

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, 20 July at 1030 Hours

VENUE: StarLeaf – Access Code: 4088116278

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. Chairperson's Announcements
4. To receive the minutes of:
 - HR & Equalities Meeting held on 24 February 2020 3
5. South Wales Fire & Rescue Service – Overview of Training & Development Department 2019/2020 11
6. Occupational Health Unit (OHU) Activity Report – 1 April 2019 to 31 March 2020 21
7. Firefighters Pension Schemes – Wales Government Circulars 2020/2021 33
8. Report on Annual Sickness Absence Report – 1 April 2019 to 31 March 2020 37

- | | | |
|-----|---|----|
| 9. | Annual Report on Grievance and Discipline Activities for the Year 1 April 2019 to 31 March 2020 | 43 |
| 10. | Forward Work Programme 2019-20 | 51 |
| 11. | To consider any items of business that the Chairperson deems urgent (Part 1 or 2) | 59 |

Signature of Proper Officer:



Councillors:

D	Ali	Cardiff
M	Colbran	Merthyr Tydfil
P	Drake	Vale of Glamorgan
C	Elsbury	Caerphilly
S	Evans	Torfaen
W	Hodgins	Blaenau Gwent
A	Hussey	Caerphilly
H	Jarvie	Vale of Glamorgan
A	Jones	Torfaen
A	Lister	Cardiff
D	Naughton	Cardiff
S	Pickering	Rhondda Cynon Taff
A	Roberts	Rhondda Cynon Taff
R	Shaw	Bridgend
H	Thomas	Newport

SOUTH WALES FIRE & RESCUE AUTHORITY
MINUTES OF THE HR & EQUALITIES MEETING
HELD ON MONDAY, 24 FEBRUARY, 2020 AT
SOUTH WALES FIRE & RESCUE SERVICE HEADQUARTERS

30. PRESENT:

Councillor	Left	Authority
S Pickering (Chair)		Rhondda Cynon Taff
M Colbran		Merthyr Tydfil
P Drake		Vale of Glamorgan
S Evans		Torfaen
A Hussey		Caerphilly
H Jarvie		Vale of Glamorgan
A Lister		Cardiff
A Roberts		Rhondda Cynon Taff
R Shaw		Bridgend
H Thomas		Newport

APOLOGIES:

D Ali (Deputy Chair)	Cardiff
C Elsbury	Caerphilly
J Holt	Blaenau Gwent
A Jones	Torfaen

ABSENT:

D Naughton	Cardiff
------------	---------

OFFICERS PRESENT:- ACO A Reed – Director of People Services, Mr A Jones – Head of HR, AM I Greenman – Head of Training & Development, Ms K Jeal – HR Manager, Firefighter D Crews – Mental Health & Wellbeing Representative

31. DECLARATIONS OF INTEREST

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

32. CHAIR'S ANNOUNCEMENTS

- **WELCOME ADDRESS TO NEW MEMBER**

The Chair extended a warm welcome to new Member, Councillor Lister.

- **THANK YOU ADDRESS**

Due to the recent severe flooding incidents in the South Wales area, on behalf of Members the Chair took the opportunity to thank all operational personnel for their professionalism, kindness, and calmness in helping local people to deal with the tragic flooding of many residential properties, and businesses.

- **CHANGE TO AGENDA ORDER**

Following a request by the Chair, Members agreed to note that the order of the formal agenda would be slightly amended with items 9, 10, and 15 being brought forward.

33. MINUTES OF PREVIOUS MEETING

The minutes of the previous HR & Equalities meeting held on 11 November, 2019, were received and accepted as a true record of proceedings.

34. REVIEW OF FIREFIGHTER PENSION SCHEMES DISCRETIONS – (FIREFIGHTER PENSION SCHEME 1992, NEW FIREFIGHTER PENSION SCHEME 2006/2007, 2015 FIRE PENSION SCHEME)

The ACO People Services informed Members that it was a requirement of the Firefighter Pension Schemes Regulations that participating Authorities must explain and publish how they will apply discretionary elements for Scheme members. Once approved by this Committee, and also the Fire Authority, these discretions would need to be lodged with the Service's Administrators for future reference and application.

The report and attached appendices explained the areas and issues that needed to be considered and approved. It also identified the significant areas and made recommendations for

Members to consider and to make determinations thereon for the Fire & Rescue Authority to consider.

RESOLVED THAT

34.1 Members agreed to approve the new Statements of Policy for all three Firefighter Pension Schemes attached to the report at Appendix 1, 2 and 3.

34.2 Once approved by the Fire Authority on 30 March, it was agreed that Members would provide Rhondda Cynon Taff Pension Fund Administrators with a copy of the approved policy statements.

35. TRAINING & DEVELOPMENT DEPARTMENT – HIGH RISE TRAINING UPDATE

The Head of Training & Development presented a report which provided Members with an updated position on the ongoing High Rise Training undertaken by South Wales Fire & Rescue Service to date.

RESOLVED THAT

Following a lengthy question and answer session on a number of issues relating to High Rise incidents, e.g. the 'Stay Put' procedure, Members agreed to note the contents of the report.

36. MENTAL HEALTH & WELLBEING – PROJECT UPDATE

The Mental Health & Wellbeing representative reminded Members that in November 2019 they had received a report which outlined the progress made in relation to the Services mental health and wellbeing provision from April 2018 to March 2019, which also included a summary of the ongoing health and wellbeing support provided by the Service, and an overview of the new activities to be undertaken from April 2019 to March 2020.

The presented report focused specifically on the progress made in relation to the project on mental health and wellbeing. The report was supplemented by a short presentation at the meeting, outlining the progress that had been made.

RESOLVED THAT

Following a question and answer session, and lengthy debate on the difficulties of encouraging individuals to come forward to report mental health issues, Members agreed to note the content of the report and presentation.

37. SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2020/2021

The ACO People Services informed Members that South Wales Fire & Rescue Authority were required to publish a Pay Policy Statement for each financial year, which provided information for the following financial year.

The Fire & Rescue Authority at their meeting held on 6 February, 2012, adopted and published its first Pay Policy Statement. The Fire & Rescue Authority also determined that the HR & Equalities Committee should review the Pay Policy Statement and report to the full Committee. In 2014 the Welsh Government issued new guidelines with further amendments which determined the contents of the Pay Policy. The 2020/2021 Pay Policy Statement had been drafted for Members.

RESOLVED THAT

37.1 Members agreed to review South Wales Fire & Rescue Authority's Pay Policy Statement for 2020/2021.

37.2 Members approved the 2020/2021 Pay Policy Statement to be published by 31 March, 2020.

38. WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2020

The Head of HR informed Members that the presented report provided an overview of the current position with regards to meeting the legal requirements contained within the Welsh Language Standards Compliance Notice issued to the Fire & Rescue Authority by the Welsh Language Commissioner on 30 September, 2016.

RESOLVED THAT

Members agreed to note the information contained within the report.

39. FIREFIGHTER PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2019/2020

The ACO People Services informed Members that under the terms of the Public Services Pension Act 2013 (PSPA 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. 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

39.1 Members agreed to accept the Welsh Government Firefighters' Pension Scheme Circulars and emails, that had been received in the 2019/2020 year to date.

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

40. SOUTH WALES FIRE & RESCUE SERVICE PEOPLE PLAN

The ACO People Services reminded Members that at the July 2019, HR & Equalities meeting they reviewed the outline proposal for the South Wales Fire & Rescue Service (SWFRS) People Plan. Since then the Plan had been developed further and the draft document was presented to the Committee for review and comment.

