

**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, 11 November 2019 at 1030 Hours

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

### **AGENDA**

1. Apologies for Absence
2. Declaration of Interests

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

3. Chairperson's Announcements
4. To receive the minutes of:
  - HR & Equalities Meeting held on 8 July 2019 3
5. National Joint Council Circulars on pay for 2019 – Brigade Managers and other roles 9
6. Strategic Equality Plan (SEP) Update 29
7. Firefighters Pension Schemes – Wales Government Circulars 2019/2020 43
8. Recruitment, Attraction & Engagement Strategy 49

9.	CFBT Project Update – <b>To be updated on the day</b>	53
10.	Update on Leadership Development Strategy – 1 September 2018 to 31 March 2019	55
11.	Annual Mental Health Strategy & Wellbeing Delivery Plan Report for the period 1 April 2018 to 31 March 2019	59
12.	Gender Pay Gap Statement – 31 March 2019	67
13.	Update on IIP. – Report and Presentation – <b>To be presented on the day</b>	73
14.	Forward Work Programme 2019 - 20	75
15.	To consider any items of business that the Chairperson deems urgent (Part 1 or 2)	83

Signature of Proper Officer:



**Councillors:**

D	Ali	Cardiff
M	Colbran	Merthyr Tydfil
P	Drake	Vale of Glamorgan
C	Elsbury	Caerphilly
S	Evans	Torfaen
J	Holt	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 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.

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**NATIONAL JOINT COUNCIL CIRCULARS ON PAY FOR 2019 – BRIGADE MANAGERS AND OTHER ROLES**

**SUMMARY**

This report provides Members with details of the National Joint Council and Local Government Services circulars which confirms agreement reached in respect of Pay Awards for 2019 for Brigade Managers, and other roles, and how it relates to South Wales Fire & Rescue Service. As stated in the Annual Pay Policy, the Fire & Rescue Authority has agreed to implement nationally agreed Pay Awards.

**RECOMMENDATIONS**

1. That Members note the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circulars, which confirms agreement has been reached in respect of the Pay Award for 2019.
2. Members are also reminded of the National Joint Council for Local Government Services circular issued in 2018, which confirmed a two year arrangement covering 2018 and 2019.

**1. BACKGROUND**

- 1.1 The Fire & Rescue Authority publishes an Annual Pay Policy which identifies the relationship between the various Principal and Senior Officers' remuneration levels. This can be accessed here:- <https://www.southwales-fire.gov.uk/publication/>
- 1.2 The National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services issued a joint circular to confirm they have reached a national agreement in respect of the Pay Award for 2019 for Brigade Managers, as per copy attached to the report at Appendix 1, and also in relation to other roles (copy attached to the report at Appendix 2). Payments associated with Continuous Professional Development (CPD) have also been revised, as per copy attached to the report at Appendix 3. The National Joint Council for Local Government Services provided details in April 2018 of a two year agreement for staff affected by these arrangements, covering 2018 and 2019 (copy attached to the report at Appendix 4).

## **2. ISSUES**

- 2.1 On 30 July, 2019, the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services issued a joint circular to confirm the following agreement in respect of the National Pay Award for 2017:-

The National Joint Council agreed an increase of 2.0% in Brigade Managers' pay with effect from 1 January, 2019. The pay of all Brigade Managers covered by the National Joint Council's agreement has, therefore, been increased by this amount with effect from this date. Further details are contained in Appendix 1 attached to the report.

The minimum salary arrangements for new appointments in population bands 1 and 2 remain as defined in the 2006/2007 pay settlement (issued by circular on 7 December, 2006), and will be subject to review in due course.

- 2.2 On 5 September, 2019, the National Joint Council for Brigade Managers of Local Fire & Rescue Services issued a joint circular to confirm the following agreement in respect of the National Pay Award for 2019 for people in roles, including that of Firefighter, Control, non-operational, and junior Firefighter.

An increase of 2% with effect from 1 July, 2019. Details are contained in Appendix 2 attached to the report. This included revised CPD payments, as detailed in Appendix 3 attached to the report. The pay of staff affected has been increased from 1 July, 2019.

- 2.3 The National Joint Council for Local Government Services provided details in April 2018 of a two year arrangement covering 2018 and 2019. The details are attached for information in Appendix 4 attached to the report. The effective date of payment was 1 April, 2018, and 1 April, 2019, with payments processed accordingly.

## **3. FINANCIAL IMPLICATIONS**

- 3.1 The 2019 National Awards were included within the Service's overall salary budget projections.

## **4. EQUALITY RISK ASSESSMENT**

- 4.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. Members will receive separately a report on the Service's Gender Pay Gap.

## 5. RECOMMENDATIONS

- 5.1 Members note the National Joint Council for Brigade Managers of Local Authority Fire & Rescue Services joint circulars which confirms agreement has been reached in respect of the Pay Award for 2019.
- 5.2 Members are also reminded of the National Joint Council for Local Government Services circular issued in 2018, which confirmed a two year arrangement covering 2018 and 2019.

<b>Contact Officer:</b> ACO Alison Reed Director of People Services	<b>Background Papers:</b> Appendices 1, 2, 3 and 4
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## APPENDIX 1

Employers' Secretary, Simon Pannell  
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Staff Side Secretary, Andy Hopkinson  
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 Amington  
 Tamworth  
 Staffordshire

B77 4RD  
 Telephone 01827 302300

**NATIONAL JOINT COUNCIL  
 FOR BRIGADE MANAGERS OF  
 LOCAL AUTHORITY  
 FIRE AND RESCUE SERVICES**

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**To: Chairs of Fire Authorities  
 Chief Fire Officers  
 Clerks to Fire Authorities  
 Directors of Human Resources  
 Members of the National Joint Council**

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30<sup>th</sup> July 2019

Dear Sir/Madam

**Pay Award 2019**

1. We write to inform you that the NJC has agreed an increase of 2.0% on basic salary levels with effect from 1<sup>st</sup> January 2019.
2. The pay of all brigade managers covered by the NJC's agreement should therefore be increased and backdated accordingly.
3. Revised minimum annual rates of pay for chief fire officers for 1<sup>st</sup> January 2019 are **attached**.
4. In each case the minimum salary arrangements for new appointments in population bands 1 and 2 remain as defined in the 2006/2007 pay settlement (issued by circular on 7 December 2006), and will be subject to review in due course.
5. The Staff Side has also made a suggestion to '*explore establishing a small working group to discuss the potential impact and implications the ongoing 'Broadening the Role' negotiations may have on Brigade Managers in the future*'. You will be aware that negotiation is currently paused. The Employers' Side has therefore indicated it is content to consider such a suggestion once the position going forward is clear.

Yours faithfully,

SIMON PANNELL  
 ANDREW HOPKINSON  
 Joint Secretaries

**ANNUAL RATES OF PAY FOR CHIEF FIRE OFFICERS  
FROM 1st JANUARY 2019**

<b>Population band 1</b>	Up to 500,000
<b>Minimum rate of pay</b>	£103,818*
<b>Population band 2</b>	500,001 to 1,000,000
<b>Minimum rate of pay</b>	£103,818*
<b>Population band 3</b>	1,000,001 to 1,500,000
<b>Minimum rate of pay</b>	£114,412
<b>Population band 4</b>	1,500,000 and above (except London)
<b>Minimum rate of pay</b>	£125,748
<b>Population band 5</b>	London
<b>Minimum rate of pay</b>	£138,216

\* New appointments in accordance with paragraph 4 above

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## APPENDIX 2

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 Telephone 020 8541 1765

**NATIONAL JOINT COUNCIL  
 FOR LOCAL AUTHORITY  
 FIRE AND RESCUE  
 SERVICES**

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**To: Chief Fire Officers  
 Chief Executives/Clerks to Fire Authorities  
 Chairs of Fire Authorities  
 Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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5th September 2019

**CIRCULAR NJC/3/19**

Dear Sir/Madam

**PAY AWARD**

- The NJC has agreed an increase of 2% with effect from 1 July 2019. The following appendices contain the revised rates of pay.

