



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

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

# CONVERSION OF POSTS

Report of Chief Fire Officer

---

**Agenda Item No:** 23 April 2010

**Date:**

**Purpose of Report:**

To update Members on changes to establishment arising from post conversions during the period April 2009 - March 2010.

## CONTACT OFFICER

**Name :** Andrew Beale  
Deputy Chief Fire Officer

**Tel :** 0115 967 0880

**Email :** [andrew.beale@notts-fire.gov.uk](mailto:andrew.beale@notts-fire.gov.uk)

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

## 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 which have been implemented.
- 1.3 The conversion of posts is undertaken within the Conversion of Posts Policy which is attached to this report as Appendix A.

## 2. REPORT

- 2.1 Post conversions are reported to the Human Resources Committee on an annual basis, in line with the financial reporting year.
- 2.2 During the period April 2009 to March 2010 (inclusive), the following posts were subject to conversion:

Job role	Department	Nature of conversion	Effective date
Station Manager (Health and Safety)	Corporate	Conversion to non uniformed Assistant Health and Safety Advisor role within the Health and Safety team	30/11/2009
Watch Manager x 2 (Learning & Development)	Corporate	Conversion to non uniformed Management Development Trainer roles	11/03/2010
Non uniformed Retained Support Officers x 3, and Retained Liaison Managers x 2	Response	Deletion of 5 x non uniformed posts and conversion to 3 x uniformed Watch Manager roles	31/03/2010

## 3. FINANCIAL IMPLICATIONS

- 3.1 The non uniformed role of Assistant Health and Safety Advisor has been assessed by the Job Evaluation Panel as a Grade 6. The cost of a Station Manager B is approximately £51,785. The cost of a Grade 6 post ranges between £34,347 and £39,236. This post conversion will therefore generate budgetary savings in the region of £12,549 to £17,438.

- 3.2 The Management Development Trainer role has been assessed as a Grade 5, the cost of which ranges from approximately £28,223 and £33,349. The cost of a Watch Manager B is around £45,069, so the conversion of two Watch Manager posts to two Management Development Trainers will lead to budgetary savings of between £23,440 and £33,692.
- 3.3 Previously there were five part-time Retained Support Officers at Grade 3 and two part-time Retained Liaison Managers at Grade 6 in the non uniformed establishment. The total salary budget for these seven posts was £65,229. Three of the Retained Support Officer posts and both of the Retained Liaison Manager posts have been deleted and replaced by three Watch Managers. The cost of three Watch Managers is approximately £135,207 and the remaining two Retained Support Officer posts will cost around £15,429. The total cost of the new arrangements is therefore £150,636 compared with £65,229 previously. The cost of this £85,407 increase will be met from an existing £100k budget which was earmarked for operational support. The remaining £14.5k from this budget will be used to meet any additional costs arising from the employment of three additional Watch Managers, with any unused budget being given up as a saving during the next budgeting process.
- 3.4 All of the above costs are at current salary rates and include employer's national insurance contributions and pension contributions. The outcomes of all post conversions are assessed to see if they fulfil the government's criteria for efficiency savings. Any efficiency savings which arise from post conversions are reported in the Efficiency Monitoring Report to the Finance and Resources Committee.

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

Recruitment is currently on-going for the Assistant Health and Safety Advisor and Management Development Trainer roles in line with the Service Recruitment and Selection Policy. Transfers within role are currently being considered for the Retained Support Watch Manager positions.

#### **5. EQUALITY IMPACT ASSESSMENT**

There are no equality implications 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 which 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**



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

## Conversion of Post Policy

Policy No: POL 1023

---

### Scope:

This policy is mandatory.

