



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: 15 April 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 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 Quarter 3: 1 October 2010 – 31 December 2010.

Absence	Quarter 3 1 Oct to 31 Dec 2010	Compared with previous quarter	Compared with same quarter of 2009	Cumulative total days lost for 2010/11	Cumulative average over last 12 months
Total workforce (165 employees have been absent during Q3)	1203 days lost 1.54 days per employee	870 days lost 1.10 days per employee 27.7% increase	1300.5 days lost 1.69 days per employee 8.1% reduction	2831.5 days lost	4.71 days per employee
Uniformed (112 employees have been absent during Q3) <i>excluding retained</i>	810 days lost 1.35 days per employee	598 days lost 0.99 per employee 26.1% increase	794 days lost 1.33 days per employee 1.98% increase	1939 days lost	4.28 days per employee
Non uniformed (53 employees have been absent during Q3)	393 days lost 2.18 days per employee	272 days lost 1.46 days per employee 30.1% increase	506.5 days lost 2.93 days per employee 22.4% reduction	892.5 days lost	6.14 days per employee
Long term sickness (defined as 28 days or more)	Total Workforce		17		
	Uniformed (excluding retained)		12		
	Non Uniformed		5		

Absence figures remain on track to meet sickness absence targets.

DISCIPLINE, GRIEVANCES ETC

2.8 Over the period 1 January 2011 – 31 March 2011

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

STAFFING NUMBERS

2.9 During the period 1 January 2011 – 31 March 2011, 5 employees commenced employment, and 30 left the Service. Establishment levels at 31 March 2011 are highlighted below.

	Approved	Actual	Variance
Wholetime	560	551 (550.5 full time equivalents)	-10 (-10.5 FTE)
Retained	252 units	355 persons (189.5 units)	- 62.5 units
Non-Uniformed	178	179 <i>Established Post – 172</i> <i>Fixed Term Non-Established Post -1</i> <i>Externally Funded Post – 3</i> <i>Agency staff - 3</i>	+1
Fire Control	26.5	34.5 (FTE)	+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 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 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 impact assessment has revealed no specific equality issues.

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.

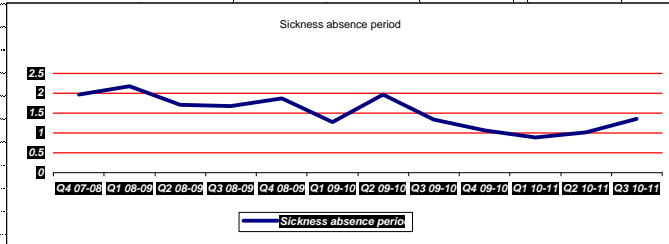
10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

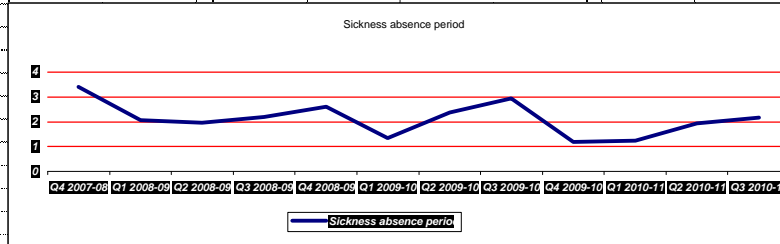
Frank Swann
CHIEF FIRE OFFICER

BREAKDOWN OF ABSENCE Q3 (Oct - Dec 10)

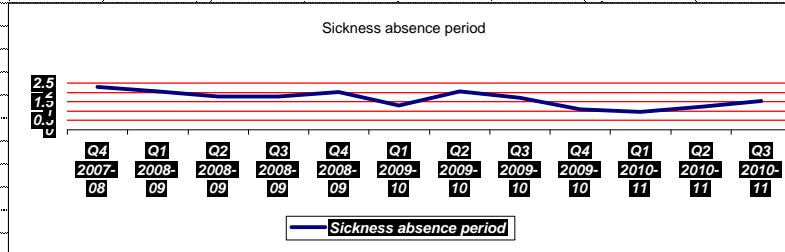
WORK GROUP	Oct				Nov				Dec				SUMMARY OF QUARTER 3			
	Average (days per person)	Total work days lost	Oct 2009 days lost	% difference	Average (days per person)	Total work days lost	Nov 2009 days lost	% difference	Average (days per person)	Total work days lost	Dec 2009 days lost	% difference	Average (days per person)	Total work days lost	Q3 2009 days lost	% difference
UNIFORMED (inc Control)	0.36	219	303	27.72	0.44	265	284	6.69	0.54	326	210	-55.24	1.35	810	797	-1.63
NON UNIFORMED	0.46	83.5	208.5	59.95	0.71	128.5	170	24.41	1.01	181	129	-40.31	2.18	393	507.5	22.56
TOTAL WORKFORCE	0.39	302.5	511.5	40.86	0.50	393.5	454	13.33	0.65	507	339	-49.56	1.54	1203	1304.5	7.78



UNIFORMED ABSENCE



NON UNIFORMED ABSENCE



TOTAL ABSENCE