

SOUTH YORKSHIRE FIRE & RESCUE AUTHORITY

Meeting	FIRE & RESCUE AUTHORITY
Meeting Date	20 NOVEMBER 2023
Report of	CHIEF FIRE OFFICER & CHIEF EXECUTIVE
Report Sponsor(s)	DIRECTOR OF PEOPLE & CULTURE
Subject	PEOPLE & CULTURE BOARD UPDATE Q2

EXECUTIVE SUMMARY

This report provides a summary of the items raised and discussed at the People and Culture Board in Quarter 2 (Q2) 2023/24. One meeting was held during this period on 13 September 2023.

The People and Culture Board provides a strategic and critical role as a guardian of the South Yorkshire Fire and Rescue (SYFR) People Strategy, in safeguarding and promoting a positive culture and ensuring a modern, sustainable and healthy working environment for our staff and volunteers.

RECOMMENDATION(S)

Members are recommended to:-

- a) Note the contents of the report and provide further scrutiny and support to enable continuing effective management of people issues.

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Main Report

BACKGROUND

1. The People & Culture Board is an internal meeting that monitors progress of the SYFR People Strategy, culture change and the health and wellbeing of all our employees. The SYFR People Strategy is aligned to the National Fire Chiefs Council (NFCC) national Culture Action Plan and also determines and oversees delivery of requirements at a local level. The People and Culture Board has committed to provide quarterly updates to the Fire and Rescue Authority (FRA).
2. SYFR's People and Culture Board meets quarterly to monthly to monitor progress of the Service's People Strategy and to scrutinise information from the four SYFR committees that report to the Board:
 - Health, Safety & Wellbeing (HSW) Committee
 - Equality, Diversity & Inclusion (EDI) Committee
 - Workforce Planning Committee
 - Workforce Development Committee

SEPTEMBER MEETING UPDATE

3. The Board received a written report from the Health, Safety and Wellbeing Committee meeting in Q2, which is summarised below. The other three committees were meeting after the People and Culture Board so there are no formal updates for Q2.

Health, Safety & Wellbeing Committee:-

4. The Health and Safety team provided a comprehensive update on Health and Safety (H&S) inspections completed at Training and Development Centre, Central Fire Station and Control Room, Lowedges Fire Station, Birley Fire Station and Parkway Fire Station. The main findings related to premises issues such as malfunctioning fixtures and fittings and appliance room doors. It was noted that general housekeeping was good at all locations. Following discussions with crews, it was concluded that most have better awareness of laundry procedures for operational personal protective equipment (PPE) and pool stock, however, there appeared to be limited knowledge and understanding of the new Fire Contaminants, Control, Containment and Cleaning Policy.
5. It was confirmed that the 'Fire Contaminants, Control, Containment and Cleaning Policy' has been published and released to all firefighters. This was communicated via the weekly Bulletin and Station Circulation files. The Health and Safety Team are conducting a service wide H&S inspection programme of which 'Fire Contaminants' forms part of the schedule. Results so far have identified a lack of awareness of the new policy and the procedures contained within it. Therefore it is planned that the Health and Safety Team will produce a series of instructional videos and an education video to accompany the written policy in an attempt to promote greater awareness, understanding and compliance. A Learnpro 'Maintenance of Competence' (MOC) package is almost complete and ready to launch.
6. Occupational Health and Wellbeing referral data was shared to provide an idea of capacity of the team. 183 referrals into the service were recorded between June-August 2023.

7. The data from fitness testing was shared with members. Testing began again in January with 644 tests having completed amongst both wholetime and retained staff. The newly launched rehabilitation provision has been accessible to employees since July and from that date 19 individuals have accessed for treatment with 32 sessions being delivered. It was noted that the most common reason for access was due to back or knee injury followed by calf, ankle and shoulders.
8. Committee members were updated on the success of the Men's Wellbeing event in June where a number of employees were present, both operational and corporate to receive presentations from guest speakers around mental health, gambling, suicide prevention and to celebrate the success of the Walk and Talk 999 initiative one year on. The Wellbeing team are currently organising a similar Women's Wellbeing event in October in support of World Menopause Day and Breast Cancer Awareness Month.
9. Casework (grievances and discipline) statistics and trends and occupational health metrics were presented and discussed. Grievances - two short surveys have been prepared and will be launched very soon: 1) those who have submitted a grievance and are in the process – feedback on how the process has been; 2) the second questionnaire will be when they have been notified of the outcome of their grievance.
10. The Board discussed the small number of issues of dispute with the representative bodies that were being actively worked through.
11. No new risks had been escalated to or identified by the board. Current corporate risks relevant to the board were discussed and mitigating actions updated.
12. The Board noted the update on actions being taken and planned in relation to culture under the new Culture Programme. The Staff Culture Survey had been launched and would be open until 9 October 2023. The independent speak up service was open to all staff and 360 feedback for the Senior Leadership Team was complete.

