

**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, 14 GORFFENAF 2014**

**MONDAY, 14 JULY 2014**

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

**10.00 – 12:40**

**86%PRESENOLDEB/ATTENDANCE**

**Presennol yn y Cyfarfod/Present at Meeting:**

**CADEIRYDD/CHAIRPERSON:** J Curtice  
**IS-GADEIRYDD/ DEPUTY** E Williams  
**CHAIRPERSON:**

**AELODAU/MEMBERS:** Cyng/Cllrs: G Thomas, W Evans, D Cole,  
P Pritchard, L Frayling, C Higgins,  
R Lewis, R Llewellyn, K Pearson,  
R Rees-Evans, A Lewis

**YMDDIHEURIADAU/APOLOGIES:** S Paddison and C Lloyd

**YN BRESENNOL /IN ATTENDANCE:** E Aitken, D Masson, R Quin, D Daycock,  
C Jackson, K Jones, M Miles

## 1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Lloyd and S Paddison

## 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.

The Assistant Chief Fire Officer/Director of Risk R Quinn declared an interest in relation to agenda items 9 and 10.

## 3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Chair informed all Members that a briefing on the Industrial Action was scheduled to take place upon conclusion of this meeting.

The Chair wished to extend his sympathy to Group Manager A Francis on the recent passing of his Father.

## 4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 7<sup>TH</sup> APRIL 2014

The minutes of the meeting held on 7<sup>th</sup> April 2014 were received and confirmed as a true record of the proceedings, subject to the following amendments:-

The sentence on Page 1, item 4, should read as follows (the bold indicates the change):-

The Director of Resources explained that she had written to the Chief Executive of Pembrokeshire County Council requesting that they removed **the statement** from the report to the County Council, as the Officers had not agreed to the average reductions and this had been agreed by Pembrokeshire County Council.

The final paragraph on Page 1, item 4 read as follows (the bold indicates the change):-

The Corporate Head of People and Organisational Development referred to page 9 and apologised to Members that he had not e-mailed the sickness policy as agreed, however, hard copies were available should any Member wish to take a copy.

A grammatical error located on Page 4, Item 6, paragraph 5 to replace the word much with 'which'. The sentence would read as follows:-

Councillor P James took the opportunity to enquire about the feasibility study for the Trading Arm and how it was progressing. The Director of Risk stated that good progress was being made, however, legal advice on the matter was being sought but that a feasibility study was being completed **which** would be presented to Members.

Page 5, Item 8, 1<sup>st</sup> paragraph the word Temporary to be inserted in front of 'The Chief Fire Officer' thus providing consistency throughout the report. The sentence to read as follows:-

The Temporary Chief Fire Officer added that feedback was collected internally and through the IIP process an independent source also captured feedback from staff.

#### Matters Arising from the meeting held on 7<sup>th</sup> April 2014

In response to Councillor Rees-Evans' query regarding the completion of the Earlswood site, the Director of Resources stated that the works had been completed but were awaiting the delivery of furniture. The Corporate Head of People and Organisation Development informed Members that as part of an environmental planning clause within the planning permission from Neath Port Talbot County Borough Council burning was not permitted to take place during June to September.

The Corporate Head of People and Organisation Development informed Members that the next Resources Management Committee scheduled in November would be held at Earlswood in the morning followed by a Training Awareness session which would be open to all Fire Authority Members.

Councillor A Lewis requested an update on the query raised on page 7, item 9. The Director of Resources explained to Members that the £200k was a mix of three systems including the Asset Management System for Estates, Transport and a Tracking System for equipment.

#### **5 TO CONFIRM AND SIGN AS A TRUE RECORD THE MINUTES OF THE SPECIAL RESOURCE MANAGEMENT COMMITTEE HELD ON 4 JUNE 2014**

The minutes of the Special Resource Management Committee meeting held on 4<sup>th</sup> June 2014 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 Risk presented the Health and Safety Performance Management update report to Members which highlighted the key areas of effective health, safety and welfare arrangements being addressed by the Service.

In response to Councillor W Evans' query regarding the insurance level of Young Firefighters, the Director of Risk informed Members that Young Firefighters were fully insured in the same manner as a full firefighter and receive the same training within their requirements.

