

**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, 12 TACHWEDD 2018

MONDAY, 12 NOVEMBER 2018

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

10.00 – 11.20

67% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

**CADEIRYDD/CHAIRPERSON: M Crowley
IS-GADEIRYDD/ DEPUTY CHAIR S Joseph**

**AELODAU/MEMBERS: Cyng/Cllrs: M Charles, J Hale, R Lewis,
R Rees-Evans, D Thomas, E G Thomas,
E Williams, A Woolcock**

**YMDDIHEURIADAU/APOLOGIES: A Brinn, C Evans, C Mills (received post
meeting), T Van-Rees, J Warman**

**YN BRESENNOL /IN ATTENDANCE: D Daycock, R Hemingway, R Quin, I Cray,
S Jenkins, M Harries, P Greenslade, C
Jackson, S Mansbridge, M Miles**

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Brinn, C Evans, T Van-Rees and J Warman. Apologies were also received from Cllr C Mills post meeting, whose non-attendance was due to extenuating circumstances.

2 DECLARATION BY MEMBERS OF ANY PERSONAL OR PREJUDICIAL INTERESTS

All Members present declared a personal interest in any business relating to, or affecting their own Constituent Authority.

All Members present declared a personal interest in respect of Agenda Items 5 and 6, namely the Revenue and Capital Budget Monitoring Report for 2018/19 and the Budget Indications for the financial year 2019/20.

Cllr S Joseph declared a personal and prejudicial interest relating to Item 10 of the Agenda, namely the draft annual report of the Independent Remuneration Panel for Wales 2019/20.

3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Corporate Head of Response provided a synopsis of the Service's increased activity levels as a result of the effects of the recent flooding within the Pembrokeshire area. The Committee commended crew, staff members and partner agencies for their sterling efforts in ensuring the safety of local communities.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 16 JULY 2018

The minutes of the meeting held on 16 July 2018 were received and confirmed as a true record of the proceedings. There were no matters arising.

5 TO RECEIVE AND NOTE THE REVENUE AND CAPITAL BUDGET MONITORING REPORT 2018/19

The Section 151 Officer presented the budget monitoring report to Members, which summarised the revenue budget and capital programme position for the 2018/19 financial year, as at 30 September 2018.

Members' attention was drawn to Appendix 1 of the report, which showed a forecast outturn of £46.667m as at the 30th September 2018 and represented a projected underspend of £141,656. Members acknowledged that the figures presented were indicative at present and did not take into account the increased operational expenditure as a consequence of the flooding incidents which had resulted in an increase in the Service's activity and subsequent use of resources. Cllr R Rees-Evans emphasised the need for the Authority to set appropriate budget levels to enable the Service to respond to such unprecedented incidents.

Committee Members were provided with an overview of the expenditure on capital projects as at 30 September 2018, compared against the Approved Capital Programme set out in Appendix 2 of the report. The Section 151 Officer reported that the capital programme had been revised to £9.540m for 2018/19 to include slippage from the previous financial year. Members were informed that the forecast outturn amounted to £5.421m and was attributable to slippage regarding the conclusion of projects relating to the Northern Area Development, the Machynlleth collaboration initiative and the vehicle replacement programme.

Members received a breakdown of the grants allocated for 2018/19, whereby a total of £3.481m revenue and £800k capital had been provided on an all-Wales basis (shared with North and South Wales Fire Authorities). It was reported that four specific revenue grants totalling £1.972m had been awarded to Mid and West Wales Fire Authority, including £1.250m for the GovTech Catalyst innovation challenge.

The Section 151 Officer concluded by confirming to Members that all activity was in line with the approved prudential and treasury management indicators for 2018/19, as set out in Appendix 4 of the report.

RESOLUTION

It was RESOLVED that the content of the report be noted.

