

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN
CYMRU**



MID AND WEST WALES FIRE AND RESCUE AUTHORITY

**NOTE: THESE MINUTES ARE SUBJECT TO CONFIRMATION BY
THE RESOURCE MANAGEMENT COMMITTEE AT ITS NEXT MEETING**

**CYFARFOD O'R PWYLLGOR RHEOLI ADNODDAU
MEETING OF THE RESOURCE MANAGEMENT COMMITTEE**

DYDD LLUN, 15 GORFFENAF 2013

MONDAY, 15 JULY 2013

**PENCADLYS Y GWASANAETH TÂN AC ACHUB
HEOL LLWYN PISGWYDD, CAERFYRDDIN
FIRE AND RESCUE SERVICE HEADQUARTERS,
LIME GROVE AVENUE, CARMARTHEN**

11.00 – 13:15

87%PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRPERSON:	W Evans
IS-GADEIRYDD/ DEPUTY CHAIRPERSON:	J Curtice
AELODAU/MEMBERS:	Cyng/Cllrs: J Bayliss, C Higgins, A Lewis, R Lewis, R Llewellyn, C Lloyd, S Paddison, K Pearson, D Thomas, G Thomas, E Williams
YMDDIHEURIADAU/APOLOGIES:	L Frayling, R Rees-Evans
YN BRESENNOL /IN ATTENDANCE:	D Daycock, D Masson, J Maunder, K Jones, S Flather, N Sillars (observer)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Frayling and R Rees-Evans.

2 DECLARATION BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS

All Members present declared that they had a personal interest in any business relating to, or affecting their own Constituent Authority.

Councillor W D Thomas declared a personal interest in that his granddaughter, Ms N Sillars, was in attendance at the meeting as an observer.

3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Chair extended a warm welcome to all members of the Resource Management Committee and paid tribute to former Chair, Cllr A Lewis, for the sterling leadership, dedication and commitment shown in her role over the previous year.

The Chair informed Members of the tragic passing of Firefighter Stephen Hunt of Greater Manchester Fire Service, who lost his life in the line of duty while tackling a large fire in Manchester City Centre.

The Chair extended a warm welcome to Ms N Sillars, who was in attendance at the meeting as an observer as part of her work experience within the finance department.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 13 MAY 2013

The minutes of the meeting held on 13 May 2013 were received and confirmed as a true record of the proceedings.

Matters Arising

Pages 1 & 2, item 5 – The Head of Corporate Communication and Member Support reported that a number of Service representatives had the honour and privilege of attending the Installation service of Reverend Illtyd Prothero as an Honorary Canon on 20 June 2013 at St Davids Cathedral.

Page 4, item 7, paragraph 6 – the Corporate Head of People and Organisational Development informed Members that whilst at the time of presenting the report to Members on 13 May 2013 he was not aware of individual sickness records, he had since been made aware that two members of staff had reported sick with anxiety / depression due to crewing changes within Carmarthenshire Command.

5 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE SPECIAL RESOURCE MANAGEMENT COMMITTEE HELD ON 5 JUNE 2013

The minutes of the special meeting held on 5 June 2013 were received and confirmed as a true record of the proceedings.

6 TO RECEIVE THE HEALTH AND SAFETY PERFORMANCE MANAGEMENT UPDATE REPORT

The Director of Delivery presented Committee with the Health and Safety Performance Management Update for the reporting period 1 April 2013 to 31 May 2013. A total of 10 On Duty Injuries had been recorded, which compared favourably against the 15 recorded injuries during the same period in 2012. The Director of Delivery explained that the main cause of reported injuries could mainly be attributed to strain or sprain.

In response to a query the Director of Delivery confirmed that a higher number of off-duty injuries were recorded within Powys Command probably as a result of the increased number of on-call employees in that Command and, although outside the control of the Service, figures would continue to be closely monitored by the Corporate Risk Department.

Members were also provided with an overview of the various injuries incurred during the reporting period and noted that the highest number of minor on duty injuries had occurred during training to both Wholetime and On-Call employees, whilst the highest number of on-duty injuries under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) had occurred during training to Wholetime employees (major injury) and to On-Call Employees (over seven day absence) whilst at an operational incident.

During the reporting period there were 2 reported verbal attacks on Firefighters which the Service would continue to closely monitor to ensure that such figures remained low. Members sought assurances that the Service had appropriate protocols to deal with anti-social behaviour, including both physical and verbal abuse. Members were assured that the personal safety of firefighters was closely monitored and in particular the Service operated a zero tolerance policy on firefighter attacks, with all appliances being equipped with CCTV which would be reported to the police as appropriate to assist in their investigations. The Corporate Head of People and Organisational Development informed Committee of some of the difficulties that could be experienced by operational members of staff whilst in attendance at dwellings to remove casualties. Following a query the Corporate Head of People and Organisational Development agreed to forward details of a past incident in the Sandfields area of Neath Port Talbot to Cllr Paddison.

