

<b>WYFRA</b>	<b>PERSONNEL AND TRAINING COMMITTEE</b>	<b>28 September 2007</b>	<b>ITEM</b>
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**REPORT OF:** DIRECTOR OF HUMAN RESOURCES

**PURPOSE OF REPORT:** TO INFORM MEMBERS OF THE COMPLETION  
OF THE RANK TO ROLE PROCESS

**RECOMMENDATIONS:** THAT MEMBERS NOTE THE REPORT

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**EXEMPTION CATEGORY:** NONE

**CONTACT OFFICER:** HILARY BROWN (01274 655709) HUMAN  
RESOURCES MANAGER

**BACKGROUND PAPERS:**

# 1 Background

## 1.1 Rank to Role Process

- 1.2 The Joint Secretaries Position statement (JSPS) issued on 20<sup>th</sup> October 2003, in EMP 25/03 and confirmed in NJC 13/03 sets out the new role based structure and the rank to role assimilation process.
- 1.3 This position was further underpinned by legislation in the Fire Service (Appointments and Promotion) (England and Wales) Regulations 2004.
- 1.4 Schedule 1 of the regulations defines the seven new roles in the fire and rescue service as:

<b>Role</b>	<b>Rank</b>
Firefighter	Firefighter
Crew Manager	Leading Firefighter
Watch Manager	Sub Officer or rider Station Officer
Station Manager	FDS Station Officer or Assistant Divisional Officer
Group Manager	Divisional Officer
Area Manager	Senior Divisional Officer
Brigade Manager	Principal Officer

A key principle is the agreed role map that describes clearly the range of work staff are expected to undertake. Staff were already be familiar with role maps and with the methods that were used to collect evidence to demonstrate how we work to the standards required

- 1.5 As part of the process to achieve rank to role, West Yorkshire Fire and Rescue Service (WYFRS) evaluated operational staff posts in line with guidance issued by the National Joint Council Circular, NJC/09/05. In order to complete these evaluations software developed by South Yorkshire Fire and Rescue Service was used. While there were some problems initially which delayed the process all evaluations are now complete.
- 1.6 There are 593 uniformed rank holders (Wholetime, Retained and Mobilising). Of these 103 roles were identified from CM to AM including both generic and specialist roles.

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- 1.7 There have only been 3 roles that need amendment, these are,
- CM Ops Equipment becomes WMA
  - WMA Driver Training becomes WMB
  - WMA Training Delivery Operations becomes WMB
- 1.8 All three posts will now be advertised giving all suitably qualified staff an opportunity to take up the posts/roles.
- 1.9 All three current postholders will be entitled to 'backpay' for the time they have been carrying out these roles. The two postholders in Training will be entitled to backpay from 1.4.04 and the postholder in OET from 12.11.04. This will obviously have revenue implications which are detailed in the Financial Implications within this report.
- 1.10 Throughout this process consultation has been carried out with the Fire Brigades Union and agreement reached about the procedures and numbers of roles involved.

## **2 Equality and Fairness Implications**

- 2.1 The rank to role assimilation has been conducted in line with national guidelines and agreed IPDS procedures, which have been Equality Impact Assessed.

## **3 Financial Implications**

- 3.1 The financial implications of each of the sections of the report are detailed below.

The annual cost of the regradings, resulting from rank to role, will be £7,300 per annum. The cost of the back pay detailed in paragraph 1.8 will be approximately £20,000, which will be met from within the contingency for pay and prices.

## **4 Conclusion**

- 4.1 The Rank to Role process is now complete and all operational staff have now been placed in appropriate roles in the organisation,

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