

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

SOUTH WALES FIRE & RESCUE AUTHORITY

COMMITTEE: HR & Equalities

DATE: Monday, 19 November 2018 at 1030 Hours

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

AGENDA

1. Apologies for Absence
2. Declaration of Interests

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

3. Chairman's Announcements
4. To receive the minutes of:
 - HR & Equalities Meeting held on 16 July 2018 5
5. Report on Annual Sickness Absence Report – 1 April 2017 to 31 March 2018 11
6. Annual Report on Grievance and Discipline Activities for the year 1 April 2017 to 31 March 2018 21
7. Annual Review: Strategic Equality Plan – 1 April 2015 to 31 March 2020 29
8. Annual Equality Report for the period 1 April 2017 to 31 March 2018 39

9.	Firefighters' Pension Schemes – Wales Government Circulars 2018/2019	71
10.	Compartment Fire Behaviour Training (CFBT) Project Update	79
11.	South Wales Fire & Rescue Service – Fire Professional Framework Update	83
12.	Forward Work Programme 2018-19	89
13.	To consider any items of business that the Chairman deems urgent (Part 1 or 2)	97

Signature of Proper Officer:

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

Councillors:

Cllr	D	De'Ath	Cardiff
Cllr	D	Naughton	Cardiff
Cllr	L	Davies	Merthyr Tydfil
Cllr	H	Thomas	Newport
Cllr	K	McCaffer	Vale of Glamorgan
Cllr	S	Pickering	Rhondda Cynon Taff
Cllr	A	Slade	Torfaen
Cllr	S	Evans	Torfaen
Cllr	S	Bradwick	Rhondda Cynon Taff
Cllr	D	Ali	Cardiff
Cllr	C	Elsbury	Caerphilly
Cllr	A	Hussey	Caerphilly
Cllr	R	Crowley	Vale of Glamorgan
Cllr	J	Collins	Blaenau Gwent
Cllr	R	Shaw	Bridgend

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SOUTH WALES FIRE & RESCUE AUTHORITY

MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 16 JULY 2018 AT SOUTH WALES FIRE & RESCUE SERVICE HQ

43. PRESENT

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
S Bradwick	1150 hrs	Rhondda Cynon Taf
R Crowley		Vale of Glamorgan
L Davies		Merthyr Tydfil
D De'Ath		Cardiff
S Evans		Torfaen
A Hussey		Caerphilly
D Naughton		Cardiff
R Shaw		Bridgend
A Slade		Torfaen
G Thomas		Blaenau Gwent
H Thomas		Newport

APOLOGIES:

K McCaffer	Vale of Glamorgan
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ABSENT:

C Elsbury	Caerphilly
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OFFICERS PRESENT: DCO S Chapman – Monitoring Officer; A/ACO M Malson – Director of People Services; AM A Kibblewhite – Head of Risk Reduction; Mr A Jones – A/Head of Human Resources; Mrs J Nancarrow – Absence Management Manager; Mr L Davies – Senior Occupational Health Nurse; GM J Evans – Head of Training Delivery; SM K Yates – Training Manager (IIP); SM M Wyatt – Training Manager (CFBT).

44. DECLARATIONS OF INTEREST

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

45. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements.

46. MINUTES OF PREVIOUS MEETING – 5 FEBRUARY 2018

The minutes of the HR & Equalities Committee meeting held on 5 February 2018 were received and accepted as a true record of proceedings.

47. TRAINING & DEVELOPMENT DEPARTMENT – INVESTORS IN PEOPLE

The Training Manager delivered a presentation and provided Members with an overview of the recent success of the Investors in People Survey carried out within the Service and the outstanding achievement of the Silver Award. The assessment was co-ordinated by the Training & Development Department in conjunction with the Investors in People practitioner.

The Chair commended the Service on the achievement of the Silver Award.

RESOLVED THAT

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

48. ALL WALES PEOPLE & ORGANISATIONAL DEVELOPMENT STRATEGY 2018-2021

The Acting Director of People Services presented Members with the All Wales People & Organisational Development Strategy for 2018-2021. The aim of the Strategy is to enable the Welsh Fire & Rescue Services to meet evolving current and future expectations in achieving organisational aims and objectives by recruitment, developing and retaining a highly skilled, motivated and bilingual workforce that represents and champions the diversity of the communities we serve.

The Strategy also aims to identify and maximise potential through effective people management and development, leading to a high performance culture whilst making the most effective use of public funds.

The purpose of the Strategy is to support the organisation in the achievement of its objectives by ensuring that Welsh Fire & Rescue Services strive to create a workforce that has the training, support and tools to do their job.

RESOLVED THAT

Members agreed to note the content of the All Wales People & Organisational Development Strategy 2018-2021.

49. OVERVIEW OF THE TRAINING & DEVELOPMENT DEPARTMENT

The Head of Training Delivery provided Members with an overview of the Service's Training & Development Department and delivered a presentation which identified the Department's organisational structure and the functions established in order to facilitate it.

RESOLVED THAT

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

50. OCCUPATIONAL HEALTH UNIT ACTIVITY REPORT – 1 APRIL 2017-31 MARCH 2018

The Acting Head of Human Resources introduced the Senior Occupational Health Nurse who reported on the activity of the Occupational Health Unit for the period 1 April 2017 to 31 March 2018, which included data on services and expenditures, updates on occupational health initiatives and an outline of strategic development.

RESOLVED THAT

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

51. ANNUAL MENTAL HEALTH STRATEGY AND WELL-BEING DELIVERY PLAN FOR THE PERIOD 1 APRIL 2017-31 MARCH 2018

The Acting Head of Human Resources introduced the Absence Management Manager who presented Members with the Annual Mental Health Strategy and Well-being Delivery Plan report which will be published to demonstrate the Service's progress in this area of activity. It focuses primarily on data which reflects on what has been done during the period 1 April 2017 to 31 March 2018.

RESOLVED THAT

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

52. BRIGADE MANAGERS' SALARIES AND NUMBERS SURVEY 2017

The Acting Director of People Services advised Members of the report of the findings of National Joint Council (NJC) for Brigade Managers of Local Authority Fire & Rescue Services survey on Brigade Managers' pay and salary schemes.

The survey asked authorities to provide information relating to pay, covering basic salary and gross total pay, and salary schemes in use for Brigade Managers within the scope of the NJC, including those who pay managers on local agreed rates. The survey also collected information on working status and some personal characteristics of these officers.

RESOLVED THAT

Members agreed to note the content of the Brigade Managers' Salaries and Numbers Survey 2017.

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

The Acting 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

53.1 Members accepted the Welsh Government Firefighters' Pension Scheme circulars and emails that have been received in the 2018/19 year to date.

53.2 Members agreed to note the actions that have been implemented for each of the circulars.

54. TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR TRAINING PROJECT UPDATE

The Training Manager provided Members with an update on the Compartment Fire Behaviour Training project which is being developed in the Training & Development Centre at Cardiff Gate.

RESOLVED THAT

Following clarification on certain aspects of the report, Members noted the content of the report.

55. ALL WALES OPERATIONAL ASSURANCE PEER REVIEW REPORT 2017/18

The Head of Risk Reduction presented Members with the final All Wales Operational Assurance Peer Assessment Report 2017/18.

RESOLVED THAT

55.1 Members agreed to note the content of the report.

55.2 Members noted that an action plan is being developed to review the areas of development for Training & Development and Community Risk Management.

56. FORWARD WORK PROGRAMME

The Acting Director of People Services presented the Forward Work Programme for 2017/18.

RESOLVED THAT

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

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

SUMMARY

The report shows that the average number of shifts/working days lost per employee, in each category of staff (excluding OCDS 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.

There is a further analysis of short and long term absences, self-certification and accidents on duty.

RECOMMENDATION

That Members of the HR & Equality Committee note the contents of this report.

1. BACKGROUND

1.1 This is the annual report on the sickness absence statistics for:

- The period 1 April 2017 to 31 March 2018 (showing comparisons with the previous year) for all groups of staff excluding OCDS personnel.
- A split of the statistics in terms of long-term and short-term absences (showing comparisons with the previous year) for all groups of staff excluding OCDS personnel.
- Self Certification figures for all groups of staff excluding OCDS personnel.
- An analysis of the accidents on duty leading to sickness absence during the year.

1.2 It should be noted that this report **excludes** OCDS personnel apart from information regarding Accidents on Duty. This is because the calculation of OCDS sickness absence figures must be calculated in a different format due to the lack of a set rota pattern in terms of their availability. There is work in progress to develop the reporting procedures for OCDS sickness absence through the implementation of CoreHR which will be reported to the HR & Equality Committee in due course.

1.3 Graphs have been included to show pictorially the sickness absence trends set against the equivalent period for the previous year.

2. ISSUE

2.1 ANALYSIS OF SICKNESS STATISTICS FOR THE PERIOD 1 APRIL 2017 TO 31 MARCH 2018

2.1.1 All figures relate to the number of working days/shifts lost to sickness absence per full time equivalent employee in accordance with South Wales Fire and Rescue Service's Annual Statistical Returns submissions to the Welsh Assembly Government.

2.1.2 An analysis in terms of the average number of shifts/working days lost per employee, in each category of staff, for the period 1 April 2017 to 31 March 2018 is shown in Appendix 1. These figures are shown alongside the figures for the corresponding period in the previous year. Appendix 2 shows these figures graphically for each category of staff.

2.1.3 It can be seen that the average number of shifts/working days lost per employee for all categories of staff for the year 2017/2018 is 10.06 days per employee in comparison with 9.73 days per employee for 2016/2017.

2.1.4 It can be seen that the average number of shifts/working days lost per employee for **Wholetime staff** for the year 2017/2018 is 9.44 days per employee in comparison with 10.71 days per employee for 2016/2017. There has been a decrease in the number of shifts/working days lost this year.

2.1.5 It can be seen that the average number of shifts/working days lost per employee for **Fire Control staff** for the year 2017/2018 is 15.92 days per employee in comparison with 10.03 days per employee for 2016/2017. Targeting of sickness absence in Control has again been prioritised this year with 'trigger points' and welfare visits carried out promptly however there has been a significant increase in the number of shifts/working days lost this year.

2.1.6 It can be seen that the average number of shifts/working days lost per employee for **Corporate staff** for the year 2017/2018 is 10.82 days per employee in comparison with 6.95 days per employee for 2016/2017.

2.2. ANALYSIS OF SHORT AND LONG TERM SICKNESS FOR THE PERIOD 1 APRIL 2017 to 31 MARCH 2018

2.2.1 The definition of short-term and long-term absence is in accordance with South Wales Fire and Rescue Service's Annual

Statistical Returns. Short-term equates to those individuals continuous period of sickness of 28 calendar days or less. Long-term equates to those individuals whose continuous period of sickness is more than 28 calendar days.

