

NOT PROTECTIVELY MARKED

Firefighters Pension Scheme and New Firefighters Pension Scheme contribution rate 2014 consultation

Human Resources Committee

Date: 17 January 2014

Agenda Item:

5

Submitted By: Director of Service Support

Purpose

To update Members on the response to the consultation for the proposed increases to employee contribution rates effective from 1 April 2014 for the Firefighters and New Firefighters Pension Schemes.

Recommendations

That Members note the consultation response.

That Members are updated when the 2014 employee contribution rates have been determined.

Further analysis of WYFRA employees is carried out to identify the impact on groups with protected characteristics who are non-joiners or opt out. This will enable the Authority to demonstrate it has 'due regard' for the three aims of the General Equality Duty.

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: None

Summary

The Government have proposals for increases in employee contribution rates for the Firefighters' Pension Scheme and the New Firefighters' Pension Scheme. The increase in rates will apply from 1 April 2014. This paper provides the Authority's response to Government's consultation on the proposed rates.

1 Introduction

- 1.1 Communities and Local Government issued a consultation on amendments to both pension schemes applicable to operational firefighters in November 2013. The consultation has a return date of 10 January 2014.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262315/Firefighters_Pension_Scheme_1992_and_New_Firefighters_Pension_Scheme_2006_FINAL.pdf
- 1.2 The vast majority of operational staff are members of either the Firefighters' Pension Scheme (1992) (FPS) or the New Firefighters' Pensions Scheme (2006) (NFPS). The main group of operational staff who are in neither scheme are Retained Duty System staff who did not take up the option to join the NFPS when it was created.
- 1.3 At the Spending Review, the Government accepted Lord Hutton's rationale and announced the intention to increase employee contributions by 3.2 percentage points on average, to be phased in over the three years to 2014-15. The Chief Secretary to the Treasury's announcement on 19 July 2011 indicated that schemes would shortly begin formal consultations on the proposed increases in employee contribution rates for 2012-13 to deliver 40% of the 3.2 percentage point increase (i.e. 1.28 percentage point) and would hold further separate discussions on delivering the savings for 2113-14 and 2012-15.
- 1.4 Lord Hutton's interim report then set out a clear rationale for increasing member contributions to public service pension schemes:
- People are living much longer than previous generations – the average 60 year old is living ten years longer now than they did in the 1970s. More of people's lives are now being spent in retirement – between 40 to 45 per cent of adult life compared with around 30 per cent for pensioners in the 1950s
 - As people are living longer in retirement, the cost of providing pensions is increasing; annual expenditure on public service pensions over the last decade has increased by a third to £32bn. Lord Hutton said in his report, "these costs have generally fallen to the taxpayer"
 - However, taxpayers cannot be expected to bear all the cost of increased longevity. There needs to be a fairer balance between what employees pay and what other taxpayers contribute towards a public service pension.
- 1.5 Based on this clear rationale, the Government announced in the 2010 Spending Review that public sector workers would be asked to contribute more for their pensions. In particular, the Spending Review set out plans for savings of £2.8bn per year to be realised by 2014-15. To deliver these savings the firefighters' pension schemes, like other public service schemes, should deliver savings equivalent to an average increase of 3.2 percentage points in employee contributions by 2014-15.
- 1.6 These savings are intended to rebalance the contributions made by employers and staff.

2 Information

- 2.1 The Government has concluded that there remains a rationale to proceed with contribution increases for 2014-15 to help rebalance costs between employees and the taxpayer which currently stands at £1 (employee) to £5 (taxpayer), with the costs forecast to rise. However, there appears to be some rationale to continue to provide some protection for 2006 scheme members who appear to be the workforce section most likely to opt out of their pension scheme.
- 2.2 The outcomes of an Opt out review have been included in the consultation documentation.

2.3 Design Parameters

In relation to the consultation on increases from April 2012, the Government determined a number of central design parameters to ensure that any proposed increases in contributions rates should protect low earners and be progressive, so that high earners pay proportionally higher increases to reflect their more generous pensions. The parameters outlined below were reflected in the increases to the firefighters' pension schemes announced on 29 March 2012 and 26 March 2013.

- There should be no increase in employee contributions for those earning less than £15,000
- There should be no more than a 1.5 percentage point increase in total by 2014-15 for those earning up to £21,000.
- High earners will pay more, but no more than an additional 6 percentage points (before tax relief) by 2014-15.

The proposed rates for the Firefighters' Pension Scheme 1992 in England are:

Firefighters' Pension Scheme (1992) in England Pensionable pay band (full time equivalent)	Current rate (%)	Proposed increase from 2014-15 (percentage points)	Increase net of tax relief (percentage points)*	Total contribution rate 2014-15(%)	Total contribution rate 2014-15 net of tax relief (%)*
Up to and including £15,000	11.0%	0.0	0.0	11.0%	8.80%
More than £15,000 and up to and including £21,000	11.9%	0.3	0.24	12.2%	9.76%
More than £21,000 and up to and including £30,000	12.9%	1.3	1.04	14.2%	11.36%
More than £30,000 and up to and including £40,000	13.2%	1.5	1.20	14.7%	11.76%
More than £40,000 and up to and including £50,000	13.5%	1.7	1.36 (based on 20% tax relief) or 1.02 (based on 40% tax relief)	15.2%	12.16% (based on 20% tax relief) or 9.12% (based on 40% tax relief)
More than £50,000 and up to and including £60,000	13.7%	1.8	1.08	15.5%	9.30%
More than £60,000 and up to and including £100,000	14.1%	1.9	1.14	16.0%	9.60%
More than £100,000 and up to and including £120,000	14.5%	2.0	1.20	16.5%	9.90%
More than £120,000	15.0%	2.0	1.20	17.0%	10.2%

* The specific rate of tax relief depends on the members' personal circumstances.

Example: A firefighter in the Firefighters' Pension Scheme 1992 earning £28,800 would pay an additional 1.3 percentage points in contributions – a revised rate of 14.2 per cent. However, with tax relief, the effective increase in the contribution rate is 1.04 per cent.

The proposed rates for the New Firefighters' Pension Scheme (2006) in England are:

Pensionable pay band (full time equivalent)	Current rate (%)	Proposed increase from 2014-15 (percentage points)	Increase net of tax relief (percentage points)*	Total contribution rate 2014-15 (%)	Total contribution rate 2014-15 net of tax relief (%)*
Up to and including £15,000	8.5%	0.0	0	8.5%	6.8%
More than £15,000 and up to and including £21,000	9.1%	0.3	0.24	9.4%	7.52%
More than £21,000 and up to and including £30,000	9.6%	0.8	0.64	10.4%	8.32%
More than £30,000 and up to and including £40,000	9.9%	1.0	0.80	10.9%	8.72%
More than £40,000 and up to and including £50,000	10.1%	1.1	0.88 (based on 20% tax relief) or 0.66 (based on 40% tax relief)	11.2%	8.96% (based on 20% tax relief) or 6.72% (based on 40% tax relief)
More than £50,000 and up to and including £60,000	10.2%	1.1	0.66	11.3%	6.78%
More than £60,000 and up to and including £100,000	10.5%	1.2	0.72	11.7%	7.02%
More than £100,000 and up to and including £120,000	10.8%	1.3	0.78	12.1%	7.26%
More than £120,000	11.1%	1.4	0.84*	12.5%	7.5%

The specific rate of tax relief depends on the members' personal circumstances.

Example: A firefighter in the New Firefighters' Pension Scheme 2006 earning £28,800 would pay an additional 0.8 percentage points in contributions – a revised rate of 10.4 per cent. However, with tax relief, the effective increase in the contribution rate is 0.64 per cent.

3 Consultation Response

3.1 The Department invited consultees' views and any evidence relating to all aspects of this statutory consultation, and in particular to the following key questions:

Question 1

Do the proposed tiered contributions meet the design parameters as set by the Government?