Councillor Rees-Evans referred to the graph on page 3 of the report regarding the spike in handling, lifting and carrying and queried why staff continue to suffer from injuries of this nature when all staff were provided with the Manual Handling training.

The Director of Risk explained to Members that Manual Handling training was one of the risk critical skills sets where each station had at least one trainer which would transfer his skills to others.

Councillor Pearson referred to the graph located on the bottom of page 2 – On Duty Injuries by Command, Departments and Visitors and queried the 'Off Duty' column on an On Duty graph. The Director of Risk thanked Councillor Pearson and stated that the Off duty should not be displayed on the graph.

Councillor Pearson also referred to page 3 of the report and stated that it would be informative for the exploration of trends with relevant departments was provided to the Committee. The Director of Risk agreed and stated that this would be provided as part of the report to the next meeting.

Councillor Cole stated that it was very encouraging that the Service had a positive reporting culture in place.

Further to the Manual Handling Training, Councillor A Lewis queried there was merit in providing an advanced training course or to revisit the frequency of the training. The Director of Risk informed Members to maintain perspective there were only 3 major injuries included in the statistics whilst the remainder were minor incidents which were encouraged to be reported.

A discussion took place regarding CCTV and attacks on firefighters raised by Councillor Rees Evans. The Director of Risk stated that footage was available for police consideration, however, to date no prosecutions had been made. Councillor A Lewis stated that it was pleasing to note that all attacks were being reported.

The Chair highlighted an error on page 7, within 6.1.8 the Health and Safety Induction section of the report, the period should read 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

Councillor Pearson requested more detail with regard to the figures with 6.1.11 The Period Duty Days Lost due to On Duty Injury section of the report, stating that 709 days was a high figure and it would be informative for Members to be provided with the number of injuries that were related to both long term and short term absences. The Director of Risk agreed to provide more detailed information on this matter at the next meeting.

Members were informed that a new Health, Safety and Welfare Framework for the Operational Environment had been introduced and that the Framework was developed in response to the growing attention that Fire and Rescue Services were receiving from their HSE posts. Furthermore, the publication of the Framework superseded a number of existing health and safety guidance documents which have now been withdrawn.

The Director of Risk highlighted that in order to establish the Service's current health, safety and welfare arrangements against the new Framework it was decided to conduct a 'Gap Analysis' of these matters.

This had been done by using the key themes contained within the Framework document and aligning them in more detail to a template for specific Departments to review and comment upon. The template was scheduled to be completed by the end of July 2014 followed by a final report which would be discussed with the key stakeholders.

It was reported to Members that the main cause of vehicle accidents for the period 1st April 2013 to 31st March 2014 was that vehicles had struck fixed objects, with 19 vehicle accidents reported. Of these vehicle accidents, there were 17 with Minor damage and 2 with Major damage. The Director of Risk stated that the two categories which would be concentrated on reducing were 'struck fixed objects and 'reversing' incidents. Furthermore, there were 14 minor incidents of reversing and 2 major incidents. A further breakdown on these categories would be provided to Members at the next meeting as part of the report.

In response to a query from Councillor W Evans, the Director of Risk confirmed that a fire appliance had recently collided with a property at the bottom of Water street, Carmarthen. Councillor Evans requested that a report on this matter to be brought to the next meeting.

## **RESOLUTION**

***It was RESOLVED that the Resources Management Committee note the information contained within the Report.***

### **7 TO RECEIVE THE SERVICE COMBINED LIABILITY INSURANCE RENEWAL REPORT 2014/15**

The Director of Risk presented the Service Combined Liability Insurance Renewal Report 2014/15 and stated that the report outlined the terms agreed with the Authorities brokers Marsh UK, for the portfolio of insurance policies for 2014/15 financial year. Members were reminded that this was the second year of the new 3 year Long Term Agreement (LTA) agreed in April 2013 between Marsh UK on behalf of the Authority and the Authorities Insurers.

Members were referred to the graph located within 4.8 of the report which showed the total Service Annual Insurance Premium costs for a period of 14 years. It was observed that the costs of insurance premiums were stable between 2008/9 and 2012/13 but started to rise in 2013/14 and continued to rise further in 2014/15.

