standards specify how organisations are expected to treat and use the Welsh language, and they are also intended to provide greater clarity as to the Welsh Language services citizens should expect to receive. Another intended function of the Standards is to ensure consistency of service provision across the whole of Wales, irrespective of where a citizen lives. This is based on the principle that citizens should have equality of access to Welsh language services whether they live in Gwynedd or Monmouthshire.
- 1.3 Over time, i.e., not immediately, new powers enabling the setting and enforcement of Standards will come into force by way of subordinate legislation. Until that time, the Welsh Language Commissioner will continue to monitor statutory Welsh Language Schemes, having inherited powers under Section 2 of the Welsh Language Act 1993.

2. ISSUES

- 2.1 Below is the timetable for implementation of the Welsh Language Standards, as it pertains to Fire & Rescue Authorities which are named in

Round 2 of the process, local authorities were named in Round 1 and have already begun their journey towards full implementation:

- November 2014 – Welsh Language Commissioner will begin a Standards Investigation
- May 2015 - Welsh Language Commissioner to submit Standards Investigation report for consideration of Welsh Ministers
- Autumn 2015 – Welsh Government to draft regulations for Standards pertaining to organisations named in Round 2
- End of 2015 – The process for introducing regulations for Standards pertaining to organisations named in Round 2 will begin

- 2.2 A Standards Investigation is carried out by the Welsh Language Commissioner to determine whether an organisation should have to comply with Standards, and if so, what Standards should be specifically applicable to them. The Standards Investigation will take the form of a self-assessment questionnaire that requires the presentation of evidence from the organisation under investigation. That evidence will assist the Welsh Language Commissioner in assessing which Standards will be made specifically applicable to that organisation. The timescale for completing and returning the questionnaire will be 12 weeks.
- 2.3 In carrying out a Standards Investigation, the Commissioner will consult with the organisation itself, the Advisory Panel to the Welsh Language Commissioner and the public. Following completion of the Standards Investigation the Welsh Language Commissioner will draft a Standards Report for the attention of Welsh Ministers, with recommendations on how the Standards should apply to each public body that has been subject to the Investigation.
- 2.4 Welsh Ministers will then produce Draft Regulations for the attention of the National Assembly for Wales. The Draft Regulations will authorise the Welsh Language Commissioner to issue a compliance notice to Fire & Rescue Authorities to comply with all the relevant Standards specified.
- 2.5 A Compliance Notice is a notice give by the Welsh Language Commissioner to an organisation which;
- Sets out, or refers to, one or more Standards specified by the Welsh Ministers under section 26(1) of the Welsh Language Measure (Wales) 2011
 - Requires an organisation to comply with the Standard or Standards set out or referred to

- 2.6 If there is disagreement between the Commissioner and the organisation concerning the Compliance Notice the organisation can ask the Commissioner to reconsider the Notice. This may lead to an amended Compliance Notice, or it may not. If the organisation is not satisfied it can choose to appeal to a Tribunal. The Tribunal will consider whether the Notice is reasonable or unreasonable.
- 2.7 If the Compliance Notice is found to be reasonable, the organisation will have to comply with the original Compliance Notice. If it is found to be unreasonable then the Commissioner may choose whether to appeal to the high court on a question of law. Unlike the Equality Act 2010, there is no guidance or body of case law on what is considered reasonable and unreasonable.
- 2.8 When the Welsh Language Commissioner gives a Compliance Notice to an organisation, the Commissioner must state the Imposition Day, or Imposition Days, for each Standard specified. The Imposition Day, or the earliest of the Imposition Days, must fall after the end of the period of 6 months beginning with the day on which the Notice is given. The Imposition Day is the day on which specified Standards will come into force and is the date from which the organisation is required to comply with those specified Standards.
- 2.9 The Welsh Language Commissioner will set Standards for organisations with regard to:
- Preparing Welsh Language Plans/ Strategies
 - Monitoring and reporting
 - Providing information etc.

The details of the monitoring and reporting arrangements will be provided by the Welsh Language Commissioner in due course.