<b>Appendix A</b>	<b>Pay rates for firefighting roles</b>
<b>Appendix B</b>	<b>Pay rates for the retained duty system</b>
<b>Appendix C</b>	<b>Pay rates for control specific roles</b>
<b>Appendix D</b>	<b>Pay rates for non-operational staff and junior firefighters</b>

- In all cases annual figures are rounded to the nearest pound and hourly rates are derived from the appropriate annual figure divided by 52.143 (rounded to nearest penny) then by 42 (rounded to nearest penny).

3. The NJC has agreed that Continual Professional Development payments have also been increased by 2.0%. Please see separate NJC circular for the increased payments. (NJC/4/19 refers).

Yours faithfully

**SIMON PANNELL**  
**MATT WRACK**  
**Joint Secretaries**



## APPENDIX A

## FIREFIGHTING ROLES - PAY RATES FROM 1 JULY 2019

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	23,366	10.67	16.01
Development	24,339	11.11	16.67
Competent	31,144	14.22	21.33
<b>Crew Manager</b>			
Development	33,101	15.11	22.67
Competent	34,528	15.77	23.66
<b>Watch Manager</b>			
Development	35,275	16.11	24.17
Competent A	36,255	16.55	24.83
Competent B	38,611	17.63	26.45
<b>Station Manager</b>			
Development	40,161	18.34	27.51
Competent A	41,367	18.89	28.34
Competent B	44,297	20.23	30.35
<b>Group Manager</b>			
Development	46,254	21.12	Not Applicable
Competent A	47,641	21.75	“
Competent B	51,275	23.41	“
<b>Area Manager</b>			
Development	54,303	24.79	Not applicable
Competent A	55,930	25.54	“
Competent B	59,565	27.20	“

**FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2019  
(RETAINED DUTY SYSTEM)**

	(1) £ per annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,337	1,168	10.67	4.10
Development	2,434	1,217	11.11	4.10
Competent	3,114	1,557	14.22	4.10
<b>Crew Manager</b>				
Development	3,310	1,655	15.11	4.10
Competent	3,453	1,726	15.77	4.10
<b>Watch Manager</b>				
Development	3,528	1,764	16.11	4.10
Competent A	3,626	1,813	16.55	4.10
Competent B	3,861	1,931	17.63	4.10
<b>Station Manager</b>				
Development	4,016	2,008	18.34	4.10
Competent A	4,137	2,068	18.89	4.10
Competent B	4,430	2,215	20.23	4.10
<b>Group Manager</b>				
Development	4,625	2,313	21.12	4.10
Competent A	4,764	2,382	21.75	4.10
Competent B	5,128	2,564	23.41	4.10
<b>Area Manager</b>				
Development	5,430	2,715	24.79	4.10
Competent A	5,593	2,797	25.54	4.10
Competent B	5,957	2,978	27.20	4.10

## APPENDIX C

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out

## CONTROL SPECIFIC ROLES - PAY RATES FROM 1 JULY 2019

	Basic annual* £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	22,198	10.14	15.21
Development	23,122	10.56	15.84
Competent	29,587	13.51	20.27
<b>Crew Manager (Control)</b>			
Development	31,446	14.36	21.54
Competent	32,802	14.98	22.47
<b>Watch Manager (Control)</b>			
Development	33,511	15.30	22.95
Competent A	34,442	15.73	23.60
Competent B	36,680	16.75	25.13
<b>Station Manager (Control)</b>			
Development	38,153	17.42	26.13
Competent A	39,299	17.94	26.91
Competent B	42,082	19.22	28.83
<b>Group Manager (Control)</b>			
Development	43,941	20.06	Not applicable
Competent A	45,259	20.67	"
Competent B	48,711	22.24	"

\*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

**NON-OPERATIONAL STAFF - PAY RATES FROM 1 JULY 2019**

	<b>£ per annum</b>
<b>Fire Control Operator equivalent</b>	
During first six months	19,901
After six months and during 2 <sup>nd</sup> year	20,783
During 3 <sup>rd</sup> year	21,769
During 4 <sup>th</sup> year	22,840
During 5 <sup>th</sup> year	24,876
<b>Leading Fire Control Operator equivalent</b>	26,640
<b>Senior Fire Control Operator equivalent</b>	
During 1 <sup>st</sup> year in rank	27,323
During 2 <sup>nd</sup> year in rank	28,359

**JUNIOR FIREFIGHTERS - PAY RATES FROM 1 JULY 2019**

	<b>£ per annum</b>
Aged 16	10,810
Aged 17	11,615
Aged 18	23,366

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APPENDIX 3

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**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITY  
FIRE AND RESCUE  
SERVICES**

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**To: Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities  
Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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5th September 2019

**CIRCULAR NJC/4/19**

Dear Sir/Madam

**CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS:  
PAYMENTS BY AUTHORITY**

1. Further to circular NJC/3/19, the NJC has agreed an increase of 2% on the above payments effective from the 1 July 2019.
2. **Appendix A** attached contains the revised payments by individual fire authority.
3. You will be aware that in order to ensure all employees receive a pay increase on promotion where they otherwise may not as a result of the loss of a CPD payment, the NJC applies a minimum guaranteed increase upon promotion in such circumstances. That figure will be £340 pa with effect from 1 July 2019. For those on the retained duty system the figure will be £86 pa with the same effective date.

Yours faithfully

**SIMON PANNELL**  
**MATT WRACK**  
Joint Secretaries

**APPENDIX A CONTINUAL PROFESSIONAL DEVELOPMENT (CPD) PAYMENTS from 1 JULY 2019**

<b>Fire Authority</b>	<b>CPD (£)</b>	<b>Fire Authority</b>	<b>CPD (£)</b>
Avon	762	London	946
Bedfordshire & Luton	671	Merseyside	721
Buckinghamshire	580	Mid and West Wales	634
Cambridgeshire	594	Norfolk	625
Cheshire	768	Northern Ireland	649
Cleveland	979	Northamptonshire	680
Cornwall	309	Northumberland	830
Cumbria	533	North Wales	641
Derbyshire	793	North Yorkshire	473
Devon and Somerset	565	Nottinghamshire	949
Dorset and Wiltshire	714	Oxfordshire	706
Durham and Darlington	866	Royal Berkshire	709
East Sussex	560	Scotland	826
Essex	611	Shropshire	698
Gloucestershire	385	South Wales	666
Greater Manchester	929	South Yorkshire	1,039
Hampshire	662	Staffordshire	715
Hereford & Worcester	696	Suffolk	407
Hertfordshire	741	Surrey	732
Humberside	725	Tyne & Wear	1,001
Isle of Wight	329	Warwickshire	599
Kent	652	West Midlands	966
Lancashire	726	West Sussex	528
Leicestershire	677	West Yorkshire	882
Lincolnshire	397		

## APPENDIX 4

**National Joint Council for Local Government Services**

**Employers' Secretary:**  
Simon Pannell

**Trade Union Secretaries**  
Rehana Azam, GMB  
Jim Kennedy, Unite  
Heather Wakefield, UNISON

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**To: Chief Executives in England, Wales and N Ireland  
(copies for the Finance Director and HR Director)  
Members of the National Joint Council**

10 April 2018

Dear Chief Executive,

### **2018 and 2019 PAYSCALES & ALLOWANCES**

Agreement has been reached between the National Employers and the NJC Trade Union Side on rates of pay applicable from **1 April 2018** and **1 April 2019**.

UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award should now be implemented.

The new pay rates are attached at **Annex 1**.

The new rates for allowances up-rated by two per cent in each year are set out at **Annex 2**.

