meeting NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM

FIRE & RESCUE AUTHORITY

HUMAN RESOURCES COMMITTEE

date 4 April 2007 agenda item number

REPORT OF THE CHIEF FIRE OFFICER

POLICIES UPDATE

1. PURPOSE OF REPORT

To update Members of the HR Committee on the current status regarding policies within Nottinghamshire Fire & Rescue Service.

2. BACKGROUND

- 2.1 The changing complexity of the workplace requires every organisation to have in place a series of written policies that clearly regulates the relationship between the organisation, its staff and its external environment. Such policies provide a safeguard for the organisation when things go wrong, and provide staff with some certainty about how they can expect to be treated by the organisation and what it expects of them.
- 2.2 At its meeting of 5 January 2007 the Human Resources Committee of Nottinghamshire and City of Nottingham Fire & Rescue Authority asked for an inventory of policies to be presented at its next meeting.

3. REPORT

- 3.1 Nottinghamshire Fire & Rescue Service holds a range of protocols that relate to the employment matters of its staff. These include:
 - The Personnel Handbook (Orange Book);
 - The NJC for Local Authority Fire & Rescue Services: Scheme of Conditions of Service – Sixth Edition (Grey Book);
 - Brigade Orders ;
 - The NJC for Brigade Managers of Fire & Rescue Services, Constitution and Scheme of Conditions of Service, Fifth Edition (Gold Book);
 - JNC for Chief Officers and Local Authorities ;
 - Polices & Procedures.
- 3.2 As part of the recent audit of the HR function, PricewaterhouseCoopers LLP (PwC) identified that some of the Service's policies & procedures required updating. This process had already commenced prior to the PwC audit, however some policies were still in progress.

- 3.3 Whilst the Service has to comply with those Conditions of Service that are nationally devised, there are flexibilities to allow for local interpretation. The issue here is to ensure that such policies are fair and do not detract from any national protocol. Local flexibility also requires agreement with appropriate Trade Unions.
- In addition to these arrangements there are also requirements under other pieces of legislation (eg: Disability Discrimination Act, Race Relations Act etc.) to complete Equality Impact Assessments to ensure that any agreed policies are not discriminatory in any way.
- 3.5 Since the PwC audit, a concerted effort has been implemented to ensure that all the Service's policies are bought up to date. Current actions include:
 - A full review of the Personnel Handbook by the Personnel Manager;
 - An audit of existing policies (attached as Appendix A);
 - A clear process for the application (retrospective and current) of Equality Impact Assessments;
 - The review of all existing policies to bring them into line with an "in house" format, this ensures consistency;
 - A Corporate Risk Assessment of all policies.
- 3.6 Whilst there are implications for the HR Committee to consider, in relation to Service policies, a number of these will relate to non-HR issues. This does not mean that any review can exclude these from the process. This will increase the workload in the short-term but will provide a long-term benefit to the organisation.

4. FINANCIAL IMPLICATIONS

There are no specific financial implications arising from this report. The development and implementation of policies falls within staff duties and therefore does not present any additional costs.

5. PERSONNEL IMPLICATIONS

The development of policies and any subsequent amendments are all subject to consultation with the representative bodies. This means that each revision is subject to a 28 day process of engagement. Those that relate to Personnel issues may also involve some element of negotiation. This does have an impact on the time it will take to complete the revision process.

6. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment is now a standard element of each individual policy. As part of the HR Action Plan the Equalities Officer has been tasked with the development of a process to manage Equality Impact Assessments.

7. RISK MANAGEMENT IMPLICATIONS

Internal policies and procedures provide safeguards for the organisation when things go wrong. They also provide staff with guidance in relation to their employment. Absence of appropriate policies can leave the organisation vulnerable to challenge through employment routes such as grievance and employment tribunal processes.