3. What is the current position of South Wales Fire & Rescue Service with regard to the introduction of Welsh Language Standards?

- 3.1 Since 2003, the Welsh Language Officer and Senior Officers of the Service have taken steps to ensure that language choice is offered as far as possible throughout all areas of business. This has been done at minimal cost, by means of making the most effective, efficient and creative use of existing resources, most notably the bilingual skills of staff.
- 3.2 This prudent approach has resulted in the Service being placed in the optimum position to adopt the new Standards into existing working practices and procedures. Many of the proposed Welsh Language

Standards are already current practice within the Service, therefore in most areas of business there will be very little or no change required meeting the Standards.

- 3.3 The introduction of compliance with the Welsh Language Standards will not require the costly introduction of new services. The greatest risk to the organisation will be failing to adhere to current service delivery plans. Through the prudent management of human resources, by means of the Service's Linguistic Skills Strategy, it is anticipated that there will be a smooth and cost effective transition over time.
- 3.4 This will be a natural progression of the Welsh Government's Welsh Language Strategy "A Living Language: A Language for Living", which reflects the significant investment in both Welsh and English medium education that has been made to produce an increasingly bilingual workforce.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no current financial implications identified at the time of writing this report.

5. EQUALITY RISK ASSESSMENT

- 5.1 An Equality Risk Assessment will be undertaken at the time the new Welsh Language Standards for the Fire & Rescue Service become known.

6. RECOMMENDATIONS

- 6.1 That Members note the content of this report.

Contact Officer:	Background Papers:
Mrs Cath Baldwin Welsh Language Officer	Welsh Language Act 1993 Welsh Language (Wales) Measure 2011

APPENDIX 2

Service Delivery Standards

Standards relating to telephone calls made and received by a body.	
(1) Telephone calls made to a body's main contact number and to any helplines or call centres.	
Standard 8 When you receive a telephone call to your main telephone number (or numbers), or to any help lines or call centres, you must greet the caller in Welsh.	
Draft response: This is a new requirement. The only additional resource requirement is to provide basic Welsh greeting training to Control staff who require it.	
Standard 9 When you receive a telephone call to your main telephone number or numbers, or to any help lines or call centres, you must inform the caller that a Welsh language service is available.	

Draft response: Telephone calls to the SWFRS switchboard are answered with a bilingual greeting. If the caller begins and continues to speak in Welsh, then the receptionist will continue the conversation in Welsh, and ask if the caller would like to continue the call in Welsh. If the caller indicates that they would like to do so, the receptionist will put the caller through to a Welsh speaking member of staff who will deal with the caller's enquiry in Welsh. Where the caller requires specialist information that cannot be provided by a Welsh speaker, then the caller will be offered the choice of speaking to the specialist officer in English or receiving a call back from the Welsh speaking member of staff with the information required.

If the call dealt with in Welsh requires a follow up service, the Welsh speaker dealing with the call will offer the caller the choice of receiving that service in Welsh or English, it is not the receptionist's role to do this by making a blanket statement that all our pre-planned services are available in Welsh. SWFRS believes that this is the best way to ensure that language choice is offered and accommodated effectively and efficiently. SWFRS does not believe that making a general statement that all pre-planned services are available in Welsh when the call is answered by the receptionist adds any value or serves any purpose in meeting the needs and wishes of a Welsh speaking caller.

When calls to the 999 lines are answered by Control Room staff, the greeting given is very short in order that vital information concerning the emergency can be obtained from the caller as quickly as possible. Any requirement for Control Room staff to spend time initially explaining that all pre-planned services are available in Welsh and English would prevent vital information being obtained as quickly as possible and may put lives at risk due to the delay and distraction this would cause to the caller, irrespective of whether or not they were calling in English or Welsh.

Telephone calls made to departments and to members of a body's staff.

Standard 20 When you receive any telephone call to a direct number (whether to a department's direct line number or to the direct line number of an individual member of staff), you must ensure that, when greeting the caller, the Welsh language is not treated less favourably than the English language.



