



**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

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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.

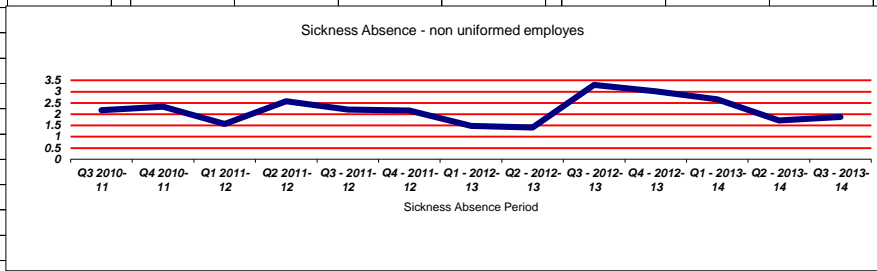
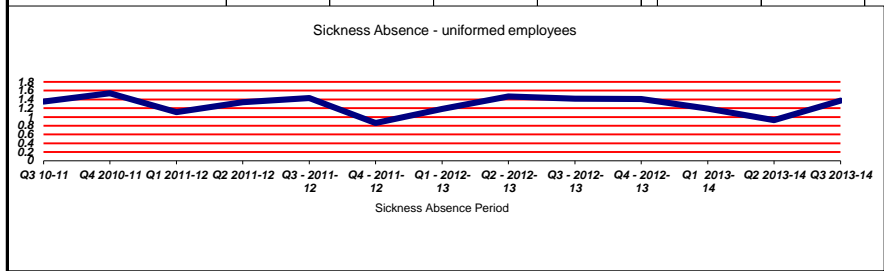
#### **9. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)**

None.

John Buckley  
**CHIEF FIRE OFFICER**

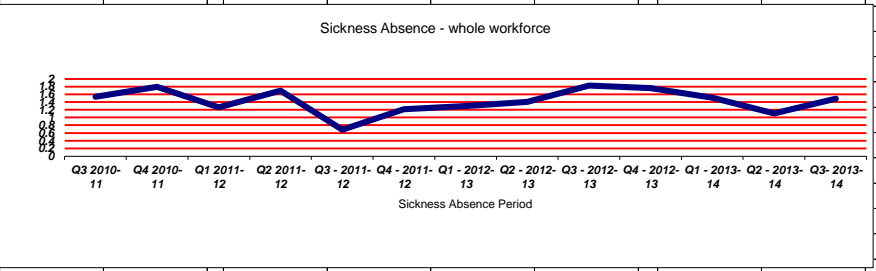
**BREAKDOWN OF ABSENCE Q3 (Oct - Dec 13)**

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