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

Date: Friday, 1 July 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
To approve the minutes of the meeting on 22 April 2016 | 3 - 6 |
| 4 | HUMAN RESOURCES UPDATE
Report of the Chief Fire Officer | 7 - 14 |
| 5 | 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. | |
| 6 | POST OF ESTATES MANAGER
Report of the Chief Fire Officer | 15 - 34 |

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.

Constitutional Services Officer: *James Welbourn*
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<http://committee.nottinghamcity.gov.uk/ieDocHome.aspx?bcr=1>



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE AND RESCUE AUTHORITY**

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

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood
Lodge, Arnold Nottingham NG5 8PD on 22 April 2016 from 10.03 - 11.12**

Membership

Present

Councillor Michael Payne (Chair)

Councillor Eunice Campbell

Councillor Neghat Nawaz Khan

Councillor Mike Pringle

Councillor Liz Yates

Absent

Councillor Jason Zadrozny

Colleagues, partners and others in attendance:

Wayne Bowcock	- Deputy Chief Fire Officer, NFRS
Tracy Crump	- Head of People and Organisational Development, NFRS
Councillor Brian Grocock	- Observer
Matt Sismey	- Equality and Diversity Officer, NFRS
James Welbourn	- Governance Officer
Councillor Gordon Wheeler	- Observer

42 APOLOGIES FOR ABSENCE

None.

43 DECLARATIONS OF INTERESTS

None.

44 MINUTES

The minutes of the meeting held on 22 January 2016 were confirmed as a true record and signed by the Chair.

45 SHAPING OUR FUTURE - WINTER CONFERENCES AND VALUES UPDATE

Wayne Bowcock, Deputy Chief Fire Officer at Nottinghamshire Fire and Rescue Service introduced a report providing Members with an overview of recent employee engagement activities and Nottinghamshire Fire and Rescue Service's new set of values.

The following points were highlighted:

- (a) the three winter conferences were attended by over 200 staff from a cross section of Nottinghamshire Fire and Rescue (NFRS);
- (b) some members of staff spoke out saying that they had previously felt unable to challenge decisions made by senior members of staff. These members of staff were encouraged to challenge decisions where they felt the need;
- (c) the service's new set of values has now been launched onto the staff intranet;
- (d) part-time staff were underrepresented at the sessions. A specific session organised for part-time staff did not manage to get enough attendees – this session is to be rescheduled for a later date.

RESOLVED to note the content of the report.

46 SHAPING OUR FUTURE - ORGANISATIONAL DEVELOPMENT AND INCLUSION PERFORMANCE MONITORING

Matt Sismey, Equality and Diversity Officer at Nottinghamshire Fire and Rescue Service introduced a report outlining to Members proposals for new reporting arrangements for organisational development, as well as inclusion and equalities activities at the Service.

The following points were highlighted:

- (a) there is an expectation that NFRS meets the public sector equality duty;
- (b) whole-time recruitment has taken place on a 4 to 5 year basis, with 2012 being the last time this took place;
- (c) retained recruitment has increased over the last 12-24 months, but retained recruitment only deals with a small group of people that live or work within 5 minutes of the nearest Fire Station;

- (d) NFRS take in undergraduates and apprentices. There is engagement with young people in both operational and non-operational parts of the service. 2% of the workforce must be formed by apprenticeships.

Currently, turnover of staff in all sections of NFRS is very low;

- (e) historically a positive action campaign has been run before a recruitment drive – a solid action strategy will be required over the next 24 months;
- (f) Worksop Fire and Rescue Station worked really hard on diversity with their cadet scheme – 50% of individuals involved in the process were female.

RESOLVED to:

- (1) congratulate NFRS on their performance on this topic;**
- (2) agree the new reporting arrangements outlined in Paragraph 2.4 of the report.**

47 HUMAN RESOURCES UPDATE

Tracy Crump, Head of People and Organisational Development at Nottinghamshire Fire and Rescue Service updated Members on key Human Resources metrics for the period 1 January – 31 March 2016.