Draft response: This is a new requirement that would require additional resource in terms of staff training time. In line with our current Welsh Language Scheme, current SWFRS policy is that the organization uses bilingual greetings on its main switchboard and any public lines, except the 999 lines. If employees speak Welsh they are encouraged to use bilingual greetings on their private lines. To extend the requirement to the private lines of all staff would be very difficult as there would be large training implications and to enforce proper greetings through the medium of Welsh and English would be extremely difficult to police, and may artificially increase the expectation of callers.

Standards relating to a body holding meetings that aren't open to the general public.	
Meetings between a body and one other invited person.	
Standard 24 When you invite one person (P") to a meeting you must ask P whether he or she wishes to speak Welsh at the meeting, and inform P that if he or she wishes to speak Welsh you will, if necessary, provide a translation service from Welsh to English for that purpose.	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standard 24A When you have invited one person (P") to a meeting and P has informed you that P wishes to speak Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available (unless it is possible to conduct the meeting without the assistance of translation services).	
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standard 24B When you have invited one person (P") to a meeting and P has informed you that P wishes to speak Welsh at the meeting, you must arrange for a consecutive translation service from Welsh to English to be available (unless it is possible to conduct the meeting without the assistance of translation services).	
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Meetings between a body and more than one invited person	
Standard 27A When you have invited more than one person to a meeting, and at least 10% of the persons invited have informed you that they wish to speak Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●

Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standard 27B When you have invited more than person to a meeting, and at least 20% of the persons invited have informed you that they wish to speak Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standard 27C When you have invited more than one person to a meeting and at least 30% of the persons invited have informed you that they wish to speak Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standard 27D When you have invited more than one person to a meeting and all of the persons invited have informed you that they wish to speak Welsh at the meeting, you must conduct the meeting in Welsh (without the assistance of translation services).	●
Draft response: This is a new requirement that would be easily met by using members of the Welsh Language Skills Support Team, although the members of the public wishing to conduct the meeting in Welsh may not be able to speak with a particular or specialist member of staff due to the fact that not all staff are Welsh speakers.	
Meetings between a body and more than one invited person <i>continued</i>	
Standard 27E When you have invited more than one person to a meeting and all of the persons invited have informed you that they wish to speak Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	

<p>Standard 29 When you invite more than one person to a meeting, and that meeting relates to the personal interests or well-being of one or more of the individuals invited, you must –</p> <p>(a) ask that individual or each of those individuals whether he or she (or they) would like to speak Welsh at the meeting, and</p> <p>(b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.</p>	●
<p>Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision. Given that SWFRA will only ever meet with a relatively small number of individuals (as compared to the total population of the area it serves), it is not anticipated that the demand for conducting meetings in Welsh will be significant, therefore any impact would be minimal. SWFRA will continue to implement its Welsh Language Skills Strategy to ensure that the appropriate number of Welsh speaking staff are appointed across all public facing areas of the business so that the need for simultaneous translation is kept to a minimum.</p>	
<p>Meetings between a body and more than one invited person <i>continued</i></p>	
<p>Standard 29A You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting –</p> <p>(a) if you have invited more than one person,</p> <p>(b) if the meeting relates to the personal interests or well-being of one or more of the individuals invited, and</p> <p>(c) if at least one of those individuals has informed you that he or she wishes to speak Welsh at the meeting;</p> <p>unless it is possible to conduct the meeting in Welsh without the assistance of translation services.</p>	●
<p>Draft response: Where a person has indicated that they want a personal meeting in Welsh, SWFRS would provide a Welsh speaking member of staff to conduct the meeting, although the staff member may not be an expert in the subject being discussed. The requirement to arrange simultaneous translation from English to Welsh and Welsh to English would need additional resources.</p>	
<p>Standard 29B You must provide a consecutive translation service from Welsh to English and from English to Welsh at a meeting –</p>	●

