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NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - HUMAN RESOURCES COMMITTEE

Date: Friday, 22 January 2016 **Time:** 10.00 am

Venue: Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD

Members are requested to attend the above meeting to be held at the time, place and date mentioned to transact the following business

Clerk to the Nottinghamshire and City of Nottingham Fire and Rescue Authority

AGENDA **Pages**

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTERESTS

3 MINUTES 3 - 8
Minutes of the meeting held on 16 October 2015 (for confirmation).

4 INFORMATION GOVERNANCE MANAGER 9 - 14
Report of the Chief Fire Officer.

5 ESTABLISHMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY DEVELOPMENT OFFICER ROLE 15 - 18
Report of Chief Fire Officer.

6 HUMAN RESOURCES UPDATE 19 - 30
Report of the Chief Fire Officer.

7 EXCLUSION OF THE PUBLIC
To consider excluding the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local

Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by virtue of Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

8 REGRADING OF POSTS 31 - 34

Report of the Chief Fire Officer.

ANY COUNCILLOR WHO IS UNABLE TO ATTEND THE MEETING AND WISHES TO SUBMIT APOLOGIES SHOULD DO SO VIA THE PERSONAL ASSISTANT TO THE CHIEF FIRE OFFICER AT FIRE SERVICES HEADQUARTERS ON 0115 967 0880

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.

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NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD on 16 October 2015 from 10.01am - 11.31am

Membership

Present	Absent
Councillor Neghat Nawaz Khan	Councillor Eunice Campbell
Councillor Mike Pringle	Councillor Michael Payne
Councillor Liz Yates	

Councillor Brian Grocock (Substitute for Councillor Eunice Campbell)
Councillor Darrell Pulk (Substitute for Councillor Michael Payne)

Colleagues, partners and others in attendance:

Wayne Bowcock	-	Deputy Chief Fire Officer
Tracy Crump	-	Head of People and Organisational Development
Gail Armitage	-	Occupational Health Manager
Matt Sismey	-	Equality and Diversity Officer
Catherine Ziane-Pryor	-	Governance Officer

22 APPOINTMENT OF CHAIR FOR THE MEETING

In the absence of Councillor Michael Payne, Councillor Darrel Pulk was appointed Chair for the meeting.

23 APOLOGIES FOR ABSENCE

Councillor Michael Payne (other County Council Business)
Councillor Eunice Campbell (personal)

24 DECLARATIONS OF INTERESTS

None.

25 MINUTES

The minutes of the meeting held on 17 July 2015 were confirmed as a true record and signed by the presiding Chair.

26 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development, presented the detailed report which updates the Committee on the key human resources metrics for the quarter 2 period 1 July to 30 September 2015.

The following points were highlighted:

(a) sickness absence has slightly increased to 4% during quarter 2;

(b) long term absence accounted for 41.5% of absence during this period;

(c) the main reasons for absence continues to be musculo skeletal and mental health issues which is following a national trend;

(d) a breakdown of absence for whole time, non-uniformed and control staff is included in Appendix B to the report but it should be noted that with fewer staff, individual sickness absences can have a larger impact on the statistics;

(e) the peer support programme for colleagues seeking informal mental health support is progressing and the Service is liaising with colleges to secure appropriate training. Following an initial canvas for interest, 15 colleagues have expressed an interest in attending a 5 day course;

(f) the majority of mental health issues appear to originate from personal issues;

(g) resilience training is to be available for managers who wish to attend;

(h) Appendix C to the report provides a ranking chart of how other Authorities are performing with regard to sickness levels. Nottinghamshire ranks 6th with regard to whole time and control staff and 15th for whole time, Control and Support Staff. However, it should be noted that other Services have a different ratio of staff, including retained, who have not been included in the figures and it is not clear exactly how statistics have been interpreted;

(i) a seasonal peak of short term absence is predicted during the winter months but the Service is offering flu jabs to staff this year.(Some fire fighters in other parts of the Country are administering flu jabs to citizens).

Councillors commented:

(j) the Service has made good progress in addressing sickness absence;

(k) the peer support programme is welcomed as sharing and just speaking with people can make a huge difference to mental health and wellbeing;

(l) the small decline in long term absence at the beginning of the year is positive, especially if the trend continues.

RESOLVED to note the report.

27 EQUALITIES PERFORMANCE

Matt Sismey, Equality and Diversity Officer, presented the report which updates the Committee on the Equality and Diversity work undertaken since the last meeting.