6 TO RECEIVE AND APPROVE THE JOINT REPORT OF THE CHIEF FIRE OFFICER AND CHIEF FINANCIAL OFFICER ON BUDGET INDICATIONS FOR THE FINANCIAL YEAR 2019/20

The Section 151 Officer presented the report on the budget indications for the financial year 2019/20 to Members as approved at the Fire Authority meeting held on 17 September 2018. It was reported that the outline budget requirement had been updated to reflect further information on the provisional settlement to Local Authorities, the Medium Term Financial Plan, and the 5-year Capital Programme.

The Committee considered the budget pressures set out at section 4 of the report which took account of budget increases and Pay and Prices Inflation. In response to a query by Cllr A Woolcock, it was explained by the Corporate Head of Resources that vehicles were provided to Officers enable the Service to maintain its operational response to incidents under blue light conditions. The Corporate Head of Resources further stated that such vehicles were provided by way of either a marked Fire and Rescue Service vehicle or an allowance towards a lease car in relation to which the employee would be required to contribute.

Reference was made to the Service's meeting with the Treasurers and/or their representatives from the 6 Constituent Authorities on the 18th October 2018 to outline the importance of the service provision, and to highlight the value for money currently being obtained. In response to a query by Cllr A Woolcock, the Head of Finance provided an overview of the proceedings and confirmed that the Constituent Authorities had broadly supported the Authority's budget requirement, on the condition that the Service would continue to review its costs going forward to ensure that its budget indications were

reasonable and responsible. A number of Members commented that the Chief Fire Officer's annual presentation to each Constituent Authority was valuable as a means of highlighting the services provided by the Fire and Rescue Service and they hoped that such visits would continue in future.

Attention was drawn to section 6.3 of the report relating to the Firefighter pension fund employers' contribution which was projected to increase from 18.7% to 28.3% with effect from 1st April 2019. It was reported that the increase was estimated at a cost of £1.6m to the Service and was expected to be met by Welsh Government, though no confirmation had been received to date.

RESOLUTION

It was RESOLVED that;

The outline budget presented to the Fire Authority meeting on 17th September 2018 where the recommendation to increase the budget by £1,179,000 (2.52%) was supported. The updated outline budget report reflected information on the provisional settlement to Local Authorities, the Medium Term Financial Plan, and the 5-year Capital Programme. The operational employees (grey book) pay award for 2018/19 was included in the outline budget at 2% although remained subject to further negotiations at National level at this time.

The budget proposals set were supported by the Resource Management Committee for recommendation to the Fire Authority, and that: -

- 1. The assumptions for inflation, estimated pay awards and other commitments as set out in the Medium Term Financial Plan at Appendix A were agreed.*
- 2. The resulting budget requirement for 2019/20 would be a minimum of £47,987,670 with £47,817,670 falling on the Constituent Authorities and £170,000 falling on reserves (Appendix A) were agreed.*
- 3. An increase of 2.48% on the Constituent Authorities were agreed.*
- 4. The Capital Programme for the period to 2022/23 at Appendix B were agreed.*

7 TO RECEIVE THE HUMAN RESOURCES QUARTERLY UPDATE AND ESTABLISHMENT REPORT

The Corporate Head of Resources presented a report on various Human Resources work-streams for the period of July to September 2018.

Committee Members were provided with a summary of the information contained within the report which comprised of various collaboration initiatives aimed at streamlining processes and avoiding duplication such as the renewal of a contract relating to online Human Resources information and advice portal, the introduction of a job evaluation system and the harmonisation of policies relating to Fire and Rescue Service Control personnel to ensure consistency across all people-related procedures.

The Corporate Head of Resources provided a synopsis of the array of equality and diversity initiatives undertaken during the reporting period.

Consideration was given to section 8 of the report which provided a breakdown of the Service's establishment figures, retirement and recruitment profiling. Committee considered the establishment figures for the on-call sector and it was recognised that a significant number of staff were eligible to retire which would leave a detrimental skills gap within the organisation. Members therefore fully endorsed the on-call review programme that was underway to assist with recruitment, retention and succession planning.

