

**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, 18 EBRILL 2016

MONDAY, 18 APRIL 2016

**GANOLFAN HYFFORDDI EARLSWOOD, EARLSWOOD
EARLSWOOD TRAINING AND DELIVERY SITE,
EARLSWOOD,**

11.00 – 12.40

64% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRPERSON: E Williams
IS-GADEIRYDD/ DEPUTY S Paddison

AELODAU/MEMBERS: Cyng/Cllrs: J Curtice, L Frayling, J Hale,
K Pearson (departed meeting at 12:00), R
Rees-Evans, C Anderson, J Dudley, R
Lewis, J Warman

YMDDIHEURIADAU/APOLOGIES: W Evans, G Thomas, R Llewellyn,
C Evans

YN BRESENNOL /IN ATTENDANCE: C Davies, E Aitken, R Quin,
K Jones, I Cray, M Harries, D Daycock,

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors W Evans, G Thomas, R Llewellyn and C 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.

All Members present declared that they had a personal interest in all budget matters on the agenda.

Cllr J A Hale declared a personal interest by virtue of his membership of the UNISON Trade Union, for which a dispensation to speak had been granted by the Standards Committee.

3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Chair informed Members that there was a Budget Planning session taking place on Monday, 25 April at 14:30 hours and requested that all Members attend. The Chief Fire Officer informed Members that the budget planning session would begin budget discussions for the 2017/18 financial year.

The Chair advised Members that a request had been made for the title of the Investigating and Disciplinary Committee meeting to be changed to "Dispute" as it was felt that the existing title could give a misleading impression regarding the use of the words investigatory and disciplinary in the title, when in many instances, the business of the committee related to pensions disputes. The Clerk / Monitoring Officer confirmed that a report addressing this issue would be presented at the next meeting of the Fire Authority for Members consideration.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 18 JANUARY 2016.

The Clerk / Monitoring Officer requested that an amendment be made to the resolution of item 5, namely the Budget Monitoring report for the Financial Year 2015/16. It was requested that the recommendation for members to approve the £30k increased capital budget for Aberystwyth be amended to Members acknowledge the £30k increased capital budget to accurately reflect the decision made. It was confirmed that this amendment would be made.

The minutes of the meeting held on 18 January 2016 were received and confirmed as a true record of the proceedings.

Matters Arising

There were no matters arising.

5 TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2015/16.

The Director of Resources presented Committee with the Budget Monitoring Report for the financial year 2015/16. It was confirmed to Members that the overspends and underspends reported had been adjusted and were recorded in Appendix 1, which now reported a reasonable underspend on both the Wholetime budget and On-Call budget, which now accurately reflected actual costs.

Members were informed that £1.2 million had been re allocated from the Leasing budget to the Capital Charges budget in order to be shown under the correct budget heading, as the leasing heading had traditionally been used for the financing of Service vehicles. The Director of Resources reassured Members that the overall budget had not changed.

The Director of Resources reported to Members that the overspend on Premises was due to non-domestic rate valuations for the Llandrindod Wells Fire Station, which had been higher than anticipated. An overspend was also reported on Operational Employees (other costs) and insurances. Members were informed of underspends on the budgets for Transport, Pensions, Employee Costs and Control and Support Staff posts, which were reported due to vacancies not being filled on a permanent basis pending the outcome of the Service Review. The Director of Resources stated to Members that any underspends recorded would be adjusted for the next financial year's budget.

It was reported to Members that there had been no changes made to the Capital Programme Monitoring and the Grant Budget Monitoring appendices. The Director of Resources advised Members that the Financial Summary for the Joint Public Service Centre had been included at Appendix 4 for Members information. Members were provided with an overview of the project expenditure and it was confirmed that the project remained on track and had been estimated to make annual savings of £1 million between the Service and South Wales Fire and Rescue Service.

Councillor K Pearson queried why there had been a movement of funds between the Leasing budget and the Capital Charges budget, to which it was confirmed by the Director of Resources that the movement had been made due to a change in accounting rules. Councillor Pearson further enquired that if all grants had since been received as confirmation from Welsh Government. The Director of Resources responded and clarified that all expected grants had now been received from the Welsh Government (WG).