Members were made aware that the All Wales People & Organisational Development Strategy provided the foundations for the work the Service had done to develop the People Plan. The

draft Plan would enable South Wales Fire & Rescue 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

- 40.1 Members agreed to note the All Wales People & Organisational Development Strategy attached to the report at Appendix 1.
- 40.2 Following a review and comments, Members agreed to accept the draft South Wales Fire & Rescue Service People Plan attached to the report at Appendix 2.
- 40.3 With reference to domestic abuse incidents, Officers agreed to include 'men' as well as women, and would refer Members comments back to the 'All Wales' group.

41. GENDER PAY GAP – BROADER PERSPECTIVE

The ACO People Services reminded Members that in November 2019 they approved the South Wales Fire & Rescue Service (SWFRS) Gender Pay Gap Statement. The statement had since been published on the Service's website and that of GOV.UK. Members requested a set of comparison data from other Fire & Rescue Services in Wales, and across the UK.

RESOLVED THAT

- 41.1 Members agreed to note the comparison data at Appendix 1 attached to the report for information.
- 41.2 Following discussion on the comparison data, Officers agreed to explore what intervention Avon Fire & Rescue Service had made, and to provide Members with a further update report in due course.

42. STRATEGIC EQUALITY PLAN (SEP) – 2020-2025

The Head of HR informed Members that the Service's current Strategic Equality Plan (SEP) was time-limited to 31 March, 2020, with a new Plan being required under the Equality Act (2010).

The purpose of the report was to present to Members of the HR & Equalities Committee the draft Strategic Equality Plan 2020-2025.

RESOLVED THAT

Members agreed to note the content of the report.

43. ANNUAL EQUALITY REPORT FOR THE PERIOD 1 APRIL 2018 TO 31 MARCH 2019

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

The Annual Equality Report met the Service's legal duty to publish a report that demonstrated the organisation's progress and compliance against the General Equality Duty and Wales Specific Equality Duties, and was focused primarily on data as well as what the Service had done during the period 1 April 2018 to 31 March 2019.

RESOLVED THAT

Members agreed to note the content of the report.

44. ESTABLISHMENT STRUCTURE UPDATE – JANUARY 2020

The Head of HR presented a report which provided Members with an overview of the current position with regard to the Service's staffing structure following the agreement at the Fire & Rescue Authority meeting in September 2018, to approve a restructure to meet future challenges and demands.

RESOLVED THAT

Members agreed to note the content of the report.

45. FORWARD WORK PROGRAMME 2019/2020

The ACO People Services presented the Forward Work Programme for 2019/2020, and confirmed that it was now complete.

RESOLVED THAT

Members accepted the Forward Work Programme for 2019/2020, and noted that all reports had been presented.

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

There were no items of urgent business.

RETIREMENT OF THE HEAD OF TRAINING & DEVELOPMENT

As it was the Head of Training's last meeting due to his retirement on 1 May, 2020, after 34 years, on behalf of Members the Chair took the opportunity to thank him for all his hard work, dedication and commitment to the Service. She wished him a long, lengthy, and happy retirement, and thanked him for all his loyal support and professionalism.

The Head of Training responded by thanking Members for their kind words.

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

SUMMARY

This report provides an overview of the Training & Development department and identifies the organisational structure and functions established within in order to facilitate it.

RECOMMENDATIONS

That Members consider the contents of the report and support the organisation's future training needs.

1. BACKGROUND

- 1.1 The purpose of the report is to inform Members of the HR & Equalities Committee with an overview of the Training department.
- 1.2 It is the department's aim to ensure that the significant investment made in frontline personnel is used effectively and efficiently. This will ensure that the Service has a competent and highly skilled workforce that is able to drive down the risk to life from fire and other emergency incidents through effective intervention, whilst meeting the requirements of relevant legislative and guidance documents. The training delivered ensures that firefighter safety is paramount, and all frontline personnel are highly competent in all aspects of risk critical training.

2. ISSUES

- 2.1 South Wales Fire & Rescue Service employs in the region of 1800 members of staff, all of whom require different training courses and development in relation to their role and location.
- 2.2 The Training & Development department delivers a wide range of operational activities which not only ensures that all operational personnel receive the most current and up to date risk critical training skills and updates, but also ensures that corporate personnel receive appropriate personal development and Service specific training commensurate with their role and needs.
- 2.3 Training courses are provided 7 days a week.

2.4 Each course is supported by a policy that states:-

- Who must receive the training
- When and how frequently the training takes place
- The structure of the course (duration, maximum and minimum attendees, etc)
- Appropriate risk assessments and course profiles
- Informing legislation and documents

2.5 Training courses are provided at a variety of venues both on and off South Wales Fire & Rescue Service premises. The vast majority of courses are facilitated at Cardiff Gate in partnership with Babcock International Group.

2.6 The department structure consists of three main functions which are Training Delivery, Operational Development Review & Incident Command, and People Development and Commercial Business, which incorporates Third Party Income generation for the Service.

2.7 Appendix 1 attached to the report shows a structural diagram with the personnel who contribute to the Training & Development department function.

3. TRAINING DELIVERY

3.1 The Training Delivery team is responsible for the delivery of core and technical skills training associated with the role of operational personnel. Training is delivered by qualified instructors who are multi-skilled in a range of core subjects.

3.1.1 Teams deliver a wide range of training which includes initial training, re-qualification training, and specific training which is required under the National Fire Chiefs Council (NFCC) Operational Competency Model, which has been adopted by South Wales Fire & Rescue Service. This ensures that instructors can assess the competence of workforce skills to support our statutory requirements.

3.2 Initial Training Team

3.2.1 The Initial Training team supports the initial training requirements of the Service as required. This includes the Wholetime Duty System (WDS), Retained Duty System (RDS), and Auxiliary Firefighters.

3.2.2 All Firefighters within South Wales Fire & Rescue Service work towards a new Firefighter Development award. This is a 'Skills for Justice' qualification which also includes a BTEC and Key Skills award. It facilitates a sector specific award being the development to competent journey for each firefighter. South Wales Fire & Rescue Service is currently exploring in partnership with Mid & West Wales Fire & Rescue Service, and North Wales Fire & Rescue Service, the feasibility of developing a firefighting apprenticeship award in line with Welsh Government Apprenticeship Scheme which if successful enables the potential recoup of funding from the Apprenticeship Levy currently paid by the Service.

3.2.3 In the period April 2019-April 2020:-

- **Auxiliary**

An Auxiliary Initial was run in January 2020 with 12 recruits, taking the Auxiliary numbers to 80. Throughout this period quarterly Auxiliary update training has taken place covering Core Skills, BA, and RTC, culminating with the Securitas exercise in March 2020, which saw all 80 Auxiliaries attend Cardiff Gate to undertake various scenarios with Incident Commanders from Securitas. This exercise received extremely positive feedback and demonstrated the ability of our Auxiliary force to deal with various real-life scenarios should they be required.

- **RDS Initials**

85 recruits successfully completed the two week RDS initial going on to serve the communities in which they live. Most recently the initial training team have worked with the Retained Management Team to streamline this process and make it more appealing to those considered a RDS career.

- **WDS Initials**

2 WDS courses have ran in this period adding 40 firefighters to the WDS establishment. The first apprenticeship WDS initial is due to start on 3 August, 2020. This will be a new 12 week course.

