

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



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

**COFNODION Y PWYLLGOR PERSONÉL  
MINUTES OF THE PERSONNEL COMMITTEE**

**DYDD LLUN, 3 RHAGFYR 2007**

**MONDAY, 3 DECEMBER 2007**

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

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

**11.30 – 12.05**

**PRESENOLDEB/ATTENDANCE**

Presennol yn y Cyfarfod/Present at Meeting:

CADEIRYDD/CHAIRMAN: D R James

IS-GADEIRYDD/VICE CHAIRMAN: F M Jones

AELODAU/MEMBERS: Cyng/Cllrs: C J Crowley, K Harris,  
M Williams,

YMDDIHEURIADAU/APOLOGIES: K Becton, P James, P Llewellyn

YN BRESENNOL /IN ATTENDANCE: Cyng/Cllr J Thompson, R Smith, A  
Howells, K Jones

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

The Deputy Chief Fire Officer declared an interest in agenda item 10 and retired from the meeting during discussion of that item

**2 TO RECEIVE AND CONSIDER THE MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2007**

The minutes of the Personnel Committee held on 3<sup>RD</sup> September 2007 were received and approved as a true record.

**3 TO RECEIVE A REPORT ON ATTENDANCE AND ILL HEALTH**

The latest available sickness absence figures for the period April-October 2007 were considered by Members who were pleased to note that current performance indicated that the Service remained on-target with current statistics showing that short-term absence rates equated to 3.60 shifts lost as an organisational average. Further analysis indicated that this would result in an overall figure of 6.17 shifts lost, which remained within the Service's target of 6.5 shifts lost.

Committee noted that a request made at a previous meeting for figures to be provided on long term absence rates within the Service had now been provided for information. The current number of employees on long term sickness absence was 16 and Members were assured that Service Managers were doing everything possible to manage employees back to work within the medically approved parameters provided by the medical experts.

In relation to ill-health retirements, Members noted that figures remained comparatively low with only 2 individuals from an overall figure of 9 retiring on the grounds of ill-health within the wholetime operational sector. The number of staff retiring on the grounds of ill-health had reduced considerably year on year and managers would continue to seek to retain the skills and expertise of employees through strict adherence of Health and Safety protocols.

**RESOLUTION**

*It was RESOLVED that*

*The report on sickness absence and ill-health be received and noted*

**4 TO RECEIVE A REPORT ON SECONDARY EMPLOYMENT**

Committee were aware that at the last meeting, a number of Secondary Employment requests had been placed before Members for consideration and it had been suggested that details be provided on the current situation within the Service regarding previously approved Secondary Employment activities and these were attached for consideration. It was noted that 16% of the Service's wholetime operational workforce were engaged in some form of Secondary

Employment permissible within "Grey Book" Conditions of Service.

A recent list of applications for approval to engage in Secondary Employment was attached for Committee's consideration and it was confirmed that all applications had received the approval of their relevant line managers.

## **RESOLUTION**

*It was RESOLVED that*

- i) Committee receive the information on current Secondary Employment approvals, per Command/Department within the Service.*
- ii) Members approve the most recent applications received to engage in Secondary Employment activities in line with Conditions of Service.*

### **5 TO RECEIVE A REPORT ON THE NJC CIRCULAR 08/07 – JOINT PROTOCOL**

Members were informed that a Joint Protocol guidance document had been produced by the NJC which covered areas for both employers and trade unions to adhere to for effective industrial relations. An event will be held in London on the 17 January 2008 to outline the principles within the Joint Protocol guidance.

## **RESOLUTION**

*It was RESOLVED that*

*The report be received and noted, and the Chair of Personnel be nominated to attend the Joint Protocol event in London on 17 January 2007.*

### **6 TO CONSIDER A REPORT ON HEALTH AND SAFETY MANAGEMENT PERFORMANCE**

The Health and Safety Management Performance Report to 31<sup>st</sup> October was received and noted. Of particular note was that during the year the Health and Safety Department had recorded a total of 69 On Duty Injuries against 92 reported for the same period in 2006, which was a 25% reduction.

## **RESOLUTION**

*It was RESOLVED that*

*The report be received and noted*

**7 TO RECEIVE A VERBAL UPDATE REPORT ON THE CONTROL ROOM REVIEW**

A copy of a letter sent to Dr Brian Gibbons in response to a letter concerning the implementation of the new crewing arrangements in the Control Room was circulated for Members' attention. Members were provided with a full update of the current situation in Service Control as had been agreed at a previous meeting of the Personnel Committee and a further report would be provided to Committee in February.

**RESOLUTION**

*It was RESOLVED that*

*The response to Dr Brian Gibbons be approved and the verbal update from the Deputy Chief Fire Officer be received and noted.*