The following points were highlighted:

(a) the Service is now ranked as 91 in the top 100 national employers engaged with Stonewall;

(b) the last whole time recruitment campaign took place in 2012 so it has not been possible to try to meet the equality recruitment targets of ethnic minorities and women when there aren't posts to recruit to;

(c) it is far more difficult to attract ethnic minority applicants to some retained recruitments due to the make-up of the local communities within the required travelling time of the stations;

(d) the requirement to be fit, mobile and strong does limit the recruitment of citizens with disabilities as firefighters which is currently 0.9%. The reduction in office based staff has reduced the need for recruitment, but for non-uniformed roles, disability is 7.2%. Existing employees and new applicants are encouraged to report any disabilities, including dyslexia, and mental health issues;

(e) local stations will be asked to use local knowledge to try and engage the local community, with specific focus on minority groups and women, but expectations must be managed;

(f) work continues to improve engagement with LGBT communities with more than 40 people expressing an interest and with a further event to be held at the Retford Fire Station;

(g) the Service is active in promoting the 'Future Leaders' programme;

(h) 39% of the workforce are aged 45-60 years old, future planning is taking place in preparation of staff leaving the Service although age is relative and overridden by fitness;

(i) fitness is vital and all operative staff are required to achieve a fitness level of 42. Were staff to fail, the Service works with them to regain and maintain the fitness level;

(j) although there is no requirement for employees to retire at a specific age, very few decide to continue working beyond the pensionable age with currently

approximately 27 people per year leaving the Service, including for health and disability reasons;

(k) the disability, ethnic and minority targets, which are internally set, need to be revisited.

Members welcomed the paper and the efforts to ensure that employee make-up of the Service represented the communities within Nottinghamshire.

It was suggested that where whole time firefighters retired from or left the Service, it would be beneficial to all parties if retained staff, who are already fully trained, were given the opportunity to apply.

RESOLVED to note the report and agree to receive a revised performance framework for equality by April 2016.

28 ESTABLISHMENT OF SYSTEMS ADMINISTRATOR ROLE

Tracy Crump, Head of People and Organisational Development, presented the report which requested that the Committee consider recommending to the Full Authority that a Systems Administrator post be established within the Human Resources Section.

The establishment of this part-time post, which has been evaluated at Grade 3, has been identified following a review of systems support requirements to ensure that the system infrastructure and data integrity are maintained and that systems can be developed in line with technology and user demands.

RESOLVED to:

(i) support the creation of the post of Systems Administrator (18.5 hours per week);

(ii) recommend that the Full Fire Authority approve the establishment of this post.

29 THE NOTTINGHAM AND NOTTINGHAMSHIRE WELLBEING AT WORK: WORKPLACE HEALTH AWARD SCHEME

Gail Armitage, Occupational Health Manager, presented the report which informs members that the Service has been awarded the ‘bronze level’ of the Nottingham and Nottinghamshire Wellbeing at Work Scheme which is run by Nottinghamshire County Council.

The scheme focuses on five key themes which are:

- substance use/misuse;
- emotional mental wellbeing;
- healthy weight;
- protecting health;
- safety at work.

The Service fully believes that it is operating at the gold standard but the scheme is structured so that organisations provide evidence of their activity, support and promotion in each of the intervention tiers and once successfully completed, advance to the next tier. The plan, implementation and assessment of work focusing in the bronze intervention tier of 'Health promotion and information' took approximately a year. The next intervention tier for silver focuses on 'Enabling and increasing access to local well-being services'.

Involvement of the scheme has helped to highlight some areas of health and wellbeing which the Service could further promote or more widely support using alternative methods. It is also a good tool for benchmarking.

RESOLVED

(1) to note the achievement of the Workplace Health Bronze Award;

(2) for the Chief Fire Officer to arrange for a letter of congratulation to be sent to the Occupational Health Team, on behalf of the Committee, with regard to the work undertaken to promote employee wellbeing and achieve the award.

30 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as defined in paragraphs 1 & 3 of Schedule 12A to the Act.

31 CORPORATE COMMUNICATIONS RESTRUCTURE

Bridget Aherne, Head of Corporate Communications, presented the report which proposes changes to the Corporate Communications Structure.

RESOLVED to approve the recommendations within the report and added to during the meeting.

32 REGRADING OF POSTS

Wayne Bowcock, Deputy Chief Fire Officer, presented the report which, following a job evaluation where the outcome was considered by the Job Evaluation Panel, proposes regrading of posts.

RESOLVED to note the recommendations within the report.

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NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

INFORMATION GOVERNANCE MANAGER

Report of the Chief Fire Officer

Date: 22 January 2016

Purpose of Report:

To seek Member support and recommendation to amend the permanent establishment with the creation of an Information Governance Manager post and the deletion of both the Performance Officer and Evaluation Officer.

CONTACT OFFICER	
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1. BACKGROUND

1.1 The need for greater transparency by public bodies about the services they provide is increasing demand upon the Service in terms of the publication and provision of information.