Response

Yes

Question 2

Are there any consequences of the proposed contribution tiers that you consider have not been addressed?

Response

There is potential for the Opt out rates for both schemes to increase as a consequence of the introduction of the proposed contribution rates.

Question 3

Do you consider that there are any equality issues, which the Department hasn't considered in the published (partial) Equality Statement which will result in individual groups being disproportionately affected by the proposed contribution tiers? If so, what do you consider to be the nature and scale of that disproportionate effect?

Response

The Authority believes that a more comprehensive equality impact assessment would have provided a better informed equality statement.

Question 4

Is there a tariff which you think will help to further minimise any opt outs from the firefighters' pension schemes, but will deliver the cumulative 3.2 percentage point increase between 2012-13 to 2014-15?

Response

This is impossible to answer without access to the full financial evaluation.

4 Financial Implications

4.1 There are no financial implications directly related to this report.

5 Equality and Diversity Implications

5.1 DCLG have issued a partial equality statement of the increases to employee contribution rates, effective from 1 April 2014.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/262277/Firefighters_Pension_Scheme_1992_and_New_Firefighters_Pension_Scheme_2006_-_Equality_Statement.pdf

5.2 The partial equality statement concludes that the proposals will not have an adverse equality impact on any of the protected groups. However it does acknowledge that evidence from the Opt out review that was carried out into increased contribution rates from 2013-14 suggests that a higher proportion of females and young firefighters have opted out of their pension scheme than there are members of the scheme.

5.3 The equality statement also references the following potential issues:

- Age, the contribution rates are based on salary bands.
- Part-time workers, the use of Full time Equivalent pensionable earnings ensures that workers paid the same hourly rate will pay pension contributions at the same rate and on the same proportion of pension accrued.
- Non joiners to the pension scheme, there are increased numbers amongst females and ethnic minority staff. The equality statement suggests that there is no evidence that contribution rates are discriminatory in terms of sex or ethnicity without further information about why these groups have opted out.

5.4 DCLG do not believe that this proposal is discriminatory on the grounds of sex, age ethnicity or discriminates against any of the other protected groups.

5.5 Where the Authority is aware that only partial equality information is available, it should take action to address any gaps. This will enable the Authority to take a 'rigorous' and 'conscious' approach to decision-making and demonstrate it has 'due regard' for the three aims of the General Equality Duty. It is therefore recommended that further analysis of WYFRA employees is carried out to identify positive or adverse impacts on groups with protected characteristics who are non-joiners or opt out.

6 Health and Safety Implications

6.1 There are no Health and Safety Implication resulting from this report.

7 Service Plan Links

7.1 This report supports the Service Plan objective to "Provide effective and ethical governance and achieve value for money in managing resources.

8 Conclusions

8.1 This report provides WYFRA response to the consultation, further analysis will be required to determine the impact on the numbers of FF who do not join the NFPS or opt out of either scheme.

Fitness and Capability Consultation

Human Resources Committee

Date: 17 January 2014

Agenda Item:

6

Submitted By: Director of Service Support

Purpose To update Members on the response to the Fitness and Capability consultation.

Recommendations That
Members note the consultation response.

That a further report be submitted outlining the outcomes of the consultation.

Summary This paper sets out the response to the Department for Communities and Local Government consultation in relation to agreeing some core, basic principles on fitness and capability across the fire and rescue service in England.

Local Government (Access to information) Act 1972

Exemption Category: None

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Background papers open to inspection: None

Annexes: Annex A – WYFRA Consultation Response

Annex B – Letter from the Fire Minister 1 November 2013

Annex C – National Employer Consultation Reports

1 Introduction

- 1.1 The fitness of employees is a matter of paramount importance to all employers – not least in the fire and rescue service. It is also vitally important that individual firefighters take responsibility for their own fitness, and take the appropriate amount of exercise.
- 1.2 The national employers and the Fire Brigades' Union have been unable to come to agreement on some basic principles regarding promoting fitness and managing capability in fire and rescue authorities.
- 1.3 To attempt to resolve the area of disagreement between them, the Minister for Fire, Brandon Lewis MP has indicated to both sides that he will consult on a set of draft principles with the intention that they become national guidance, to be adopted and elaborated upon by individual fire and rescue authorities.
- 1.4 The intention is to provide a framework within which each fire and rescue authority can adopt its own particular policies; provide reassurance to individual firefighters; and be transparent with local communities regarding the treatment of fitness and capability issues in individual fire and rescue authorities.
- 1.5 The deadline for responses was 6 December 2013.

2 Information

- 2.1 The consultation related to the following text and 11 key principles.
- 2.2 All parties recognise the importance of physical fitness for operational firefighting personnel. All parties have a role to play in ensuring that firefighters remain fit throughout their career, in particular the firefighter themselves. However, should the firefighter conscientiously follow a programme of development and support, not have an underlying permanent medical condition, and yet still cannot maintain their fitness, then they should begin the authority initiated early retirement process. If the following principles are agreed, then this should never happen, or only happen in the rarest of circumstances.
- 2.3 The following key principles provide the foundation upon which a fitness assessment policy and associated processes will be based:
 - 1. Firefighting is a physically demanding occupation and it is essential that firefighters have sufficient levels of fitness to enable them to carry out their tasks as safely and effectively as possible. As such, this requires higher levels of fitness than most other occupations and therefore the NJC role maps set out a specific requirement for operational personnel to maintain levels of personal fitness.
 - 2. Fitness standards must reflect the occupational demands of firefighting and the Department commits to working with all parties with equal representation through a Joint Working Party, to determine safe standards.
 - 3. A process of fitness assessment and development is required in each fire authority to ensure that operational personnel maintain a minimum standard of personal fitness in order to safely perform operational duties.
 - 4. Fitness levels may decline with age and whilst this may be mitigated by fitness training, diet and other lifestyle changes it is acknowledged that there may be a general decline in fitness as a result of the ageing process. All operational personnel will be provided with support to maintain their levels of fitness for the duration of their career.

5. There will be periodic reviews with an independent chair to ensure that appropriate fitness standards, training, testing, monitoring and management policies and procedures are in place in each fire and rescue authority and working effectively to deliver the principles contained within this document. The first review will commence three years after the adoption of these principles.
6. Fire and Rescue Authorities, as good employers, should not put operational personnel in a situation where they face “no job, no pension” and no individual will automatically face dismissal if they do not achieve the minimum standard required. It is recognised that firefighters from the age of 55 can retire and claim a pension.
7. Where operational personnel do not achieve the minimum agreed fitness standard consideration will be given to whether an individual is able to continue on full operational duties or should be stood down, taking into account the advice provided by the authority’s occupational health provider. In making this decision the safety and well-being of the individual will be the key issue.
8. Fire and rescue authorities commit to providing a minimum of 6 months of development and support to enable individuals who do not achieve the minimum agreed standard to regain the necessary levels of fitness.
9. Where underlying medical reasons are identified that restrict/prevent someone from achieving the necessary fitness then a referral will be made to occupational health and the individual will again receive the necessary support to facilitate a return to operational duties.
10. Where the medical condition does not allow a return to operational duties, Fire and Rescue Authorities will fully explore opportunities for reasonable adjustments or redeployment within role. In those circumstances where there are no opportunities for reasonable adjustments or redeployment within role then the fire authority will commence an assessment for ill-health retirement through the IQMP process.
11. If no underlying medical issues are identified and following a programme of development and support it becomes apparent that an individual will be permanently unable to regain the necessary levels of fitness, then a fire authority will fully explore opportunities for reasonable adjustments and/or redeployment within role. In those circumstances where there are no opportunities for reasonable adjustments or redeployment within role, a fire authority will commence the authority initiated early retirement process.