2.2.2 The total number of shifts lost to short term absences due to sickness for the year 2017/18 was 4040, in comparison to 2016/2017, which was 3331. The total number of shifts lost to long term absences due to sickness for the year 2017/18 was 6896 in comparison with 2016/2017, which was 6893. Appendix 3 shows the figures graphically.

2.2.3 In 2017/18 63% of shifts lost were due to long term sickness and 37% short term absences.

2.3. ANALYSIS OF SELF CERTIFICATION FOR THE PERIOD 1 APRIL 2017 TO 31 MARCH 2018

2.3.1 The definition of self certification is 'a formal assertion by a worker to his employer that absence from work for up to seven days was due to sicknesses.

2.3.2 An analysis in terms of self certification absences for all categories of staff was found to be 1687 shifts/days in comparison to 1757 shifts/days for 1 April 2016 to 31 March 2017 which is a decrease of 2%.

2.4. INJURIES ON DUTY LEADING TO SICKNESS ABSENCES FOR THE PERIOD 1 APRIL 2017 TO 31 MARCH 2018

2.4.1 An analysis of the Injuries on duty to staff that resulted in sickness absence has been undertaken. There were 23 such injuries on duty during this period. 12 of these injuries related to WDS staff (resulting in 611 days lost), 9 of these injuries related to OCDS staff (resulting in 488 days lost). A further 2 injuries related to Corporate Staff (resulting in 97 days lost).

2.4.2 In relation to WDS staff, 2 of these injuries can be attributed to crushing, jamming or squashing fingers/hands, 1 to Fatigue/Dehydration, 1 to being hit by a falling/moving object, 2 to an application of inappropriate/Incorrect Procedures' or technique, 2 to Manual Handling, 1 to Physical Training, 1 to a slip, trip or fall from height, 1 to a slip, trip or fall on the same level, and 1 to Stepping on or into something.

2.4.3 In relation to OCDS staff, 1 of these injuries can be attributed to crushing, jamming or squashing fingers/hand, 1 to being hit by a falling/moving object, 1 to application of inappropriate/Incorrect Procedures' or technique, 3 to a lack of care and attention, 1 to poor housekeeping and 2 to a Slip, Trip or Fall from height.

2.4.4 In relation to Corporate Staff, 1 injury was due to Manual Handling and the other 1 injury was due to a slip, trip or fall on the same level.

3. FINANCIAL IMPLICATIONS

3.1 Under the National Conditions of Service for both Uniformed (Grey Book) and Corporate Staff (Green Book) there exists national Sickness Schemes. These schemes are intended to supplement Statutory Sick Pay and Incapacity Benefits so as to maintain normal pay during periods of ill health or work place accidents.

3.2 Under these conditions it is a contractual agreement to pay employees whilst off on sick leave on the basis of full pay for 6 months and 6 months at half pay. There is discretion for the ACO People Services to extend full pay beyond 6 months on a case by case basis, set out within Fire & Rescue Authority Standing Orders.

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 adverse impacts on any individual or group of personnel arising from this report.

5. RECOMMENDATION

5.1 That Members of the HR & Equality Committee note the contents of this report.

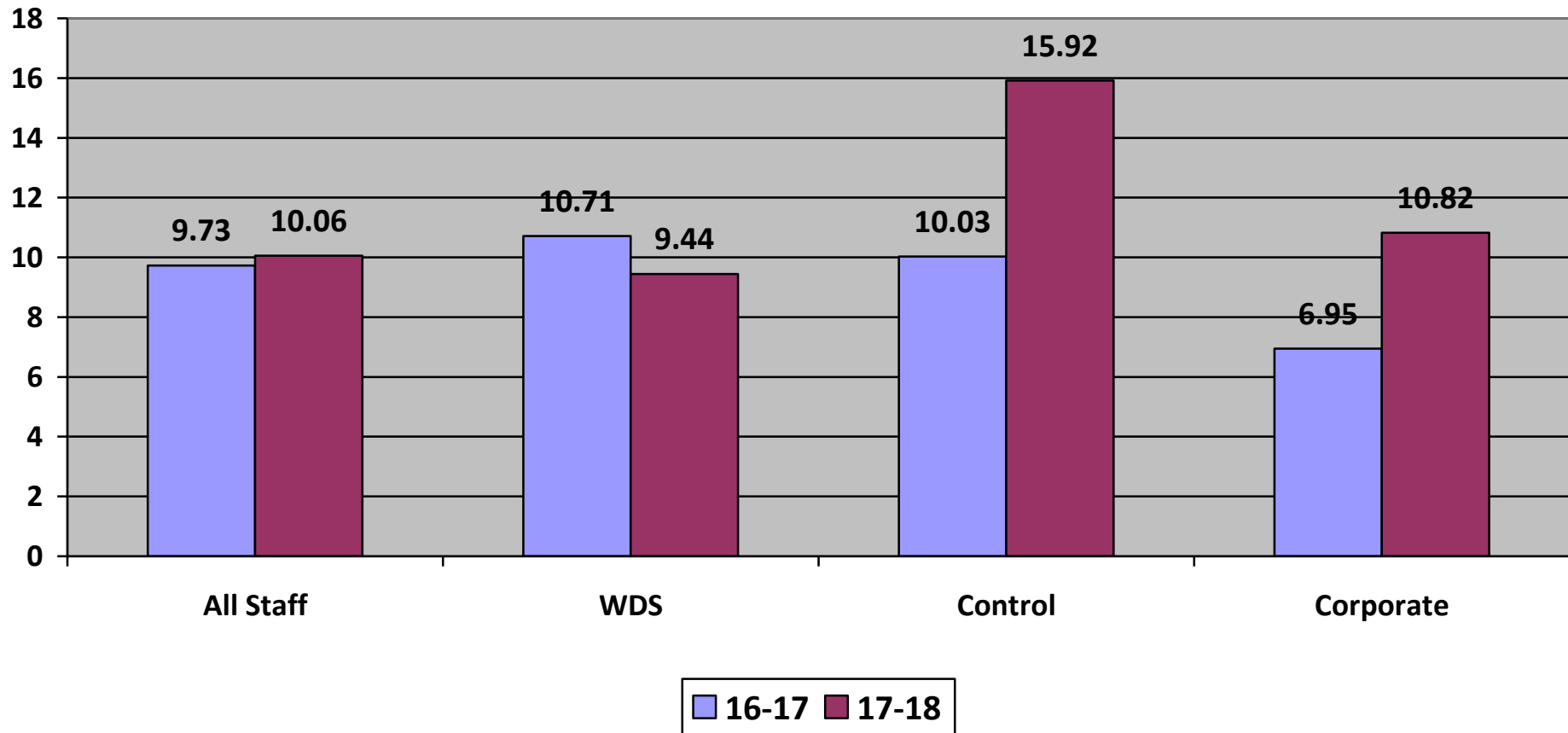
Contact Officer:	Background Papers:
Andrew Jones Head of HR	

Appendix 1

Average Number of Shifts/Working Days Lost Per Employee for
1 April 2017 to 31 March 2018

Category of Staff	Average No Shifts/Working Days Lost 01/04/2016 – 31/03/2017	Average No Shifts/Working Days Lost 01/04/2017 – 31/03/2018	Target No Shifts/Working Days Lost 01/04/2017 – 31/03/2018
All Staff	9.73	10.06	8.8
Wholetime Staff	10.71	9.44	8.7
Control Staff	10.03	15.92	8.00
Corporate Staff	6.95	10.82	7.00

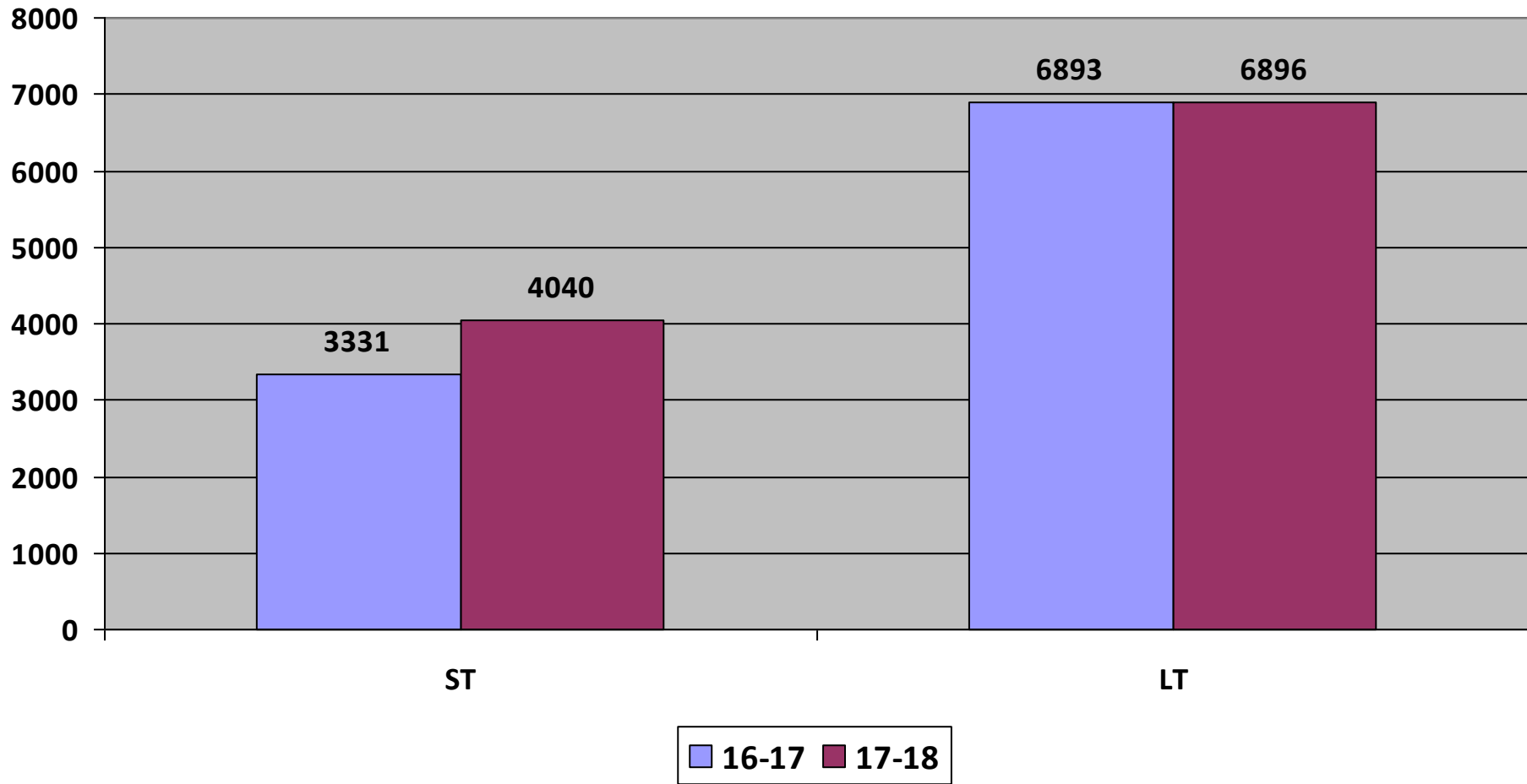
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Appendix 2Average number of days/shifts lost per FTE for 2016/17 - 2017/18

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Appendix 3

Shifts Lost 2016/17 compared with 2017/18



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**ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR
THE YEAR 1 APRIL 2017 TO 31 MARCH 2018**

SUMMARY:

This report provides a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2017 to 31 March 2018.

