

**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, 16 EBRILL 2018

MONDAY, 16 APRIL 2018

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

10.00 – 11.09

80% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

**CADEIRYDD/CHAIRPERSON: E Thomas
IS-GADEIRYDD/ DEPUTY CHAIR M Crowley**

**AELODAU/MEMBERS: Cyng/Cllrs: A Brinn, M Charles, C Evans, J
Hale, S Joseph, K Laurie-Parry, D Thomas,
Cllr R Rees-Evans, E Williams, A Woolcock**

YMDDIHEURIADAU/APOLOGIES: T Van-Rees, J Warman,

**YN BRESENNOL /IN ATTENDANCE: D Daycock, R Quin, R Thomas, K Jones,
C Jackson, M Harries, R Hemingway**

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Van-Rees and J Warman.

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 Item 5, namely the Budget Monitoring Report for 2017/18.

3 CHAIR'S ANNOUNCEMENTS / PERSONAL MATTERS

There were no Chair's announcements.

4 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 15 JANUARY 2018

The minutes of the meeting held on 15 January 2018 were received and confirmed as a true record of the proceedings.

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

Mr R Hemingway representing the Section 151 officer, presented the Budget Monitoring report for the financial year 2017/18 to Members, which was based on the actual and known commitments as at 28 February 2018, plus known commitments to 31 March 2018.

Members' attention was drawn to Appendix 1 of the report, which showed an overall forecast revenue underspend of £152k (0.33%) of the approved budget for the financial year. It was explained to Members that the main variations regarding revenue related to a projected underspend of £767k on employee costs, due to vacancies and salary scales being set at the top of salary bands. It was reported to Members that a significant overspend of £719k within the supplies and services budget was attributable to the National Airwave project, whereby expenditure exceeded the annual grant, and also expenditure on operational equipment, protective clothing and additional costs for temporary staff. Furthermore, Members were informed that a forecast overspend of £113k within Service Control was attributable to the delay in the go live date for the Joint Public Service Centre.

However, Mr Hemingway reported that if the forecast underspend remained at the year-end, there would be no requirement for the Authority to utilise reserves to support the budget.

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 £6,168,291.

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 £520k was currently projected for the capital programme, however it was explained that this would be offset by grant funding of £628k.

In response to a query from Councillor D Thomas in respect of the grant funding deficit for the National Airwave Project, the Director of Resources assured Members that the Service continued to raise the matter with Welsh Government on a regular basis in order to emphasise the increased pressures in this regard.

RESOLUTION

It was RESOLVED that the budget monitoring report for the financial year 2017/18 be noted.

6 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 28 February 2018. Members were informed that 63 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.

The Temporary Director of Operational Support and Improvement also provided Members with a synopsis of the 11 reported attacks on firefighters, 5 of which had been categorised as verbal abuse, 1 as 'other act of aggression' and 5 as physical attacks. In response to Members' queries, the Committee was informed that the Service's Medical Response provision, was, in part, attributable to the increase in figures, and enhanced first aid training was provided to relevant employees in this regard. Furthermore, in response to a query from Cllr S Joseph, Members were assured that every assistance was provided to the Police during the course of an investigation, where appropriate.

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. It was noted that Cllr J Warman accompanied Officers on these Audits in line with his role as the Authority's Health and Safety Champion. Furthermore, Members were informed that 27 reports of unsafe/unhealthy conditions and 42 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. In response to a query by Cllr R Rees-Evans, the Temporary Director of Operational

Support and Improvement clarified that unsafe/unhealthy conditions were reported due to a variety of reasons, the main being as a result of station audits, and the effect of minor works, station upgrades and day-to-day wear and tear. Members were pleased to note that the Service's robust Health and Safety policies were being utilised by members of staff, who were encouraged to report such issues which, in turn, ensured that any unsafe/unhealthy working conditions were addressed promptly.

In respect of Health, Safety and Welfare training, the Committee was pleased to note that 142 induction sessions had been undertaken with new employees during the reporting period.

Members were provided with details of the 14 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 was pleased to report the outcomes of the Service's Insurance Broker's health and safety management system evaluation, which indicated that a robust safety management culture was in place within the Authority. In response to a query by Cllr D Thomas, the Temporary Director of Operational Support and Improvement clarified that all employees and Fire Authority Members who were required to drive whilst on Fire Authority business, were required to complete Driving Licence Mandates as a means of verifying the validity of driving licences. The Temporary Deputy Chief Fire Officer reported that this initiative was in line with the Service's occupational road risk strategy and enabled the Service to negotiate reduced insurance premiums in this regard.

