



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: 20 October 2017

Purpose of Report:

To update Members on key Human Resources metrics for the period 1 July – 30 September 2017.

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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 2 of the financial year: 1 July 2017 to 30 September 2017:

Target absence figures for 2017/18 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)

- 2.2 Absence across the workforce, excluding Retained employees, increased by 359.5 days (32.7%) during the review period. A comparative breakdown of figures by employment group are set out in Appendix C. Sickness absence figures have increased in comparison to the same period of 2016 (1069 days) by 390.5 days (+36.5%).

Absence	Quarter 2 1 July – 30th September 2017	Compared with previous quarter	Cumulative total days lost for 17/18	Cumulative average over last 12 months
Total workforce (97 employees have been absent on 104 occasions during Q2, excluding retained*)	1459.5 days lost 2.25 days per employee	1100 days lost 1.68 days per employee 32.7% increase (+359.5 days)	2559.5 days lost	8.3 days per employee (target 6.25 days)

(*Due to the on-call nature of the Retained Duty System, RDS absence is not reflected in the figures. These are shown separately at Appendix C).

2.3 Long term absence equated to 69% of the total absence during this period.

2.4 The main reasons for absence are set out below. The highest number of days lost were due to musculo skeletal, post-operative and mental health issues. The highest number of instances was due to musculo skeletal and mental health issues.

NATIONAL TRENDS

2.5 The Service contributes to the CFOA sickness absence survey, which is undertaken quarterly and allows for comparison between contributing Fire and Rescue Services. Appendix B reflects the national absence trends for 2017-18. The two charts reflect Whole-time and Control (12i) and whole workforce figures* (12ii).

2.6 This shows that for the first quarter in 2017/18 (period ending 30 June 2017):

- (i) Whole-time and Control (12i) the Service ranked 5th of the 30 Services at 1.27 days per employee, and was below the sector sickness average of 1.93 days per employee. The lowest average was 0.98 days and the highest 4.38 days.

- (ii) Whole workforce (12ii) the tables show that the Service, ranked 10th of the 29 Services at 1.65 days per employee, and was below the sector sickness average of 1.95 days per employee in quarter one. The lowest average was 1.02 days and the highest 4.68 days.

DISCIPLINE, GRIEVANCES ETC

2.7 The metrics below summarise key HR information during Quarter 2:

- Disciplinary - 1
- Grievances: - 1
- 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

2.8 During the period 1 July 2017 to 30 September 2017, 8 employees commenced employment. Establishment levels at 30 September are highlighted below:

	Approved	Actual	Variance
Wholetime	471 (471 FTE)	455 (454.1 FTE)	-16 (-16.9 FTE)
Retained	192 units	261 persons (142 units) (Includes 50 dual contracts)	-50 units
Non-Uniformed	165 (155.02 FTE)	165 (153.62 FTE)	-1.4 FTE
Fire Control	25 (24.5 FTE)	28 (27.3 FTE)	+3 (+2.8 FTE)

2.9 There have been 20 leavers and 8 starters since the last report, which has resulted in an actual workforce figure of 909 (this includes 50 dual contractors).

- Leavers are broken down as follows: 6 Whole-time, 6 Retained, and 8 support roles.
- The numbers of Contingency Operatives stands at 20, reflecting 1 leaver during the period.

2.10 As at 30 September 2017 whole-time establishment stood at 455 operational personnel (454.1 fte) employees against an establishment of 471 posts.

2.11 During the period the Service has appointed to 7 Support roles.

3. FINANCIAL IMPLICATIONS

The Authority's pay budgets cover the cost of the workforce, and these include budgets for overtime to cover sickness absence where operational cover is affected. The actual numbers of employees in post compared to the establishment can cause budgetary variances and these are reported to the Finance and Resources Committee.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The human resources and learning and development implications are set out in the report.

5. EQUALITIES IMPLICATIONS

As this review does not impact upon policy or service delivery, no equality impact has been undertaken. However, equality monitoring information is contained within the body of the report.

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. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report.

10. RECOMMENDATIONS

That Members endorse the report.

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

None.