RECOMMENDATION:

That members note the contents of this report.

1. BACKGROUND

- 1.1 The main purpose of the Grievance Procedure is to ensure that an individual member of staff who feels aggrieved about the way they have been treated either by a manager, colleague or organisational procedure, is given the opportunity to have their issue(s) resolved in a fair and just manner.
- 1.2 The purpose of the Discipline Procedure is to help and encourage all employees in achieving and maintaining standards of conduct, attendance and job performance. The aim is to ensure consistent and fair treatment for all employees in dealing with discipline related matters.
- 1.3 Both the Grievance and Discipline Procedures are a statutory obligation under the Employment Rights Act 1996 (as amended 2008).
- 1.4 Members should note that the breakdown of the figures contained in this report are given in general terms rather than in specific case detail to ensure the confidentiality and anonymity of the individuals concerned.

2. GRIEVANCES

- 2.1 During the period 1 April 2017 to 31 March 2018 there were 4 grievances received (this is comparable with 2016/2017 when we also received 4 grievances).
- 2.2 All 4 grievances were received from WDS members of staff.
- 2.3 The reasons for the grievances and their outcomes are shown at Appendix 1.

3. DISCIPLINE

- 3.1 During the period 1 April 2017 to 31 March 2018, there were 35 reported alleged breaches of discipline (compared with 28 in 2016/17).
- 3.2 Of the 35 reported disciplinary matters, 24 related to WDS members of staff, 6 related to On Call members of staff, 5 to Corporate staff and 1 to Auxiliary staff. There were no disciplinary matters relating to Control staff.
- 3.3 The reasons for the disciplinary cases and their outcomes are shown in Appendix 2.
- 3.4 In summary of these cases:
- 4 – cases of dismissal from the Service
 - 5 – cases of final written warning
 - 2 – cases of written warning
 - 4 – case of verbal warning
 - 2 – cases were dealt with by managerial action
 - 9 – case required no further action
 - 3 – cases were unsubstantiated
 - 6 – cases the individual resigned prior to disciplinary hearing
- 3.5 In 4 cases there was an appeal. In 3 of the Appeals, the Appeal Panel upheld the initial decision of the Discipline Panel. In one case, the employee changed their account, and in consideration of this, the Appeal Panel awarded a lesser sanction (from dismissal to a final written warning).
- 3.6 In 5 cases (compared to 7 in 2016/17 and 14 in 2015/16), individuals were suspended from duty whilst their cases were being investigated. All of these suspensions were with WDS members of staff.

4. HR IMPLICATIONS

- 4.1 All grievances and reports of misconduct are investigated by Investigating Officers from the Resolution Unit, who are members of the Employee Relations Team in the Human Resources Department.
- 4.2 All decisions in respect of suspension from duty are agreed between the Assistant Chief Officer, People Services and the HR Manager (Employee Relations) to ensure independence, consistency and fairness in the decision making process. All suspensions are reviewed on a monthly basis.

5. REPRESENTATIVE BODY CONSULTATION

- 5.1 All disciplinary cases are reported to the relevant Trade Union Representatives and representatives are notified immediately of any decisions to suspend an individual from duty.

6. EQUALITIES RISK ASSESSMENT

- 6.1 An Equality Risk Assessment has been undertaken to assess the potential impact, relative to the investigation of all allegations of grievance and disciplinary investigations that are dealt with through the Fire and Rescue Service's policies and procedures.
- 6.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from the Fire and Rescue Service's policies and procedures as addressed in this report.

7. RECOMMENDATION

- 7.1 That members note the contents of this report.

Contact Officer:	Background Papers:
Andrew Jones Head of Human Resources	

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APPENDIX 1

Grievance Matters 1 April 2017 to 31 March 2018

Staff Category	Nature of Matter	Outcome
WDS	Sport's Leave Application	1 day's Sport's Leave was granted
WDS	Outside Employment and the Service's stance on activities regulated by the Fire Safety Order	Service Policy upheld
WDS	Promotion Process – Line Manager Endorsement	Initial Endorsement upheld
WDS	Promotion Process – Outcome	Initial unsuccessful outcome upheld

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APPENDIX 2

Discipline Matters 1 April 2017 to 31 March 2018

Staff	Nature of Allegation	How Resolved	Appeal
Auxiliary	Criminal Conduct (Drink Driving)	Resigned	-
Corporate	Disorderly Conduct	Management Action	-
Corporate	Unauthorised Use of Vehicle	Resigned	-
Corporate	Inappropriate behaviour	Resigned	-
Corporate	Criminal Conduct (Cautioned for Assault)	Written Warning	-
Corporate & On-Call	Criminal Conduct (Actual bodily harm)	Criminal charge discontinued - NFA	
On-Call	Damage to FA property	Management Action	-
On-Call	Convicted of Criminal Offence (Common Assault)	Final Written Warning	-
On-Call	Convicted of Criminal Offence (Common Assault) Suspended	Dismissed	-
On-Call	Criminal Conduct (Assault)	Investigated NFA	-
On-Call	Suspicion of Theft	Investigated NFA	-
WDS	Concern for Partner	Investigated NFA	-
WDS	Fraudulent Sick Leave Suspended	Investigated NFA	-
WDS	Time Keeping	Insufficient Evidence	-
WDS	Absent Without Leave	Final Written Warning	-
WDS	Manner of Driving Service Vehicles	Verbal Warning	-
WDS	Manner of Driving / Failing to Comply with Instruction	Retired from Service	-
WDS	Convicted of Criminal Offence (Conspiracy to Defraud)	Dismissed	Appeal Dismissed
WDS	Falsification of Documents Suspended	Final Written Warning Reduction in Role	
WDS x 2	Suspicion of Theft	1. NFA 2. Resigned	
WDS x 3	Inappropriate / Bullying Behaviour All Suspended	1. Dismissed 2. Final Written Warning, reduction in role & cancellation of training contract 3. Final Written Warning & cancellation of training contract	1. Appeal Upheld Final Written Warning & reduction in role 2. Appeal Dismissed
WDS x 3	Complaint - behaviour at BFS audit	Investigated NFA	
WDS	Outside Employment Without Permission	Verbal Warning	-
WDS	Convicted of Criminal Offence (Common Assault)	Written Warning	-
WDS	Outside Employment Without Permission	Verbal Warning	-
WDS	Outside Employment Without Permission	Resigned	-
WDS	Convicted of a Criminal Offence (Public Order)	Verbal Warning	-
WDS	Alleged theft of money	Investigated NFA by Police	
WDS	Criminal Conduct (Drink driving)	Dismissed	Appeal Dismissed

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

SUMMARY

South Wales Fire & Rescue Service is required under The Equality Act (2010) to publish a Strategic Equality Plan. The current plan runs from 1 April, 2015 to 31 March, 2020.

This report provides Members with the annual review of its Strategic Equality Plan for the period of 1 April, 2017 to 31 March, 2018.

RECOMMENDATIONS

That Members note the content of the report.

1. BACKGROUND

- 1.1 The Equality Act 2010 came into effect from 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 bringing 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. ISSUES

- 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 To comply with the requirements contained in the Equality Act (2010), relevant public authorities must publish a Strategic Equality Plan to assist in directing the authority towards overarching compliance.

2.3 Therefore, attached to this report at Appendix 1 is the Strategic Equality Plan's annual review for the reporting period 1 April, 2017 to 31 March, 2018.

2.4 The Strategic Equality Plan (2015-2020) sets out a five year strategic direction on how South Wales Fire & Rescue Service intends to achieve compliance under the Equality Act (2010), 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 the report itself.

4. RECOMMENDATIONS

4.1 That Members note the contents of this report.

Contact Officer:	Background Papers:
Andrew Jones Acting Head of HR	Strategic Equality Plan (2015-2020)

Gwasanaeth Tân ac Achub
De Cymru



South Wales
Fire and Rescue Service

APPENDIX 1



South Wales Fire and Rescue Service

Strategic Equality Plan

2015 - 2020

2018 Review

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Introduction

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

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

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

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

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

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

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

Along with this Review, we also encourage you to use the link below to visit our website's Equality & Diversity section for a read of the **Strategic Equality Plan** as well as the Annual Equality Reports:

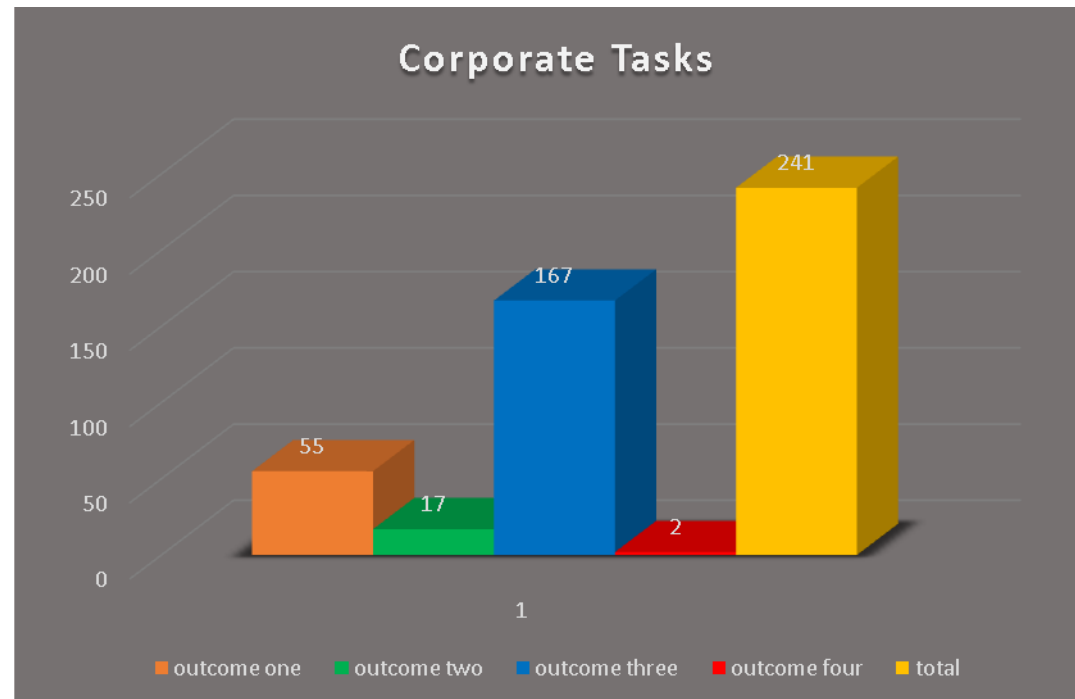
English: <https://www.southwales-fire.gov.uk/en-GB/who-we-are/equality-and-diversity/>