The Director of Risk assured the Committee that the Service Insurance portfolio was monitored by the Business Risk Management Group and the Health, Safety & Welfare Consultative Committee on a periodic basis.

Members were informed that the Service had experienced a significant reduction in personal claims from 22 to 5.

The Director of Resources informed Members that when that when the market had changed, 5 years' worth of the original £200K was set aside in reserves. Furthermore, Members were reassured that an extra £70k was set aside using money from £1m underspend last year which was placed within reserves.

## **RESOLUTION**

***It was RESOLVED that Members are asked to note the report and the changes applied for the new Insurance term of the 2014-15 year.***

### **8 TO RECEIVE THE REPORT ON HEALTH AND WELLBEING**

The Corporate Head of People and Organisational Development presented the report on Health and Wellbeing to Members.

It was highlighted to Members that there was an error on the front page within the Summary the period for the Service's sickness absence statistics should read 01 April 2014 – 31 May 2014.

Members were informed that the Service's sickness absence statistics for the period 01 April 2014 – 31 May 2014 was 1.14 shifts lost with a projected overall for the year of 6.82 shifts lost for the 2014-15 financial year.

The Corporate Head of People and Organisational Development referred to Appendix 1 which showed the overall sickness absence for each category including long term sickness absences. Members were informed Appendix 2 and Appendix 3 detailed the short term and long term absences respectively.

In relation to Appendix 11 of the report, Members were informed that in order to fast-track individuals to return to work from a period of sickness absence, the Service was working with Occupational Health to fund private consultations and private operations, in order to save money in the longer term.

In response to a query from Councillor Cole, the Corporate Head of People and Organisational Development informed Members that the decision for each case was considered on an individual basis by himself in consultation with the appropriate Director.

## **RESOLUTION**

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

## 9 TO RECEIVE THE REPORT ON THE RETAINED FIREFIGHTER PENSION SETTLEMENT: ACCESS TO A MODIFIED PENSION SCHEME

The Head of Human Resources presented the report to Members informing them of the latest position in relation to the Amendment Orders regarding a Modified Pension Scheme for Retained (On-Call) duty employees. The report advised Members that amendments to the 1992 and 2007 Firefighters' Pension Schemes would be included in any legislative changes.

Members were informed that there were currently two pieces of pension legislation which were to be introduced in Wales. These were:

- 1) Modified Pension Scheme for Retained Duty Scheme (RDS) Firefighters
- 2) Amendments to the 1992 and 2007 Schemes

Members were informed that a consultation had been undertaken which sought views on the proposed new terms of access to a pension scheme for retained firefighters employed by a Fire and Rescue Authority in Wales between 1 July 2000 and 5 April 2006 which would provide them with comparable pension rights to those enjoyed by regular firefighters during the same period. The terms proposed were included in Appendix 1 of the report.

The Head of Human Resources stated that the Amendments to the 1992 and 2006 Schemes had been introduced in England in June 2013. These changes had been consulted upon in 2011 in England and in Wales from October 2011 to January 2012 in relation to the amendments to the 1992 and 2007 Schemes. The full list of amendments was attached at Appendix 2 of the report.

It was highlighted to Members that the potential cost of introducing the Scheme was currently unknown due to the large number of variables, and that the cost of the modified scheme was dependent on the number of retained or ex-retained firefighters that purchase past service rights together with their service and pay history.

In response to Councillor W Evans' query, the Director of Resources stated that this had been anticipated year-on-year over the last 5 years and that a sum of £500k had been set-aside, however, there were many uncertainties at this stage therefore it was difficult to predict an exact amount required.

The Head of Human Resources informed Members that the results of the consultation had not yet been published therefore it was unclear on how this matter would be dealt with at this time.

### RESOLUTION

***It was RESOLVED that the Retained Firefighters' pension settlement: Providing access to a modified pension scheme in Wales be noted.***

**10 TO RECEIVE A REPORT ON A CONSULTATION ON THE REGULATIONS TO INTRODUCE A NEW FIREFIGHTER PENSION SCHEME FROM APRIL 2015.**

The Head of Human Resources presented the report to Members and outlined that the consultation on the proposed regulations to introduce a new Firefighters' Pension Scheme in Wales from 2015 represented a key step in the process of firefighters' pension reform. The proposed regulations covered the main membership benefits in the Welsh Firefighters' Pension Scheme 2015.

