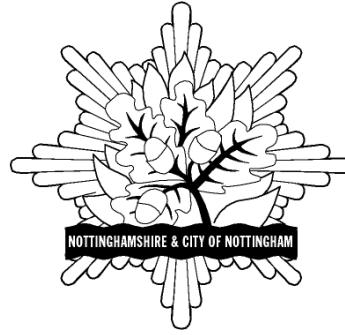


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NOTTINGHAMSHIRE & CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY - HUMAN RESOURCES COMMITTEE

Date: Friday, 30 January 2015 **Time:** 10.00 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. J. [unclear]". The signature is written in a cursive style.

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

| <u>AGENDA</u> | <u>Pages</u> |
|---|---------------------|
| 1 APOLOGIES FOR ABSENCE | |
| 2 DECLARATIONS OF INTERESTS | |
| 3 MINUTES Of the meeting held on 10 October 2014 (for confirmation) | 3 - 6 |
| 4 HUMAN RESOURCES UPDATE - QUARTER 2 Report of Chief Fire Officer | 7 - 16 |
| 5 POST DELETIONS - PRINCE'S TRUST Report of Chief Fire Officer | 17 - 20 |
| 6 EXCLUSION OF PUBLIC To consider excluding the public from the meeting during consideration of the remaining item 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. | |

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: *Catherine Ziane-Pryor*
0115 8764297
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<http://committee.nottinghamcity.gov.uk/mgCommitteeDetails.aspx?ID=217>



**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 10 October 2014 from 13.32 pm - 14.07
pm**

Membership

Present

Councillor Michael Payne (Chair)
Councillor Liz Yates
Councillor John Allin (as substitute for
Councillor Sybil Fielding)

Absent

Councillor Eunice Campbell
Councillor Stephen Garner
Councillor Sybil Fielding

Colleagues, partners and others in attendance:

Tracy Crump - Head of HR Services
Nick Linthwaite - HR Manager
Craig Parkin - Assistant Chief Fire Officer
Carol Jackson - Governance Officer, Nottingham City Council

11 APOLOGIES FOR ABSENCE

Councillor Sybil Fielding
Councillor Stephen Garner

12 DECLARATIONS OF INTERESTS

None

13 MINUTES

The Committee confirmed the minutes of the meeting held on 11 July 2014 as a correct record and they were signed by the Chair.

14 HUMAN RESOURCES UPDATE

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's quarterly report updating members on human resources issues within the Service. The

following statistics relating to Quarter 1 (Q1), 1 April - 30 June 2014 were drawn to Members' attention:

- absence rates have increased by 12% (150.5 days) across the workforce as a whole during Q1, compared to the previous quarter and by 29% compared to the same quarter of 2013;
- the increase is accounted for primarily by non-uniformed sickness absence. 70% of this is long term in nature i.e. for a period of more than 28 days and relates to significant medical issues e.g. surgery, stress/anxiety and musco-skeletal conditions;
- staff with stress related illnesses are offered support from Occupational Health with a view to getting them back to work as quickly as possible;
- targeted absence for 2014/15 remains as for 2013/14;
 - whole time and control 6 days;
 - non-uniformed 7 days;
 - whole workforce 6.25 days;
- there have been 19 leavers and 7 starters since the last report. Fire-fighter roles are over-strength by 6 posts with 14 vacancies at supervisory level. A Crew Manager selection process will be run in early November to address the gap in Supervisory Manager roles. This will reduce the over-establishment of fire-fighters;
- there were two whole-time retirements on the grounds of permanent ill-health during Q1 of 2014-15. These are the first for a number of years;

Members felt that the Nottingham Post's coverage of absence figures following the publication of this report had not reflected the true picture of absence across the organisation. The Chair agreed to respond to the article published by the Post by way of a letter for publication, setting out the full facts for the benefit of the public.

RESOLVED to endorse the report.

15 ESTABLISHMENT OF COMMUNICATIONS OFFICER POST

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report seeking approval for the establishment of a Communications Officer post within the Corporate Communications and Administration team. The proposed new role will be one dealing with day-to-day activity and help deal with the growing demand for information and provide the ability to respond quickly to this demand.

The Chair asked the Assistant Chief Fire Officer to pass on the Committee's thanks to the Corporate Communications team for the excellent job it is doing in maintaining effective and pro-active media services, keeping the media, staff and the public fully informed in difficult times.

RESOLVED to support the establishment of a new post of Communications Officer and to recommend this to the Combined Fire Authority.

