

# Public Document Pack



## **NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - HUMAN RESOURCES COMMITTEE**

**Date:** Friday, 11 April 2014

**Time:** 11.00 am

**Venue:** Fire and Rescue Services HQ, Bestwood Lodge, Arnold Nottingham NG5 8PD

**Members are requested to attend the above meeting to be held at the time, place and date mentioned to transact the following business**

A handwritten signature in black ink, appearing to read "M. W. Taylor". The signature is fluid and cursive.

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

### **AGENDA**

### **Pages**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2</b>	<b>DECLARATIONS ON INTERESTS</b>	
<b>3</b>	<b>MINUTES</b>	3 - 6
<b>4</b>	<b>HUMAN RESOURCES UPDATE</b> Report of the Chief Fire Officer	7 - 12
<b>5</b>	<b>CONVERSION OF POSTS</b> Report of the Chief Fire Officer	13 - 16
<b>6</b>	<b>APPOINTMENT OF A SERVICE TECHNICIAN</b> Report of the Chief Fire Officer	17 - 20

- 7 EXCLUSION OF THE PUBLIC**  
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
- 8 METHODOLOGY BEHIND THE CALCULATION OF INJURY AWARDS** 21 - 24  
Report of the Chief Fire Officer
- 9 REGRADING OF POSTS** 25 - 28  
Report of the Chief Fire Officer

**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 NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.**

Constitutional Services Officer: *Laura Wilson*  
*0115 8764301*  
*laura.wilson@nottinghamcity.gov.uk*

Agenda, reports and minutes for all public meetings can be viewed online at:-  
[website address to be inserted]



**NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY -  
HUMAN RESOURCES COMMITTEE**

**MINUTES of the meeting held at Fire and Rescue Services HQ, Bestwood  
Lodge, Arnold Nottingham NG5 8PD on 7 February 2014 from 10.00 am - 10.15  
am**

Councillor Michael Payne (Chair)  
Councillor Ian Campbell  
Councillor Eunice Campbell  
Councillor Stephen Garner  
Councillor Liz Yates

Members absent are marked ^

**Present as Observers**

Councillor Brian Grocock  
Councillor Gordon Wheeler

**Colleagues, partners and others in attendance:**

Tracy Crump	Human Resources Manager
David Horton	Strategic Director, Corporate Support,
Nick Linthwaite	Human Resources Manager (Service Delivery)
Carol Jackson	Constitutional Service Officer, Nottingham City Council

**15 APOLOGIES FOR ABSENCE**

None

**16 DECLARATIONS ON INTERESTS**

None

**17 MINUTES**

The Committee confirmed the minutes of the meeting held on 25 October 2013 as a correct record and they were signed by the Chair.

## **18 HUMAN RESOURCES UPDATE**

Assistant Chief Fire Officer, David Horton presented the report of the Chief Fire Officer, updating the Committee on human resources issues within the Service.

The following key points were drawn to the Committee's attention:

- absence rates fell by 28% across the workforce as a whole during Quarter 2 (compared to the previous quarter). The average absence for the Quarter (1.09 days) was below the target of 1.56 days per person;
- absence for non-uniformed employees, reduced by 36% (-152 days) and met the target for the period;
- the total cumulative average taken over the last 12 months is 6.17 days per employee and compares favourably to the average public sector average of 6.5 days but is higher than the private sector average of 5.8 days;
- target absence figures for 2013/14 have remained the same as for 2012-13: whole time and control: 6 days, non-uniformed:7 days and whole workforce: 6.25 days;
- fire-fighter roles are over-strength by 18 posts, with 9 vacancies at supervisory level and 1 at Station Manager level. The trainee fire-fighter programme, which commenced in September 2013, saw an intake of 15 trainees and 3 RDS employees migrated to the whole-time establishment at the same time, resulting in an over-establishment of 18 fire-fighters. However, this is compensated for by under-establishment in other areas, resulting in an overall over-establishment of 7 FTE roles. This 'front-loading' of trainee fire-fighter roles is part of succession planning for projected retirements during 2014-15, and the promotion of competent fire-fighters into vacant supervisory roles;
- in terms of support roles (non-uniformed posts) there has been a significant amount of recruitment during Quarter 3, with 10 appointments to vacancies.

The Chair congratulated the Officers on their success in achieving reduced absence rates.

**RESOLVED to endorse the report.**

## **19 REGRAIDING OF POSTS**

Assistant Chief Fire Officer, David Horton presented the report of the Chief Fire Officer, notifying the Committee that no applications had been considered by the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment, during the period October to December 2013 (inclusive).

