



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority  
Human Resources Committee

# CONVERSION OF POSTS

Report of the Chief Fire Officer

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**Agenda Item No:**

**Date:** 09 January 2009

**Purpose of Report:**

To update Members on the posts which have been re-designated during the period January – December 2008.

## CONTACT OFFICER

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Chief Fire Officer

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## **1. BACKGROUND**

- 1.1 To ensure that Nottinghamshire Fire and Rescue Service remains best placed to meet the challenges of continued service delivery, a review of all posts when they become vacant is carried out to ensure suitability for the Service. This process applies to both uniformed and non-uniformed roles.
- 1.2 At its meeting of 16 December 2005 the Nottinghamshire and City of Nottingham Fire Authority approved the delegation of the task to the Chief Fire Officer with the caveat that a report was brought to the Authority on an annual basis, updating on post changes that have been implemented.

## **2. REPORT**

- 2.1 During the period January to December 2008 there were no posts converted across the Service.
- 2.2 The monitoring of this area of work will continue, as previously established, and be reported to the Human Resources Committee on an annual basis. Conversion of posts will be undertaken in line with the procedure detailed in the Service Conversion of Posts Policy.
- 2.3 In respect of those posts that have the potential to be changed from uniform to non-uniform roles the job description and person specification would be reviewed. The post would be evaluated by the Joint NJC Evaluation Panel. Likewise these posts considered for conversion from non-uniformed to uniformed will be taken through a role evaluation process based on the Rank to Role methodology.

## **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

## **4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS**

There are no human resources or learning and development implications arising from this report.

## **5. EQUALITY IMPACT ASSESSMENT**

The initial equality impact assessment is attached at Appendix A, which has identified there are no equalities issues arising from this report.

## **6. CRIME AND DISORDER IMPLICATIONS**

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

## **7. LEGAL IMPLICATIONS**

There are no legal implications arising from this report.

## **8. RISK MANAGEMENT IMPLICATIONS**

The ability to convert posts allows the senior managers of Nottinghamshire Fire and Rescue Service to align their workforce to the challenges that the organisation faces. Failure to do this could leave the Service short in areas of need and unable to respond accordingly.

## **9. RECOMMENDATIONS**

That Members note the contents of this report.

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

None.

Frank Swann  
**CHIEF FIRE OFFICER**

### Initial Equality Impact Assessment Questionnaire

This questionnaire will enable you to decide whether or not the new or proposed policy or service needs to go through a full Equality Impact Assessment.

Title of policy or service		<b>Conversion of Posts</b>				
Name of Employee completing assessment: <b>Frank Swann</b>			Department and Section: <b>Strategic Management Suite</b>			
1. State the purpose and aims of the policy or service. <b>To update Members on the posts which have been re-designated during the period January – December 2008.</b>						
2. Who is responsible for implementing it? <b>The Chief Fire Officer.</b>						
3. Who is likely to be disproportionately affected by the proposal? People from which of the equality strands? (please tick)						
Age	Disability	Family Status	Gender	Race	Sexual Orientation	Religion or Belief
4. If no boxes are ticked – there is no need to continue the EIA						