3.3 Breathing Apparatus (BA) Training

3.3.1 The construction of the Real Fire Training facility (RFTF) at Cardiff Gate Training & Development Centre has now been completed. Following an extensive period of testing and commissioning, the

building has now gone live. The Service will facility manage the venue following the implementation of various maintenance contracts. A full hazops study has been completed and captured by Fraser Nash, and the Health & Safety department.

3.3.2 The Breathing Apparatus (BA) team have developed an accredited internal BA and Compartment Fire Behaviour Training (CFBT) Instructor's course. Both courses have been accredited by Skills for Justice.

3.3.3 The RFTF is currently utilised for Wholetime and On-Call initial Breathing Apparatus courses, Fire Behaviour Courses (FBC), Compartment Fire Behaviour Training Instructor courses (CFBTI), and Tactical Ventilation Instructor courses.

3.3.4 The department has completed a full review of the BA initial course, resulting in the course numbers increasing to 20 students. This has had a significant positive impact on the On-Call establishment by reducing the number of personnel waiting for courses.

3.4 Driver Training

3.4.1 The Driver Training team provide both initial and re-qualification courses on the extensive range of different vehicles that are used within the Service.

3.4.2 In addition to providing courses they deliver Driver Standards Agency licence acquisition tests in relation to Large Goods Vehicles, trailer towing, and minibuses.

3.4.3 They also provide sector specific training on specialist appliances for the Service in a wide and diverse range of equipment.

3.4.4 The Driver Training team also provide familiarisation training on new vehicles entering the Service. Training has been provided to operational crew in relation to the new Euro 6 compliant water-ladder.

3.5 Immediate Emergency Care (IEC) & Fire Medical Response (FMR) Training

3.5.1 The pre-existing Immediate Emergency Care course has been redeveloped into a two day Fire Trauma Course (FTC). The FTC has been created in association with the Welsh Ambulance Service Trust (WAST), with full clinical governance arrangements. The

course complies with the pre-hospital emergency medical (PHEM) framework. The course is regularly reviewed by our key partners and it is quality assured on a regular basis by Paramedic Trainers from WAST.

3.5.2 The FTC is delivered to operational personnel to ensure that they remain at the cutting edge and are abreast of all trauma related techniques and knowledge.

3.5.3 This department also provides a one day First Aid at Work course for non-uniformed personnel and re-qualification training for all Service personnel in the use of Automatic External Defibrillators (AEDs).

3.6 Road Traffic Collision (RTC) Training

3.6.1 The RTC Training team delivers the latest vehicle technology awareness and updated vehicle cutting technique training to operational personnel. These courses ensure crews are aware of the latest vehicle technology, equipment, and techniques that can be utilised to deal safely, quickly, and effectively with these types of incidents.

3.6.2 In addition to providing RTC training, the training team also deliver training for Service winch operators. This training ensures winching equipment can be utilised to deal safely, quickly, and effectively at operational incidents.

3.7 Technical Rescue Training

3.7.1 The Technical Rescue team provides initial and re-qualification training to rope and water teams based at specialist stations within the Service area. This includes the continuation of Rope Initial courses at Cardiff Gate Training Centre, and water related courses at both a North Wales venue, and continued use of the Cardiff International White Water Centre (CIWWC). The former is the venue utilised by the Service to train our Water Rescue Boat Operators (WRBO) personnel who are based at Ebbw Vale, Malpas, Barry, and Penarth Fire & Rescue Stations. The team also work closely with the two other Welsh Fire & Rescue Services, and RNLI to train all Wales WRBO Instructors. The CIWWC venue is utilised for continued Royal Yachting Association (RYA) courses, and Swift Water Rescue qualifications.

3.7.2 The Technical Rescue team deliver Large Animal Rescue (LAR) training to station personnel who have the requisite specialist

equipment on their station. There are three stations within the South Wales Fire & Rescue Service area with such a capability. These are at Bridgend, Ely and Merthyr Fire & Rescue Stations. This training takes place at Cardiff Gate Training Centre, Usk College, and Pencoed College.

3.7.3 South Wales Fire & Rescue Service Rope Rescue teams also work with multi-agency partners to develop their awareness and skill sets at Cardiff Gate Training Centre. These include the WAST Hazardous Area Response Team (HART), the Military and South Wales Police. Our current training partner 'Rig-Systems' provide quality assurance to our rope rescue training. This all contributes to the wider collaboration agenda that South Wales Fire & Rescue Service are positively working towards.

3.7.4 The Technical Rescue team support the Service by providing bariatric training to station personnel. South Wales Fire & Rescue Service have three specialist bariatric teams who have additional specialist equipment on their station and provide added resource and personnel to deal with bariatric incidents. There are three stations within the South Wales Fire & Rescue Service area with such a capability. These are at Bridgend, Malpas and Ebbw Vale Fire & Rescue Stations.

3.8 National Resilience Training

3.8.1 Training for Incident Response Units (IRU) and High Volume Pumping Unit (HVP) crews take place at Cardiff Gate Training Centre.

3.8.2 Detection, Identification and Monitoring (DIM) training for Tactical Managers is also regularly facilitated at Cardiff Gate Training Centre.

4. OPERATIONAL DEVELOPMENT REVIEW AND INCIDENT COMMAND

4.1 Operational Development & Review Team (ODRT)

4.1.1 ODRT's primary role is to monitor operational effectiveness at events which include operational incidents and training exercises. Debriefs are facilitated both electronically and face to face. All the data is analysed to establish trends and operational learning.

4.1.2 ODART has developed a process that ensured all Tactical Officers receive initial JESIP training and maintain competence throughout continuation training.

4.1.3 ODART are developing an online learning platform to share Service operational learning and external learning through National Operational Learning and Joint Organisational Learning.

4.1.4 ODART has changed the online electronic debriefing process to ensure best practice, and lessons learnt are identified and actioned.

4.2 Incident Command Training

4.2.1 The Incident Command team deliver specific training for all Incident Commanders within South Wales Fire & Rescue Service ranging from levels 1-4. This covers the first level of supervisory management to the Chief Fire Officer. This is a total of over 520 personnel within the Service.

4.2.2 All Incident Commanders receive a range of facilitated training at the state of the art Incident Command suite at Cardiff Gate Training Centre.

4.2.3 Every three years each Commander must undertake an assessment. This is in line with National Occupational Standards. South Wales Fire & Rescue Service are currently the only Fire & Rescue Service in the UK to have direct claims status for the 'Skills for Justice' accreditation across the range from Crew Manager to Chief Fire Officer.

4.2.4 The four levels of Incident Command Management training is in line with national guidance and accredited to Skills for Justice. These assessments ensure that our incident Commanders are competent and skilled in dealing with operational incidents safely and effectively.

4.2.5 The extensive investment in the Incident Command training facilities at Cardiff Gate Training Centre provide a unique immersive environment for all operational personnel. The Service's Multi Media technician develops training scenarios based on national incidents of a significant nature to ensure that lessons learnt are capture in a manner which all personnel can effectively learn from.

4.2.6 The Incident Command Team have embraced new ways of working in reducing the Service's carbon footprint. The department are currently delivering Level 1 Assessments (Crew/Watch Managers) remotely via means of web based applications.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no additional financial implications arising as a result of this report.

