

**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, 07 EBRILL 2014

MONDAY, 07 APRIL 2014

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

10.00 – 13:00

73%PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRPERSON: W Evans
**IS-GADEIRYDD/ DEPUTY
CHAIRPERSON:** J Curtice

AELODAU/MEMBERS: Cyng/Cllrs: D Cole, P Pritchard,
L Frayling, C Higgins, R Lewis,
R Llewellyn, S Paddison, K Pearson,
R Rees-Evans, E Williams, J Curtice,
A Lewis, P James (observer)

YMDDIHEURIADAU/APOLOGIES:
G Thomas, C Lloyd

YN BRESENNOL /IN ATTENDANCE:
P Bates, E Aitken, D Daycock,
C Davies, D Masson, C Jackson, K Jones

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors G Thomas and C Lloyd.

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 ANNOUNCEMENTS / PERSONAL MATTERS

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

The Chair congratulated Councillor P James and all involved in the Snowdon challenge who had raised over £1800 in aid of British Heart Foundation and the Firefighters Charity. Councillor P James stated that he was grateful to the crew at Aberystwyth and thanked all those who had donated.

The Chair extended his wishes to Councillor C Lloyd who was undergoing rehabilitation following heart surgery.

The Chair welcomed Councillor P Pritchard to the Resource Management Committee in place of Councillor D Thomas.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 20TH JANUARY 2014

The minutes of the meeting held on 20th January 2014 were received and confirmed as a true record of the proceedings.

Matters Arising from the meeting held on 20th January 2014

Councillor S Paddison referred to page 7, Item 10 and enquired as to whether or not the Authority had received any response from any of the Constituent Authorities. The Director of Resources stated that no further response had been received since the response already reported from the Ceredigion Chief Executive. However Pembrokeshire County Council had stated within the budget report to its Cabinet that the Fire Authority had not come to the average as agreed. The Director of Resources explained that she had written to the Chief Executive of Pembrokeshire County Council requesting that they removed 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 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 copy.

5 TO RECEIVE THE ANNUAL EQUALITY REPORT 2013/14

The Corporate Head of People and Organisational Development presented the Annual Equality Report 2013/14 to the Committee and stated that all public sector organisations in Wales were required to develop and publish an Annual Equality Report.

Members were informed that the Annual Equality Report (AER) needed to contain updates of achievements against specific objectives, particularly those representatives of the 9 protected characteristics as identified in the Equality Act 2010.

The Corporate Head of People and Organisational Development highlighted that the 2013/2014 AER evidenced the significant developments achieved by the Service in terms of engagement with the diverse communities, as well as increased attendance at local groups. Furthermore, the AER demonstrated effective inter-departmental working and contained data which builds upon information provided in the 2012/13 Annual Equality Report.

The Corporate Head of People and Organisational Development referred to Page 11 of the AER and stated that there had been difficulty in gathering data in a meaningful way and that data was currently gathered at public events, school education and during annual consultations. However, it was deemed that gathering equality data at emergency incidents was not appropriate and Members were informed that conversations had taken place with the Equality and Human Rights Commission regarding this matter and suggested that events such as Mardi Gras and Home Fire Safety Checks would be more conducive to gather equality data from the public.

The Corporate Head of People and Organisational Development outlined the work that had been undertaken with the communities on a wider scale. The Chair congratulated Officers and staff within the People and Organisational Development department on all their hard work in meeting the regulations within the AER.

Councillor A Lewis requested some background to the domestic abuse training which the Service had recently hosted. The Corporate Head of People and Organisational Development stated that the training was aimed at training crews and specialist staff to spot the signs of domestic abuse and engage with partner organisations. He added that to date the training had been provided to the staff within Community Safety Department. The Director of Risk stated that there had been many discussions with the Welsh Government on this matter as they had offered grants encouraging Fire Services to get involved in reducing domestic abuse. Unfortunately, the Welsh Government were only offering a 12 week training course in order to obtain a qualification, which was deemed too short a timescale, however, it was considered that training operational staff to raise awareness was a more reasonable approach at this time. Councillor A Lewis stated that fire service staff were not expected to be experts in this area and highlighted that the awareness and liaison with partner organisations was the key and thanked all involved.