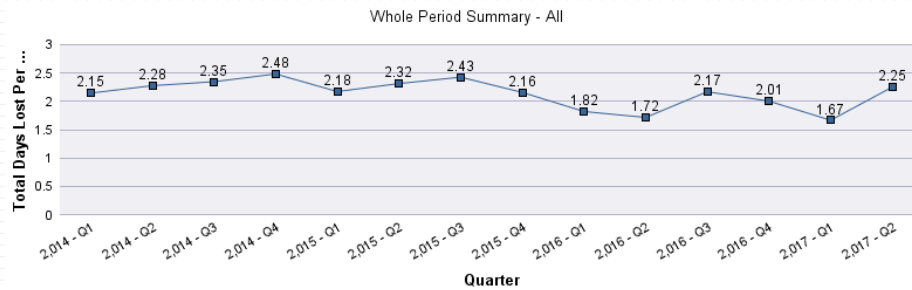
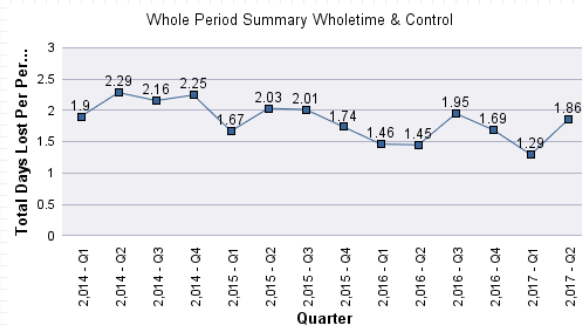
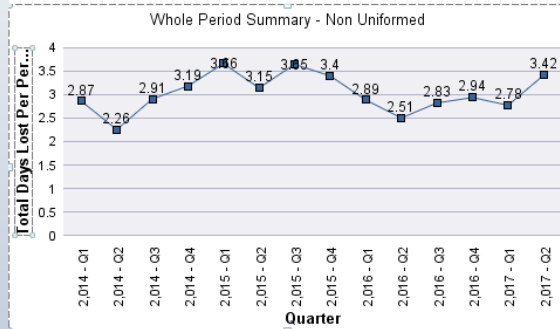
John Buckley
CHIEF FIRE OFFICER

APPENDIX A

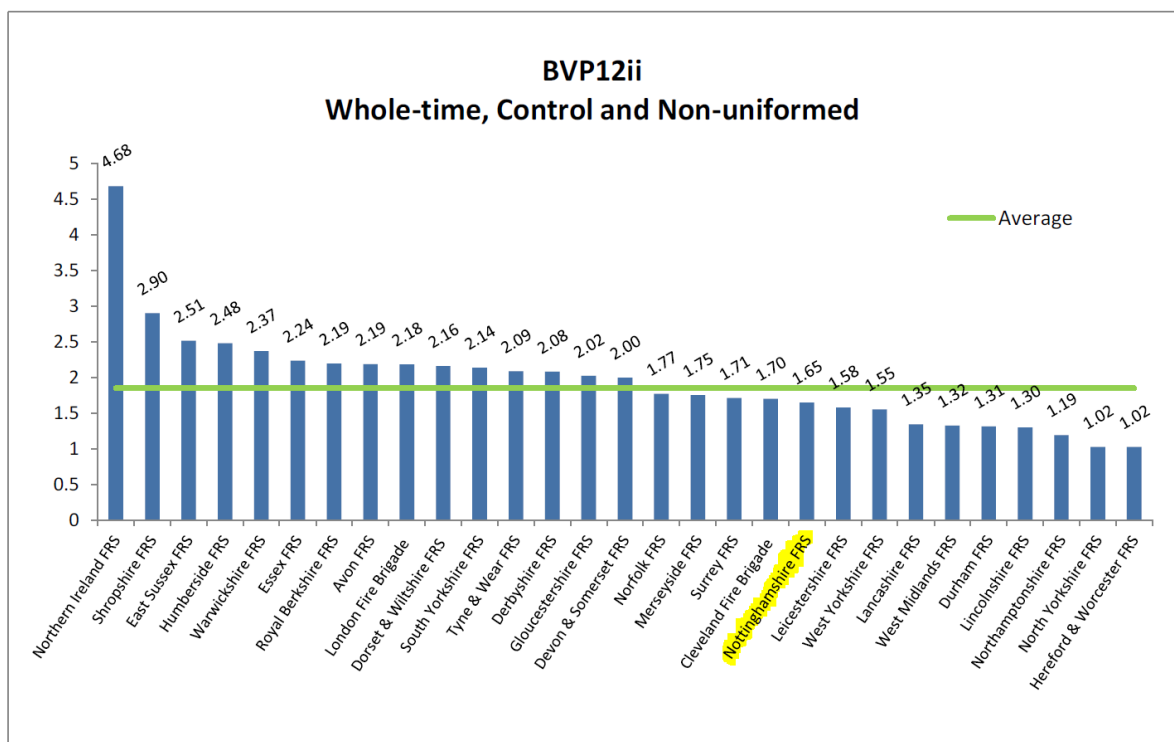
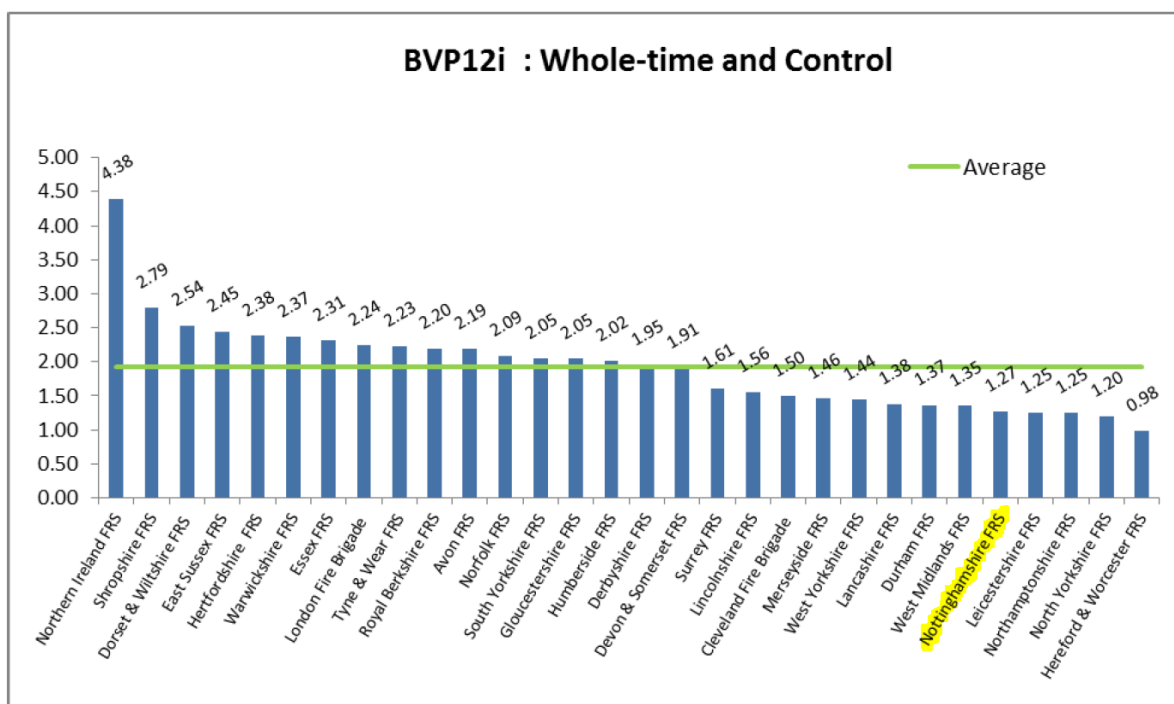
Appendix - Reporting Period: 01/04/2014 to 30/09/2017

