



**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

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**Agenda Item No:**

**Date:** 21 October 2011

**Purpose of Report:**

To update Members on Human Resources issues within Nottinghamshire Fire and Rescue Service.

## CONTACT OFFICER

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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 1: 1 April 2011 – 30 June 2011.

Absence	Quarter 1 1 Apr to 30 June 2011	Compared with previous quarter	Compared with same quarter of 2010	Cumulative total days lost for 11/12	Cumulative average over last 12 months
<b>Total workforce (130 employees have been absent during Q1)</b>	945 days lost  1.25 days per employee	1328.5 days lost  1.72 days per employee  29% reduction	758.5 days lost  0.98 days per employee  24.5% increase (days)	945 days lost	5.68 days per employee (6.5)
<b>Uniformed (93 employees have been absent during Q1) <i>excluding retained</i></b>	667 days lost  1.15 days per employee	914 days lost  1.54 per employee  27% reduction	531 days lost  0.88 days per employee  26% increase (days)	667 days lost	5.03 days per employee (6.5)
<b>Non uniformed (37 employees have been absent during Q1)</b>	278 days lost  1.58 days per employee	414.5 days lost  2.33 days per employee  33% reduction	227.5 days lost  1.3 days per employee  22.2% increase (days)	278 days lost	7.52 days per employee (7)
<b>Long term sickness (defined as 28 days or more)</b>	<b>Total Workforce</b>		24		
	<b>Uniformed (excluding retained)</b>		16		
	<b>Non Uniformed</b>		8		

- 2.2 Absence rates have reduced across all work groups in Quarter One in comparison to the previous quarter, the most significant reduction has been in the non-uniformed employee group (-33%).
- 2.3 Whilst figures are still running higher than for the same period of 2010, they are still within the target figure of 1.63 days average per employee.
- 2.4 The majority of sickness absence was certified as due to gastro intestinal upsets (short-term absence) and lower limb (long-term absence)
- 2.5 Target absence figures for 2011/12 have been established as:

Wholetime & Control: 6.5 days

Non-Uniformed: 7 days

Whole Workforce: 6.5 days\*

(\* the average is affected by the numbers of employees in each work group)

## **DISCIPLINE, GRIEVANCES ETC**

- 2.8 Over the period 1 July 2011 – 30 September 2011 (figures in brackets indicate the total during 2011-12):
- Disciplinary: 2 (4)
  - Grievances: 4 (9)
    - Harassment and Bullying: 1 (3)
    - Formal Management Sickness Absence Policy: 0 (2)
    - Dismissals including ill health retirements: 1 (1)
  - Redundancy: 0 (6)
  - ET cases: Disability Discrimination: 1 (1)  
Equal Treatment under Part-time Regulations: 2 (2)

## **STAFFING NUMBERS**

- 2.9 During the period 1 July 2011 – 30 September 2011, 0 employees commenced employment, and 17 left the Service. Establishment levels at 30 September 2011 are highlighted below:

	Approved	Actual	Variance
<b>Wholetime</b>	559	535 (534.5 full time equivalents)	- 24 (-24.5 FTE)
<b>Retained</b>	252 units	345 persons (183.5 units)	- 68.5 units
<b>Non-Uniformed</b>	179	174 <i>Established Post – 169</i> <i>Fixed Term Non-Established Post -0</i> <i>Externally Funded Post – 2</i> <i>Agency staff – 3</i>	-5
<b>Fire Control</b>	26.5	27.25(FTE)	+0.75 FTE

2.10 Actual workforce figures have reduced by 16.75 FTE posts since the last report due mainly to retirements. This is broken down into 9 wholetime, 5 retained and 3 non-uniformed leavers.

2.11 The majority of Wholetime vacancies are currently at supervisory level (23).

2.12 The Service is actively managing vacancy levels in anticipation of proposed workforce reductions arising from the outcomes of Fire Cover Review and the impact of budgetary reductions. Appointments to vacant roles are scrutinised by the Corporate Management Board and non-uniformed roles are only being filled on a temporary basis. This measure will ensure that the Service is in a better position to offer redeployment opportunities to employees who may be at risk of redundancy in the future.