Welsh: <https://www.southwales-fire.gov.uk/who-we-are/equality-and-diversity/>

How We Did

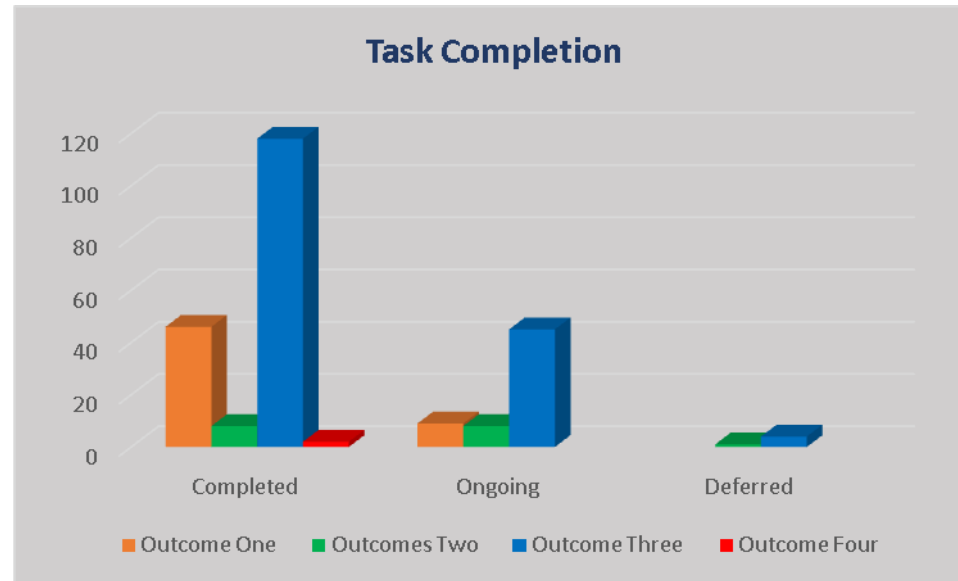
When deciding the layout of the Strategic Equality Plan, it was important to start at the beginning and identify our foundation. In order to do this, all Corporate Tasks from across the Service were tagged to one (or more) of the Strategic Equality Plan's Outcomes, as this would allow us to see where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

In 2017/18 we aligned each of our 241 tasks to one of the Strategic Equality Outcomes:



Review Findings

Out of the 241 Corporate tasks, 174 were completed, 62 still in progress, and 5 were deferred. This shows a great improvement when compared to last year's review period.



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

For more information on what we've done, and still plan to do, have a look at [The Improvement Plan](#) at:

English: <https://www.southwales-fire.gov.uk/app/uploads/2018/04/Improvement-Plan-2017-2018.pdf>

Welsh: <https://www.southwales-fire.gov.uk/app/uploads/2018/04/Cynllun-Gwella-2017-2018.pdf>

If you would prefer a paper version, please feel free to contact us.

Ways Forward

Some key areas which we will continue to grow, include:

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

Table

The table below shows how the Strategic Equality Outcomes:

- **Include** the Wales Specific Duties
- **Complement** Corporate Strategic Themes
- **Assist** in progressing the Welsh Government's Well Being of Future Generations Bill.

SEP Corporate Overarching Outcome	Wales Specific Duties	Strategic Themes	Well Being of Future Generation Goal(s)
1.. Our workforce is diverse, equally valued, and all have access to development as well as professional opportunities	Pay Gap Staff Training Employment Information and Data	Reduce Risk Engage & Communicate Strengthen Partnerships	A Resilient Wales A Healthier Wales A More Equal Wales A Wales of Cohesive Communities A Vibrant Culture/Welsh Language
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	Procurement	Nurture Sustainable Resources Embrace Technology	A Prosperous Wales A Resilient Wales A Globally Responsible Wales
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	Accessibility Data Assessing Impact Engagement	Embrace Technology Engage & Communicate Strengthen Partnerships	A Healthier Wales A More Equal Wales A Prosperous Wales A Wales of Cohesive Communities
4.. Our systems enable the timely monitoring and reporting of our legally required equality duties	Reporting and Publishing Objective Setting Equality Plan Annual Report Reviewing	Reduce Risk	A More Equal Wales

SW Fire and Rescue

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De Cymru



South Wales
Fire and Rescue Service

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

2018

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

AGENDA ITEM NO 8
 19 NOVEMBER 2018

ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2017 TO 31 MARCH 2018

SUMMARY

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.

This Annual Equality Report meets the South Wales Fire & Rescue 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

RECOMMENDATIONS

That Members note the content of the report.

1. BACKGROUND

- 1.1 The Equality Act (2010) came into effect from 1 October, 2010, and repealed all the primary receding equality and discrimination legislation.
- 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 and belief, sex and sexual orientation.

2. ISSUES

- 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 These Regulations provide for specific duties relating:- 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 Relevant Welsh public authorities must publish an annual report on compliance.

2.5 Therefore, attached to this report is:-

- South Wales Fire & Rescue Service Annual Equality Report for the period of 1 April, 2017, to 31 March, 2018.

2.6 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 the report itself.

4. RECOMMENDATIONS

4.1 That Members note the contents of this report.

Contact Officer:	Background Papers:
Andrew Jones Acting Head of HR	HR & Equality Committee reports:- Strategic Equality Plan (2015-2020)

South Wales Fire and Rescue Service

Annual Equality Report

1st April 2017 to 31st March 2018

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru

Raising Awareness - Reducing Risk

Equality Statement

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



Huw Jakeway
Chief Fire Officer



Sally Chapman
DCO
Finance and Corporate
Services



Cllr Tudor Davies
Chairman
SWFR Authority

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

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

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Introduction

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

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

English:

<https://www.southwales-fire.gov.uk/app/uploads/2018/04/Annual-Equality-Report-16-17.pdf>

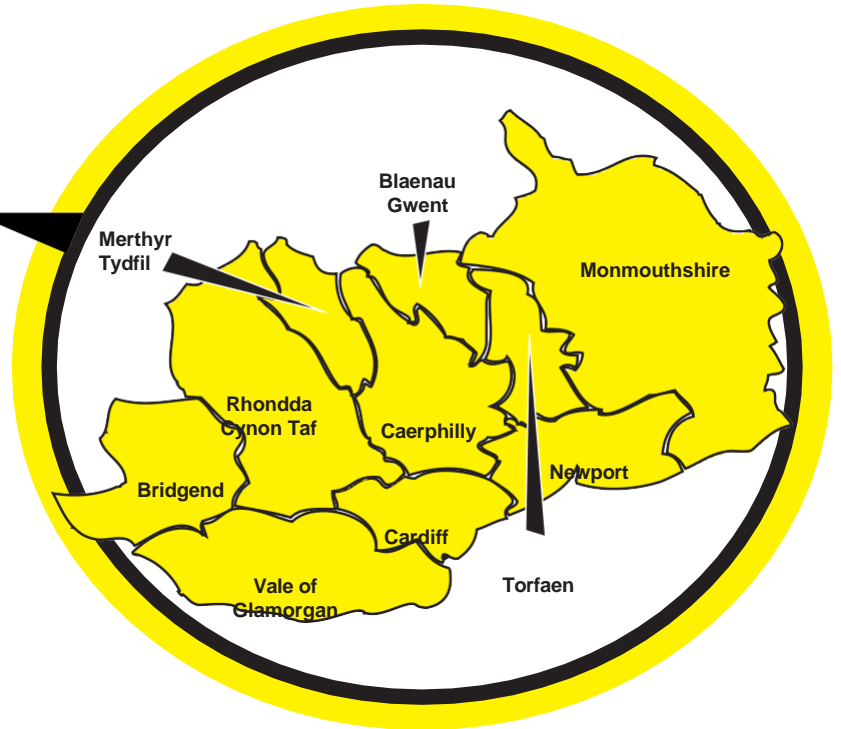
Welsh:

<https://www.southwales-fire.gov.uk/app/uploads/2018/04/Annual-Equality-Report-16-17-CY.pdf>

Who We Are

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

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



In 2017/18 we dealt with:

- **32,765** emergency calls.
 - **17,241** incidents.
 - **5,790** fires of which **4,200** were deliberate.
 - **1,139** road traffic collisions (RTC's).
- (Source: Incident Recording System (IRS))

We:

- Rescued **71** people trapped in vehicles.
- Did not turn out to **333** calls having identified them as malicious.
- We turned out to **248** calls having failed to identify them as malicious.
- Completed **17,396** home fire safety checks.
- Had face to face engagement with more than **46,965** Children and Young People through community safety and educational events.

Source- Fire & Rescue Services' Annual Statistical Returns

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

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

All emergency calls are managed by Fire Control.

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

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

We aim to reflect our Values in everything we do.

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:

Continuing our work as a Stonewall Champion as well as supporting the White Ribbon, Jacobs Foundation, and Time to Change Wales campaigns

Drafting and publishing an updated in-house *Trans Guide

Participating in Stonewall's Workplace Equality Index

Hosting focus groups to find out the barriers women believe they face in becoming fire-fighters

Securing and embedding a mandatory 'Inclusive Workplace' e-learning package for all staff

Engaging with business owners from various ethnic backgrounds in order to develop better ways of sharing business fire safety information

Developing an innovative root to branch three year inclusive plan

Attending events such as Cardiff Pride to promote home fire safety messages to under-represented groups

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

Aligned each of our 241 Business Plan tasks to one of the four equality outcomes outlined in our Strategic Equality Plan.

Enhanced our ability to access and review any evidence gathered by developing a new Business Management Information System, which has centralised the organisation's Business Plan. This allows staff to view information in real-time against the equality outcomes and makes accessing it easier.

Increased the equality information collected during consultation events, recruitment, and community safety interactions which includes:

- Safe and Well visits
- Business Fire Safety Audits
- Application forms (recruitment)
- The Incident Recording System
- Public consultation events

Recruited two Communication, Attraction and Engagement Officers during 2017-18, whose primary focus is to increase the volume and diversity of engagement we have with our communities. By increasing the effectiveness and efficiency of our communication with the wider public, they will allow us to collect considerably more Equalities Monitoring data.

Business Fire Safety collected equality information during inspections, reactive fire safety work, business engagement events, and community based initiatives in order to further identify needs of businesses within our area.

A form was developed, consulted on, and trialed in multi-cultural business areas that captured data, identified risks, and enabled for a better use of resources based on the diverse needs.

What we still intend to do

- Use the in-house Community Engagement Group to review Equalities Monitoring questions included within our data collection forms to keep them up-to-date and relevant.
- Report the progress of business plan tasks against the four equality outcomes, to the Senior Management Team.
- Explore more effective methods of collecting Equalities Monitoring data during engagement, to improve the volume, accuracy and robustness of the evidence base collected.
- Increase the responsiveness of making changes to services as a result of equality data.
- Integrate equality information into new technology to support and improve the reduction of risk, enabling prioritization of activities use of more effective use of resources to identify and reduce risk.