1.2 In November 2014 the Policy and Strategy Committee paper 'Information Management and Compliance' provided Members with an overview of the measures in place for effective information management to assure transparency and compliance with statutory requirements.

1.3 The report highlighted the increased demand that compliance with relevant regulation, codes of practice and Acts of Parliament is having on the resources of Nottinghamshire Fire and Rescue Service (NFRS).

1.4 In September 2015 the Strategic Leadership Team (SLT) paper 'Information Management' detailed the information management governance structure and processes required to provide a framework for the efficient handling of records and information, risk management and compliance.

1.5 The paper also outlined the Service's approach to ensure that it continues to meet its Information Management and security responsibilities over the short, medium and long term. This included the appointment of an Information Governance Manager.

2. REPORT

2.1 As a public body a range of statutory requirements around information management are placed upon the Authority:

- Freedom of Information Act (2000);
- Publications Scheme;
- Regulation of Investigatory Powers Act (2000);
- Data Protection Act (1998);
- Transparency Code (2014);
- Environmental Regulations Information (2004).

2.2 The Policy and Strategy Committee paper 'Information Management and Compliance' report highlighted the increased demand that compliance with relevant regulation, codes of practice and Acts of Parliament is having on the resources of NFRS. The report also identified that administration time involved in complying with the Acts and schemes is increasing and that there would be a need to build capacity to meet this demand.

2.3 A subsequent audit, carried out by Nottinghamshire County Council in March 2015 identified some areas for development around Information Management (IM).

2.4 It highlighted improvements that NFRS could make to ensure it had a universally understood system in place to maintain the integrity of policies and enforce an appropriate level of accountability for managing policies correctly.

2.5 It is proposed to create a new post of Information Governance Manager, who would be responsible for the purpose and manner in which data is collected, processed, stored, shared and dispensed with. They will support the Service and its staff to ensure compliance with the relevant statutory requirements and have day to day responsibility for the development of the Information Management system.

2.6 The proposed post has been through the job evaluation process and has been set at a Grade 6, it is proposed that two currently vacant posts within the team, Performance Officer and Evaluation officer are converted to fund this new post. By converting those two posts there will be a potential saving of £18,261.

2.7 The SLT has responsibility for the approval of changes to the information strategy relating to Freedom of Information and Data Protection policies, internal communications and records management. A report will be produced by the Senior Information Risk Owner (SIRO) on an annual basis to enable Members to monitor progress and performance on IM. The reporting route will be through the Policy and Strategy Committee.

3. FINANCIAL IMPLICATIONS

Costs including on costs as of 1 April 2016 (assuming 1% increase):

Post	**Costs**
Performance Officer	£24,706 (Grade 4)
Evaluation Officer	£29,104 (Grade 5)
Total:	£53,810
Information Governance Manager:	£35,549 (Grade 6)
Potential Saving:	£18,261

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

4.1 The two posts to be converted are currently vacant so no redundancy or redeployment is proposed.

4.2 Some training and development would be required for the new post holder. Much of this would be “on the job” training but there may be a requirement for some external training. This has been considered as part of the budget planning process.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken as this paper concerns a process rather than a policy

6. CRIME AND DISORDER IMPLICATIONS

There are no known crime and disorder implications arising directly from this report at this stage.

7. LEGAL IMPLICATIONS

There is a requirement to manage information in accordance with regulations and standards, including the Data Protection Act, Freedom of Information Act, Publications Scheme and Transparency Code.

8. RISK MANAGEMENT IMPLICATIONS

8.1 Members will recognise that compliance with statutory legislation is essential. The management and publication of data is complex and will continue to attract interest as part of the desire to increase democratic accountability and public body transparency.

8.2 If the Service fails to adequately manage information gathering, storage and use it risks non-compliance with the legislation covering IM management and governance.

9. RECOMMENDATIONS

It is recommended that Members make recommendation to the Fire Authority to:

9.1 To amend the permanent establishment and create the new post of Information Governance Manager; and

9.2 Delete the posts of Performance Officer and Evaluation Officer.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

ESTABLISHMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY DEVELOPMENT OFFICER ROLE

Report of the Chief Fire Officer

Date: 22 January 2016

Purpose of Report:

To seek approval to increase the permanent establishment with the creation of an ICT Development Officer role.

CONTACT OFFICER

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1. BACKGROUND

1.1 To address the continuing demands and reliance upon the use of technology in the Service, the ICT Department was reviewed in 2012, resulting in a revised structure that supported the objectives of the organisation.

