



**NOTTINGHAMSHIRE**  
**Fire & Rescue Service**  
*Creating Safer Communities*

Nottinghamshire and City of Nottingham  
Fire and Rescue Authority

# PERMANENT CHANGES TO THE ESTABLISHMENT

Report of the Chief Fire Officer

**Date:** 28 February 2020

**Purpose of Report:**

To seek approval for the creation of 2.5 support roles as permanent changes to the establishment.

**Recommendations:**

It is recommended that Members approve the recommendation of the Human Resources Committee to establish:

- The role of iTrent Development Support Officer.
- The roles of Specialist Home Safety Operatives.

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## **1. BACKGROUND**

The Human Resources Committee, at its meeting on 24 January 2020, supported the creation of 2.5 new roles, subject to final approval from the Fire Authority.

## **2. REPORT**

- 2.1 The i-Trent system is a critical system which supports all Human Resources and Payroll activities and links to many other systems, including the mobilising system (Systel). System support is provided by a dedicated team of 1.5 full time equivalent (fte) working within the Human Resources department (1.5 fte).
- 2.2 Due to reductions in working hours within the team and an increase in system development and reporting requirements, the capacity of the existing team is no longer sufficient to meet demands. The HR Systems Officer is therefore engaged in routine maintenance tasks rather than engaging in higher level development work, which is not an efficient use of their time.
- 2.3 On this basis, it is proposed that an additional full-time technical role is created to ensure that vital system maintenance is undertaken and further support provided for system development and helpdesk tasks.
- 2.4 The reduction in hours of current team members has provided an underspend which means that the majority of additional salary costs can be contained within the existing salary budget for iTrent support. The additional cost is therefore £2,640 per annum, which will be built into the 2020-21 salary budget.
- 2.5 The Persons at Risk Team, based within the Prevention and Protection Department, undertakes safe and well referrals to those identified as high risk. Three Specialist Home Safety Operatives (SHSOs) currently deliver this activity, of these one SHSO is dedicated to the Child Home Equipment Scheme on a 12-month fixed term basis.
- 2.6 The Service has previously commissioned services from external partners to provide the safe and well visits (SWVs) alongside the Service's. However, SWVs provided by external providers are not counted toward completion statistics recorded by Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services and do not support the Service's ambition to increase the number of SWVs by 200% in the next three years.
- 2.7 It is proposed that the funding currently used to commission external providers is used to create a further two SHSO roles (1.5 fte) to conduct high risk SWVs and manage follow-up activities to persons most at risk.
- 2.8 It is anticipated that this would result in approximately 500 SWVs per year and would provide additional capacity within the Persons at Risk Team. This

model would also ensure consistency in delivery, placing the function under direct service performance management control and lead to an increase in the number and quality of visits undertaken.

- 2.9 Nottinghamshire Fire and Rescue Service would continue to work with external providers as referring partners and the cost of the new posts would be fully met by the funding currently paid to external providers.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 The cost of creating the iTrent support post is £30,075 including on-costs. However, the current salary underspend within the iTrent team means that £27,435 can be offset, leaving an additional £2,640 per annum to be built into the 2020/21 salary budget. Any additional salary costs in 2019/20 can be met from in-year underspends within the iTrent salary budget.
- 3.2 The cost of creating 1.5fte Specialist Home Safety Operatives is £40,692 per annum including on-costs. The cost of providing an additional vehicle would be £3-4000 per annum, bringing overall costs to £45,000. This cost would be fully met by using the budget set aside for commissioned services.

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

- 4.1 The posts would be advertised internally and externally in line with the Services' recruitment policy.
- 4.2 The iTrent support role has been subject to job evaluation which has resulted in a Grade 4 grade. The Specialist Home Safety Operative roles are already graded at Grade 3.

### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment has not been undertaken as this does not constitute a change to policy or service delivery.

### **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**

There are no risk management implications arising from this report.

## **9. COLLABORATION IMPLICATIONS**

There are no collaboration implications arising from this report.

## **10. RECOMMENDATIONS**

It is recommended that Members approve the recommendation of the Human Resources Committee to establish:

10.1 The role of iTrent Development Support Officer.

10.2 The roles of Specialist Home Safety Operatives.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**