



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

SHIFT CHANGE REVIEW GROUP MINUTES

Report of the Chief Fire Officer and
Chair of the Shift Change Review Group

Agenda No:

Date: 19 December 2008

Purpose of Report:

To update Members on the progress of shift change implementation.

CONTACT OFFICER

Name : Frank Swann
Chief Fire Officer

Tel : (0115) 967 5896

Email : frank.swann@notts-fire.gov.uk

**Media Enquiries
Contact :** Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

1. BACKGROUND

Nottinghamshire Fire and Rescue Service implemented revised shift patterns with effect from 1 January 2007 following the signing of a collective agreement before the Fire and Rescue Authority on 28 April 2006. To ensure that these revised patterns remained effective and continued to meet the expectations of the public, the Service and its employees, a Shift Change Review Group was established by Policy and Strategy Committee on 22 May 2006. It was agreed that the Review Group would be chaired by the lead opposition spokesperson.

2. REPORT

- 2.1 Regular meetings of the Review Group, chaired by Councillor John Cottee, have continued to take place, and the minutes of meetings held in August and October 2008 are attached to this report as Appendix A for reference. Please note however, that the minutes from the October meeting are yet to be ratified by the Group.
- 2.2 During the course of the group meetings, issues around the finer detail of implementation have been raised by both Management and the Fire Brigades Union, and are being resolved as part of the ongoing process.
- 2.3 The meetings held have been of a positive nature and through careful dialogue the move to a self-rostering concept has been piloted, initially on two stations and the Specialist Rescue Team (SRT) and ultimately four stations and the SRT. These stations have been Newark, West Bridgford, Stockhill and Mansfield.
- 2.4 The self-rostering pilot will cease from midnight on 31 December 2008 and an analysis will be made regarding its operation. The Shift Change Review Group will continue to meet under the Chair of the Lead Opposition Spokesperson.

3. FINANCIAL IMPLICATIONS

There are no specific financial implications arising directly from the shift change itself, although issues such as IT platforms will require financial investment. The Fire and Rescue Authority has previously made arrangements within its budget process to support this.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 As any amendments or developments to the working patterns of operational staff are contractual, there are specific human resources implications that relate to any changes. Local negotiations through the Review Group are ongoing and any changes will be reflected in a revised collective agreement.

- 4.2 With regard to learning and development it is anticipated that the flexibility being developed will lead to improved access to training courses and improved attendance on nominated courses due to less pressure on operational staff.

5. EQUALITY IMPACT ASSESSMENT

The Service's Equality and Diversity Officer, Management and Trade Union are undertaking a full equality impact assessment on the shift change process. This will form the basis of any amendments made, ensuring that the Service's working patterns improve accessibility to all.

6. CRIME AND DISORDER IMPLICATIONS

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

7. LEGAL IMPLICATIONS

There are no legal implications arising directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

The successful transition and implementation of the new shift patterns is key to underpinning the Service's Community Safety ambitions. By effectively maintaining the revised arrangements emerging issues can be addressed and risks removed at any early stage. This ensures that the change process remains an effective and valid process.

9. RECOMMENDATIONS


Members are requested to note the contents of this report and the current developments on the working patterns of wholetime operational staff.

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

- Fire and Rescue Authority Report of 28 April 2006 – Future Service Delivery Arrangements.
- Policy And Strategy Committee Report of 22 May 06 – Task and Finish Group for Shift Change Implementation.

Frank Swann
CHIEF FIRE OFFICER

Councillor John Cottee
CHAIR OF THE SHIFT CHANGE REVIEW GROUP

 <p>NOTTINGHAMSHIRE Fire & Rescue Service <i>Creating Safer Communities</i></p>	<p align="center">SHIFT CHANGE REVIEW GROUP</p> <p align="center">Monday 11 August 2008 Fire & Rescue Service HQ</p>
---	---

Present :	Councillor John Cottee John Buckley Steve Ainley Phil Coates Mark Healy Jo Cooper	Chair Assistant Chief Fire Officer Fire Brigades Union Fire Brigades Union Industrial Relations Officer Notes
Apologies :	Councillor Brian Grocock Frank Swann Andy Cairney Bob Mould	Fire & Rescue Authority Chief Fire Officer Fire Brigades Union Fire Brigades Union

			Action
1		<p>APOLOGIES</p> <p>Apologies were received from Councillor Brian Grocock, Frank Swann, Bob Mould and Andy Cairney.</p>	
2		<p>PREVIOUS MINUTES</p> <p>The minutes of the meeting held on Tuesday 15 July 2008 were considered and agreed as an accurate record, following an amendment to point 4, "It was agreed once this had been clarified a joint statement on where we were on the pilot be released. Management expressed a view that full roll out of self rostering be by 1 January 2009."</p>	
3		<p>MATTERS ARISING</p> <p>Following on from point 5, the PDR completion, Training Plan and Collective Agreement were discussed. SA asked for an update on where these were in terms of completion, JB explained that the deadline for PDR completions was the end of August and the Training Plan would be on track for its usual completion date on 1 October. The Collective Agreement is the main body of work which needs to be completed with both Management and the Union, and dates will be sought after the meeting to do this work. The Chief Fire Officer has asked JB to put together a proposal on the core crewing, which the Union will have sight of previous to the meeting to discuss it. Cllr Cottee will discuss with the Chair of the Authority for a verbal briefing to be given at the next Authority to make Members aware of the present situation and future plans.</p>	ALL

