



**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM  
FIRE AND RESCUE AUTHORITY**

**HUMAN RESOURCES COMMITTEE**

**Date: FRIDAY 25 JANUARY 2013**

**Time: 10.00 am**

**Venue: Fire and Rescue Service Headquarters, Bestwood Lodge, Arnold, Nottingham**

**Members are requested to attend the above meeting to be held at the time, place and date mentioned for the purpose of transacting the following business.**

**Clerk to the Nottinghamshire and City of Nottingham Fire and Rescue Authority**

**AGENDA**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

Councillors, colleagues or other participants in meetings are requested to declare any personal or personal and prejudicial interest in any matter(s) on the agenda

**3 MINUTES**

Last meeting held on 26 October 2012 (for confirmation)

Attached

**4 ORGANISATIONAL RESTRUCTURE - FINAL OUTCOMES**

Report of Chief Fire Officer

To follow

**5 HUMAN RESOURCES UPDATE**

Report of Chief Fire Officer

Attached

**6 TO CONSIDER EXCLUDING THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE REMAINING ITEM(S) IN ACCORDANCE WITH SECTION 100A(4) OF THE LOCAL GOVERNMENT ACT 1972 ON THE BASIS THAT, HAVING REGARD TO ALL THE CIRCUMSTANCES, THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION**

**7 REGRADING OF POSTS - EXEMPT REPORT**

Report of Chief Fire Officer

Attached

**ANY COUNCILLOR WHO IS UNABLE TO ATTEND THE MEETING AND WISHES TO SUBMIT APOLOGIES SHOULD DO SO VIA THE PERSONAL ASSISTANT TO THE CHIEF FIRE OFFICER AT FIRE SERVICES HEADQUARTERS ON 0115 967 0880**

**IF YOU ARE UNSURE WHETHER OR NOT YOU SHOULD DECLARE AN INTEREST IN A PARTICULAR MATTER, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING, WHO WILL PROVIDE ADVICE IN THE FIRST INSTANCE.**

Constitutional Services Officer: - Carol M Jackson  
0115 8764297  
[carol.jackson@nottinghamcity.gov.uk](mailto:carol.jackson@nottinghamcity.gov.uk)

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**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM  
FIRE AND RESCUE AUTHORITY**

**HUMAN RESOURCES COMMITTEE**

**MINUTES**

of meeting held on **26 OCTOBER 2012** at Fire and Rescue Service Headquarters,  
Bestwood Lodge, from 10.02 am to 10.38 am.

**Membership**

Councillor Smith (Chair)  
Councillor Collins  
Councillor Cooper  
^ Councillor Cross  
^ Councillor Yates  
Councillor Kerry (as substitute for Councillor Yates)

Members absent are marked ^

**Officers in Attendance**

David Horton Assistant Chief Fire Officer  
Nick Linthwaite Human Resources Manager  
Tracy Crump Human Resources Manager  
Carol Jackson Constitutional Service Officer, Nottingham City Council

**9 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cross and Yates.

**10 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**11 MINUTES**

**RESOLVED** that the minutes of the last meeting held on 27 July 2012, copies of which had been circulated, be confirmed, and signed by the Chair.

## **12 IMPLEMENTATION OF THE HUMAN RESOURCES STRATEGY 2010-13**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, providing the Committee with an update on the implementation of the Human Resources Strategy 2010-13. The report was introduced by David Horton, Assistant Chief Fire Officer who advised the Committee that an updated Human Resources Strategy had been considered and approved by the Committee at its meeting on 22 October 2010. The report before the Committee represented an annual milestone report to highlight both progress made to date and key human resources issues for the forthcoming year. Nick Linthwaite, Human Resources Manager, summarised progress in the following areas:

- resources and planning;
- employee relations and engagement;
- equality, diversity and culture, training and personal development;
- performance management;
- occupational health and fitness;
- health and safety risk management;
- employee pay and benefit;
- developing the capacity and value of the human resources function.

Councillor Kerry requested that figures be provided in relation to the information on competency referred to in item 2.19 of the report showing competency levels in the different strands. Nick Linthwaite agreed to provide this information for Councillors.

The Chair requested information on the number of BME and women applicants for the new fire-fighter posts compared to previous years and to other services. Nick Linthwaite agreed to provide this information for Councillors.

**RESOLVED that the contents of the report be noted.**

## **13 HUMAN RESOURCES UPDATE**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated. The report was introduced by David Horton, Assistant Chief Fire Officer, who advised the Committee that the purpose of the report was to update the Committee on human resources issues within the Nottinghamshire and City of Nottingham Fire and Rescue Service.

Nick Linthwaite, Human Resources Manager, advised the meeting that uniformed employees absence for Quarter 1 (1 April 2012 – 30 June 2012) was up 36% compared with the previous quarter. Non-uniformed employees absence was down 31.7% compared with the previous quarter. The total workforce sickness absence figures were up slightly to 961 days, compared with 898.5 days in the previous quarter. The cumulative average over the last 12 months was 6.05 days per employee. This was below the target absence which was 6.5 days per employee.

In the period 1 July 2012 – 30 September 2012 there had been one disciplinary matter and two grievances. There were currently three employment tribunal cases, one relating to disability discrimination and two relating to the Equal Treatment under Part-time Regulations.

During the period 1 July 2012 – 30 September 2012, 14 employees had commenced employment with the Fire and Rescue Service. Actual workforce figures had reduced by 22 employees due to redundancy, retirement, resignation or end of fixed term period.

The Service was undertaking recruitment to fire-fighter roles in order to plan for vacancies throughout 2012-14. This process had already commenced.

The majority of vacancies in the Service were at supervisory level and a supervisory promotion process was being run in the next month.