Councillor E Williams gave reference to the Support Staff Recruitment date within Appendix A, in particular to the characteristic Agnostic which states there were 1 application and 8 were successful. The Corporate Head of People and Organisational Development apologised for the error and stated that the 8 should read 0 and would amend this prior to publication.

RESOLUTION

It was RESOLVED that the Resource Management Committee note the content of the Service's Annual Equality Report for 2013-14.

6 TO RECEIVE THE TRAINING DELIVERY AND PEOPLE DEVELOPMENT UPDATE

The Corporate Head of People and Organisational Development presented the Training Delivery and People Development update report and its appendices A & B, which summarised the key areas of learning and development within the People and Organisational Development Department (P&OD), particularly within Training Delivery and People Development.

The Corporate Head of People and Organisational Development informed Members that the Training Delivery Department had worked towards maintaining the overall Risk Critical Skills gap below the Service target of 5%, with the current figure being 4.5%. It was also highlighted to Members that in July of 2013 the Home Secretary, Teresa May, initiated a programme entitled 'Joint Emergency Services Interoperability Programme (JESIP)'. This programme was designed to make emergency services work more effectively together at large and complex incidents. The programme should be delivered by September 2014 to all Incident Commanders and due to effective collaboration with Dyfed Powys Police and the Welsh Ambulance Service, this programme will be 95% delivered by June 2014.

Members were referred to the Training Delivery Update Report April 2014 at Appendix A and the Corporate Head of People and Organisational Development highlighted that the current Breathing Apparatus (BA) skills gap was 7.6%. The BA skills gap had increased slightly due to courses having to be cancelled due to industrial action. The Department was in the process of readdressing this issue through the re-nomination of employees onto courses over the next few months.

The Corporate Head of People and Organisational Development informed Members that the BA training team had produced a new BA Training package which had proved beneficial for students to ensure that they are fully prepared prior to attending the assessment. Furthermore, Members were informed that in order to reduce the amount of travel time for Crews, additional licences had been purchased to enable training to take place at the station which had been found beneficial.

Furthermore, as part of Road Traffic Collision (RTC) skills, the Corporate Head of People and Organisational Development informed Members that the Service had agreed with the DVLA that scrap vehicles would be made available for crews to train and practice their skills.

It was announced that funds had been allocated to improve the welfare facilities at the Earlswood site, providing a new user friendly kitchen on the ground floor and a space for a new locker area. It was anticipated that the work would be completed by end of June 2014.

Members were informed by the Corporate Head of People and Organisational Development that the interest in the provision of Commercial Training had grown significantly over the last two years and the Department had been receiving many requests for programmed and bespoke training events, as the reputation for high quality training gained momentum. The growth in interest was evidenced by the fact that Commercial Training had a successful year with approximately £10k being made over and above the minimum requirement to keep the facility running. It was reported that the Department had already delivered Breathing Apparatus Courses and Water Safety as well as the established Fire Marshall type courses. Requests for providing First Aid Training and Confined Space Training were currently being considered.

Councillor D Cole stated that this was great pro-active work and encouraged the Service to progress further.

The Director of Resources stated that a profit could not be made without a Trading Arm and emphasised that any additional income created within the Commercial Training was going towards overheads.

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 much would be presented to Members. The Deputy Chief Fire Officer stated that this matter was very complex and a comprehensive report on the issue was being produced for Members consideration.

Members were referred to the People Development Department Update April 2014 – Appendix B by the Corporate Head of People and Organisational Development who informed Members that the technological initiatives were being considered to improve and enhance service. It was highlighted to Members that the Department had entered a partnership agreement with Coleg Sir Gâr to enable the Service to upload learning materials to the College's web based e- library, via a system called 'Moodle'.