Committee were informed that a robust health and safety inspection regime was in place which comprised of unannounced audits which provided a true reflection of health and safety standards within the Service.

The Director of Delivery was pleased to note that the Service had realised a 15.9% reduction in vehicle accidents reported during 2012/13 which culminated in a financial saving of approximately £48,000 in total repair costs and a direct saving of circa £19,000 for the Service.

Members were informed that there had been 20 reported vehicle accidents for the period 1 April 2013 to 31 May 2013, compared with 22 in the same period in 2012/13. Members were provided with an overview of the effective management of occupational road risk undertaken by the Service in order to reduce the potential risk of injuries to employees and members of the public, as well as avoiding damage to service vehicles. Members were also assured that each reported accident was subject to a thorough investigation in order to capture all lessons learnt and prevent future occurrences.

Following a query from Members the Director of Delivery confirmed that future reports would include a breakdown of accidents by type of vehicle.

RESOLUTION

It was RESOLVED:

That Members note the report and acknowledge the ongoing progress to improve health and safety performance within the Service.

7 TO RECEIVE A REPORT ON HEALTH AND WELLBEING

The Corporate Head of People and Organisational Development introduced the quarterly report on health and wellbeing which centred upon sickness absence performance in line with the Welsh Government's aim of enabling people to be healthy citizens.

Reference was made to Appendix 1 of the report which showed that the overall average sickness absence figure for the Service for the period 1 April 2013 – 30 April 2013 was 1.56 shifts lost, which would provide a projected overall figure for the year of 9.37 shifts lost. The Corporate Head of People and Organisational Development highlighted that the figures only represented the first month of the new reporting period and it was therefore too early to accurately identify any trends.

Committee were provided with an overview of both long and short term sickness within the Service during the reporting period as set out in appendices 2-15 of the report and consideration was also given to the five year retirement profile on the grounds of ill-health within the Service which remained low. Members acknowledged the significant improvements made by the Service in the area of ill-health retirements.

Following a query from Members, the Corporate Head of People and Organisational Development confirmed that an individual refresher training programme had been developed and was tailored to the requirements of employees as part of the return to work policy. The main costings associated with the refresher training could be attributed to employee salaries, and it was agreed that Committee be provided with the unit cost of the return to work refresher training programme at its next meeting.

Following a request from Members, it was confirmed that future reports would incorporate a section which would specifically identify, or otherwise, a correlation between sickness figures and changes to crewing systems.

Committee drew attention to the number of days lost due to anxiety / depression whereby it was noted that employees incurred a total of 92 absence days for non-Service related matters compared with a total of 14 absence days for Service related matters. The Corporate Head of People and Organisational Development explained that a number of intervention strategies had been implemented to assist employees in keeping in work or assisting in their return to work as part of the Service's robust support infrastructure. These strategies included self referrals to Occupational Health, a confidential counselling helpline, and face to face counselling amongst others.

Following a query from Members the Corporate Head of People and Organisational Development reported that cases of bullying/harassment would not necessarily be identified within the report presented to members as the Health and Wellbeing summary monitored the 'illness type' whereas the cause would be identified through other means.

Members requested that future reports be presented with the consistent scaling of graphs to prevent the distortion of figures and labelled with station names in order to avoid confusion.

RESOLUTION

It was *RESOLVED* that Members note the report on Health and Wellbeing.

8 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2012/13

The Head of Finance introduced the budget monitoring report which compared the estimated revenue and capital net expenditure for the year ended 31 March 2013 and compared those estimated positions with the 2012/13 working budget. Attention was drawn to the revenue budget monitoring set out in Appendix 1 of the report, whereby Committee were informed that there was a total under spend of £1,331k which represented 3.06% of the budget. The Head of Finance highlighted to Members that the budget monitoring report had been prepared prior to making the end of year accounting adjustments required to produce the International Financial Reporting Standard compliant accounts.