8. RECOMMENDATIONS

- 8.1 That Members note the current audit of policies attached at Appendix A and the actions being taken to ensure that the Service brings its policies up to date.
- 8.2 That Members receive a regular update on how this work is progressing in particular those policies that have been revised and implemented.
- 9. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS (OTHER THAN THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION)

None.	
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Nottinghamshire Fire and Rescue Service Bestwood Lodge, Arnold Notts NG5 8PD POLICY MONITOR CONSULTATION DATE **EXTERNAL 3000 series** ORIGINAT POL. OR -REVIEW Issue DATE Risk H M L POLICY TITLE LOCATION REPEATED LOCATIO KEY TOPIC/ PURPOSE FORMAT OK? RELATED DOCUMENTS OWNER IF No KNOWN At all times children and young people should be protected from harm or T:\I_IS\Administration Team\Policies and Working With Young People 3001 HR 1.00 1/11/01 exposure to inappropriate behavior. Personnel should also not find themselves Feb-07 NO Procedures\Consultation in positions where they can be accused of acting inappropriately. NFRS has the responsibility under the Management of Health & Safety at Work Regulations 1999 and also under the RIDDOR* Regulations, to have a robust Recording, Reporting and 3002 Part of Written Safety Policy SS 1/5/02 NO Investigation of Events system for recording, reporting and investigating all events. Use electronic means, wherever practicable, enabling our Service to respond Implementing Electronic THIS IS TERMED A REPORT BUT HAS AN T:\ IS\Administration Team\Policies and 3003 IT YES 2002-2003 more closely to the needs of our citizens and to develop closer relationships NO ALLOCATED NUMBER Procedures\Policies Government (IEG) with other organisations to ensure we live in a safer community T:\ IS\Administration Team\Policies and rovides requirements that need to be implemented and maintained as 3004 Data Protection Policy 1.00 IS YES YES (People Nov-06 ОК Procedures\Policies etinulated by the Data Protection Act 1998 Hiring of Rooms & NFRS 3005 wip RJ is Facilities Comments and Complaints T:\ IS\Administration Team\Policies and 3006 IS YES YES (Peop 21/2/05 21/3/05 5/2/05 Feb-07 NO Procedures\Policies Policy T:\ IS\Administration Team\Policies and he Service recognises that local people should be involved in decisions about 3007 Public Engagement Policy 1.00 HR YES YES (People 1/1/00 31/3/05 Mar-07 ОК Procedures\Policies ublic services and policies that affect their lives. ecognise the importance of stable industrial relations, achieved by T:\ IS\Administration Team\Policies and onsultation and negotiation between Nottinghamshire Fire and Rescue 3008 Representative Bodies Policy HR YES 4/4/05 OK Procedures\Policies Service, as employers, and recognised trade unions or staff associations **Electronic Communications** T:\ IS\Administration Team\Policies and To ensure that all employees are fully aware of their responsibilities as regards D NEEDHAM 3009 3.00 IT VES YES (ICT) 21/2/05 21/3/05 25/5/05 Eab 07 ee releated POL & PROC 3009 series docs Policy 3009A T:\I_IS\Administration Team\Policies and Sets out the means for maintaining and enhancing the excellent reputation that D NEEDHAM 3010 Media Relations Policy 2.00 IS YES 31/3/05 Feb-07 Procedures\Policies Nottinghamshire Fire & Rescue Service has with the media To ensure that all users are full aware of their responsibilities as regards the T:\ IS\Administration Team\Policies and 3011 Internet Usage Policy 1.00 IS/IT YES YES (ICT) 9/4/03 7/5/03 10/11/03 Feb-07 ОК correct use of the Nottinghamshire Fire and Rescue Service internet access Procedures\Policies Firesetter Intervention iresetters is a series of intervention programmes offered by Nottinghamshire 3012 SS Programmes, Policy and S:\Firesetters Team Misc\Strategy Fire and Rescue Service for children and young people who have been NO actual policy needs to be produced involved in the lighting of fires Guidance Label but 3013 IS 24/7/03 21/8/03 **External Consultation Policy** WIP WITH COMMS TEAM 3014 ОК The Regulation of o ensure that all employees of the Nottinghamshire and City of Nottingham T:\ IS\Administration Team\Policies and 3015 Investigatory Powers Act 1.00 M ROBERTS COMMS IS Fire Authority are fully aware of responsibilities and procedures as regards to Jan-07 procedures 3005 and 1013 Procedures\Policies he Regulation of Investigatory Powers Act 2000 ('RIPA) within the Brigade. 2000 Policy T:\I_IS\Administration Team\Policies and The Regulation of Giving Of Procedures\Policies\Regulation of 3016 Evidence to other agencies Investigatory Powers Policy & IS Procedures\The Regulation of regarding incidents Investigatory Powers Policy T:\I_IS\Administration Team\Policies and Co-Responding Policy 1.00 D NEEDHAM IS 22/6/06 This policy provides information on NFRS Co-responder Scheme. Jul-07 Procedures\Policies T:\\ IS\Administration Team\Policies and Sets out Nottinghamshire Fire & Rescue Service's commitment to dealing with 3019 Anti-fraud Policy 1.20 EEIN FIN ves (Mone 20/10/04 11/1/05 1/12/04 Feb-07 NO Procedures\Policies allegations of irregularities fraud and corruption **External Communications** 3020 D NEEDHAM Policy 3021

