



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: 01 July 2016

Purpose of Report:

To update Members on key Human Resources metrics for the period 1 April – 30 June 2016.

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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 Due to the timing of the HR committee, it has not been possible to report on absence statistics for Quarter One (1 April – 30 June). The figures will therefore be reported to the next committee on 4 November 2016.

DISCIPLINE, GRIEVANCES ETC

- 2.2 Over the period 1 April – 30 June 2016:
 - Disciplinary: 2
 - Grievances: 0
 - Harassment and Bullying: 0
 - Formal Management Sickness Absence Policy: 0
 - Dismissals including ill health retirements: 0
 - Redundancy: 0
 - Redeployment: 0
 - Employment Tribunal cases: 0
 - IDRP appeals: 0
 - Performance and capability: 0

STAFFING NUMBERS

- 2.3 During the period 1 April 2016 to 30 June 2016, 25 employees commenced employment. Establishment levels at 30 June 2016 are highlighted below:

	Approved	Actual	Variance
Wholetime	476 (476 FTE)	483 (482.58 FTE)	+7 (+6.58 FTE)
Retained	192 units	276 (147 units)	- 45 units
Non-Uniformed	171 (160.85 FTE)	156 (145.22 FTE)	-15 (-16.63 FTE)
Fire Control	25 (24.5 FTE)	26 (25.5 FTE)	+1

- 2.4 There have been 21 leavers and 25 starters during this quarter since the last report which has resulted in an actual workforce figure of 941 (this includes * dual contractors). Leavers are broken down as follows: 11 whole-time, 6 retained, and 4 non-uniformed employees.
- 2.5 As at 30 April 2016 whole-time establishment stood at 493 (493.58 fte) employees against an establishment of 476 posts. This reflects a reduction in whole-time posts arising from the report “Adjustments to Service Delivery Provisions”, which was approved by the Authority in December 2015. The impact of which is to move from a deficit of 13 posts to a surplus of 7 posts. Based on workforce projections this surplus will reduce through natural turnover through 2016-17, and has been factored into the 2016/17 revenue budget.
- 2.6 During the period the Service has appointed to 5 support roles and 18 Retained Trainee Firefighter roles. This takes the total number of new RDS appointments to 63 during 2015 and 2016.

EQUALITIES MONITORING

- 2.7 As a result of changes to the way that performance monitoring information is reported, the HR Update now contains data relating to workforce profile and recruitment by protected characteristics (as defined in the Equality Act).
- 2.8 The table set out in Appendix A shows the current profile of the workforce by gender, ethnic origin, LGB, disability, age and religion and compares it to the same quarter of 2015 to highlight any changes that have occurred.

- 2.9 **Gender:** On 1 June 2016 women made up 15.01% (133) of all employees, this is a small decrease from 1 June 2015 when women made 15.58% of the workforce. In terms of operational roles, women make up 3.8% (29) of roles within the Whole-time and Retained workforce

There has been a reduction of 19 (11 male, 8 female) employees, from 905 to 886 employees since June 2015. This reduction in female employees is accounted for by the dis-establishment of support roles within the corporate administration team during 2015.

- 2.10 **Ethnic Origin:** On 1 June 2016, employees from BME groups (excluding employees who defined themselves as Irish and White Other) constituted 3.72% (33) of the workforce, compared to 3.76% (34) in June 2015. This reduction is the result of normal turnover.
- 2.11 **Disability:** The number of employees declaring a disability is 34 as of 1 June 2016. This compares to 40 in June 2015. This reduction relates to leavers during the year, or employees re-defining themselves as non-disabled.
- 2.12 **Sexual Orientation:** In comparison to 1 June 2015, those declaring that they are lesbian, gay or bisexual has reduced from 15 people down to 14. Given the reduction in the workforce as a whole, this figure is not disproportionate.
- 2.13 **Age:** The figures show that the largest group is those employees who are aged over 46 -55 years who make up 37.02% of the workforce as of 1 June 2016. This is a slight decrease from 37.35% as at 1 June 2015 and may be accounted for movements between age bands in the period. It is positive to see an increase in those aged below 25 in the workforce, from 36 to 42, as this was an area targeted for improvement. This is mainly accounted for by the increase in RDS Trainee Fire-fighters.

It is interesting to note that 43.3% of the workforce are over 45 years of age. As long-serving operational fire-fighters can retire from age 50 with 25 years' service (under the 1992 Firefighter Pension Scheme), there is potential for a high levels of turnover over the next 5-10 years. The implications of this are addressed in the Service's Workforce Plan, which is reviewed annually and predicts levels of turnover to inform succession planning.

- 2.14 **Religion:** The numbers of employees who identify as being Christian as of 1 June 2016 is 384 (43.34%). 17 (1.92%) employees identify as belonging to other religions and 266 (30.02%) as having no religion.

215 (24.27%) chose not to confirm their religious status.

RECRUITMENT MONITORING

- 2.15 There have been no substantive appointments made during the review period. However, there are currently 5 recruitment processes in train (3 support roles, RDS trainee fire-fighters and whole-time Station Managers)

and the outcomes from these processes will be reported in the next update report.

3. FINANCIAL IMPLICATIONS

The actual numbers of employees compared to the approved establishment, as outlined in paragraph 2.4, has generated some variances against pay budgets which are reported to Members of the Finance and Resources Committee. The Wholetime pay budget is expected to overspend in this financial year, as explained in paragraph 2.6 and Members of the Authority approved an earmarked reserve to support this overspend until such time as natural turnover brings the number of employees down to the establishment level.

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

That Members endorse the report.

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

None.

John Buckley
CHIEF FIRE OFFICER

APPENDIX A

	30 June 2015			30 June 2016	
Women	141		15.58%	133	15.01%
Men	764		84.42%	753	85%
Total	905		100%	886	100%
Black and Minority Ethnic (BME)	Local comparator 11.2%	34	3.76%	33	3.72%
Ethnicity declaration	93.26			93.9%	
Women in operational roles	29		3.8%	29	3.8%
LGB	National Comparator 6%	15	1.66%	14	1.57%
Sexual orientation declaration	76.2%			79.24%	
Disability	National Comparator 16%	40	4.42%	34	3.84%
Declaration rate overall	99.45%			96.73%	
Age	<25	36	3.98%	42	4.74%
	26-35	231	25.52%	219	24.72%
	36-45	245	27.07%	239	26.98%
	46-55	338	37.35%	328	37.02%
	56-65	52	5.75%	55	6.21%
	+66	2	0.22%	3	.034%
Religion	Christian (all denominations)	378	41.77%	384	43.34%
	Other religions*	22	2.43% 6.73	17	1.92%
	No religion	260	28.73%	266	30.02%
	Not Specified	245	27.07%	215	24.27%