



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

CHANGES TO ESTABLISHMENT ANNUAL REPORT

Report of the Chief Fire Officer

Date: 22 September 2023

Purpose of Report:

To report permanent changes to the establishment from September 2022, in line with the delegated authority assigned to the Chief Fire Officer.

Recommendations:

That Members note the report.

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1. BACKGROUND

- 1.1 At its meeting on 22 July 2022, the Fire Authority assigned delegated powers to the Chief Fire Officer to permanently amend the establishment, as follows:
 - i. Scheme of Delegation 1(d) – the Chief Fire Officer shall be empowered, in consultation with the Chair of the Authority, to appoint, establish and disestablish and manage all staff positions within agreed budgets Establishing Scheme approved by the Fire and Rescue Authority and in accordance with Personnel regulations, but shall not appoint staff at the level of Deputy Chief Fire Officer, Assistant Chief Fire Officer, or to act in the statutory roles of Treasurer or Monitoring Officer without the approval of the Fire and Rescue Authority
- 1.2 As part of this delegated authority, the Chief Fire Officer may implement grading changes to Green Book, (Support) roles on the recommendation of the Joint Job Evaluation Panel. The job evaluation, (“JE”) process is that set down in the National Joint Council for Local Government Services, with locally agreed variations and is undertaken by a joint panel consisting of management and UNISON representatives.
- 1.3 Submissions may be received from management or directly from employees. Previously, any changes which impact upon the staffing budget were reported to the Human Resources Committee.

2. REPORT

- 2.1 The report sets out the changes to the permanent establishment since August 2022. Please note that any post deletions which have resulted in a redundancy, have been reported to the Authority in line with the provisions of the Discretionary Compensation Payments Policy.

POST DELETIONS

- 2.2 Six posts have been deleted from the Green Book (support) establishment as a result of restructuring activities, either as part of the Futures 25 Phase One outcomes, undertaken in the financial year 2022-23 or due to posts becoming vacant and providing an opportunity to review how resources can be used more effectively, to meet organisational needs. Any savings arising from the establishment changes are set out within the financial implications section of the report.

2.3 The following table sets out these changes:

Department	Date	Job Role	Reason	
Prevention	13/12/22	District Engagement & Partnership Officer (vacant post)	Restructure	Part of savings from Phase One of Futures 25 review.
Risk Assurance and Operational Training	31/03/23	Training Delivery Manager	Redundancy	Part of savings from Phase One of Futures 25 review.
Risk Assurance and Operational Training	31/03/23	0.6 Workplace Assessment Coordinator	Redundancy	Part of savings from Phase One of Futures 25 review.
Strategic Support and ICT	01/04/23	Head of Digital Transformation (vacant post)	Restructure	Part of the savings used to fund the establishment of a Business Intelligence Manager role.
Procurement and Resources	01/04/23	Site Supervisor/Maintenance Operative (vacant post)	Restructure	Funding diverted to create an Estates Administrator role.
Strategic Support and ICT		0.5 GIS Analyst role	Restructure	Funding diverted to create a Business Intelligence Apprentice role.

2.4 The redundancies arising from the deletion of the Training Manager and Workplace Assessment Coordinator roles, were approved by the Authority at its meeting on 24 February 2023.

2.5 There have been no deletions from the operational establishment during the period.

NEW POSTS

2.6 Six posts have been created within the Green Book (support) establishment as follows:

Department	Date	Job Role	Reason	
Strategic Support	October 2022	Business Intelligence Manager	Restructure	Funded from deletion of Head of Digital Transformation post.
Futures 25 Programme	February 2023	Communication and OD Officer	Support for Futures 25 programme	Funded from Futures 25 ear-marked reserve to April 2024 (£39k).
Strategic Support	February 2023	Business Intelligence Apprentice	Restructure	Funded from deletion of 0.5 GIS Analyst post.
Prevention	February 2023	2 x Specialist Home Safety Operatives	Funding realignment	Transfer of budget from On-call to Prevention team budget (£70k).
Procurement and Resources	March 2023	Estates Administrator	Restructure	Funded from deletion of Site Supervisor/Maintenance Operative post.

2.7 The majority of new posts have been created by diverting existing budgets to areas where new or additional demands have been identified. One post has been created to support the Futures 25 change programme and is resourced from an earmarked reserve.

2.8 There have been no additional substantive posts created within the operational establishment during the period.

REGRADED POSTS

2.9 Four posts have been re-graded on the recommendation of the Joint Job Evaluation Panel, arising from a permanent increase in duties and responsibilities attached to those roles. These are:

Department	Effective Date	Job Role	Reason	
People and Organisational Development	February 2023	HR Services Manager	Regrade	Regraded from Grade 5 to Grade 6
People and Organisational Development	February 2023	Senior HR Administrator	Regrade	Regraded from Grade 3 to Grade 4
People and Organisational Development	March 2023	Equality Development Officer	Regrade	Regraded from Grade 5 to Grade 6
Risk Assurance and Operational Training	April 2023	Digital Learning Co-ordinator	Regrade	Regraded from Grade 5 to Grade 6

3. FINANCIAL IMPLICATIONS

- 3.1 The newly created posts have been fully funded from within existing budgets, in line with the requirements of the Scheme of Delegation approved by Fire Authority, (see Paragraph 1.1).
- 3.2 After £101k of savings from the deleted posts was diverted to fund the newly created posts, set out in Paragraph 2.6, a net saving of £174k was made which has contributed towards the savings targets included in the Futures 25 Efficiency Strategy.
- 3.3 A further £39k funding from the Futures 25 earmarked reserve and £70k transfer from on-call budgets was used to fund the newly created posts.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

Human resources implications are set out within the report.

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken, as the report does not reflect a change in policy or service provision.

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 Job Evaluation Scheme reduces the risk of successful equal pay claims, by applying a jointly agreed and validated job analysis system to the grading structure.

9. COLLABORATION IMPLICATIONS

There are no collaboration implications arising from this report.

10. RECOMMENDATIONS

That Members note the report.

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

None.

Craig Parkin
CHIEF FIRE OFFICER