



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: 28 January 2011

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 2: 1 July 2010 – 30 September 2010.

Absence	Quarter 2 1 July to 30 Sept 2010	Compared with last quarter	Compared with same quarter of 2009	Cumulative total days lost for 2010/11	Cumulative average over last 12 months
Total workforce (147 employees have been absent during Q2)	961 days lost 1.22 days per employee	758.5 days lost 0.98 days per employee 26.7% increase	1576.5 days lost 2.06 days per employee 39% reduction	1719.5 days lost	4.94 days per employee
Uniformed (104 employees have been absent during Q2) <i>excluding retained</i>	606 days lost 1.01 days per employee	531 days lost 0.88 per employee 14.1 % increase	1157 days lost 1.97 days per employee 47.6% reduction	1137 days lost	4.28 days per employee
Non uniformed (43 employees have been absent during Q2)	355 days lost 1.93 days per employee	227.5 days lost 1.3 days per employee 56.% increase	419.5 days lost 2.4 days per employee 15.4% reduction	582.5 days lost	7.18 days per employee
Long term sickness	Number of employees on long term sickness (defined as 28 days or more) between 1 st July 2010 to 30 th September 2010 = 12				

Absence figures remain on track to meet sickness absence targets.

DISCIPLINE, GRIEVANCES ETC

2.8 Over the period 1 October 2010 – 31 December 2010

- Disciplinary: 4
- Grievances: 1
- Harassment and Bullying: 0
- Formal Management Sickness Absence Policy: 0
- Dismissals including ill health retirements: 0
- Redundancy: 0
- ET cases: Age Discrimination & Disability Discrimination: 1
 Disability Discrimination: 1
 Equal Treatment under Part-time Regulations: 2

STAFFING NUMBERS

2.9 During the period 1 October 2010 – 31 December 2010, 1 employee commenced employment, and 13 left the Service. Establishment levels at 31 December 2010 are highlighted below.

	Approved	Actual	Variance
Wholetime	567	560 (559.5 full time equivalents)	-7 (-7.5 FTE)
Retained	252 units	366 persons (194.5 units)	- 57.5 units
Non-Uniformed	179	181 <i>Established Post – 174 Fixed Term Non-Established Post -1 Externally Funded Post – 3 Agency staff - 3</i>	+2
Fire Control	28.5 <i>(includes 2 x new burdens)</i>	38.5 (FTE) <i>(including ISP backfill) Secondments 2</i>	+10 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 10.5 posts within Fire Control are receiving funding. 9 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

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

5. EQUALITY IMPACT ASSESSMENT

An initial impact assessment has revealed no specific equality issues arising 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 Q2 (Jul - Sept 10)

WORK GROUP	Jul				Aug				Sep-10				SUMMARY OF QUARTER 4			
	Average (days per person)	Total work days lost	Jul 2009 days lost	% difference	Average (days per person)	Total work days lost	Aug 2009 days lost	% difference	Average (days per person)	Total work days lost	Sept 2009 days lost	% difference	Average (days per person)	Total work days lost	Q2 2009 days lost	% difference
UNIFORMED (inc Control)	0.28	170	354	51.98	0.32	193	338	42.90	0.40	243	333	27.03	1.01	606	1025	40.88
NON UNIFORMED	0.89	166	140.5	-18.15	0.72	133	104	-27.88	0.30	56	89.5	37.43	1.93	355	334	-6.29
TOTAL WORKFORCE	0.43	336	494.5	32.05	0.41	326	442	26.24	0.38	299	422.5	29.23	1.22	961	1359	29.29