**RESOLVED to note the contents of the report.**

## **20 EXCLUSION OF THE PUBLIC**

**The Committee decided to exclude the public from the meeting during consideration of the remaining agenda 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 Part 1 of Schedule 12A to the Act.**

## **21 VOLUNTARY REDUNDANCY APPLICATIONS**

Assistant Chief Fire Officer, David Horton presented the report of the Chief Fire Officer, seeking the approval of the Committee to the recommendations of the Discretionary Compensation Board in respect of voluntary redundancy applications received from non-uniformed and control employees.

The Chair thanked the Officers for their work on the process.

### **RESOLVED**

- (1) to approve the recommendations of the Discretionary Compensation Payments Board to accept applications for voluntary redundancy, as set out in the report;**
- (2) to approve the enhanced compensation payment for the employee referred to at section 2.9 of the report;**
- (3) to make a recommendation to the Finance and Resources Committee meeting on 4 April 2014 that an earmarked reserve be created at the end of the current financial year to help cover the cost of redundancy, if there is sufficient revenue budget under spend to do so;**
- (4) to note that the Service may need to consider compulsory redundancies to achieve future savings.**

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**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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**Date:** 11 April 2014

**Purpose of Report:**

To update Members on Human Resources issues within the Service

## CONTACT OFFICER

**Name :** Craig Parkin  
Assistant Chief Fire Officer  
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**Media Enquiries Contact :** Bridget Aherne  
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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 absence figures for Quarter 3: 1 October to 31 December 2013.

Absence	Quarter 3 1 <sup>st</sup> Oct to 31 <sup>st</sup> Dec 2013	Compared with previous quarter	Compared with same quarter of 2012	Cumulative total days lost for 13/14	Cumulative average over last 12 months
<b>Total workforce (156 employees have been absent during Q3)</b>	1092.5 days lost  1.49 days per employee	785 days lost  1.09 days per employee  39.2 increase (+307.5 days)	1303.5 days lost  1.83 days per employee  16.1% decrease (- 211 days)	2967.5 days lost  4.08 days per employee	5.83 days per employee (below target)
<b>Uniformed (100 employees have been absent during Q3) <i>excluding retained</i></b>	779 days lost  1.37 days per employee	514.5 days lost  0.91 per employee  51.4% increase (+264.5 days)	798 days lost  1.42 days per employee  2.4% decrease (-19 days)	1961 days lost  3.46 days per employee	4.97 days per employee (below target)
<b>Non uniformed (56 employees have been absent during Q3)</b>	313.5 days lost  1.88 days per employee	270.5 days lost  1.75 days per employee  15.9% increase (+43 days)	505.5 days lost  3.3 days per employee  38% decrease (-192 days)	1006.5 days lost  6.33 days per employee	9.33 days per employee (above target)
<b>Long term sickness (defined as 28 days or more)</b>	<b>Total Workforce</b>	22			
	<b>Uniformed (excluding retained)</b>	16			
	<b>Non Uniformed</b>	6			



- 2.2 Absence rates have increased by 39.2% across the workforce as a whole during Quarter 3 (compared to the previous quarter). Despite this increase, the average absence for the quarter (1.49 days) was still below the target of 1.56 days per person.
- 2.3 Absence for non-uniformed employees increased slightly by 15.9% (+43 days) and average absence per employee (1.88 days) was slightly above the target for the period (1.75 days).
- 2.4 This increase in absence during October to December reflects a seasonal variation which is a typical feature of this review period.
- 2.5 However compared to the same period in 2012, non-uniformed absence showed a significant decrease of 192 days (-38%).
- 2.6 There were 45 separate periods of medically certified absence in quarter 3. Of these 36 employees have subsequently returned to work or left 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.
- 2.7 The total cumulative average taken over the last 12 months is 5.83 days per employee) which is better than the average public sector average of 8.7 days and than the private sector average of 7.2 days (*Source: Absence management 2013- annual survey report of the CIPD and SimplyHealth*).
- 2.7 In terms of reasons for absence, the majority of sickness absence (in terms of working lost) was certified as due to shoulder conditions or anxiety/depression (uniformed) and cancer or anxiety/depression (non- uniformed).
- 2.5 Target absence figures for 2013/14 have remained the same as for 2012-13:

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)

### OTHER HR METRICS

- 2.6 Due to the timing of the Committee meeting, it has not been possible to report on Quarter 4 (Jan to March 2014) metrics. Figures for Quarter 4 will be reported at a future HR Committee meeting once the dates have been set at May's AGM.

### 3. FINANCIAL IMPLICATIONS

Sickness absence may result in additional costs for the Authority, particularly where there is a long term absence which needs to be covered by agency staff or short

term absences of operational employees which require covering with overtime. The establishment is generally budgeted for in full and this means that underspends caused by the turnover of employees, together with an operational overtime budget are usually sufficient to manage the costs of sickness absence.