Yours sincerely

*Pannell*

Simon Pannell

*Azam*

Rehana Azam

*Kennedy*

Jim Kennedy

Heather Wakefield

**Joint Secretaries**

*Simon Rehana*

*Jim*

*Heather Wakefield*

## ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£15,115	£7.83	£16,495	£8.55				
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£15,375	£7.97	£16,755	£8.68				
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£15,807	£8.19	£17,007	£8.82				
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£16,491	£8.55	£17,391	£9.01				
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,072	£8.85	£17,972	£9.32				
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£17,772	£9.21	£18,672	£9.68				
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20
					10	£20,751	£10.76	
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22
					13	£22,021	£11.41	
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24
					16	£23,369	£12.11	
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25
					18	£24,313	£12.60	
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27
					21	£25,801	£13.37	
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28



<b>29</b>	£25,951	£13.45	£26,470	£13.72	<b>23</b>	£26,999	£13.99	29
<b>30</b>	£26,822	£13.90	£27,358	£14.18	<b>24</b>	£27,905	£14.46	30
<b>31</b>	£27,668	£14.34	£28,221	£14.63	<b>25</b>	£28,785	£14.92	31
<b>32</b>	£28,485	£14.76	£29,055	£15.06	<b>26</b>	£29,636	£15.36	32
<b>33</b>	£29,323	£15.20	£29,909	£15.50	<b>27</b>	£30,507	£15.81	33
<b>34</b>	£30,153	£15.63	£30,756	£15.94	<b>28</b>	£31,371	£16.26	34
<b>35</b>	£30,785	£15.96	£31,401	£16.28	<b>29</b>	£32,029	£16.60	35
<b>36</b>	£31,601	£16.38	£32,233	£16.71	<b>30</b>	£32,878	£17.04	36
<b>SCP</b>	<i>1 April 2017</i>		<b>1 April 2018</b>		<b>1 April 2019</b>			<b>Old SCP[s]</b>
	<i>£ per annum</i>	<i>£ per hour</i>	<b>£ per annum</b>	<b>£ per hour</b>	<b>New SCP</b>	<b>£ per annum</b>	<b>£ per hour</b>	
<b>37</b>	£32,486	£16.84	£33,136	£17.18	<b>31</b>	£33,799	£17.52	37
<b>38</b>	£33,437	£17.33	£34,106	£17.68	<b>32</b>	£34,788	£18.03	38
<b>39</b>	£34,538	£17.90	£35,229	£18.26	<b>33</b>	£35,934	£18.63	39
<b>40</b>	£35,444	£18.37	£36,153	£18.74	<b>34</b>	£36,876	£19.11	40
<b>41</b>	£36,379	£18.86	£37,107	£19.23	<b>35</b>	£37,849	£19.62	41
<b>42</b>	£37,306	£19.34	£38,052	£19.72	<b>36</b>	£38,813	£20.12	42
<b>43</b>	£38,237	£19.82	£39,002	£20.22	<b>37</b>	£39,782	£20.62	43
<b>44</b>	£39,177	£20.31	£39,961	£20.71	<b>38</b>	£40,760	£21.13	44
<b>45</b>	£40,057	£20.76	£40,858	£21.18	<b>39</b>	£41,675	£21.60	45
<b>46</b>	£41,025	£21.26	£41,846	£21.69	<b>40</b>	£42,683	£22.12	46
<b>47</b>	£41,967	£21.75	£42,806	£22.19	<b>41</b>	£43,662	£22.63	47
<b>48</b>	£42,899	£22.24	£43,757	£22.68	<b>42</b>	£44,632	£23.13	48
<b>49</b>	£43,821	£22.71	£44,697	£23.17	<b>43</b>	£45,591	£23.63	49

\*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

<b>1 April 2018</b>	<b>1 April 2019</b>
£35.37	£36.08

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2018 and 1 APRIL 2019  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

<b>1 April 2018</b>	<b>1 April 2019</b>
£1,264	£1,289

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

<b>1 April 2018</b>	<b>1 April 2019</b>
£205	£209

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

<b>1 April 2018</b>	<b>1 April 2019</b>
£149	£152

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

<b>1 April 2018</b>	<b>1 April 2019</b>
£857	£874

Outer Fringe Area:

<b>1 April 2018</b>	<b>1 April 2019</b>
£597	£609

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

<b>1 April 2018</b>	<b>1 April 2019</b>
£28.46	£29.03

**FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)****Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2018**  
£857**1 April 2019**  
£874

Outer Fringe Area:

**1 April 2018**  
£597**1 April 2019**  
£609

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## **STRATEGIC EQUALITY PLAN (SEP) UPDATE**

### **SUMMARY**

The Service's current Strategic Equality Plan is time-limited to 31 March, 2020, with a new follow-on Plan being required under Law.

The purpose of this report is to present to Members of the HR & Equalities Committee the following documents:-

- First draft of equality outcomes for Strategic Equality Plan 2020-2025
- Mapping table indicating lineage leading to formation of draft outcomes for the new Strategic Equality Plan.

### **RECOMMENDATIONS**

That Members note the content of the report.

## **1. BACKGROUND**

- 1.1 Legal requirements within Equality Act (2010) means it is incumbent upon this Service to develop and implement a five year Strategic Equality Plan, with the current Plan due to expire on 31 March, 2020.
- 1.2 Along with the above Act, Wales has Specific Equality Duties which also require compliance.
- 1.3 The Service's Corporate Strategic Plan, as well as outcomes of both the Welsh Government, and the Equality & Human Rights Commission (EHRC), all form key components of consideration alongside the Law when developing a Strategic Equality Plan (Mapping table attached to the report as Appendix 1).
- 1.4 Utilising the above method, five draft outcomes under three headings, have been devised (Draft outcomes attached to the report as Appendix 2).
- 1.5 Next stages include consultation, amendments, translation, design, formatting, and presenting of final draft to the Senior Management Team, and Members of the Fire & Rescue Authority.
- 1.6 The Plan, under Law, must be published and uploaded bilingually prior to 31 March, 2020.

## **2. ISSUES**

- 2.1 As of the date of authoring this report, neither the Welsh Government nor the Equality & Human Rights Commission have released their Strategic Equality Plan outcomes. These are used as important way markers to ensure any plan we develop is legally compliant and able to cohabitate cohesively alongside theirs.
- 2.2 There may be cause to adjust the Service's new Strategic Equality Plan Outcomes once published, pending publication of the above mentioned in item 2.1

## **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no known direct financial implications.

## **4. EQUALITY RISK ASSESSMENT**

- 4.1 The suite of draft Strategic Equality Plan Outcomes are constructed from the General Duties (Equality Act (2010)), as well as the Wales Specific Duties, and filtered through the Service's Corporate Strategic Plan, so there is no identified general impact on a particular Protected Characteristic.
- 4.2 Welsh Government is looking into activating 'socio economic' as a Protected Characteristic, which was an original one that was dropped prior to Equality Act (2010) being ratified. Considering the proactive work undertaken by the Service in areas of deprivation, this would be a positive impact, as it would allow for further measuring, reporting, and validating of this vital service provision.
- 4.3 Pending the release of Welsh Government outcomes, there may be a requirement to review and amend the Service's Strategic Equality Plan Outcomes after publication. This could have an adverse impact, but any would be offset by evidence indicating reason, e.g. focusing on gender balance in organisations, which is allowed under Law.
- 4.4 As with any consultation and engagement exercise, there is always a risk of individuals and/or groups not engaging in the process. To mitigate this there will be annual follow-ups in order that individuals and groups have continual opportunities to comment and/or feedback.