6. EQUALITY RISK ASSESSMENT

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

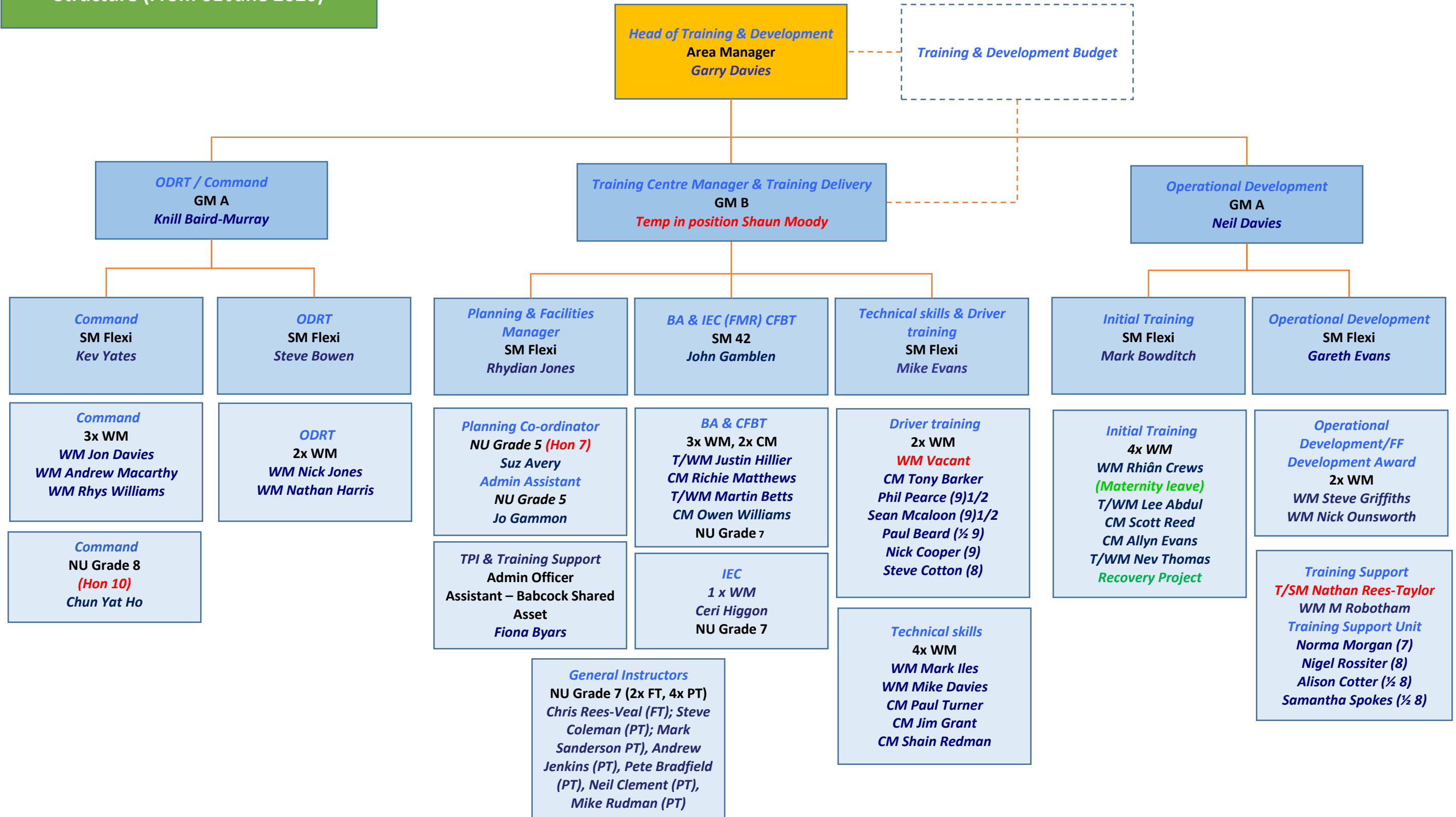
7. RECOMMENDATIONS

- 7.1 That Members consider the contents of the report and support the organisations future training needs.

Contact Officer:	Background Papers:
AM Garry Davies Head of Training & Development	Appendix 1 – Structural Diagram

APPENDIX 1

Training & Development Structure (From 01 June 2020)



THIS PAGE IS INTENTIONALLY BLANK

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

SUMMARY

The Occupational Health Unit Activity report spans the period from 1 April 2019 to 31 March 2020. The report provides data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

RECOMMENDATIONS

That Members note the content of the report.

1. BACKGROUND

- 1.1 Occupational Health Unit Activity report covering 1 April 2019 to 31 March 2020 showing some comparisons to the previous reporting period.
- 1.2 The report provides data on services and expenditure, updates on occupational health initiatives and an outline of strategic development.

2. OVERVIEW OF OCCUPATIONAL HEALTH UNIT SERVICES

- 2.1 The team consists of a part-time Consultant Occupational Health Physician (2.5 day per week); two Occupational Health Physicians (1 day per week each); Senior Occupational Health Nurse and Occupational Health Nurse (full time); Senior Health & Fitness Adviser, and Health & Fitness Adviser (full time); Administrative support is provided by a Senior Medical Administrator, two part time Medical Secretaries and one Administrative Assistant. Some services (physiotherapy, investigations, specialist advice and intervention and psychotherapy) are provided through an outsourced/partnership arrangement.
- 2.2 The activities of the Occupational Health Unit span a wide range of services, as detailed in Appendix 1 attached to the report. Consultations, routine medicals, pre-employment medicals, and the work involved in progressing with the investigation and treatment of incapacitating or potentially incapacitating medical conditions is the core element of services provided.
- 2.3 The rationale for this being the substantial savings attributable to maintaining the health of the organisation's employees and minimising

the cost of sickness absence. Details of consultations and investigation/treatment services are provided below.

3. CONSULTATIONS

3.1 **Table 1 – Provides a breakdown of consultation categories for the period 2019/2020 (Red 2018/2019). Health and Fitness activity is captured in table 2.**

APPOINTMENT TYPE	Q1	Q2	Q3	Q4	TOTAL
Routine Medical Surveillance WDS/ RDS	53	91	69	88	301
Routine Medical Surveillance AUX	11	10	12	16	49
LGV Medicals	19	39	27	49	134
First Appointments	43	53	65	46	207
Review Appointments	82	92	88	124	386
Telephone consultations	48	61	62	73	244
Physiotherapy	55	110	104	119	388
Pre-Employment Corporate staff	8	16	6		30
Pre-Employment Firefighter*	180	135	117	138	570
Counselling	61	51	59	49	220
Spirometry	2	4	10	2	18
Audiometry	2	1	0	0	3
Blood pressure reviews	0	0	2	3	5
TOTAL APPOINTMENTS	564 (660)	663 (632)	621 (541)	707 (740)	2555 (2573)

*Pre-employment firefighter medicals require 3 appointment slots per individual. Therefore, 190 pre-employment firefighter medicals were completed in that time period.

3.2 **Table 2 – Health & Fitness Advisors activity 2019/2020 (Red 2018/2019)**

APPOINTMENT TYPE	Q1	Q2	Q3	Q4	TOTAL
Fitness Tests	174	184	129	219	706
Fitness Re-Tests	5	10	15	42	72
Functional Assessments	9	2	4	5	20
Health & Fitness Support	11	14	23	20	68
Pre-Employment Fitness Tests	60	45	39	46	190
Fitness Classes	7	0	0	6	13
TOTAL APPOINTMENTS	266 (238)	255 (240)	210 (236)	338 (214)	1069 (928)

3.3 Table 3 – Attendance of appointments

	Total Number of Appointments	Attended/ Tel Cons	Unable to Attend Cancelled	Did Not Attend No Answer
Total Appointments	2998	2505	320	173

*These figures do not include pre-employment numbers

The 'UTA Cancelled' appointments are likely to have been cancelled before the appointment date. This is sometimes due to low staffing on station, childcare issues, sickness or the appointment was sent by letter in the first instance not knowing the employee's availability. We now aim to book the majority of appointments by telephone so we can confirm an employee's availability on booking an appointment.