2.4 WYFRA response is contained within Annex A.

3 Financial Implications

3.1 This is a response to a consultation paper and consequently there are no direct financial implications.

4 Equality and Diversity Implications

4.1 The potential equality and diversity issues following the outcome of the consultation related to e.g. age or gender, will need to be considered.

5 Health and Safety Implications

5.1 The fitness of Firefighters and the impact that this has on their capability to undertake their role is an essential element of the safe person concept and in providing safe systems of work.

6 Service Plan Links

6.1 This report supports the Strategic Priority “Provide a safe competent and diverse workforce”

7 Conclusions

- 7.1 WYFRA already apply many of the principles that are being consulted upon. WYFRA have robust fitness policies and procedures, these have resulted in high standards of fitness for firefighters. WYFRA must ensure that the existing high standards are maintained following the outcome of the consultation.
- 7.2 A further report will be submitted to HR Committee following the publication of the Governments responses to the consultation and the outcomes arising.

QUESTIONS

1. Do you think that these principles, supplemented by an independent review in three years, provide an acceptable framework for you to take forward issues of fitness and capability?

Yes

No

Please comment on your response below

West Yorkshire Fire & Rescue Authority broadly support the 11 principles, with the following comments;

- WYFRA already applies many of the principles.

Principle 2 – further clarification is required on the makeup and terms of reference for the Joint Working party.

Principle 5 – WYFRA believe that the independent chair should be appointed by the NJC.

Principle 6 can be removed as it does not add value and is covered by the other principles.

Principle 7 – the words “or should be stood down” should be removed, FRA should retain the flexibility, to redeploy or dismiss on capability.

Principle 10 – This already applies.

Principle 11 – Should be amended to read “If no underlying medical issues are identified and after following a programme of development and support it becomes apparent that an individual has not regained the necessary levels of fitness, then a fire authority will fully explore opportunities for reasonable adjustments and/or redeployment in role. In those circumstances where there are no opportunities for reasonable adjustments or redeployment within role, whilst authorities recognise their duties as responsible and fair employers, if the authority initiates an early retirement process because a ff over the age of 55 is unable to maintain fitness, the authority will not guarantee that the ff will receive an unreduced pension”

2. Do you have fitness policies and standards already in place in your authority, including policies to support those who become unfit?

Yes

No

Please give details and attach policies if available.

WYFRA introduced a “Fitness at Work Policy” in 2011. The policy includes:

- A safe environment for training, suitable for the type of physical training being undertaken.
- Provision of appropriately trained Watch Based Fitness Advisors (WBFAs) to supervise operational personnel whilst undertaking physical training and advise operational and non-operational staff on fitness training & health promotion issues.
- Inclusion of fitness training periods within work routines for operational personnel.
- Provision of capital resources to provide/replace station gym equipment, aiming for consistency across the Authority.
- Provision of a centrally managed planned preventative maintenance (PPM) programme for all Authority physical training equipment.
- Compulsory 6 monthly fitness assessments for all operational personnel.
- Provision of an occupational health and fitness service to provide advice on all aspects of health and fitness, especially where rehabilitation is required following illness or injury, for both operational and non-operational personnel.
- Review and update this Fitness at Work Policy in conjunction with national research updates into the issues surrounding age and gender at intervals not exceeding 1 year.
- Provide access for FRS staff to use the physical fitness equipment at their nearest wholetime station following receipt of induction training in its safe use, to improve access to such equipment and encourage its use amongst FRS.
- The Authority shall provide role specific exercise programmes at 5 week intervals for all personnel to improve their role related fitness. These programmes will consist of all the strength and aerobic requirements needed for safe and effective firefighting as well as injury prevention and rehabilitation. There will also be a provision of exercise programmes for individuals with specific needs.

WYFRA have the following fitness standards:

Firefighter, Crew Manager & Watch Managers currently in an operational role

Should achieve a minimum Aerobic Fitness of 35 O₂/Kg/Min and an optimum of 42ml O₂/Kg/Min

Station Manager, Group Manager, Area Manager & Principal Officer

Should achieve a minimum Aerobic Fitness of 35ml O₂/Kg/Min or above

Firefighter, Crew Manager & Watch Managers currently in a non-operational role

Should achieve a minimum Aerobic Fitness of 35ml O₂/Kg/Min and an optimum of 42ml O₂/Kg/Min

WYFRA apply the following procedures when personnel do not meet the required fitness standards.

Between 35 O₂/Kg/Min and 41ml O₂/Kg/Min

Failure to reach the required standard of 42 O₂/Kg/Min but achieving above the minimum required fitness level of 35ml O₂/Kg/Min will result in the production of an informal exercise programme for the individual by their WBFA. The individual will remain on full operational duties. The individual must then be tested in 4 weeks' time. If progress is made the individual will remain on the programme until they reach the required standard.

Below 35ml.kg.min

Failure to meet the required fitness standard on the first assessment will be dealt with under stage 1 of the Performance Improvement Procedure. In addition, to ensure the safety of the individual and his/her colleagues, they will automatically be removed from operational duties by the Oic, in liaison with the Station Manager.

Further support and assessment occurs if an individual fails to meet the requirements of the stage 1 Performance Improvement Plan. Stage 2 and 3 will apply if required.

NOTE- Since the introduction of the Fitness at Work Policy in 2011 the fitness standards across the Service have improved. A number of individuals have been provided with additional support to improve their fitness, this on occasion has resulted in individuals being taken off the “run” until their levels of fitness have improved.

The Fitness at Work Policy is under review and has been attached for information.

3. If yes to the previous question, do these draft proposals differ from the policies, processes and principles already in operation in your Fire and Rescue Authority?

Yes

No

Please comment on your response below

- 6 monthly fitness assessments are in place that include a holistic approach to fire-fighters fitness including Aerobic, Strength, Muscular Endurance and Flexibility testing

-The fitness standards are role related.

- Support programmes and improvement plans do not directly relate to the minimum of 6 months identified in Principle 6, however in practice WYFRA would provide development and support for a minimum of 6 months.

4. Do you believe that there can be ‘national fitness standard’ or should this be left to local discretion.

Yes

No

Please give reasons for your answer below

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WYFRA support an evidence based national fitness standard.

5. Do you have policies on authority initiated retirements under the New Firefighters' Pension Scheme 2006?

Yes

No

Please provide details below

WYFRA has a flexible retirement policy, it does not currently include policies for authority initiated early retirement.

6. What operational roles for firefighters can be developed and would be suitable for people with lower levels of fitness.

Please list below:

WYFRA believe this question needs further consideration before a comprehensive response can be given, however the principle is supported.

I would be grateful if you could complete the attached questionnaire and provide any further comments you have on this to: Melanie.Gillett@communities.gsi.gov.uk by Friday 6 December. If you have any queries please contact Melanie on: 030344 41047.



**Department for
Communities and
Local Government**

Brandon Lewis MP
Parliamentary Under Secretary of State

***Department for Communities and Local
Government***

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To: Chairmen of fire and rescue authorities in
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Chairman of the LGA's Fire Service Management
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Chief Fire Officers and Chief Executives of fire
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1 November 2013

Dear Colleagues

CONSULTATION ON FITNESS AND CAPABILITY

The national employers and the Fire Brigades' Union have been unable to come to agreement on some basic principles regarding promoting fitness and managing capability in fire and rescue authorities.

To attempt to resolve the area of disagreement between them, I have indicated to both sides that I will consult on a set of draft principles with the intention that they become national guidance, to be adopted and elaborated upon by individual fire and rescue authorities. It is my intention to commission an independent review of the adopted principles three years after they have been issued to assess whether they are fit for purpose and being properly implemented. I will also reference agreed principles in the Fire and Rescue Service National Framework.

