



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

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

HUMAN RESOURCES UPDATE

Report of the Chief Fire Officer

Agenda Item No:

Date: 24 July 09

Purpose of Report:

To update Members on human resources issues within Nottinghamshire Fire and Rescue Service

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1. BACKGROUND

- 1.1 As part of its remit, the Human Resources Committee of Nottinghamshire and City of Nottingham Fire and Rescue Authority receive regular updates on human resources (HR) issues within the Service. This includes issues such as sickness absence, formal discipline, grievance, health and safety, employment tribunal cases and staffing numbers. These issues are known as HR metrics.
- 1.2 Reports are on a quarterly basis and allow the Human Resources Committee to analyse ongoing issues and offer their guidance and scrutiny where applicable.

2. REPORT

HR METRICS - SICKNESS ABSENCE

- 2.1 The following represents a reflection of the absence figures for the Quarter 4 : 1 January 2009 – 31 March 2009. Please also see Appendix B for additional detail.

Absence	Quarter 4 1 Jan 2009 – 31 March 2009	Compared with last quarter	Compared with same quarter of 2007	Cumulative total for 2008/09	Cumulative average over last 12 months
Total workforce (231 employees)	1555 days lost 2.04 days per employee	1353.5 days lost 1.78 days per employee 14.8% increase	1780 days lost 2.29 days per employee 12.6% reduction	5926 days lost 7.7 days per employee 21% reduction	7.93 days average
Uniformed (173 employees) excluding retained	1105 days lost 1.87 days per employee	996 days lost 1.87 days per employee 10.9% increase	1195 days lost 1.97 days per employee 7.5% reduction	4368.5 days lost 7.32 days per employee 21.3% reduction	7.6 days average
Non uniformed (58 employees)	449.5 days lost 2.04 days per employee	357.5 days lost 2.2 days per employee 25.7% increase	585 days lost 3.4 days per employee 23% reduction	1492.5 days lost 8.6 days per employee 22% reduction	8.68 days average
Long term sickness	Number of employees on long term sickness (defined as 28 days or more) between 1 st January 2009 – 31 st March 2009 = 25				

DISCIPLINE, GRIEVANCES ETC

2.2 Over the period 1 March 2009 – 31 May 2009:

- Disciplinary: 2
- Grievances: 10
- Formal management sickness absence policy: 0
- Dismissals including ill health retirements: 0
- Current employment tribunal cases:
 - One individual has raised 2 cases, one for discrimination on grounds of his sexual orientation dated 13 October 2006 and one for discrimination on the grounds of sexual orientation, disability and sex by association dated 13 May 2008

STAFFING NUMBERS

2.3 During the period 1 March 2009 – 31 May 2009, 12 employees commenced employment, and 23 left the Service. Establishment levels at 31 May 2009 are highlighted below.

	Approved	Actual	Variance
Wholetime	567	538 (537.15 full time equivalents)	-29 (-29.85 FTE) (excluding 9 secondments)
Retained	252	203.50 (379 persons)	- 48.50
Non-Uniformed	188	183 <i>Established Post – 165</i> <i>Fixed Term Non-Established Post – 2</i> <i>Externally Funded Post – 5</i> <i>Agency staff - 11</i>	- 5
Fire Control	28.5 <i>(includes 2 x new burdens)</i>	37 (35.5 FTE) <i>(including ISP backfill)</i> <i>Secondments – 2</i>	+7 (excluding 2 secondments)

FUTURE OF THE HR DEPARTMENT

- 2.4 A firm of HR consultants, PricewaterhouseCoopers, (PwC) have been engaged to conduct a review of an internal report on the HR function.
- 2.3 PwC conducted a detailed review of the Service's HR function in November 2006, following which an interim Head of HR was seconded to the Service in January 2007, for a period of approximately six months. As part of his secondment, the interim Head of HR produced and commenced implementation of an action plan, aimed at enabling improvements in the HR function identified in the PwC report. PwC will now undertake a review of an internal report on improvements made against the action plan and also assess

plans for future monitoring and review of the HR function. PwC will produce a brief summary note, including conclusions. Using those conclusions and other data, the Deputy Chief Fire Officer will assess the effectiveness of the current HR function and report to the HR committee.

3. FINANCIAL IMPLICATIONS

- 3.1 The pending employment tribunal will have financial implications in terms of legal costs. It is unknown as to whether any additional costs will emanate from the claims tabled.
- 3.2 The additional 11 posts within Fire Control are receiving funding. 10 posts are funded by the Regional New Burdens grant to facilitate the initial staffing pool and 1 post is funded by Nottinghamshire Fire and Rescue Service's New Burdens grant.
- 3.3 The variance on wholetime establishment will not result in a significant variance in the wholetime budget because overtime is being used to maintain the ridership. Retained migration and regional recruitment will ensure the variance is significantly reduced by the end of 2009.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

Human resources and learning and development implications are the basis of this report to the Committee.

5. EQUALITY IMPACT ASSESSMENT

An initial impact assessment has revealed no specific equality issues (attached at Appendix A) from within the report.

6. CRIME AND DISORDER IMPLICATIONS

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

6. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

A regular reporting system on the management of HR ensures that the Service and the Authority are aware of any developing issues and are agile enough to react appropriately to mitigate risks of employment tribunals and other claims against the organisation.

8. RECOMMENDATIONS

That Members endorse the report and note the progress made to date.

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

None.

Frank Swann
CHIEF FIRE OFFICER

Appendix A

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.

HUMAN RESOURCES UPDATE						
Name of Employee completing assessment: DCFO ANDREW BEALE				Department and Section: STRATEGIC MANAGEMENT SUITE		
1. State the purpose and aims of the policy or service. To update the Human Resources Committee on progress within the HR function.						
2. Who is responsible for implementing it? Human Resources Department.						
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						

BREAKDOWN OF ABSENCE - QUARTER 1 (Oct-Dec 2008)					Jan - Mar 2009											
WORK GROUP	Jan-08				Feb-08				Mar-08				SUMMARY OF QUARTER 3			
	Average (days per person)	Total work days lost	Jan 2008 days lost	% difference	Average (days per person)	Total work days lost	Feb 2008 days lost	% difference	Average (days per person)	Total work days lost	Mar 2008 days lost	% difference	Average (days per person)	Total work days lost	Q4 2008 days lost	% difference
UNIFORMED (inc Control)	0.63	372	480	22.50	0.58	340	356	4.49	0.67	393.5	380	-3.55	1.87	1105.5	1216	9.09
NON UNIFORMED	0.89	154	268	42.54	0.86	147.5	195	24.36	0.86	148	134	-10.45	2.61	449.5	597	24.71
TOTAL WORKFORCE	0.68	526	748	29.68	0.63	487.5	551	11.52	0.70	541.5	514	-5.35	2.01	1555	1813	14.23