In response to a question raised by Councillor K Pearson, the Corporate Head of Operational Support and Improvement stated that agency employees were employed on the same rates of pay, however, should the Service wish to engage the employee from the agency it would incur an administration fee.

Councillor J Warman enquired if all minor works and maintenance of Fire Station upgrades were being undertaken. The Chief Fire Officer informed Members that the Service would continue to undertake all general maintenance and minor works on Fire Stations within the Service's area. However, the Service was currently awaiting the outcome of the Service Review and budget discussions prior to committing to the undertaking of any large renovations and projects on Fire Stations. The Director of Operational Support and Improvement stated to Members that some of the Fire Stations may not be in the correct locations as they had been in place for a number of years, and that this matter would be considered as part of the Service Review. Councillor K Pearson asked if the Service Review would be completed sooner than September as it could create difficulties with regards to setting the budget for the next financial year. The Chief Fire Officer informed Members that it was unlikely the outcome of the review would be available before September, however, Members would be provided with key headlines for consideration in the next few months. It was stated to Members that any future budget reductions would involve cuts, and confirmed that a five-year plan had been put in place to consider Fire Station locations. Councillor K Pearson commented that the impending elections may have an impact on the Fire Authority's budget and requested an indication of the broad categorisation of costs of the Fire Stations within the Services area, to which the Chief Fire Officer confirmed that this information could be provided to Members.

RESOLUTION

It was RESOLVED that the Resource Management Committee note the Budget Monitoring Report for the Financial Year 2015/2016.

6 TO RECEIVE AND NOTE A REPORT ON HEALTH, SAFETY AND WELFARE PERFORMANCE MANAGEMENT.

The Director of Operational Support and Improvement presented the report and was pleased to note that there had been a 5% reduction in the overall number of accidents. Members were informed that the Carmarthenshire Command and Powys Commands number of reported injuries was proportionate as they had the highest number of On-Call employees. The number of visitors recorded as having sustained an injury was reported due to the need to monitor the number of visitors received by the Service, with particular reference being drawn to the number of Phoenix and Young Firefighter Courses run by the Service. Councillor J Curtice queried why Carmarthenshire and Powys had a high number of off duty injuries recorded, to which the Director of Operational Support and Improvement confirmed that it was proportional to the number of On-Call employees within the command areas, with a number of injuries being sustained as a result of sporting activities and/or their primary employment.

It was reported to Members that the on duty injuries and major injuries had similar patterns and trends to those reported to Members previously, and Members were reassured that the Service continued to work hard to reduce the number of on duty injuries, and had subsequently introduced Institution of Occupational Safety and Health (IOSH) and manual handling training for support staff. The Director of

Operational Support and Improvement also recognised that the number of on duty injuries sustained whilst responding to the Fire Station was high, and reassured Members that the Service were looking at ways of reducing this figure, by providing further training and education to operational personnel.

The Director of Operational Support and Improvement informed Members that the physical abuse incident recorded for July 2015, was in relation to attendance at a property fire where a member of the public had a mental health condition. Members were also informed that the reported unsafe and unhealthy conditions were being addressed, and that there was an increase in the number of reported near misses, which the Service had associated as a positive increase, as it would enable the prevention of future accidents and injuries. Members were advised that the Service had finished the trialling of dash cameras and had purchased 44 for the fleet vehicles and 10 for the training vehicles. Committee were informed that the patterns regarding vehicle accidents and damage to service vehicles remained the same.

Councillor Rees-Evans referred Members to item 2.1 of the report and congratulated the Chief Fire Officer on his appointment as the Chief Fire Officers Association (CFOA) Health and Safety lead for the UK. The Chief Fire Officer thanked Councillor Rees-Evans for his comments and stated that he was extremely pleased with his appointment to the role, and remarked that his appointment would hopefully increase the profile of the Service, whilst providing further opportunities to analyse data. Members were informed that Mid and West Wales Fire and Rescue Service had the lowest accident rate in the UK.

