

**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, 15 IONAWR 2018

MONDAY, 15 JANUARY 2018

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

10.00 – 11.25

60% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRPERSON: Cllr R Rees-Evans
IS-GADEIRYDD/ DEPUTY

AELODAU/MEMBERS: Cyng/Cllrs: M Charles, C Evans, K Madge,
C Mills, J Warman, E Williams, A Woolcock,
T Van-Rees

YMDDIHEURIADAU/APOLOGIES: A Brinn, M Crowley, J Hale, E Thomas

EXPECTED BUT NOT ATTENDED: S Joseph, K Laurie-Parry

YN BRESENNOL /IN ATTENDANCE: D Daycock, R Quin, R Thomas, K Jones, I
Cray, C Jackson, S Jenkins, M Harries, C
Flannery, S Mansbridge, Cllr J Curtice
(observer)

1 TO APPOINT A CHAIR FOR THE MEETING

Due to the unavoidable absence of the Chair (Councillor E Thomas) and Deputy Chair (Councillor M Crowley), Councillor R Rees-Evans was proposed and duly seconded to act as Chair for this meeting. There were no other nominations.

Upon being put to the vote,

It was RESOLVED that Councillor R Rees-Evans be appointed as Chair of the Resource Management Committee for its meeting on 15 January 2018.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Brinn, M Crowley, J Hale and E Thomas.

3 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.

4 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

The Chair reported that Councillor M Crowley was recuperating from a recent illness. Members extended their best wishes to Councillor M Crowley for a speedy recovery.

5 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 13 NOVEMBER 2017

The minutes of the meeting held on 13 November 2017 were received and confirmed as a true record of the proceedings.

Matters Arising

Page 2, Item 5, Paragraph 5: in response to a query from Councillor C Evans regarding the Joint Public Service Centre project, the Temporary Assistant Chief Fire Officer clarified that negotiations were ongoing with Capita, the software providers, in respect of the financial compensation for the additional costs incurred.

6 TO RECEIVE AND NOTE THE BUDGET MONITORING REPORT FOR THE FINANCIAL YEAR 2017/18

The Head of Finance presented the Budget Monitoring report for the financial year 2017/18 to Members which was based on the actual and known commitments as at 30 November 2017.

Members' attention was drawn to Appendix 1 of the report which showed an overall forecast underspend of £211k (0.46%) of the approved budget for the financial year. It was explained to Members that the main variations on revenue related to a projected

underspend of £665k on employee costs due to vacancies and salary scales being set at the top of salary bands; a forecast overspend of £145k within Service Control which was attributable to the delay in the go live date for the Joint Public Service Centre; and a forecast underspend of £104k within the support services because of vacancies which was expected to reduce by the end of the financial year.

It was reported to Members that the significant overspend of £525k within the supplies and services budget was attributable to the National Airwave project, operational equipment, protective clothing, additional costs for temporary staff and increased costs associated with occupational health services. In response to a query from a Member, the Corporate Head of Resources explained that an overspend of £160k was currently projected in respect of the Airwave project due to an increase in costs at a National level which no longer covered the costs. Members were assured that the Service continued to raise the matter with Welsh Government on a regular basis in order to raise awareness of the increased pressures in this regard.

Members received a breakdown of the revenue grants allocated for the period 1 April 2017 to 31 March 2018 and it was noted that the gross operational cost of grant funded activity, inclusive of those shared with North and South Wales Fire Authorities was £5,180,291.

Committee Members were provided with an overview of the expenditure on capital projects to 31 March 2018, compared against the Approved Capital Programme, as set out in Appendix 2 of the report. It was reported that an overall overspend of £120k was currently projected for the capital programme, however it was explained that this would be offset by grant funding of £385k for vehicles. The Head of Finance further reported that whilst it was expected that the capital programme would be delivered in its entirety, weather conditions for building projects and lead times for the purchase of vehicles and equipment could impact upon timescales.

In response to a query raised by a Member, the Head of Finance confirmed that the Authority's reserves amounted to £8m.

RESOLUTION

It was RESOLVED that the budget monitoring report for the Financial Year 2017/18 be noted.