POLICY MONITOR

Nottinghamshire Fire and Rescue Service Bestwood Lodge, Arnold Notts NG5 8PD

	INTERNAL 2000 series		8PD					CONSULTATION DATE										
POL. No	POLICY TITLE	VERSION	LOCATION	REPEATED LOCATION	ORIGINAT OR - OWNER IF KNOWN	HARD COPY IN IS	ON INTRA- NET	Start	Return	Issue DATE	KEY TOPIC/ PURPOSE	EIA RIS	EIA DATE	RA DATE	Risk H M L	REVIEW DATE	FORMAT OK?	RELATED DOCUMENTS/comments
2001	Absence Monitoring	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies2006		HR	YES y	yes (People)			17/1/01						01-07	NO	
2002	Exit Interviews	1.20	T:\I_IS\Administration Team\Policies and Procedures\Consultation		HR	у	yes (people)			1/12/01	If a member of staff decides to leave their post it is important to attempt to determine why.					03-07	NO	need reviewing for PROC V POL
2003	Harassment and Bullying Policy and Guidelines NOT A POLICY Statement only	1.00	T:_IS\Administration Team\Policies and Procedures\Policies	R:\Equalities\Harassment policy	HR	YES y	yes (People)			1/8/02	To provide a clear explanation of the Brigade's position on the issues of harassment and bullying at work					02-07	NO	check data on Ref drive
2005	Stress Reduction Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Consultation		HR					25/6/05	To promote a culture which is conducive to positive working environments and practices; one in which the negative impacts that can often be created by high levels of work pressure can be effectively managed					02-07	NO	
2006	Policy on the Confidential Reporting of Concerns in the Workplace	1.00	T:_IS\Administration Team\Policies and Procedures\Policies		HR	YES y	yes (People)			1/4/03	Outlines the steps staff should take to bring serious situations to the attention of the Service and indicates how matters can be expedited thoroughly, discreetly and in a confidential way.					01-07	NO	
2008	District Team Meeting Attendance Policy and Strategy	2.00	T:_IS\Administration Team\Policies and Procedures\Policies		ss	YES	yes (Ops)			19/4/04	Provides a framework for the compensation of 'off duty' personnel to District Team Meetings.					02-07	ок	
2009																		
2010	Uniformed Personnel Overtime Policy	2.00	T:\I_IS\Administration Team\Policies and Procedures\Policies		HR	YES y	yes (People)			27/5/04	To ensure that staff are fully aware of overtime procedures and responsibilities.					03-07	ок	
2011	Unwanted Fire Signals AFA Response Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies	S:\False Alarm docs\AFA POLICIES	ss	YES	yes (Ops)			10/8/04	To reduce the impact of unwanted calls generated by automatic fire detection systems on service delivery, business and commerce, and the safety of the community.					01-08	ок	
2014	Auxiliary Crewing Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies		ss	YES	yes (Ops)			17/2/05	Provides a framework for the auxiliary crewing of appliances by personnel.			01.03.05		02-07	NO	
2015	Visual Imaging Policy	5.00	T:\I_IS\Administration Team\Policies and Procedures\Policies	D NEEDHAM	IS	YES	yes (ICT)	11/4/05	28/3/05	24/2/05	To contribute to the effective and efficient operation of the Combined Fire Authority and the Service by providing a means of obtaining and processing digital images for use by the Service					03-07	ок	See related POL 2015