3.4 Table 4 – Referrals by type received for 2019/2020

	1	2	3	4	
REFERRALS	QUARTERS				TOTAL
Management Referrals	31	58	51	38	178
Sickness Absence Referrals	15	25	45	27	112
Health & Fitness Advisor Referrals to Medical Advisor	1	2	2	3	8
Self-Referral	2	4	3	3	12
TOTAL REFERRALS	49	89	101	71	310

There were **8** cases referred to the Independent Qualified Medical Practitioner compared to **10** in 2018/2019. There have been a further **2** cases that would have been completed but were temporarily placed on hold due to the COVID-19 Pandemic.

4. INVESTIGATION/TREATMENT SERVICES

- 4.1 Since 2001 the Fire & Rescue Authority has agreed to allocate funds for a contingency initiative to reduce the costs to the Service arising from delays in NHS investigation and treatment services. Funds are used when the projected costs to South Wales Fire & Rescue Service and ultimately the public of any NHS delay, are estimated to be considerably more than the cost of investigation or treatment that is available on a private basis.

4.2 **Table 5 – Provides the Contingency Budget Expenditure 2019/20 (Red 2018/2019)**

SERVICE	NUMBER	COST (£)
Surgical Procedures	25	£47,172 (Average cost per procedure £1,887)
Specialist Referrals	58	£6,135 (Average cost per referral £106)
Scans and X-Rays	91	£17,918 (Average cost per scan £197)
TOTAL	174 (176)	£71,225 (89,021)

*Since the COVID-19 lockdown restrictions, unfortunately we have been unable to access the services at Spire Hospital. These are likely to resume gradually in the coming months.

5. INVOLVEMENT AND SPECIALIST ADVICE TO ORGANISATION

5.1 The Consultant Occupational Health Physician and Occupational Health Nurses may be required to provide specialist Occupational Health input into organisational policy development and support the Service in a number of initiatives.

5.2 The following demonstrate initiatives within this reporting period where specialist advice has been provided by the Consultant Occupational Health Physician, and from other members of the Occupational Health team:-

- 2019/2020 – Managing Sharps & Body Fluid Contamination Injuries Policy.
- 2019/2020 – Participation on Health & Safety Committee
- 2019/2020 – Input on Claims Reduction Group
- 2019/2020 – Continuous review of vaccination requirements for USAR/ISAR personnel
- Regular contribution on Sickness Advisory Panel meetings with Human Resources and Management.
- Regular contribution to newly introduce case review meetings.

- Current significant input into the Critical Incident Team and Recovery Cell providing ongoing advice with regards to the COVID-19 pandemic.

6. PHYSIOTHERAPY SERVICE

- 6.1 Musculoskeletal conditions and injuries are responsible for the majority of sickness absence and lost productivity in South Wales Fire & Rescue Service. Early access to physiotherapy is important in achieving a speedy recovery from these conditions and injuries.
- 6.2 The Service continues to benefit from on-site physiotherapy services on 1 day per week. Since moving to our new premises in Pontyclun the Physiotherapist now has a larger consultation room with the ability of sharing equipment with the Health & Fitness Advisors, as well as use of the gym facilities located conveniently next to the consultation room.
- 6.3 Following weekly physiotherapy sessions the Physiotherapist will email directly to the relevant clinician to update them following their review, and to suggest any further investigations or treatment. This allows the clinician to act on this advice promptly, which ultimately can assist in employees returning to work much sooner than previous processes would allow.

7. STRESS AWARENESS AND COUNSELLING INITIATIVES

- 7.1 Psychological ill health is the second most prevalent cause of reduced performance and sickness absence. South Wales Fire & Rescue Service has benefitted from a long standing partnership with the Department of Liaison Psychiatry at the University Hospital of Wales, which has provided very effective treatment for firefighters affected by the traumatic aspects of Fire & Rescue Service duties, as well as other occupational and non-occupational psychological health conditions.
- 7.2 The table below provides the number of referrals in this reporting year compared to 2018/2019.

Table 6 - NHS Partnership referral numbers

YEAR	NUMBER REFERRED
2018/2019	43
2019/2020	19

- 7.2.1 In 2019 our Psychotherapist was required to take bereavement leave between July and December 2019, due to unforeseen circumstances. During this time we were able to access therapy sessions privately through Dr Neil Kitchiner which allowed us to

continue providing an efficient service to those requiring specialist psychotherapy input. During this time 7 new cases were referred to Dr Kitchiner and were successfully treated.

7.2.2 Since COVID-19 lockdown restrictions were introduced psychotherapy has continued successfully via means of video calls. Weekly updates of case management have been provided to the referring clinician by email.

7.3 The ability of individuals to deal with and overcome personal stressors can also be greatly enhanced with support from good quality professional counselling. Using the National Procurement Service (NPS) Framework, an external provider has been appointed to deliver counselling services. This contract provides an on-site counselling service 1 day per week, and this has been in place since March 2016. Table 7 provides a breakdown of the figures for this reporting year. Following the announcement of the COVID-19 pandemic our counsellor has been able to continue sessions from their home by means of video calls and online support.

In the first instance 6 sessions are offered. However, with the approval of a clinician the counsellor may now offer up to 10 sessions if deemed necessary.

Table 7 – Provides a summary of in-house counselling appointments:-

Month	Appts Available	Appts Booked	Attended	UTA	DNA
April	24	17	14	3	3
May	30	27	25	2	0
June	24	24	22	2	0
July	24	23	15	4	4
August	18	18	13	1	3
September	24	26	23	3	0
October	30	30	25	5	0
November	24	26	19	6	1
December	18	20	15	4	1
January	24	26	19	5	2
February	24	26	21	4	1
March	12	12	9	1	2
TOTAL	276	275	220	40	17

7.4 As part of the Service's ongoing commitment to employee Health & Wellbeing, an Employee Assistance Programme (EAP) was launched on 1 December 2015.

7.4.1 South Wales Fire & Rescue Service has signed up to this service to provide additional support to all employees through the NPS arrangements.

7.4.2 The EAP is an online resource that is available free of charge to all staff offering immediate information, answers, and advice on a range of workplace and personal issues.

7.4.3 The EAP provides confidential, impartial advice and support 24 hours a day, 365 day a year, and consists of:-

- A free phone telephone service answered directly by a team of qualified and experienced counsellors.
- Professional information and advice services provided by a separate team of information specialists plus
- Access to a web based information service.

7.4.4 The combination of the above preventative steps, and the professional counselling initiative will be important factors in improving the health and reducing stress-related sickness absence in the Service.

8. AWARENESS RAISING EVENTS

8.1 In August 2019 a Wellbeing Steering Group was established. This group consists of members from various departments across the Service. The group aims to work towards the Corporate Health Standard.

8.2 Traditionally, Occupational Health with the assistance of Human Resources have provided wellbeing initiatives. However, with the new support of the Wellbeing Steering Group there has been greater participation from other departments, and this has enabled a more collaborative approach to wellbeing in the Service.

This year's wellbeing events in June 2019 and February 2020 included the following:-

- Mindfulness Taster Sessions provided by Valleys Steps
- Drink Aware session and resources
- Sun Awareness
- Wattbike and Rowing Machine Challenge
- Geocaching taster session
- Yoga & HIIT sessions
- Firefighters Charity
- Blue Light Champions
- Nutrition Talk

- Ramblers Cymru
- Blood Pressure Checks

8.3 Health promotion and advice are regularly provided to employees by Occupational Health Clinicians during routine medicals and consultations.