Programmes & Projects:

13. On Call Programme – the Board received an update report and noted progress on availability and drivers. The Board agreed to close the Effective Use of On Call project as the objectives had been incorporated into other projects within the On Call Programme.
14. Firefighter Maintenance of Competence (MOC) Project - the board received an update report on the project and noted good progress in this work.
15. National Operational Guidance (NOG) Project – the board received a closedown report as all objectives have been met. The Board accepted closedown and thanked all those involved for bringing this to a conclusion and noted that not many Services were in this position.
16. Core Code of Ethics – the Board received a 6-month post-implementation report and noted the good work to embed the code into business as usual work.
17. Culture Programme – the Board received the Project Initiation Document (PID) for the new Culture Programme, which also incorporates the previous Leadership Programme and associated projects. The PID was approved.

18. Leadership and Management Training Project – the Board approved the amended PID for this project, due to the changes to the Leadership Programme and noted progress to date.
19. Leave and Availability Policy Review Project – the Board approved the PID for this new project to review the existing Leave and Availability Policy for operational staff.
20. The Board noted the recently announced plans to changes at Central Headquarters and discussed impact on staff and support in place.

CONTRIBUTION TO OUR ASPIRATIONS

- Be a great place to work-** we will create the right culture, values and behaviours to make this a brilliant place to work that is inclusive for all
- Put people first-** we will spend money carefully, use our resources wisely and collaborate with others to provide the best deal to the communities we serve
- Strive to be the best in everything we do-** we will work with others, make the most of technology and develop leaders to become the very best at what we can be

CONTRIBUTION TO SERVICE IMPROVEMENT

- [HMICFRS Inspection Framework e.g. Diagnostic area and/ or diagnostic questions](#)
- [SYFR Inspection report Areas for Improvement \(AFIs\)](#)
- [Fit for the Future Improvement Objectives](#)
- [Professional Standards for Fire & Rescue Services in England](#)
- [SYFR Service Plan 2023-24 Priorities](#)
- [SYFR Community Risk Management Plan 2021-24](#)

The People and Culture board oversees and scrutinises work that contributes to all of the above.

OPPORTUNITIES FOR COLLABORATION

- Yes
- No

If you have ticked 'Yes' please provide brief details in the box below and include the third party/parties it would involve:

SYFR will work closely with fire and rescue services and other organisations to continuously benchmark against the recommendations and inspection criteria.

CORPORATE RISK ASSESSMENT AND BUSINESS CONTINUITY IMPLICATIONS

21. SYFR need to ensure they have the capacity and capability to implement any recommendations in the SYFR inspection report and continuously improve. There also needs to be the capacity to ensure all the inspection work is completed.

EQUALITY IMPACT ASSESSMENT COMPLETED

Yes

If you have ticked 'Yes' please complete the below comment boxes providing details as follows:

Summary of any Adverse Impacts Identified:	Key Mitigating Actions Proposed and Agreed:

No

N/A

If you have ticked 'No' or 'N/A' please complete the comments box below providing details of why an EqlA is not required/is outstanding:

EqlA's are completed for the different aspects of work, when required, that is overseen by the Board.

HEALTH AND SAFETY RISK ASSESSMENT COMPLETED

Yes

No

N/A

If you have ticked 'No' or 'N/A' please complete the comments box below providing details of why a Health and Safety Risk Assessment is not required/is outstanding:

Risk assessments are completed, when required, for the different aspects of work that is overseen by the board.

SCHEME OF DELEGATION

22. Under the South Yorkshire Fire and Rescue Authority [Scheme of Delegation](#) a decision *is required / *has been approved at Service level.

Delegated Power

Yes
 No

If yes, please complete the comments box indicating under which delegated power.

IMPLICATIONS

23. Consider whether this report has any of the following implications and if so, address them below:., Diversity, Financial, Asset Management, Environmental and Sustainability, Fleet, Communications, ICT, Health and Safety, Data Protection, Collaboration, Legal and Industrial Relations implications have been considered in compiling this report.

List of background documents		
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N/A		
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