Members were informed that a total of 105 vehicle accidents had occurred, which represented a reduction of 14 compared to 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.

Members' attention was also drawn to section 7 of the report which detailed the Service's achievement in maintaining the Level 5 Green Dragon Environmental Management Standard, in recognition of its commitment to environmental matters and legislation.

RESOLUTION

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

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

The 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 – 28 February 2018 which showed an overall sickness rate of 8.97 shifts per employee and which equated to a projected overall figure of 9.79 shifts per employee for 2017/18. The Committee was provided with comparison absence monitoring figures for the same period in 2016/17 (8.87 shifts lost).

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 and briefings for line managers, to ensure a consistent application of the Service's sickness management processes.

Committee Members were referred to the Appendices attached to the report which detailed the absence performance for the Service. Of particular interest to Committee was the anxiety/depression sickness category which, at 19%, represented the single largest sickness absence reason within the Service. Members were interested to note that, as a comparator the Health & Safety Executive indicated in their Labour Force Survey 2015/16 that stress/anxiety/depression conditions accounted for 45% of all working days lost across the UK. Members were reassured to note the Service's procedures in this regard, including the provision of Stress Management awareness training for employees.

A breakdown of the muscular skeletal conditions was provided to the Committee which, as a group, represented 36% of all absences to date. The Director 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.

Finally, the Director of Resources provided Members with an update on the Fitness Assessment Programme which he considered had been embedded within the organisation and embraced by members of staff. 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. Councillor R Rees-Evans commended the Service in achieving a 99% pass rate 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.

8 TO RECEIVE THE HUMAN RESOURCES QUARTERLY UPDATE AND ESTABLISHMENT REPORT

The Director of Resources presented a report on various Human Resources work-streams for the period of January to March 2018.

Committee Members were provided with a summary of the information contained within the report which comprised various collaboration initiatives aimed at streamlining processes and avoiding duplication, including completion of an All Wales People and Organisational Development Strategy, contracts for the provision of agency working and exploration of an All Wales Firefighters' Pension Group.

Members were particularly interested to note the array of equality and diversity initiatives undertaken during the reporting period. These included the provision of female awareness days, representation at various conferences and events, and provision of training aimed at upskilling personnel in terms of producing accessible documents and raising awareness of domestic abuse.

Committee Members were provided with an update on the Service's Establishment figures, retirement and recruitment profiling, the Service's Occupational Health facility, together with legislative and regulatory factors relating to the Firefighters' pension scheme matters.

The Director of Resources reported that the Service was also exploring the introduction of a low interest debt consolidation loan scheme as part of its employee benefits initiative.

Consideration was given to section 8.7 of the report which provided a breakdown of the gender pay gap within the Service. It was reported that the gender pay gap could be attributable to the operational workforce being predominantly male and therefore the Service was confident that its gender pay gap did not stem from paying men and women differently for the same or equivalent work. In response to a query from Cllr J Hale, the Temporary Director of Resources agreed to provide statistics relating to the Gender Pay Gap between Full Time and Part Time employees to the Committee at its next meeting.

RESOLUTION

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

9 TO RECEIVE AND NOTE THE ANNUAL EQUALITY REPORT 2017/18

The Director of Resources presented the Annual Equality Report for 2017/18.

Members gave consideration to Appendix 1 of the report which provided information on Service activities in terms of engagement with the diverse communities served, together with a range of key equality data which would assist in shaping the strategic direction of the Service. It was reported to Committee Members that the Service aimed to ensure equality of opportunity in service provision and also access to services and information, and inclusion within decision making processes and policies, in order to strive towards the elimination of discrimination against any group(s) or individuals.

In response to a query from Cllr K Laurie-Parry, the Director of Resources confirmed that maternity and paternity leave was provided for eligible members of staff in line with legislative requirements. It was agreed that further information regarding the Service's fitness testing procedures would be provided at the next meeting in respect of employees returning to work following a period of maternity/paternity leave.

Cllr A Woolcock commented that he felt that there should be a clearer distinction between the 8 Strategic Equality Improvement Objectives and the Authority's 12 Corporate Improvement Objectives should be made within the Annual Equality Report.

In response to a query from Cllr R Rees-Evans regarding scrutiny and auditing of the Annual Equality Report, the Director of Resources confirmed that the document in question was published on the Service's website and could be subject to audit by the Equalities and Human Rights Commission.

RESOLUTION

It was RESOLVED that the Committee note the report.

- 10 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 11.09.