Members were informed that the formal consultation ran for a period of 12 weeks between 11th April 2014 and 4th July 2014. The Head of Human Resources highlighted the main features of the proposed pension scheme, which the Welsh Government intended to incorporate into formal Regulations.

Members were informed of the main proposals and the transitional protections.

Appendix 1 provided a table of comparisons between the existing 1992 and 2007 Pension Schemes and the new 2015 Scheme.

**RESOLUTION**

***It was RESOLVED that Members noted the content of this report on the consultation.***

**11 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2013/2014.**

The Director of Resources presented a report to Members on Budget Monitoring for the financial year 2013/14 which showed the estimated revenue and capital net expenditure for the year ending 31st March 2014 and compared those estimated positions with the 2013/2014 working budget. Furthermore, the report also demonstrated that the capital financing was within the limits set by the Prudential Indicators.

The Director of Resources reported the underspend set out in the report, which had increased from a £600k underspend to £1m. This increase was due to capital – vehicle leasing documentation slipping into the new financial year.

The Director of Resources provided Members with a broad outline to each section within Appendix 1 and explained the reasons why there had been an overspend and underspend.

Members were informed that the sale of the Morryston site was complete. The former Llandrindod Wells Fire Station was currently waiting for planning permission for change of use which was anticipated to be completed by October 2014.

In response to Councillor W Evans' query regarding the costs of the industrial strike, the Director of Resources stated that the costs to date were in the region of £200k. However, the majority of the costs were based on the strikes around the Christmas period and some money would be recovered from the Welsh Government . Councillor W Evans requested that this matter be brought to Members attention with a breakdown of the costs.

## **RESOLUTION**

***It was RESOLVED that the Members noted the content of this report, which was provided for information.***

### **12 TO RECEIVE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2014/2015.**

The Director of Resources presented a report on Budget Monitoring for Financial Year 2014/15 to Members which showed the estimated revenue and capital net expenditure for the year ended 31 March 2015 and compared those estimated positions with the 2014/15 working budget.

It was explained to Members that the estimated net expenditure was calculated by adding figures shown in the financial records plus known commitments at 31st May 2014 to the forecasted expenditure for the remainder of the year.

The Director of Resources highlighted to Members that the estimated expenditure for the year when compared to the budget report showed a forecast underspend of £630k (1.45% of the profiled budget) as estimated at 31 March 2014.

Members were referred to the Revenue Budget Monitoring Report 2014/15 located at Appendix 1 of the report. The Director of Resources explained that financial implications outlined in the report.

To ensure that Members were informed fully the Director of Resources explained that an additional column (Column C) had been included within the Capital Monitoring Report 2014/15 located at Appendix 3 which showed the amount of slippage from the previous year.

The Director of Risk explained the Electronic Fuel Management system to Members outlining that the concept of the system was to manage the distribution and monitor the fuel usage throughout the Service. Councillor Pearson queried if the new system was the reason why there had been an overspend relating to Fuel. The Director of Risk stated that it had contributed to the overspend along with the current high costs of fuel and the increase of vehicles in the fleet.

Councillor Pearson queried if the Service bought fuel in bulk. The Director of Risk explained to Members that the Service is able to purchase fuel at a reduced cost from a distribution depot or supermarket. Furthermore, a feasibility study had been completed regarding sharing fuel storage located at strategic locations with other blue

light services to ensure contingency arrangements.

Members were informed that three recommendations had been drawn from the report which have been provided to Heads of Departments for their contribution prior to being presented to Executive Board in August.

## **RESOLUTION**

***It was RESOLVED that the Members noted the content of this report, which was provided for information.***

### **13 TO RECEIVE AN UPDATE REPORT ON THE BUDGET 2015/16**

The Director of Resources presented an update report on the Budget 2015/16 to Members which followed from the Corporate Planning Day held on 12<sup>th</sup> May 2014.