Councillor J Curtice enquired if the dash cameras were forward and rear facing, to which it was confirmed that they were forward facing only. The Corporate Head of Prevention and Protection informed Members that the Service had obtained forward facing cameras as the cost of rear facing cameras had been prohibitive. Councillor Rees-Evans queried if there were CCTV cameras on the fire appliances, and it was confirmed that there were, however, dash cameras were to be installed on the Service's response vehicles.

Councillor J Warman commented that a lot of the steel being provided for the construction of buildings was required to meet the British Standards in Steel (BSI) regulations. Councillor Rees-Evans queried whether these standards could be included within the Service's procurement specification, to which the Director of Resources stated that many of the standards are already being stipulated, and that the Service is unable to specify where contractors purchase their goods, but was able to make enquiries as to where they are being procured from.

Councillor S Paddison noted the on duty injury sustained by the catering staff in Earlswood and queried whether regular checks were undertaken on all equipment. The Director of Operational Support and Improvement confirmed that regular checks were undertaken and that the incident in question occurred shortly after completion of the building works. In response to a further query from Councillor Paddison, it was confirmed that there had been no incidents involving the near side of the vehicle where cyclists had been injured.

Councillor K Pearson asked if the Service provided training to operational employees on recognising mental health issues. The Director of Operational Support and Improvement advised that no training is provided in a formal way, however, the Service was looking at introducing mental health training for all medical response staff. The Corporate Head of Operational Support and Improvement informed Members that employees had been provided with stress in the work place training as well as violence against women training from the Welsh Government. A discussion ensued regarding the training package being made available for violence against both women and men, as Councillor Pearson believed the number of men affected by domestic violence to be higher than the reported statistical data, as men were less likely to report cases of domestic violence.

RESOLUTION

It was RESOLVED that the Committee note the report

7 TO RECEIVE AND NOTE A REPORT ON THE SERVICE COMBINED LIABILITY INSURANCE RENEWAL 2016/17.

The Director of Operational Support and Improvement presented Committee with a report on the combined liability insurance renewal for 2016/17. Members were provided with an overview of the terms agreed with the Authority's brokers, Marsh UK, for the portfolio of insurance policies for the 2016/17 financial year, which represented the fourth of a new five-year Long Term Agreement (LTA) agreed in April 2013 between Marsh UK, on behalf of the Authority and its Insurers.

Members were informed that the Service had seen an increase of 13.9% across the whole Insurance portfolio against the 2015/16 Insurance Portfolio cost, an increase of £85,000. It was reported that the main increase had arisen from the Employers Liability policy, which was in relation to two existing high value Employer Liability claims which were in the process of being addressed by the Service. The Chair informed Members that insurance premiums had also seen an increase due to the increased tax amount imposed by Central Government.

The Director of Operational Support and Improvement was pleased to report to Members that the Service had introduced a number of risk control measures, together with new areas of Insurance cover such as the Unmanned Aerial Vehicle (UAV), dash cameras and new operational equipment, as well as improving matters of occupational road risk, such as the introduction of the driving at work programme, in order to reduce the organisational liability.

Councillor Paddison was pleased to note the work and progress made by the Service within the current insurance market. Councillor Lewis commented that should the Service not have taken these steps to improve the insurance premiums, it could have been significantly higher, and was also pleased to note the progress made by the Service. The Temporary Corporate Head of Prevention and Protection reported to Members that the Service had gone out to tender in 2015 and Marsh UK had been successful in being awarded the contract. In response to a query made by Councillor

Pearson, it was confirmed that the claims agreement would remain with the Service for a 5-year period. The Chair informed Members that some companies will review arrangements over a 3-year period, though, based on the Service's insurance profile he believed it would remain at 5 years.

RESOLUTION

It was RESOLVED that the Committee note the report.