16 DISCRETIONS UNDER THE LOCAL GOVERNMENT PENSIONS SCHEME

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report seeking member approval on the Service policy statement in relation to the discretions that exist under the Local Government Pension Scheme.

RESOLVED to approve the Service policy statement regarding application of employer discretions under the Local Government Pension Scheme

17 EXCLUSION OF THE PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item in accordance with Section 100A(4) of the Local Government Act 1972 on that basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

18 REGRADING OF POSTS

Craig Parkin, Assistant Chief Fire Officer, introduced the Chief Fire Officer's report notifying members of the applications considered by the Job Evaluation Panel in respect of changes to the permanent non-uniformed establishment, during the period April to September 2014 (inclusive).

RESOLVED to note the report.

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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

Date: 30 January 2015

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 receives 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 Human Resources Committee to keep informed of ongoing issues and offer their guidance and scrutiny.

2. REPORT

HR METRICS - SICKNESS ABSENCE

- 2.1 The following represents absence figures for Quarter 2: 1 July to 30 September 2014. The format of the report has been amended to better reflect absence within specific work groups so that issues relevant to these groups can be more clearly identified and analysed. As a result of enhanced reporting arrangements, absence figures for control and retained duty system employees can now be included in the figures.
- 2.2 Previously the report has shown comparative figures against the same quarter of the previous year. In the future this comparison will be made at the end of the annual reporting period (Quarter 4) as a more representative comparison of absence over a whole year period, rather than a snapshot in time, and are therefore not included in this review.

Target absence figures for 2014/15 are:

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

Total Workforce

| Absence | Quarter 2 1 Jul – 30 Sept 2014 | Compared with previous quarter | Cumulative total days lost for 14/15 | Cumulative average over last 12 months |
|--|---|--|--|---|
| Total workforce (154 employees have been absent during Q2, excluding retained*) | 1480 days lost 2 days per employee | 1404.5 days lost 1.94 days per employee 5.37% increase (+75.5 days) | 2884.5 days lost 3.94 days per employee | 7.14 days per employee |

(*Due to the on-call nature of the Retained Duty System which does not reflect whole days of absence)

- 2.3 Absence rates have increased by 5.37% (+75.5 days) across the workforce as a whole during Quarter 2 compared to Quarter 1. The average absence for the period was 2.05 days per employee, which is above the target of 1.56 days. This is accounted for by an increase in uniformed sickness absence.
- 2.4 Overall, average absence for 2014-15 is 3.99 days per employee which is above our target level of 3.25 days at the 6 month point.
- 2.5 Cumulative absence figures over the past 12 months are also slightly higher than our average of 6.25 days per employee. However it should be noted that this is still below the public sector average of 8.7 days and the private sector average of 7.2 days. (*Source: Absence management 2013 annual survey report of the CIPD and Simply Health*).

Wholetime Employees

| Absence | Quarter 2 1 Jul – 30 Sept 2014 | Compared with previous quarter | Cumulative total days lost for 14/15 | Cumulative average over last 12 months |
|--|--|---|--|--|
| Wholetime (99 employees have been absent during Q2) | 1100 days lost 2.1 days per employee | 839 days lost 1.57 days per employee 31.1% increase (+261 days) | 1939 days lost 3.67 days per employee | 6.55 days per employee |

- 2.6 In reviewing the reason for this increase for uniformed employees, 68.7% (756 days) of absence was long-term in nature i.e. for a period of longer than 28 days, and related to significant medical issues. As an indication of the types of conditions recorded, 495 days were lost due to musculo-skeletal conditions (42 instances), 250 days due to anxiety/depression (8 instances).
- 2.7 The Occupational Health team has been working with operational employees with long-term conditions to provide support and access to treatment. Many of these employees have now returned to work, some being placed on modified duties in some instances to assist their recovery. There were seven individuals on modified duties during the period.
- 2.8 Over the next year, particular emphasis will be placed on managing musculo-skeletal conditions and mental health issues across the Service, with the aim of reducing the instances and length of absence in these areas.

Retained Employees

| Absence | Quarter 2 1 Jul – 30 Sept 2014 | Compared with previous quarter | Cumulative non availability (days) during 14/15 | Cumulative average over last 12 months |
|--|--|--|---|--|
| Retained (28 employees have been absent during Q2) excluding retained | 455 days lost 1.76 days lost per employee | 486 days lost 1.9 days per employee 6.4% decrease (-31 days) | 941 days lost 3.66 days lost per employee | Not available |

2.9 Due to the on-call nature of the retained duty system, absence levels reflect non availability rather than total working/shift days lost.

