

SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 19 NOVEMBER 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HQ

57. PRESENT

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
L Davies		Merthyr Tydfil
D De'Ath		Cardiff
C Elsbury		Caerphilly
A Hussey		Caerphilly
D Naughton		Cardiff
K McCaffer		Vale of Glamorgan
R Shaw		Bridgend
A Slade	1130 hrs	Torfaen
H Thomas	1130 hrs	Newport

APOLOGIES:

S Bradwick		Rhondda Cynon Taf
S Evans		Torfaen

ABSENT:

R Crowley		Vale of Glamorgan
J Collins		Blaenau Gwent

OFFICERS PRESENT: ACO R Prendergast – Director of Technical Services; A/ACO M Malson – Director of People Services; Mrs S Watkins – A/Deputy Monitoring Officer; AM I Greenman – Head of Learning & Development; Mr A Jones – A/Head of HR; Mrs J Nancarrow – Absence Management Manager; Mrs G Goss – Employee Relations Manager; Mx C Wood – Diversity Officer; Mrs K Davies – Project Manager; GM J Evans – Head of Training Delivery; GM P Mason – People Development & Business Manager; SM M Wyatt – Training Manager (CFBT)

58. DECLARATIONS OF INTEREST

All Members declared a personal non-prejudicial interest in each agenda item that affected their Authority.

59. CHAIR'S ANNOUNCEMENTS

AWARD OF THE QUEEN'S FIRE SERVICE MEDAL TO CHIEF FIRE OFFICER HUW JAKEWAY

The Chair extended congratulations on behalf of the Committee to the Chief Fire Officer on his recent receipt of the Queen's Fire Service Medal at Buckingham Palace.

ASSISTANT CHIEF FIRE OFFICER RICHIE PRENDERGAST

The Chair and Members welcomed ACFO Prendergast to his first meeting of the Committee since taking on the Training Delivery reference.

APPOINTMENT OF DIRECTOR OF PEOPLE SERVICES

The Chair was pleased to inform Members that following the recruitment process for the permanent position of Assistant Chief Officer – Director of People Services, the Appointments Panel has appointed Ms Alison Reed. Alison is required to give three months' notice to her current employer and will take up her post in February 2019.

RETIREMENT OF MRS JANNETTE NANCARROW, ATTENDANCE MANAGEMENT MANAGER

The Chair announced to the Committee the retirement of Jannette Nancarrow, HR Manager for Attendance Management, on 30 November 2018, following 17 years at South Wales Fire & Rescue Service and a total of 39 years' exemplary service to Local Government. On behalf of the Fire Authority and the HR & Equalities Committee, the Chair wished Jannette a long and healthy retirement.

58. ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2017 TO 31 MARCH 2018

The Absence Management Manager informed Members that the average number of shifts/working days lost per employee in each category of staff (excluding On Call Duty System staff), for the period 1 April 2017 to 31 March 2018, is 10.06 days per employee, in comparison with 9.73 days per employee for 1 April 2016 to 31 March 2017. A further analysis of short and long term absences, self-certification and accidents on duty was also provided.

RESOLVED THAT

Following a question and answer session, Members agreed to note the contents of the report.

59. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES – 1 APRIL 2017 TO 31 MARCH 2018

The Employee Relations Manager provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2017 to 31 March 2018.

RESOLVED THAT

Following a question and answer session, Members agreed to note the contents of the report.

60. ANNUAL REVIEW – STRATEGIC EQUALITY PLAN – 1 APRIL 2015 TO 31 MARCH 2020

The Diversity Officer provided Members with the annual review of the Strategic Equality Plan for the period 1 April 2017 to 31 March 2018. The current plan runs from 1 April 2015 to 31 March 2020, and the South Wales Fire & Rescue Service is required under the Equality Act 2010 to publish a Strategic Equality Plan.

RESOLVED THAT

Members agreed to note the content of the report.

61. ANNUAL EQUALITY REPORT – 1 APRIL 2017 TO 31 MARCH 2018

The Diversity Officer informed Members that the South Wales Fire & Rescue Service is required under The Equality Act (2010)(Statutory Duties)(Wales) Regulations 2011 to publish an Annual Equality Report for the period 1 April to 31 March every year.

The Annual Report meets the Service's legal duty to publish a report that demonstrates our progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and is focused primarily on data as well as what we have done during the period 1 April 2017 to 31 March 2018.

The Chair commended Officers for the excellent work in ensuring the Service continues to progress in areas of equality and diversity.

RESOLVED THAT

Members agreed to note the content of the report.

62. FIREFIGHTERS' PENSION SCHEMES – WELSH GOVERNMENT CIRCULARS 2018/19

The A/Director of People Services informed Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters' Pension Schemes.

Members were advised that Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities electronically, in a standard circular template. These emails and circulars can cover a variety of areas including all aspects of Firefighters' Pension Schemes, and have to be noted or actioned as appropriate.

RESOLVED THAT

62.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that have been received throughout 2018/19 to date.

62.2 Members agreed to note the actions implemented for each of the Circulars.

63. COMPARTMENT FIRE BEHAVIOUR TRAINING PROJECT UPDATE

The Training Manager delivered a presentation to provide Members with an update on the significant developments and progress being made towards the completion of the Compartment Fire Behaviour Training facility at Cardiff Gate Training & Development Centre.

RESOLVED THAT

Members agreed to note the contents of the report.

64. SOUTH WALES FIRE & RESCUE SERVICE PROFESSIONAL FRAMEWORK UPDATE

The Head of Training & Development informed Members that the way in which personnel are developed within the Service has recently been reviewed and amended to reflect how the organisation is evolving to meet financial scrutiny and talent spotting for our future leaders.

RESOLVED THAT

Members agreed to note the contents of the report.

65. FORWARD WORK PROGRAMME

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2017/18.

RESOLVED THAT

Members accepted the Forward Work Programme for the HR & Equalities Committee 2017/18.

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

There were no items of urgent business for Members to consider.