

**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 RESOURCES COMMITTEE AT ITS NEXT MEETING**

**CYFARFOD O'R PWYLLGOR ADNODDAU
MEETING OF THE RESOURCES COMMITTEE**

DYDD LLUN, 16 GORFFENAF 2012

MONDAY, 16 JULY 2012

**CANOLFAN CYDGYSYLLTU STRATEGOL, PENCADLYS HEDDLU DYFED
POWYS, CAERFYRDDIN**

**STRATEGIC COORDINATION CENTRE, DYFED POWYS POLICE
HEADQUARTERS, CARMARTHEN**

11.00 – 12.00

86% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

**CADEIRYDD/CHAIRPERSON:
IS-GADEIRYDD/VICE CHAIRPERSON:**

**A Harrington
W Evans**

AELODAU/MEMBERS:

**Cyng/Cllrs: J Curtice, J Dudley, C Higgins,
R Llewellyn, C Lloyd, K Pearson,
T J Richards, G Thomas, E Williams,
A Woolcock**

YMDDIHEURIADAU/APOLOGIES:

Cyng/Cllrs: K Curry, R Rees-Evans

YN BRESENNOL /IN ATTENDANCE:

**R Smith, P Bates, D Daycock, D Masson,
S Flather, J Maunder, K Jones, A Francis**

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors K Curry 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.

3 CHAIR'S ANNOUNCEMENT'S/PERSONAL MATTERS

The Chair welcomed all present to the first meeting of the Resource Management Committee, following the amalgamation of the former Resources and People and Organisational Development Committees.

The Chair further reported that the next meeting of the Resource Management Committee would be held at the Earlswood training facility, Jersey Marine on Monday 26 November 2012 following which Members would have the opportunity to participate in various training demonstrations.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCES COMMITTEE HELD ON 9 JANUARY 2012

The minutes of the meeting held on 9 January 2012 were received and confirmed as a true record of the proceedings subject to the amendment of following typographical error:

Page 2, Item 6, Paragraph 1– to amend 'principle' to 'principal'.

5 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE HELD ON 12 MARCH 2012

The minutes of the meeting held on 12 March 2012 were received and confirmed as a true record of the proceedings.

6 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE SPECIAL RESOURCE MANAGEMENT COMMITTEE HELD ON 6 JUNE 2012

The minutes of the meeting held on 6 June 2012 were received and confirmed as a true record of the proceedings.

7 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2011/12

The Head of Finance introduced the budget monitoring report which compared the net revenue expenditure for the year ended 31 March 2012 against the working budget for the same period. Attention was drawn to the revenue budget monitoring set out in appendix 1 of the report, whereby Committee were informed that there was an under spend at the year end of £541,000 which represented 1.2% of the budget.

The overall under spend at the year end was made up of a number of variations, the most significant could be attributed to:

- Employees under spend in terms of non filling of vacancies and lower attendance and call out fees than anticipated.
- Premises under spend in relation to reduced energy and maintenance costs
- Transport overspend due to increased expenditure on diesel and vehicle maintenance.
- Supplies and Services overspend as a result of receiving higher than anticipated revenue grants which therefore required the purchase of equipment and services to support budgeted projects.
- Leasing due to a number of vehicles being purchased either outright or via finance lease. Funding via capital financing rather than leasing budget ensured the most economic and effective funding of acquisitions. This underspend could then be offset against the overspend on capital financing. Furthermore, other capital expenditure was financed from revenue in order to reduce capital financing charges in future years.
- It was also pleasing to note that the number of ill-health retirements were lower than budgeted and a higher level of income had been received due to the renegotiation of site sharing agreements.

Following a query from Members the Head of Finance clarified that reserves were required within the Authority due to the difficulty in predicting expenditure according to operational requirements.

Committee considered the capital monitoring for the period 01.04.11-31.03.12 set out in appendix 2 of the report which summarised the expenditure on capital projects and compared the results against the Approved Capital Programme. The level of spend planned in the capital programme was £4,677k, but due to slippage the actual spend was £3,080k. The Head of Finance further confirmed that capital financing was within the limits set by the prudential indicators.

RESOLUTION

It was RESOLVED:

That the Members note the report.

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

The Head of Finance introduced the budget monitoring report for the financial year 2012/13. Attention was drawn to the revenue monitoring set out in appendix 1 of the report which compared the estimated net revenue expenditure for the two months ended 31 May 2012 against the profiled working budget for the same period. It was reported that a current overspend of £7K (0.08% of the profiled budget) was estimated at 31 May 2012, which was not a significant variance.