### 3. FINANCIAL IMPLICATIONS

The vacancy level represents an under-spend against budget.

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

The human resources implications are set out in the report, and There are no learning and development implications arising.

## **5. EQUALITY IMPACT ASSESSMENT**

An equality impact assessment has not been undertaken as this report does not directly impact upon policy, function or service

## **6. CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising from this report.

## **6. LEGAL IMPLICATIONS**

There are no legal 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.

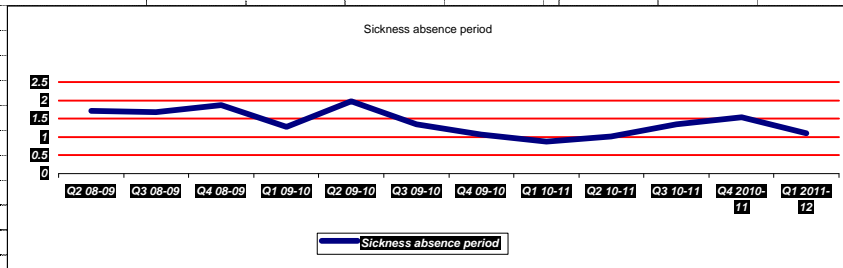
## **9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

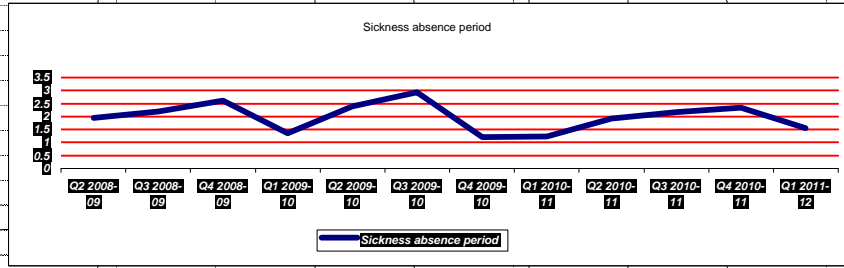
Frank Swann  
**CHIEF FIRE OFFICER**

**BREAKDOWN OF ABSENCE Q4 (Apr - Jun 11**

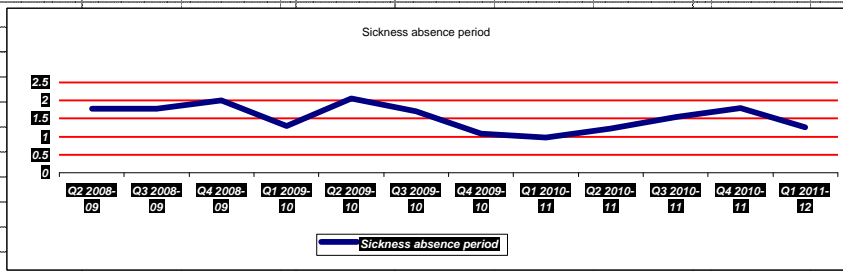
WORK GROUP	Apr				May				June				SUMMARY OF QUARTER 1			
	Average (days per person)	Total work days lost	Apr 2010 days lost	% difference	Average (days per person)	Total work days lost	May 2010 days lost	% difference	Average (days per person)	Total work days lost	Jun 2010 days lost	% difference	Average (days per person)	Total work days lost	Q1 2010 days lost	% difference
UNIFORMED (inc Control)	0.32	188	212	11.32	0.31	180	188.5	4.51	0.52	299	130.5	-129.12	1.12	667	531	-25.61
NON UNIFORMED	0.16	29	75	61.33	0.57	100	68	-47.06	0.85	149	84.5	-76.33	1.56	278	227.5	-22.20
TOTAL WORKFORCE	0.28	217	289.5	25.04	0.37	280	256.5	-9.16	0.60	448	215	-108.37	1.27	945	758.5	-24.59



UNIFORMED ABSENCE



NON UNIFORMED ABSENCE



TOTAL ABSENCE