



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: 26 October 2012

Purpose of Report:

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

CONTACT OFFICER

Name : David Horton
Assistant Chief Fire Officer

Tel : 0115 967 0880

Email : david.horton@notts-fire.gov.uk

Media Enquiries Contact : Elisabeth Reeson
(0115) 967 5889 elisabeth.reeson@notts-fire.gov.uk

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 absence figures for Quarter 1: 1 April 2012 to 30 June 2012.

Absence	Quarter 1 1 Apr to 30 June 2012	Compared with previous quarter	Compared with same quarter of 2011	Cumulative total days lost for 12/13	Cumulative average over last 12 months
Total workforce (139 employees have been absent during Q1)	961 days lost 1.38 days per employee	898.5 days lost 1.27 days per employee 6.96% increase (+62.5 days)	945 days lost 1.25 days per employee 1.7% increase (+16 days)	961 days lost	6.05 days per employee
Uniformed (91 employees have been absent during Q1) <i>excluding retained</i>	697.5 days lost 1.29 days per employee	512.5 days lost 0.93 per employee 36 % increase (+185 days)	667 days lost 1.15 days per employee 4.6% increase (+30.5 days)	697.5 days lost	5.12 days per employee
Non uniformed (48 employees have been absent during Q1)	263.5 days lost 1.7 days per employee	386 days lost 2.5 days per employee 31.7% decrease (-122.5 days)	278 days lost 1.58 days per employee 5.21% decrease (-14.5 days)	263.5 days lost	9.26 days per employee
Long term sickness (defined as 28 days or more)	Total Workforce		18		
	Uniformed (excluding retained)		14		
	Non Uniformed		4		

- 2.2 Absence rates have increased by 7% across the workforce as a whole during Quarter 1, although absence for non-uniformed employees has seen a decrease of 32% (122.5 days), since the previous quarter. However average absence is still within the target range of 1.56 days per person.
- 2.3 There were 33 separate periods of medically certified absence in the review period. However 21 of these employees have returned to work during the review period. The graphs attached at Appendix 1 give a clearer idea of how absence has been affected over a longer period of time and give a more representative view.
- 2.4 The total cumulative average taken over the last 12 months compares favourably to the national absence average of 7.7 days and to the average public sector rate of 9.1 days.
- 2.4 In terms reasons for absence, the majority of sickness absence was certified as due to conditions linked to Other Senses or gastro intestinal conditions. Anxiety/depression (not due to service) was the main reason for long-term absence.
- 2.5 New target absence figures for 2012/13 have been established as:

Wholetime & Control: 6 days
Non-Uniformed: 7 days
Whole Workforce: 6.25 days*
(* the average is affected by the numbers of employees in each work group)

DISCIPLINE, GRIEVANCES ETC

2.8 Over the period 1 July 2012 – 30 September 2012:

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

STAFFING NUMBERS

2.9 During the period 1st July 2012 – 30th September, 14 employees commenced employment (of which 3 were dual employment employees). Establishment levels at 30 September 2012 are highlighted below.

	Approved	Actual	Variance
Wholetime	541	531 (529.8 full time equivalents)	-10 (-11.2 FTE)
Retained	216 units	296 persons (158 units)	- 58 units
Non-Uniformed	172	159 <i>Established Post – 152</i> <i>Fixed Term Non-Established Post -0</i> <i>Externally Funded Post – 2</i> <i>Agency staff – 5</i>	-13
Fire Control	25.5	26.25(FTE)	+0.75 FTE

- 2.10 Actual workforce figures have reduced by 22 employees since the last report due either to redundancy, retirement, resignation or end of fixed term period. This is broken down into 5 whole-time, 11 retained and 6 non-uniformed leavers.
- 2.11 As of 30 September 2012 whole-time establishment stood at -11.2 (529.8 employees) against an establishment of 541 posts. Fire-fighter roles are over-strength by 2, with the majority of vacancies at Supervisory level (11). The Service is currently undertaking recruitment to Fire-fighter roles – this is to plan for vacancies throughout 2013-14.
- 2.12 As previously reported to Committee, the Service has been actively managing vacancy levels in anticipation of workforce reductions arising from the outcomes of Fire Cover Review and the impact of budgetary reductions, and the completion of the organisational re-structure. The Service is now in a position to substantiate temporary operational appointments and is also undertaking a Crew and Watch Manager selection process in November to fill supervisory vacancies. This will create vacancies at Fire-fighter level, which will be filled by Trainee Fire-fighters at the completion of the current Fire-fighter selection process. This will mean that the Service will be able to operate at or near full strength in terms of its operational capacity.
- 2.13 Additionally, support posts created by the re-structure and reported to this Committee in April are in the process of being filled. Initially these vacancies will be open to internal appointment, with subsequent vacancies being open to external applicants. This process should be completed by the end of the year.