Quarter Breakdown by Month	July		August		September	
	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	1.09	179.5	1.03	169.0	1.29	212.0
Wholetime & Control	0.50	243.0	0.60	292.0	0.75	363.0
Sum:	0.65	422.5	0.71	461.0	0.89	575.0

Current Q vs Previous Q	2,017 - Q1		2,017 - Q2	
	Days Lost Per Person	Total Working Days Lost	Days Lost Per Person	Total Working Days Lost
Non Uniformed	2.78	455.5	3.42	560.5
Wholetime & Control	1.29	625	1.86	898
Sum:	1.67	1,080.5	2.25	1,458.5



National absence data 17/18 (CFOA survey)



APPENDIX C

Wholetime employees

In total 883 working days were lost due to sickness during quarter one. Of this, 638 days were lost to long-term absence (28+ days absence) and 245 days were lost due to short term absence. This represents an increase of 276 days (45.5%) when compared to the previous quarter.

The average absence per employee was 1.9 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

72% of sickness absence was due to long term absence i.e. longer than 28 days in duration. There were 37 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 21 of which were classified as long term sickness. At the end of the period 15 employees had returned to work with 22 still absent.

Reasons for absence

The main reasons for absence in this work group were due to Musculo Skeletal reasons (27 instances, 300 days) and Mental Health (7 instances, 182 days).

The main long term absence reasons were Musculo Skeletal (8 instances, 209 days).