1.2 Core support has been provided to the new human resources system (iTrent) and significant on-going support for the new tri-service mobilising system (Systel). The programmes to roll-out a new telephony system and implementation of a new Microsoft SharePoint 2013 solution are both active and there is a number of other projects that are proposed for the short and medium term.

1.3 Continued demands on ICT have a resulted in the increased use of external consultants to maintain day-to-day capacity. As part of the ongoing functional reviews, this area has been assessed with particular regard to the ability of the organisation to retain the knowledge and resilience within the Service as opposed to the use of consultants.

2. REPORT

2.1 As with all modern organisations Nottinghamshire Fire and Rescue Service (NFRS) utilises an extensive ICT infrastructure, delivered through its ICT strategy. This strategy means additional skills and duties are now continually required of technology professionals, compared with those which have made up the team in 2012 when the ICT structure was last reviewed.

2.2 Resources are consistently required for systems development and maintenance, for example, the tri-service control project, which has seen the use of secondments, fixed term contracts and the use of external consultants to maintain an effective ICT provision and provide technical support across the organisation.

2.3 The ICT Strategy includes the aim to reduce the use of external consultants, however, in order to maintain sufficient development progress within a number of projects, the revenue spend in this area has increased. Rising from £52k in 2012-13 to £93k in 2014-15.

2.4 This reliance upon external support not only sees increases in financial terms, but also a reduction in organisational resilience and knowledge retention. The development workload of the ICT Department is forecasted to continue increasing over the next 12-24 months, with the potential to result in greater reliance on external technical resource, increase in corporate risk and ultimately financial cost.

PROPOSAL

2.5 In order to continue the advancements within ICT that have already been made, the ICT Department needs to be adequately resourced in the areas of technical system development, business analysis and project delivery. This report therefore recommends that an additional post of IT Development Officer is established substantively, from 1 April 2016.

2.6 The proposed change to the ICT structure will enable greater capacity to address demand, reducing the need to engage external consultants for technical knowledge and expertise. The ICT Department will be better positioned to provide technical support on a 24/7 basis and assure the success of future ICT projects, ultimately reducing corporate risk.

2.7 The post will be financed through the reduction of consultancy services and other non-pay budgets within the ICT Department.

3. FINANCIAL IMPLICATIONS

It is proposed that the establishment of an additional ICT Development Officer (Grade 6: £39,555.24 in salary and 'on costs') is financed by savings generated in ICT non-pay budgets.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

4.1 The grading (Grade 6) and duties of this role will be those applied to the existing IT Development Officer role.

4.2 In line with current procedures, this role would initially be open to application from existing employees and then advertised externally should that be required.

5. EQUALITY IMPLICATIONS

An equality impact assessment has not been undertaken as this does not represent a change to policy or service delivery.

6. CRIME AND DISORDER IMPLICATIONS

There are no implications for crime and disorder arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

8.1 The creation of an additional ICT development role will increase organisational resilience through knowledge retention and better support projects by reducing the reliance upon external providers and controlling risk management issues.

8.2 The proposals detailed in this report will also be an enabler for the Service to manage risk that will be presented from the transformation and development of the organisation as it seeks to downsize to operate within its financial context and continue to deliver its Integrated Risk Management Plan.

9. RECOMMENDATIONS

That Members support and recommend to the Fire Authority the creation of an additional ICT Development Officer post with effect from 1 April 2016 to be funded by a virement from non-pay budgets and;

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

HUMAN RESOURCES UPDATE

Report of the Chief Fire Officer

Date: 22 January 2016

Purpose of Report:

To update Members on key Human Resources metrics for the period 1 October – 31 December 2015.

CONTACT OFFICER

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1. BACKGROUND

1.1 As part of its remit, the Human Resources Committee of Nottinghamshire and City of Nottingham Fire and Rescue Authority receives regular updates on Human Resources (HR) issues within the Service. This includes issues such as sickness absence, formal discipline, grievance, health and safety, employment tribunal cases and staffing numbers. These issues are known as HR metrics.

1.2 Reports are on a quarterly basis and allow the Human Resources Committee to keep informed of ongoing issues and offer their guidance and scrutiny.

2. REPORT

HR METRICS - SICKNESS ABSENCE

2.1 The following represents absence figures for Quarter 3: 1 October to 31 December 2015

2.2 Target absence figures for 2015/16 are:

Wholetime & Control: 6 days per person
Non-Uniformed: 7 days per person
Whole Workforce: 6.25 days per person
(the average is affected by the numbers of employees in each work group and the average work shift)

Total Workforce

Absence	Quarter 3 1 October – 31 December 2015	Compared with previous quarter	Cumulative total days lost for 15/16	Cumulative average over last 12 months
Total workforce (156 employees have been absent during Q3, excluding retained*)	1564.5 days lost 2.25 days per employee	1476 days lost 1.39 days per employee 6% increase (+88.5 days)	4457 days lost	7.83 days per employee (target 6.25 days)

(*Due to the on-call nature of the Retained Duty System days lost are recorded not shifts)

Across the workforce a total of 1564.5 working days were lost in the third quarter of 2015/16. This is a very slight increase of 88.5 days (+6%) on the previous quarter. This is attributed to the increase support staff absence.

