

**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 JULY 2018

MONDAY, 16 GORFFENNAF 2018

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

10.00 – 11.09

60% PRESENOLDEB/ATTENDANCE

Presennol yn y Cyfarfod/Present at Meeting:

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

**AELODAU/MEMBERS: Cyng/Cllrs: A Brinn, M Charles, Cllr R Rees-
Evans, E Thomas, T Van-Rees, E Williams,
J Warman, A Woolcock**

YMDDIHEURIADAU/APOLOGIES: S Joseph, C Mills, D Thomas

**YN BRESENNOL /IN ATTENDANCE: D Daycock, C Moore, K Jones, I Cray, C
Flannery, C Jackson, M Harries, S
Mansbridge**

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Joseph, C Mills and D Thomas.

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 7, namely the Revenue and Capital Budget Monitoring Report for 2018/19.

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 16 APRIL 2018

The minutes of the meeting held on 16 April 2018 were received and confirmed as a true record of the proceedings.

Matters Arising

Page 9, Item 8, paragraph 4: The Director of Resources provided Committee with a breakdown of the gender pay gap which had been requested by Cllr Hale at the last meeting. The figures showed that full-time female operational employees earned on average 8.13% less than their male counterparts, a figure which could be attributed to a greater number of male employees in higher paid operational roles. Within the on-call (part-time) sector, female operational staff earned 8.19% less than their male counterparts, however the median hourly rate was the same and therefore the difference could be attributable to more male staff being employed on that basis by the Service. Figures were also provided for support staff, which showed that female staff earned on average 28.42% less than male staff, and this could potentially be attributable to there being a larger number of males in senior management positions and therefore within the mid and high bands of pay.

Cllr R Rees-Evans emphasised that payment for 'like-for-like' work was equal between males and females within the organisation. The Director of Resources assured Committee of the Service's continued efforts to become an employer of choice for females.

5 TO CONFIRM AS A CORRECT RECORD THE MINUTES OF THE SPECIAL MEETING OF THE RESOURCE MANAGEMENT COMMITTEE HELD ON 6 JUNE 2018

The minutes of the special meeting held on 6 June 2018 were received and confirmed as a true record of the proceedings.

6 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 2018 – 31 May 2018 which showed an overall sickness rate of 1.49 shifts per employee and equated to a projected overall figure of 8.94 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 1.67 shifts lost between April and May 2017 and an end of year figure of 9.91 shifts lost for the 2017/18 reporting period.

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 26%, 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 39% of all absences to date. The 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. Councillor R Rees-Evans was pleased to note the Service's investment and provision of services for its employees in this area. 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 Director of Resources provided Members with an update on the Fitness Assessment Programme which had been embedded within the organisation and 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. In response to a query from Cllr M Charles, the Director of Resources clarified that of the 12 employees that had failed the fitness test in 2017, the majority had since passed, with some remaining in the programme and only 1 other employee having left the Service.

RESOLUTION

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

7 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 as at 31 May 2018, in respect of 2018/19.

The Committee was reminded that the realignment of the detailed revenue budget for 2018/19 had been approved by Fire Authority at the Extraordinary General Meeting (EGM) of 6th June 2018 whereby resources had been adjusted to meet service delivery requirements.

Members' attention was drawn to Appendix 1 of the report, which showed that the total approved budget amounted to £46.8m, at the 31st May 2018, with the actual net expenditure and known commitments totalling £8.7m. Members acknowledged that the figures presented were indicative at present, and that the Autumn update would provide the mid-year position and take account of the operational expenditure as a consequence of the protracted dry weather conditions which had seen a significant increase in the Service's activity and subsequent use of resources. The Section 151 Officer further reported that the projected outturn was forecast to be in line with the approved budget, as no material under or over spends had been identified.

Committee Members were provided with an overview of the expenditure on capital projects as at 31 May 2018, compared against the Approved Capital Programme set out in Appendix 2 of the report. The Section 151 Officer informed Committee that at the 31st May 2018, the actual expenditure and known commitments totalled £235k, against an approved capital programme of £7.832m for 2018/19 and this figure would be revised in due course to reflect slippage from 2017/18 and additional resources.

