**SOUTH WALES FIRE & RESCUE AUTHORITY**

**MINUTES OF THE HR & EQUALITIES COMMITTEE MEETING**

**HELD ON MONDAY, 18 FEBRUARY 2019 AT**

**SOUTH WALES FIRE & RESCUE SERVICE HQ**

**67. PRESENT**

**Councillor Left Authority**

D Ali (Chair) Cardiff

S Bradwick Rhondda Cynon Taf

S Evans Torfaen

C Elsbury Caerphilly

A Hussey Caerphilly

D Naughton Cardiff

K McCaffer Vale of Glamorgan

R Shaw Bridgend

A Slade Torfaen

H Thomas Newport

V Smith Monmouthshire

**APOLOGIES:**

R Crowley Vale of Glamorgan

D De’Ath Cardiff

S Pickering Rhondda Cynon Taf

**ABSENT:**

L Davies Merthyr Tydfil

**OFFICERS PRESENT:** ACO R Prendergast – Director of Technical Services; ACO M Malson – Director of People Services; ACO Alison Reed – Director of People Services;Mrs S Watkins – Deputy Monitoring Officer;AM I Greenman – Head of Learning & Development; Mr A Jones – Head of HR; GM J Evans – Head of Training Delivery; SM M Wyatt – Training Manager (CFBT)

**68. DECLARATIONS OF INTEREST**

All Members declared a personal non-prejudicial interest in each agenda item that affected their Authority.

**69. CHAIR’S ANNOUNCEMENTS**

69.1 The Chair thanked Mr Malson for his support to the HR and Equalities Committee and wished him a happy, healthy retirement.

Councillor Bradwick seconded the Chair’s comments, adding that his support in relation to the Local Pensions Board has been outstanding.

Mr Malson expressed his thanks for their kind words, and added that it has been a privilege and pleasure to work for the Service, and he has enjoyed every minute.

69.2 The Chair introduced Alison Reed who commences in the role of ACO- People Services as of today, and wished her all the very best in her new role.

Alison Reed commented that she was proud to join the Service and looked forward to working together.

**70. TO RECEIVE THE MINUTES OF HR AND EQUALITIES MEETING HELD 19 NOVEMBER 2018**

The minutes of the meeting held 19 November 2018 were received and accepted as a true record of proceedings.

**71. SOUTH WALES FIRE & RESCUE AUTHORITY – ANNUAL PAY POLICY STATEMENT 2019/20**

ACO People Services presented the Annual Pay Policy Statement 2019/20. Members were aware that the Statement had been agreed by Fire Authority at its meeting held 11 February 2019. He advised that, on this occasion, the report was presented to Fire Authority before being presented to this Committee, as is the usual procedure. He advised that, going forward, the report will be presented to this Committee prior to going to the Fire Authority.

**RESOLVED THAT**

Members noted the 2019/20 Pay Policy Statement that had been approved by the Fire Authority at its meeting held 11 February 2019.

**72. GENDER PAY GAP STATEMENT – 30 MARCH 2019**

The ACO People Services presented the report that details the legal background and requirements placed on the Fire and Rescue Authority to publish a Gender Pay Gap Statement, the reporting metrics set out in legislation and the definitions for the relevant pay period, full pay relevant employee, ordinary pay and bonus pay.

As Members are aware, Fire Authority approved the Statement at its meeting held 11 February 2019. He advised that, as mentioned above, going forward, the report will be presented to this Committee prior to going to the Fire Authority.

**RESOLVED THAT**

Members noted the Gender Pay Gap Statement that had been approved by the Fire Authority at its meeting held 11 February 2019.

**73. WELSH LANGUAGE STANDARDS UPDATE – JANUARY 2019**

The Head of Human Resources gave an overview of the current position with regard to meeting the legal requirements within the Welsh Language Standards Compliance Notice issued to the Authority by the Welsh Language Commissioner on 30 September 2016.

Councillor Shaw drew attention to page 84, and queried whether the job title should be noted, and not a person. The Head of People Services agreed, and advised this would be changed.

**RESOLVED THAT**

With the one amendment as above, Members noted the content of the report.

**74. TRAINING & DEVELOPMENT DEPARTMENT – THIRD PARTY INCOME STRATEGY**

The Head of Training & Development introduced Jason Evans and advised that he would be temporarily taking up the reference of Head of Training & Development within the next couple of weeks.

Mr Evans gave a detailed update on current and proposed Third Party Income Generation within the Training & Development Department for the Service during the current financial year.

Councillor Bradwick added that, in his opinion, the facilities at Cardiff Gate are fantastic and suggested a detailed report be brought to a future meeting on what is provided at Cardiff Gate.

**RESOLVED THAT**

74.1 Members noted the content of the report; and

74.2 A detailed report in relation to what is provided at Cardiff Gate be brought to a future meeting

**75. FIREFIGHTERS’ PENSION SCHEME – WALES GOVERNMENT CIRCULARS 2018/19**

The ACO People Services presented the Welsh Government Circulars that sets out the current requirement for Fire Firefighters’ Pension Schemes managerial and administrative actions.

**RESOLVED THAT**

Members noted the actions that have been implemented for each of the Circulars.

**76. TRAINING & DEVELOPMENT DEPARTMENT – COMPARTMENT FIRE BEHAVIOUR (CFBT) PROJECT UPDATE**

The Head of Training & Development introduced SM Mike Wyatt, Training Manager (CFBT), who gave an in depth update on the current works taking place, future works and the way forward.

ACFO Technical Services expressed his personal thanks to SM Mike Wyatt for his hard work in what has been a very complex project, he has gone above and beyond.

After discussion it was agreed to explore the possibility of holding a future meeting at Cardiff Gate, with a visit to the facility after that meeting, for Fire Authority members.

**RESOLVED THAT**

76.1 Members noted the report; and

76.2 Agreed that the possibility of holding a future meeting at Cardiff Gate be explored, and an invite be issued to all Fire Authority members to view the facility

**77. FORWARD WORK PROGRAMME**

The Director of People Services presented the Forward Work Programme for the HR & Equalities Committee for 2018/19.

**RESOLVED THAT**

Members accepted the Forward Work Programme for the HR & Equalities Committee 2018/19.

**78. TO CONSIDER ANY ITEMS OF BUSINESS THAT THE CHAIR DEEMS URGENT (PART 1 OR 2)**

There were no items of urgent business for Members to consider.