#### **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 workforce issues.

#### **8. RECOMMENDATIONS**

It is recommended that Members endorse this report.

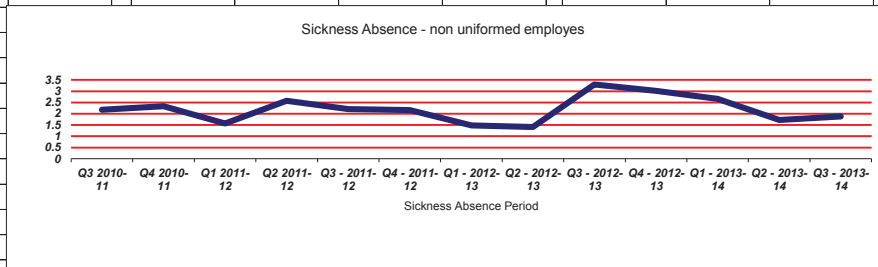
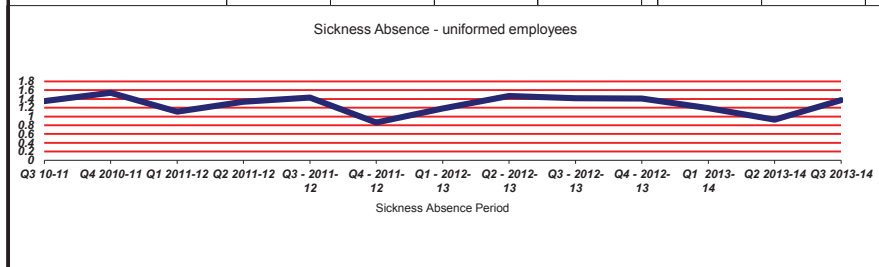
#### **9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

John Buckley  
**CHIEF FIRE OFFICER**

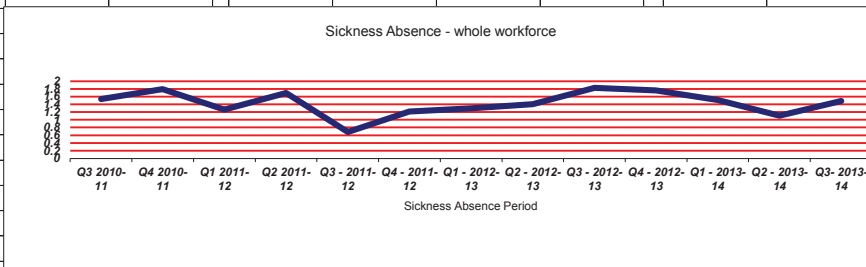
**BREAKDOWN OF ABSENCE Q3 (Oct - Dec 13)**

WORK GROUP	Oct				Nov				Dec				SUMMARY OF QUARTER 3			
	Average (days per person)	Total work days lost	Oct 2012 days lost	% difference	Average (days per person)	Total work days lost	Nov 2012 days lost	% difference	Average (days per person)	Total work days lost	Dec 2012 days lost	% difference	Average (days per person)	Total work days lost	Q3 2012 days lost	% difference
UNIFORMED (inc Control)	0.41	231	317	27.13	0.46	261	251	-3.98	0.50	287	230	-24.78	1.37	779	798	2.38
NON UNIFORMED	0.65	109	170.5	36.07	0.58	97.5	160.5	39.25	0.69	115.5	174.5	33.81	1.93	322	505.5	36.30
TOTAL WORKFORCE	0.46	340	487.5	30.26	0.49	358.5	411.5	12.88	0.55	402.5	404.5	0.49	1.50	1101	1303.5	15.54



UNIFORMED ABSENCE

NON UNIFORMED ABSENCE



TOTAL ABSENCE

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Fire and Rescue Authority  
Human Resources Committee

# CONVERSION OF POSTS

Report of the Chief Fire Officer

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**Date:** 11 April 2014

**Purpose of Report:**

To update Members on the posts which have been re-designated during the period April 2013 – March 2014.

## CONTACT OFFICER

**Name :** Craig Parkin  
Assistant Chief Fire Officer

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**Email :** [craig.parkin@notts-fire.gov.uk](mailto:craig.parkin@notts-fire.gov.uk)

**Media Enquiries Contact :** Bridget Aherne  
(0115) 967 0880 [bridget.aherne@notts-fire.gov.uk](mailto:bridget.aherne@notts-fire.gov.uk)

## **1. BACKGROUND**

- 1.1 The Service maintains an overview of its workforce establishment to ensure its continued suitability to meet the challenges of service delivery requirements, in terms of both function and efficiency. Post conversion is one means by which the Service may address changes to the establishment by transferring duties from one area of the workforce to another i.e. wholetime to non-uniformed roles or vice versa.
- 1.2 At its meeting of 16 December 2005 the Nottinghamshire and City of Nottingham Fire Authority approved the delegation of the task to the Chief Fire Officer with the caveat that a report was brought to the Authority on an annual basis, updating on post changes that have been implemented.

