

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
	<b>HUMAN RESOURCES COMMITTEE</b>	
date	<b>6 October 2006</b>	agenda item number

### REPORT OF THE CHIEF FIRE OFFICER

#### HUMAN RESOURCES ANNUAL SERVICE PLAN

#### 1. PURPOSE OF REPORT

To present Members with information relating to the Human Resources Annual Service Plan.

#### 2. BACKGROUND

2.1 At its meeting on 7 July 2006 the Human Resources Committee received details of the annual service plan objectives for the Personnel and Training Sections. Members asked for further information regarding the prioritisation of items within the plans and a brief position statement for high priority items. This report reviews those items established under the Personnel Service Plan.

2.2 The Service Plan uses the template established by the Service for the presentation of its departmental business plans. This establishes a relative priority for each key success area in the range high, medium, low. This reflects the legislative, organisational and strategic importance of delivering key objectives within a prescribed timescale.

#### 3. REPORT

The high priority items for Human Resources and the drivers for the actions are :

##### 3.1 Age Discrimination (completion date 30/09/06)

To ensure employment practices and policies meet the requirements of age discrimination legislation which become effective from 1 October 2006.

Position Statement : work has been undertaken to amend current employment policies to ensure compliance with age discrimination legislation. This has included the removal of birth and other dates from the standard application forms, amendment of equal opportunity and harassment policies to refer to age as a reason for direct or indirect discrimination, inclusion as part of the service equalities training programme, compulsory retirement provisions removed. Detailed information will be circulated during September and posted on the Service intranet equalities site.

##### 3.2 Rank to Role (completion date 01/11/06)

To implement rank to role job analysis in line with NJC Circular 09/05.

Position Statement : consideration has been given to the process to be applied. Following consultation with Representative Bodies, the job analysis process will commence during September 2006.

### 3.3 Attendance Management (completion date 01/08/06)

To implement an effective absence management system to meet absence targets under BVPI 12.

Position Statement : First Care have been providing an absence monitoring and advisory service since November 2005 ; a commercial tendering process is currently on-going to establish a service provider for the next two year period. The Service has also been active in delivering Attendance Management training to first-line managers to ensure understanding of the attendance management procedure at supervisory management level. Absence levels are monitored and interviews undertaken with employees who meet trigger points, in appropriate cases a review period is applied and managerial action taken. The effect of these measures has been a reduction in absence levels during 2006.

### 3.4 Disability Discrimination Act (completion date 31/03/07)

To ensure that employment policy and practice conforms to the requirements of the Disability Discrimination Act 1995.

Position Statement : work is currently ongoing to develop a Disability in Employment Policy which will be presented to this Committee at a future date. The Personnel Section is managing individual disability issues in relation to recruitment, workplace adjustments, rehabilitation, and return to work as and when they arise.

### 3.5 Implement changes to the Firefighter Pension Scheme (completion date 01/10/06)

To change current procedures to ensure compliance with the amendments to the Firefighter Pension Scheme 1992 and implement the New Firefighter Pension Scheme 2006.

Position Statement : information has been issued to scheme members advising of the changes to the Pension Scheme. Changes to the 1992 scheme have been effected and implemented. Preparation for the implementation of the New Firefighter Pension Scheme is underway.

### 3.6 Stress Management (completion date 31/03/07)

To implement a stress management strategy which identifies work related stress and establishes a system of support and control.

Position Statement : work is underway to establish an integrated stress management plan. Vista, a stress management consultancy, have been tasked with the role based risk assessment process and the development of an education programme for employees and line managers. Generic assessments of non-uniformed roles will begin in September and of uniformed roles in March 2007. The Health and Safety Committee will control this process, ensuring participation of the representative bodies in the process.

### 3.7 Fitness Review (completion date 30/12/06)

To undertake an analysis of current fitness standards/practices and produce revised fitness strategy.

Position Statement : a review of the current fitness regime (which relied on a 3 yearly test of fitness) has proposed a new testing formula based around a yearly on station test. This will include preventative health advice on weight, nutrition, blood pressure etc. This strategy is currently being developed and should be implemented from April 2007. A review of fitness equipment and gyms is currently ongoing.

3.8 Equality Standards for Local Government (completion date 30/09/06)

To achieve level 2, with a target level of 3 or above.

Position Statement : the Equalities Strategy was presented to the Fire & Rescue Authority in September and approved, which means the Authority has achieved level two of the standard. Work is progressing towards level three.

3.9 Positive Action (completion date 1/03/07) –

To increase applications for operational and non-operational roles from target groups (women, minority ethnic communities, disabled persons).

Position Statement : positive action has been ongoing. The Service ran a pilot job preparation course aimed at minority ethnic candidates with Notts Police and Job Centre Plus in March 2006. Following the course two delegates have gained employment with Leicestershire and Nottinghamshire Fire and Rescue Services. The Service has attended various community events over the summer and promoted recruitment, this has resulted in a number of expressions of interest from potential candidates. Positive Action workshops are to be run with Notts Race Equality Council in September, in advance of the pending recruitment campaign. Work in progress to look at regional positive action initiatives as part of regional recruitment in January.

3.10 Cultural Audit (completion date 31/12/06)

Undertake a cultural audit, involving staff and the local community, in line with the requirements of the NFS National Framework.

Position Statement : ORS were commissioned to undertake a survey of all Service staff. This survey has been completed and will form the basis of forum meetings during October. A full report will be considered by the Strategic Management Team at the end of November.

3.11 Regional Equalities Strategy (completion date 04/09/06)

To develop a regional equalities strategy in line with the requirements of the National Framework.

Position Statement : a Regional Equalities Strategy and Action Plan have been completed and were presented to the Regional Management Board on 7 September 2006.

#### **4. FINANCIAL IMPLICATIONS**

Financial implications have been considered as part of the implementation plan for each item and have been incorporated into budget estimates for 2006/07.

#### **5. PERSONNEL IMPLICATIONS**

Personnel implications are included within the body of the report.

**6. EQUALITY IMPACT ASSESSMENT**

Equalities implications have been assessed as part of the implementation plan for each item.

**7, RISK MANAGEMENT IMPLICATIONS**

As many of the priority items are driven by legislative changes, national changes to conditions of service or form part of the delivery of strategic corporate objectives, there is a significant risk to the organisation if the Service fails to deliver within the established timescale.

**8. RECOMMENDATIONS**

That Members note the contents of this report.

**9. BACKGROUND PAPERS FOR INSPECTION**

None.

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