I have asked the Chief Fire and Rescue Adviser to prepare and administer a consultation on these principles. This consultation is attached, and closely follows the principles provided by the Scottish Fire and Rescue Service and the Scottish Government to the Fire Brigades Union, and also by the employers in their letter to the Fire Brigades Union on the 17 October.

I believe that the working of these principles, along with robust management systems and existing employment law, will ensure that no conscientious firefighter will leave the service without access to a job or a pension after they are age 55. Dr Williams in his independent report, found that 100 per cent of firefighters, following an appropriate exercise regime, should be able to maintain fitness to the age of 60. Naturally, where there is a genuine permanent medical condition, ill-health arrangements will provide access to a pension. I also believe that there is considerable scope for authorities to implement workforce management policies that provide for alternative operational roles. These include driving, pump operating, small fires units, specialist external rescue and fire safety.

I would also like to reiterate that these are not new issues. The 2006 scheme introduced a normal pension age of 60. It is also the case that there are very strong transitional protections in place for the existing workforce, and the new arrangements for those continuing work over

55 years of age, will not impact for at least a further nine years. As a consequence there will be a considerable amount of time to get appropriate arrangements in place across all fire and rescue authorities, including developing the right and most accurate regimes for fitness and tests, and the development of alternative operational roles.

I should also point out that there is a considerable amount of experience in dealing with older workers in fire and rescue authorities, as over 500 operational firefighters are already 55 and over, and we are not aware of any capability issues putting them at risk of dismissal.

It is also a fact that firefighters would not have to retire at 55 without a job or a pension. All firefighters will have the right to access an actuarially reduced pension at 55. All pension earned before transfer to the 2015 scheme will be fully protected.

A firefighter who earns £29,000, and retires after a full career aged sixty, will get a £19,000 a year pension, rising to £26,000 with the state pension. An equivalent private pension pot would be worth over half a million pounds and require firefighters to contribute twice as much.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brandon Lewis', written in a cursive style.

BRANDON LEWIS

QUESTIONS

1. Do you think that these principles, supplemented by an independent review in three years, provide an acceptable framework for you to take forward issues of fitness and capability?

Yes

No

Please comment on your response below

The National Employers have worked with both parties to the 8-point trade dispute between Government and the FBU wherever it is appropriate to do so. As part of that, the National Employers' continue to work with employee representatives on the matter of NJC guidance in connection with the related issue of management of fitness and capability. At the time of writing, those discussions are continuing with a view to reaching agreement.

The principles now being consulted upon by DCLG are similar but not identical to the draft principles communicated to the FBU by the National Employers last month which led to cancellation of the FBU strike action scheduled for 19th October, to allow time for the National Employers to consult FRAs. It is also noted that the principles now being consulted upon by DCLG are similar but not identical to the draft principles used in Scotland which, together with extended protection arrangements, led to an FBU decision to not take strike action in Scotland at this time. However, the FBU has been clear that the over-arching multi-point dispute is not resolved in Scotland and as such FBU members in Scotland have been included in the additional ballot currently underway relating to action short of a strike.

As part of the work being undertaken by the National Employers, fire and rescue authority (FRA) Chairs and Chief Fire Officers were invited to a consultation meeting on 24th October. The meeting was very well attended. Only one English FRA was unable to attend and comments were instead provided in advance of the meeting. The main outcomes from that meeting have already been communicated to DCLG officials by telephone that same day and by letter from the Chair of the National Employers to the Fire Minister in England shortly thereafter highlighting in particular the legal constraints and potential significant costs implications connected to principle 11.

Use of the National Framework – it is unclear how embedding such principles in the National Framework would be of assistance. Whilst an FRA would of course have to be mindful of such principles e.g. the use of the discretion around authority initiated early retirement, it must always act in accordance with legislation (which would take precedence over such guidance). As guidance, an FRA cannot in any case be compelled to apply the principles. Furthermore, given the principles relate to fitness and capability matters that fall out of the trade dispute between Government and the FBU, it would be unhelpful for such

employer/employee matters to be dealt with in this way. The National Framework was clearly not intended to deal with the management of such issues.

Turning now to each of the DCLG proposed principles, comments are shown below.

Introduction – makes reference to ‘begin the authority initiated early retirement process’. Just as the word ‘commence’ in principle 11 could be misleading taken as it is in isolation in these principles so too could ‘begin’. The National Employers and individual FRAs wish to be clear with employees on employer intent particularly given the potential for confusion with the Scottish principle 11. The National Employer intent as far as England, Wales and Northern Ireland is concerned is that a person in the circumstance described in principle 11 will not automatically receive a non-actuarially reduced pension.

Principle 1 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 2 – DCLG is aware that a substantial piece of work was undertaken by the National Employers together with DCLG officials and FBU representatives following the written suggestion from the Fire Minister to the FBU in June 13 to ‘*establish a Joint Working Party with the Employers to examine some of the workforce management issues you raise. The current draft Terms of reference for that group is:*

The Joint Party note that pension age will undergo a separate regular review.

This Joint Working Party will:

- *consider aspects of the role that have been identified as the most physically intensive and how they impact upon an individual’s ability and fitness to carry out their role over time;*
- *examine future options and trends in respect of continued employment and develop a best practice guide.’*

As a consequence of that work, governance issues together with how the group can work in practice have been identified. It has also been acknowledged in that work that the FBU seeks national fitness standards and will wish to raise that matter through this group. The National Employer position is that should the sector also support such a position the status quo should remain until such time as all pros and cons have been explored and a considered view reached. Such consideration should include other relevant work such as FireFit (commissioned by CFOA).

This principle varies from the wording upon which the National Employers consulted FRAs and as such we would wish to see it amended to:

'Fitness standards must reflect the occupational demands of firefighting and all parties have committed to working together through a Joint Working Party on this issue.'

Principle 3 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 4 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 5 – It is the firmly held view of the National Employers (and individual fire authorities at the recent consultation meeting) that such a review rightly sits within the auspices of the NJC, which in any case itself has an Independent Chair. This would also better reflect shared responsibility between the employer and employee. As such it would be inappropriate to support this principle in the form suggested by DCLG.

Principle 6 – This principle is a variation on that which the National Employers consulted FRAs upon which referred to not wishing to put personnel in such a situation. That remains our position. The additional final sentence is just a statement of fact.

Principle 7 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 8 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 9 – Reflects the wording upon which the National Employers consulted FRAs and as such is supported.

Principle 10 – The National Employers' preference is to make reference to 'suitable alternative employment' instead of 'redeployment within role'. This will broaden the opportunities available to employees to be able to remain in work.

Principle 11 – The comment at principle 10 above is equally true under this principle.

However there are other significant and fundamental concerns with this principle. The word 'commence' in principle 11 is misleading taken as it is in isolation in the DCLG proposed principle and with the comparator of the very different situation in Scotland. The National Employers and individual FRAs wish to be clear with employees about what is meant as far as England, Wales and Northern Ireland are concerned i.e. that a person in the circumstance described in principle 11 will not always receive a non-actuarially reduced pension. We were clear with the FBU at the time of issuing the original draft Employer proposed principles and work has continued with the FBU with a view to agreeing guidance to sit under the principles to further provide such clarity based on the possible options –

redeployment, ill-health retirement, an actuarially reduced pension; consideration of an authority initiated early retirement. Where an individual refuses, or is unwilling to maintain his/her personal fitness we would expect that to be treated separately as a performance issue.

The National Employers' view, (also mindful of strongly held individual fire authority views), is that in addition to such work it should be clear in principle 11 that the intention is to consider commencement of the authority initiated early retirement process.

