

SOUTH WALES FIRE & RESCUE AUTHORITY

**MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 20 JULY, 2020**

HELD REMOTELY VIA STARLEAF CONNECTION

1. PRESENT:

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taff
D Ali (Deputy Chair)		Cardiff
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
C Elsbury		Caerphilly
S Evans		Torfaen
A Hussey		Caerphilly
A Jones		Torfaen
A Lister		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend

APOLOGIES:

W Hodgins		Blaenau Gwent
H Jarvie		Vale of Glamorgan

ABSENT:

D Naughton	Failed to connect remotely	Cardiff
H Thomas	Failed to connect remotely	Newport

OBSERVORS:

D T Davies	Left at 11:30 hrs	Torfaen
S Bradwick	Left at 11:45 hrs	Rhondda Cynon Taff

OFFICERS PRESENT:- ACO A Reed – Director of People Services, Mr A Jones – Head of HR, AM G Davies – Head of Training & Development, Ms S Watkins – Deputy Monitoring Officer, Ms R Hazell – Occupational Health Nurse, Ms K Davies – HR Manager (Attendance Management), Ms G Goss – HR Manager (Employee Relations)

2. DECLARATIONS OF INTEREST

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

3. CHAIR'S ANNOUNCEMENTS

- **WELCOME ADDRESS TO NEW MEMBER**

The Chair welcomed new Member, Councillor Hodgins, to the HR & Equalities Committee.

- **WELCOME ADDRESS TO NEWLY APPOINTED HEAD OF TRAINING & DEVELOPMENT**

The Chair extended a warm welcome to Area Manager Garry Davies, who had recently been appointed the new Head of Training & Development.

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 24 February, 2020, were received and accepted as a true record of proceedings.

With reference to Item 46 recorded within the minutes, Members were advised that Area Manager Ian Greenman had deferred his retirement and had recently been appointed Head of the Recovery Project Group for a short period.

5. SOUTH WALES FIRE & RESCUE SERVICE – OVERVIEW OF TRAINING & DEVELOPMENT DEPARTMENT 2019/2020

The Head of Training & Development presented a report which provided Members with an overview of the Training &

Development department, and identified the organisational structure and functions established within in order to facilitate it.

RESOLVED THAT

Members considered the contents of the report and following a question and answer session unanimously agreed to support the organisation's future training needs.

6. OCCUPATIONAL HEALTH UNIT (OHU) ACTIVITY REPORT – 1 APRIL 2019 TO 31 MARCH 2020

The Occupational Health Nurse informed Members that the presented Occupational Health Unit Activity report spanned the period from 1 April 2019 to 31 March 2020. The report provided data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

RESOLVED THAT

Members unanimously agreed to note the content of the report.

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

The ACO People Services advised Members that under the terms of the Public Services Pension Act 2013 (PSBA 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

7.1 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.

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

8. REPORT ON ANNUAL SICKNESS ABSENCE REPORT – 1 APRIL 2019 TO 31 MARCH 2020

The HR Manager (Attendance Management) presented a report to Members on the Annual Sickness Absence from 1 April 2019 to 31 March 2020, and highlighted the following key areas:-

- Sickness absence figures across the Service had reduced by 8% on the previous year
- The number of shifts/days lost to long term sickness was reducing
- A reduction in the number of injuries on duty leading to sickness absence.

The report also provided Members with a snapshot of the areas of focus for improving wellbeing and mental health activities.

RESOLVED THAT

Members unanimously agreed to note the contents of the report.

Councillor Davies withdrew from the meeting at 11:30 hrs.

9. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2019 TO 31 MARCH 2020

The HR Manager (Employee Relations) presented a report which provided Members with a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2010 to 31 March 2020.

RESOLVED THAT

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

Councillor Bradwick withdrew from the meeting at 11:45 hrs.

10. FORWARD WORK PROGRAMME 2020/2021

The ACO 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.

11. 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 Chair closed the meeting by thanking Officers for their hard work in providing Members with their detailed and informative reports.