## **2. REPORT**

- 2.1 Post conversions are reported to the Human Resources Committee on an annual basis, in line with the financial reporting year.
- 2.2 During the period April 2013 to March 2014 the following conversions have taken place:
  - (i) Watch Manager (Fire Protection) role converted to a non uniform FP Inspecting Officer post (Grade 6).
- 2.3 The conversion of Watch Manager (Fire Protection) role forms part of a long-term strategy to reduce the number of uniformed roles undertaking statutory inspections and other non statutory fire protection duties and resulted from a retirement. Within the FP team there are now six non-uniformed Inspecting Officers, four Fire Inspection and Arson Reduction roles and two roles which provide advice to the business sector.
- 2.4 A new Fire Protection Competency Framework for Business Fire Safety Regulators will be implemented during 2014, which will ensure a common standard for the training of Fire Safety Inspectors and will provide a professional framework for the development of both uniformed and non uniformed employees in Fire Protection roles.

## **3. FINANCIAL IMPLICATIONS**

The conversion of a Watch Manager post to a Fire Inspector post has released a budget saving of £11,333. This saving has been built into the 2014/15 budget.

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

- 4.1 The conversion of the Watch Manager role has resulted from a retirement within the Fire Protection team.
- 4.2 Conversion of posts are undertaken in line with the procedure detailed in the Conversion of Posts Policy.

#### **5. EQUALITIES IMPLICATIONS**

There are no equalities implications arising directly from this report.

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

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

#### **7. LEGAL IMPLICATIONS**

There are no legal implications arising directly from this report.

#### **8. RISK MANAGEMENT IMPLICATIONS**

Post conversion forms part of the facility available to the Service to align Service workforce resources to meet changing requirements, to effect efficiencies and to address risk.

#### **9. RECOMMENDATIONS**

It is recommended that Members note the contents of this report.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**

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Fire and Rescue Authority  
Human Resources Committee

# APPOINTMENT OF A SERVICE TECHNICIAN

Report of the Chief Fire Officer

**Date:** 11 April 2014

**Purpose of Report:**

To seek the approval of the Human Resources Committee to the appointment of a Service Technician to carry out duties associated with the role.

## CONTACT OFFICER

**Name :** Neil Timms  
Strategic Director of Finance and Resources

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**Media Enquiries  
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(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

## **1. BACKGROUND**

- 1.1 In the past the Equipment Section had two uniformed Station Managers on its establishment, but as part of the restructure one of these posts was deleted and replaced by a non-uniformed Service Technician post.
- 1.2 Whilst the post of Service Technician was included within the departmental structures, an oversight meant that this was not included within the establishment presented to the Human Resources Committee following the restructure.

## **2. REPORT**

- 2.1 The Equipment Section provides technical support to the response function of the organisation.
- 2.2 The role of the Service Technicians is pivotal in maintaining the operational preparedness of all equipment and portable electrical appliances. They provide servicing and maintenance to safety critical items of equipment on a daily basis.
- 2.3 The geographical size of the county dictates that the current fire stations are strategically based throughout the county.
- 2.4 To ensure that the county is covered, and that the services they provide is maintained, a separate technician is required to cover both the north and south of the county.
- 2.5 The reason that this post is only now being asked for is that there has been some confusion following the restructure process. The post had been covered temporarily by a uniformed fire fighter and therefore, whilst included within the establishment for planning purposes, it was not included within the official establishment.
- 2.6 The Equipment Section will not be able to maintain its current level of support for operational crews if this post is not created and therefore approval is sought to the establishment of this post.

## **3. FINANCIAL IMPLICATIONS**

The post in question is graded at scale 3 (£21,980 including all overheads) and is budgeted for in full.

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

The human resources implications do extend beyond running a proper appointments process and establishing the post.

**5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken because there are no equalities implications arising from this report.

**6. CRIME AND DISORDER IMPLICATIONS**

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

**7. LEGAL IMPLICATIONS**

There are no legal implications arising directly from this report.

**8. RISK MANAGEMENT IMPLICATIONS**

The Equipment Section itself provides an important element of the risk management process around the procurement, commissioning and maintenance of operational equipment.

**9. RECOMMENDATIONS**

It is recommended that the post of Service Technician is added to the establishment as part of the process of implementation of budget reductions in the equipment section.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**

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