9. FRAMEWORK FOR POST CRITICAL INCIDENT SUPPORT

9.1 The nature of the work of a Fire & Rescue Service is such that attending traumatic incidents is an unavoidable aspect of the job.

9.2 The framework for Post Incident Provision was revised by a seconded Crew Manager in 2020. A supportive email is provided to all those in attendance at the incident and Control following a tagged incident. The wellbeing tag facilitated by the vision system within Control provides Incident Commanders and Control the ability to tag any incident that may affect crew welfare and wellbeing. The wellbeing event received by all crews provides information to help post incident. The email provides supportive contacts that include Occupational Health, Mind Charity, and Our Frontline. Following receipt of the tagged incident Attendance Management will input the crew details via CORE HR wellbeing tracker.

9.3 Access to Specialist Services are promptly available if any individual is experiencing difficulties following a traumatic incident.

10. HEALTH & FITNESS ADVISER INITIATIVES / PROJECTS

10.1 During this reporting period the Health & Fitness Advisers have undertaken the following initiatives / projects:-

Efficiency

- Continued co-operation with Occupational Health team and ICT to streamline working practices.

Health & Wellbeing

- Assisting in delivering Wellbeing days at Control, stations and Headquarters
- Ongoing delivery of presentations to new starters on the benefits of health and fitness to promote a healthy work / life balance
- Provision of fitness classes for all staff at Headquarters with the aim of improving Health & Wellbeing
- Working with small groups of corporate staff on fitness and nutrition support

Fitness

- Continued fitness support for firefighters presenting with physical fitness issues
- Continued support to provide functional assessments and fitness support to speed up firefighters returning from injury/illness
- Working in partnership with Training department to plan new fitness program for future Wholetime Recruit training courses.

Gyms

- Ongoing fitness equipment replacement and upgrades:- Continued updating of resistance training equipment in Wholetime gyms as well as some On-Call gyms. Continued replacement of exercise cycles for all Service gyms. Upgrading of gym flooring in some Wholetime gyms.

Other

- Ongoing recruitment of WDS, On-Call and Auxiliary firefighters
- Ongoing HFA collaboration with other Welsh Fire & Rescue Services
- Assisting with the delivery of Firefighter Fit days for potential firefighter applicants aimed at providing them with specific fitness advice in relation to the role
- Design and development of a purpose built Fitness & Rehabilitation Suite at the new Occupational Health building in Pontyclun.

11. STRATEGIC DEVELOPMENT

- 11.1 In November 2019 the Occupational Health Unit relocated to Pontyclun. The move required the unit to close down fully for two weeks before resuming normal services again. The building was previously occupied by Fire Control. A full refurbishment of the building was undertaken and purpose built to accommodate Occupational Health Services. We now have double the previous amount of consultation rooms which has allowed us to run more clinics at one time, and also provided flexibility in changing days of clinics to suit the needs of the services we provide.

12. EQUALITY RISK ASSESSMENT

- 12.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the operational activity of the Occupational Health Unit.
- 12.2 The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from the services provided to the Fire & Rescue Service by the occupational Health Unit

13. RECOMMENDATION

13.1 That Members note the content of this report.

Contact Officer: Andrew Jones Head of HR	Background Papers: Appendix 1 – Occupational Health Services
---	---

APPENDIX 1**OCCUPATIONAL HEALTH SERVICES**

The Occupational Health Unit provides the range of services required by Fire & Rescue Authorities under Health and Safety Law, Employment Law, Equality Law, Pension Provisions and in accordance with directions issued by relevant government departments. Firefighting can be extremely demanding and hazardous occupation requiring high levels of medical and physical fitness. The prevention of unnecessary ill health and incapacitation are essential factors in our efforts to maintain optimum operational effectiveness and efficiency. A good quality occupational health service has a vital role to play.

The range of services provided includes:

- Medical surveillance of all Wholetime Duty System (WDS), On Call System (OCS) and Auxiliary (AUX) Firefighters on a 3-yearly cycle
- Physical fitness assessments of all WDS, OCS and AUX Firefighters biannually or when required.
- Pre-employment screening medical examinations of all WDS and OCS Firefighters and cooperate staff. A drug and alcohol test is completed at all pre-employment medicals.
- Post-incident surveillance of Firefighters exposed to toxic and hazardous Substances
- Post incident support to Operational staff and USAR/ ISAR teams
- Medical advice on fitness for employment and rehabilitation following illness, injury or identification of health problems during medical surveillance/fitness assessments
- LGV medical examinations
- Assessment of eligibility for ill health retirement and injury awards
- Medical advice and counselling for members of staff with work-related and other health problems, e.g. musculoskeletal disorders, post-traumatic stress, alcohol problems, uncertainty/delays over diagnosis and NHS treatment
- Medical advice and counselling to specialist teams i.e. USAR and ISAR teams

- Health promotion and Wellbeing Events
- Specialist advice on the assessment and control of health risks associated with firefighting
- Progressing the medical management of cases faced with NHS delays
- Managerial referral consultations when work may be adversely affecting health and wellbeing, or vice versa
- Immunisation management of the USAR and ISAR teams through outside providers

SOUTH WALES FIRE & RESCUE AUTHORITY AGENDA ITEM NO 7
 HR & EQUALITIES COMMITTEE 20 JULY 2020
 REPORT OF THE ASSISTANT CHIEF OFFICER PEOPLE SERVICES

FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2020/2021

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 2020/2021 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.

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 2020/2021 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 2020/2021 year.

5.2 Members note the actions that have been implemented for each of the circulars.

Contact Officer:	Background Papers:
ACO Alison Reed Director of People Services	None

HR & EQUALITIES COMMITTEE

WELSH GOVERNMENT CIRCULARS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2020/2021

NO	TITLE	DATE	SUMMARY
W-FRSC(2020)07	Firefighters’ Pension Schemes (Wales) – Complete set of Updated Factor Guidance Notes	12 May 2020	This circular provides a full set of updated guidance notes to accompany actuarial factors issues to FRAs in 2019 following a factor review for the Firefighters’ Pension Schemes (Wales) as undertaken by the Government Actuary’s Department.
W-FRSC(2020)06	Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020	23 April 2020	The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 make temporary provision in relation to local authority meetings (which includes Fire and Rescue Authority meetings), and for public and press access to these meetings during the COVID-19 pandemic. This circular outlines the implications of the regulations on the Fire and Rescue Authorities in Wales.
W-FRSC(2020)01	Firefighters’ Pensions – Employer and Employee Contribution Rates 2020-2021	26 March 2020	This circular confirms both the employee and employer contribution rates remain unchanged. The Employee contribution rates remain the same as those that came into effect in April 2018. The employer contribution rates remain the same as those that came into effect in April 2019.

W-FRSC(2020)03	Financial Arrangements for Firefighter Pensions: Top-up Grant Forms 2020-21	9 March 2020	<p>This circular requests each Fire & Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2020-21 (FPF1) by 6 April 2020.</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2018/19 (FPF3) and 2019/20 (FPF2) and interim payment for 2020-21 (FPF1).</p>
W-FRSC(2020)02	Public Service Pension Indexation & Revaluation 2020	2 March 2020	This circular informs FRAs of the increase in Public Service Pension Indexation and Revaluation which will take effect from 6 April 2020.

