



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

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

# **RELOCATION TO A JOINT HEADQUARTERS: WORKFORCE IMPLICATIONS**

Report of the Chief Fire Officer

**Date:** 05 April 2019

**Purpose of Report:**

To set out the human resources implications of relocating from the current Service Headquarters to a shared headquarters with Nottinghamshire Police.

## **CONTACT OFFICER**

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## **1. BACKGROUND**

- 1.1 At its meeting on 15 February 2019, the Fire Authority approved the recommendation of the Chief Fire Officer to relocate to a shared headquarters site with the Nottinghamshire Police, based at Sherwood Lodge, Arnold. The provisional date for this relocation to be October 2021.
- 1.2 This decision has potential implications for those employees who are based at the current Bestwood Lodge Headquarters site, who will be required to transfer their permanent work location.

## **2. REPORT**

- 2.1 A Joint Headquarters (JHQ) Programme Board has been established to manage the various workstreams associated with the relocation to Sherwood Lodge. This includes a project stream “Human Resources and People” to manage the workforce elements of the relocation, which is chaired by the Services’ Head of People and Organisational Development (OD).
- 2.2 Meetings have already commenced with the Head of People and OD for Nottinghamshire Police in relation to the joint location of the HR teams at the Sherwood Lodge site as part of the design stage of the project. The siting of the HR teams, including Occupational Health, within the same office space will support a closer understanding of functions and ways of working between the teams and, in the longer term, will promote more integrated working where this would increase efficiency and/or effectiveness. All project leads are holding similar discussion with their functional counterparts to establish how the relocation will be managed.
- 2.3 The Human Resources and People project will establish key activities to manage the transition to the new headquarters site to ensure that Nottinghamshire Fire and Rescue Service employees are informed, engaged and consulted throughout the process. This will include consultation with the relevant representative bodies and regular staff briefings and updates, with the opportunity to raise questions and concerns directly with project leads. A briefing session has already been held for staff by the Chief Fire Officer, at which the draft site plans were shared and any concerns addressed. This briefing was positively received.
- 2.4 Whilst there are no plans to effect compulsory redundancies as a consequence of the relocation of staff, the move will entail disruption to some employees who may have additional travel time, as Sherwood Lodge is approximately five miles from the Bestwood Lodge site. Consultation will take place with individual employees to establish any disruption to arrangements which, for various reasons, may make the move unreasonable in a particular set of circumstances and these will be considered on an individual basis closer to the point of transfer.

- 2.5 There are already policies in place which cover the relocation of work base where additional mileage or travel time is incurred, and these policies will be applied to mitigate additional cost or commuting time for employees affected in this way.
- 2.6 The over-riding objective from a workforce perspective is that all current employees will relocate to the new shared headquarters in a managed and supported manner, with concerns having been addressed as part of transition planning, so that the impact of any disruption to working arrangements will be kept to a minimum. This will entail effective joint working with police colleagues, ongoing consultation with employees and representative bodies and detailed planning to anticipate and address potential issues, and will be co-ordinated through the JHQ Programme Board.

### **3. FINANCIAL IMPLICATIONS**

The additional relocation costs for additional mileage and travel time will need to be built into revenue budgets going forward.

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

Human resources implications are set out within the report.

### **5. EQUALITIES IMPLICATIONS**

An equality impact assessment will be undertaken at each phase of the project to ensure that the potential for any detrimental impacts on employees or service users are identified and addressed.

### **6. CRIME AND DISORDER IMPLICATIONS**

There are no crime and disorder implications arising from this report.

### **7. LEGAL IMPLICATIONS**

It is not the intention of the Service for any compulsory redundancies to be effected as a result of the relocation of employees to the new joint headquarters and, given the relative proximity of the new joint headquarters site, it is unlikely that the requirement for collective consultation under the Section 188 of the Trade Union and Labour Relations Act (TULCRA) 1992 will arise. The Service will, however, consult with the relevant representative bodies and with individual employees regarding the impact of the relocation and comply with the Section 188 duties should this be required.

## **8. RISK MANAGEMENT IMPLICATIONS**

The relocation of Service Headquarters is a significant undertaking and a comprehensive risk register is currently being compiled for each project strand under the auspices of the Joint Headquarters Programme Board. The risk register will be regularly updated, issues addressed and controls implemented to ensure a smooth transition to the new shared headquarters.

## **9. COLLABORATION IMPLICATIONS**

The proposed relocation is a key collaboration project for the Service and may result in further opportunities to collaborate on joint provision of services or sharing of resources. Any such proposed collaboration would be subject to agreement of a detailed business case to the Strategic Collaboration Board.

## **10. RECOMMENDATIONS**

That Members note the contents of this report.

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

None.

John Buckley  
**CHIEF FIRE OFFICER**