## 5. RECOMMENDATIONS

5.1 That Members note the content of the report.

<b>Contact Officer:</b> ACO Alison Reed Director of People Services	<b>Background Papers:</b> Appendix 1 – Mapping table Appendix 2 – Draft Outcomes: SEP 2020-2025
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## APPENDIX 1

## Outcome Mapping for SEP 2020/25

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
PA1 - Ensuring we provide an efficient, effective and relevant response to our communities		Reg 4. Authorities have a duty to collect a range of equality information to contribute to this evidence base	2. The needs and rights of those who share PCs are at the forefront of design and delivery		Services	What we do: Services
PA2 - Working with others to provide education to our communities to prevent harm, and protect against the risk of harm		Reg 6. Local Authorities must ensure that any document or information published to meet its general or specific equality duties is in a form that is accessible to people from protected groups	5. A Wales of cohesive communities which are resilient, fair, equal.		Services	What we do: Services
PA3 - Developing efficient and effective ways of engaging and communicating with our communities to involve them in how we deliver our services		Reg 5. As part of gathering relevant information, an Authority will need to engage appropriate people in assessing its work	6. Everyone in Wales is able to participate in everyday life.		Services	What we do: Services

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
PA4 - Ensuring we attract, develop and retain a workforce that reflects our communities and is capable of delivering effective services today and in the future	1 Attract, identify, develop, and retain high-performing individuals across all areas of our Service.	<p>Reg 9. Employment data- This includes data on recruitment and retention, promotion, training opportunities, and grievance and disciplinary actions.</p> <p>Reg 11 &amp; 12 Equal Pay and Actions- There is also a requirement to consider this information when drawing up equality objectives. Local Authorities must also publish an equality objective and action plan in relation to addressing any gender pay difference identified or publish reasons why it has not done so</p>	3. Wales is a world leader in gender equality.		Staff	Who does it: People

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
PA5 - Reducing our Service's impact on the environment to ensure future sustainability						
PA6 - Ensuring we use technology to enable efficient and improved service delivery	5. Provide excellent HR services which capitalize on technological solutions and maximizes opportunities to collaborate wherever possible	<p>Reg 7. An authority must put appropriate arrangements in place to ensure that it identifies the relevant information that it holds, and identifies and collects relevant information that it does not hold.</p> <p>Reg 18 The general duty applies to all procurement regardless of the value of the contract. The specific duty applies when a Local Authority is procuring works, goods or services from other organisations on the basis of a 'relevant agreement'</p>			Infrastructure	<b>How we do it: Infrastructure</b>

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
PA7 - Working with our Public Service Boards and partners to support local communities					Services	<b>What we do: Services</b>
		<p>Reg 8 Assessments need to be completed when a policy or practice is being proposed or reviewed. This will include business planning, efficiency proposals, and staff restructures</p> <p>Regs13&amp;14 Equality objectives must be reviewed at least every 4 years. Authorities are also required to keep under review other aspects of compliance with general and specific duties</p>	1. Strong and progressive quality and human rights protection for Wales		Legal	<b>How we do it: Infrastructure</b>

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
	2. Develop management and transformational leadership capabilities.	Reg 3. Equality objectives should be mainstreamed so that all services and departments contribute to equality improvement and manage their equality commitments			Leadership	Who does it: People
	3. Develop and support the growth of our people enabling a high performance culture in which staff are supported, enhanced and managed effectively.				Culture	Who does it: People

Corporate Theme	People Service Plan Aims	PSED Wales Specific Duties	Welsh Gov't Objective (est) ?	EHRC Objective ?	SWFRS SEP Heading	SWFRS SEP Outcome
	4. Foster a values-based culture focused on diversity, inclusivity, wellbeing, and positive engagement	Reg 10. Staff training- Authorities are required to promote knowledge and understanding of the general and specific duties amongst employees and must ensure that performance assessment procedures, such as personal appraisals or personal development reviews, are used to identify and address training needs			Culture	Who does it: People
	6. Develop a holistic approach to improving employee wellbeing to reduce absence and focus on health and fitness promotion.				Staff	Who does it: People

## DRAFT

## Strategic Equality Outcomes

## What We Will Do:

*Make sure under-represented groups and marginalized communities are at the beginning of service re-design and delivery.*

## We will do this by:

**Exploring** new ways of working in order to improve service delivery.

**Building** our relationships with groups and seek their input into how we can better serve them.

**Working** with local authorities, charities, health bodies, and other organisations to combine resources to reduce 'consultation fatigue'.

**Involving** marginalised communities by asking for feedback on what we're doing.

**Communicating** with those we serve, letting them know what we are doing, and why.

**Collecting** and Analysing relevant data to make sure we are not accidentally excluding a group (or groups).

## We will know we've done this when:

**Decisions** by Senior Management Team explicitly include equality considerations.

**Assessments** for equality risks are competently carried out, with improvements noted and actioned.

**Links** between data, feedback, and changes are clearly made, jargon free, and easily visible to our communities.

**Feedback** from marginalised communities and under-represented groups show we have improved.

**Events** and consultations which we do in partnership with others, have increased.

**Results** of engagement are widely shared.

**What we will do:**

*Become an employer that all our communities can see themselves in.*

*Be a place of work all employees feel an important part of.*

**We will do this by:**

**Consistently** addressing internal and external barriers to us becoming a truly inclusive and accepting employer.

**Attracting** higher numbers of applications from people in under-represented groups.

**Building** trust and value with all staff.

**Honestly** reviewing current internal culture.

**Listening** to and valuing feedback from people in under-represented groups.

**Upskilling** current and future managers.

**Addressing** pay and progression obstacles for Corporate staff.

**We will know we've done this when:**

**Evidence** indicates that we have robustly tackled views, actions, and comments which go against our Aims & Values.

**Survey** shows a rise in morale across all sections of the organization.

**Data** from job vacancies show an increase in applications from across all Protected Characteristics.

**In-House** support services have been used more than in the previous year.

**Appraisals** become constructive two way conversations.



**What we will do:**

***Make sure we carry out our Legal Duties under the Equality Act (2010) and related Welsh legislation.***

***Improve the infrastructure to better support a 21<sup>st</sup> century inclusive employer.***

**We will do this by:**

***Publishing*** reports ahead of their deadlines.

***Working*** with others to share learning and resources.

***Lobbying*** for creative solutions to future proofing a 21<sup>st</sup> century fire service.

***Researching*** equipment, working patterns, and technology which supports inclusion and enhances what we do.

***Improving*** compliance with the Equality Act (2010).

***Supporting*** Welsh businesses/suppliers (where possible).

**We will know we've done this when:**

***Reports*** are on our website (in both English and Welsh) before the legal deadlines, and referenced in the Corporate Plan.

***Benefits*** of our partnership working are measurable and tangible to the marginalised communities we serve.

***Monitoring*** shows improvement in the fulfilling of our requirements under Law.

***Feedback*** from staff and communities evidence improvements.

***Successful*** contracts and tenders show an increase in Welsh businesses/ suppliers used.

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**FIREFIGHTERS PENSION SCHEMES – WALES GOVERNMENT CIRCULARS 2019/2020**

**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 2019/2020 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 2019/2020 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 2019/2020 year.

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

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	None

## APPENDIX 1

## HR &amp; EQUALITIES COMMITTEE

## WELSH GOVERNMENT CIRCULARS – THE FIREFIGHTERS’ PENSION SCHEME (WALES) 2019/2020

NO	TITLE	DATE	SUMMARY
W-FRSC(2019)16	Firefighters’ Pension Account Estimates	14 October 2019	This circular requests each Fire & Rescue Authority (FRA) to complete the financial and non-financial sections of the attached pensions form (FPF1) by 21 November 2019.
W-FRSC(2019)15	Firefighters Pension Board of Medical Referees – Appointment of new contractor	4 October 2019	This circular informs Fire & Rescue Authorities of the change in contract arrangements for Medical Appeal Boards, with effect from 1 October 2019.

NO	TITLE	DATE	SUMMARY
<b>W-FRSC(2019)14</b>	<b>Firefighters Pension Schemes (Wales) – Consolidated Actuarial Factors</b>	13 August 2019	<p>This circular provides a consolidated workbook of actuarial factors previously issued to FRAs following a factor review for the Firefighters' Pension Schemes (Wales) as undertaken by the Government Actuary's Department, and included:-</p> <ul style="list-style-type: none"> <li>• Added Years / Added Pension and Continual Progression Development Factors</li> <li>• Early and Late Retirement Factors</li> <li>• Non Club Transfer Value (TV-in) factors</li> <li>• Tax Charge Debit Factors</li> <li>• Trivial Commutation Factors</li> <li>• Pension Debit Adjustment and Pension Credit Factors</li> </ul>
<b>W-FRS(2019)13</b>	<b>Firefighter Pension Schemes (Wales) – Non Club Revised Transfer Value ('TV-in') Factors – FPS 2007</b>	14 June 2019	<p>This circular provides replacement Non-Club Transfer Value ('TV-in') Factors for FPS 2007 standard members. It required immediate action.</p>
<b>W-FRSC(2019)10</b>	<b>The Firefighters Pension Schemes (Wales) – Revised Club Transfers Memorandum and Club Transfer Factors</b>	29 March 2019	<p>This circular provides a revised Club Transfers Memorandum and Club Transfer factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.</p>