<p>(a) if you have invited more than one person, (b) if the meeting relates to the personal interests or well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to speak Welsh at the meeting; unless it is possible to conduct the meeting in Welsh without the assistance of translation services.</p>	
<p>Draft response Standard 29B: Where a person has indicated that they want a personal meeting in Welsh, SWFRS would provide a Welsh speaking member of staff to conduct the meeting, although the staff member may not be an expert in the subject being discussed. The requirement to arrange simultaneous translation from English to Welsh and Welsh to English would need additional resources.</p>	
<p>Meetings arranged by a body that are open to the public</p>	
<p>Standard 32 When you invite persons to speak at a meeting that you have arranged which is open to the public – (a) you must ask each person invited to speak whether he or she wishes to speak in Welsh, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to speak in Welsh at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available for that purpose (unless it is practicable to conduct the meeting in Welsh without that service).</p>	●
<p>Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.</p>	
<p>Standard 33 When you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must inform everyone present – (a) that they are welcome to speak Welsh, and (b) that a simultaneous translation service is available</p>	●
<p>Draft response Standard 33: This is a new requirement that would need additional resources in the form of simultaneous translation provision.</p>	
<p>Standard 34 When you display any written material at a meeting that you arrange which is open to the public you must ensure that the material is displayed in Welsh, and you must not treat any Welsh language</p>	●

text less favourably than the English language text.	
Draft response: This is current practice in SWFRS under the existing Welsh Language Scheme 2010 – 2013 (point 4.7.1). However, it does not include any materials displayed on a screen at Fire and Rescue Authority meetings such as Powerpoint presentations and other electronic documents. Compliance with this Standard would require additional written translation resources.	

Standards relating to a body producing and publishing documents	
Standard 41 When you produce the following documents you must produce them in Welsh – (a) agendas, minutes and other papers (that are available to the public), which relate to management board or cabinet meetings; (b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.	
Draft response: It would be unreasonable for SWFRS to have to comply with this Standard. Fire and Rescue Authority committee papers, agendas and minutes are only produced in English. These documents can run into hundreds of pages and whilst the translation of the documents can be outsourced, the papers are issued up to two weeks prior to the meeting taking place. To allow extra time for translation would create operational and governance issues. In addition the cost of translation in a world of shrinking budgets may have an impact on front line service delivery.	
Standards in relation to a body's websites and on-line services	
Websites published by a body	
Standard 52 You must ensure that – (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	
Draft response: This is current practice in SWFRS under the existing Welsh Language Scheme 2010 – 2013 (point 3.5.2), with the proviso “in high-risk, time critical or emergency situations it may not be possible to communicate bilingually for reasons of public safety”. In cases of emergency, where public safety is reliant upon communication being issued as quickly as possible, it would not always be possible to issue that communication in Welsh as well as English.	

Standards in relation to a body's websites and on-line services <i>continued</i>	
Websites published by a body <i>continued</i>	
<p>Standard 53 You must ensure that -</p> <p>(a) the text of the homepage of your website is available in Welsh,</p> <p>(b) any Welsh language text on your homepage (or, where relevant, your Welsh language homepage) is fully functional, and</p> <p>(c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your website.</p>	●
<p>Draft response: This is current practice in SWFRS under the existing Welsh Language Scheme 2010 – 2013 (point 3.5.2), with the proviso “in high-risk, time critical or emergency situations it may not be possible to communicate bilingually for reasons of public safety”. In cases of emergency, where public safety is reliant upon communication being issued as quickly as possible, it would not always be possible to issue that communication in Welsh as well as English.</p>	
<p>Standard 54 You must ensure that when you publish a new page on your website –</p> <p>(a) the text of that page is available in Welsh,</p> <p>(b) any Welsh language version of that page is fully functional, and</p> <p>(c) the Welsh language is treated no less favourably than the English language in relation to that page.</p>	●
<p>Draft response: This is current practice in SWFRS under the existing Welsh Language Scheme 2010 – 2013 (point 3.5.2), with the proviso “in high-risk, time critical or emergency situations it may not be possible to communicate bilingually for reasons of public safety”. In cases of emergency, where public safety is reliant upon communication being issued as quickly as possible, it would not always be possible to issue that communication in Welsh as well as English.</p>	
Standards in relation to a body awarding contracts	
<p>Standard 74 When you publish invitations to tender for a contract, you must publish them in Welsh and you must not treat a Welsh language version of any invitation less favourably than an English language version.</p>	●
<p>Draft response: This is a new requirement that would need additional resources for written translation.</p>	