			Action
4		<p>SELF-ROSTERING PILOT : UPDATE</p> <p>JB informed the group that he had visited Stockhill where they were learning to solve their own issues and interpreting the guidance in their own way. Mansfield are progressing with the pilot well, and Newark and West Bridgford continue to do well. West Bridgford have had a larger amount of sickness which has caused some issues, but for the most part these have been dealt with locally.</p>	
5		<p>ANY OTHER BUSINESS</p> <p>None.</p>	
6		<p>DATE OF NEXT MEETING</p> <p>Thursday 2 October, 10:00, SMT Conference Room, Fire Service HQ.</p>	



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

SHIFT CHANGE REVIEW GROUP

Thursday 16 October 2008
Fire & Rescue Service HQ

Present :	Councillor John Cottee Frank Swann John Buckley Steve Ainley Andy Cairney Mark Healy Lea-Anne Abbiss	Chair Chief Fire Officer Assistant Chief Fire Officer Fire Brigades Union Fire Brigades Union Industrial Relations Officer Notes
Apologies :	Councillor Brian Grocock Bob Mould	Fire & Rescue Authority Fire Brigades Union

			Action
1		APOLOGIES Apologies were received from Councillor Brian Grocock and Bob Mould.	
2		PREVIOUS MINUTES The minutes of the meeting held on Monday 11 August 2008 were considered and agreed as an accurate record.	
3		MATTERS ARISING There were no matters arising.	
4		PROGRESS : UPDATE Discussions around self-rostering have been ongoing. Proposed final position from management around the following principles: <ul style="list-style-type: none"> • Each station being self-sustained – proposal had been made around joining stations together which management had took on board and pursued – there will be five clusters of stations. • Shift length – maximum of 12 hours and minimum of 6. Management did accept that for non-ops staff any length of shift below 12 hours was acceptable. • Preserve the minimum of an 11 hour rest period between shifts. 	

			Action
		<ul style="list-style-type: none"> • 2 x 24hr periods of rest in a 7 day cycle is the rule, but if individuals want to cut this to one day then management would accept that position. • Sleep deprivation – management wouldn't want anyone to do more than four consecutive night shifts unless a permanent night worker. • Provision of the right number of staff at stations with the appropriate skills. • Local station/cluster to cover absence up to 28 days – over this and management will put someone in. • Stations to determine their own mechanism of allocation of leave. <p>Additional issues from management's perspective:</p> <ul style="list-style-type: none"> • Sickness – stations to cover own sickness and will be pre-loaded with days off if individuals have to come into work to cover sickness. Sickness across self-rostering based on 3½ shifts per person/84 STAC hours. • Training courses – in terms of recompense for when people are away on training courses, this will be 10 hrs for brigade courses. For those who do residential courses or training days longer than 8hrs – 12hrs will be credited. • Day duty system – to resolve current issues around 9 day fortnights or 4 day weeks. • Timescales – by the end of October need agreed principles in place, in order for management to take to CFA and then manage transition across the organisation into January 2009. <p>In response to the points outlined above, the FBU offered feedback in the following areas:</p> <ul style="list-style-type: none"> • Training courses – a position has not yet been reached where this has been agreed – FBU stated the position of 10hr recompense for training courses is not what they would seek and that when the trial was run a number of suggestions were made around training hours. FBU accepted that management have their stance, but sought compromise to the position of that used in the trial. • 84 STAC hours – FBU believe that 96hrs is more of an adequate reflection. <p>The FBU additionally updated that there was a Brigade Committee meeting scheduled for 23 October when all of the above information will be fed back to their members for discussion.</p>	

			Action
		<p>It was therefore agreed that an updated 'version two' of the Final Service Delivery Proposal document would be provided by management in order to inform those discussions (JB to ensure this occurs today if possible). This document will offer clarity regarding the final formal proposals from management tied in to a 1 January 2009 implementation.</p> <p>This led in to a discussion around potential attendance of management at part of the Brigade Committee on 23 October in order to answer any questions arising. FBU to consider this. Also considered was the potential sequencing of meetings after this date – it was therefore decided to await the outcomes of that meeting before looking into a further meeting of this group.</p>	
5		<p>ANY OTHER BUSINESS</p> <p>There were no other business items outside of those listed on the agenda.</p>	
6		<p>DATE OF NEXT MEETING</p> <p>To be determined – see Item 4 above.</p>	