Regulation 5: Engagement provisions

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

What we did

Launched a new website, which has increased our ability to gather relevant information from our communities by;

- Publicising the numerous methods via which we can be contacted
- Embedding data collection forms within the website, where feedback can be input seamlessly

Increased the use datasets from feedback forms to identify people within our communities who may be at risk, with the latest exercise resulting in 95% of these feedback forms being returned completed.

Continued to provide easily accessible and anonymous feedback forms at all events that is used to improve our attendance in the future.

Involved others in the testing of our new website to make sure it is as fully accessible as possible, and that it followed best practice.

Enhanced social media coverage by creating bilingual Facebook pages for all of its 47 stations and by exploring other social media platforms such as Instagram.

Attended engagement events so that we can use local knowledge to improve our practices as well as our local services.

What we still intend to do

- Continue to focus on engaging with all the various communities in South Wales.
- Look to build even better relationships with schools, including further education.
- Develop an events calendar on our new website.
- Expand the promotions of safety messages on social media.
- Use our Diversity, Equality, and Inclusion group to ensure engagement events activities are free from indirect barriers.
- Build on our partnerships with organisations such as Stonewall, Race Equality First, MIND, and Menter Iaith in order to enable continuous improvement.
- Develop a focus group from a wide range of business owners to learn more about specific business communities.

Regulation 6: Accessibility of published information

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

What we did

Made sure our new website can be easily used on mobiles and laptops.

Ensured that written information is available in a variety of formats.

Had innovative software built into our website, which can read information aloud in various languages.

Increased accessibility by using fonts, layouts and colour schemes based on best practice for accessibility.

Developed a split front screen so the website can be accessed in either Welsh or English.

Improved the design, layout, and language used within our Strategic Plan 2018-2023 so members of the public can more easily read and understand it.

Made sure that Equality Risk Assessment Screenings were carried out on all documents published to the public.

Ensured any information, guidance or document published externally were produced in a bi-lingual format.

Increased the diversity in our media campaigns ensuring our information reflects the communities we serve.

Improved the accessibility of the Business Fire Safety web page.

Carried out training to Business Fire Safety staff in use of 'Language Line' translation services.

What we still intend to do

Explore further options that will make our website even more accessible to all of our communities

Look into alternative methods of digital and non-digital ways of communicating our key safety messages with all members of the public. Such methods have started to include Virtual Reality

Continue to identify how we can improve the way we communicate with all of our diverse communities.

Produce a Business Fire Safety auditor's booklet that is multi lingual and pictorial so information is understandable to an even wider audience.

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

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

What we did

Agreed a new process of leaving anonymous equality forms, with prepaid envelopes, at all home visits (as this started towards the end of this reporting period, there is no data yet to include).

Started reviewing what information was needed, and why, and adapting our collection accordingly.

Lobbied for best practice with key partners, including other public services.

Got ready for the new GDPR legislation, which is all about data and what we hold, why we hold it, and how we treat it.

Used gaps in data to help us figure out what we needed; for example hosting engagement events for multi-cultural businesses so we could identify which languages to publish fire safety information in.

What we still intend to do

Identify more innovative ways of gathering relevant information to support the reduction of risk within the communities of South Wales.

Look at how we can gather data about people not from the UK/not first language English speaking, so we can adapt advice and services even better.

Use an engagement initiative (that saw a 40% decrease in shop fires), as a best practice template.

Regulation 8: Impact and monitoring of policies and practices

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

What we did

Had our Equality Risk Assessment (ERA) form and process assessed by an external expert in order to ensure it was still fit for purpose.

Re-designed the template to include Well Being of Future Generation Goals and altered framework to focus on benefits, engagement, and evidence.

Trialed the new ERA process with three different teams.

Maintained the practice of uploading ERAs onto the intranet, which are available upon request to the public.

Carried out more than 31 Equality Risk Assessments, including: policies, plans, projects, and equipment.

What we still intend to do

Secure training for staff on the new ERA form and process, and roll out in 2019.

Ensure that any staff restructure has a robust Equality Risk Assessment.

Regulation 9: Collection and reporting of employment information

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

What we did

Promoted the updating of personal details held on the HR CORE system, which allows each staff member to self-complete.

Continued to collect comprehensive data at all stages of the recruitment process, from application to appointment.

Sent out anonymous feedback forms and prepaid envelopes to all leavers three months after their departure, to determine if a Protected Characteristic was an element for leaving.

Devised a form for the grievance/disciplinary investigations to determine if discrimination against a Protected Characteristic was a factor in the alleged misconduct.

What we still intend to do

Promote the updating of personal data to all staff on a six monthly basis.

Investigate ways of collecting additional information so we can better monitor promotions and training, and ensure any indirect barriers are identified and removed.

Use the internal routine notice and newsletter publications to publicise the Service's values and why they matter to us.

Grievance Data:

Between May 2017 and March there were 22 returns of the anonymous equality form from leavers: 1 said religion and business reasons contributed to them going, and 3 said age.

In relation to discipline cases, there were 35, of which 13 went to panel and involved 15 males (no females), resulting in 12 warnings plus 3 dismissals. No Protected Characteristic was a factor.

Regulation 10: Staff Training

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

What we did

Continued including a key Diversity session within all staff inductions

Made an online e-learning package mandatory

Revised and grew our learning and development team

Brought in specialized training and speakers for middle managers

Began developing a comprehensive suite of training with equality and diversity woven in

Established a learning and development partnership with a local University

Offered learning sessions to staff on subjects such as mental health and dementia

Hosted quarterly middle manager events

What we still intend to do

Build on the University partnership

Rollout the bespoke in-house suite of learning current being developed

Obtain an update so the e-learning platform we use is able to host relevant modules for all our staff to access.

Deliver the training actions identified within the 3 year Inclusive Plan

Regulation 11 and 12: Equal pay and Action Plans

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

The Service published its Gender Pay Gap report and it can be viewed both on our website and also at YouGov:

<https://www.southwales-fire.gov.uk/app/uploads/2018/04/2495-Gender-Pay-Gap-Report.pdf>

https://gender-pay-gap.service.gov.uk/viewing/employer-%2cTmhiV-UMZ_ZcfJK5_DjoLg!!/report-2017

Regulation 13: Review of arrangements

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

What we did

Carried out a review of actions aligned with our Strategic Equality Plan

Ensured the Strategic Equality Plan Review, and previous Annual Equality Report, were translated and published ahead of the legally required deadline.

Completely redesigned the Equality Risk Assessment form and process to reflect positive impacts and also to incorporate the Well Being of Future Generations goals.

What we intend to do

Begin the development of our new Strategic Equality Plan which will include both internal as well as external consultation and input.

Use social media as a key feature in engaging with our communities on outcomes for the new Plan.

Regulation 18: Public Procurement

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

What we did

Continued to question suppliers through our procurement process in line with Equal Opportunities and Discriminatory Practices, training, and promotion opportunities.

Lobbied for best practice in any joint procurement exercise.

What we intend to do

Look into fine tuning how we spot-check supplier's employment practices to ensure they are in line with all equality related legislation, including that of anti-trafficking.

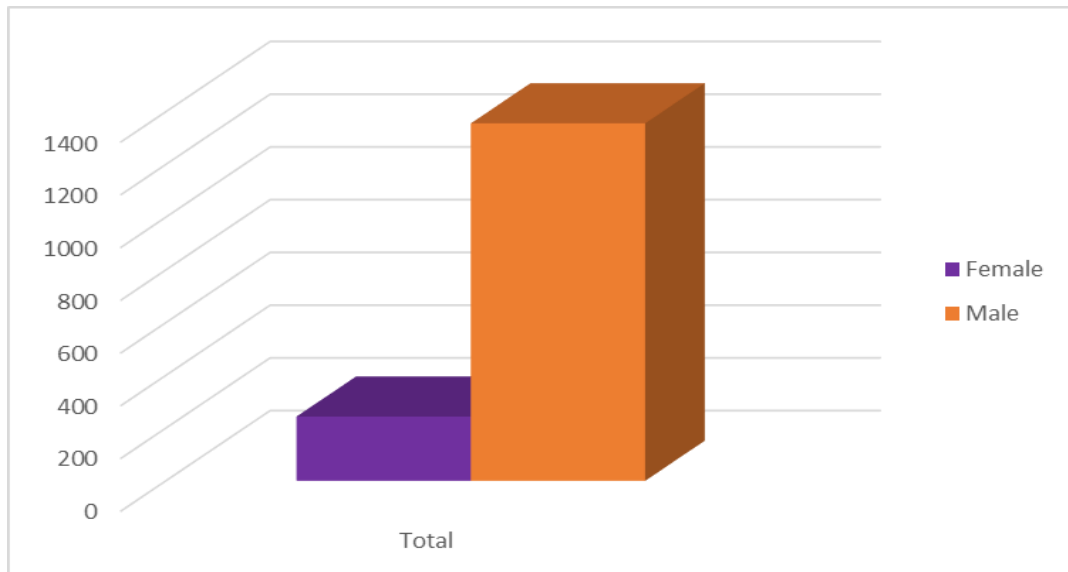
Service Data

1st April 2017- 31st March 2018

Where information has been given	
Accidental Home Fires:	
People Aged 65+	15
Race	1
Road Accidents (attended by SWFRS):	
People Aged 65+	77
Race	5
<i>source- Incident Recording System (IRS)</i>	
Home Fire Safety Check Visits (HFSC):	
Disabled	2,529
Smoke alarms installed	1,927
People Aged 65+	5,204
Smoke alarms installed	4,753
Race	168
Smoke alarms installed	17
Single Parent Households	751
Smoke alarms installed	942
Specialist deaf smoke alarms installed	2,676