The following points were highlighted:

- (a) there has been a slight reduction in sickness absence recently;
- (b) nationally, mental health issues are top of the agenda;
- (c) information for staff is available on the Occupational health intranet site. The Service trains fitness instructors to maintain fitness levels and help prolong careers;
- (d) NFRS look at all avenues to keep people in work. If the only option for an employee is to be away from work, NFRS maintain regular contact;
- (e) disappointingly targets for sickness absence haven't been met this year, however long-term conditions have played a significant part in this;
- (f) there are different types of support offered for different levels of mental health. Both talking therapy and professional support are available;
- (g) mental health issues affect employees of all ages – there is no pattern amongst reported cases;
- (h) whole time establishment has been reduced from 510-476. 10 posts at Worksop have now been removed.

The 'balancing the budget' review has been completed.

The specialist rescue team review went live in the first week of April, with the second stage due in October. This will allow NFRS to delete 20 posts from the establishment.

RESOLVED to endorse the report.

48 CONVERSION OF POSTS

Wayne Bowcock, Deputy Chief Fire Officer at Nottinghamshire Fire and Rescue Service introduced a report updating Members on the posts which have been re-designated during the period April 2015 – March 2016.

RESOLVED to note the contents of the report.

49 EXCLUSION OF THE PUBLIC

RESOLVED to exclude 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, as defined in paragraphs 1 and 3 of Schedule 12 A to the Act.

50 VOLUNTARY REDUNDANCY APPLICATION

Wayne Bowcock, Deputy Chief Fire Officer at Nottinghamshire Fire and Rescue Service, presented the report on voluntary redundancy applications.

RESOLVED to endorse the recommendations contained within the report.

51 REGRADING OF POSTS

Tracy Crump, Head of People and Organisational Development at Nottinghamshire Fire and Rescue Service, presented the report on regrading of posts.

RESOLVED to note the contents of the report.



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: 01 July 2016

Purpose of Report:

To update Members on key Human Resources metrics for the period 1 April – 30 June 2016.

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 Due to the timing of the HR committee, it has not been possible to report on absence statistics for Quarter One (1 April – 30 June). The figures will therefore be reported to the next committee on 4 November 2016.

DISCIPLINE, GRIEVANCES ETC

- 2.2 Over the period 1 April – 30 June 2016:
 - Disciplinary: 2
 - Grievances: 0
 - Harassment and Bullying: 0
 - Formal Management Sickness Absence Policy: 0
 - Dismissals including ill health retirements: 0
 - Redundancy: 0
 - Redeployment: 0
 - Employment Tribunal cases: 0
 - IDRP appeals: 0
 - Performance and capability: 0

STAFFING NUMBERS

- 2.3 During the period 1 April 2016 to 30 June 2016, 25 employees commenced employment. Establishment levels at 30 June 2016 are highlighted below:

	Approved	Actual	Variance
Wholetime	476 (476 FTE)	483 (482.58 FTE)	+7 (+6.58 FTE)
Retained	192 units	276 (147 units)	- 45 units
Non-Uniformed	171 (160.85 FTE)	156 (145.22 FTE)	-15 (-16.63 FTE)
Fire Control	25 (24.5 FTE)	26 (25.5 FTE)	+1

- 2.4 There have been 21 leavers and 25 starters during this quarter since the last report which has resulted in an actual workforce figure of 941 (this includes * dual contractors). Leavers are broken down as follows: 11 whole-time, 6 retained, and 4 non-uniformed employees.
- 2.5 As at 30 April 2016 whole-time establishment stood at 493 (493.58 fte) employees against an establishment of 476 posts. This reflects a reduction in whole-time posts arising from the report "Adjustments to Service Delivery Provisions", which was approved by the Authority in December 2015. The impact of which is to move from a deficit of 13 posts to a surplus of 7 posts. Based on workforce projections this surplus will reduce through natural turnover through 2016-17, and has been factored into the 2016/17 revenue budget.
- 2.6 During the period the Service has appointed to 5 support roles and 18 Retained Trainee Firefighter roles. This takes the total number of new RDS appointments to 63 during 2015 and 2016.

EQUALITIES MONITORING

- 2.7 As a result of changes to the way that performance monitoring information is reported, the HR Update now contains data relating to workforce profile and recruitment by protected characteristics (as defined in the Equality Act).
- 2.8 The table set out in Appendix A shows the current profile of the workforce by gender, ethnic origin, LGB, disability, age and religion and compares it to the same quarter of 2015 to highlight any changes that have occurred.