We are obviously aware of the FBU aspiration to secure a position that sets aside such discretion, applying a non-actuarially reduced pension in each case in the circumstances set out in principle 11. However that is not an option available to the National Employers having sought opinion from a QC. This has very clearly identified that a commitment by fire and rescue authorities (collectively or indeed locally) to provide firefighters aged between 55 and 60 who cannot meet the necessary fitness standards with an authority initiated early retirement under the Firefighters' Pension Scheme 2006 rules would be unlawful. This is because:

1. Part 3, rule 6 provides a *power* to fire and rescue authorities to determine that a firefighter should be retired under that rule, having regard to economic, effective and efficient management of authorities' functions and the costs likely to be incurred in each case. It does not impose a duty on authorities.
2. When exercising that power authorities must act within the general public law requirement that public bodies must not fetter their discretion.
3. By committing to pay a pension irrespective of the economic, effective and efficient management of authorities' functions and the costs likely to be incurred in each case, authorities would be fettering their discretion. In fact, they would not be exercising any discretion at all.

We are aware that the FBU, as part of its dispute with Government, seeks amendment to the Pension Regulations to remove the current FRA discretion referred to in the paragraph above. Should Government be minded to agree to such a request then all consequent costs must also be met by Government in a clearly identifiable manner, rather than fall to FRAs.

2. Do you have fitness policies and standards already in place in your authority, including policies to support those who become unfit?

Yes

No

Please give details and attach policies if available.

From a national perspective, the Scheme of Conditions of Service (Grey Book) contains a disciplinary procedure which covers performance (capability), attendance and conduct matters. This single procedure covers all three issues as a direct reflection of the approach taken in ACAS guidance. Alongside the procedure itself there is more detailed guidance on application at local level. The NJC agreed procedure and guidance came into being at the time the statutory Discipline Regulations were repealed and brought formal recognition of capability issues to the fire service. FRAs will have local policies and procedures which expand upon the national guidance.

3. If yes to the previous question, do these draft proposals differ from the policies, processes and principles already in operation in your Fire and Rescue Authority?

Yes

No

Please comment on your response below

Not applicable.

4. Do you believe that there can be 'national fitness standard' or should this be left to local discretion.

Yes

No

Please give reasons for your answer below

This is a complex issue that will require proper detailed consideration of all the pros and cons and is not a simple yes or no. Should the sector wish to see such a position (even if it were to be in the context of recommended standards for application and management at local level) the status quo will need to remain until such time as all pros and cons have been fully explored and a considered view reached. The Joint Working Party referred to under principle 2 provides a forum for such consideration and should include consideration of other relevant work such as FireFit (commissioned by CFOA) as well as utilise relevant technical expertise.

5. Do you have policies on authority initiated retirements under the New Firefighters' Pension Scheme 2006?

Yes

No

Please provide details below

Not applicable.

6. What operational roles for firefighters can be developed and would be suitable for people with lower levels of fitness.

Please list below:

Information provided to the National Employers by FRAs suggests that there is limited potential for the creation of such roles particularly at a time when financial limitations are challenging and supernumerary positions difficult to justify.

The differing basis upon which retained duty system and wholetime duty system employees operate would also need to be carefully considered. In any case, amendment to the role of (for example) a firefighter, is a matter for the NJC.

The National Employers and FRAs would also need to be mindful of potential equality discrimination issues.

That said, part of the draft terms of reference of the proposed Joint Working Party under principle 2 is to '*consider aspects of the role that have been identified as the most physically intensive and how they impact upon an individual's ability and fitness to carry out their role over time*'. In addition the best practice to be developed through this JWP will be able to identify on a research and evidence basis the potential for such roles and the potential impact upon service delivery including costs implications, which in turn can inform appropriate NJC discussion.

In addition it may be that the commitment within the NJC 'to work jointly on changes identified by each Side to ensure that there is a pay framework alongside terms and conditions in the fire and rescue service which reflect the responsibilities of, and current and future demands on, the service and the profession' will present opportunities for varying or adjusted roles particularly given joint recognition of:

- * 'the increasing need to consider how the workforce's skills and commitment can best be utilised, including the type of activities undertaken, any additional functions that may be required and the implications of this for the nationally agreed rolemaps; and

- * the potential to build upon, and expand, this piece of work to encompass a more wide-ranging and strategic look to the future. Consideration will include issues covered in the recently published independent review - Facing the Future – which was commissioned by DCLG, as well as matters of interest to Scotland, Wales and Northern Ireland.'

Of course, it will be necessary to know the direction the sector wants to take for the future in order to make sure that appropriate pay, terms and conditions can be developed in support of that.

I would be grateful if you could complete the attached questionnaire and provide any further comments you have on this to: Melanie.Gillett@communities.gsi.gov.uk by Friday 6 December. If you have any queries please contact Melanie on: 030344 41047.

Accident Statistics 2012/13

Human Resources Committee

Date: 17 January 2014

Agenda Item:

7

Submitted By: Director of Service Support

Purpose To update Members on accident data for the period April 2012 – March 2013

Recommendations That Members note the content of the report.

Summary Reactive monitoring of Health and Safety (H&S) performance is an important element of an effective H&S management system. This paper details analysis of all accidents involving West Yorkshire Fire and Rescue Service (WYFRS) employees and also accidents involving non-employees who were on WYFRS premises or were caused or affected by our undertakings. The paper covers the period between April 2012 and March 2013.

The paper reports a reduction of 24% in the total number of reported accidents compared to last year and confirms all the targets set within the Performance Management & Activity Report to have been achieved; both of which are a real achievement.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Mark Dixon, Occupational Health & Safety Manager, Ext 5878

Background papers open to inspection: None

Annexes: Appendix A – Accident Trend Line (2005/06 – 2012/13)

Appendix B – Analysis of Priority Topics

Appendix C – Priority Topics graph

1 Introduction

- 1.1 West Yorkshire Fire and Rescue Service (WYFRS) have carried out analysis of accidents on an annual basis for many years. Up until recently, this was part of the “Re-vitalising Health & Safety Strategy”, which compared performance against ten-year targets set by Government. WYFRS performance in relation to accident reduction exceeded the Re-vitalising Health and Safety targets.
- 1.2 Whilst the Re-vitalising H&S initiative has now finished the analysis of accidents is still an important reactive monitoring tool. WYFRS will continue the analysis in order to reduce accidents. WYFRS accident reduction targets will contribute to the strategic objectives within the Service Plan.

2 Information

2.1 Targets & Performance

The year-end performance for 2012/13 was:

Indicator	Category	2012/13 Target	2012/13 Performance	Comment
CH5(a)	< 3 day accidents (lost time)	44	26	Achieved
CH5(b)	Fatal	0	0	Achieved
CH5(c)	RIDDOR Major Injuries	Not set*	5	N/A
CH5(d)	3+ day accidents	34	19	Achieved

*Due to the small numbers of RIDDOR Majors (Av 3.4/yr over last 5 yrs), no target has been set for this category, although performance is still monitored.

All Corporate Health Accident targets, set and monitored via the Performance Management & Activity report were achieved.

2.2 Analysis of 2012/13 data

It is recognised that both the workforce and the number of incidents attended has reduced, and that these reductions are likely to have a proportionate effect on reducing the number of accidents. However, even when factoring this in, they do not fully explain the reduction in accidents. In the year April 12 – March 13, there were a total of 173 accidents. These include accidents to staff but also accidents to others who were on WYFRS site or affected by our actions e.g. contractors, visitors & members of the public. This is a reduction of 54 (24%) over the previous year. This significant reduction comes on the back of a 25% reduction in 2011/12 compared with the previous year. When considering only accidents to staff, there were 159 accidents, compared to 206 in 2011/12, which is a reduction of 22%, however the workforce reduced by only 6.6% when considering accidents which occurred whilst at incidents or responding to incidents, there were 29 accidents, compared to 71 the previous year, a reduction of 59%. However the number of incidents attended reduced by only 26%. This analysis suggests improved performance over and above that of reduced staffing and activity levels.

The 2012/13 year-end figures are the lowest recorded in 15 years, which is very encouraging.