Attention was drawn to section 8.4 of the report which related to the Pensions Ombudsman determination in respect of complaints relating to the Service's treatment of allowances for pensionable pay purposes. It was reported that the Pensions Ombudsman had ruled that Self Rostered Crewing Allowance and Day Crewing Allowance should not be treated as pensionable, and that Urban Search and Rescue Allowance and Training Allowance should be treated as pensionable. The Corporate Head of Resources provided an overview of financial implications for the Service in this regard, and confirmed that the Service had sought legal opinion on whether to appeal the decision of the Pensions Ombudsman to the High Court.

RESOLUTION

It was RESOLVED that the Human Resources Quarterly Update and Establishment Report be noted.

8 TO RECEIVE AND NOTE THE HEALTH AND WELLBEING QUARTERLY UPDATE REPORT

The Corporate Head of Resources presented the Health and Wellbeing quarterly update report to Members. Attention was drawn to the sickness absence figures for the reporting period 1 April 2018 – 30 September 2018 which showed an overall sickness rate of 5.10 shifts per employee and equated to a projected overall figure of 10.21 shifts per employee for 2018/19. The Committee was provided with comparison absence monitoring figures for the same period in 2017/18, which showed an absence rate of 4.72 shifts lost between April and September 2017 and an end of year figure of 9.46 shifts lost for the 2017/18 reporting period. Committee acknowledged that the increase in sickness figures was largely attributable to long term sickness cases; and in particular cases where muscular-skeletal conditions, and their remedies, were subject to lengthy NHS waiting times.

Committee Members were referred to the Appendices attached to the report which detailed the absence performance for the Service. It was reported to Committee that the

anxiety/depression sickness category, at 31%, represented the single largest sickness absence reason within the Service. A breakdown of the muscular skeletal conditions was also provided to the Committee which, as a group, represented 30% of all absences to date. In response to a query by Cllr D Thomas, the Corporate Head of Resources explained that the Service provided treatments such as physiotherapy, remedial surgery and counselling to employees in order to expedite a quicker return to work when it was considered cost efficient to do so. Furthermore, the Service had also provided support to local managers by way of advice, training and guidance in respect of the Service's Sickness Absence and Monitoring Policy and on contractual issues; the aim of which was to implement early intervention strategies for employees to remain in work where possible, with appropriate support provided by the organisation.

Finally, the Corporate Head of Resources provided Members with an update on the Fitness Assessment Programme which provided a means of ensuring that members of staff were fit for operational duties. The Committee was pleased to note that occupational health investment by way of a dedicated fitness team and provision of fitness equipment had contributed to the success of the programme which had achieved a 99% pass rate to date. Members were assured that a development programme was underway for the 11 employees who had failed to meet the National Firefighter Fitness Standard to facilitate a return to operational duties.

In response to a request, the Corporate Head of Resources agreed to issue a copy of the Service's Sickness Absence Policy to Cllr J Hale.

RESOLUTION

It was RESOLVED that the Health and Wellbeing report be noted.

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

The Temporary Corporate Head of Operational Support and Improvement presented Committee with the Health, Safety and Welfare Performance Management Report for the period 1 April 2018 to 30 September 2018.

Members were provided with an update of key health and safety performance for the reporting period in respect of on duty injuries by location, employee type and cause. Members noted that 33 on-duty injuries had been reported, compared with 38 during the same reporting period in 2017/18. Members were informed that a total of 2 of the on-duty injuries had been reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Temporary Corporate Head of Operational Support and Improvement also provided Members with a synopsis of the 11 reported attacks on firefighters, 4 of which had been categorised as verbal abuse, 6 physical attacks and 1 other act of aggression. Members were assured that every attack was reported to the Police and full assistance was provided during the course of an investigation, including provision of CCTV footage and any other supporting evidence. Cllr R Lewis highlighted the benefits of the Fire Cadets initiative as a means of providing training and development opportunities for young

people, principally through Fire and Rescue Service related activities such as fire safety in the home, arson reduction, anti-social behaviour and road traffic collisions.

