

**AWDURDOD TÂN AC ACHUB CANOLBARTH A GORLLEWIN  
CYMRU**



**MID AND WEST WALES FIRE AND RESCUE AUTHORITY**

**COFNODION Y PWYLLGOR DATBLYGU POBL A'R  
GYFUNDREFN**

**MINUTES OF THE PEOPLE & ORGANISATIONAL  
DEVELOPMENT COMMITTEE**

**DYDD LLUN, 20 HYDREF 2008**

**MONDAY, 20 OCTOBER 2008**

***PENCADLYS Y GWASANAETH TÂN,  
HEOL LLWYN PISGWYDD, CAERFYRDDIN***

***FIRE SERVICE HEADQUARTERS,  
LIME GROVE AVENUE, CARMARTHEN***

**11.00 – 12.30**

**PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN:

IS-GADEIRYDD/VICE CHAIRMAN: M Williams

AELODAU/MEMBERS:

Cyng/Cllrs: C Crowley, P James,  
T Devichand, J Holmes, R Llewellyn

YMDDIHEURIADAU/APOLOGIES:

C Philpott, P Llewellyn, A Jopling, G  
Phillips

YN BRESENNOL /IN ATTENDANCE:

R Smith, E Aitken, A Howells,  
K Jones, P Coleman

**1. DECLARATION BY MEMBERS OF ANY PERSONAL INTERESTS**

None were declared

**2. TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 21 JULY 2008**

The minutes of the Personnel Committee held on 21 July 2008 were received and approved as a true record.

**3. TO CONSIDER MATTERS ARISING FROM THE MINUTES**

**ITEM 5 – REPORT ON ILL HEALTH AND ATTENDANCE**

The Head of People & Organisational Development reported that following the last meeting and in consultation with Eversheds, the Service would enter into the European Tender Process for the provision of occupational health services. Mr Jones further reported that a provisional date of 24<sup>th</sup> November had been made for the Members visit to Earlswood and Morriston which would be confirmed in due course.

**ITEM 11 – RETAINED FIREFIGHTERS AND THE PART TIME WORK REGULATIONS**

The Director of Resources and Procurement asked that the minutes be amended to reflect the fact that the Service had not made provision for the settlement of any potential pensions provision and further requests for funding would be made by the Wales Assembly Government.

**4. TO RECEIVE A REPORT ON FIRE CONTROL**

The Chair welcomed Mr Andy Bruce of the Wales Audit Office who presented a report on the review of the Control Centre arrangements within the service. The review had been undertaken at the invitation of the Authority to consider the flexible crewing arrangements (shift patterns).

Mr Bruce reported that the key proposals contained within the report had been implemented effectively and that the new flexible working patterns were now in place. Although the Service had benefited from the changes in the crewing patterns, the full potential of the new working practices were being hampered by resource capacity issues. Mr Bruce praised Control staff for the way in which they had quickly taken on board the introduction of the new mobilisation system during the period of change.

Two recommendations had been made as a result of the report and it was noted that these were in progress.

Members were pleased with the outcome of the report and commended (her title) Elizabeth Mills and the Control staff for taking on board the changes in a

positive and committed manner.

## **RESOLUTION**

*It was RESOLVED that*

- i) The report be received and noted**
- ii) A letter be sent to Control staff on behalf of Members commending them on the report**
- iii) Members receive a paper in due course on the progress of the new members of staff recruited as part of the review.**

### **5. TO RECEIVE A REPORT ON HEALTH AND WELLBEING**

Consideration was given to the sickness absence figures for the period April-September 2008 and members noted that the current performance across all employee sectors was extremely favourable at a shifts lost average of 2.84. The projected end of year shifts lost figure was expected to be 5.69 which was within the Service's overall annual target of 5.8 shifts.

A new website was currently under development which would be dedicated to Health and Wellbeing including nutritional information, fitness and lifestyle advice and a cycle scheme would be introduced within the next 4-6 weeks. Members were pleased to note these new measures, which would provide employees with useful information to allow them to make lifestyle changes where appropriate.

The figures for ill-health retirements remained comparatively low.

## **RESOLUTION**

*It was RESOLVED*

*The report on Health and Wellbeing be received and noted*

### **6. TO RECEIVE A REPORT ON THE ANNUAL MONITORING TO THE WELSH LANGUAGE BOARD**

The Authority was committed to treating the Welsh and English languages on an equal basis when providing services to the public. The Welsh Language Scheme implementation was monitored by the Service and the Welsh Language Board and as part of the monitoring process; an annual progress report was presented to the Welsh Language Board for consideration. The Annual Monitoring Report contains areas of achievements and areas for development measured against the commitments made in the Authority's Welsh Language Scheme.

ACFO Coleman confirmed that the report was very positive for the Service, showing the progression of Welsh language training and Members noted that no

complaints had been received relating to Welsh language provision.

## **RESOLUTION**

***It was RESOLVED that***

***The report be received and approved for submission to the Welsh Language Board***

### **7. TO CONSIDER A REPORT ON SECONDARY EMPLOYMENT**

At the last Committee meeting, Members had requested further details to be presented on the criteria for the approval of Secondary Employment requests.

A copy of the "Grey Book" Conditions of Service relating to the prohibition of outside employment together with an extract from the Fire Authority's constitution which related to the process of application for and consideration of, Secondary Employment for Local Government Service Employees was attached for members' consideration.