Performance in comparison to the previous 7 years in terms of general trends are shown graphically in appendix A.

2.3 Accidents to non-employees

8% of all accidents reported in 2012/13 occurred to non-employees, which is just 1% less than the previous year. However, in terms of numbers there were far fewer accidents with just 14 non-employee accidents in 2012/13, compared to 21 in 2011/12. In previous years, contractors have made up the majority of these accidents. However, this year, contractors whilst working on WYFRS premises contributed only 1 to the total, with Young Firefighters and visitors to open days/galas making up the remainder. OHSU have issued guidance to stations in terms of inspecting the station prior to visitors attending to ensure all possible hazards are identified and eliminated or appropriately managed.

2.4 Green book v Grey book accidents

Excluding accidents to non-employees (14), there were 134 (84%) accidents to Grey book staff and 25 (16%) to Green book staff. This % breakdown is slightly different to previous years, but reflects the organisational restructure and the reduction in Green book staff. The current Grey/Green book split is 84% & 16% and is consistent with the accident mix.

In previous years, analysis of Grey book staff accidents has found there to be a split of 33% on the incident ground & 66% whilst training and performing routine duties. This year, analysis has found the split to be approx. 20% and 80% (25 & 109 accidents). It is unclear whether this shows an increase in safety on the incident ground or a reduction in safety whilst off the incident ground and further analysis shall therefore be undertaken. What is clear however, is that only 25 accidents on the incident ground, where there is the potential for serious injury, is an excellent record and is to be commended.

2.5 Top 5 Priority Topics

Excluding accidents which result in first aid only and no lost time, the top 5 most common causes of accidents in WYFRS have been identified and are exactly the same as last year. These have then been analysed in detail to identify cause and contributing factors which will feed into the strategic objectives of OHSU. This analysis is shown at Appendix B.

Top 5 Priority Topics:

- 1= Musculoskeletal disorders
- 2= Slips, trips & falls
- 3= Contact with
- 4= Struck by/against.
- 5= Exposure to

1. Musculoskeletal Disorders (MSD)

There were a total of 23 majors and 13 minor MSD accidents in 2012/13. Over half of the lost time accidents were caused by 'bending, twisting or reaching'. These injuries are not traditional manual handling injuries resulting from such activities as lifting, carrying, pushing/pulling etc. They often result from adopting a poor ergonomic posture as the name suggests and are more difficult to control.

A lot of good work has been done to address MSD over the previous few years which shows in the analysis. With the introduction of the safeguard safety event database in 2010, the categories were revised and manual handling was combined with other MSD accidents, which explains the increase in appendix C, However the number of actual manual handling injuries has remained comparable with previous years (5 major & 5 minor in 2012/13).

2. Slips, trips & falls

There were 37 accidents in total attributed to slip, trips & falls in 2012/13, 18 of which were majors, compared to 56 in total and 18 majors in the previous year. This represents a decrease of 34% and 0% respectively. 2010/11 saw a significant spike in the number of slip, trip & fall accidents which was due to a bad winter with lots of slips on snow & ice and a particularly dry spring with lots of trips and falls from moorland firefighting. The last two years have returned to more normal levels. Whilst the total numbers reported have reduced, the reductions have occurred in the minor accidents resulting in no lost time, with no reduction in lost time accidents. This category of accident has the highest ratio of lost time to non-lost time with 49% of such resulting in lost time. Whilst slips, trips and falls in the workplace tend not to be taken seriously, this analysis shows that the potential consequences can be serious.

65% were slips, trips and falls were on the same level. Of these, analysis has found the most common cause to be rough/uneven ground and snow & ice. The Authority already has good arrangements in place to grit Authority premises in winter and the majority of snow/ice incidents occurred off Authority premises. Staff are also advised to take care when working on uneven/rough and there is little more that can be done to reduce the risk further.

3. Contact with

This category includes contact with: sharp objects, animals/insect (bites), hot surfaces/heat, airborne particulate, solid objects and electricity. There were in total 46 accidents related to contact with which is only 2 more than 2011/12. Of these 46, 37 were minor accidents, indicating the relative minor nature of these accidents and is consistent with previous years. The only trend identified was cuts during RTC's (both operational and training), however most occurred during clear up or when gloves were removed to perform a specific task, which is permitted. There were no other trends identified. In previous years, cuts in the kitchen have been a problem; however this was not the case, with only 3 reported in 2012/13.

4. Struck by/against

This category includes being struck by flying/falling objects and struck against fixed or stationary objects (banging into things) and trapped. Similarly to "contact with" there is a high % of minor accidents (76%) which again indicates these accidents are relatively minor in nature. The numbers reported are consistent with the average numbers reported in previous years.

Analysis has identified there to be no real pattern, however the most common cause has been whilst performing RTC training. Other examples include vehicle doors trapping hands and contacting equipment. Due to the random nature of the accidents, no recommendations have been identified.

5. Exposure to

This category includes exposure to hazardous substances, heat/fire, explosion, & noise. In 2012/13 there were 16 accidents, 6 (38%) of which were majors, which is a reduction of 30%. The numbers reported are quite small, so it is difficult to draw any accurate conclusions from the statistics. The most common cause (10) was exposure to hazardous substances, 5 of which were due to individuals becoming unwell following water rescue training at Tees Barrage. Much work has been done with Training Centre and OHSU to review control measures to ensure the risk is reduced to as low a level as is reasonably practicable; however, statistics would suggest there will unfortunately continue to be a small number of staff who do become ill. A CFOA regional task finish working group has also been established, chaired by West Yorkshire, to review arrangements within the region and share best practice.

Interestingly of the 5 accidents involved in exposure to heat/fire, all have occurred during BA training and not at operational incidents. This is thought to be due to the throughput of firefighters on the breathing apparatus training courses, compared to the relatively small numbers of firefighters who will experience similar conditions at incidents. However, a review of BA training has recently been commissioned and this shall be fed into the review.

Realistic training is essential to give firefighters the skills to prepare them for dealing with a real emergency. Accidents sustained whilst undertaking water rescue and breathing apparatus training demonstrate the challenge of balancing the benefits to be achieved from this against the risk it exposes

firefighters. It is the view of OHSU that not doing so, would actually present a greater risk to the individuals and the Authority, however such accidents shall continue to be monitored.

The top 5 priority topics tracked over the last 8 years is shown in appendix C. As can be seen, whilst the positions within the top 5 have fluctuated, they have remained constant.

3 Financial Implications

- 3.1 The Authority insures against injuries as a result of accidents at work and consequently the cost would be limited to loss of productivity whilst staff are not at work and, in some cases, the cost of an injury related pension. There will clearly be significant benefit from the reduction in accidents through reduced sickness although this is unlikely to feed through to any significant reductions in insurance premiums

4 Equality and Diversity Implications

- 4.1 There are no equality & diversity implications associated with this paper.

5 Health and Safety Implications

- 5.1 Contained within the report.