Standard 77 When you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender –

(a) you must offer to provide a translation service from Welsh to English to enable the tenderer to speak Welsh at the interview, and

(b) if the tenderer wishes to speak Welsh at the interview you must provide a simultaneous translation service for that purpose (unless it is possible to conduct the meeting in Welsh without this service).



Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.

Operating Standards

Standards relating to the use of the Welsh language within a body's internal administration.	
<p>Standard 98 You must –</p> <p>(a) ask each employee whether he or she would like to receive paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and</p> <p>(b) if an employee so wishes, provide any such correspondence to that employee in Welsh.</p>	●
Draft response: This is a new requirement that would need additional resources for written translation.	
<p>Standard 99 You must ask each employee whether he or she would like to receive documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.</p>	●
Draft response: This is a new requirement that would need additional resources for written translation.	
<p>Standard 100 You must ask each employee whether he or she would like to receive documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.</p>	●
Draft response: This is a new requirement that would need additional resources for written translation.	
<p>Standard 101 You must ask each employee whether he or she would like to receive documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.</p>	●
Draft response: This is a new requirement that would need additional resources for written translation.	

Standards in relation to complaints made by a member of a body's staff

<p>Standard 112 When you receive a complaint from a member of staff or a complaint about a member of staff which requires a meeting with that member of staff, you must –</p> <p>(a) ask the member of staff whether he or she wishes to speak Welsh at the meeting, and</p> <p>(b) if the member of staff wishes to do so, provide a simultaneous translation service from Welsh to English at the meeting (unless it is possible to conduct the meeting in Welsh without translation services).</p>	●
<p>Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.</p>	
<p>Standards in relation to a body disciplining staff</p>	
<p>Standard 115 When you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must –</p> <p>(a) offer to conduct the meeting in Welsh; and</p> <p>(b) if the member of staff wishes for the meeting to be conducted in Welsh, you must conduct the meeting in Welsh (without the assistance of translation services).</p>	●
<p>Draft response: This is a new requirement that could be met by training existing Welsh speaking staff who have the required skills set and are of the appropriate rank or grade to sit on disciplinary panels. For disciplinary matters involving higher ranking officers, the two other Welsh Fire and Rescue Services could be asked to assist by providing suitably qualified Welsh speaking officers of the appropriate rank or grade.</p>	

Standards in relation to a body disciplining staff <i>continued</i>	
<p>Standard 116 When you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct you must –</p> <p>(a) ask the member of staff whether he or she wishes to speak Welsh at the meeting, and</p> <p>(b) if the member of staff wishes to do so, provide a simultaneous translation service from Welsh to English at the meeting (unless it is possible to conduct the meeting in Welsh).</p>	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
<p>Standard 117 When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff –</p> <p>(a) responded to allegations made against him or against her in Welsh,</p> <p>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or</p> <p>(c) asked to speak Welsh at a meeting regarding the disciplinary process.</p>	●
Draft response: This is a new requirement that would need additional resources in the form of simultaneous translation provision.	
Standards in relation to a body's information technology and about support material provided by a body, and in relation to the intranet	
<p>Standard 119 You must ensure that –</p> <p>(a) the text of each page of your intranet is available in Welsh,</p> <p>(b) every Welsh language page on your intranet is fully functional, and</p> <p>(c) the Welsh language is not treated less favourably than the English language on your intranet.</p>	●

Standards in relation to a body's information technology and about support material provided by a body, and in relation to the intranet *continued*

Draft response Standard 119: SWFRA would not be able to comply with this Standard as our existing intranet does not support multiple languages, however, we do have some Welsh pages aimed at Welsh speakers and Learners. We plan to upgrade our Intranet in the future to include Welsh content, no dates set as of yet. From a technology point of view resources would include the cost of additional storage (database) to accommodate the increased space required for Welsh page versions.

