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| 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 ;
- Policies & 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.
- 3.4 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 brought 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.

Frank Swann
DEPUTY CHIEF FIRE OFFICER

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|------------------------|--|
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| POLICY MONITOR | | Nottinghamshire Fire and Rescue Service Bestwood Lodge, Arnold Notts NG5 8PD | | | | | | CONSULTATION DATE | | | | | | | | | | |
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| INTERNAL 2000 series | | | | | | | | | | | | | | | | | | |
| POL. No | POLICY TITLE | VERSION | LOCATION | REPEATED LOCATION | ORIGINATOR - OWNER IF KNOWN | HARD COPY IN IS | ON INTRA-NET | Start | Return | Issue DATE | KEY TOPIC/ PURPOSE | EIA RISK | EIA DATE | RA DATE | Risk H.M.L | REVIEW DATE | FORMAT OK? | RELATED DOCUMENTS/comments |
| 2001 | Absence Monitoring | 1.00 | T:\JIS\Administration Team\Policies and Procedures\Policies2006 | | HR | YES | yes (People) | | | 17/1/01 | | | | | | 01-07 | NO | |
| 2002 | Exit Interviews | 1.20 | T:\JIS\Administration Team\Policies and Procedures\Consultation | | HR | | yes (people) | | | 11/2/01 | 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:\JIS\Administration Team\Policies and Procedures\Policies | R:\Equalities\Harassment policy | HR | YES | 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:\JIS\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:\JIS\Administration Team\Policies and Procedures\Policies | | HR | YES | yes (People) | | | 14/03 | 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:\JIS\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 | OK | |
| 2009 | | | | | | | | | | | | | | | | | | |
| 2010 | Uniformed Personnel Overtime Policy | 2.00 | T:\JIS\Administration Team\Policies and Procedures\Policies | | HR | YES | yes (People) | | | 27/5/04 | To ensure that staff are fully aware of overtime procedures and responsibilities. | | | | | 03-07 | OK | |
| 2011 | Unwanted Fire Signals AFA Response Policy | 1.00 | T:\JIS\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 | OK | |
| 2014 | Auxiliary Crewing Policy | 1.00 | T:\JIS\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:\JIS\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 | OK | See related POL 2015 |
| 2016 | Social Clubs Policy | 5.00 | T:\JIS\Administration Team\Policies and Procedures\Policies | D NEEDHAM | IS | YES | 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 | OK | |
| 2017 | Partnership Working Policy | 1.00 | T:\JIS\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 | OK | Protocol on Partnership Working attached to Policy. |
| 2018 | Development & Progression Trainee FF to Watch Managers | 1.00 | T:\JIS\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:\JIS\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:\JIS\Administration Team\Policies and Procedures\Policies | | HR | YES | 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:\JIS\Administration Team\Policies and Procedures\Policy Statements | S:\Equalities | HR | YES | yes (People) | | | | To ensure equality and fairness in employment | | | | | | NO | STATEMENT NOT A POLICY NEEDS WORK |
| 2022 | | | | | | | | | | | | | | | | | | |
| 2024 | Policy Statement on Harassment and Bullying | | T:\JIS\Administration Team\Policies and Procedures\Policy Statements | S:\Equalities\Harassment policy | HR | | 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 bullied. | | | | | | NO | Statement only POLICY REQUIRED |
| 2025 | Unwanted Fire Signals, Remotely Monitored Fire Alarm Systems Response Policy | 1.00 | T:\JIS\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:\JIS\Administration Team\Policies and Procedures\Policies | S:\Prince's Trust | HR | | | | | | this document needs working upon. | | | | | | NO | Statement only POLICY REQUIRED |
| 2029 | Internal Communications Policy | 1.00 | T:\JIS\Administration Team\Policies and Procedures\Policies | D NEEDHAM | IS | | | | | 7/10/05 | This Procedure is intended to support the Service's Internal Communications 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 also... | | | | | 10-07 | NO | |

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