7 TO RECEIVE AND APPROVE A REPORT ON THE TREASURY MANAGEMENT GOVERNANCE ARRANGEMENTS 2018/19

The Head of Finance presented the report on the Treasury Management Governance Arrangements for 2018/19, which was inclusive of the Treasury Management Strategy, Capital Prudential Indicators, Borrowing and the Annual Investment Strategy.

It was reported that the Committee had previously received individual reports for the Treasury Management, Minimum Revenue Provision and Prudential Indicators, however these had been combined for 2018/19 in accordance with the new draft CIPFA Treasury Management Code and Prudential Code . The Head of Finance explained that both

Codes had been subject to consultation and had been revised since the report was drafted, and accordingly Members were provided with an overview of the potential minor amendments that would be required in this regard.

Detailed consideration was given to Appendix A of the report which set out the Treasury Management Strategy Statement at Section 1, Capital Prudential Indicators 2018/19-2020/21 and Minimum Revenue Provision Policy at Section 2, Borrowing Policy and Treasury Indicators and Limits at Section 3 and the Annual Investment Strategy at Section 4.

RESOLUTION

It was RESOLVED that, subject to the minor amendments noted, the Treasury Management Governance Arrangements for 2018/19 be recommended for approval by the Fire Authority, including the:

- ***Treasury Management Strategy Statement (Section 1 of Appendix A);***
- ***Capital Prudential Indicators and Minimum Revenue Provision Policy (Section 2 of Appendix A);***
- ***Borrowing Policy and Treasury Indicators and Limits (Section 3 of Appendix A);***
- ***Annual Investment Strategy (Section 4 of Appendix A).***

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

The Temporary Director 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 2017 – 31 December 2017 which showed an overall sickness rate of 7.2 shifts per employee and equated to a projected overall figure of 9.6 shifts per employee for 2017/18. The Committee was provided with comparison absence monitoring figures for the same period in 2016/17 (6.89 shifts lost). The Temporary Director of Resources noted that the long-term absence figures (4.5 shifts lost) had adversely impacted the overall statistics and represented a slightly distorted effect on the figures presented.

It was reported that the Service's absence figures remained consistent with those reported in the Chartered Institute of Personnel and Development (CIPD) Absence Survey 2016 for public services which averaged 9.9 days lost per worker; nevertheless, the Service remained committed in attempting to improve its sickness absence rates. In response to a query raised by a Member, the Temporary Director of Resources provided an overview of the methodology utilised by the Service to determine shifts/days lost which assisted in providing context for the Service's performance comparable with other organisations Nationally. Furthermore, it was clarified to Members that North Wales Fire and Rescue Service had declined to provide the Service with their most recent sickness absence figures and therefore they could not be included within the report.

Reference was made to the recent flu epidemic and a discussion ensued regarding the Service's procedures for the provision of inoculations as a means of protecting employees and possibly reducing sickness absence rates. A number of Members

endorsed the provision of vaccinations for employees, however it was recognised that medical opinion was divided in this area and as such each employee would have the right to accept or decline the vaccination. Service Managers noted the views put forth by Members and agreed to further explore the initiative and associated costs, through the Service's standard operational duties.

The Committee was provided with an overview of the intervention strategies implemented within the Service in order to assist employees in remaining in work, or assisting in their return to work as part of its robust support infrastructure. Such initiatives included a review of the sickness absence monitoring procedure, together with additional management and case administration training for employees to ensure a consistent application of the Service's sickness management processes.

Of particular interest to Committee was the anxiety/depression sickness category which, at 20%, represented the single largest sickness absence reason within the Service. Members were reassured to note the Service's policies and procedures in this regard, including the provision of Stress Management awareness training for employees.

In response to a Member's query regarding the level of support provided to the Service's employees from the Health Service, the Temporary Director of Resources explained that the Service provided treatments such as physiotherapy, remedial surgery and counselling to employees to expedite a quicker return to work when it was considered cost efficient to do so.

Committee Members were referred to the Appendices attached to the report which detailed the absence performance for the Service. In response to a query from a Member, the Temporary Director of Resources explained that as on-call employees provided availability to respond to the Station as opposed to actual working time, it was not possible to calculate the number of shifts lost within that employee sector. However, it was agreed that an explanatory note would be included in this regard for the future reports. Upon consideration of the statistics, a request was made by a Member for statistics to be provided per Command area. A further request was made that page numbers be provided for the appendices in future reports. These steps were agreed.