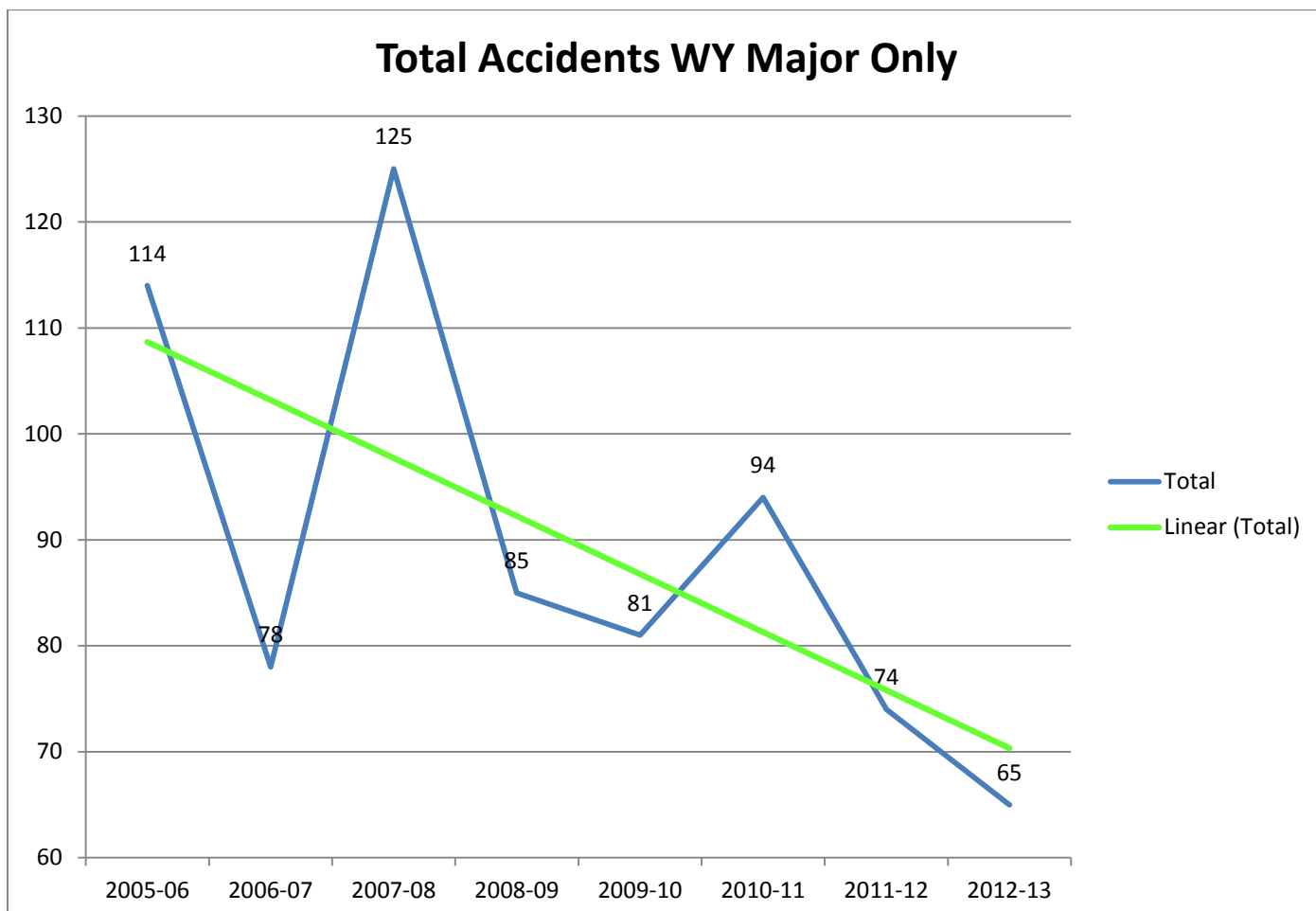
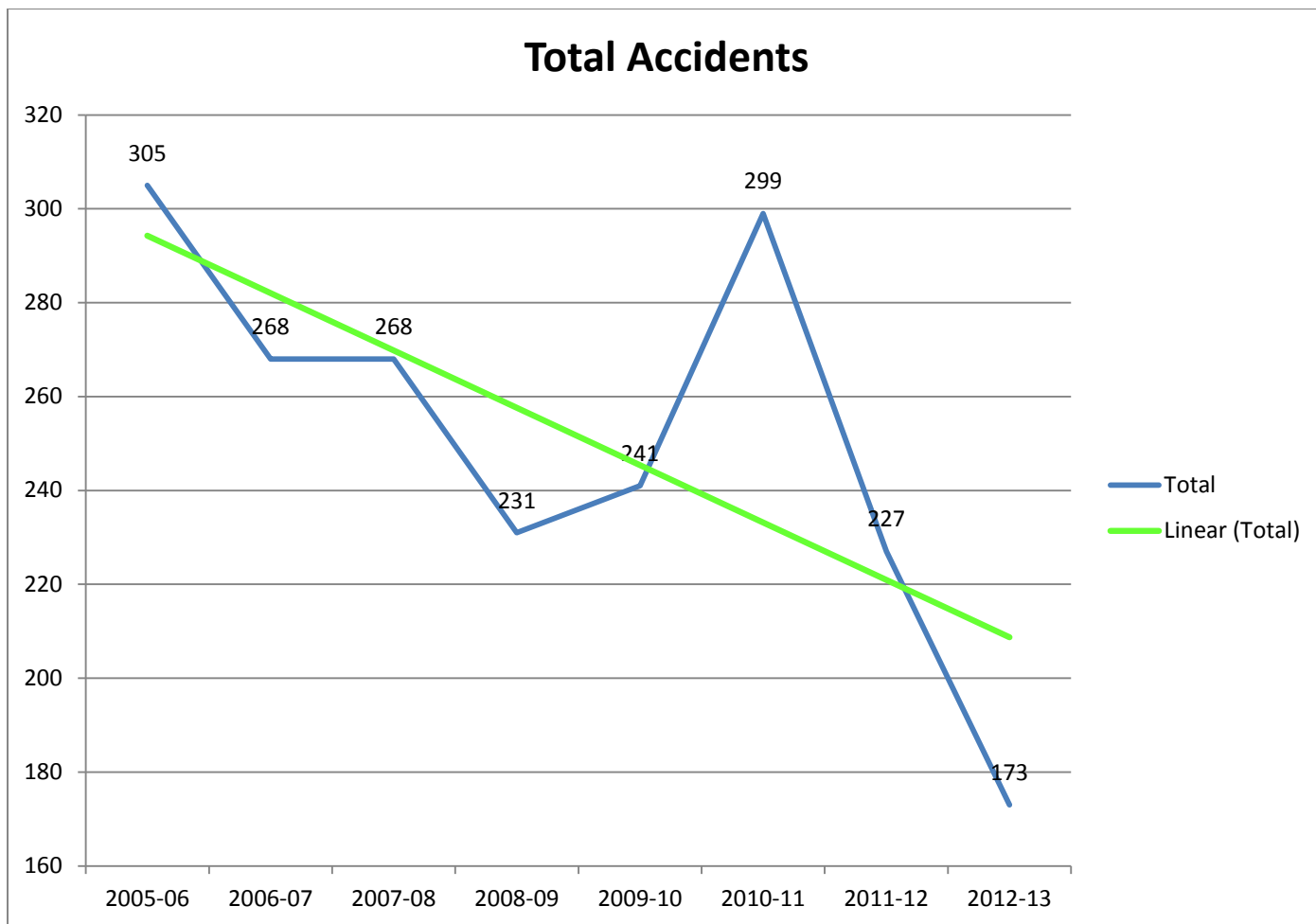
6 Service Plan Links

- 6.1 This paper contributes to the directorate objective of “Providing a safe, competent and diverse workforce”.

