report

meeting	**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY** **HUMAN RESOURCES COMMITTEE**
date	**7 July 2006** agenda item number

REPORT OF THE CHIEF FIRE OFFICER

HUMAN RESOURCE SERVICE PLAN

1.   PURPOSE OF REPORT

The purpose of this report is to present to the Human Resources Committee for consideration, the work programme for the Human Resources Department.

2.   BACKGROUND

At the meeting of the Human Resources Committee on 7 April 2006, the Committee requested that a work programme for the Human Resources Department be submitted for consideration at its next meeting.

3.   REPORT

3.1   As part of the Service Performance Management Framework, an annual Service Plan is produced by each service area. This plan underpins the 3-year Community Safety Plan and sets out key work areas for the coming year.

3.2   The Service Plans for the Personnel (including Occupational Health and Equalities) and Training & Development teams are attached as Appendices A and B to this report.

3.3   The Service Plan sets out those areas where Human Resources take the lead role in taking forward an aspect of service delivery. It should be noted that there are a number of interdependencies between departments in the delivery of specific objectives under the Community Safety Plan. The Human Resources department plays a major role in the effective delivery of many aspects of each Service Plan, across all functional areas, in addition to those set out in its own annual plan.

4.   FINANCIAL IMPLICATIONS

Budgetary considerations form part of the planning process and are built into the annual budget setting process. The costs of implementing the Service Plan are therefore contained within the existing budget for 2006/07.

5.   PERSONNEL IMPLICATIONS

The nature of the work undertaken within the Human Resources Department means that the delivery of Service Plan objectives has a major impact upon the employment conditions, practices and policies of all Service employees, and subsequently on the effective delivery of the Community Safety Plan.

6. **EQUALITY IMPACT ASSESSMENT**

The Service Plan sets out the key development areas to ensure that the Authority is compliant with its statutory duties, and applies best practice in employment and service delivery, to support the Service Equalities and Fairness Policy.   All aspects of the Service Plan are subject to Equality Impact Assessment.

7. **RISK MANAGEMENT IMPLICATIONS**

The Human Resources Service Plan is aligned to the achievement of the Service Community Safety Plan 2006-09. If the Human Resources department is not able to effectively deliver upon the key areas set out in the Plan, this will impact upon the achievement of organisational priorities. As many of the drivers are linked to statutory changes (ie: in employment law) or to national objectives set out in the National Framework, the Service may also face challenges from employees or from external audit (ie. CPA) if it fails to deliver in these areas.

8. **RECOMMENDATIONS**

6.1   That the Human Resources Committee note the report ;

6.2   That the Human Resources Committee consider how progress on the Service Plan may be monitored and evaluated by the Committee in the future.

9. **BACKGROUND PAPERS FOR INSPECTION**

None.

Paul Woods
CHIEF FIRE OFFICER

CONTACT OFFICER	
Name :	Tracy Crump Personnel Manager
Tel. No :	0115 967 0880
E-mail :	tracy.crump@notts-fire.gov.uk

HUMAN RESOURCES

Name of Project Appointment and Promotion Policy and Procedure	URN – <00000>	Risk Ref. No - <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To produce a comprehensive policy for uniformed appointments and promotions up to and including Area Manager**			**Accountable Person** Personnel Manager		**Start date:** **Completion date:**		

Name of Project Rank to Role	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To implement rank to role job analysis for roles of station manager and above, and specialist non-operation roles**			**Accountable Person** Personnel Manager		**Start date:** **Completion date:**		

Name of Project Age Discrimination	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim Ensure that employment practices and policies meet the requirements of age discrimination legislation (effective from 1st October 2006)			**Accountable Person** Personnel Manager/Equalities Officer		**Start date:** **Completion date:**		

Name of Project Attendance Management	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To implement an effective absence management system to meet absence targets (BVPI 12)**			**Accountable Person** Personnel Manager	**Start date:** **Completion date:**			

Name of Project Age Discrimination	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim Ensure that employment practices and policies meet the requirements of age discrimination legislation (effective from 1st October 2006)			**Accountable Person** Personnel Manager/Equalities Officer	**Start date:** **Completion date:**			