In response to a query from Cllr J Hale regarding the number of firefighter attacks that led to successful prosecutions, the Temporary Deputy Chief Fire Officer explained that the number of prosecutions had historically been low; however recent legislation had been passed to re-categorise attacks on emergency services workers as 'aggravated assault', therefore it was envisaged that the number of prosecutions would increase in the future.

The Temporary Corporate Head of Operational Support and Improvement reported that that 25 reports of unsafe/unhealthy conditions and 24 reports of 'Near-Miss Events' had been reported to the Corporate Risk Department, all of which had been investigated and monitored at the Health, Safety and Welfare Consultative Committee meetings to ensure that appropriate standards were maintained within the Service's buildings and facilities. In response to a query by Cllr A Woolcock, Members were informed of the successful proactive preventative strategies instigated in the lead up to bonfire night which had contributed to the overall relatively low number of incidents.

The Temporary Corporate Head of Operational Support and Improvement concluded by providing an overview of the 53 vehicle accidents which had occurred during the reporting period, together with a breakdown of vehicle accidents by cause, cost, speed and activity.

RESOLUTION

It was RESOLVED that the Occupational Health, Safety and Welfare report be noted.

Cllr S Joseph departed the meeting at this point.

10 TO RECEIVE AND NOTE THE DRAFT ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2019/20

The Clerk / Monitoring Officer presented a report to Members which summarised the findings contained within the draft annual report of the Independent Remuneration Panel for Wales (IRPW) 2019/20, set out at Appendix 1, regarding Members' allowances and remuneration.

It was reported to Members that the IRPW had determined that there was to be an increase of £35.00 on the basic salary for Members of Fire and Rescue Authorities, which would equate to £1,780 per basic salary, made payable from the date of the Authority's Annual General Meeting. Members were invited to send their individual responses to the draft report directly to the IRPW.

Members were also reminded that the Fire Authority had formerly resolved to continue with its previous determination that the Authority would not adopt senior salaries for Committee Chairs. The Clerk / Monitoring Officer explained to Members that the Democratic Services Forum considered the draft IRPW report for 2019/20 at its meeting on 15 October 2018 and had referred the matter to the Resource Management

Committee for further consideration, with a view to introducing senior salaries to the Chairs of Committees.

Accordingly, Members of the Committee were provided with the financial implications associated with the introduction of senior salaries to Committee Chairs and invited the Committee to consider the matter in line with the criteria set out in the draft IRPW report for 2019/20 and make a recommendation to the Fire Authority.

Members debated the implications of introducing senior salaries to the Chairs of Committees in the light of the roles and responsibilities set out at Appendix 2 of the report. Some Members expressed the view that senior salaries for the Chairs of Committees of the Authority should be introduced to reflect the additional workload and responsibilities allocated to that role. However, other Members felt that the Chairing of Committees was in line with the role description of Members and accordingly did not warrant a senior salary.

RESOLUTION

It was *RESOLVED* that

- i. The IRPW's draft determinations in relation to members' allowances and remuneration, for implementation in the 2019/20 municipal year be noted.***
- ii. Members send their individual comments directly to the IRPW.***
- iii. The Committee recommend that the Fire Authority continue with its previous determination not to adopt senior salaries for Chairs of Committees.***

Cllr S Joseph re-joined the meeting at this point.

11 TO RECEIVE AND NOTE A REPORT ON THE CIPFA CONFERENCE REVIEW 2018

The Corporate Head of Resources provided an overview of the CIPFA Conference attended in July 2018 which had focused on the theme 'Talent, Technology, Transformation: Mapping the digital future to explore the opportunities and challenges presented by the impact of technology.'

RESOLUTION

It was *RESOLVED* that the report on the CIPFA conference 2018 be noted.

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 11.20.