



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: 23 April 2010

Purpose of Report:

To update Members on Human Resources issues within the 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 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 HR 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 Quarter 3: 1 October 2009 – 31 December 2009.

Absence	Quarter 3 1 Oct 2009 – 31 Dec 2009	Compared with last quarter	Compared with same quarter of 2008	Cumulative total days lost for 2009/10	Cumulative average over last 12 months
Total workforce 161 employees	1300.5 days lost 1.69 days per employee	1576.5 days lost 2.06 days per employee 17% reduction	1353.5 days lost 1.75 days per employee 4% reduction	3872.5 days lost	5.1 days per employee
Uniformed 104 employees excluding retained	794 days lost 1.33 days per employee	1157 days lost 1.97 days per employee 31% decrease	996 days lost 1.75 days per employee 20% reduction	2710 days lost	4.62 days per employee
Non uniformed 57 employees	506.5 days lost 2.93 days per employee	419.5 days lost 2.4 days per employee 20.7% increase	357.5 days lost 2.1 days per employee 41.6% increase	1162.50 days lost	6.7 days per employee
Long term sickness	Number of employees on long term sickness (defined as 28 days or more) between 1 October 2009 to 31 December 2009 = 23				

- 2.2 It is encouraging to note that absence levels overall, and particularly for the wholetime staff, have reduced in this quarter. However, work is being undertaken to investigate and address the increase in non-uniformed absence. The level of increase in short-term absence is also being investigated by the Human Resources Department. There is no evidence of a common reason for absence, or that sickness absence is concentrated in particular job roles. HR Business Partners will be working with managers to ensure that all return to work and absence management procedures have been followed in all cases.
- 2.3 During the period, there were nine non-uniformed employees who were absent on a long-term basis (ie: for more than 28 days). Of these, one employee has left our employment and the remaining eight employees have now returned to work.

DISCIPLINE, GRIEVANCES ETC

2.4 Over the period 1 December 2009 – 31 March 2010:

- Disciplinary: 0
- Grievances: 9
- Formal Management Sickness Absence Policy: 0
- Dismissals including ill health retirements/redundancy: 0

STAFFING NUMBERS

2.5 During the period 1 January 2010 – 31 March 2010, 17 employees commenced employment, and 33 left the Service. Establishment levels at 31 March 2010 are highlighted below.

	Approved	Actual	Variance
Wholetime	569	566 (565.5 full time equivalents)	-3 (-3.5 FTE)
Retained	252 units	369 persons (198 units)	- 54 units
Non-Uniformed	183	193 <i>Established Post – 175</i> <i>Fixed Term Non-Established Post -2</i> <i>Externally Funded Post – 7</i> <i>Agency staff - 9</i>	+10
Fire Control	30.5 <i>(includes 2 x new burdens)</i>	38.5 (FTE) <i>(including ISP backfill)</i> <i>Secondments 2</i>	+8 FTE

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 8.5 posts within Fire Control are receiving funding. 7.5 posts are funded by the Regional New Burdens grant to facilitate the initial staffing pool and one post is funded by Nottinghamshire Fire and Rescue Service's New Burdens grant.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

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

5. EQUALITY IMPACT ASSESSMENT

An initial equality impact assessment has revealed no specific equality issues within the report.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder 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.

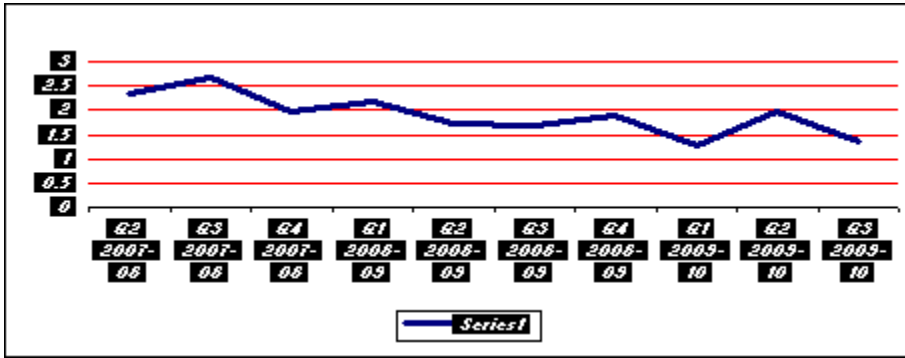
9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

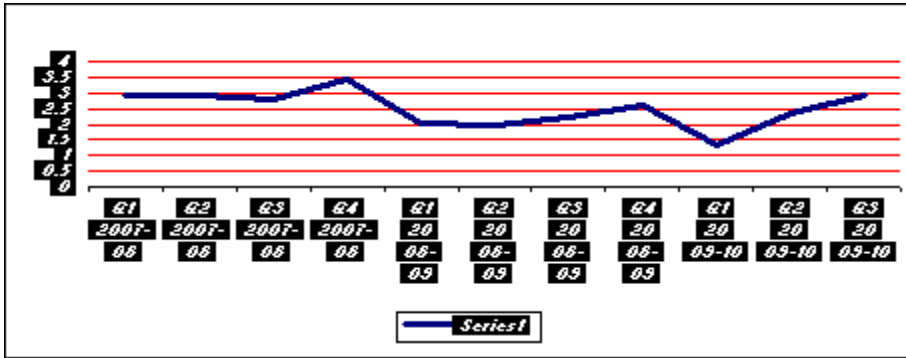
Frank Swann
CHIEF FIRE OFFICER

BREAKDOWN OF ABSENCE Q2 (OCT-DEC 09)

WORK GROUP	Oct-09				Nov-09				Dec-09				SUMMARY OF QUARTER 3			
	Average (days per person)	Total work days lost	Oct 2008 days lost	% difference	Average (days per person)	Total work days lost	Nov 2008 days lost	% difference	Average (days per person)	Total work days lost	Dec 2008 days lost	% difference	Average (days per person)	Total work days lost	Q3 2008 days lost	% difference
UNIFORMED (inc Control)	0.51	303	300	-1.00	0.48	284	346	17.92	0.35	210	350	40.00	1.34	797	996	19.98
NON UNIFORMED	1.21	208.5	127	-64.17	0.99	170	112.5	-51.11	0.75	129	118	-9.32	2.94	507.5	357.5	-41.96
TOTAL WORKFORCE	0.67	511.5	427	-19.79	0.59	454	458.5	0.98	0.44	339	468	27.56	1.70	1304.5	1353.5	3.62



UNIFORMED ABSENCE



NON UNIFORMED ABSENCE



TOTAL ABSENCE