<u>Wholetime</u>			<u>Short Term Absences</u>			<u>Long Term Absences</u>		
Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	27	300	Musculo Skeletal	19	91	Musculo Skeletal	8	209
Mental Health	5	151	Unknown causes, not specified	8	30	Mental Health	3	129
Hospital/Post Operative	6	113	Hospital/Post Operative	3	28	Hospital/Post Operative	3	85
Pregnancy Related Disorders	1	65	Mental Health	2	22	Pregnancy Related Disorders	1	65
Unknown causes, not specified	9	50	Respiratory - Cold/Cough/Influenza	5	20	Cancer and Tumours	1	45
Cancer and Tumours	1	45	Gastro-Intestinal	9	19	Anxiety/Depression	1	37
Anxiety/Depression	1	37	Virus/Infectious Diseases	5	12	Mental Health - Other	2	31
Mental Health - Other	2	31	Respiratory - Chest Infection	2	8	Unknown causes, not specified	1	20
Respiratory - Cold/Cough/Influenza	5	20	Bereavement	1	5	not categorised	1	17
Gastro-Intestinal	9	19	Eye Problems	2	4			

Retained employees

Attendance for on-call fire-fighters does not reflect shifts lost as they do not have standard working hours, instead it reflects calendar days lost e.g. availability to attend incidents or training periods and absence is predicated over a 7-day availability pattern (compared to 4 days for whole-time employees).

In Q2, 719.5 days were unavailable due to sickness, broken down into 527 days of long-term absence (28+ days) and 192.5 days of short-term absence. This equates to an average of 2.7 "days" of unavailability per employee.

Compared to the previous quarter when 503 days were lost to sickness absence, this reflects a decrease of 216.5 available days (43%).

There were 17 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 9 of which were classified as long term sickness. At the end of the period 11 employees had returned to work with 6 still absent.

Reasons for absence

The main reasons for absence in this work group were Musculo Skeletal reasons (11 instances, 245 days) and Hospital / post-operative reasons (4 instances, 161 days lost).

The main long term absence reasons were Musculo Skeletal (4 instances, 197 days).

Retained			Short Term Absences			Long Term Absences		
Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost
Musculo Skeletal	11	245	Hospital/Post Operative	3	68.5	Musculo Skeletal	4	197
Hospital/Post Operative	4	161	Musculo Skeletal	7	48	Other known causes (not specified in list)	2	111
Other known causes (not specified in list)	4	131	Mental Health	1	25	Hospital/Post Operative	1	92
Mental Health	2	117	Gastro-Intestinal	5	21	Mental Health	1	92
Gastro-Intestinal	6	56	Other known causes (not specified in list)	2	20	Gastro-Intestinal	1	35
Respiratory - Chest Infection	1	5	Respiratory - Chest Infection	1	5			
Virus/Infectious Diseases	1	3	Virus/Infectious Diseases	1	3			
Eye Problems	1	2	Eye Problems	1	2			

Control employees

In total 26 working days were lost due to sickness absence during this quarter. This was all due to short-term absence, at an average of 0.9 days per employee.

This represents a decrease of 15 days (-36.5%) on the previous quarter.

There were 2 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration) during the review period, 1 employee has returned to work and 1 is still absent.

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

Support employees

In total 550.5 working days were lost due to sickness absence for non-uniformed personnel during the quarter. This breaks down into 369 days due to long term sickness absence (28+ continuous days absent) and 181.5 working days due to short term absence. This represents an increase of 99 days (22%) on the previous quarter.

The average absence per employee was 3.36 days lost, which is above the target figure of 1.6 days lost per quarter per employee.

There were 17 periods of absence covered by a Medical Certificate (i.e. absence longer than 8 days in duration), 8 of which were classified as long term sickness. At the end of the period 8 employees had returned to work with 9 still absent.

Reasons for absence

The 2 main reasons for non-uniformed long-term absence were Hospital/Post-operative conditions (3 instances, 154 days lost) and Musculo Skeletal conditions (2 instances, 95 days lost).

The 2 main reasons for non-uniformed short-term absence were Mental Health (4 instances, 35 days lost) and Hospital/Post-operative (4 instances, 28 days lost).

Non Uniformed			Short Term Absences			Long Term Absences		
Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost	Absence Reason - Grouped	Unique Absence Count	Days Lost
Hospital/Post Operative	7	182	Mental Health	4	35	Hospital/Post Operative	3	154
Musculo Skeletal	4	109	Hospital/Post Operative	4	28	Musculo Skeletal	2	95
Mental Health - Other	3	104	Virus/Infectious Diseases	4	28	Mental Health - Other	2	86
Headache/Migraine/Neurological	5	40	Gastro-Intestinal	5	24	Headache/Migraine/Neurological	1	34
Mental Health	4	35	Mental Health - Other	1	18			
Virus/Infectious Diseases	4	28	Unknown causes, not specified	1	18			
Gastro-Intestinal	5	24	Musculo Skeletal	2	14			
Unknown causes, not specified	1	18	Respiratory - Cold/Cough/Influenza	4	7			
Respiratory - Cold/Cough/Influenza	4	7	Headache/Migraine/Neurological	4	6			
Other known causes (not specified in list)	2	3	Other known causes (not specified in list)	2	3			