NO	TITLE	DATE	SUMMARY
W-FRSC(2019)09	<b>Financial Arrangements for Firefighter Pensions – Top-up Grant Forms 2019-20</b>	15 March 2019	<p>This circular requests each Fire &amp; Rescue Authority to complete the attached pension forms (FPF2 and FPF3), and confirm estimates already provided for 2019-20 (FPF1) by 5 April 2019.</p> <p>This information will be used to calculate final top-up grant payments to FRAs in respect of 2017/18 (FPF3) and 2018/19 (FPF2) and interim payment for 2019-20 (FPF1).</p>
W-FRSC(2019)08	<b>Firefighters’ Pensions – Employer and Employee Contribution Rates 2019-2020</b>	15 March 2019	This circular provides FRAs with revised employer contribution rates to be applied from 1 April 2019, and confirms the employee contribution rates remain the same as those that came into effect in April 2018. It required immediate action
W-FRS(2019)07	<b>Firefighters’ Pension Schemes (Wales) – Revised Pension Debit Adjustment and Pension Credit Factors</b>	11 March 2019	This circular provides revised Pension Debit Adjustment and Pension Credit factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)06	<b>Public Service Pension Indexation and Revaluation 2019</b>	8 March 2019	This circular informs FRAs of the increase in Public Service Pension Indexation and Revaluation which will take effect from 8 April 2019.
W-FRSC(2019)05	<b>Firefighters’ Pension Schemes (Wales) – Revised Trivial Commutation factors</b>	15 February 2019	This circular provides revised Trivial Commutation factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.

NO	TITLE	DATE	SUMMARY
W-FRSC(2019)04	<b>Firefighters' Pension Schemes (Wales) – Revised Tax Charge Debit Factors</b>	28 January 2019	This circular provides revised Tax Charge Debit Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)03	<b>Firefighters' Pension Schemes (Wales) – Transfer Value (TV-in) Factors</b>	28 January 2019	This circular provides replacement Transfer Value (TV-in) Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.
W-FRSC(2019)02	<b>Firefighters' Pension Schemes (Wales) – Revised Early and Late Retirement Factors</b>	24 January 2019	This circular provides replacement factor tables for Early and Late Retirement Factors as a result of the change to the SCAPE discount rate confirmed in the Budget on 29 October 2018. It required immediate action.



## **RECRUITMENT, ATTRACTION & ENGAGEMENT STRATEGY**

### **SUMMARY**

This report provides Members with an update in relation to the Recruitment, Attraction & Engagement Strategy that is being developed on behalf of the Service. The aim is to attract, engage, recruit, and retain a diverse workforce which is representative of the community of South Wales, and to become a 'preferred Employer of Choice'. The report will provide details of previous work undertaken, ongoing developments, and the way we would like to move forward as a Service.

### **RECOMMENDATIONS**

That Members note the content of the report.

## **1. BACKGROUND**

- 1.1 The purpose of the report is to update Fire & Rescue Authority Members of the HR & Equalities Committee on the work that has been and will be undertaken in terms of attracting, engaging, and recruiting a diverse workforce.

## **2. ISSUES**

- 2.1 The aim is to establish a more diverse workforce and employ more personnel from under-represented groups, concentrating initially on Wholetime Firefighter roles.
- 2.2 The Office for National Statistics (2017) demographic figures show that within South Wales Fire & Rescue Service Unitary Authorities:-
- 50% of our demographics were female (South Wales Fire & Rescue Service only currently employs 2.6% Wholetime Female Firefighters)
  - 5.9% of our Local Authority demographics were BAME (Black, Asian & Minority Ethnic), and our current statistics display that we employ 1%.
- 2.3 In 2018/2019 we appointed 70 white males, 2 white females and 4 from BAME backgrounds.

### **3. STRATEGY**

3.1 As a Service it is our aim to:-

- Establish clearer links with the community
- Establish a cross-organisational buy-in and support
- Develop a fit for purpose Recruitment/Selection Strategy which provides a fair and equitable entry into the Fire & Rescue Service
- Implement a sustainable Positive Action Strategy.

3.2 A Positive Action Strategy would provide the following:-

- A diverse workforce that is part of a strategy to meet South Wales Fire & Rescue Service goals
- A diversity of skills, experience, culture and background within our teams to deliver an effective Service
- A two-way process linking with communities expectations of under-represented groups
- Evidence that there is a need to have more people from under-represented groups employed
- Addressing barriers to gender equality and diversity
- Improving the workplace
- Providing networks for the purpose of developing ongoing partnerships

3.3 The above mentioned actions will be achieved through Attraction, Recruitment and Selection Strategies, working alongside various departments such Equality & Diversity, Learning & Development, Media & Communications, Operations, and Training.

3.4 Progress will be reviewed on a regular basis.

### **4. RECENT ACTIVITY, PROGRESS, & THE WAY FORWARD**

4.1 In September the Service identified a need to recruit Wholetime Firefighters to commence employment in 2020. To prepare for this Wholetime recruitment we have undertaken a number of events.

4.2 Approximately 20 'Firefighter Fit' events have been presented Service wide. Engagement publicity activity has centred on physical attendance at park runs, along with proactive social media activity via recognised Service platforms and Community Safety/Recruitment events.

4.3 The majority of events have been open to all groups, and have been well attended with approximately one-third female to two-thirds male. There has been a provision of one female specific, one BAME specific and two

staff specific events also provided. All events have been supported by the Service's Health & Fitness Advisors who have been providing both generic and specific support to potential candidates.

- 4.4 The intention is to develop a longer term Recruitment, Attraction and Engagement Strategy, and to continue with positive action events, which would include linking in with Station personnel who have stronger links within communities.
- 4.5 To ensure that strong communication links are continuously maintained with both the community and future candidates, and also internally with members of staff.

## 5. EQUALITY RISK ASSESSMENT

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

## 6. RECOMMENDATIONS

- 6.1 That Members note the content of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Deborah Doel HR Manager - Recruitment & Resourcing	None

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## AGENDA ITEM NO 9

**CFBT Project Update**

-

To be updated on the day

Author: Area Manager Ian Greenman

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**UPDATE OF LEADERSHIP DEVELOPMENT STRATEGY – 1 SEPTEMBER 2018 TO 31 MARCH 2019**

**SUMMARY**

This report provides Members with an update on the development modules in respect of the future leaders of the Service, and outlines the background for future plans.

**RECOMMENDATIONS**

That Members note the contents of the report.

**1. BACKGROUND**

- 1.1 The purpose of this report is to provide Members with an update on the existing development modules that the Service's Learning & Development (L & D) team have put in place in respect of its future leaders.
- 1.2 The report covers the period 1 September 2018 to 31 March 2019, and also outlines the background to future plans.

**2. ISSUES**

- 2.1 During November 2018, and as part of the recent corporate restructure, the Learning & Development team relocated from the Service's Training department into the HR department in South Wales Fire & Rescue Service Headquarters.
- 2.2 During the same time the Learning & Development team have supported the Service with a number of development activities from General Training, Leadership Development, and Event Management. Further details of these activities are outlined in Appendix 1 attached to the report.

**3. FUTURE PLANS**

- 3.1 The Learning & Development team is currently undergoing a period of transformation to allow the Service to fully meet the development and support needs of its future leaders.
- 3.2 This transformation includes the creation of a new strategic Learning & Development Plan 2019-2022, which links in to the Service's new People

Plan 2019-2022, and new development pathways to ensure that our leaders are developed and prepared to lead in our dynamic and ever-changing environment.

- 3.3 Further detail around the new Learning & Development Plan 2019-2022, and the proposed pathways, will be provided at the meeting.

#### **4. FINANCIAL IMPLICATIONS**

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

#### **5. EQUALITY RISK ASSESSMENT**

- 5.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there are no adverse impacts arising from this report.

#### **6. RECOMMENDATIONS**

- 6.1 That Members note the content of the report.