Long term absence equated to 66% of the total absence during this period.

In the comparable period of 2014/15, 1534.5 days were lost to sickness absence. A difference of 30 days (+2%).

Graphical representation of Quarter three sickness can be found in Appendix A and a full period commentary in Appendix B.

National Trends

The Service contributes to the CFOA sickness absence survey, which is undertaken quarterly and allows for comparison between contributing Fire and Rescue Services. Appendix C reflects cumulative national absence trends in the previous two quarters (Q1 and Q2). The table reflects whole workforce figures* in 12ii it shows that the Service, which had an average absence of 4.14 days per employee during the periods, ranked 18 of the 29 Services and was slightly above the sector sickness average of 3.81 days per employee.

National figures reflect an average absence of 7.9 days per employee in the public sector, and 6.6 days per employee in the private sector. Based on 12-month cumulative absence of 7.83 days per employee, the Service is currently just below the public sector average but above the private sector average.

DISCIPLINE, GRIEVANCES ETC

2.3 Over the period 1 October – 31 December 2015:

- Disciplinary: 2
- Grievances: 0
  Harassment and Bullying: 0
  Formal Management Sickness Absence Policy: 0
  Dismissals including ill health retirements: 0
- Redundancy: 3
- Redeployment: 0
- Employment Tribunal cases: 0
- IDRP appeals: 1
- Performance and capability: 0

STAFFING NUMBERS

2.4 During the period 1st October 2015 to 31st December 2015, 14 employees commenced employment. Establishment levels at 31st December 2015 are highlighted below:

	Approved	Actual	Variance
Wholetime	510 (510 FTE)	501 (500.58 full time equivalents)	-9 (-9.4 FTE)
Retained	192 units	257 persons (137.5 units) (includes 55 dual contracts)	- 58 units
Non-Uniformed	171 (160.85 FTE)	159 (147.1fte)	-12 (13.75 FTE)
Fire Control	25 (24.5 FTE)	28 (27.5 FTE)	+3 (3 FTE)

2.5 There have been 23 leavers and 14 starters during this quarter since the last report which has resulted in an actual workforce figure of 945 (this includes 55 dual contractors). Leavers are broken down as follows: 6 whole-time, 8 retained, 0 control and 7 non-uniformed employees and 2 contingency operatives.

The Service currently have 22 contingency operatives.

2.6 As at 31st December 2015 whole-time establishment stood at -9 (-9.4 fte) employees against an establishment of 510 posts. As previously predicted this has addressed the temporary over-establishment referred to in previous reports. The outcomes from the Fire Cover Review and measures proposed to reduce workforce numbers as part of the budget management process are likely to impact upon the number of established posts going forward, and therefore there remains no current plans to recruit to Trainee Fire-fighter roles in the next financial year.

2.7 During the period the Service has appointed to 4 support roles and 10 Retained Trainee Firefighter roles. This takes the total number of new RDS appointment to 34 during 2015.

3. FINANCIAL IMPLICATIONS

3.1 Paragraph 2.4 shows that, with the exception of Control, all sections of the workforce are now under-established. Earlier in the year the number of whole-time employees was above the establishment level so the current position will help to offset the overspends which accrued in the first half of the year.

3.2 The non-uniformed pay budget has been underspending throughout the year due to vacancies held whilst posts have been at risk, and redundancy costs will be partially funded by an earmarked reserve and partially by pay budget savings where employees have left during the year.

3.3 The overall pay budget financial position is reported to the Finance and Resources Committee on a quarterly basis.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The Human Resources implications are set out in the report, and there are no learning and development implications.

5. EQUALITIES IMPLICATIONS

As this review does not impact upon policy or service function, no equality impact has been undertaken.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

A regular reporting system on the management of HR ensures that the Service and the Authority are aware of any developing workforce issues.

