



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

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

FIRE PROTECTION POSTS

Report of the Chief Fire Officer

Agenda Item No:

Date: 09 January 2009

Purpose of Report:

To seek approval from Members for the establishment of the posts of Community Fire Risk Management Information System (CFRMIS) Co-ordinator and Fire Protection Co-ordinator.

CONTACT OFFICER

Name : John Buckley
Assistant Chief Fire Officer

Tel : 0115 967 0880

Email : john.buckley@notts-fire.gov.uk

Media Enquiries Contact : Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

1. BACKGROUND

The introduction of the new Fire Safety Order (FSO) in 2005 required changes to be made to the way in which the Service discharged its responsibilities within the new legislation. This involved a departmental restructure to align resources to meet the anticipated needs. It was envisaged that refinement of this structure would be required as and when the full implications of the new and working practices were more fully understood. Additionally, the final outcomes of 'rank to role' and 'job sizing' have had an impact on current grades within the department, and this report details proposals to ensure the department is fit for purpose, now and for the future.

2. REPORT

STRUCTURE

- 2.1 As a result of a review undertaken by the Area Manager for Fire Protection, a revised structure for the department was agreed with the Strategic Management Team (SMT), and subsequently endorsed by the Community Safety Committee at their meeting on 31 October 2009. The new structure will provide greater capacity within the department by creating an appropriate managerial structure. It will also ensure that the correct skills are in place.
- 2.2 The roles agreed within the Fire Protection Department are listed below, and presented as a structural chart attached at Appendix A:
- 1 x Area Manager
 - 1 x Group Manager
 - 6 x Station Managers – 5 Flexi-Duty and 1 Day Duty
 - 14 x Watch Managers
 - 4 x Fire Safety Audit Officers (Grade 4)
 - 1 x CFRMIS Co-ordinator (estimated Grade 4) – new role
 - 1 x Fire Protection Co-ordinator (estimated Grade 2/3) – new role

NEW ROLES

Community Fire Risk Management Information System (CFRMIS) Co-ordinator

- 2.3 CFRMIS is a database containing information regarding all of the Service's community safety, fire protection and firefighter safety data. It also serves to greatly assist the Integrated Risk Management Planning (IRMP) processes and target resources to those most at need in the community. A critical element of the success of the CFRMIS system will be how the Authority maintains and provides ongoing support to the Authority's risk critical premises management information system.
- 2.4 The implementation of CFRMIS has been through a project team consisting of a Station Manager and a secondment from the ICT department. Now the implementation is complete, and the secondee is to return, it is clear that a

post dedicated to the use of CFRMIS is required. This post will complete the following tasks for both Fire Protection and Community Safety Departments:

- Represent Nottinghamshire Fire and Rescue Service on the national CFRMIS users group;
- Clean, validate and manage data;
- Analyses data and generate reports;
- Write system reports;
- Annual returns;
- Initial and ongoing training of all system users including Fire Protection Officers, Community Safety Advocates, District Administrators and Community Safety Headquarters team;
- Assist in the implementation and ongoing maintenance of mobile working.

2.5 This new post is expected to be around Grade 4 (max £28,126 including on costs) which will be funded from the cashable efficiencies generated from the conversion of the Watch Manager posts to Fire Safety Audit Officers.

Fire Protection Co-ordinator

2.6 There are a number of different elements within the Fire Protection Department which require some specialist skills and enhanced co-ordination. This particularly relates to the collation of unwanted fire signals (UWFS) data, reporting and interaction with relevant stakeholders, and it is proposed to establish a role for the day to day co-ordination of this function. The role will also help to provide specialist CFRMIS resilience and co-ordinate other elements relating to data and statistical reporting, and assist with report generation and collation of inspection outcomes.

2.7 The Fire Safety advice (phone) line is a one stop shop facility for persons within non domestic premises, to enable them receive technical fire safety support and advice, and this role will be the first point of contact for those callers. The Internet and Intranet are also key forms of advice for both staff and responsible persons. This role will ensure the content offered is both relevant and up to date. Stakeholder involvement forms a key aspect of Fire Protection strategy and this role will support and facilitate key stakeholder relationships.

2.8 This new post is expected to be graded around Grade 2 or 3 (max £21,001 or £22,599 including on costs). The funding for this post will be generated by the re-designation of the District Administrator role (currently filled by a temporary appointment) when Beeston and Dunkirk Fire stations merge to create Highfields. This creates a reportable efficiency saving of £28,126, and an actual cashable saving of £7,125 or £5,527, dependant on the final grade for the new post.

3. FINANCIAL IMPLICATIONS

3.1 As detailed in Paragraph 2.5 above, the CFRMIS Co-ordinator post is expected to be around Grade 4 (max £28,126 including on costs) which will

be funded from the cashable efficiencies generated from the conversion of the Watch Manager posts to Fire Safety Audit Officers as agreed by the Authority at its meeting of 16 December 2005.

