NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

AMENDMENTS TO THE PERMANENT ESTABLISHMENT

Report of the Chief Fire Officer

Date: 26 February 2016

Purpose of Report:

To present proposals for amendments to the permanent non-uniformed establishment.

CONTACT OFFICER

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1.	BACKGROUND

At its meeting on 22 January 2016, the Human Resources Committee considered and approved, subject to agreement by the Fire Authority, the establishment of two new posts to address new demands within the Corporate Support and Information and Communications Technology Departments.

2.	REPORT

INFORMATION GOVERNANCE MANAGER

2.1 The requirements of increasing demand on the Service to comply with relevant regulation, codes of practice, and Acts of Parliament were set out in a paper to Policy and Strategy Committee "Information Management and Compliance" in November 2014. This report identified the need to build capacity to meet this demand.

2.2 A subsequent audit, carried out by Nottinghamshire County Council in March 2015, also identified some areas for development around Information Management.

2.3 Following a review of the current structure of the Performance Team , which forms part of the Corporate Support Department, it was proposed that a new post of Information Governance Manager be established with responsibility for data processing, storage, use and dispersal (as required by the Data Protection Act) and for dealing with requests under the Freedom of Information Act.

2.4 This post-holder would be qualified to support and advise the Service to ensure compliance with the relevant statutory requirements and have day to day responsibility for the development of the Information Management system.

2.5 This post would be funded through the deletion of two posts which are currently vacant within the Performance team.

ICT DEVELOPMENT OFFICER

2.6 To meet changing demands on the ICT department, arising from the introduction, maintenance and development of core IT systems, additional resources are required to ensure that the Service has the organisational resilience and knowledge to meet current and future demands in the areas of technical systems development, business analysis and project delivery.

2.7 The proposed change to the ICT establishment will provide greater capacity to address these increasing demands, and reduce the need to engage external consultants.

2.8   This post would be funded by a reduction in the cost of consultancy services and other non-pay budgets within the ICT Department.

3.	FINANCIAL IMPLICATIONS

3.1   The post of Information Governance Manager is £35,549 per annum including on-costs. The savings from the deletion of two vacant posts are £55,559 per annum including on-costs, resulting in an overall saving of £20,010 per annum.

3.2   The post of ICT Development Officer is £35,549 per annum including on-costs and will be financed by savings generated in ICT non-pay budgets.

4.	HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

Both posts have been graded at a Grade 6 following job evaluation, within the salary range £28746-£32778 (not including on-costs).

5.	EQUALITIES 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 crime and disorder implications arising directly from this report.

7.	LEGAL IMPLICATIONS

In relation to the role of Information Governance Manager, 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   Compliance with statutory legislation in relation to data management and transparency is complex and will continue to attract interest as part of the desire to increase democratic accountability and public body transparency. If the Service fails to adequately manage information gathering, storage and use it risks non-compliance with the legislation covering information management and governance.

8.2 Increasing reliance on ICT systems requires the development of internal resources and expertise to develop and maintain system resilience and ensure that key ICT projects are appropriately supported. An over reliance on external consultants risks a loss of corporate knowledge.

9. RECOMMENDATIONS

That Members approve the establishment of the roles of Information Governance Manager and ICT Development Officer.

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

None.

John Buckley
CHIEF FIRE OFFICER