Members received a breakdown of the revenue grants allocated for 2018/19, whereby a total of £3,424,707 had been provided on an all-Wales basis (shared with North and South Wales Fire Authorities) and a further £692,291 awarded to Mid and West Wales Fire Authority.

The Section 151 Officer concluded by assuring 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.

In response to a query from Cllr E Thomas, the Section 151 Officer confirmed that each Constituent Authority made monthly income payments to the Authority.

[Cllr J Warman joined the meeting at this point 10:29].

In response to a query from Cllr T Van-Rees, the Corporate Head of Resources provided an update in respect of the Machynlleth Collaboration Project, whereby he explained that various options were being explored in respect of a suitable location for the project that would meet the needs of the Police and Fire Service.

RESOLUTION

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

8 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 31 May 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 were pleased to note that the number of on-duty injuries had decreased from 14 to 7 compared against 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 2 reported attacks on firefighters, 1 of which had been categorised as verbal abuse and 1 as a physical attack. Members were assured that every assistance was provided to the Police during the course of an investigation and that procedures in terms of pre-determined attendance at certain locations would be instigated if required.

Members were informed that a total of 13 vehicle accidents had occurred, which represented a reduction of 3 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.

The Temporary Corporate Head of Operational Support concluded by informing Committee that 9 reports of unsafe/unhealthy conditions and 4 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.

Cllr J Warman made reference to the Corporate Risk Audits he attended in his capacity as the Authority's Health and Safety Champion, and explained that in his view, the importance of these audits was as a means of ensuring that appropriate standards were maintained within the Service's buildings and facilities. Cllr J Warman commended the Corporate Risk department for their proactive, preventative approach to health and safety in the workplace.

RESOLUTION

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

9 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 April to June 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. Members were informed that the Service had extended its contract for the provision of employment legal advice for a further 12 months to enable a detailed review of the arrangements to take place to inform future direction. Cllr T Van-Rees commented that he would be interested to view the terms and conditions which the current providers were retained, and the Director of Resources agreed to provide further information in this regard.

In terms of the Joint Public Service Centre, Members were interested to note that work was ongoing to harmonise the policies relating to Fire and Rescue Service Control personnel to ensure consistency across all people-related procedures.

The Director of Resources provided a synopsis of the array of equality and diversity initiatives undertaken during the reporting period. These initiatives included attendances at events such as 'Women in the Fire Service', Swansea Pride and the Stonewall Cymru seminar. Furthermore, four firefighter awareness days had been held in addition to the 'Inclusive Workforce' Group which had been established to identify and prioritise new initiatives to improve equality, diversity and inclusion throughout the Service.

Consideration was given to section 8 of the report which provided a breakdown of the Service's establishment figures, retirement and recruitment profiling. An overview of the wholtime firefighter recruitment campaign was provided to Members which had culminated in a total 1074 applications for potentially 12 initial positions. It was anticipated that the top performing candidates would commence an initial recruits course on 10 September 2018, with other high performing candidates being placed on a holding list for approximately 12 months. In response to a query from Cllr J Warman, the Director of Resources clarified that the Service did not apply an upper age restriction as part of the recruitment process.

RESOLUTION

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

10 TO RECEIVE AND NOTE A REPORT ON THE SERVICE COMBINED LIABILITY INSURANCE RENEWAL 2018/19

The Temporary Corporate Head of Operational Support and Improvement presented the report on the Service Combined Insurance Renewal for 2018/19 to Members, which outlined the terms agreed with the Authority's brokers, Marsh UK, for the portfolio of insurance policies for the year. It was reported that the revised 3-year overarching Long Term Agreement had commenced in April 2018, with an opportunity to extend the Agreement for an additional 2 years subject to Service requirements.

The Committee was delighted to note that the Service had achieved an overall cost reduction of 28% across the whole Insurance Policy portfolio premium cost, against the 2017/18 costings, which it was felt was attributable to the enhanced arrangements put in place in recent years to mitigate business risk.

Cllr A Woolcock referred to the OJEU tender process set out at section 4.6 of the report and enquired whether alternative arrangements would be available post BREXIT. The Corporate Head of Prevention and Protection assured Committee that an alternative Wales procurement arrangement was in place that the Service could access if required.

RESOLUTION

It was RESOLVED that the Committee note the report.

- 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 11.09.