

**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 GORFFENAF 2016**

**MONDAY, 18 JULY 2016**

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

**10.00 – 11.50**

**64% PRESENOLDEB/ATTENDANCE**

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

**CADEIRYDD/CHAIRPERSON: S Paddison  
IS-GADEIRYDD/ DEPUTY P Pritchard**

**AELODAU/MEMBERS: Cyng/Cllrs: J Curtice, L Frayling, J Hale,  
K Pearson, C Anderson, J Dudley, P  
Black, J Warman, W Evans, E Williams, G  
Thomas, R Llewellyn, C Evans, W Evans**

**YMDDIHEURIADAU/APOLOGIES: R Rees-Evans**

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

## **1 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor 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.

All Members present declared that they had a personal interest in items 5 and 6 and all budget matters on the agenda.

Cllr J A Hale declared an 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 paid tribute to Councillor E Williams for his Chairmanship during his term as Chair of the Resource Management Committee.

The Chair also wished to draw Members attention to the tragic events that had taken place in Nice, and the Committee stood for a minute's silence as a mark of respect for the 84 victims of the tragedy.

Members were made aware of the incident which occurred in the Neath Port Talbot area on Thursday 14 July, and Members wished to praise and congratulate the crews that attended on the efficient and professional way in which the incident was dealt with. The Chair was also pleased to note that no water had been contaminated during the incident. In response to the comments made by Members, the Corporate Head of Resources, responded and stated that the preparatory work undertaken by the crews involved, had helped tremendously with regards to the way in which the incident was dealt with.

The Chair informed Members that she had attended the Chartered Institute of Public Finance and Accountancy (CIPFA) conference with the Chief Fire Officer and Treasurer, and advised Members that a report on the details of the conference would be provided to Members in due course. The Chair also wished Councillor Wynne Evans a happy birthday.

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

The minutes of the meeting held on 18 April 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, and provided Members with an overview of the report and the appendices.

Councillor K Pearson expressed concerns that there appeared to be funds left over within the budget, to which the Director of Resources assured Members that the amount of funds remaining were relatively low in comparison to the overall budget, and informed Members that any recorded underspends and slippage in the Capital Programme had been decisions carefully considered by Senior Management. Councillor Pearson further enquired whether the underspend of funds would go into the reserves, to which it was confirmed that it would, and that the funds could be accessed as and when required from the reserves account.

In response to queries raised by Councillor P Black, the Director of Resources confirmed that cost evaluations with regards to the leasing of computer equipment was undertaken, and that the Service's vehicles were already being leased. The Director of Resources further stated that the decision regarding the level of reserves is a Fire Service decision and that the Service had been successful in receiving funds from Welsh Government from the Invest to Save Fund for the Joint Public Service Centre Project, and for LED lighting on Fire Stations.

A discussion ensued amongst Members with regards to the Service's Insurance premiums, and it was confirmed by the Corporate Head of Prevention and Protection that the Service, where possible tries to predict and allow for any increase on insurance premiums, though, it was a very difficult process due to the challenging market. Members were reassured that the Service continues to reduce its risk profile and move innovation forward, which contributed to minimising any insurance increases.

Councillor K Pearson enquired when the Joint Public Service Centre Project (JPSCP) would be completing and if there were enough funds available for the completion of the project, to which it was confirmed by the Director of Resources that there were sufficient funds available for the project, and the currently planned 'move in' date was

the 05 October 2016.

The Clerk/Monitoring Officer drew Members' attention to an error contained within item 3.3 of the report, and provided clarification in this regard.

## **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 THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2016/17.**

The Director of Resources presented the Budget Monitoring Report for the financial year 2016/17 to Members.

Members' attention was drawn to Appendix 1 of the report which compared the estimated net revenue expenditure to 30 June 2016, against the profiled working budget for the same period. Reference was made to Appendix 2 of the report which showed the gross operational cost of grant funded activity.

Committee were provided with an overview of the expenditure on capital projects to June 2016, compared against the Approved Capital Programme, together with an overview of the Financial Summary of the Joint Public Service Centre Project, set out at Appendix 4.

The Clerk/Monitoring Officer drew Members' attention to an error contained within item 3.3 of the report, and provided clarification in this regard.

## **RESOLUTION**

***It was RESOLVED that the Committee note the report.***

### **7 TO RECEIVE AND NOTE A REPORT ON HEALTH, SAFETY AND WELFARE PERFORMANCE MANAGEMENT.**

The Director of Operational Support and Improvement presented Committee with the Health, Safety and Welfare Performance Management Report for the 01 April 2016 to 30 June 2016 reporting period and was pleased to note that there had been no increase in the number of reported On Duty Injuries.

Committee were provided with an overview of the On Duty Injuries by Command, Departments and Visitors and it was reported that Young Firefighters and Phoenix course participants accounted for a percentage of the number of minor incidents recorded for visitors, with all cases being minor slips on Fire Station grounds.