- 3.2 The Fire Protection Co-ordinator post, as outlined in Paragraph 2.8 above, is expected to be graded around Grade 2 or 3 (max £21,001 or £22,599 including on costs). The funding for this post will be generated by the re-designation of the District Administrator role (currently filled by a temporary appointment) when Beeston and Dunkirk Fire stations merge to create Highfields. This creates a reportable efficiency saving of £28,126, and an actual cashable saving of £7,125 or £5,527, dependant on the final grade for the new post.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

- 4.1 The job descriptions for the Fire Protection Co-ordinator and the CFRMIS Co-ordinator are to be created and then resubmitted for job evaluation.
- 4.2 Human resources support will be required to assist in the appointments to the new roles which will be undertaken through normal due process.
- 4.3 With regard to learning and development, consideration must be given to the requirements of training arising from the new roles and subsequent appointments. If the posts are approved, further analysis will be required to determine needs, however there are variables dependant on the skills of the appointed staff.

5. EQUALITY IMPACT ASSESSMENT

An initial equality impact assessment has been undertaken is attached at Appendix B to 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 directly from this report.

8. RISK MANAGEMENT IMPLICATIONS

The correct management of risk reduction activity is critical to the Authority's risk management of its premises data and associated protocols. The recommendations contained within the report will further ensure that the resilience and effectiveness of the systems are maintained, thereby reducing the organisational risk.

9. RECOMMENDATIONS

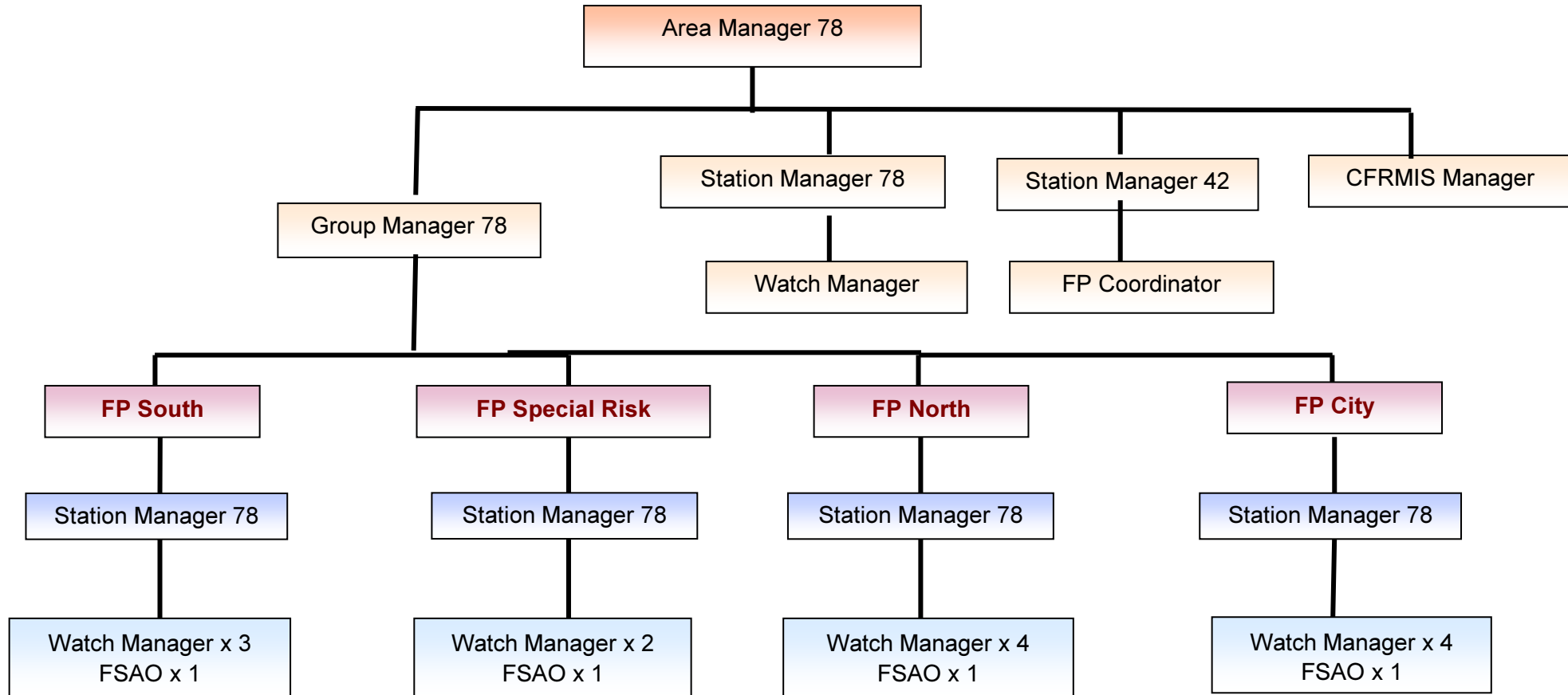
It is recommended that Members approve the establishment of the posts of CFRMIS Co-ordinator and Fire Protection Co-ordinator.

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

None.

Frank Swann
CHIEF FIRE OFFICER

Fire Protection Structure



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.

FIRE PROTECTION POSTS						
Name of Employee completing assessment:				Department and Section:		
ACFO John Buckley				STRATEGIC MANAGEMENT SUITE		
1. State the purpose and aims of the policy or service.						
To seek approval from Members for the establishment of the posts of CFRMIS Co-ordinator and Fire Protection Co-ordinator.						
2. Who is responsible for implementing it?						
ACFO Risk Reduction.						
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						