Committee were informed that the underspend could, in the main, be attributed to a number of variations, the most significant being

- Employees: - recruitment costs and recruitment courses in terms of not filling vacancies, as well as reduced costs relating to on-call employees due to reduced activity;
- Premises – General premises costs were £311K lower than budgeted, which was a result of reduced Water Charges, energy costs and repair and maintenance costs.
- Transport – An over spend of £253K could be attributed to expenditure on diesel (£30K) and vehicle maintenance costs (£233K).
- Leasing –A number of vehicles were either purchased outright or funded by finance lease.
- Capital Financing – The under spend on the leasing budget was offset by the overspend in capital financing as vehicles were acquired during the year by finance lease and outright purchase instead of by operating lease.
- Pensions – The number of fire fighters retiring on the grounds of injury or ill health was lower than budgeted.

Members were also informed that during the year £415,946 had been paid to on-call employees as a result of the outcome of a court case on the application of the Part-Time Workers (Prevention of less favourable treatment) Regulations. It was however stressed that the figure was only a part settlement with the value of further payments being uncertain. An amount had been put into earmarked reserves to cover this item and therefore, it had been excluded from the budget monitoring report.

Some Members raised concerns that an overall underspend of £1,331k appeared to be particularly high, given the challenges faced by each Constituent Authority in order to finance the Authority's budget. Following a query from a Member the Head of Finance reported that the Authority had returned funding to the Constituent Authorities in previous years, which had subjected the Authority to some criticism. Members received an explanation with regard to the nature of payments made to on-call employees and the requirement to hold sufficient reserves to deal with large-scale incidents. Committee were also informed that the underspend for 2012/13 was intended to be utilised to fund particular projects which would contribute to longer term efficiencies.

Members of the Committee drew attention to the Grant Monitoring Report for 2012/13 which was set out in Appendix 2 of the report. The Head of Finance informed Committee that the gross operational and non-operational cost of grant funded activity for the year ended 31 March 2013 was £1,447,725 which would be covered by grant approvals from Welsh Government.

The Committee also considered the capital monitoring for the period 1st April 2012 – 31 March 2013 set out in Appendix 3 of the report which summarised the expenditure on capital projects to 31 March 2013 and compared the results against the Approved Capital Programme. Committee were informed that the level of spend planned in the capital programme, including slippage from the previous year, amounted to £3,554k. The Head of Finance reported that the actual spend was £2,798k which resulted in an underspend of £756k, which would be carried forward to 2013/14.

RESOLUTION

It was RESOLVED that the report be noted.

9 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2013/14

The Head of Finance introduced the budget monitoring report which compared the estimated revenue and capital net expenditure for the year ended 31 March 2014 and compared those estimated positions with the 2013/2014 working budget. The estimated net expenditure was calculated by adding figures shown in the financial records plus known commitments at 31st May 2013 to the forecasted expenditure for the remainder of the year. On that basis, an underspend of £195K (2.2% of the profiled budget) was estimated at 31 May 2013. The estimated expenditure for the year when compared to the budget report showed a forecast underspend of £488k (1.11% of the profiled budget) is estimated at 31 March 2014.

Following a query from Members the Head of Finance reported that various factors were taken into consideration when estimating budget requirements, including previous year expenditure and pending pay awards.

The Head of Finance drew attention to the Grant Monitoring Report for the period 1st April 2013 – 31 March 2014 which was set out in Appendix 2 of the report. Committee were informed that the gross operational cost of grant funded activity for the two months ended 31 May 2013 was £205,637, and it was estimated that this would increase to £441,699 by the end of the year. It was reported that after netting off income the net remaining estimated balance of £197,899 would be covered by grant approvals from Welsh Government.

The Committee also considered the capital monitoring for the period 1st April 2013 – 31 March 2014 set out in Appendix 3 of the report which summarised the expenditure on capital projects to 31 March 2013 and compared the results against the Approved Capital Programme. Following a query from Members the Director of Delivery confirmed that an update on the Llanelli station project and other projects would be reported to the Performance, Audit and Scrutiny Committee on 22 July 2013 and that an update would also be provided at the next Resource Management Committee on 25 November 2013.

RESOLUTION

It was *RESOLVED that the report be noted.*

10 TO RECEIVE THE SERVICE INSURANCE RENEWAL REPORT FOR 2013/14

The Director of Delivery presented the insurance renewal report for 2013/14, following the conclusion of a tender process conducted by the Authority's brokers, Marsh UK in conjunction with South Wales Fire and Rescue Service.

Members were reminded that in the 2008/09 financial year, during the renewal of long term insurance policy agreements, the Fire Authority obtained a significant reduction in annual Insurance Premium which was agreed for 5 years. This saving in 2008/09 culminated in a premium reduction of 45.44% over the 07/08 financial year where the Authority achieved a direct saving in excess of £1.3 million over the duration of the 5 year long term agreement.