Members were referred to a letter from Lesley Griffiths AM, Minister for Local Government and Government Business, which had been sent to all Local Government bodies, set out at Appendix 1 of the report, particular attention was drawn to the indicative reduction scenarios of -1.5% compared to 2014-15, up to -4.5%.

The Director of Resources explained the different scenarios to Members which were exemplified in Appendices 2, 3 and 4, together with the implications for a standstill budget at Appendix 5. However, Members particular attention was drawn to line 7 in the 2<sup>nd</sup> and 3<sup>rd</sup> columns only. Members were asked to consider their response to this letter and provide direction to officers in terms of a way forward. The Director of Resources emphasised that should Appendices 2, 3 or 4 be considered, this would result in a reduction of front line staff.

The Director of Resources stated that it would be advisable for Members to meet in early September in order to consider the future budget.

Councillor W Evans stated that he did not agree with a 'group' meeting as all Members should be considering and making budgetary decisions together. Furthermore, Councillor Evans stated that he would be opposed to the Authority using an external company to carry out a public consultation.

Councillor A Lewis stated that Fire Authority Members were acutely aware of the impact that the scenarios would have on the Fire Service, however, she felt that all Members would welcome as much guidance and direction as possible with regard to the budget in order for them to provide good reasons to the Chief Executive Officers of each of their Constituent Authorities.

The Clerk/Monitoring Officer advised Members that budget matters should be discussed prior to the Fire Authority in December and suggested that a formal Budget meeting be scheduled in order for Members, Officers and Trade Union Representatives to discuss budget matters in readiness to be taken to the Fire Authority Meeting for decision. It was agreed that a meeting should take place early September and in order to schedule the most suitable date for Members and that a

few possible dates would be circulated.

A discussion took place regarding engaging with the public throughout the next few months. Members were in agreement of consulting and engaging with the public in order to provide information relating to future budgetary matters. Councillor W Evans stated the importance of engaging with Community Town Councils and requested that this be included in any consultation arrangements.

At this point Councillor K Pearson left the meeting.

Councillor A Lewis stated it was necessary to ensure that any questionnaire would need to be worded correctly in order to ensure that the views of the public were captured. The Director of Resources stated that an external company with consultation expertise would assist in the wording of the questionnaire which would get the maximum response.

Councillor C Higgins stated that he felt going with an external consultation company would be an unnecessary expense at the risk of no gain.

The Clerk/Monitoring Officer suggested that the Director of Resources draft a letter responding to the Minister which would be circulated to Members for approval. Councillor A Lewis emphasised that the letter should communicate the potential impact that the worst case scenario would have on the service delivery. Councillor R Rees-Evans also added that the letter should state that the Authority would not compromise on safety.

## **RESOLUTION**

**It was *RESOLVED* that:**

- 1) *Members meet to discuss budgetary matters in early September.***
- 2) *As part of the budget planning process the Authority would engage appropriately with the public, Political Leaders and Chief Executives of Constituent Authorities and other relevant parties.***
- 3) *The Treasurer draft a letter for consideration by all Fire Authority Members prior to sending a response to the Minister.***

## **14 TO RECEIVE A REPORT FROM COUNCILLOR JAN CURTICE ON THE CIPFA CONFERENCE 2014**

Councillor J Curtice stated that she attended the CIPFA Conference held on the 3<sup>rd</sup> July 2014 along with the Director of Resources. Councillor Curtice reported that the theme of the conference was Risk, Resilience and Reform and that she found the conference informative and interesting.

Councillor Curtice reported that there were many speakers throughout the course of the day which generated many thought provoking political and management debates. Councillor Curtice recalled one particular session which was led by Uschi Schreiber, Ernst and Young's global government and public sector leader who spoke of the need for a response from the public sector to 6 key challenges, demographic shifts, urbanisation, resource scarcity, climate change etc.

Councillor Curtice asked Members if they agreed to maintain the CIPFA conference on the standing list of conferences. All Members agreed.

***It was RESOLVED that the CIPFA Conference is maintained on the standing list of conferences.***

- 13 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 was no other business.

The meeting closed at 12:40.