2016	Social Clubs Policy	5.00	T:\I_IS\Administration Team\Policies and Procedures\Policies	D NEEDHAM	IS	YES y	yes (People)	11/4/05	6/6/05	31/8/05	Intends to set the parameters within which social clubs may function on Service premises.					03-07	ок	
2017	Partnership Working Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies	N Colton	cs	YES		31/10/05	6/12/06		CURRENTLY 05/10/06 WITH NC FOR FINAL PESTEL BEFORE CONSULTATION.					05-07	ок	Protocol on Partnership Working attached to Policy.
2018	Development& Progression Trainee FF to Watch Managers	1.00	T:_IS\Administration Team\Policies and Procedures\Policies	SDC	HR/SS		,				development of leaders					01-07	no	
2019	Fitness at Work- Alcohol and Substance Misuse Policy	wip	T:_IS\Administration Team\Policies and Procedures\Policies		HR Paul HAIR	YES					Employees who are likely to be called to duty must ensure that they remain fit to carry out their duties at all times they are on call and must not be under the effects of alcohol or other substances.						NO	POLICY NUMBER ALLOCATED
2020	Food Safety Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies		HR	YES y	yes (People)				To ensure that food safety and food hygiene issues are properly managed within fire service premises in Nottinghamshire.			01.10.03		03-07	NO	NO REAL FORMAT
2021	Equality and Fairness at Work Policy Statement		T:\I_IS\Administration Team\Policies and Procedures\Policy Statements	S:\Equalities	HR	YES y	yes (People)				To ensue equality and fairness in employment						NO	STATEMENT NOT A POLICY NEEDS WORK
2022																		
2024	Policy Statement on Harassment and Bullying		T:_IS\Administration Team\Policies and Procedures\Policy Statements	S:\Equalities\Harassment policy	HR	Y	Yes (People)				The Nottinghamshire Fire and Rescue Service is committed to promoting an environment where employees can work without fear of being intimidated, harassed or buillied.						NO	Statement only POLICY REQUIRED
2025	Unwanted Fire Signals, Remotely Monitored Fire Alarm Systems Response Policy	1.00	T:\U_IS\Administration Team\Policies and Procedures\Policies	S:\False Alarm docs\AFA POLICIES	ss		yes (Ops)			1/12/04	Based on the CFOA RMFAS policy which provides a framework for agreement between the protected premises, the fire alarm service provider and the fire and rescue authority with the aim of reducing unwanted fire signals.					06-07	NO	
2026	Anger Management Policy		T:\I_IS\Administration Team\Policies and Procedures\Policies	S:\Prince's Trust	HR						this document needs working upon.						NO	Statement only POLICY REQUIRED
											THIS Procedure is interrolled to support the Service's internal communications							
2029	Internal Communications Policy	1.00	T:\I_IS\Administration Team\Policies and Procedures\Policies	D NEEDHAM	IS				7/10/05		Policy. It will provide a basis for effective and efficient communication within the Information Services Department and also with other departments in the Service. It will provide					10-07	NO	
TS																		