It was reported that Operational staff were able to enter Moodle remotely and access a suite of learning materials in preparation for the Service Technical Examination process which had been deemed as invaluable by the personnel.

The Corporate Head of People and Organisational Development informed Members that he and the Temporary Chief Fire Officer had been invited to be part of the review of the Investors in People (IIP) framework and had took part in the IIP Wales event in March with other Public Sector bodies in Wales. Members were informed that the IIP assessors had nominated Mid and West Wales Fire and Rescue Service for a National IIP Award in Leadership and Management which would take place in London in July 2014.

Councillor S Paddison queried if feedback was sought following training and did it capture how staff felt about their training experience. The Corporate Head of People and Organisational Development stated that every course undertaken had an evaluation sheet available and any negative experience received was fully investigated. The Chief Fire Officer added that feedback was collected internally and through the IIP process an independent source also captured feedback from staff.

The Temporary Chief Fire Officer informed Members that the scheduled site visit to Earlswood on the 28th April 2014 had been postponed until the construction works had been completed. The T/CFO suggested that the next Resource Management Committee should be held at Earlswood to provide Members an opportunity to visit the new facilities. Members accepted and agreed this proposal.

RESOLUTION

It was RESOLVED that the Committee note the work of the People and Organisational Development department in relation to the Risk Critical Training and People Development as out lined in the report and its appendices.

6 TO RECEIVE A REPORT ON HEALTH AND WELLBEING

The Corporate Head of People and Organisational Development presented the Health and Wellbeing report to Members highlighting that the Service's sickness absence statistics for the period 01 April 2013 – 31 January 2014 was 7.97 shifts lost with a projected overall for the year of 9.56 shifts lost. An improvement in these statistics was anticipated after the January – February period due to a projected reduction in absences from colds, flu and norovirus.

Members were referred to the Retirement Profile 2007/2008 – 2013/2014 Appendix 18 of the report, where the Corporate Head of People and Organisational Development stated that the number of people that retire on ill-health was small, highlighting that out of 14 wholetime personnel during 2013/2014, only 2 retired on ill-health and none with injury.

In response to Councillor A Lewis' query regarding the high anxiety/depression figures within Appendix 11 of the report, the Corporate Head of People and Organisational Development informed the Committee that the Service was currently funding one-to-one counselling sessions for a number of personnel and that a confidential telephone helpline was also available for staff.

A discussion took place regarding the absence trends and what the Service could do to further reduce figures. The T/CFO stated that trends were continuously being monitored and announced that the Firefighters Charity had recently agreed a new range of services which could be accessed by Service personnel, such as physiological and psychological therapy, which would assist in getting personnel to return to work.

The Corporate Head of People and Organisational Development responded to Councillor Paddison's query regarding the sickness process by informing Members of the key timelines which were located within the sickness policy.

The Director of Risk stated that one of the Service's strengths was the way that stress was monitored throughout the organisation as recognised within the Corporate Health Award report.

RESOLUTION

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

8 TO RECEIVE THE HEALTH, SAFETY & WELFARE PERFORMANCE MANAGEMENT UPDATE

The Director of Risk presented the Health, Safety and Welfare Performance Management update to the Committee. Members were informed that for the year (1st April 2013 to 28th February 2014), there were 60 reported On Duty Injuries compared with 66 in the same period in 2012/13. The Director of Risk walked Members through the graphs within the report and highlighted that the Service had not experienced any further attacks on firefighters since the two in December 2013.

The Director of Risk was proud to inform Members that on Monday 3rd February 2014, the Service had been informed by Public Health Wales that it had been successful in its assessment and had attained the Gold Standard. Members were informed that a presentation would take place and that Members would be notified in due course.

Furthermore, Members were informed that due to the success, the Service was entitled to display the 'Gold' Corporate Health Standard logo within its communication and also receive official recognition at an awards ceremony sometime between April and June 2014 at a Healthy Working Wales Employer engagement event.