<b>Contact Officer:</b>	<b>Background Papers:</b>
Andrew Jones Head of HR	Appendix 1



## APPENDIX 1

### LEADERSHIP DEVELOPMENT STRATEGY

The following provides a brief summary of the key development modules that the Service's Learning & Development (L & D) team have put in place in respect of its future leaders over the period 1 September 2018 to 31 March 2019.

- The team has linked together with two other public sector organisations to join the launch of the Public Sector Graduate Programme. This programme hosted by Welsh Government supports Public Service Graduates across Wales to work on a collaborative project with the Public Service Boards. This two year programme helps to support those wishing to pursue careers within the Public Sector to gain some first-hand experience within three organisations over a two year period (8 months per organisation).
- Coaching network set up and over 30 internal coaches trained in the organisation to support employee development. In addition to the network a specific coaching room has been set up to support these confidential discussions.

#### Leadership Development

- The team have created, facilitated and led on the introduction of the new All Wales Strategic Leadership Programme 'The Pioneer Programme'.

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**ANNUAL MENTAL HEALTH STRATEGY AND WELLBEING DELIVERY  
PLAN REPORT FOR THE PERIOD 1 APRIL 2018 TO 31 MARCH 2019**

**SUMMARY**

In September 2018, SWFRS published the Mental Health Strategy 2018 – 2021. This report outlines the progress made in our mental health provision from April 2018 to March 2019; a summary of the ongoing health and wellbeing support provided by the Service; and a brief overview of the new activities to be undertaken from April 2019 to March 2020.

**RECOMMENDATIONS**

That Members note the content of this report.

**1. BACKGROUND**

- 1.1 Members will recall that in July 2018, a presentation was delivered to this committee which outlined the Service's progress of the support for mental health and wellbeing. The presentation included a draft copy of The Mental Health Strategy 2018 – 2021. The strategy was formally launched in September 2018.
- 1.2 The strategy was developed using recommendations from the MIND and the mental health framework and standards from the "Thriving at Work" – The Stevenson / Farmer Review of Mental Health and Employers published in October 2017.

**2. ISSUE**

- 2.1 The purpose of this report is to provide Members with an update on the progress made from April 2018 to March 2019; a summary of the ongoing health and wellbeing support provided by the Service; and to provide an overview of some of the new activities to be undertaken from April 2019 to March 2020.
- 2.2 Progress from April 2018 to March 2019
  - 2.2.1 Following the launch of the Mental Health Strategy 2018 – 2021, 48 managers have successfully completed the Mental Health Champions course, (25 x Support staff and 23 x Operational staff). 109 managers completed the Managing Mental Health in the Emergency Services training course (22 x Support staff and 89 x Operational staff). It is planned that wellbeing, mental health,

managing change and resilience training will be included as essential elements in the new Learning & Development Pathways.

2.2.2 A review of the core and enhanced mental health standards recommended by the Stevenson / Farmer review indicates the Service can demonstrate progress on all 10 standards.

<b>Mental Health Core Standards</b>	<b>Evidence</b>
Produce, implement and communicate a mental health at work plan	Strategy document launched September 2018
Develop mental health awareness among employees	157 staff have volunteered and undertook the Blue Light MIND Programme in 2018/19
Encourage open conversations about mental health and support available when employees are struggling	Line managers are encouraged to discuss wellbeing, self-care and mental health support at the point of absence, welfare discussions and during return to work interview. Time-to-talk campaign run annually, online and occupational health resources available to staff and line managers.
Provide your employees with good working conditions	The Service creates good working conditions through focusing on healthy work life balance, job security, good working conditions, training and development opportunities.
Promote effective people management	Line managers and staff have opportunities to discuss health and wellbeing.
Routinely monitor employee mental health and wellbeing	Sickness absence data and mental health referrals to occupational health are used to identify potential issues and focus support.

<b>Mental Health Enhanced Standards</b>	<b>Evidence</b>
Increase transparency and accountability through internal and external reporting	Mental health and wellbeing are key priorities in the 2018/21 strategy document and a key objective in the draft People Plan 2019/22
Demonstrate accountability	The Executive Leadership Team actively champion health and wellbeing
Improve the disclosure process	The occupational health referral form can be completed by the individual, their line manager or attendance management team. No referrals are made without the employees consent.
Ensure provision of tailored in-house mental health support.	A wide range of psychological support available online, telephone, face-to-face using talking therapies, CBT and EMDR

### 2.3 Health and Wellbeing Support Available to SWFRS staff

2.3.1 SWFRS's approach to health and wellbeing is twofold, firstly preventative activities to support staff to remain well and in work and secondly reactive activities to support staff who are absent return to work. Please see Appendix A which provides a summary of the key activities, services and policies designed to support staff impacted by mental ill health.

### 2.4 New Activities from April 2019 to March 2020

2.4.1 In June 2019 a Wellbeing Steering Group was set up comprising of key personnel with responsibility for physical and mental health and wellbeing. The steering group aim to:-

- Embed health and wellbeing in the culture of the Service using a planned and sustainable approach
- Apply for and achieve a nationally recognised health standard
- Coordinate and promote an annual plan of wellbeing activities
- Maximise the use of internal and external wellbeing resources

2.4.2 Creating and promoting a network of trained mental health supporters to signpost staff to appropriate resources and encourage them to access the support available.

2.4.3 Review and update of the information on health and wellbeing on the staff intranet with an aim to create a “Your Health at Work” page which will provide links to the wide range of support in one place.

2.4.4 Participation in the King’s College London research project funded by the Royal Foundation which aims to assess mental health and wellbeing of the first responder community in the UK. In August 2019, SWFRS participated in the information gathering stage and are waiting for the results and recommendations due in November. We have access to the Royal Foundation Working Group with a view to shape and be early adopters of the recommendations.

### **3. EQUALITY RISK ASSESSMENT**

3.1 An Equality Risk Assessment has been undertaken to assess the potential impact of this report. The assessment concluded that there were no adverse impacts on any individual or group of personnel arising from this report.

### **4. RECOMMENDATIONS**

4.1 That Members note the content of this report.

<b>Contact Officer:</b> Karen Davies HR Manager	<b>Background Papers:</b> Appendix A – Health and Wellbeing Support Available to SWFRS staff
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## APPENDIX A - Health and Well-being Support Available to South Wales Fire and Rescue Service Staff

### Approach

Our approach is two fold

1. Preventative - Supporting staff to remain well and in work
2. Reactive – Supporting staff who are absent return to work

We achieve this through

- Monitoring and minimising the impact of work related health risks on individuals and groups
- Undertaking regular role related health surveillance assessments and medicals
- Assessing physical conditions, mental health conditions, illnesses or injuries which could or have resulted in sickness absences
- Supporting access to rehabilitation services to facilitate staff to return to work
- Running regular awareness raising sessions on well-being aimed at preventing future health related issues

Health and Well-being Support and Activities	Preventative	Reactive
In-house occupational health unit 3 x part-time OH Physicians 2 x OH Nurses 2 x Health and Fitness Advisors 1 x Physiotherapist 1 x Counsellor 1 x Psychotherapist Role related health surveillance and fitness testing can be completed on station days and evenings or at OH site	X	X
Access to a fund for private medical interventions for investigative and treatment purposes MRI, ultrasound scans Specialist nurses Specialist consultants Operations e.g. knee, shoulder injuries		x
Employee Assistance Programme Lifestyle Portal Well-being advice, information , articles 24/7 access to confidential counselling Online counselling Debt management Management support – dealing with difficult people Health Management Portal Resilience / stress management Weight management Food and Activity Diary Personal training Programme Advice centre National discounts	X	X
Onsite gym facilities for stations, HQ, training, OH and Fire Control sites	X	X