**RESOLVED that the contents of the report be noted.**

#### **14 EXCLUSION OF PUBLIC**

**RESOLVED that the public be excluded from the meeting during consideration of the remaining items in accordance with section 100A (4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information as defined in Paragraphs 1 and 3 of Schedule 12A to the Act.**

#### **15 RE-GRADING OF POSTS**

Consideration was given to a report of the Chief Fire Officer, copies of which had been circulated, notifying the Committee of applications considered by, and outcomes of, the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment during the period July to September 2012 (inclusive).

**RESOLVED that the contents of the report be noted.**





**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:**

5

**Date:**

25 January 2013

**Purpose of Report:**

To update Members on Human Resources issues within the Service

## **CONTACT OFFICER**

**Name :**

Dave Horton  
Assistant Chief Fire Officer

**Tel :**

0115 967 0880

**Email :**

david.horton@notts-fire.gov.uk

**Media Enquiries  
Contact :**

(0115) 967 0880

## 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 2: 1<sup>st</sup> July 2012 to 31<sup>st</sup> September 2012.

Absence	Quarter 2 1 July to 31 Sept 2012	Compared with previous quarter	Compared with same quarter of 2011	Cumulative total days lost for 12/13	Cumulative average over last 12 months
<b>Total workforce ( 131 employees have been absent during Q2)</b>	1035 days lost  1.47 days per employee	961 days lost  1.38 days per employee  7.7% increase (+74 days)	1253 days lost  1.7 days per employee  17.4% decrease (-218.5 days)	1996 days lost  2.8 days per employee	5.8 days per employee
<b>Uniformed (96 employees have been absent during Q2) excluding retained</b>	820 days lost  1.46 days per employee	697.5 days lost  1.29 per employee  17.6% increase (+122.5 days)	793.5 days lost  1.4 days per employee  3.34 % increase ( + 26.5 days)	1517.5 days lost  2.7 days per employee	5.18 days per employee
<b>Non uniformed ( 35 employees have been absent during Q2)</b>	215 days lost  1.41 days per employee	263.5 days lost  1.7 days per employee  18.4% decrease ( - 48.5 days)	460 days lost  2.66 days per employee  53.3% decrease ( -245 days)	478.5 days lost  3.1 days per employee	8 days per employee
<b>Long term sickness (defined as 28 days or more)</b>	<b>Total Workforce</b>		23		
	<b>Uniformed (excluding retained)</b>		19		
	<b>Non Uniformed</b>		4		



- 2.2 Absence rates have increased by 7.7% across the workforce as a whole during Quarter 2, although absence for non-uniformed employees has seen a decrease of 18.4% (-48.5 days), since the previous quarter. However average absence is still within the target range of 1.56 days per person per quarter.
- 2.3 There were 48 separate periods of medically certified absence in the review period. However 41 of these employees have returned to work during this time. 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 of reasons for absence, the majority of sickness absence was certified as due to operations/surgical procedures (uniformed) and gastro intestinal conditions (non- uniformed). Longer term absence was due to lower limb disorders not due to service (uniformed) and anxiety/depression not due to service (non- uniformed).
- 2.5 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<sup>st</sup> October 2012 – 31<sup>st</sup> December 2012:

- Disciplinary: 2
- Grievances: 3
- Harassment and Bullying: 1
- Formal Management Sickness Absence Policy: 0
- Dismissals including ill health retirements:
- Redundancy: 1 (voluntary)
- Redeployment: 0
- ET cases: 0

## **STAFFING NUMBERS**

2.9 During the period 1 October 2012 – 31 December 2012, 24 employees commenced employment (of which 2 were dual employment employees). Establishment levels at 31 December 2012 are highlighted below.

	Approved	Actual	Variance
<b>Wholetime</b>	541	535 (533.5 full time equivalents)	-6 (-7.5 FTE)
<b>Retained</b>	216 units	299 persons (159.5 units)	- 56.5 units
<b>Non-Uniformed</b>	172	163 <i>Established Post – 146</i> <i>Fixed Term Non-Established Post – 3</i> <i>Fixed Term in Established Post - 4</i> <i>Agency staff – 10</i>	-9
<b>Fire Control</b>	27	26 (FTE)	-1.0 FTE

2.10 There have been 18 leavers and 19 starters since the last report which has resulted in an actual workforce figure of 1013 employees. Leavers are broken down as follows: 5 whole-time, 9 retained, 1 control and 3 non-uniformed employees.

2.11 As of 30 December 2012 whole-time establishment stood at -6 (535 employees) against an establishment of 541 posts. Fire-fighter roles are over-strength by 5, with the majority of vacancies at Supervisory level (10). The Service has recently completed recruitment to Trainee Fire-fighter roles – with appointments planned during 2013 and 2014.

2.12 As previously reported to Committee, the Service has recently substantiated temporary operational appointments and undertaken Crew and Watch Manager selection. Appointments to these promotions will take effect during January and will release vacancies at Fire-fighter level, which will be filled by Trainee Fire-fighters appointed through the 2012 process. This will mean that the Service will be able to operate at or near full strength in terms of its operational capacity during 2013.

2.13 Appointments to support posts created by the re-structure and reported to this Committee in April are now largely filled.

### **3. FINANCIAL IMPLICATIONS**

3.1 The level of establishment vacancies has reduced since the last report to this committee and should continue to reduce once trainee fire-fighters are appointed. Nevertheless, this financial year has seen significant underspends against the pay budget because of vacancies, which have been reported to the Finance and Resources Committee.

3.2 The programme of voluntary redundancies has cost £380k so far, and this has been funded from an earmarked reserve set aside for this purpose.

#### **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. 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**