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

SUMMARY

Key highlights:-

- Sickness absence figures across the Service have reduced by 8% on the previous year
- Number of shifts/days lost to long term sickness is reducing.
- Reduction of number of injuries on duty leading to sickness absence.

In addition, there is a snapshot of the areas of focus for improving wellbeing and mental health activities.

RECOMMENDATIONS

That Members of the HR & Equalities 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 2019 to 31 March 2020. Where appropriate it also states relevant comparisons with the previous year's performance.
- 1.2 The report distinguishes long term and short term absences.
- 1.3 The report also provides a summary of mental health absences and includes the new measures that have been introduced to maintain wellbeing, and support those absent due to mental health issues.
- 1.4 There is also a summary of the accidents on duty leading to sickness absence during the year.
- 1.5 It should be noted that unless stated, the statistics contained within this report **does not** include On-Call (RDS) personnel. The calculation of sickness absence figures for this category of staff is calculated in a different format due to the lack of a set rota pattern for their availability.

2. ISSUES

2.1 SICKNESS STATISTICS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020

2.1.1 The figures relate to the total number of working days/shifts lost to sickness absence per employee. Table 1 below shows the data for 2019/20, and the previous year for comparison:-

Table 1 – Total number of shifts/days lost in 2018/19, and 2019/20

	2018/19	2019/20
Total Number of Shifts/Days Lost	12,427	11,435

2.1.2 In 2019/2020 there has been a reduction of 992 shifts/days lost to sickness from the previous year, i.e. an overall reduction of 8%.

2.1.3 The sickness absence figures for the fourth quarter, i.e. January to March 2020, were higher than the previous three quarters. Two primary reasons for this are the peak of the winter influenza in January, and the start of the COVID-19 outbreak in March.

2.1.4 The average number of shifts/working days lost per employee in each category of staff for the period 1 April 2019 to 31 March 2020 is shown in table 2 below. These figures are shown alongside the figures for the corresponding period in the previous year for comparison:-

Table 2 – Average number of shifts/days lost per employee for 2018/19 and 2019/20

Category of Staff	Shifts/Days lost per Employee 2018/19	Shifts/Days lost per Employee 2019/20
All Staff	10.80	10.31
Wholetime	10.39	10.02
Control	25.45	27.43
Corporate	9.85	8.56

2.2 SHORT AND LONG TERM SICKNESS FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020

2.2.1 The definition of short term and long term absence is in accordance with the Corporate Health Workforce Indicators (CHR). 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 table below indicates that the total number of short term sickness absences for the year 2019/2020 was 5,374 shifts/working days in comparison to 5,184 shift/working days lost in 2018/2019.

2.2.3 The total number of long term absences due to sickness for the year 2019/2020 was 6,061, a reduction from 7,279 in the previous year.

2.2.4 In 2019/2020 53% of absences were due to long term sickness and 47% short term absences. In 2018/2019 it was 58% long term, and 42% short term absences.

Table 3 – Breakdown of sickness statistics in terms of duration

	2018/19	2019/20
Short term absence	5,184	5,374
Long term absence	7,279	6,061
Ratio of short term to long term absence	42:58	47:53

2.3 UPDATE ON MENTAL HEALTH STATISTICS AND MENTAL HEALTH ACTIVITIES

2.3.1 Members will be aware that the Mental Health Project commenced in November 2019, which aims to improve the mental health provision that supports our employees prevent, protect and promotes awareness of wellbeing and mental health.

2.3.2 Mental health absences have been collated and reported on a monthly basis with effect from November 2019. In the last 5

months the average number of employees absent each month due to mental health is 36.

2.3.3 Attendance Management and Occupational Health teams are working alongside the project to pilot and implement changes to the support offered to employees to maintain wellbeing, and support those who become ill to return to the workplace. This includes the setup of the Wellbeing Steering Group to co-ordinate and plan wellbeing activities across the Service, implementing case reviews for those recently experiencing distressing symptoms, and transition plans to support those employees who have suffered serious illness or complex trauma related illness, return to the workplace with an individually tailored plan.

2.4 **INJURIES ON DUTY LEADING TO SICKNESS ABSENCES FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020 (INCLUDING ON-CALL PERSONNEL)**

2.4.1 An analysis of the injuries to staff on duty that resulted in sickness absence during the period 1 April 2019 to 31 March 2020 has been undertaken. There were 44 such injuries on duty during this period, of which 11 resulted in sickness absence.

2.4.2 In relation to Wholetime Duty Staff, the 8 injuries can be attributed to:-

- 4 x Hit anything fixed/stationary
- 1 x Manual handling
- 1 x Fatigue/dehydration
- 1 x Contact with a sharp object
- 1 x Other

This is an improvement on the 16 injuries on duty with sickness absence in the previous year.

2.4.3 In relation to On-Call staff, the 2 injuries can be attributed to:-

- 1 x Crushed, jammed, grazed
- 1 x Exposed to fire / heat /hot surface

This is an improvement on the 6 injuries on duty with sickness absence in the previous year.

2.4.4 In relation to Corporate Staff, the 1 injury can be attributed to:-

- 1 x Slip, trip or fall on same level

This is an improvement on the 4 injuries on duty with sickness absence in the previous year.

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. RECOMMENDATIONS

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

Contact Officer:	Background Papers:
Andrew Jones Head of HR	None

THIS PAGE IS INTENTIONALLY BLANK

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

SUMMARY

This report provides a summary of grievance and discipline matters investigated by the Resolution Unit during the period 1 April 2010 to 31 March 2020.

RECOMMENDATION

That Members note the content of this report.

1. BACKGROUND

- 1.1 The main purpose of the Grievance Procedure is to ensure that individual employees who feel aggrieved about the way they have been treated either by a manager, colleague or organisational procedure, are 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 in specific case detail to ensure the confidentiality and anonymity of the employees concerned.

2. GRIEVANCES

- 2.1 During the period 1 April, 2019 to 31 March, 2020, there were 6 grievances received (compared to 5 grievances in 2018/2019).
- 2.2 Of the 6 grievances, 4 were received from Wholetime personnel, and 2 were received from Corporate employees.
- 2.3 The reasons for the grievances and their outcomes are shown in Appendix 1 attached to the report.

3. DISCIPLINE

- 3.1 During the period 1 April, 2019, to 31 March, 2020, there were 24 reported alleged breaches of discipline (compared to 20 reported in 2018/2019).
- 3.2 Of the 24 reported disciplinary breaches:- 12 related to Wholetime personnel, 9 to On-Call staff, and 3 to Corporate employees. There were none relating to either Control or Auxiliary employee groups.
- 3.3 Details of the reported breaches of discipline and their outcomes are shown in Appendix 2 attached to the report.
- 3.4 In summary there were:-
- 2 cases of termination (some other substantial reason)
 - 2 cases of Final Written Warning
 - 2 cases of Written Warning
 - 0 cases of Verbal Warning
 - 4 cases were unsubstantiated
 - 7 cases were addressed through managerial action
 - 1 case required no further action
 - 0 cases involved resignation prior to a Disciplinary Hearing
 - 0 cases included payment in lieu of notice
 - 6 cases are ongoing
- 3.5 There were no appeals to Disciplinary Hearings lodged between 1 April, 2019, and 31 March, 2020.
- 3.6 In two of the discipline cases employees were suspended from duty whilst their cases were being investigated (both of these suspensions involved On-Call employees).