Health and Well-being Support and Activities	Preventative	Reactive
Access to Fire Fighters Charity Three centres focus on physical rehabilitation, mental health support and management of chronic or life limiting illnesses. Current and retired staff and family members	X	X
MIND Blue Light Programme Into our third year, Blue Light Champions and trained Line Managers to spot, signpost and support staff with mental health concerns	X	X
Colleague Support Team Running for 20 plus years confidential support and signposting service for staff on family, work and health concerns.	X	X
Chaplaincy Service	X	X
Post Critical Incident Support (process and support activities) Awareness booklet to support self and colleagues who may be struggling Visit from OH Nurse if required Visit from Chaplain if required	X	X
2 x Well-being events per annum run (January & June) Bike and rower challenge Geocaching – outdoor GPS orienteering for families Yoga taster sessions Tai chi taster sessions Nutrition Blood pressure and cholesterol tests Invited guest speakers – Sepsis, sun / skin cancer awareness, MIND, FFC, Alcohol awareness	X	
Health and Wellbeing campaigns Sit less – purchased height adjustable desks & stand-up meeting room Time to talk campaign MIND blue light programme PTSD awareness	X	
Wellbeing Steering Group recently set up which aims to Embed health and well-being into the culture of SWFRS using a planned and sustainable approach Apply for and achieve a nationally recognised health standard Co-ordinate and promote an annual plan of well-being activities Maximise the use of internal and external well-being resources Provide the organisational steer and where appropriate decision-making function for the Well-being Sub Group	X	



Health and Well-being Support and Activities	Preventative	Reactive
<p>Health and Well-being embedded into strategy, policies and procedures across the service and key roles, job titles and job descriptions - not just seen as a People Services / HR responsibility</p> <ul style="list-style-type: none"> <li>People Plan</li> <li>Health, safety and well-being strategy</li> <li>Mental health strategy</li> <li>Employee well-being policy</li> <li>Managing and preventing stress in the workplace policy – welfare meetings for +28 days &amp; stress illnesses</li> <li>Health &amp; fitness policy</li> <li>Welfare and attendance monitoring policy</li> <li>Reasonable adjustments under the Equalities Act policy</li> <li>Restricted Duties Policy</li> <li>Occupational Health Policy</li> <li>Alcohol, drug and substance misuse policy</li> </ul> <p>Off the back of these policies we run workshops, training sessions on dealing with complex sickness situations, welfare and self-care meetings. Self-referrals to OH for mental health issues. Most referrals are initiated by managers or attendance management</p>	X	X
Signed up to Dying to Work Charter – aimed to ensure that staff who have life limiting diagnosis are continued to be paid.		X
Make use of Department of Work & Pensions Access to Work Scheme to partially fund equipment and building alterations to allow staff with a disability or degenerative illness to continue working.		X
Planning collaborations with South Wales Police and Gwent Police on shared technology platform, shared wellbeing activities and may consider in the future a shared emergency services OH unit	X	X

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## **GENDER PAY GAP STATEMENT – 31 MARCH 2019**

### **SUMMARY**

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (the public sector Regulations), all public authorities are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.

Public authorities must publish the required information based on data captured on the snapshot date of 31 March, within 12 months. Accordingly the deadline for publication is 30 March, 2020, for the Service's Gender Pay Gap report based on figures as at 31 March, 2019.

This report details the legal background and requirements placed on the Fire & Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation, and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

The Gender Pay Gap Statement is presented in the report attached at Appendix 1.

### **RECOMMENDATIONS**

That Members approve the 2019 Gender Pay Gap report and Statement to be published by 30 March, 2020.

## **1. BACKGROUND**

- 1.1 The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017, came into force from 6 April, 2017, where relevant employers in the private and voluntary sectors are required to publish gender pay gap information by reporting the percentage differences in pay between their male and female employees.
- 1.2 There are separate but parallel gender pay gap reporting provisions for public sector employers which are contained in the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (The public-sector Regulations).
- 1.3 The Authority must publish the information within 12 months of the 'snapshot date' of 31 March, meaning that the deadline for publication is 30 March, 2020. The prescribed information must be published on an annual basis.

- 1.4 Members should not confuse the gender pay gap with equal pay, which concerns pay differences between male and female employees performing the same or similar work.
- 1.5 For the purposes of calculating the gender pay gap the Authority must identify which of its employees are 'relevant employees', and 'full-pay relevant employees'.
- 1.6 The Authority must base its gender pay gap calculations on pay data from a specific pay period.
- 1.7 Having collected details of all full-pay relevant employees' ordinary pay and bonus pay, the Authority must calculate each employee's hourly rate of pay.
- 1.8 The Authority must calculate the differences in mean pay, median pay, mean bonus pay, and median bonus pay between male and female employees.
- 1.9 The Authority must also identify the proportion of male and female employees in each pay quartile by reference to their hourly pay, and the proportion of male and female employees who were paid bonus pay.
- 1.10 The Authority must publish its gender pay gap information, together with a written statement confirming its accuracy, on its own website or a Government website. While there is no legal requirement to do so, the Authority may also publish a narrative to explain their gender pay gap information.
- 1.11 Although the Regulations contain no sanctions for non-compliance, the explanatory note to the Regulations states that non-compliance will constitute an unlawful act under s.34 of the Equality Act 2006.

## **2. ISSUES**

### **The Reporting Metrics**

- 2.1 The Authority must publish six metrics in respect of the 'relevant pay period'.
  - The difference in the mean hourly rate of pay between male and female full pay relevant employees.
  - The difference in the median hourly rate of pay between male and female full pay relevant employees.

- The proportions of male and female full pay relevant employees in each of the four quartile pay bands.
- The difference in mean bonus pay between male and female relevant employees.
- The difference in median bonus pay between male and female relevant employees, and
- The proportions of male and female relevant employees who received bonus pay.

Each metric listed above must be expressed as a percentage figure.

- 2.2 The term 'full-pay relevant employee' is relevant only to the hourly pay calculations and quartile pay bands required by the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.3 A full-pay relevant employee is 'a relevant employee who is not, during the relevant pay period, being paid at a reduced rate or nil as a result of the employee being on leave'. For these purpose 'leave' includes:- annual leave, maternity, paternity, adoption, parental or shared parental leave, sick leave, and special leave. 'Special leave' is not defined in the Regulations.
- 2.4 Consequently, employees who are absent from work during the relevant pay period because of leave, and who are in receipt of less than full pay as a result of that leave, are excluded for the purposes of calculating the differences in mean and median hourly pay between male and female employees. Such employees are also excluded from the employer's calculations in respect of the quartile pay bands. Including such employees may result in a higher gender pay gap where the employer has a high number of employees on maternity leave, for example.
- 2.5 Regulation 3(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines 'ordinary pay' as basic pay, allowances, pay for piecework, pay for leave, and shift premium pay. An allowance is defined as for example, London weighting, purchase, lease or maintenance of a vehicle or an allowance paid to recruit or retain an employee. Out-of-pocket expenses, for example travel or fuel costs, are excluded.
- 2.6 Regulation 4(1) of the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 defines 'bonus pay' as any remuneration that is in the form of money, vouchers, securities, securities options, or interests in securities, or relates to profit-sharing, productivity, performance, incentive or commission. The Regulations do not contain a requirement that bonus pay should be contractual. Therefore, both contractual and non-contractual bonus payments are covered by the Regulations.

## **Gender Pay Gap Statement for South Wales Fire & Rescue Authority – 30 March 2020**

- 2.7 Attached at Appendix 1 of this report is the South Wales Fire & Rescue Authority Gender Pay Gap Statement for 31 March, 2019. The statement summarises the required reporting metrics and the Authority's position in terms of the gender pay gap. Members should note that there is no reporting against the metrics that relate to the payment of bonuses because the Authority does not pay performance related bonuses to any of its staff or operate any bonus schemes.

### **3. EQUALITY RISK ASSESSMENT**

- 3.1 An Equality Risk Assessment has been undertaken to assess the potential impact relative to the protected characteristics arising from the publication of a Gender Pay Gap Statement.
- 3.2 The assessment concluded that there is an impact based on the evaluation of the gender pay gap. This is being addressed through the Authority's review of organisational structures that includes an analysis of pay strategy, pay structures, job roles, job descriptions, and person specifications to include all related allowances to address any identified inequalities in pay and grades.

### **4. RECOMMENDATIONS**

- 4.1 That Members approve the 2019 Gender Pay Gap report and Statement to be published by 30 March, 2020.

