



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: 27 January 2012

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 2011 – 30 September 2011.

Absence	Quarter 2 1 July to 30 Sept 2011	Compared with previous quarter	Compared with same quarter of 2010	Cumulative total days lost for 11/12	Cumulative average over last 12 months
Total workforce (137 employees have been absent during Q1)	1251.5 days lost 1.69 days per employee	945 days lost 1.25 days per employee 32% increase (+306.5 days)	961 days lost 1.22 days per employee 30% increase (+292.5 days)	2196.5 days lost	6.29 days per employee
Uniformed (92 employees have been absent during Q1) <i>excluding retained</i>	793.5 days lost 1.34 days per employee	667 days lost 1.12 per employee 19% increase (+126.5 days)	606 days lost 1.01 days per employee 31% increase (187.5days)	1460.5 days lost	5.35 days per employee
Non uniformed (45 employees have been absent during Q1)	458 days lost 2.57 days per employee	278 days lost 1.56 days per employee 65% increase (+180 days)	355 days lost 1.93 days per employee 29% increase (+103 days)	736 days lost	8.64 days per employee
Long term sickness (defined as 28 days or more)	Total Workforce		28		
	Uniformed (excluding retained)		15		
	Non Uniformed		13		

- 2.2 Absence rates have increased across all work groups in Quarter Two in comparison to the previous quarter, the most significant increase has been in the non-uniformed employee group (+65%). This reflects an increase in sickness absence of 180 days. A significant proportion of this increase is linked to absence covered by a medical certificate – there were 18 separate periods of medically certified absence. However 10 of these employees have returned to work during the review period. The disproportionate size of this increase is impacted by the 33% reduction reported in the previous quarter, which has, to some extent, distorted the relative differences between the periods. The graphs attached at Appendix 1 give a clearer idea of how absence has been affected over a longer period of time and gives a more representative view.
- 2.3 For the first time in many reporting periods, the average absence figure is above the target figure of 1.63 days average per employee. However the overall absence rate of 2.9 days per employee is still below the half-year target of 3.25 days
- 2.4 The majority of sickness absence was certified as due to other senses not due to service (short-term absence) and anxiety/depression not due to service (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

- 2.6 Over the period 1 October 2011 – 31 December 2011 (figures in brackets indicate the total during 2011-12):
- Disciplinary: 1 (4)
 - Grievances: 3 (10)
 - Harassment and Bullying: 1 (3)
 - Formal Management Sickness Absence Policy: 0 (2)
 - Dismissals including ill health retirements: 2 (1)
 - Redundancy: 14 (20)
 - ET cases: Disability Discrimination: 1 (1)
 - Equal Treatment under Part-time Regulations: 2 (2)

STAFFING NUMBERS

2.7 During the period 1 October 2011 – 31 December 2011, 10 employees commenced employment, and 25 left the Service. Establishment levels at 31 December 2011 are highlighted below.

	Approved	Actual	Variance
Wholetime	559	529 (528.5 full time equivalents)	- 30 (-30.5 FTE)
Retained	252 units	346 persons (183.5 units)	- 68.5 units
Non-Uniformed	165	<i>Established Post – 156 Fixed Term Non-Established Post -0 Externally Funded Post – 2 Agency staff – 6</i>	-1
Fire Control	26.5	27.25(FTE)	+0.75 FTE

2.8 Actual workforce figures have reduced by 24 employees since the last report due mainly to retirements and redundancies. This is broken down into 6 whole-time, 5 retained and 14 non-uniformed leavers.

2.9 The total number of whole-time vacancies stands at 30. The majority of these vacancies are at supervisory level (25).

2.10 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.

5. EQUALITIES IMPLICATIONS

There are no adverse equality impacts arising from 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.

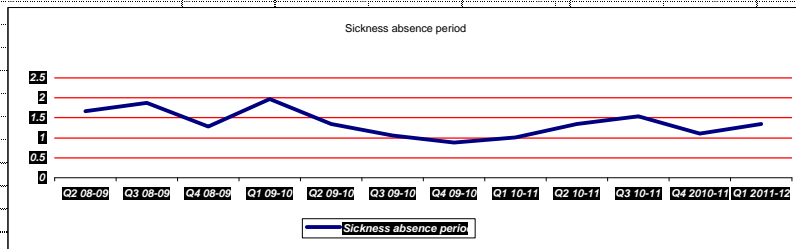
10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

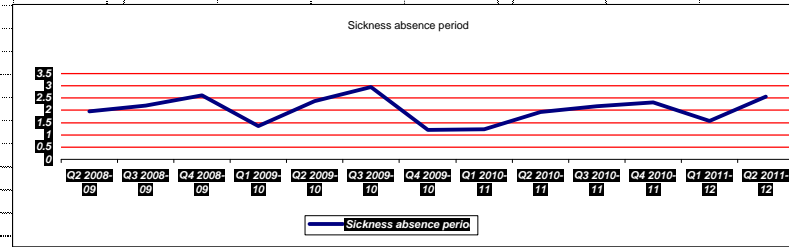
Frank Swann
CHIEF FIRE OFFICER

BREAKDOWN OF ABSENCE Q2 (Jul-Sept 11)

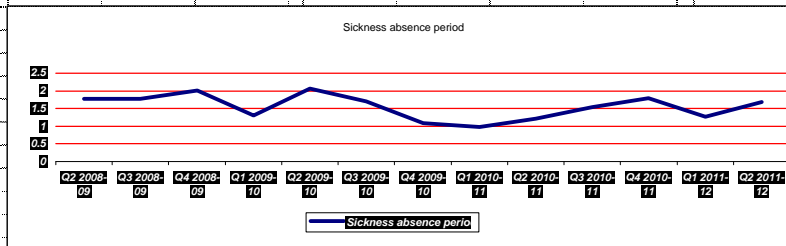
WORK GROUP	Jul				Aug				Sept				SUMMARY OF QUARTER 1			
	Average (days per person)	Total work days lost	Jul 2010 days lost	% difference	Average (days per person)	Total work days lost	Aug 2010 days lost	% difference	Average (days per person)	Total work days lost	Sept 2010 days lost	% difference	Average (days per person)	Total work days lost	Q1 2010 days lost	% difference
UNIFORMED (inc Control)	0.46	259.5	170	-52.65	0.50	280	193	-45.08	0.45	254	243	-4.53	1.34	793.5	606	-30.94
NON UNIFORMED	0.92	161	166	3.01	0.70	121	133	9.02	1.03	176	56	-214.29	2.57	458	355	-29.01
TOTAL WORKFORCE	0.55	420.5	289.5	-45.25	0.53	401	256.5	-56.34	0.58	430	215	-100.00	1.69	1251.5	961	-30.23



UNIFORMED ABSENCE



NON UNIFORMED ABSENCE



TOTAL ABSENCE