Providing the intranet completely in Welsh would not be easily achievable as the information is very dynamic and, unlike the website, is not a 'text only' platform but rather a complex mix of formats; lists, calendars, tasks, news, blogs which to be fully bilingual would have to be duplicated and maintained.

As well as having 'internal public' facing pages each department has their own set of pages which are used to target/manage information specific to their business need.

To make the intranet fully bilingual would need additional resources from ICT in terms of staff time, as creating and maintaining the Welsh side would be more than double the current workload. Additional written translation resources would also be required.

Standard 120 You must ensure that –

- (a) the text of the homepage of your intranet is available in Welsh
- (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and
- (c) the Welsh language is not treated less favourably than the English language in relation to the homepage of your intranet.



Draft response: As response for Standard 119 above.

Standards in relation to a body's information technology and about support material provided by a body, and in relation to the intranet <i>continued</i>		
<p>Standard 121 You must ensure that each time you publish a new intranet page –</p> <p>(a) the text of that page is available in Welsh, (b) any Welsh language version of that page is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to that page.</p>	●	
<p>Draft response: As responses for Standards 119 and 120 above.</p>		
<p>Standard 122 When you have a Welsh language page on your intranet that corresponds to an English language page, you must ensure that the English language page clearly states that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.</p>	●	
<p>Draft response: As responses for Standards 119, 120 and 121 above.</p>		
<p>Standard 124 You must provide the interface and menus on your intranet pages in Welsh.</p>		●
<p>Draft response: As responses for Standards 119, 120, 121 and 122 above.</p>		

Standards in relation to a body developing Welsh language skills through planning and training its workforce.	
<p>Standard 126 You must provide training in Welsh in the following areas, if you provide such training in English –</p> <ul style="list-style-type: none"> (a) recruitment and interviewing; (b) performance management (c) complaints and disciplinary procedures (d) induction (e) dealing with the public (f) health and safety 	●
Draft response: This is a new requirement that will have potential implications in respect of extra staff training time.	
<p>Standard 127 You must provide training (in Welsh) on using Welsh effectively in –</p> <ul style="list-style-type: none"> (a) meetings; (b) interviews; (c) complaints and disciplinary procedures. 	●
Draft response: This is a new requirement that will have potential implications in respect of extra staff training time.	
<p>Standard 128 You must provide opportunities during working hours –</p> <ul style="list-style-type: none"> (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers. 	●
Draft response: (a) From April 2015, SWFRA will no longer be able to provide opportunities for operational staff to receive basic Welsh lessons during work hours because of the detrimental effect this has on the shift system. Corporate support staff (non-operational) will continue to be eligible to receive basic Welsh language lessons	
Draft response to Standard 128 continued	
during work hours. A definition of “basic” would be helpful, e.g. greetings only, WJEC “Sylfaen” qualification or some other definition of “basic”.	
(b) This is a new requirement that will have potential budget and training time implications.	

<p>Standard 130 You must provide training courses so that your staff can develop –</p> <p>(a) an awareness of Welsh language (including awareness of its history and its role in Welsh culture;</p> <p>(b) an understanding of the obligation to operate in compliance with the Welsh language standards;</p> <p>(c) an understanding of how the Welsh language can be used in the workplace.</p>	●
<p>Draft response: This is a new requirement that may require the purchase of on-line training for staff.</p>	
<p>Standards in relation to a body recruiting staff</p>	
<p>Standard 136 You must ensure that your application forms for posts provide a space for applicants to indicate that he or she would like an interview or other method of assessment in Welsh and if an applicant so wishes, you must conduct any interview or other method of assessment in Welsh (without the assistance of translation services).</p>	●
<p>Draft response: This is current practice for external candidates, but would be a new requirement for candidates applying for internal only vacancies. This may require additional resources in the form of written translation provision.</p>	