The Director of Risk also stated that the Corporate Health Working Group had recently met and unanimously agreed to commence a forward action plan in order to attain the Platinum Standard in 2015.

With regard to the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) reports (injuries) Members were informed that for the period 1st April 2013 to 28th February 2014, 16 injuries had been reported to the HSE. These were broken down into 3 Major Injuries and 13 'Over 7 day absence injuries'.

It was also reported to Members that there had been 109 reported Vehicle Accidents for the period (1st April 2013 to 28th February 2014), compared with 124 in the same period in 2012 / 2013 which equated to a 12% reduction in vehicle accidents for the current year to date and a minimum £18k indicative saving in repair costs. The Director of Risk informed the Committee that any driver that had a vehicle accident whilst driving a Service vehicle would receive a letter informing them how much the accident cost the Authority, in order to inform the driver of the need to drive safely.

Councillor A Lewis referred to the On Duty Injures by Cause graph on page 3 of the report and queried the high figure in the 'Hit by Flying Object Category'. The Director of Risk stated that the forms were being reviewed.

Councillor Paddison extended congratulations to the Service on attaining the Gold Standard and the receipt of the offer to extend the award to platinum.

RESOLUTION

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

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

The Director of Resources presented the Budget Monitoring Report for the financial Year 2013/2014 which informed Members that the estimated revenue and capital net expenditure for the year ending 31 March 2014, whilst comparing the estimated positions with the 2013/2014 working budget.

The Director of Resources explained the Revenue Budget Monitoring Report 2013/2014 to the Committee and reminded Members that the under spend on operational employees (Full-Time and Other Costs) and Admin and Technical Services was due to vacancies not being filled; and that the over spend on Operational Employees (On Call) was due to the recruitment and training of new On Call Fire Fighters. Furthermore, the Director of Resources stated that the over spend on Transport, which had been adjusted in the 14/15 budget, was due to increased expenditure on vehicle maintenance costs; and that the overspend on Insurance was due to increased renewal premiums, which had not been predicted during the budget setting process. However, funds had been set aside to meet the increase in this year's premiums.

The Director of Resources explained Members the Capital Monitoring Report 2013/14 – Appendix 3 and explained the categories in more detail to Members.

The Director of Resources stated that Members had requested that a sub-committee of the Resource Management Committee be established to look at the forthcoming budget in more detail. The Director of Resources reminded Members that a Corporate Budget Planning day had been arranged for the 12 May 2014 and that a sub-committee would be established following the planning day.

Councillor A Lewis referred to the Capital Monitoring Report – Appendix 3 of the report and queried the software figure highlighting that 200k was forecasted for the 2013/14 year, whilst in fact the expenditure to 28th February 2014 was £12,683. The Director of Resources informed Members that she would investigate and inform Members.

Councillor A Lewis raised concern regarding the Arial Rescue Pump (ARP) in Swansea and stated that the ARP from Haverfordwest had been temporarily re-located. Councillor A Lewis queried if there were any proposals to consider this issue as there was an obvious need for such a facility within the Swansea area.

The Director of Risk stated that the ARP was unavailable due to the fact it had sustained significant damage following a reversing incident at the station which had cost approximately £20k of damage. However, in terms of the previous problems experienced with the ARP, discussions had taken place with the manufacturer who had agreed a lifetime warranty.

Further concern was raised by Councillor A Lewis that when the ARP based at Swansea was not available this could leave a gap in the coverage. The Director of Risk stated that he believed that the ARP was fit for purpose, however, in order to reduce the reliance upon the need for ARP's, the Service was actively working towards prevention of incidents.

The Director of Resources informed Members that the original valuation of Llandrindod Fire Station had been £120k, it had however been sold for £160k.

RESOLUTION

It was RESOLVED that the Resources Management Committee note the report.

- 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 13:00.