Members also received details of the Service's own Secondary Employment Policy and details of all Secondary Employment approvals made by Committee in recent years, which had been broken down into County Commands and Departments.

Although a number of Members expressed concerns regarding the potential conflicts between the role of a professional firefighter and any secondary employment activities, they were aware that the Service had a very comprehensive and rigid policy in place in order that it could be monitored. They were also aware that the policy was regulated under the terms of the Grey Book. It was, however, noted that managers were expected to closely monitor secondary employment activities within the scope of the Policy, with particular regard for sickness absence, conflict of interests etc.

## **RESOLUTION**

***It was RESOLVED that***

***Following a vote by show of hands Members agreed to continue with the approval of Secondary Employment which would be strictly monitored under the Services own policy.***

### **9. TO RECEIVE A REPORT ON THE CULTURE CHANGE PROGRAMME**

Members were reminded that the Service had been through a tendering process for the services of external consultants to facilitate a Culture Change Programme designed to address many of the issues identified within the Cultural/Employment Audit which took place in 2006. Essentially, the Cultural Audit had identified that further work was required to improve communication

channels within the Service, together with stronger and closer links between managers and employees.

A team of external consultants –SFL Ltd – had been successful in securing the contract to work with the Service on the Culture Change Programme, and facilitated workshops with both Policy Board and a group of volunteers representing a ‘vertical slice’ of employees from all employment sectors, referred to as the Engagement Champions, in building a set of key values and behaviours which supported the Organisation’s Mission & Purpose.

The Head of People & Organisational Development informed Members that this work had been undertaken between June and October 2008 and had resulted in the formation of an Organisational ‘Message’ which was now in the process of being delivered to all employees. This work was to be supplemented and enhanced by improvements to the Service’s communication channels which had already resulted in the establishment of a Communications Steering Group, additional website services, newsletters and focus groups meetings.

All employees had already received a copy of the Organisational Message and some Committee Members were aware of recent meetings which have taken place with employees affected by proposals to change crewing arrangements etc in the spirit of openness and inclusivity.

A major launch of the Organisational Message was scheduled for early 2009 and a copy of the Organisational Message framework was attached.

## **RESOLUTION**

***It was RESOLVED that Members***

***Note the work already undertaken within the Service with the assistance of SFL Ltd and approve the completion of the Organisational Message designed by the employee Engagement Champions’ Group.***

### **10. TO RECEIVE THE CORPORATE RISK DEPARTMENT REPORT**

The Corporate Risk Department Report was considered and Members noted that since the commencement of the new reporting period (1<sup>st</sup> April 2008) the number of injuries reported remained at a level comparable with the previous year.

Members discussed the proposed fitting of CCTV cameras to a number of Service vehicles and it was noted that Corporate Manslaughter Training would be provided for Members following the Fire Authority meeting on 1<sup>st</sup> December 2008.

***It was RESOLVED that***

***The report be received and noted***

**11. RETAINED FIREFIGHTERS AND THE PART TIME WORK (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS: EMPLOYMENT TRIBUNAL 2007**

The NJC Circular – NJC /12/08 had been received from the Joint Secretaries indicating that this issue continued to be under negotiation. Both sides had instructed their legal representatives to approach the Tribunal, seeking additional time to reach a settlement position and an anticipated outcome was expected in December 2008.

Members were aware that this was an on going complex issue and deep concerns were expressed as to how far back the claim could be back dated, if successful. The Director of Finance and Procurement highlighted the potential resource implications that could flow from any Tribunal decision and the need for the Welsh Assembly Government to provide the necessary funding.

**RESOLUTION**

***It was RESOLVED that***

- i) The report be received and noted***
- ii) A letter be sent to the Assembly expressing the concerns of Members and asking for confirmation that the Welsh Assembly would be funding the settlement***

**12. TO RECEIVE A REPORT ON THE ALL WALES FIRE AUTHORITY MEMBER DEVELOPMENT CONFERENCE**

The Mid & West Wales Fire & Rescue Service had hosted the annual All Wales Fire Authority Member Development Conference 2008 in the Brecon Castle Hotel, Brecon.

A total of 73 delegates had attended and feedback received on the day had been positive. The feedback from the interactive voting session had indicated that both Members and Officers had enjoyed the conference and that Members would like the venue for future conferences to be rotated around the 3 Welsh FRS areas. It had been proposed that the 2008 conference be held in the North Wales FRS area.

**RESOLUTION**

***It was RESOLVED that***

***The report be received and noted***

**13. TO RECEIVE THE MINUTES OF THE JCC HELD ON 13<sup>TH</sup> OCTOBER 2008**

Consideration was given to the minutes of the JCC meeting held on 13<sup>th</sup> October 2008

**RESOLUTION**

***It was RESOLVED that the minutes of the JCC meeting be received and noted***

**14. TO RECEIVE ITEMS OF ANY OTHER BUSINESS**

The Clerk informed members of the need to convene a meeting of the Appeals Panel under the Internal Disputes procedure.

**RESOLUTION**

***It was RESOLVED that the Appeals Panel be convened at a date to be agreed, and be comprised of the Chair and Vice Chair of Committee plus three other members of Committee.***