2.10 During Q2, absence levels have decreased (-31 days) compared to Q1 and reflect an average of 1.74 days per person, which is slightly above the target of 1.5 days for operational employees. Long-term absence (more than 28 days) accounts for 51.6% of this absence.

2.11 The main reasons for absence are recorded as musculo-skeletal in nature (Shoulder, upper limb, back).

Control Employees

| Absence | Quarter 2 1 Jul – 30 Sept 2014 | Compared with previous quarter | Cumulative total days lost for 14/15 | Cumulative average over last 12 months |
|--|---|---|--|---|
| Control (3 employees have been absent during Q2) excluding retained | 6 days lost 0.2 days per employee | 40 days lost 1.45 days per employee 85% decrease (-34 days) | 46 days lost 1.47 days per employee | 6.35 days per employee |

2.12 Absence levels for Control employees has shown a significant decrease over the past year. In Q2 only six days of absence have been recorded, at an average of 0.2 days.

2.13 There were no instances of long-term absence.

Support Employees

| Absence | Quarter 2 1 Jul – 30 Sept 2014 | Compared with previous quarter | Cumulative total days lost for 14/15 | Cumulative average over last 12 months |
|--|--|---|--|--|
| Non uniformed (52 employees have been absent during Q2) | 374.5 days lost 2.1 days per employee | 525.5 days lost 3.19 days per employee 28.7% decrease (-151 days) | 900 days lost 5.29 days per employee | 9.14 days per employee |

- 2.14 It is encouraging to report a reduction in non-uniformed absence levels after increases in recent quarters, with a number of employees who had been absent with long-term conditions having now returned to work.
- 2.15 In Q2 there was a reduction of 28.7% (-151 days) compared to the previous quarter, at an average of 2.1 days per employee. This is above the target of 1.75 days.
- 2.16 The main reasons for absence were conditions recorded as Post Hospitalisation or Other Senses.

Whole Workforce - Long Term Absence and Medically Certified Absence

| | | Instances | Shifts lost |
|--|-----------------------------|-----------|-------------|
| Long term sickness (defined as 28 days or more) | Total Workforce | 48 | 1202 |
| | Whole-time employees | 32 | 756 |
| | Retained employees | 5 | 235 |
| | Control employees | 0 | 0 |
| | Non Uniformed | 11 | 211 |

- 2.17 Long term absence (of more than 28 days in duration) accounts for 62% of all sickness absence in Q2. The most prevalent reason for absence during Q2 (in terms of working time lost) was certified as due to musculo-skeletal conditions or anxiety and depression (uniformed), and post-hospitalisation or Other senses (non- uniformed).
- 2.18 There were 75 separate periods of medically certified absence in Quarter 2. Of these, 57 employees have subsequently returned to work or left the service. The graphs attached as Appendix 1 give a clearer idea of how absence has been affected over a longer period of time and sets out a more representative view of absence over the year.

Reasons for Absence – Comparison with National Trends

- 2.19 The national Absence Survey undertaken by the Chief Fire Officers Association for the first half of 2014/15 shows that musculo-skeletal and back conditions were the main causes of sickness absence for all uniformed employees, with mental health issues identified as the primary cause of absence for non-uniformed staff.
- 2.20 As set out earlier in the report, sickness absence for operational employees at NFRS reflects the national trend for absence due to musculo-skeletal injury. However the trend for non-uniformed employees is different at NFRS, with post operative conditions rather than mental health issues representing the main reason for sickness absence.

DISCIPLINE, GRIEVANCES ETC

2.21 Over the period 1 July 2014 – 30 September 2014:

- Disciplinary: 0
- Grievances: 0
- Harassment and Bullying: 0
- Formal Management Sickness Absence Policy: 0
- Dismissals including ill health retirements: 1
- Redundancy: 1
- Redeployment: 0
- Employment Tribunal cases: 0
- IDRP appeals: 1

STAFFING NUMBERS

2.22 During the period 1 July 2014 to 30 September 2014, 23 employees commenced employment. Establishment levels at 30 September 2014 are highlighted below:

| | Approved | Actual | Variance |
|----------------------|---------------------|---|--------------|
| Wholetime | 531 | 529 (528.5 full time equivalents) | -2 |
| Retained | 204 units | 262 persons (137.5 units) (includes 58 dual contracts) | - 66.5 units |
| Non-Uniformed | 176 (162.31 fte) | 171 <i>Established Post – 161 (137.5 fte)</i> <i>Fixed Term Non-Established Post –3</i> <i>Fixed Term in Established Post - 8</i> <i>Agency staff – 2</i> | -5 |
| Fire Control | 26 | 30 (28 FTE) | +4 (2 FTE) |