<b>Contact Officer:</b>	<b>Background Papers:</b>
ACO Alison Reed Director of People Services	Equality Act 2006 Equality Act 2019 Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

## APPENDIX 1

## 2019 GENDER PAY GAP REPORT

From 2017 onwards, any UK organisation employing 250 or more employees has to publicly report on its gender pay gap. We are required to report on the mean and median gender pay gap and also a breakdown, by quartiles of the proportion of men and women in each quartile, based on hourly rate

The gender pay gap is the difference between the average hourly rates of pay between males and females employees regardless of their role in the Service. This is different to equal pay which is the difference, in pay, between men and women undertaking the same roles and being paid the same rate of pay. We are confident that men and women are paid equally for undertaking equivalent roles across the Service, as staff are paid, irrelevant of gender, using nationally agreed pay scales.

### Mean and Median Data – difference between men and women

	Mean (Average)	Median (Mid Point)
Hourly rate	14.04% (16.33%)	17.30% (14.38%)

Note: The figures in brackets are the 2018 figures for comparison purposes.

The table above shows our overall mean (average) and median (mid-point) gender pay gap based on hourly rates of pay as at the 31 March 2019. It can be seen that there has been a considerable improvement in the mean figures during 2019. Whilst the Service has seen some success in increasing the number of employment contracts secured by female employees, there has also been an overall increase in contracts in general.

### Pay Quartiles

Lowest: men 67% female 33%

Lower Middle: men 92% female 8%

Upper Middle: men 95% female 5%

Upper: men 90% female 10%

The above information illustrates the gender distribution at South Wales Fire & Rescue Service, as at 31<sup>st</sup> March 2019, as per Gender Pay Gap Reporting requirements.

The gender pay gap is based on average pay of females and males, so one of the biggest causes of it can be the numbers of women and men in different roles and at different levels in the organisation.

For example:- if the majority of employees in the upper pay levels are male and the majority of employees in the lower pay levels are female, there is likely to be a gender pay gap, even though everyone is being paid the correct pay for the roles they are undertaking.

Other reasons which may contribute to a gap include:-

- Differing terms and conditions and pay scales for groups of staff across the Service
- A high proportion of women in often lower paid part-time roles
- Pay choices that are made at various points of an individual's working life

There are many possible root causes to these reasons. Some may be personal, such as choices people make because of their own circumstances, their work preferences and their aspirations. Other causes are part of society generally, such as the roles that people have historically been attracted to or feel comfortable working in. Because there are many contributing factors to a gender pay gap, there isn't one simple solution that fixes it.

As part of our Operational Recruitment and Attraction Strategy, South Wales Fire & Rescue Service actively encourages applications from women, from all backgrounds, across all roles and is also working actively with focus groups to better understand how we break down any perceived barriers to females undertaking uniformed roles in the Service.

### **Closing the Gender Pay Gap**

We are committed to continuing to reduce the overall gap and this is demonstrated through the following initiatives:-

Our processes – recruitment, retaining and developing a diverse workforce:-

- Mixed gender sift and interview panels
- Blind sifting where all identifiable characteristics are removed
- Changing the perception of some roles in the Service through our media campaigns
- Developing new learning pathways for all staff

**Councillor Tudor Davies**

**Chair, South Wales Fire & Rescue Authority**



## AGENDA ITEM NO 13

**Update on IIP. – Report and Presentation**

-

To be presented on the day

Author: Area Manager Ian Greenman

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**FORWARD WORK PROGRAMME FOR  
HR & EQUALITIES COMMITTEE 2019/2020**

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
All Wales People & Organisational Development Strategy 2018-2021, and SWFRS People Plan	To provide Members with an update on the agreed All Wales Strategy for 2018/2021, and SWFRS's own People Strategy	ACO PS  Contact Officer: Alison Reed	8 July 2019	Presented
Review of Training & Development Department Activities for 2017/2018	To update Members on the Service's training activities and commitments which identifies how we attract and develop our people to promote organisational improvement.	ACO TS  Contact Officer: Ian Greenman	8 July 2019	Presented

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
Annual Occupational Health Activity Report 2018/2019	To provide Members with an update on the variety of services delivered by the Occupational Health Unit.	ACO PS  Contact Officer: Andrew Jones	8 July 2019	Presented
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS  Contact Officer: Alison Reed	8 July 2019	Presented
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO TS  Contact Officer: Ian Greenman	8 July 2019	Presented

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
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	8 July 2019	Presented
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	8 July 2019	Presented
Update on Apprenticeship Levy	To update Members on the current progress on the apprenticeship levy for SWFRS	ACO TS  Contact Officer: Ian Greenman	8 July 2019	Presented

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
NJC for Brigade Managers Salaries and Numbers Survey 2018	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 Gold Book terms and conditions.	ACO PS  Contact Officer: Alison Reed	11 November 2019	On agenda
Annual Update on the Strategic Equality Plan	Purpose is to update Members on the Service's progress towards the Strategy that will promote organisational improvement and assist in attracting and developing our people.	ACO PS  Contact Officer: Andrew Jones/Carey Wood	11 November 2019	On agenda
Pension Circulars- Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS  Contact Officer: Alison Reed	11 November 2019	On agenda

Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Recruitment & Attraction Strategy	To update Members	ACO PS  Contact Officer: Andrew Jones/Deb Doel	11 November 2019	On agenda
CFBT Project Update	Purpose is to update Members on the current situation relating to the Fire Behaviour training facility at Cardiff Gate	ACO TS  Contact Officer: Ian Greenman	11 November 2019	On agenda
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	11 November 2019	On agenda
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	11 November 2019	On agenda

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
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	11 November 2019	On agenda
Update on liP. – Report and Presentation	To provide Members with an overview of the outcome of the liP Assessment conducted in 2017 and future actions.	ACO TS  Contact Officer: Ian Greenman	11 November 2019	On agenda
Annual Pay Policy Statement 2019/2020	Purpose is to inform Members and to enable the Service's Policy to be evaluated	ACO PS  Contact Officer: Alison Reed	24 February 2020	
Inclusive Fire Service Strategy	Purpose of this report is to update Members on progress against the Inclusive Fire Service Delivery Plan	ACO PS  Contact Officer: Andrew Jones/Carey Wood	24 February 2020	



Report Name	Purpose of Piece of Work	Lead Director/ Contact Officer	Expected Date of Decision/ Submission/ Review	Progress
Annual Welsh Language Report	The purpose of this report is to update members on the Service's compliance and progress with the Welsh Language Standards	ACO PS  Contact Officer: Andrew Jones	24 February 2020	
Pension Circulars-Updates	Purpose is to inform Members on pension circulars received from Welsh Government	ACO PS  Contact Officer: Alison Reed	24 February 2020	
People plan Update	To update Members on the current progress on the SWFRS People Plan.	ACO PS  Contact Officer: Alison Reed	24 February 2020	
On-Call effectiveness	To update Members	ACO PS  Contact Officer: Alison Reed	24 February 2020	

<b>Report Name</b>	<b>Purpose of Piece of Work</b>	<b>Lead Director/ Contact Officer</b>	<b>Expected Date of Decision/ Submission/ Review</b>	<b>Progress</b>
High Rise – Training element	To update Members	ACO TS  Contact Officer: Ian Greenman	24 February 2020	

**Dates of meetings – 8 July 2019, 11 November, 2019, 24 February 2020**

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

## AGENDA ITEM NO 15

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

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1. Apologies for Absence
2. Declarations of Interest

Members of the Fire & Rescue Authority are reminded of their personal responsibility to both verbally and in writing declare any personal and/or prejudicial interests 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 8 July 2019 3
5. National Joint Council Circulars on pay for 2019 –  
Brigade Managers and other roles 9
6. Strategic Equality Plan (SEP) Update 29
7. Firefighters Pension Schemes – Wales Government  
Circulars 2019/2020 43
8. Recruitment, Attraction & Engagement Strategy 49
9. CFBT Project Update – **To be updated on the day** 53
10. Update on Leadership Development Strategy – 1  
September 2018 to 31 March 2019 55
11. Annual Mental Health Strategy & Wellbeing Delivery  
Plan Report for the period 1 April 2018 to 31 March  
2019 59
12. Gender Pay Gap Statement – 31 March 2019 67
13. Update on IIP. – Report and Presentation – **To be  
presented on the day** 73
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