Name of Project Capability Procedure	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To produce a procedure to manage capability issues**			**Accountable Person** Personnel Manager	**Start date:** **Completion date:**			

Name of Project Update Conditions of Service handbook	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To ensure that the C of S Handbook reflects current employment policies/procedures**			Accountable Person Personnel Manager	**Start date:** **Completion date:**			

Name of Project Disability Discrimination Act	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To ensure that all employment policy and practice conforms to the requirements of the DDA 1995**			Accountable Person Personnel Manager/Equalities Officer	**Start date:** **Completion date:**			

Name of Project Implement changes to the Firefighters' Pension Scheme	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To change current procedures to ensure compliance with the changes to the FPS**			Accountable Person Personnel Manager	**Start date:** **Completion date:**			

Name of Project Redeployment Policy	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To revise the existing redeployment policy**			Accountable Person Personnel manager	**Start date:** **Completion date:**			

Name of Project Secondary employment	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To develop and issue a secondary employment policy**			**Accountable Person** Personnel Manager	**Start date:** **Completion date:**			

Name of Project Flexible Working	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To assist in developing new systems of work which promote flexible working**			**Accountable Person** Personnel Manager	**Start date:** **Completion date:**			

Name of Project Stress Management	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To implement a system of stress management**			**Accountable Person**	**Start date:** **Completion date:**			

Name of Project Rehabilitation Policy and procedure	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To develop a comprehensive policy on rehabiitation**			**Accountable Person** OH Advisor	**Start date:** **Completion date:**			

Name of Project First Aid (Headquarters)	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **Co-ordinate first aid provision at HQ**			**Accountable Person** OH Advisor	**Start date:** **Completion date:**			

Name of Project Income generation	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim **To maximise opportunities for income generation**			**Accountable Person** OH Advisor	**Start date:** **Completion date:**			

Name of Project Health Promotion	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med. X	Low
Development Aim **To develop a health promotion strategy and deliver throughout the Service**			**Accountable Person** OH Advisor	**Start date:** **Completion date:**			

Name of Project Smoking cessation	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To provide smoke-stop strategies to support the Non-Smoking Policy**			**Accountable Person** OH Advisor	**Start date:** **Completion date:**			

Name of Project Fitness review	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To undertake an analysis of current fitness standards/practices and produce revised fitness strategy**			Accountable Person OH Advisor/Fitness Officer	Start date: Completion date:			

Name of Project Equality Standards for Local Government	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim Achieve level 2. Target level 3 or above			Accountable Person Equalities Officer	Start date: Completion date:			

Name of Project Positive action (women, minority ethnic communities and disabled persons)	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High X	Med.	Low
Development Aim **To increase applications for operational and non-operational roles from the target groups**			Accountable Person Equalities Officer	Start date: Completion date:			

Name of Project Equal Pay Audit	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim Commence preparatory work for the audit (due during 2007)			Accountable Person Equalities Officer	Start date: Completion date:			

Name of Project Regional Equalities Strategy	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim **Develop a regional equalities strategy in line with the requirements of the FRS National Framework**			**Accountable Person** Equalities Officer	**Start date: 01/04/06** **Completion date: 31/12/06**			

Name of Project Equality Impact Assessments	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim Ensure that the Service audits existing policies and procedures, and develops new policies and procedures, to comply with the legal requirement to undertake equality impact assessments.			**Accountable Person** Equalities Officer	**Start date: 01/04/06** **Completion date: 30/12/06**			

Name of Project Cultural Audit	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim **Undertake a cultural audit, involving staff and the local community, in line with the requirement of the NFS National Framework.**			**Accountable Person** Equalities Officer	**Start date:** **Completion date:**			

Name of Project Equal Pay Audit	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low X
Development Aim Commence preparatory work for the audit (due during 2007)			**Accountable Person** Equalities Officer	**Start date:** **Completion date:**			

HR LEARNING & DEVELOPMENT

Name of Project	URN -	Risk	Link to higher plan / Driver		High	Med.	Low
Assessment & Development Centres – Supervisory and Middle Level	<00000>	Ref. No <00000>	To establish a sustainable approach to core progression and promotion (IPDS IRMP 1&2)	Relative Priority	H		
Development Aim			Accountable Person				
To ensure that all operational employees have the opportunity to access a relevant ADC and that the process is quality assured and sustainable			Learning & Development Manager Personnel Manager	Start date: March 2006 Completion date: 30 September 2006			