9. RECOMMENDATIONS

That Members endorse the report.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

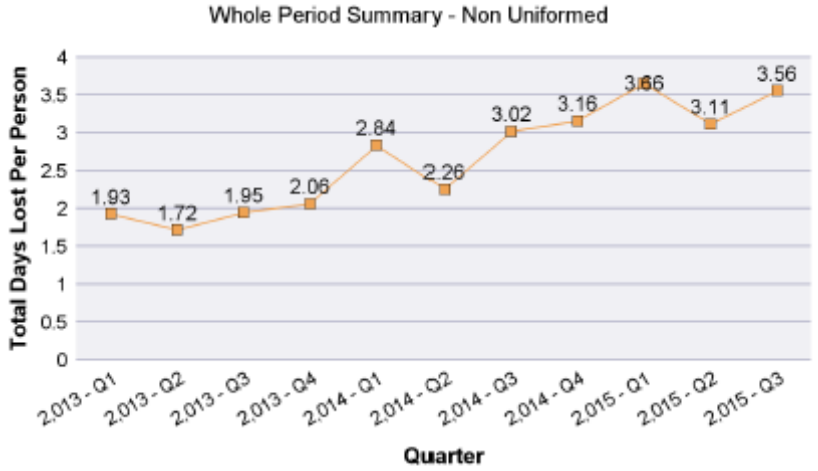
John Buckley
CHIEF FIRE OFFICER

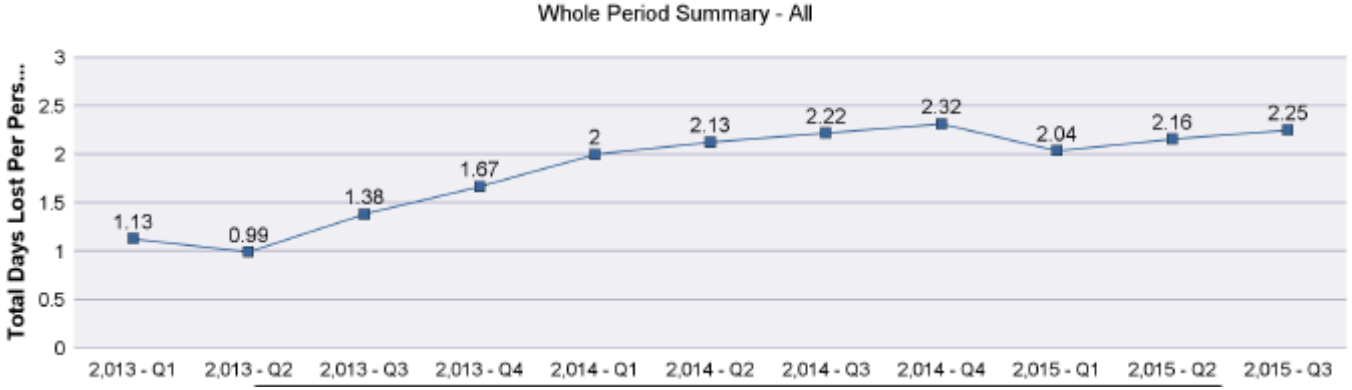
APPENDIX A

Appendix - Reporting Period: 01/04/2013 to 31/12/2015

Quarter Breakdown by Month	October		November		December	
	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost
Non Uniformed	1.11	184.5	1.09	181.5	1.35	224.5
Wholetime & Control	0.58	308.0	0.70	372.5	0.55	293.5
Sum:	0.71	492.5	0.8	554.0	0.75	518.0

Current Q vs Previous Q	2,015 - Q2		2,015 - Q3	
	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost
Non Uniformed	3.11	517	3.56	590.5
Wholetime & Control	1.86	983.5	1.84	974
Sum:	2.16	1,500.5	2.25	1,564.5





APPENDIX B

Wholetime employees

Absence	Quarter 3 Oct - Dec	Compared with previous quarter	Cumulative total days lost for 15/16	Cumulative average over last 12 months
Wholetime	915 days lost 1.83 days per employee	921.5 days lost 1.81 days per employee 0.1% decrease (-6.5 days)	2641 days lost	7.22 days per employee (target 6 days)

In total 915 working days were lost due to sickness during quarter two. Of this, 576 days were lost to long-term absence (28+ days absence) and 339 days were lost due to short term absence. This represents a decrease of 6.5 days (-0.1%) when compared to the previous quarter. There has been a 56% increase in long term absence compared to the previous quarter.

There are 501 Wholetime personnel, of these 99 individual had sickness absence during this period on 108 separate occasions. 80% of this workgroup had no sickness absence during this quarter.

The average absence per employee was 1.83 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

There were 71 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 39 of which were classified as long term sickness. At the end of the period 42 employees had returned to work. There is one person who has been absent for more than 6 months.

Reasons for absence

The top reasons for absence in this work group were musculo skeletal (387 shifts) and mental health (185 shifts) both of these were prevalent reasons in both short and long term absences. Respiratory absences were also within the top five reasons for short term absences as would be anticipated at this time of year.