For the 2013/14 insurance year, the Service incurred an increase in insurance policy premium of £221, 202.51 bringing the total insurance cost to the Fire Authority to £515, 835.59. In addition, more stringent terms had been applied to existing policy wordings which had required intervention by the Service to enable compliance.

The Director of Delivery reported that, whilst the renewal figures were disappointing, there had been considerable fluctuations experienced by the global financial market within the last 36 months. Members were informed that the results of the tender exercise revealed a reduced appetite by the insurance market for insuring blue light services within the UK generally. This situation in conjunction with a general hardening of the public sector insurance market had inevitably resulted in an increase in Insurance premiums for the Service.

RESOLUTION

It was *RESOLVED that Members note the report and the changes applied for the new Insurance term of the 2013/14 year.*

11 TO RECEIVE THE TRAINING DELIVERY AND PEOPLE DEVELOPMENT UPDATE

The Corporate Head of People and Organisational Development reported that the Service's Training Delivery and People Development sections of the People and Organisational Development department had undertaken a wide range of training and competency assessments during the past year and that the report was a biannual update provided at the request of Members.

It was reported that the overall risk critical skills gap was 4.2% which was below the Service's target of 5%, achieved by the undertaking of training delivery in a significant number of areas, the following being of particular interest:

The Incident Command System (ICS) Training business model of on station delivery and assessment had proved successful and resulted in station personnel being 96.7% compliant with their 2 yearly ICS assessments.

The Immediate Emergency Care (IEC) initiative was proving successful with almost all stations being on the run with the new skills and equipment providing crews with enhanced levels of trauma care capability.

Capital Work projects on Training Department premises had undergone some financial restructuring and resulted in the suspension of the proposed improvements at Newtown Breathing Apparatus Facility and the covered Road Traffic Collision work at Earlswood. However, the proposed canteen facility at Earlswood had progressed to architectural design and building regulations stage, with an intended completion date within this financial year. Members were pleased to note that this would enhance the current accommodation facilities at the site.

Members were informed that the Department was now embarking on new areas of training delivery, including Animal Rescue and Bariatric Rescue. Following a query from Members the Corporate Head of People and Organisational Development explained that the department was liaising with Hywel Dda Health Board to adopt a multi-agency approach to Bariatric Care. It was agreed that costings be obtained for the next meeting in relation to the issue of patient handling in bariatric situations.

Reference was made to the People Development section which had led on the accreditation of the Investors in People Award and had recently achieved the Gold award for the Development Directorate. It was noted that the Service as a whole would be evaluated in the Autumn of 2013 and was aiming for the Silver Award for the organisation.

The Corporate Head of People and Organisational Development referred to the Individual Development Review (IDR) process whereby 82% of the IDRs had been completed across the Service between 1 April 2013 and 30 June 2013.

Committee were also interested to note that development support had been provided by way of a one day a week support to Llanelli Fire Station personnel to assist with their development and learning portfolios as part of the changeover of crewing arrangements and duty systems at this location.

RESOLUTION

It was RESOLVED:

That Committee note the work of the Training Delivery and People Development sections in relation to the Risk Critical Training and Personal and Organisational development as outlined in the report.

- 12 Any other items of business that by reason of special circumstance, the Chair decides should be considered as a matter of urgency, pursuant to Section 100B(4)(b) of the Local Government Act 1972.**

There were no items of urgent business.

13 EXCLUSION OF THE PRESS AND PUBLIC

The Committee was requested to exclude the press and public from the meeting during consideration of the item of business identified in the reports on the grounds that if they were present, it was likely that there would be disclosure to them of exempt information within the description of Schedule 12A to the Local Government Act 1972, namely Paragraph 12: Information relating to a particular individual and Paragraph 14: information relating to the financial or business affairs of any particular person (including the Authority holding that information).

It was RESOLVED:

That the press and public be excluded from the meeting, and that it was in the public interest to do so

14 TO RECEIVE A REPORT ON CHANGES TO PAY AND GRADING STRUCTURE FOR LOCAL GOVERNMENT SERVICES EMPLOYEES

The Corporate Head of People and Organisational Development presented Members with an overview of the proposed changes to the pay and grading structure for local government service employees in line with the independently set UK Living Wage.

It was RESOLVED:

That Committee approved the recommendation set out in the report.

15 TO RECEIVE A REPORT ON THE EMPLOYMENT LAW TENDER CONTRACT

The Corporate Head of People and Organisational Development presented Members with an overview of the Employment Law Tendering process which had culminated in the successful supplier being awarded the Employment Law Services contract across the three Welsh Fire and Rescue Services.

It was RESOLVED:

That Committee note the report.