Members were further informed that the estimated expenditure as at 31 March 2013 when compared to the budget report showed a forecast overspend of £100k (0.23% of the profiled budget), which again was not a significant variance.

Following queries from Members the Head of Finance confirmed that the budget had been adjusted to ensure sufficient expenditure for fuel. Members were further informed that the minority of stations which did not have fuel pumps benefited from discounted prices at local fuel stations.

Committee gave consideration to the capital monitoring set out in appendix 2 which summarised the expenditure on capital projects to 31 March 2013 and compared the results against the Approved Capital Programme. The Head of Finance confirmed that capital financing was within the limits set by the prudential indicators.

RESOLUTION

It was RESOLVED:

That Members note the report.

9 TO RECEIVE THE HEALTH AND SAFETY PERFORMANCE MANAGEMENT UPDATE

The Director of Delivery presented Committee with the Health and Safety Performance Management Update for 2011/12, reporting that 85 On Duty Injuries had been recorded, compared with 82 during 2010/11. The Director explained that the reported injuries could mainly be attributed to slips, trips or falls, closely followed by handling, lifting and carrying and it was pleasing to note that no major injuries had occurred during the reporting period. The Director further informed the Committee that 97 Off Duty injuries had been recorded compared with 116 in the same period in 2010/11.

The Director of Delivery provided Committee with an early indication of performance during the reporting period 01.04.12 – 31.05.12, highlighting that 16 on-duty injuries had been recorded, 2 of which were major injuries involving fractured wrists. A total of 15 off-duty injuries had been incurred during 01.04.12 – 31.05.12 and Members were assured that relevant support would be provided to all personnel in order to assist with their recovery.

Following a query from Members it was clarified that the significant number of duty days lost due to injuries within Neath Port Talbot and Powys Command was a result of a small number of individuals who had suffered substantial injuries.

Committee were informed that a robust health and safety inspection regime was in place whereby all remedial actions resulting from the audit process were addressed. Appropriate control measures were also in place to take account of asbestos regulations and legionella monitoring requirements.

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. During the period 01.04.12 – 31.05.12 there were no reported attacks on Firefighters within the Service. The Chief Fire Officer clarified that such incidents were recorded via the Incident Recording System (IRS) and Service Control.

The Director of Delivery informed Committee that there had been 22 reported Vehicle Accidents for the period 01.04.12 – 31.05.12, compared with 33 in the same period during the previous business year.

RESOLUTION

It was RESOLVED:

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

10 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.

At the request of Committee at its meeting held on 12 March 2012 the Corporate Head of People and Organisational Development reported that overall 2011/12 sickness absence statistics for South Wales Fire and Rescue Service amounted to 8.28 shifts lost and 8.90 for North Wales Fire and Rescue Service. Committee were informed that annual sickness absence data were supplied to the Welsh Government, together with periodic reports being submitted to the Fire and Rescue Service's Data Unit on recruitment and sickness absence.

The Corporate Head of People and Organisational Development further reported that the actual overall Service sickness absence statistics for 2011/12 was 9.98 shifts lost, which was significantly lower than the projected figure of 12.31. This improvement during the last quarter of the 2011/12 accounting period was primarily due to robust management within the scope of the Service's Sickness Absence Monitoring Procedure, together with a number of individuals returning to work under phased arrangements in line with advice from the Occupational Health Department.

Following a query from Members the Corporate Head of People and Organisational Development emphasised that the Service had an obligation to undertake home visits in a timely manner in order to provide appropriate support arrangements to ensure that individuals returned to full health as soon as possible. Members noted that a similar support infrastructure had been adopted within the Third Sector and had noted a vast improvement within a short period of time.

Reference was made to appendix 1 of the report which showed that the Service's overall sickness absence statistics between 01.04.12 – 31.05.12 was 0.93 shifts lost with a projected figure for 2012/13 of 5.59 which was slightly outside the target of 5.29 shifts lost. Updated statistics provided on 16 July 2012 did however show a total of 1.51 shifts lost with a projected figure of 6.03 for 2012/13 which was further outside the Service's target.

Committee were provided with an overview of both long and short term sickness within the Service during 01.04.12 – 31.05.12 and the Chief Fire Officer clarified that the term 'shift riders' referred to operational personnel who worked the 2:2:4 wholetime duty system.

Consideration was also given to the five year retirement profile within the Service and it was noted that no ill-health retirements had occurred during the current business year. It was explained that this could be attributed in some part to effective training and assessments, provided together with early intervention via accident investigation and referral for Occupational Health services.