Name of Project	URN -	Risk	Link to higher plan / Driver		High	Med.	Low
Development of the co-responding initiative and first responder training and development	<00000>	Ref. No <00000>	Core business and IRMP 1 and 2	Relative Priority	H		
Development Aim			Accountable Person				
To review and encourage all aspects of co-responder and medical training to ensure progress and maintained standards throughout the service			SDC Watch Manager	Start date: May 2006 Completion date: March 2007			

Name of Project	URN -	Risk	Link to higher plan / Driver		High	Med.	Low
Phase Two Personal and Performance Review process	<00000>	Ref. No <00000>	Workforce development strategy and framework document	Relative Priority	H		
Development Aim			Accountable Person				
To establish a Personal and Performance Review process which will enable operational employees to show maintenance of competence but which will also be suitable for non operational employees. Including initial roll out.			Learning & Development Manager	Start date: Continuation from 05/06 Completion date: April 2007			

Name of Project	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low
Middle Managers Development Programme			Workforce Development Strategy/National Learning and Development Strategy and the Framework documents		H		

Development Aim	Accountable Person	Start date: April 2006
To identify and establish a flexible programme of learning to support successful candidate development after the Mid level ADC	Learning & Development Manager SDC Station Manager	Completion date: September 2006

Name of Project	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low
Retained Duty Staff development programme			Workforce Development Strategy/National Learning and Development Strategy and the Framework documents		H		

Development Aim	Accountable Person	Start date: September2006
To establish a means of ensuring that opportunities for learning and development are accessible and achievable for RDS employees	SDC Station Manager	Completion date: September 2007

Name of Project	URN – <00000>	Risk Ref. No - <00000>	Link to higher plan / Driver	Relative Priority	High	Med M	Low
Centre Accreditation			Workforce Development (IPDS)			M	

Development Aim	Accountable Person	Start date
To gain Centre Accreditation for the provision of the Learning and Development NOS and for the Control Staff NOS	SDC Watch Manager Workplace Assessment Co-ordinator	Completion date:

Name of Project	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High	Med.	Low
Planning of Training Following Shift Change implementation			Corporate Business		H		

Development Aim	Accountable Person	Start date: Not yet clear as shift proposals not finalised
To identify and implement a sustainable and effective means of planning learning and development to suit the need of the new shift pattern	Learning & Development Manager SDC Station Manager SDC Watch Manager x2	Completion date:

Name of Project Business Continuity Plan	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver Effective Support Systems, Sound Business Foundation, Supporting Employees	Relative Priority	High H	Med.	Low
Development Aim To write a business continuity plan for the Learning and Development Section of the HR department and to test the plan.			**Accountable Person** Learning & Development Manager Personnel Manager Head of Human Resources	**Start date:** July 2006 **Completion date:** December 2006			

Name of Project New Dimensions Project	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver IRMP	Relative Priority	High H	Med.	Low
Development Aim Ensure Service is trained to crew/respond to incidents with ODPM supplied appliances and equipment			**Accountable Person** Learning & Development Manager SDC Watch Manager	**Start date:** April 2006 **Completion date:** ? 2007			

Name of Project RTC Review	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver	Relative Priority	High H	Med.	Low
Development Aim			**Accountable Person**	**Start date:** April 2006 **Completion date:** March 2007			

Name of Project Electronic Recording of Training and PDR's	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver CPA	Relative Priority	High H	Med.	Low
Development Aim Procurement or development of an electronic means of recording training activity both for use on Station and by Administrators and Managers at Service Development Centre			**Accountable Person** Learning & Development Manager Head of ICT Personnel Manager	**Start date: Carried forward from 04** **Completion date: ?**			

Name of Project Vector Command & Control Training Simulation	URN - <00000>	Risk Ref. No <00000>	Link to higher plan / Driver Community Safety Plan/IPDS	Relative Priority	High	Med. M	Low
Development Aim To procure and implement Vector Command as a viable training aid to simulate command and control scenarios			**Accountable Person** Learning & Development Manager	**Start date:** **Completion date:**			