It was reported to Members that four injuries had been reported to the Health and

Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Director of Operational Support and Improvement provided Members with an overview of the reported injuries, and informed Committee that one of the incidents reported was for a Service Training Instructor who had contracted Leptospirosis (Weil's disease). Members were reassured that the Service continued to raise awareness of the risks with regards to water training, and had subsequently put further prevention measures in place.

The Director of Operational Support and Improvement provided Members with a summary of the Vehicle Accident Performance Data for the period 01 April 2016 to 30 June 2016.

Councillor K Pearson questioned whether the On Call Firefighter who sustained an injury during an Off Site training exercise, was required to be there, and it was confirmed by the Director of Operational Support and Improvement that the Firefighter would have been attending the training exercise in an official capacity, and that the Service had re-introduced manual handling trainers on Fire Stations as an extra control measure to minimise the chance of further injuries of this nature.

The Chair commented on the number of vehicle accidents with an unknown cause, to which the Director of Operational Support and Improvement responded and reassured Members that processes had been put in place in order to reduce the number vehicles with damaged caused by an unknown cause.

Councillor P Black enquired what the amount of insurance excess was for Fire Service vehicles, to which the Corporate Head of Prevention and Protection clarified that the amount of excess for lease cars was £100 and £1000 for fire engines. Members were informed that all vehicle accidents were reviewed in order to establish repair costs prior to submitting a claim with the Service's insurance provider. Councillor P Black requested the costs incurred by the Service for vehicle repairs, to which it was confirmed that this would be provided to Members in due course.

## **RESOLUTION**

***It was RESOLVED that the Committee note the report***

### **8 TO RECEIVE AND NOTE A REPORT ON HEALTH AND WELLBEING.**

The Corporate Head of Operational Support and Improvement presented the Health and Wellbeing quarterly update report to Members with attention drawn to the sickness absence figures for the period 01 April 2014 to 31 March 2015, which was recorded at 8.47 shifts lost per employee per annum. It was reported to Committee that good progress had been made in this regard, as the sickness performance for 01 April 2013 – 31 March 2014 was 9.59 shifts lost.

The current shifts lost figure for April – May 2016 was 1.28 with a projected end of year figure (based on current performance) of 7.66 which would realise a year on year improvement in attendance management.

Committee were referred to the appendices which provided the detail of the absence performance for the Service. The Corporate Head of Operational Support and Improvement also provided Members with an update on the progress made with the Baseline Fitness Assessments.

In response to a query raised by Councillor P Black, the Corporate Head of Operational Support and Improvement confirmed that the Vo2 max fitness criterion is set at 42.8 regardless of age or gender, and that further trends analysis would take place around performance during the Assessment process in terms of gender and age issues. Members were reassured that the Service would provide assistance and guidance to all operational personnel, and had employed two fitness advisors to assist them with their fitness assessments.

Councillor K Pearson requested information in relation to the costs associated with the decrease in the sickness performance figures, to which it was confirmed that this would be provided to Members. A discussion ensued amongst Members with regards to the use of the facilities at gyms and leisure centres, in order to improve health and fitness levels and cardiovascular fitness. The Corporate Head of Operational Support and Improvement informed Committee that Service personnel were able to enquire at local gyms and leisure facilities regarding discounted rates

## **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 April to July 2016. Committee Members were provided with a summary of the detail contained within the report.

Members expressed their concerns with regards to the delay with the implementation of the integrated HR/Payroll System. The Director of Resources stated that the system was now paying all employees but that there had been a number of difficulties incurred with regards to the integration of the systems. Committee were reassured that the Service was in discussions with the Core HR/Payroll system provider, Core International, in order to try to resolve the issues as quickly as possible.

The Director of Resources informed Members that a planned audit had been undertaken by Carmarthenshire County Council, with regards to the implementation of the system, the findings of which would be presented at the next Performance, Audit and Scrutiny Committee meeting. Councillor P Black requested that a report also be presented to Members detailing the issues experienced with the HR/Payroll system. It was agreed that a report would be provided to Members in this regard.

In response to a query made by Councillor K Pearson, the Corporate Head of

Operational Support and Improvement confirmed that the contractual notice period for employees who were eligible to retire was one month. Members were made aware that the Service was currently in negotiations with the trade unions with regards to possibly increasing the contractual notice period to three months to assist with succession planning arrangements.

Committee were informed that the Service had a holding list of eligible candidates, following the recent wholtime recruitment campaign. The Chair enquired if there was a legal requirement for the length of time that a holding list should be kept, to which it was confirmed by the Corporate Head of Operational Support and Improvement, that there was no legal requirement that he was aware of and that the fitness assessments were valid for a three-month period and the occupational psychology test valid for a maximum period of 24 months, and individuals are therefore re-tested following these time periods.

## **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 11:50.