- 2.23 There have been 17 leavers and 18 starters since the last report which has resulted in an actual workforce figure of 992 employees. Leavers are broken down as follows: 3 whole-time, 7 retained, and 7 non-uniformed employees.
- 2.24 Additionally, the Service currently employs 2 Apprentices on one year fixed-term contracts, and 36 Contingency Crew Operatives on zero hour contracts.
- 2.25 As at 30 September 2014 whole-time establishment stood at -2 FTE (528.5 FTE) employees against an establishment of 531 posts. The recent Crew Manager selection process has seen the promotion of ten Firefighters, which has addressed the previously reported short-fall of supervisory managers at this level.
- 2.26 The Control section has seen a temporary increase in posts due to the need to provide additional support whilst permanent employees are engaged with the implementation of the new mobilising system. These appointments have been made on a one-year fixed term basis.
- 2.27 It should be noted that the outcome of the operational cover proposals will lead to a reduction in whole-time established posts from 531 to 511 from early 2015, due to the loss of an appliance at Highfields station. This has led to the transfer of employees from Highfields to other locations within the county.
- 2.28 The closure of the retained section at Mansfield will lead to the redeployment of 6 employees into Whole-time roles in January, with 5 dual employment employees (who provide both whole-time and retained cover) made redundant from their retained roles. and one employee transferred to another RDS section. This will lead to a short-term over provision of Fire-fighters, which will be addressed through anticipated retirements during the remainder of 2015/16.
- 2.29 During the period the Service has appointed to 13 retained positions (including 2 dual contracts), 3 Control and 5 support roles (non uniformed posts).

ILL HEALTH RETIREMENTS

- 2.30 There was one whole-time retirement on the grounds of permanent ill-health during Q2 of 2014-15. This brings the total number of ill-health retirements to three for the year, and means that the Authority has exceeded its target of 1 ill-health retirement per year.

3. FINANCIAL IMPLICATIONS

- 3.1 There is a direct relationship between numbers of staff employed and pay costs. As can be seen from the table, the numbers of wholetime and support

employees are currently close to establishment, although this hasn't been the case throughout the whole year. The financial implications of this are reported to the Finance and Resources Committee.

- 3.2 The higher than usual number of ill health retirements this year has resulted in a predicted overspend of £90k. This has been reported to the Finance and Resources Committee.

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

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 workforce issues.

9. RECOMMENDATIONS

It is recommended that Members endorse the report.

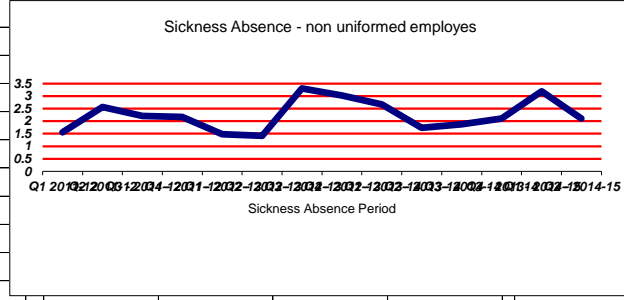
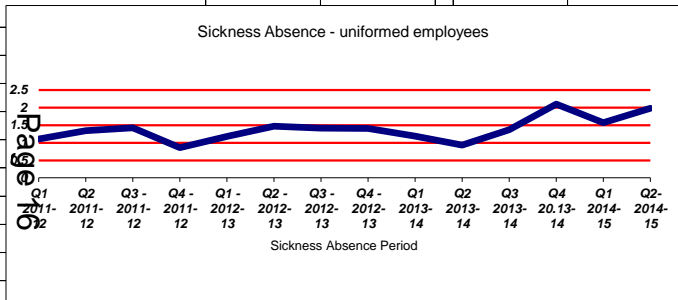
10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER

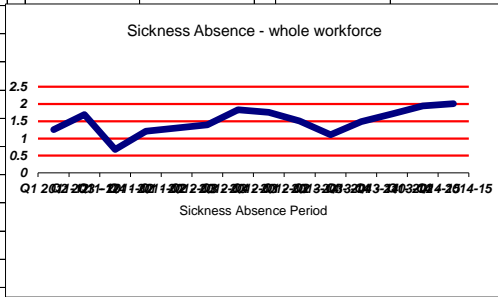
BREAKDOWN OF ABSENCE Q2 (Jul - Sept 14)

| WORK GROUP | Jul | | Aug | | Sept | | SUMMARY OF QUARTER 2 | | | |
|-------------------------|---------------------------|----------------------|---------------------------|----------------------|---------------------------|----------------------|---------------------------|----------------------|----------------------------|--------------|
| | Average (days per person) | Total work days lost | Average (days per person) | Total work days lost | Average (days per person) | Total work days lost | Average (days per person) | Total work days lost | Previous quarter days lost | % difference |
| UNIFORMED (inc Control) | 0.69 | 384 | 0.69 | 383 | 0.61 | 339 | 1.95 | 1106 | 878 | -25.97 |
| NON UNIFORMED | 0.57 | 104.5 | 0.44 | 80 | 1.07 | 190 | 2.24 | 374.5 | 525.5 | 28.73 |
| TOTAL WORKFORCE | 0.66 | 488.5 | 0.63 | 463 | 0.72 | 529 | 2.01 | 1480.5 | 1403.5 | -5.49 |



UNIFORMED ABSENCE

NON UNIFORMED ABSENCE



TOTAL ABSENCE



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Human Resources Committee

POST DELETIONS – PRINCE’S TRUST

Report of the Chief Fire Officer

Date: 30 January 2015

Purpose of Report:

To recommend permanent deletions to the non uniformed establishment arising from a re-structuring of the Prince’s Trust team.

CONTACT OFFICER

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Assistant Chief Fire Officer

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

1. BACKGROUND

At its meeting on 25 April 2014, the Policy and Strategy Committee agreed to a reduction in the number of funded positions within the Prince's Trust team as a result of the re-structuring the funding model and introduction of partnership arrangements with Nottinghamshire Police.

2. REPORT

- 2.1 The Service has worked with the Prince's Trust for a number of years in a highly successful partnership, providing training and work placements for young people aged 16-24, with the aim of developing key life and work skills. Many of the young people supported through this programme have gone on to find permanent employment or to gain entry into full-time education. The scheme forms part of the Authority's commitment to work within the community and with partner agencies.
- 2.2 The last year has seen a re-structuring of the funding model which provides income to the service to run Prince's Trust programmes and which has led to a reduction in funding received by the Service. This in turn led to a reduction in the number of funded positions for Team Leader and Support Officer roles who undertake the day-to-day running of the programmes.
- 2.3 Significant work has been undertaken by officers to maintain the current provision as far as possible, and to seek alternative funding providers. This has led to a new funding arrangement with West Nottinghamshire College and the development of a partnership with Nottinghamshire Police to provide seconded employees to undertake Team Leader and Support Officer roles.
- 2.4 The reduction in staffing numbers has been subject to extensive consultation with employees and trade union representatives, with the aim of mitigating the need to affect compulsory redundancies wherever possible.
- 2.5 In the event, a member of the team resigned to take up other employment and two voluntary redundancies were agreed which provided opportunities to maintain employment for existing team members. Members previously considered and agreed reports on 7th February and 11th July 2014 in respect of the voluntary redundancy applications.
- 2.6 To finalise this re-structuring process, the Committee is asked to formally recommend the deletion of two posts from the permanent establishment, as set out below:
 - Prince's Trust Team Leader;
 - Prince's Trust Support Officer.

3. FINANCIAL IMPLICATIONS

- 3.1 The removal of the Prince's Trust Team Leader from the establishment has resulted in a permanent saving of £34k. The permanent saving arising from the deletion of the Prince's Trust Support Worker post is £24k. Total savings are therefore £58k.
- 3.2 These savings have already been built into the 2015/16 budget, and have contributed to the elimination of the Prince's Trust activity deficit.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

Human resources implications are set out within the report.

5. EQUALITIES IMPLICATIONS

There are no equalities implications arising from this 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

The re-structuring of the delivery model has safeguarded the immediate future of the Prince's Trust programme. However, it is acknowledged that work will need to continue to be undertaken to secure future funding and partnership arrangements to maintain the programme going forward.

9. RECOMMENDATIONS

That Members support the recommendation to permanently delete the roles of Prince's Trust Team Leader and a Prince's Trust Support Officer, and that this proposal is put forward for the agreement of the full Fire Authority.

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

None.

John Buckley
CHIEF FIRE OFFICER

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