4. HR IMPLICATIONS

- 4.1 Grievances and reports of misconduct are appropriately investigated.
- 4.2 All decisions in respect of suspension from duty are agreed between the Assistant Chief Officer, Director of 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 where appropriate reported to the relevant Trade Union representatives who are also 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 & 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 & 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: Mr Andrew Jones Head of HR	Background Papers: Appendix 1 – Grievance Matters 1 April 2019 to 31 March 2020 Appendix 2 – Discipline Matters 1 April 2019 to 31 March 2020
--	--

THIS PAGE IS INTENTIONALLY BLANK

APPENDIX 1

GRIEVANCE MATTERS 1 APRIL 2019 to 31 MARCH 2020

Staff Category	Nature of Matter	Outcome
Corporate Staff	Allegation of Bullying	Investigation undertaken and guidance provided to those involved.
Corporate Staff	Allegations of bullying and unfair practices within a recruitment process	Investigation undertaken. Grievance identified as unfounded.
Corporate Staff	Favouritism, unfair practices within a recruitment process	Line Manager provided with guidance for the future.
Corporate Staff	Unfair Treatment	Mediation arranged between Line Manager and employee. Temporary adaptations made.
WDS	Ability to access accident related information	Ongoing.
WDS	Requirement to apply for CPD	Amendments made to procedure.

THIS PAGE IS INTENTIONALLY BLANK

APPENDIX 2

DISCIPLINE MATTERS 1 APRIL 2019 to 31 MARCH 2020

Staff Involved	Nature of Allegation	How Resolved	Appeal
On-Call	Criminal Conduct (Domestic Violence)	Terminated for being Absent Without Leave throughout the investigation	N/A
Wholetime (3 people)	Falsifying documents (within a promotional process)	1xManagement Action 1xFinal Written Warning 1xFinal Written Warning	No
On-Call	Criminal Conduct (Common Assault)	Written Warning	No
On-Call	Repeated failure to comply with contractual requirements	Written Warning	No
Wholetime	Criminal Conduct (Assault)	No further Police action Unsubstantiated	N/A
Corporate	Overbearing Conduct	Management Action	N/A
Corporate	Criminal Conduct (Wounding)	Termination – Some other Substantial Reason	N/A
On-Call	Inappropriate Behaviour (Social Media)	Management Action	N/A
On-Call	Criminal Conduct (Sexual Assault)	Unsubstantiated	N/A
Wholetime	Complaint – Inappropriate Behaviour (positing on-line complaints)	Management Action	N/A
Wholetime	Alleged improper disclosure of information relating to an incident.	Unsubstantiated	N/A
Wholetime	Criminal Conduct (Driving Whilst Disqualified)	Police Charge Withdrawn – No further action	N/A
Wholetime	Timekeeping Irregularities	Ongoing (Sickness)	-
On-Call (2 people)	Irregularities in Selection Process (sharing answers in a test)	2 x Management Action	N/A
Wholetime	Secondary Employment Without Permission	Ongoing (Sickness)	-
Wholetime	Secondary Employment Without Permission	Ongoing (Sickness)	-
Wholetime	Allegation of Using / Supplying Controlled Drugs	Unsubstantiated	N/A
Wholetime	Plagiarism within a promotional training activity	Management Action	N/A
On-Call	Unauthorised use of Service vehicle	Ongoing	-
Corporate	Inappropriate Social Media Posts	Ongoing	-
On-Call	Criminal Conduct (possession of inappropriate materials)	Ongoing	-

THIS PAGE IS INTENTIONALLY BLANK

**FORWARD WORK PROGRAMME FOR
HR & EQUALITIES COMMITTEE 2020/2021**

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Review of Training & Development Department Activities for 2019/2020	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 TS Contact Officer: Garry Davies	20 July 2020	On Agenda
Annual Occupational Health Activity Report 2019/2020	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS Contact Officer: Andrew Jones	20 July 2020	On Agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	20 July 2020	On Agenda
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/Karen Davies	20 July 2020	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	20 July 2020	On Agenda
NJC for Brigade Managers Salaries and Numbers Survey 2020	To provide Members with an update on the NJC annual survey of FRA's Brigade Managers roles in terms of gender, ethnic origin, age, and the use of	ACO PS Contact Officer: Alison Reed	2 November 2020	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
	Gold Book terms and conditions.			
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	2 November 2020	
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	2 November 2020	
Recruitment & Attraction Strategy	To update Members	ACO PS Contact Officer: Andrew Jones/Deb Doel	2 November 2020	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Real Fire Training Facility update	Purpose is to provide an update to Members on the new Real Fire Training Facility at Cardiff Gate	ACO TS Contact Officer: Garry Davies	2 November 2020	
Update on Leadership Development Strategy	To update Members on the development modules in respect of the future leaders of the Service	ACO PS Contact Officer: Serena Ford	2 November 2020	
Update on 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/Karen Davies	2 November 2020	
Update on Job Evaluation		ACO PS Contact Officer: Alison Reed	2 November 2020	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Update on Apprenticeships	To update Members on the current progress on the Apprenticeship Levy for SWFRS	ACO TS Contact Officer: Garry Davies	2 November 2020	
Annual Pay Policy Statement 2020/2021	Purpose is to inform Members and to enable the Service's Policy to be evaluated	ACO PS Contact Officer: Alison Reed/Kim Jeal	22 February 2021	
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	22 February 2021	
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS Contact Officer: Alison Reed	22 February 2021	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
High Rise – Training element	To update Members	ACO TS Contact Officer: Garry Davies	22 February 2021	
Gender Pay Gap Statement	Purpose is to update Members on the analysis of the gender pay gap across the Service	ACO PS Contact Officer: Alison Reed	22 February 2021	
Update on liP – Report and Presentation	To provide Members with an overview of the outcome of the latest liP Assessment	ACO TS Contact Officer: Garry Davies	22 February 2021	
Occupational Health Unit – Annual Report	To update Members on the work of the Occupational Health Unit	ACO PS Contact Officer: Karen Davies	22 February 2021	
Annual Equality Report	To update Members	ACO PS Contact Officer: Andrew Jones	22 February 2021	

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Strategic Equality Plan Update 2020-2025	To update Members	ACO PS Contact Officer: Andrew Jones	22 February 2021	
Establishment Structure Update	To update Members	ACO PS Contact Officer; Alison Reed / Andrew Jones	22 February 2021	
SWFRS People Plan 2020-2023	To provide Members with an update on the agreed SWFRS's People Strategy 2020-2022	ACO PS Contact Officer: Alison Reed	22 February 2021	

Dates of meetings – 20 July 2020, 2 November, 2020, 22 February 2021

ACO Alison Reed – Director of People Services
ACFO Richie Prendergast – Director of Technical Services
Andrew Jones – Head of Human Resources
AM Garry Davies – Head of Training & Development

Updated 5 May 2020

THIS PAGE IS INTENTIONALLY BLANK

AGENDA ITEM NO 11

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

THIS PAGE IS INTENTIONALLY BLANK

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. Chairperson's Announcements
4. To receive the minutes of:
 - HR & Equalities Meeting held on 24 February 2020 3
5. South Wales Fire & Rescue Service – Overview of Training & Development Department 2019/2020 11
6. Occupational Health Unit (OHU) Activity Report – 1 April 2019 to 31 March 2020 21
7. Firefighters Pension Schemes – Wales Government Circulars 2020/2021 33
8. Report on Annual Sickness Absence Report – 1 April 2019 to 31 March 2020 37
9. Annual Report on Grievance and Discipline Activities for the Year 1 April 2019 to 31 March 2020 43
10. Forward Work Programme 2019-20 51
11. To consider any items of business that the Chairperson deems urgent (Part 1 or 2) 59