



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 July 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 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 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 4: 1 January 2010 – 31 March 2010.

Absence	Quarter 4 1 Jan – 31 March 2010	Compared with last quarter	Compared with same quarter of 2009	Cumulative total days lost for 2009/10	Cumulative average over last 12 months
Total workforce (149 employees have been absent during Q4)	851.5 days lost 1.08 per employee	1300.5 days lost 1.69 days per employee 34.5% reduction	1555 days lost 2.04 days per employee 45% reduction	4724 days lost	6.16 days per employee
Uniformed (106 employees have been absent during Q4) <i>excluding retained</i>	639 days lost 1.06 per employee	794 days lost 1.33 days per employee 19% reduction	1105.5 days lost 1.87 days per employee 42% reduction	3349 days lost	5.69 days per employee
Non uniformed (43 employees have been absent during Q4)	212.5 days lost 1.2 days per employee	506.5 days lost 2.93 days per employee 58% reduction	449.5 days lost 2.04 days per employee 52.7% reduction	1375 days lost	7.7 days per employee
Long term sickness	Number of employees on long term sickness (defined as 28 days or more) between 1 st January 2010 to 31 st March 2010 = 21				

- 2.2 The reduction in absence in quarter 4 has been significant, both in terms of a comparison with the previous quarter (-34.5%) and with the same period of 2009 (-45%).

- 2.3 The reduction is particularly evident for the wholetime operational workforce (including Control), with the lowest recorded sickness levels since reporting on sickness commenced, at 5.69 days per person during 2009/10. This compares, for instance, to 2007/08 when the average absence per person was 9.17 days.
- 2.4 This reduction is reflected across the whole workforce, with non-uniformed absence also having reduced by 58% on the previous quarter – due mainly to a reduction in long-term certified absence – and by 52.7% on the same quarter of 2009.
- 2.5 The reduction has been due to a number of factors, these include:
- Improved management procedures
 - Occupational Health interventions
 - The effect of the self-rostering duty system for operational personnel
- 2.6 As a direct comparison the average days lost due to absence over the last five years are summarised in the table below. The final column shows the overall reduction in absence per person since 2005:

Average working days lost per employee						
	2005/06	2006/07	2007/08	2008/09	2009/10	Difference:average per person
Wholetime and control	11.67 (6868.5)	9.66 (6025)	9.17 (5549)	7.32 (4368.5)	5.69 (3349)	-5.98
Non Uniformed	10.12 (1528)	11.43 (1992)	11.8 (1959)	8.6 (1557.5)	7.7 (1375)	-2.42
All employees	11.42 (8396.5)	10.43 (8017)	9.76 (7508)	7.7 (5926)	6.16 (4724)	-5.26

() brackets denote working days lost due to sickness

- 2.7 Target absence figures for 2010/11 have been reduced from 8.5 days per employee to 7 days per employee (BVPI 12i: uniformed and control employees) and to 7.5 days for all employees (BVPI 12ii).

DISCIPLINE, GRIEVANCES ETC

- 2.8 Over the period 1st April 2010 – 30th June 2010
- Disciplinary: 1
 - Grievances: 4
 - Formal Management Sickness Absence Policy: 0
 - Dismissals including ill health retirements/redundancy: 0
 - ET cases – age discrimination & disability discrimination

STAFFING NUMBERS

2.9 During the period 1 April 2010 – 30 June 2010, 15 employees commenced employment, and 13 left the Service. Establishment levels at 30th June 2010 are highlighted below.

	Approved	Actual	Variance
Wholetime	567	560 (559.5 full time equivalents)	-7 (-7.5 FTE)
Retained	252 units	369 persons (198 units)	- 54 units
Non-Uniformed	189	195 <i>Established Post – 182</i> <i>Fixed Term Non-Established Post -2</i> <i>Externally Funded Post – 7</i> <i>Agency staff - 4</i>	+6
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 tribunals 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 1 post is funded by Nottinghamshire Fire & Rescue Service's New Burdens grant.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

The human resources and learning and development implications are contained within this report.

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.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. 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.

9. RECOMMENDATIONS

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

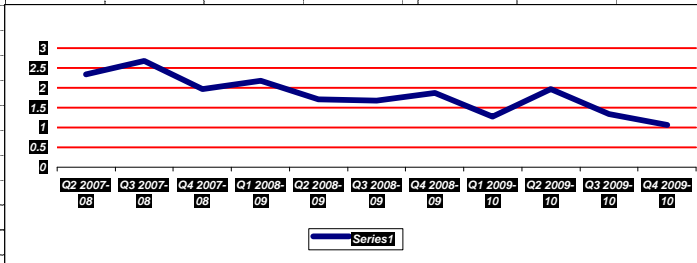
10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

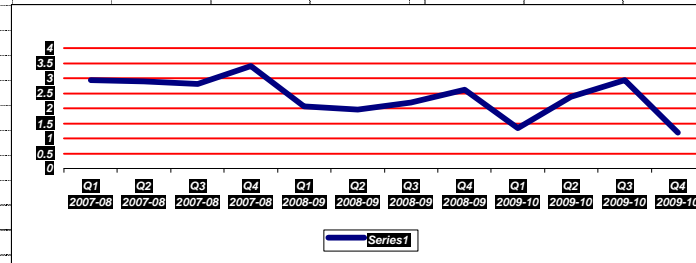
Frank Swann
CHIEF FIRE OFFICER

BREAKDOWN OF ABSENCE Q4 (JAN - MAR 10)

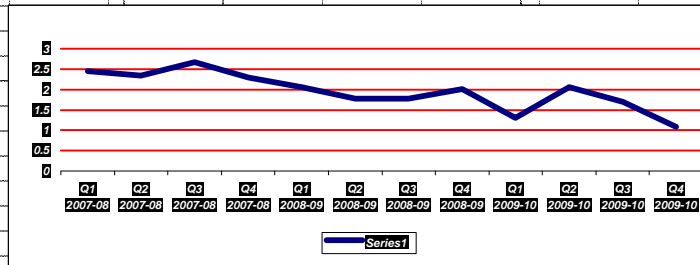
WORK GROUP	Jan-10				Feb-10				Mar-10				SUMMARY OF QUARTER 4			
	Average (days per person)	Total work days lost	Jan 2009 days lost	% difference	Average (days per person)	Total work days lost	Feb 2009 days lost	% difference	Average (days per person)	Total work days lost	Mar 2009 days lost	% difference	Average (days per person)	Total work days lost	Q4 2009 days lost	% difference
UNIFORMED (inc Control)	0.31	185	372	50.27	0.38	227	340	33.24	0.38	227	393.5	42.31	1.06	639	1105.5	42.20
NON UNIFORMED	0.61	112	154	27.27	0.25	46.5	147.5	68.47	0.29	54	148	63.51	1.15	212.5	449.5	52.73
TOTAL WORKFORCE	0.39	297	526	43.54	0.36	273.5	487.5	43.90	0.37	281	541.5	48.11	1.08	851.5	1555	45.24



UNIFORMED ABSENCE



NON UNIFORMED ABSENCE



TOTAL ABSENCE