Standards in relation to a body recruiting staff <i>continued</i>	
<p>Standard 137 You must ensure that your application forms for posts –</p> <p>(a) provide a space for the applicant to indicate that he or she would like to speak Welsh at an interview or at any other method of assessment, and</p> <p>(b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the applicant wishes to speak Welsh at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless it is possible to conduct the interview or assessment in Welsh without translation services).</p>	●
<p>Draft response: This is current practice for external candidates, but would be a new requirement for candidates applying for internal only vacancies. This would require additional resources in the form of simultaneous translation.</p>	
Standards in relation to signs displayed in a body's workplace	
<p>Standard 139 When you erect a new sign or when you renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign).</p>	●
<p>Draft response: This is current practice under the current Welsh Language Scheme (point 4.3.4) with regard to signs directed at the public. The requirement to display all signage in Welsh and English is new and will incur additional cost.</p>	

Standards in relation to signs displayed in a body's workplace <i>continued</i>	
Standard 139A When you erect a new sign or when you renew a sign in your workplace (including temporary signs), and the same text is displayed in Welsh and in English, the Welsh language text must not be treated any less favourably than the English language text (whether the Welsh text is displayed on the same sign as the English text or on a separate sign).	
Draft response: This is current practice under the current Welsh Language Scheme (point 4.3.2) with regard to signs directed at the public. The requirement to display all signage in Welsh and English is new and will incur additional cost.	
Standard 140 When you erect a new sign or when you renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and English, you must position the Welsh-language text so that it is likely to be read first.	
Draft response: The requirement to display all signage in Welsh and English is new and will incur additional cost.	

Based on the evidence above, the following is an overview of the position of SWFRS in relation to the 198 draft standards:

	SWFRS
Number of draft standards scoring in a Green category 	142
Number of draft standards scoring in an blue category 	37
Number of draft standards scoring in a Red category 	8
Number of draft standards that are not applicable to FRAs	11

**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	On Agenda
Report on Third Party Income	To update Members		ACO PS Contact Officer: Ian Greenman	26 January 2015	On Agenda
Firefighters Pension Scheme Governance	To update Members		ACO PS Contact Officer: Philip Haynes	26 January 2015	On Agenda
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	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
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	On Agenda
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	On Agenda
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	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
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	On Agenda
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	On Agenda
National Issues Committee (NIC) Update – HR & Training	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	23 March 2015	
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	

Report Name	Purpose of Piece of Work	Links to Strategic Themes & Corporate Objectives	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
HR National Issues Committee (NIC) Update	To update Members	Organisational Improvement	ACO PS Contact Officer: Mark Malson	23 March 2015	
HR Integrated HR & Payroll ICT Project Update Report	To update Members	Organisational Improvement	ACO PS Contact Officer: Kim Jeal	23 March 2015	
Establishment & Workforce Planning Update	To update Members	Organisational Improvement	ACO PS Contact Officer: Kim Jeal	23 March 2015	
Welsh Language Standards Update Report	To update Members	Attract and develop our People Organisational Improvement	ACO PS Contact Officer: Cath Baldwin	23 March 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
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	
Fire Professional Framework Update	To update Members	Attract and develop our people	ACO PS Contact Officer: Ian Greenman	23 March 2015	

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 13 October 2014 5
4. South Wales Fire & Rescue Service Training Planner 2015 - 2016 11
5. Compartment Fire Behaviour Training – Presentation 21
6. Training & Development Department – Report on Third Party Income 23
7. Strategic Equality Plan – 1 April 2015 to 31 March 2020 29
8. Annual Equality Report for the Period 1 April to 31 March 2014 41
9. South Wales Fire & Rescue Authority Annual Pay Policy Statement 67
10. Annual Report of the Work of the HR & Equalities Committee 95
11. Firefighter's Pension Schemes – Governance April 2015 103
12. South Wales Fire & Rescue Authority, Principal Officers and Heads of Service – Equal Treatment Terms 109
13. Draft Response to Welsh Language Standards Investigation February 2015 115
14. Forward Work Programme 141
15. To consider any items of business that the Chairman deems urgent (Part 1)