Staff Data: Total

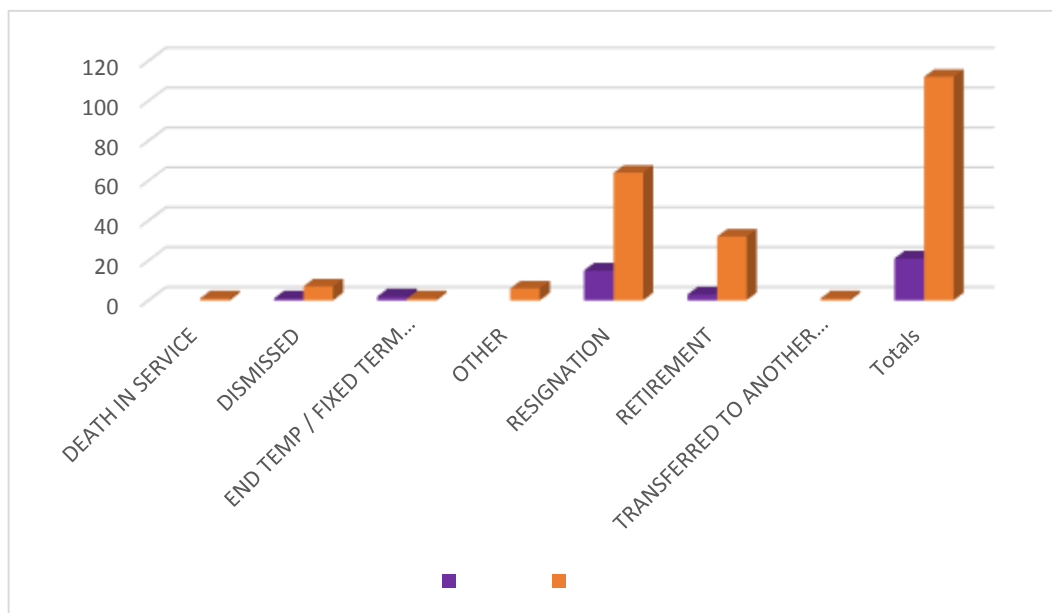
As of 31st March 2018



	Female	Male
SWFRS Staff Total	250	1,375
<i>(Data is based on head count, not number of contracts)</i>		
18-25	13	111
26-40	75	529
41-60	149	687
61+	7	17
Self-Declared as Disabled	3	8
African		2
Black Caribbean		
Caucasian (white)	204	1,074
Left Blank	33	221
Other	5	18
Prefer Not to Say		
Bisexual, Gay, Lesbian		12
Heterosexual		478
Prefer Not to Say		855
Left Blank		280
Gender Reassignment/Identity		1

Staff Data: Leavers

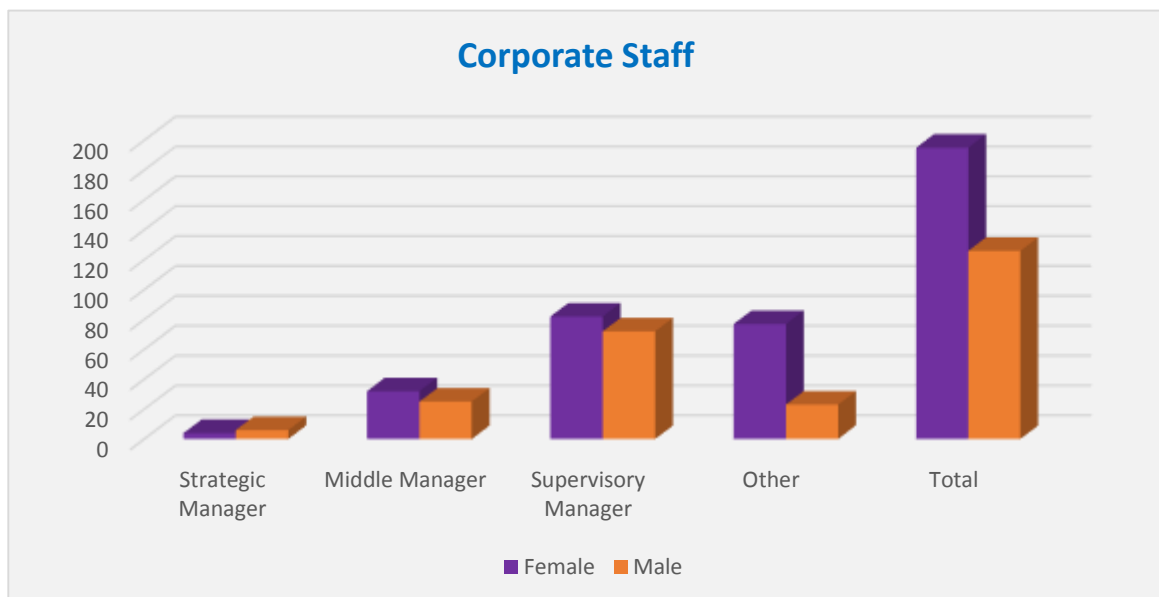
Between 1st April 2017 - 31st March 2018



Reason for Leaving:	Female	Male
Death in Service	0	1
Dismissed	1	7
End Contract	2	1
Redundancy	0	0
Resignation	15	64
Retirement	3	31
Other/Transfer	0	7
Total	21	111

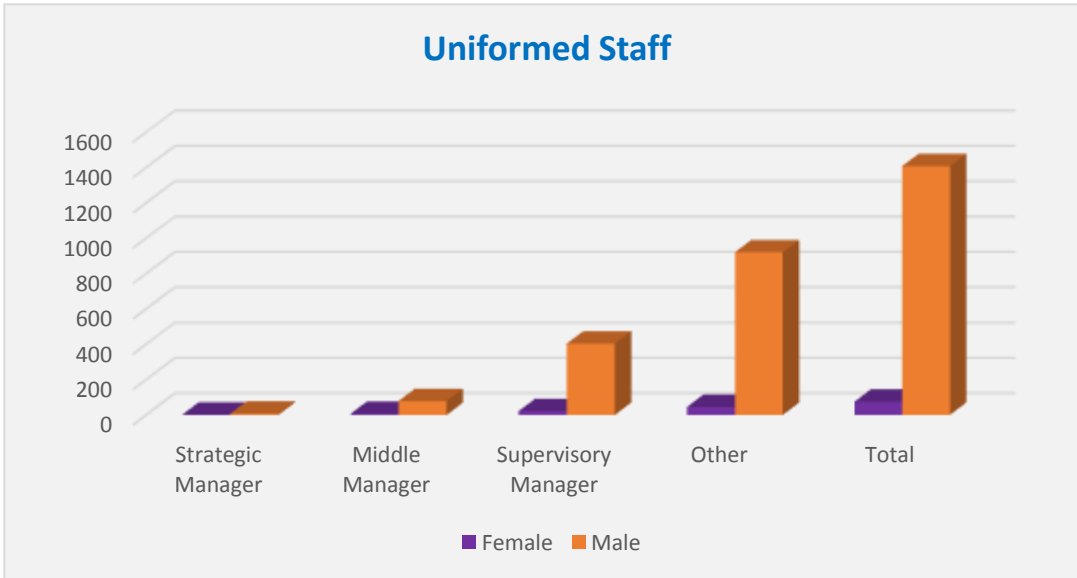
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Staff Data- Gender/Grade: Corporate On 31st March 2018



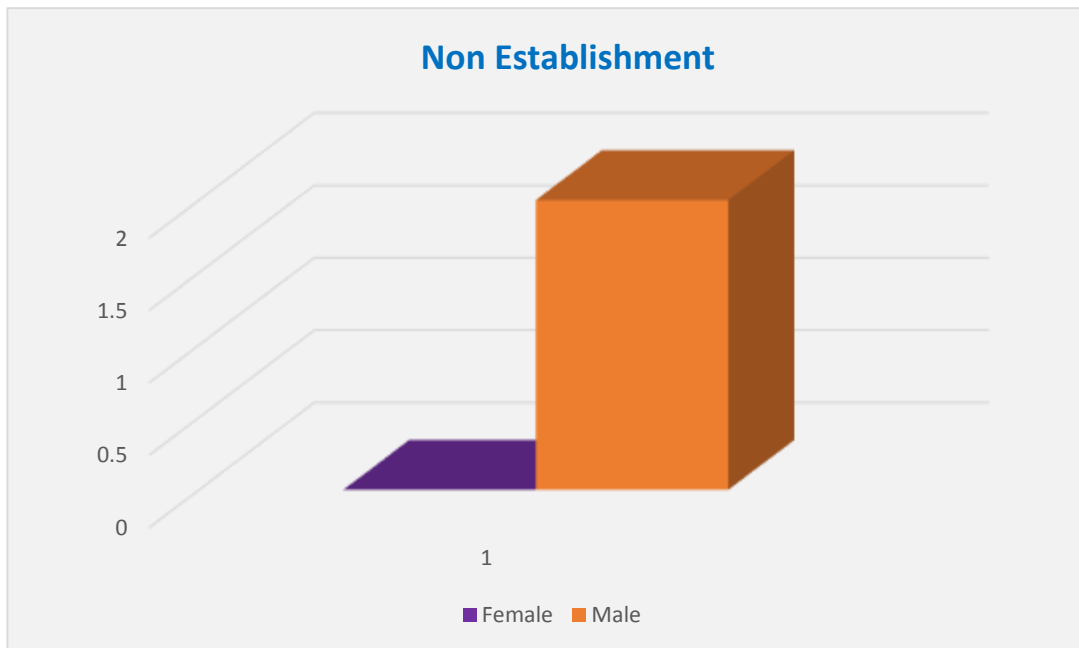
Corporate Staff	Strategic Manager	Middle Manager (Grade 10-18)	Supervisory Manager (Grade 6-9)	Other (Grade 1-5)	Total
Female	4	32	82	77	195
Male	6	25	72	23	126

Staff Data- Gender/Grade: Uniformed On 31st March 2018



Uniformed Staff (Operational & Control)	Strategic Manager	Middle Manager (GM –SM)	Supervisory Manager (WM-CM)	Other: Firefighter & Control	Total
Female	1	6	22	45	80
Male	7	78	403	920	1,408

Staff Data- Gender/Grade: Non Establishment On 31st March 2018



Non Establishment		Total
Female	0	0
Male	2	2

Recruitment Data: Corporate 2017- 2018

	TOTAL APPLICATIONS
FEMALE	136
MALE	199
TRANSGENDER	0
UNKNOWN	0
TOTAL:	335
UNDER 18	9
18-24	114
25-40	147
41-59	63
60+	2
Prefer Not to Say	0
	12
Registered Disabled	5
Not Registered Disabled	321
Prefer Not to Say	9
Ethnic Minority	4
White	321
Prefer Not to Say	10
Buddhist	0
Christian	108
Hindu	0
Jewish	0
Muslim	3
Sikh	0
None	210
Other	0
Prefer Not to Say	14
Bisexual	0
Gay	3
Heterosexual	315
Lesbian	3
Prefer Not to Say	14
Don't Speak Welsh	201
Learner	50
Intermediate	30
Fluent	53
Prefer Not to Say	1

Recruitment Data: Retained On-Call 2017-2018

	TOTAL APPLICATIONS
FEMALE	50
MALE	324
TRANSGENDER	0
UNKNOWN	2
TOTAL:	376
UNDER 18	16
18-24	149
25-40	158
41-59	27
60+	0
Prefer Not to Say	26
Registered Disabled	11
Not Registered Disabled	313
Prefer Not to Say	52
Ethnic Minority	9
White	324
Prefer Not to Say	43
Buddhist	0
Christian	74
Hindu	0
Jewish	0
Muslim	3
Sikh	0
None	257
Other	3
Prefer Not to Say	39
Bisexual	1
Gay	0
Heterosexual	327
Lesbian	4
Prefer Not to Say	44
Don't Speak Welsh	262
Learner	41
Intermediate	15
Fluent	20
Prefer Not to Say	38

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

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**SOUTH WALES FIRE & RESCUE AUTHORITY
HR & EQUALITIES COMMITTEE**

AGENDA ITEM NO 9
19 NOVEMBER 2018

REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

**FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT
CIRCULARS 2018/2019**

SUMMARY

Under the terms of the Public Services Pension Act 2013 (PSBA 2013), the Fire & Rescue Authority is the recognised Scheme Manager for Firefighters Pension Schemes.