8 TO RECEIVE THE HEALTH AND WELL-BEING QUARTERLY UPDATE REPORT.

The Corporate Head of Operational Support and Improvement presented a quarterly report on Health and Wellbeing to Members. Committee Members were informed of the sickness absence figures for the 2014/15 financial year, which was 8.47 shifts lost. Members commented that it was pleasing to note the decrease in figures from the 2013/14 financial year which was 9.59 shifts lost. The current financial year's overall performance was projected to end on 7.42 shifts lost, indicating a figure of 4.94 shifts lost between 01/04/2015 to 31/01/16, which showed a significant improvement.

Committee were informed that the Service continued to offer light duties to staff with ill health problems, and noted that there had been some instances where the individuals on light duties had been operational staff, and there was therefore a requirement to replace them with another crew member on the Station. Members were reassured that the Service continued to be engaging with individuals on sick, in order to facilitate their return to work as soon as possible. In response to a query from Councillor Hale, the Corporate Head of Operational Support and Improvement confirmed that the light duties to be undertaken by an operational employee, included home fire safety work, work within the community and Ops 45 work, and that the Service will always, where possible ensure individuals remain in the working environment.

Members were referred to item 3.2.2 of the report and provided with up to date figures. The Corporate Head of Operational Support and Improvement was pleased to note that the Service had assessed 796 staff members, of which 733 had passed their fitness assessment and 63 staff members had failed. It was confirmed to Members that all employees who had failed their fitness assessment had been provided with an individually tailored Development Plan, to allow them to develop their fitness under the guidance of the Health and Fitness Team. In response to a query from Councillor J Curtice, the Corporate Head of Operational Support and Improvement advised Members that the Service was in discussion with North Wales Fire Service and South Wales Fire Service with regards to the number of times an individual can fail their fitness assessment. Councillor Curtice questioned what would happen to individuals who fail their fitness assessments several times, and the Chief Fire Officer reassured Members that in such a situation, all the necessary support would be provided to aid employees to pass the fitness assessment. Members were also informed that should the required fitness standards not be met following all of the necessary support and actions, discussions would take place surrounding the employee's ability to perform their role under ill health or capability. Committee were

further reassured that these discussions would take place only following completion of fitness assessments and after all support arrangements had been fully considered.

Councillor S Paddison expressed concern regarding the level of uncertainty surrounding the procedures and outcomes of fitness assessment failures, and stated the importance of the Service ensuring all the relevant policies are adhered to in this regard. The Corporate Head of Operational Support and Improvement responded and confirmed that there was a robust policy in place, and that following an agreement with Trade Union representatives, an 18-month period was agreed in order to assess individual's fitness levels prior to full implementation. Members were also informed that the Service was following the National and UK fitness standards. In response to a query made by Councillor C Anderson, it was confirmed that the Chief Fire Officer had undertaken the operational firefighter fitness assessment and passed.

RESOLUTION

It was RESOLVED that the Committee note the report.

9.TO RECEIVE THE HUMAN RESOURCES QUARTERLY UPDATE REPORT.

The Corporate Head of Operational Support and Improvement presented a report on various Human Resources work-streams for the period of January to April 2016. Members were referred to item 2.1.1 of the report and provided with an update on the Joint implementation of an Integrated HR/Payroll system, where it was confirmed that there was still a number of issues requiring further attention, with regards to the implementation of phase 2. The Director of Resources informed Committee that a request had been made for a full audit of the project to be undertaken.

In response to a query raised by Councillor J Dudley, the Director of Resources informed Members that the key issues were the payment and calculations for pensions, sickness, pregnancy and maternity, dual roles and allowances. Committee were informed that due to these calculations not being made correctly by the system, it was necessary that the Payroll team undertook an additional number of manual adjustments and calculations.

It was reported to Committee Members that the Service was in the process of developing an On-line Psychometric Assessment Tool at a cost of approximately £5,000, which would make further efficiencies to reduce administrative costs. An update was provided on further financial implications for the Modified Pension Scheme and the reimbursement of pension contributions following a court ruling that had found in favour of the Fire Brigades Union. Members were advised that there was an expectation that Welsh Government would be reimbursing the funds for this scheme, which had been identified as being as much as £200,000.

