

## **SOUTH WALES FIRE & RESCUE AUTHORITY**

### **MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING HELD ON MONDAY, 8 JULY 2019 AT CARDIFF GATE TRAINING AND DEVELOPMENT CENTRE**

#### **1. PRESENT**

<b>Councillor</b>	<b>Left</b>	<b>Authority</b>
S Pickering (Chair)		Rhondda Cynon Taf
D Ali		Cardiff
M Colbran	13:40	Merthyr Tydfil
P Drake		Vale of Glamorgan
S Evans		Torfaen
J Gauden		Torfaen
D Naughton		Cardiff
H Thomas		Newport

#### **APOLOGIES:**

C Elsbury	Caerphilly
A Hussey	Caerphilly
J Holt	Blaenau Gwent
A Lister	Cardiff
A Roberts	Rhondda Cynon Taf
H Jarvie	Vale of Glamorgan
R Shaw	Bridgend

**OFFICERS PRESENT:** ACO Alison Reed – Director of People Services; Mrs S Watkins – Head of Corporate Support & Deputy Monitoring Officer; AM J Evans – Head of Training Delivery; Mr A Jones – Head of Human Resources; SM M Wyatt – Training Manager, GM S Moody – Training Manager, SM G Evans – Training Manager, Mrs G Goss – HR Manager, Mrs K Davies – HR Manager, Ms L Mummery – HR Graduate

#### **2. DECLARATIONS OF INTEREST**

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

#### **3. CHAIR'S ANNOUNCEMENTS**

3.1 The Chair welcomed Councillor J Gauden, Councillor M Colbran and Councillor P Drake to their first meeting as members of the HR & Equalities Committee.

#### **4. MINUTES OF PREVIOUS MEETING HELD ON 18 FEBRUARY 2019**

The minutes of the meeting held on 18 February 2019 were received and accepted as a true record of proceedings.

#### **5. TRAINING AND DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR TRAINING (CFBT) PROJECT UPDATE**

The Training Manager provided a presentation on the Compartment Fire Behaviour Training (CFBT) Project which is being developed at the Training and Development Centre at Cardiff Gate. The Training Manager then provided Members with a tour of the facility.

#### **RESOLVED THAT**

- 5.1 Members noted the contents of the presentation and report.
- 5.2 Members be advised when a date is agreed for the Opening Ceremony of the new facility.

#### **6. ALL WALES PEOPLE AND ORGANISATIONAL DEVELOPMENT STRATEGY 2018-2021 AND THE SOUTH WALES FIRE & RESCUE SERVICE PEOPLE PLAN**

The Director of People Services advised Members that the aim of the All Wales People and Organisational Strategy is to enable the Welsh Fire & Rescue Services to meet evolving current and future expectations in achieving organisational aims and objectives by recruiting, 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 All Wales Strategy has provided the foundations for the work we have been doing within the Service over the past 3 months to develop our People Plan. The Plan will allow the Service to work within the high level direction agreed in the All Wales Strategy but to tailor approaches, where necessary, to reflect the individual needs of the organisation.

#### **RESOLVED THAT**

- 6.1 Members noted the content of the All Wales People & Organisational Development Strategy 2018-2021.

- 6.2 Members comments were noted on the proposed draft high level themes for the South Wales Fire & Rescue Service People Plan.
- 6.3 The SWFRS People Plan be presented at the next scheduled HR & Equalities Committee.

**7. SOUTH WALES FIRE AND RESCUE SERVICE – OVERVIEW OF TRAINING AND DEVELOPMENT DEPARTMENT**

The Head of Training and Development provided an overview of the Training and Development department and the organisational structure and functions established to facilitate it.

**RESOLVED THAT**

Members considered the content of the report and endorsed the actions identified.

**8. OCCUPATIONAL HEALTH UNIT ACTIVITY REPORT – 1 APRIL 2018-31 MARCH 2019**

The Head of Human Resources presented the Occupational Health Unit activity report which provided data on services and expenditure, updates on occupational health initiatives and an outline of strategic development between 1 April 2018 and 31 March 2019.

**RESOLVED THAT**

Members noted the content of the report.

**9. FIREFIGHTERS’ PENSION SCHEME – WALES GOVERNMENT CIRCULARS 2019/2020**

The Director of People Services advised Members that 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 issue regular communication to all Chief Fire Officers, Chairs and Clerks of Fire & Rescue Authorities electronically in a standard circular template and can cover a variety of areas including all aspects of Firefighters’ Pension Schemes and are noted or actioned as appropriate.

**RESOLVED THAT**

- 9.1 Members accepted the Welsh Government (Firefighters’ Pension Scheme Circulars and emails) received during 2019/2020.

9.2 Members noted the actions implemented for each of the Circulars.

#### **10. ANNUAL SICKNESS ABSENCE REPORT 1 APRIL 2018 TO 31 MARCH 2019**

The HR Manager presented the sickness absence report which showed the average number of shifts/working days lost per employee in each category of staff (excluding On Call RDS Personnel), for the period 1 April 2018 to 31 March 2019 is 10.80 days per employee in comparison with 10.06 days per employee for 1 April 2017 to 31 March 2018.

Further analysis of short and long term absences, self-certification and accidents on duty were also reported.

#### **RESOLVED THAT**

Members noted the contents of the report.

#### **11. ANNUAL REPORT ON GRIEVANCE AND DISCIPLINE ACTIVITIES FOR THE YEAR 1 APRIL 2018 TO 31 MARCH 2019**

The HR Manager presented a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2018 to 31 March 2019.

#### **RESOLVED THAT**

Members noted the contents of the report.

#### **12. THE APPRENTICESHIP LEVY**

The Training Manager provided a presentation on the background to the Apprenticeship Levy and presented a report which advised Members that the levy was announced at the Summer Budget 2015, and at the Autumn Statement 2015 it was announced that it would come into effect in April 2017. A consultation was held between 21 August 2015 and 2 October 2015 to hear from employers how the levy should work in practice.

The Government is committed to boosting productivity by investing in human capital and as a part of this, is committed to developing vocational skills and increasing the quantity and quality of apprenticeships. Overall, it has committed to an additional 3 million apprenticeships by 2020. It is hoped that the levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system.

## **RESOLVED THAT**

Members noted the contents of both the presentation and report.

### **13. FORWARD WORK PROGRAMME**

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2019/20.

## **RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2019/20.

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

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