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

RECOMMENDATIONS

1. Members accept the Welsh Government (Firefighters' Pension Scheme Circulars and e-mails) that have been received in the 2018/2019 year to date.
2. Members note the actions that have been implemented for each of the circulars.

1. BACKGROUND

- 1.1 Firefighter pensions are devolved to Welsh Ministers under the Fire and Rescue Services Act 2004. The current Pension Schemes for Firefighters in Wales: - the Firefighters Pension Scheme 1992 (FPS), the New Firefighters Pension Scheme 2007 (NFPS 2007), the Firefighters' Pension Scheme (Wales) 2015, and the Modified Pension Scheme.
- 1.2 The South Wales Fire & Rescue Authority is the designated 'Scheme Manager', and as the administering authority for the Firefighters pension fund is responsible for ensuring the effective management of the Schemes, including any changes.
- 1.3 South Wales Fire & Rescue Authority has duly authorised Rhondda Cynon Taff Pensions Section to be its 'Scheme Administrator'. The Pensions Section administers all the relevant Public Sector Pension Schemes on behalf of South Wales Fire & Rescue Authority via a service level agreement.

2. ISSUES

- 2.1 Welsh Government issues regular communications to all Chief Fire Officers, Chairs and Clerks of Fire and Rescue Authorities, electronically in a standard circular template which are intended to be a means to ensure that messages are conveyed to the Fire & Rescue Service are clear and consistent.
- 2.2 These e-mails and circulars encompass a wide variety of issues and areas and as such there is a requirement that they are consistently and efficiently applied by the Scheme Manager in order to ensure the integrity of the relevant Schemes and the proper exercise of discretionary powers where appropriate.
- 2.3 The appendix attached to the report is a table of Welsh Government (Firefighters' Pension Scheme Circulars) that have been received in the 2018/2019 year to date. The table contains comments to advise Members of the actions that have been implemented. This table will be updated regularly and brought to Members for information and action. The non-shaded rows are those which have been received since the last report.

3. FINANCIAL IMPLICATIONS

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

4. EQUALITY RISK ASSESSMENT

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the future roles and responsibilities associated with the governance of the Firefighters' Pension Schemes.
- 4.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel at this juncture.

5. RECOMMENDATIONS

- 5.1 Members accept the Welsh Government (Firefighters' Pensions Scheme Circulars and e-mails) that have been received in the 2018/2019 year.
- 5.2 Members note the actions that have been implemented for each of the circulars.

Contact Officer:	Background Papers:
ACO Mark Malson Acting Director of People Services	None

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HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS & E-MAILS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2018/2019

NO	TITLE	DATE	SUMMARY	COMMENT
Firefighter Pensions Schemes Wales Valuation	GAD briefing note	20 Sept 2018	Provisional valuation results from GAD	Work in progress. Update at next meeting.
W-FRSC(2018)06	Financial Arrangements for Firefighter Pensions Top Up Grant Forms	11 June 2018	FPF forms amended.	This circular has been actioned by Mark Malson.
W-FRSC(2018)08	Code of Practice on Workforce Matters – Annual Monitoring Exercise	18 May 2018	This circular concerns the Code of practice on Workforce Matters, more commonly known as the Two-Tier Code. The annual monitoring returns under that Code are now due.	This circular has been actioned by Mark Malson. COMPLETED

W-FRSC(2018)07	Amendments to the 1992 and 2007 Firefighters' Pension Schemes and the 2007 Compensation Scheme, covering eligibility for survivor benefits	11 May 2018	<p>The circular provides information about changes to benefits for certain survivors of deceased members of the various Firefighters' pension schemes. These changes are reflected in the following instruments:-</p> <ul style="list-style-type: none"> • The Firefighters' Pension Scheme and Compensation Scheme (Wales) Amendment Order 2018 http://www.legislation.gov.uk/id/wsi/2018/577 and • The Firefighters' Pension Scheme (Wales) (Amendment) Regulations 2018 http://www.legislation.gov.uk/uk/wsi/2018/576 <p>both of which have now been made, and will come into force on 1 June, 2018. However, most of the changes have retrospective effect.</p>	This circular has been forwarded to RCT Pensions for auctioning if there are affected cases. COMPLETED.
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APPENDIX 1

W-FRSC(2018)06	Financial Arrangements for Firefighter Pensions – Top-Up Grant Forms 2018-2019	25 April 2018	<p>This circular requests each Fire & Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2018-19 (FPF1) by 20 June 2018.</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2016/17 (FPF3) and 2017/18 (FPF2) and interim payment for 2018-19 (FPF1).</p>	This circular has been actioned with forms FPF2 and FPF3 returned to Welsh Government. COMPLETED.
Circular NJC/3/18	Inclusive Fire Service Group	21 March 2018	This circular sets out the NJC For Local Authority Fire & Rescue Services to initiate a national campaign covering the full range of the modern Firefighter role, and what the Fire Service does in order to inform perception, ?? information on recruitment requirements.	For information only.
W-FRSC(2018)03	Public Service Pension Indexation and Revaluation 2018	2 March 2018	This circular informs you of the increase in Public Service Pension Indexation and Revaluation which will take effect from 9 April 2018.	This circular has been forwarded to RCT pensions for actioning. COMPLETED

W-FRSC(2018)02	Firefighters' Pensions – Employee Contribution Rates 2018-19	28 Feb 2018	This circular reminds FRAs of changes to employee contribution rates from 1 April 2018 (as set out in Circular W-FRSC(2015)10 issued on 21 April 2015)	This circular was sent to RCT pensions for actioning. COMPLETED
W-FRSC(2018)01	Firefighters' Pension Schemes (Wales) – GMP Indexation and Equalisation: Impact on calculations using actuarial factors	2 Feb 2018	This circular provides a link to the UK Government announcement extending the interim solution announced in 2016 in relation to GMP indexation and equalisation to 2021. It also outlines the impact on Firefighter pension calculations which use actuarial factors.	This circular has been forwarded to the Service's Treasurer and RCT pensions for actioning. COMPLETED

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

AGENDA ITEM NO 10
19 NOVEMBER 2018

COMPARTMENT FIRE BEHAVIOUR TRAINING (CFBT) PROJECT UPDATE

SUMMARY

This report provides Members with an updated position on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate

RECOMMENDATIONS

That Members consider the contents of the report.

1. BACKGROUND

- 1.1 The purpose of the report is to update Fire & Rescue Authority Members of the HR & Equalities Committee on the Compartment Fire Behaviour Training Project which is being developed at the Training & Development Centre at Cardiff Gate.

2. CURRENT POSITION

- 2.1 The construction phase of the project commenced on 10 September, 2018. The build phase is scheduled to last for 42 weeks.
- 2.2 Regular monthly meetings commenced on 11 October, with our key project partners. These progress meetings provide an opportunity for the key partners to update on progress against the construction programme.
- 2.3 The Service continues to work with its key project partners to agree final design features.

3. RECENT ACTIVITY AND PROGRESS

- 3.1 A ground breaking ceremony took place on 3 October, 2018, with the Lord Mayor of Cardiff, Fire Authority Members, members of the Design & Development team, as well as other key individuals who have played a pivotal role in the planning of the facility to date.
- 3.2 Significant progress has been made by the appointed Groundwork Contractor.

- 3.3 Progress includes a sub scan of the entire site, erection of site containment fencing, construction of main site compound and welfare facilities.
- 3.4 Earthworks have commenced with approximately 6000 tonnes of soil removed, and the road and turning areas created. The road now has a solid sub base which reduces the likelihood of mud contaminating the Cardiff Gate Training Centre site or local infrastructure.
- 3.5 ISG has employed local companies (wherever possible) as this provides local employment and reduces the overall environmental impact. The following sub-contractors have been appointed for the build.
- Groundworks, Substructure, Roads and Paving – Premier Groundwork Solutions
 - Specialist Fire Installation – Haagen
 - Temporary Electrical & Plumbing – Site Electrical Solutions
 - Mechanical Installation – FP Hurley
 - Electrical Installation – HighAdmit
 - Metal Doors & Refractory Tiling – DA Technologies
 - Retaining Wall Waterproofing – ATAL UK Limiting
- 3.6 The project is currently on schedule for a 42 week completion date. Following completion of the build we will commence a testing, commissioning and training cycle to ensure the facility is fit for purpose. Following this extensive period of testing, the practical completion and handover will take place in August 2019.

4. GOVERNANCE STRUCTURE OF CFBT PROJECT

- 4.1 The following programme of work has now been completed to ensure appropriate governance:-
- Bi-weekly meetings for all stakeholders
 - Project Management Monthly reports for TC Group
 - Maintenance of Risk Register
 - Design team sign off on all key decisions through a collaborative approach
 - Timeline of key dates for wider scrutiny
 - Regular update to Executive Leadership Team and Project Board
- 4.2 The Compartment Fire Behaviour Training Programme Design team consists of:-
- South Wales Fire & Rescue Service and Babcock, its Private Finance Initiative (PFI) partner

- TC Consult – Project Managers and Employers Agent – whose role is to administer the contract and protect the interests of the Service
- ISG – Appointed contractor
- Lawray – Appointed architect, and now novated across to ISG.
- Damien Barry – Planning advisor
- SJS – Steve Smith, Lead Specialist Compartment Fire Behaviour (CFB) Consultant.

5. THE WAY FORWARD

- 5.1 Preparing for the procurement of the facilities management element of the facility.

6. FINANCIAL IMPLICATIONS

- 6.1 ISG have provided the Service with a final projected build cost.

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 consider the contents of the report.

Contact Officer:	Background Papers:
AM Ian Greenman Head of Training & Development	None

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**SOUTH WALES FIRE & RESCUE SERVICE - FIRE PROFESSIONAL
FRAMEWORK UPDATE**

SUMMARY

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

RECOMMENDATIONS

That Members note the contents of the report.

1. BACKGROUND

- 1.1 In recent times South Wales Fire & Rescue Service has invested a significant amount of money in developing its workforce through a predominantly external academic route. Previously 'Pathways' was developed across the three Fire & Rescue Services in Wales, and this set out a vision which plotted a clear progression route for both uniformed managers and corporate staff equivalents.
- 1.2 Each 'pathway' was specific to a different tiered grading system which looked for parity between uniformed personnel and their corporate peers. Despite being a collaborative approach across the three Fire & Rescue Services in Wales, it became apparent that each Service was experiencing difficulty in sustaining the system as well as significant financial pressure due to the costs incurred.
- 1.3 Other issues which have contributed to the difficulty in sustaining the Pathway programme include rising tuition fees, difficulty in releasing personnel from duty systems, Wholetime Duty System (WDS) and On-Call Duty System (OCDS), as well as Welsh Government funding being withdrawn.
- 1.4 The rate of attrition and the landscape surrounding this has changed significantly, and the methods of leadership and development required a timely re-evaluation across the Service to meet current and future organisational needs.