The Corporate Head of Operational Support and Improvement referred Members to item 8.1.1 of the report and stated to Committee that the Wholetime Establishment figure for May, following the introduction of the new shift patterns in the Swansea Bay area would be 374. Committee were informed that the Service had recently taken on

12 new operational firefighter recruits, and following the wholetime recruitment drive now had a holding list of eligible individuals for any future recruitment campaigns.

In response to an enquiry made by Councillor S Paddison, the temporary Corporate Head of Prevention and Protection confirmed that all the acquired data following the introduction of two pilot projects within the Neath Port Talbot area, would be shared with all of the relevant agencies and authorities, and that any necessary referrals would be made. Councillor Paddison asked if further information had been received regarding the gender pay gap, to which it was confirmed that no further information had been received to date.

RESOLUTION

It was RESOLVED that the Committee note the report

10. TO RECEIVE AND NOTE THE ANNUAL EQUALITY REPORT 2015–2016

The Corporate Head of Operational Support and Improvement introduced the Annual Equality Report for the reporting period 2015/16, which was a requirement under Regulation 14 of the Wales Specific duties under Equality and Diversity legislation.

Members gave consideration to Appendix 1 of the report which provided information on Service activities in terms of engagement with the diverse communities served, together with a range of key equality data which would assist in shaping the strategic direction of the Service. It was reported to Committee Members that the Service had developed a range of services, which included the launching of an internal Disability Network. The Service had also undertaken a series of Easy Read Training sessions to enable the production of documents that were more accessible to members of the public. The Director of Resources stated that discussions will take place at Democratic Services Forum regarding Fire Authority reports being produced in Easy Read.

Councillor J Curtice noted an error contained within the figures for the Support Staff Recruitment Data 2015/16, which was noted by the Corporate Head of Operational Support and Improvement. In response to queries raised by Councillor S Paddison, it was confirmed by the Corporate Head of Operational Support and Improvement that details of the roles applied for by individuals who had stated they had been registered disabled, had not been provided and furthermore the Service had held female, ethnic minority and other underrepresented groups awareness events prior to the wholetime recruitment campaign, in order to raise awareness and encourage females and individuals of an ethnic minority to apply to join the Fire Service. It was reported that these events had been extremely well attended and very well received by participants. Councillor Paddison enquired how the Service targeted underrepresented groups, and was informed that the Service contacted leisure centres, local radio stations and also placed posters within local communities.

RESOLUTION

It was RESOLVED that the Committee note the report.

11. TO RECEIVE AND NOTE THE STRATEGIC EQUALITY PLAN 2016/2020

The Corporate Head of Operational Support and Improvement introduced the Strategic Equality Plan 2016/2020 to Committee which had been produced based around legislative requirements, and reported to Members that there was a requirement for all public sector bodies in Wales to produce a Strategic Equality Plan as part of the specific duties for Wales. Members were referred to Appendix 1 of the report which provided details of the Set Equality Objectives for the Service.

Councillor S Paddison enquired if the Service would be doing anything differently for future recruitment campaigns in order to encourage diversity within the Fire Service. The Corporate Head of Operational Support and Improvement responded and clarified that a number of agencies had been informed, future awareness events would be held and highly publicized and the Service had also contacted The Equality and Human Resources Commission (EHRC) for high level advice in this regard. Councillor Paddison thanked the Corporate Head of Operational Support and Improvement for his response and commented that she felt it was important to reflect and represent the communities we all live in.

RESOLUTION

It was RESOLVED that the Committee note the report.

- 12. ANY OTHER ITEMS OF BUSINESS THAT BY REASON OF SPECIAL CIRCUMSTANCES, THE CHAIR DECIDES SHOULD BE CONSIDERED AS A MATTER OF URGENCY PURSUANT TO SECTION 100(B)(4) OF THE LOCAL GOVERNMENT ACT 1972.**

There was no other business. The meeting closed at 12:40.