3. FINANCIAL IMPLICATIONS

The level of vacancies reported in paragraphs 2.9 to 2.11 has generated a significant underspend against the pay budget and this has been reported to the Finance and

Resources Committee. It is hoped that the measures outlined in paragraphs 2.12 and 2.13 will redress this underspend for 2013/14.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

4.1 The human resources implications are set out in the report,

4.2 There are no learning and development implications.

5. EQUALITIES IMPLICATIONS

As this review does not impact upon policy or service function, no equality impact has been undertaken.

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.

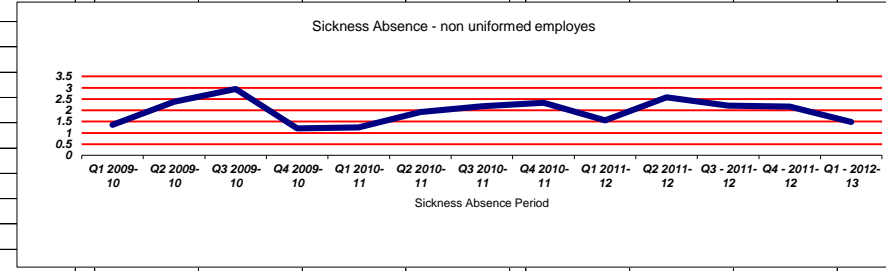
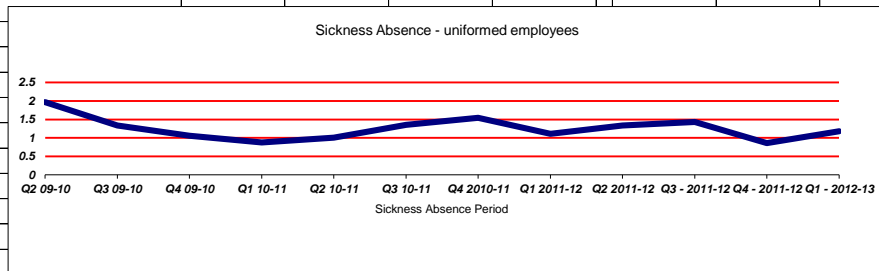
9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Frank Swann
CHIEF FIRE OFFICER

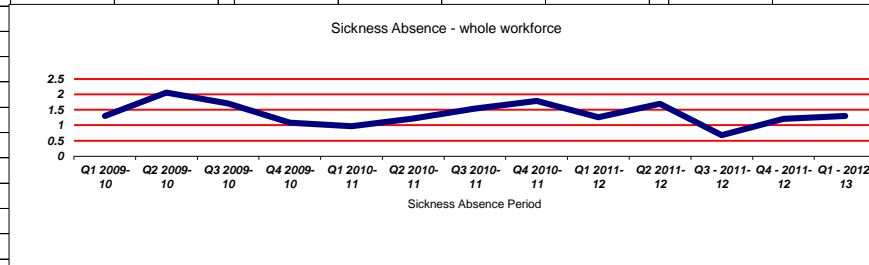
BREAKDOWN OF ABSENCE Q1 (Apr - Jun 12)

WORK GROUP	Apr				May				Jun				SUMMARY OF QUARTER 1			
	Average (days per person)	Total work days lost	Apr 2011 days lost	% difference	Average (days per person)	Total work days lost	May 2011 days lost	% difference	Average (days per person)	Total work days lost	Jun 2011 days lost	% difference	Average (days per person)	Total work days lost	Q1 2011 days lost	% difference
UNIFORMED (inc Control)	0.31	174	188	7.45	0.45	254	303	16.17	0.48	269.5	287	6.10	1.18	697.5	778	10.35
NON UNIFORMED	0.62	95.5	29	-229.31	0.63	97	133	27.07	0.46	71	143	50.35	1.48	263.5	305	13.61
TOTAL WORKFORCE	0.37	269.5	217	-24.19	0.49	351	436	19.50	0.47	340.5	430	20.81	1.30	961	1083	11.27



UNIFORMED ABSENCE

NON UNIFORMED ABSENCE



TOTAL ABSENCE