Short Term Absences

Absence Reason	Unique Absence Count	Days Lost
Musculo Skeletal - Lower Limb	13	198
Mental Health - Stress	4	126
Cause Known, but not specified	11	98
Musculo Skeletal - Shoulder	4	90
Mental Health - Depression	1	59
Respiratory - Chest Infection	9	54
Musculo Skeletal - Upper Limb	2	53
Musculo Skeletal - Back	12	46
Gastro-Intestinal	22	44
Respiratory - Cold/Cough/Influenza	12	38

Absence Reason	Unique Absence Count	Days Lost
Musculo Skeletal - Lower Limb	9	50
Musculo Skeletal - Back	12	46
Gastro-Intestinal	22	44
Respiratory - Cold/Cough/Influenza	12	38
Cause Known, but not specified	9	34
Respiratory - Chest Infection	8	31
Mental Health - Stress	2	14
Genitourinary/Gynecological/Reproductiv	1	12
Unknown causes, not specified	1	11
Ear, Nose, Throat	3	10
Musculo Skeletal - Shoulder	2	10

Long Term Absences

Absence Reason	Unique Absence Count	Days Lost
Musculo Skeletal - Lower Limb	4	148
Mental Health - Stress	2	112
Musculo Skeletal - Shoulder	2	80
Cause Known, but not specified	2	64
Mental Health - Depression	1	59
Musculo Skeletal - Upper Limb	1	44
Other known causes (not specified in lis	1	30
Respiratory - Chest Infection	1	23
Ear, Nose, Throat	1	16

Retained employees

Absence	Quarter 3 Oct - Dec	Compared with previous quarter	Cumulative non availability (days) during 15/16	Cumulative average over last 12 months
Retained	962 calendar days lost 3.74 calendar days lost per employee	653 calendar days lost 2.61 calendar days per employee 47% increase +309 days)	2514.5 calendar days lost	12.6 days per employee (target 10.5 days)

Due to the on-call nature of the retained duty system, absence levels reflect number of days of non availability rather than total working/shift days lost. Absences are calculated as consecutive calendar days not working time lost.

In Q3, 962 days were unavailable due to sickness, broken down into 769 days of long-term absence (28+ days) and 193 days of short-term absence. This equates to an average of 3.74 “days” of unavailability per employee.

Compared to Q2, when 653 days were lost to sickness absence, this reflects an increase of 309 available days (-47%).

There are 257 retained personnel, of these 35 individual had sickness absence during this period on 36 separate occasions. 86% of this workgroup had no sickness absence during this quarter.

There were 19 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 11 of which were classified as long term sickness. At the end of the period 9 employees had returned to work with 10 still absent. There are two people in this work group who have been absent for more than 6 months.

Reasons for absence
The top reasons for absence in this work group were musculo skeletal (11 occasions), mental health (5 occasions) and gastro-intestinal (4 occasions) all of these were reasons in the top ten of both short and long term absences.

Absence Reason	Unique Absence Count	Days Lost
Mental Health - Depression	3	191
Musculo Skeletal - Shoulder	4	148
Mental Health - Stress	2	102
Gastro-Intestinal	4	100
Musculo Skeletal - Lower Limb	6	97
Cancer and Tumours	1	92
Hospital/Post Operative	1	64
Cause Known, but not specified	3	46
Musculo Skeletal - Other	1	28
Other known causes (not specified in list)	1	27

Short Term Absences

Absence Reason	Unique Absence Count	Days Lost
Musculo Skeletal - Lower Limb	5	51
Musculo Skeletal - Other	1	28
Other known causes (not specified in list)	1	27
Musculo Skeletal - Shoulder	2	19
Respiratory - Cold/Cough/Influenza	3	18
Unknown causes, not specified	1	15
Ear, Nose, Throat	2	13
Virus/Infectious Diseases	2	13
Cause Known, but not specified	2	11
Mental Health - Stress	1	10

Long Term Absences

Absence Reason	Unique Absence Count	Days Lost
Mental Health - Depression	3	191
Musculo Skeletal - Shoulder	2	129
Cancer and Tumours	1	92
Gastro-Intestinal	1	92
Mental Health - Stress	1	92
Hospital/Post Operative	1	64
Musculo Skeletal - Lower Lim	1	46
Cause Known, but not specifi	1	35

Control employees

Absence	Quarter 3 Oct - Dec	Compared with previous quarter	Cumulative total days lost for 15/16	Cumulative average over last 12 months
Control	59 shifts lost 2.1 shifts per employee	36 shifts lost 1.28 shifts per employee 64% increase (+23 days)	100 shifts lost	3.82 shifts per employee (target 6 days)

In total 59 working days were lost due to sickness absence during this quarter. Of this 37 days were lost due to long term absence and 22 days were lost due to short-term absence, at an average of 2.1 days per employee.