### Summary:

The purpose of this policy is to set out the process for the conversion of posts within the authorised establishment

### Version Control:

<i>Person Responsible</i>	<i>Version</i>	<i>Date</i>
Personnel Manager	0.5.	March 07
Formal consultation: amendment to Para 3.1, 3.6, 3.10 and 3.11	0.6	Nov 07
Final post-consultation version	1.0	Jun 08

### Review Date:

### Contents:

	<b>Page</b>
1. Definition	1
2. General Principles	1
3. Application	2-3
4. Roles & Responsibilities	3
5. Monitoring - Audit & Review	3
6. Related Documents	3

## **1.0 Definition**

- 1.1 An established post is defined as a post which has been authorised by the Combined Fire Authority and is contained within the base budget. Posts are categorised as “uniformed” or “non-uniformed”. In this context “uniformed posts” are those covered by the conditions of service and pay negotiating body for NJC for Local Authorities Fire Services or NJC for Principal Officers of Local Authorities’ Fire Services and “non-uniformed posts” are those covered by the conditions of service and pay negotiating body for Local Government Services or JNC for Chief Officers of Local Authorities.
- 1.2 A conversion is the transfer of an authorised post between national negotiating bodies i.e. from uniformed establishment to non-uniformed establishment or from non-uniformed establishment to uniformed establishment.

## **2.0 General Principles**

The underlying principle in the application of the Policy, is that service delivery and operational resilience must be maintained. Only in exceptional circumstances will posts be subject to conversion.

Post conversions will only be considered in the event that a post becomes vacant.

Full consultation will take place with representative bodies prior to a decision to convert a post.

Particular attention should be paid to the application of equal pay legislation when considering such a conversion.

The cost of post conversion must be contained within existing budgetary provision.

A decision to convert a post will result in a permanent change to establishment.

The Chief Fire Officer has delegated authority to effect post conversions subject to the above criteria being met.

All conversions will be reported to the Fire Authority on an annual basis through the Human Resources Committee.

### **3.0 Application**

3.1 When a post becomes vacant, the requirements of the post will be reviewed. This may entail changes to the Job Description and Person Specification.

### **3.2 UNIFORMED ROLES**

3.3 If it is clear that an existing uniformed role continues to require operational commitment, specialist knowledge or experience with little or no changes to the requirements of the role then it will be advertised in the normal way.

3.4 If the role has been subject to significant amendment, the role will be re-evaluated through the job analysis process. It will then be advertised in the normal way.

3.5 If there are no internal applicants for the role or if, following a selection process, no suitable candidate is identified then consultation with the appropriate representative bodies will commence. Such consultation to be informed by a business case which has been approved by the Strategic Management Team.

3.6 If it is determined that a role may be suitable for conversion to a non-uniformed post, the post will be evaluated by the Joint NJC Evaluation Panel.

3.7 The uniformed role will be deleted from the uniformed establishment and monies transferred from the MEFIRE budget to the MEADMIN budget by the Finance section.

### **3.8 NON-UNIFORMED POSTS**

3.9 In the event that the requirements of a vacant position on the non-uniformed establishment change such that operational commitment, knowledge or experience is a pre-requisite of appointment, or if the funding for a vacant post is used to create an additional uniformed role, then consultation will take place with the appropriate representative bodies. Such consultation to be informed by a business case which has been approved by the Strategic Management Team.

3.10 If it is determined that a post will be converted to the uniformed establishment, the job will be evaluated to establish the appropriate role within the NJC role map.

3.11 The non-uniformed post will be deleted from the non-uniformed establishment and monies transferred from the non uniformed to uniformed salary budget by the Finance section.

#### **4.0 Role & Responsibilities**

The Strategic Management Team will consider each Business Case for post conversion.

The appropriate Head of Service (or designated representative) will consult with representative bodies on the proposals as part of the JNCP process.

The Human Resources Dept will amend establishment to ensure the appropriate posts/roles are established or dis-established on the instructions of the Head of Human Resources.

The Finance section will transfer funding from and to the appropriate salary code.

#### **5.0 Monitoring - Audit & Review**

Post conversions will be recorded by the HR Dept.

The Human Resources Committee will consider a report from the Chief Fire Officer on an annual basis.

#### **6.0 Related Documents.**

##### **6.1 Equalities Impact Assessment Appendix A. sheets 1 & 2**