2. ISSUE

2.1 A new model for South Wales Fire & Rescue Service which is both appropriate and sustainable.

2.2 There have been a number of internal and external drivers for change, and whilst considering these, future impacts have also been key in establishing a new way forward for the Service in relation to Learning & Development.

2.3 Internal drivers include:-

- Equality of access to development for Green (Corporate) and Grey (Uniformed) Book personnel;
- Retirement profile of strategic and middle managers within the Service;
- Budget constraints – The Personnel Development budget has seen a cut from funding of £161,800 in 2011/2012 to £104,000 for 2015/2016, a reduction of 35%;
- ‘Shaping Our Future’ programme which has identified career development as a key area;
- ‘Principles of Workforce’ progression;
- ‘Investors in People (IiP)’ report (2017), which identified the need for ‘Succession Planning’, and ‘Talent Management’ within the Service as an area of focus for review and improvement;
- The requirement for a ‘Health & Safety’ role of managers within the ‘Operational Development & Review Team’ (ODRT);
- Collaboration and smarter ways of working.

2.4 External drivers include:-

- National Issues Committee (NIC) – Recent developments within the Training & Development departments across Wales;
- ‘Skills for Justice’ (SFJ) Awards;
- All Wales Academy for Local Government;
- Efficiency savings;
- Collaboration and smarter ways of working.

2.5 Recognition has been given and due consideration applied for the management function each person carries out, especially in relation to whether they actually have a people management function as part of their role. This has seen a cross mapping exercise carried out which links the uniformed level of management which is supervisory, middle and strategic with the proposed corporate level of People Manager, Team Manager, and Department Manager respectively. There are also several Corporate managers within the Service who despite being at a senior

level in terms of grade, have very little managerial responsibility. These are being recognised as having more of a co-ordinator role. Despite this they will be afforded the appropriate level of development opportunity commensurate with their role.

3. THE LEADERSHIP DEVELOPMENT PROGRAMME

- 3.1 Each manager within the Service will now have a clearly defined career route in terms of development, which will equip them with the requisite skills in order for them to fulfil their managerial responsibility in the most effective way.
- 3.2 Depending on their level within the Service, all uniformed managers following success at the required uniformed technical competency papers, Assessment Development Centre or operational assessments, will be allowed access to development modules which will require attendance at several training events to allow the individual to acquire knowledge and be signed off for their respective 'Development to Competent' portfolio (D2C process).
- 3.3 In addition to this line managers will be encouraged to identify talent within the Service, and these personnel will be allowed to access further modules which have been identified for the next level of management. Regular appraisals from line managers will talent spot and ensure that such personnel are not only encouraged but mentored in an appropriate manner.
- 3.4 Corporate managers will have access to the same development programmes according to their level subject to regular appraisals from their respective line managers. Talent spotting and mentoring will be applied in the same way to that utilised for uniformed managers.
- 3.5 The above referred to development modules will where possible be resourced and facilitated both internally and externally to meet the development needs identified, and ensure costs are minimised through a robust procurement process and joined up working through the three Fire & Rescue Services in Wales, and the National Issues Committee.
- 3.6 The new Leadership & Development modules are bespoke for supervisory manager up to and including senior managers across both Grey and Green Book personnel.
- 3.7 The Executive Leadership Programme (ELP) through the Fire Service College / University of Warwick will continue to be an integral part of this process due to the very nature of the course, and the networking opportunities afforded across all Fire & Rescue Services in the UK.

3.8 However, new bespoke courses have been developed in conjunction with the University of South Wales to develop our leaders of the future. These are identified as:-

- **Pioneer Programme** – Middle/Senior roles within the Service (last 2 modules finishing January 2019)
- **Challenge Programme** – Middle leaders – cohort 3 just commenced.
- **Excellence Programme** – Developing supervisory managers (in development and replacing Inspirational Leadership in early 2019)
- **Academi Wales Summer/Winter school** – middle leaders (ongoing)
- All above courses embedded with **Coaching & Mentoring** to support all future leaders throughout their Leadership/Management journey.

3.9 The Pioneer Programme's first cohort is progressing well with positive responses from all personnel. This programme has exposed individuals to a wide and diverse area of expertise with speakers from both internal and external environment, i.e. Welsh Government, other public services (Police, Wales Ambulance Service), and private sector specialist (Cardiff Wales Airport).

3.10 The Leadership & Development Team in conjunction with the Training Department, have looked at smarter ways of working to suit the needs of our On-Call Duty System personnel. This has led to opening up opportunities for all personnel to attend mid-week and weekend courses regardless of duty system. This has led to 45 On-Call Duty System supervisory personnel being trained in 'Introduction to Leadership'.

3.11 The Training & Development department will work closely with departmental managers to continually identify future leaders, and evaluate course content to ensure they remain current and fit for purpose. This will be monitored through the All Wales Training Managers forum.

3.12 Further opportunities to develop personnel will be sought through networking opportunities with other category 1 emergency responders, specifically the Police and Ambulance. This is in addition to other collaborative projects, as well as accessing opportunities within Academi Wales.

4. THE WAY FORWARD

- 4.1 The structure of the Leadership & Development team is to be remodelled, and will fall under the remit of the Head of HR based at Fire Service Headquarters.
- 4.2 The Learning & Development team will ensure all courses are monitored to ensure course content is fit for purpose, meets the needs of the Service, and more importantly identifies leaders of the future so that South Wales Fire & Rescue Service maintains its current standing within the Fire Service arena, and the communities we serve.
- 4.3 This will allow the Service to move from the current model of external formal qualifications and mould courses with providers to meet bespoke requirements, and see savings being realised from collaborative working through the National Issues Committee.

5. FINANCIAL IMPLICATIONS

- 5.1 There are currently no additional financial implications arising as a result of the new Leadership & Development strategy, although this will be monitored throughout.

6. EQUALITY RISK ASSESSMENT

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

7. RECOMMENDATION

- 7.1 That Members note the contents of the report.

Contact Officer:	Background Papers:
AM Ian Greenman Head of Training & Development	None

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**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2018/2019**

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
All Wales People & Organisational Development Strategy 2018-2021	To provide members with an update on the agreed All Wales Strategy for 2018/2021	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented
Review of Training & Development Department Activities for 2017/2018	To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Occupational Health Activity Report 2017/2018	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS Contact Officer: Andrew Jones/Lyndon Davies	16 July 2018	Presented
liP. – Report and Presentation	To provide Members with an overview of the outcome of the liP Assessment conducted in 2017 and future actions.	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented
Mental Health Strategy – Organisational Procedure & Delivery Plan	To provide Members with an overview of the mental health strategy and delivery plan to support the workforce.	ACO PS Contact Officer: Andrew Jones/Jan Nancarrow	16 July 2018	Presented
NJC for Brigade Managers Salaries and Numbers Survey 2017	To provide Members with an update on the NJC annual survey of FRA's Brigade Managers roles in terms of gender, ethnic origin,	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	age, and the use of Gold Book terms and conditions.			
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	16 July 2018	Presented
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	16 July 2018	Presented
All Wales Operational Assurance & Peer Assessment Report 2017-2018	To update Members of the All Wales Ops Assurance Peer Assessment	ACO PS Contact Officer: Alison Kibblewhite	16 July 2018	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Report on Absence Management	Purpose is to update Members on the incidence of sickness absence across the Service.	ACO PS Contact Officer: Andrew Jones/Jan Nancarrow	19 November 2018	On Agenda
Annual Report on Discipline & Grievances	Purpose is to update Members on the variety of disciplinary and grievance cases that have occurred throughout the Service.	ACO PS Contact Officer: Andrew Jones/Gill Goss	19 November 2018	On Agenda
Annual Update on the Strategic Equality Plan	Purpose is to update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people.	ACO PS Contact Officer: Andrew Jones/Carey Wood	19 November 2018	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Equality Report	Purpose is to provide Members with an update on the Service's progress in delivering services in conjunction with the terms established in the Annual Equality Plan in order to promote organisational improvement.	ACO PS Contact Officer: Andrew Jones/Carey Wood	19 November 2018	On Agenda
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	19 November 2018	On Agenda
CFBT Project Update & Presentation	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	19 November 2018	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Leadership Development Programme	To update Members on the development modules in respect of the future leaders of the Service	ACO PS Contact Officer: Ian Greenman	19 November 2018	On Agenda
Annual Pay Policy Statement 2019/2020	Purpose is to inform Members and to enable the Service's Policy to be evaluated	ACO PS Contact Officer: Mark Malson	18 February 2019	
Gender Pay Gap Statement	Purpose is to update Members on the analysis of the gender pay gap across the Service	ACO PS Contact Officer: Mark Malson	18 February 2019	
Inclusive Fire Service Strategy	Purpose of this report is to update Members on progress against the Inclusive Fire Service Delivery Plan	ACO PS Contact Officer: Andrew Jones/Carey Wood	18 February 2019	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Welsh Language Report	The purpose of this report is to update members on the Service's compliance and progress with the Welsh Language Standards	ACO PS Contact Officer: Andrew Jones/Carey Wood	18 February 2019	
Third Party Income Strategy	Purpose is to update Members on current arrangements affecting TPI.	ACO PS Contact Officer: Ian Greenman	18 February 2019	
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Mark Malson	18 February 2019	
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO PS Contact Officer: Ian Greenman	18 February 2019	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Apprenticeship Levy	To update Members on the current progress on the apprenticeship levy for SWFRS	ACO PS Contact Officer: Ian Greenman	18 February 2019	

ACO Mark Malson – Acting Director of People Services
Andrew Jones – Acting Head of Human Resources
AM Ian Greenman – Head of Training & Development

AGENDA ITEM NO 13

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

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1. Apologies for Absence

2. Declaration of Interests

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

3. Chairman's Announcements

4. To receive the minutes of:

- HR & Equalities Meeting held on 16 July 2018 5

5. Report on Annual Sickness Absence Report – 1 April 2017 to 31 March 2018 11

6. Annual Report on Grievance and Discipline Activities for the year 1 April 2017 to 31 March 2018 21

7. Annual Review: Strategic Equality Plan – 1 April 2015 to 31 March 2020 29

8. Annual Equality Report for the period 1 April 2017 to 31 March 2018 39

9. Firefighters' Pension Schemes – Wales Government Circulars 2018/2019 71

10. Compartment Fire Behaviour Training (CFBT) Project Update 79

11. South Wales Fire & Rescue Service – Fire Professional Framework Update 83

12. Forward Work Programme 2018-19 89

13. To consider any items of business that the Chairman deems urgent (Part 1 or 2) 97