RESOLUTION

It was RESOLVED:

That Members note the report on Health and Wellbeing.

11 TO RECEIVE THE TRAINING DELIVERY UPDATE REPORT

The Corporate Head of People and Organisational Development reported that the Service's Training Delivery 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 Training Delivery Department had contributed to significantly reducing Corporate Risk by the undertaking of training delivery in a significant number of areas, the following being of particular interest:

- Providing sufficient courses which had consequently reduced the overall skills gap across the Risk Critical Range to 7.9% with a target of a reduction to 5% by the end of 2012/13. Significant progress had been made over the last 24 months to reduce the skills gap whereby the Service had introduced a flexible approach to provide necessary training to on-call staff whilst working in partnership with North Wales Fire and Rescue Service to share resources.

- Focus of Breathing Apparatus (BA) skills gaps and course nomination which had reduced the skills gap to 87 wearers which represented an 86% reduction since January 2010.
- Incident Command System (ICS) reassessments had been developed and rolled out across the Service, using state-of-the-art software technology within the new Hydra / Minerva facility at Service Headquarters.
- The Service had fully embraced the Flood Rescue National Enhancement Project (Defra) and provided facilities to supply training in all required areas and modules of operation relevant to the Service. These included collaborative working between the three Welsh Fire and Rescue Services and the RNLI.
- The Service continued to explore opportunities to develop its main training facility at its Earlswood site in Briton Ferry and was currently investigating the possibility of funding a canteen unit utilising the Minor Works budget allocation.

Following a query from Members Committee were assured that adequate funding had been allocated to provide the appropriate equipment and Risk Critical training for staff. Committee highlighted the importance of ensuring that the safety of staff and communities remained a priority and acknowledged that sufficient budget would need to be maintained.

Councillor A Woolcock moved an amendment to the report which added to the recommendation the following:

' and recommends that commands reduce the level of the Risk Critical Skills gap to a maximum of 5% over the next 12 months'

The amendment, being put, was unanimously carried, and added to the substantive motion.

RESOLUTION

It was RESOLVED:

That members/RMC note the report and the work undertaken by the People and Organisational Development Department in relation to risk Critical Training and recommended that the various commands reduce the level of the Risk Critical Skills gap to a maximum of 5% over the next 12.

12 TO RECEIVE THE SERVICE INSURANCE RENEWAL REPORT 2012/13

The Deputy Chief Fire Officer presented the insurance renewal report for 2012/13 which was the 5th and final year of the Long Term Agreement (LTA) agreed between Marsh UK on behalf of the Authority and its Insurers.

Members were informed that over the duration of the 5 year agreement the Authority had achieved a direct saving in excess of £1.3 million. Members acknowledged that there had been considerable fluctuations experienced by the global financial market over the last 36 months which had not impacted the insurance policy premium arrangements to date. However, it was also explained that for the 2012/13 insurance year, the Service had incurred an increase in policy premium of £31,553.69, bringing the total insurance cost to the Fire Authority to £310,204.06.

It was explained that the Motor Fleet Insurance Policy premium cost for 2012/13 had increased to £148,000.00, which represented saving of circa £7,000.00 on the initial proposal following significant negotiations with the insurance providers. The Deputy Chief Fire Officer stated that this increase could primarily be attributed to the large fleet related losses which the Service had incurred for the 2011/12 year with particular attention drawn to the total loss of an appliance due to fire damage in April 2011 and the impact damage incurred by an appliance while responding to an emergency call during hazardous weather conditions in December 2011.

A slight reduction had also been achieved for the Service's Combined Employer and Public Liability Insurance premium of circa £1,350 for 2012/13, bringing the total for the Combined Liability Insurance policies to £77, 897.82.

The Deputy Chief Fire Officer reported that the robust business risk management arrangements in place within the Service reflected the competitive insurance rates for 2012/13.

RESOLUTION

It was RESOLVED:

That the report be noted and Committee acknowledged that future Insurance premium costs could increase in view of the current global financial climate.

13 TO APPOINT TWO MEMBERS OF THE RESOURCE MANAGEMENT COMMITTEE TO THE JOINT CONSULTATIVE FORUM FOR THE 2012/13 MUNICIPAL YEAR

Councillors A Harrington and W Evans were proposed and duly seconded. There were no other nominations. Upon being put to the vote,

It was RESOLVED:

That Councillors A Harrington and W Evans be appointed to the Joint Consultative Forum for the 2012/13 municipal year.

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.