- 2.9 **Gender:** On 1 June 2016 women made up 15.01% (133) of all employees, this is a small decrease from 1 June 2015 when women made 15.58% of the workforce. In terms of operational roles, women make up 3.8% (29) of roles within the Whole-time and Retained workforce

There has been a reduction of 19 (11 male, 8 female) employees, from 905 to 886 employees since June 2015. This reduction in female employees is accounted for by the dis-establishment of support roles within the corporate administration team during 2015.

- 2.10 **Ethnic Origin:** On 1 June 2016, employees from BME groups (excluding employees who defined themselves as Irish and White Other) constituted 3.72% (33) of the workforce, compared to 3.76% (34) in June 2015. This reduction is the result of normal turnover.
- 2.11 **Disability:** The number of employees declaring a disability is 34 as of 1 June 2016. This compares to 40 in June 2015. This reduction relates to leavers during the year, or employees re-defining themselves as non-disabled.
- 2.12 **Sexual Orientation:** In comparison to 1 June 2015, those declaring that they are lesbian, gay or bisexual has reduced from 15 people down to 14. Given the reduction in the workforce as a whole, this figure is not disproportionate.
- 2.13 **Age:** The figures show that the largest group is those employees who are aged over 46 -55 years who make up 37.02% of the workforce as of 1 June 2016. This is a slight decrease from 37.35% as at 1 June 2015 and may be accounted for movements between age bands in the period. It is positive to see an increase in those aged below 25 in the workforce, from 36 to 42, as this was an area targeted for improvement. This is mainly accounted for by the increase in RDS Trainee Fire-fighters.

It is interesting to note that 43.3% of the workforce are over 45 years of age. As long-serving operational fire-fighters can retire from age 50 with 25 years' service (under the 1992 Firefighter Pension Scheme), there is potential for a high levels of turnover over the next 5-10 years. The implications of this are addressed in the Service's Workforce Plan, which is reviewed annually and predicts levels of turnover to inform succession planning.

- 2.14 **Religion:** The numbers of employees who identify as being Christian as of 1 June 2016 is 384 (43.34%). 17 (1.92%) employees identify as belonging to other religions and 266 (30.02%) as having no religion.

215 (24.27%) chose not to confirm their religious status.

RECRUITMENT MONITORING

- 2.15 There have been no substantive appointments made during the review period. However, there are currently 5 recruitment processes in train (3 support roles, RDS trainee fire-fighters and whole-time Station Managers)

and the outcomes from these processes will be reported in the next update report.

3. FINANCIAL IMPLICATIONS

The actual numbers of employees compared to the approved establishment, as outlined in paragraph 2.4, has generated some variances against pay budgets which are reported to Members of the Finance and Resources Committee. The Wholetime pay budget is expected to overspend in this financial year, as explained in paragraph 2.6 and Members of the Authority approved an earmarked reserve to support this overspend until such time as natural turnover brings the number of employees down to the establishment level.

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

	30 June 2015			30 June 2016	
Women	141		15.58%	133	15.01%
Men	764		84.42%	753	85%
Total	905		100%	886	100%
Black and Minority Ethnic (BME)	Local comparator 11.2%	34	3.76%	33	3.72%
Ethnicity declaration	93.26			93.9%	
Women in operational roles	29		3.8%	29	3.8%
LGB	National Comparator 6%	15	1.66%	14	1.57%
Sexual orientation declaration	76.2%			79.24%	
Disability	National Comparator 16%	40	4.42%	34	3.84%
Declaration rate overall	99.45%			96.73%	
Age	<25	36	3.98%	42	4.74%
	26-35	231	25.52%	219	24.72%
	36-45	245	27.07%	239	26.98%
	46-55	338	37.35%	328	37.02%
	56-65	52	5.75%	55	6.21%
	+66	2	0.22%	3	.034%
Religion	Christian (all denominations)	378	41.77%	384	43.34%
	Other religions*	22	2.43% 6.73	17	1.92%
	No religion	260	28.73%	266	30.02%
	Not Specified	245	27.07%	215	24.27%

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