

SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 2 NOVEMBER, 2020**

HELD REMOTELY VIA STARLEAF CONNECTION

12. PRESENT:

Councillor	Left	Authority
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
G Holmes		Rhondda Cynon Taff
W Hodgins	Left at 11:30 hrs	Blaenau Gwent
A Hussey		Caerphilly
A Jones		Torfaen
A Lister	Left at 12:15 hrs	Cardiff
D Naughton		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

APOLOGIES:

H Thomas		Newport
H Jarvie		Vale of Glamorgan
A Jones		Head of HR

ABSENT:

D Ali	Failed to connect remotely	Cardiff
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OBSERVORS:

D T Davies		Caerphilly
S Bradwick	Left at 11:00 hrs	Rhondda Cynon Taff

OFFICERS PRESENT:- DCO S Chapman – Monitoring Officer, ACO A Reed – Director of People Services, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms K Davies – HR Manager (Absence Management), Ms G Goss – HR Manager (Employee Relations), Ms D Doel – HR Manager (Recruitment), CM Dave Crews – Mental Health Officer

13. DECLARATIONS OF INTEREST

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

Councillor Hodgins declared a personal interest in Agenda Item 10 'Real Fire Training Facility'.

Following a request by the Monitoring Officer, Members agreed to amend the Agenda and bring forward Agenda Items 5 and 6.

14. TO ELECT THE CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021

The Monitoring Officer called for nominations for Chairperson of the HR & Equalities Committee. Councillor Drake was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Drake was duly elected as Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The newly appointed Chair thanked Members for their support, and took the opportunity to thank the outgoing Chair, Councillor Pickering, and Deputy Chair, Councillor Ali, for all their hard work and commitment on behalf of the HR & Equalities Committee.

15. TO ELECT THE DEPUTY CHAIRPERSON OF THE HR & EQUALITIES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021

The Monitoring Officer called for nominations for the Deputy Chairperson of the HR & Equalities Committee. Councillor

Roberts was nominated and seconded. There were no other nominations.

RESOLVED THAT

Councillor Roberts was duly elected as Deputy Chair of the HR & Equalities Committee for the remainder of the Municipal Year 2020/2021.

The Monitoring Officer withdrew from the meeting at 10:45 hrs.

16. CHAIR'S ANNOUNCEMENTS

There were no Chair's announcements to record.

17. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 20 July, 2020, were received and accepted as a true record of proceedings, subject to the following amendment:-

- Councillor D T Davies was the Member for 'Caerphilly', and not Torfaen as miss-recorded.

18. UPDATE ON SOUTH WALES FIRE & RESCUE SERVICE'S STRATEGIC EQUALITY PLAN

The Director of People Services presented a report which provided Members with an update and analysis on the Strategic Equality Plan Quarter 1.

RESOLVED THAT

Members agreed to note the content of the report.

19. FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021

The Director of People Services advised Members that under the terms of the Public Services Pension Act 2013, the Fire & Rescue Authority was the recognised Scheme Manager for Firefighters Pension Schemes.

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

RESOLVED THAT

19.1 Members unanimously agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails that had been received in the 2020/2021 year to date.

19.2 Members unanimously agreed to note the actions that had been implemented for each of the circulars.

20. RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY

The HR Manager (Recruitment) provided Members with an update in relation to the ongoing Recruitment, Attraction & Engagement Strategy.

RESOLVED THAT

Following a lengthy question and answer session on recruitment issues, engagement opportunities, and support mechanisms, Members agreed to note the contents of the report.

21. TRAINING & DEVELOPMENT DEPARTMENT – REAL FIRE TRAINING FACILITY

The Head of Training & Development presented a report which provided Members with an updated position on the completed build of the Real Fire Training Facility, located at the Training & Development Centre at Cardiff Gate.

RESOLVED THAT

Following discussion, Members agreed to note the contents of the report.

22. UPDATE ON LEADERSHIP DEVELOPMENT STRATEGY – MARCH 2019 TO SEPTEMBER 2020

The Director of People Services presented a report which provided Members with an update on the Leadership Development Strategy within the Service, and outlined the background for future plans.

RESOLVED THAT

Members agreed to note the content of the report.

23. ANNUAL MENTAL HEALTH STRATEGY & WELLBEING DELIVERY PLAN – NOVEMBER 2019 TO OCTOBER 2020

As the HR Manager (Absence Management) had difficulties in connecting to the meeting, the Mental Health Officer presented the report on her behalf and informed Members that in September 2018, South Wales Fire & Rescue Service published the Mental Health Strategy 2018-2021. The presented report outlined the progress made in implementing the strategy, and the Service's mental health provision from November 2019 to October 2020. The report also included a summary of the ongoing health and wellbeing support provided by the Service.

RESOLVED THAT

23.1 Members agreed to note the content of the report.

23.2 Following a request by Members, Officers agreed to present a further report which would include up to date stats.

24. REPORT ON MENTAL HEALTH PROJECT AND ACTIVITIES

The Mental Health Officer delivered an electronic presentation and provided Members with an update on the key work-streams the Service was undertaking in relation to the Mental Health Project.

RESOLVED THAT

Members thanked Officers for the in-depth report, and agreed to note the contents.

25. UPDATE ON JOB EVALUATION

The HR Manager (Employee Relations) delivered an electronic presentation which provided Members with an update on the Job Evaluation process.

RESOLVED THAT

Following a question and answer session, Members agreed to note the content of the electronic presentation on the Job Evaluation process.

26. FIREFIGHTER APPRENTICESHIP UPDATE

The Head of Training & Development informed Members that in order to deliver the new Level 3 Emergency Fire Service Operations (Wales) Apprenticeship framework, the Welsh Fire & Rescue Services (WFRS) were required to secure the services of a Work-Based Learning (WBL) provider. Members were advised that South Wales Fire & Rescue Service (SWFRS) had secured the services of Cardiff & Vale College (CaVC) in order to achieve this, and would be acting as the sub-contractor for the delivery phase.

RESOLVED THAT

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

27. CAR LEASE SCHEME

The Director of People Services informed Members that the Car Lease Scheme report would be deferred to the next meeting.

RESOLVED THAT

Members agreed to note that the Car Lease Scheme report would be deferred to the next meeting.

28. FORWARD WORK PROGRAMME 2020/2021

The Director of People Services presented Members with the Forward Work Programme for 2020/2021, and provided a brief

overview of the key reports to be presented throughout the Municipal Year.

RESOLVED THAT

Members agreed to accept the Forward Work Programme for 2020/2021.

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

There were no items of urgent business to discuss.

The newly appointed Chair closed the meeting by wishing Members and Officers a very Merry Christmas and Happy New Year.