This represents an increase of 23 days on the previous quarter. Due to the small number of personnel in Control (28) the absences of a few can impact the figures significantly. 9 different personnel had an absence in this period.

There were 3 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration) during the review period all three people returned to work before the end of the quarter.

Due to the low level of absence, and to protect confidentiality, no analysis has been made of reasons for absence.

Support employees

Absence	Quarter 3 Oct - Dec	Compared with previous quarter	Cumulative total days lost for 15/16	Cumulative average over last 12 months
Non uniformed	590.5 days lost 3.6 days per employee	519 days lost 3.08 days per employee 14% increase (+71.5 days)	1716.5 days lost	13.21 days per employee (target 7 days)

In total 590.5 working days were lost due to sickness absence for non-uniformed personnel during the quarter. This represents an increase of 71.5 days (+14%) on the previous quarter. This breaks down into 421 days due to long term sickness absence (28+ continuous days absent) and 170 working days due to short term absence. This represents an increase (93%) in long term absence and a decrease (-44%) in short term absences.

There are 166 support employees, of these 48 had sickness absences in this period on 59 separate occasions in the reporting period. 71% of this work group had no sickness during this quarter.

The average absence per employee was 3.6 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

There were 16 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 11 of which were classified as long term sickness. At the end of the period 7 employees had returned to work with 9 still absent. There is one person who had been absent for more than 6 months however they have since left the organisation on voluntary redundancy.

Reasons for absence

The main reason for non-uniformed long-term absence was Mental Health issues (5 instances, 138 days) and short term due to Musculo Skeletal (8 occasions) other reasons were unique to small numbers of individuals and therefore are not reported to maintain confidentiality.

Absence Reason	Unique Absence Count	Days Lost
Mental Health - Stress	4	138
Musculo Skeletal - Back	5	85
Pregnancy Related Disorders	1	66
Cause Known, but not specified	8	53
Musculo Skeletal - Lower Limb	5	50
Unknown causes, not specified	3	40
Respiratory - Cold/Cough/Influenza	9	29
Mental Health - Anxiety	2	26
Eye Problems	1	24
Mental Health - Depression	1	22

Short Term Absences

Absence Reason	Unique Absence Count	Days Lost
Musculo Skeletal - Back	4	33
Respiratory - Cold/Cough/Influenza	9	29
Musculo Skeletal - Lower Limb	4	27
Cause Known, but not specified	7	15
Headache/Migraine/Neurological	8	15
Heart, Cardiac and Circulatory Problems	1	11
Virus/Infectious Diseases	1	9
Gastro-Intestinal	4	7
Musculo Skeletal - Other	1	5
Other known causes (not specified in list	2	5

Long Term Absences

Absence Reason	Unique Absence Count	Days Lost
Mental Health - Stress	3	135
Pregnancy Related Disorde	1	66
Musculo Skeletal - Back	1	52
Cause Known, but not spec	1	38
Unknown causes, not spec	1	37
Eye Problems	1	24
Mental Health - Anxiety	1	24
Musculo Skeletal - Lower Li	1	23
Mental Health - Depression	1	22

APPENDIX C

		Actual number of days/shifts lost to sickness	
		BV12i	BV12ii
1	Leicestershire FRS	1.02	1.38
2	Cheshire FRS	1.90	1.65
3	Hereford & Worcester FRS	2.20	2.68
4	Manchester FRS	2.30	2.86
5	Derbyshire FRS	2.90	3.10
6	Staffordshire FRS	2.84	3.12
7	West Midlands FRS	3.24	3.16
8	Tyne & Wear FRS	3.06	3.24
9	Buckinghamshire FRS	3.54	3.26
10	North Yorkshire	3.46	3.33
11	West Yorkshire FRS	3.48	3.48
12	Cleveland Fire Brigade	3.14	3.48
13	Durham FRS	4.13	3.66
14	South Yorkshire FRS	3.85	3.77
15	Northumberland FRS	3.52	3.79
16	East Sussex FRS	4.00	4.05
17	Avon FRS	4.07	4.09
18	Nottinghamshire FRS	3.34	4.14
19	Dorset FRS	4.40	4.22
20	Lincolnshire FRS	3.79	4.38
21	Essex FRS	4.55	4.40
22	Humberside FRS	4.28	4.50
23	Royal Berkshire FRS	4.43	4.53
24	Gloucestershire FRS	3.72	4.57
25	Suffolk FRS	4.22	4.63
26	London Fire Brigade	4.89	4.76
27	Northamptonshire FRS	4.60	4.96
28	Devon & Somerset FRS	4.97	5.02
29	Northern Ireland FRS	5.63	6.23
	Average	***3.64***	***3.81***

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By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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