Finally the Temporary Director of Resources provided Members with an update on the Fitness Assessment Programme which had commenced on 1 March 2017. Committee Members were delighted to note that a 99% pass rate had been achieved to date which ensured that members of staff were fit for operational duties.

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 Director of Operational Support and Improvement presented Committee with the Health, Safety and Welfare Performance Management Report for the period 1 April 2017 to 30 November 2017. Members were informed that 49 On-Duty Injuries had

occurred during the reporting period, all of which had been fully investigated and as a result, actions implemented to prevent a recurrence. It was reported that the highest number of on-duty injuries occurred in relation to support staff during routine activities and to wholetime staff during operational incidents; however, these tended to be minor in nature. The Committee acknowledged that most injuries occurred whilst employees were off-duty.

Members were provided with details of the 11 on-duty injuries which had been reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2 of which had been classed as major.

The Temporary Director of Operational Support and Improvement also provided Members with a synopsis of the 10 reported attacks on firefighters, 4 of which had been categorised as verbal abuse, 1 as 'other act of aggression' and 5 as Physical attacks. Members were assured that every assistance was provided to the Police during the course of an investigation, where appropriate.

In response to a query, the Corporate Head of Prevention and Protection provided an overview of the positive community safety initiatives undertaken by the Service's Arson Reduction Team as a means of engaging with citizens to identify the root cause of anti-social behaviour. Members also received a synopsis of the proactive joint working initiatives with the Police, which included a schools' education programme and sharing of information in line with the Wales Accord for the Sharing of Personal Information (WASPI) protocols.

Reference was made to the Corporate Risk Audits which were undertaken to ensure that appropriate standards were maintained within the Service's buildings and facilities. Furthermore, Members were informed that 22 reports of unsafe/unhealthy conditions and 32 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.

The Temporary Director of Operational Support and Improvement reported that a total of 82 vehicle accidents had occurred, which represented no change from the same reporting period for the previous year. Detailed consideration was given to the vehicle accidents in terms of cause by cost, speed and activity.

A discussion then ensued regarding road safety whereby the Committee was informed that dash-cams had been rolled-out across all grey-fleet vehicles as a means of influencing employee driving-style, providing evidence at road traffic incidents and negotiating insurance premiums. Furthermore, the Corporate Head of Prevention and Protection provided an overview of 'Operation SNAP' which entailed a partnership initiative with key agencies and provided a safe alternative way for motorists to share footage of road traffic offences, including dangerous driving; driving without due care and attention and mobile phone use etc.

RESOLUTION

It was RESOLVED that the report be noted.

10 TO RECEIVE THE HUMAN RESOURCES QUARTERLY UPDATE AND ESTABLISHMENT REPORT

The Temporary Director of Resources presented a report on various Human Resources work-streams for the period of October to December 2017.

Committee Members were provided with a summary of the information contained within the report, which comprised various collaboration initiatives, progress made in the area of Equality and Diversity, an update on the Service's Establishment figures, retirement and recruitment profiling, the Service's Occupational Health facility together with new legislative and regulatory factors relating to the Firefighters' pension scheme matters.

Members' attention was drawn to section 2.1.1 of the report relating to the integrated HR/Payroll System whereby the Temporary Director of Resources was pleased to report that the payroll element of the system was now operating satisfactorily which would enable greater progress to be made with the resolution of other outstanding matters. It was reported that whilst South Wales Fire and Rescue Service had commenced implementation of other modules such as expenses and time/attendance management, Mid and West Wales Fire and Rescue Service was considering its options for Phase 2 in the context of the functionality of the FireWatch suite of applications. In response to a query from a Member, the Temporary Director of Resources clarified that a payroll module did not form part of the FireWatch system.

Members were particularly interested to note the array of equality and diversity initiatives undertaken during the reporting period. These included female awareness days, a review of the Religious Observance Procedure, the survey of female operational personnel which aimed to improve the working environment for female staff, introduction of a disability employer scheme which would offer work experience placements to adults with disabilities and the 'beating the post-Christmas blues' initiative which was designed to encourage a positive and healthy start to 2018.

RESOLUTION

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

11 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 11.25.