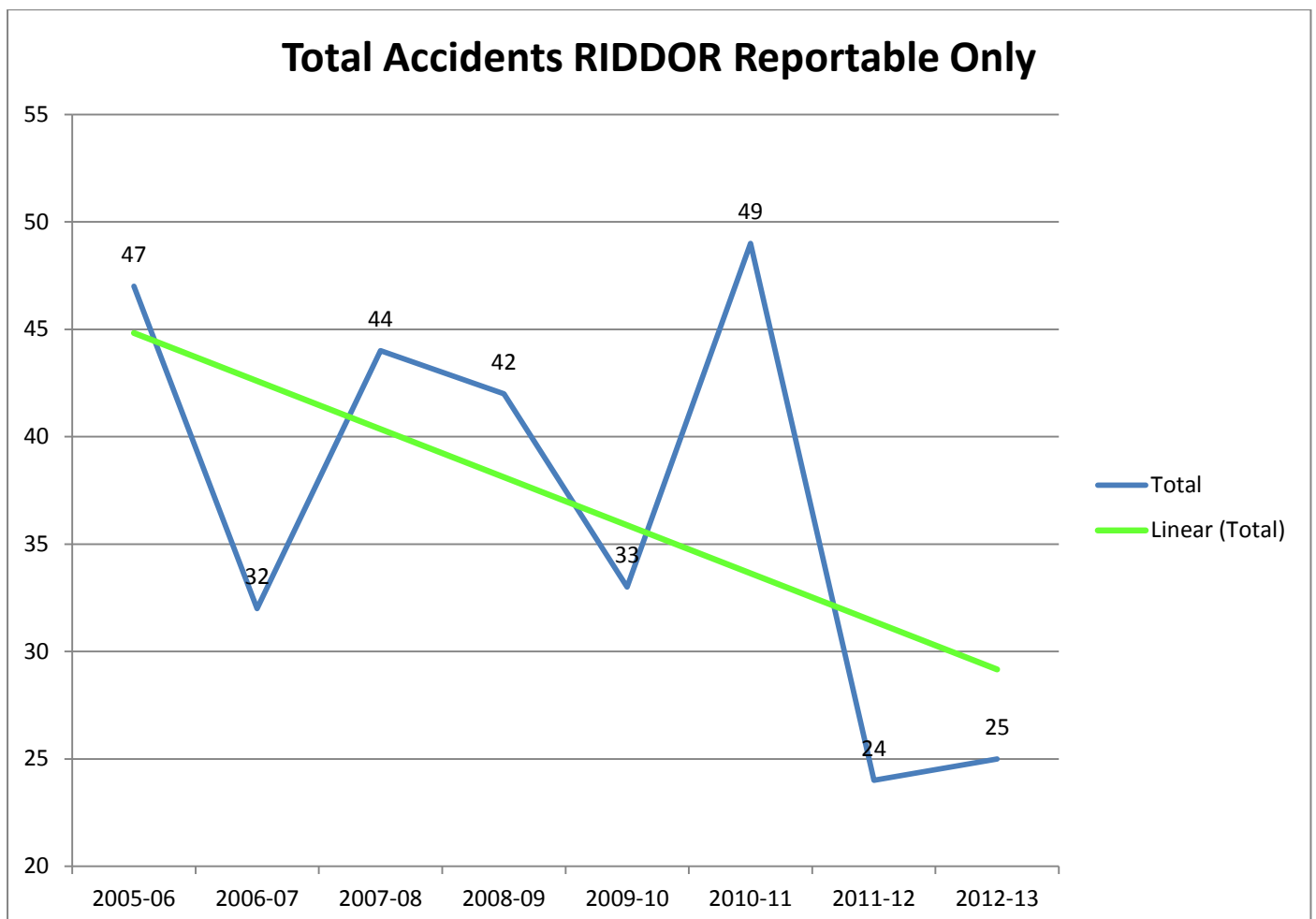
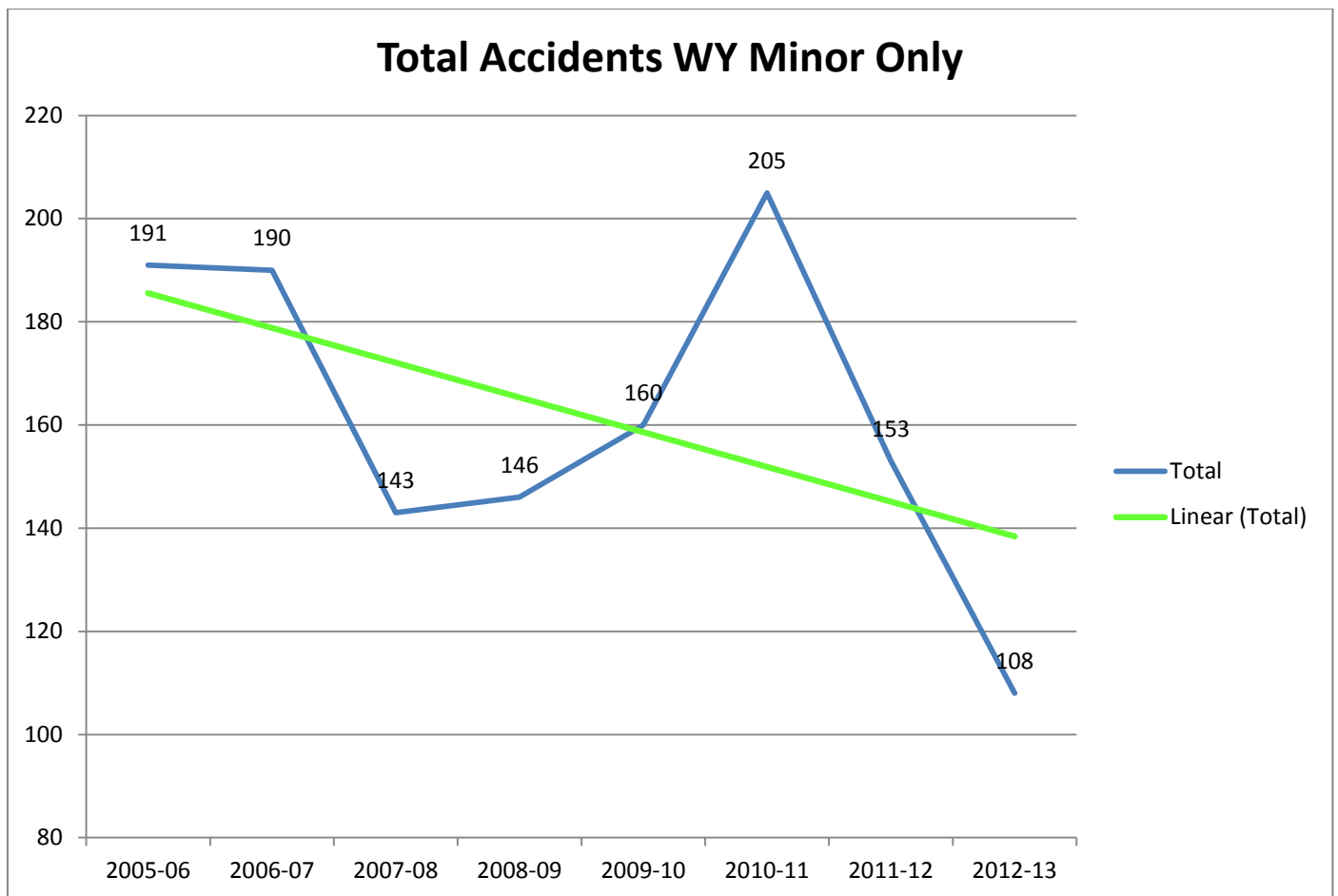
7 Conclusions

- 7.1 Overall, this has been a good year in terms of accidents at work. The total number is down by 54, a reduction of 24% in comparison to the previous year. And continues the downward trend of a reduction of 74 (25%) in 2011/12. This is the lowest number of accidents reported in over 15 years, which is extremely encouraging and links to Service Supports aims of “providing a healthy and safe workforce” by reducing illness, injury and discomfort to WYFRS staff.
- 7.2 Accidents have a clear cost to the Authority and the improvements in safety, leading to a reduction in accidents and lost time have a positive effect in reducing this cost; whether this is accident investigation costs, backfilling staff or compensation claims.
- 7.3 With a reducing workforce it becomes even more important that our staff remain at work to allow WYFRS to improve efficiency and provide an effective, responsive emergency service. This in turn, supports the continued efforts to improve health & safety management and promote a positive health & safety culture, led from the top of the organisation.

Appendix A 2013



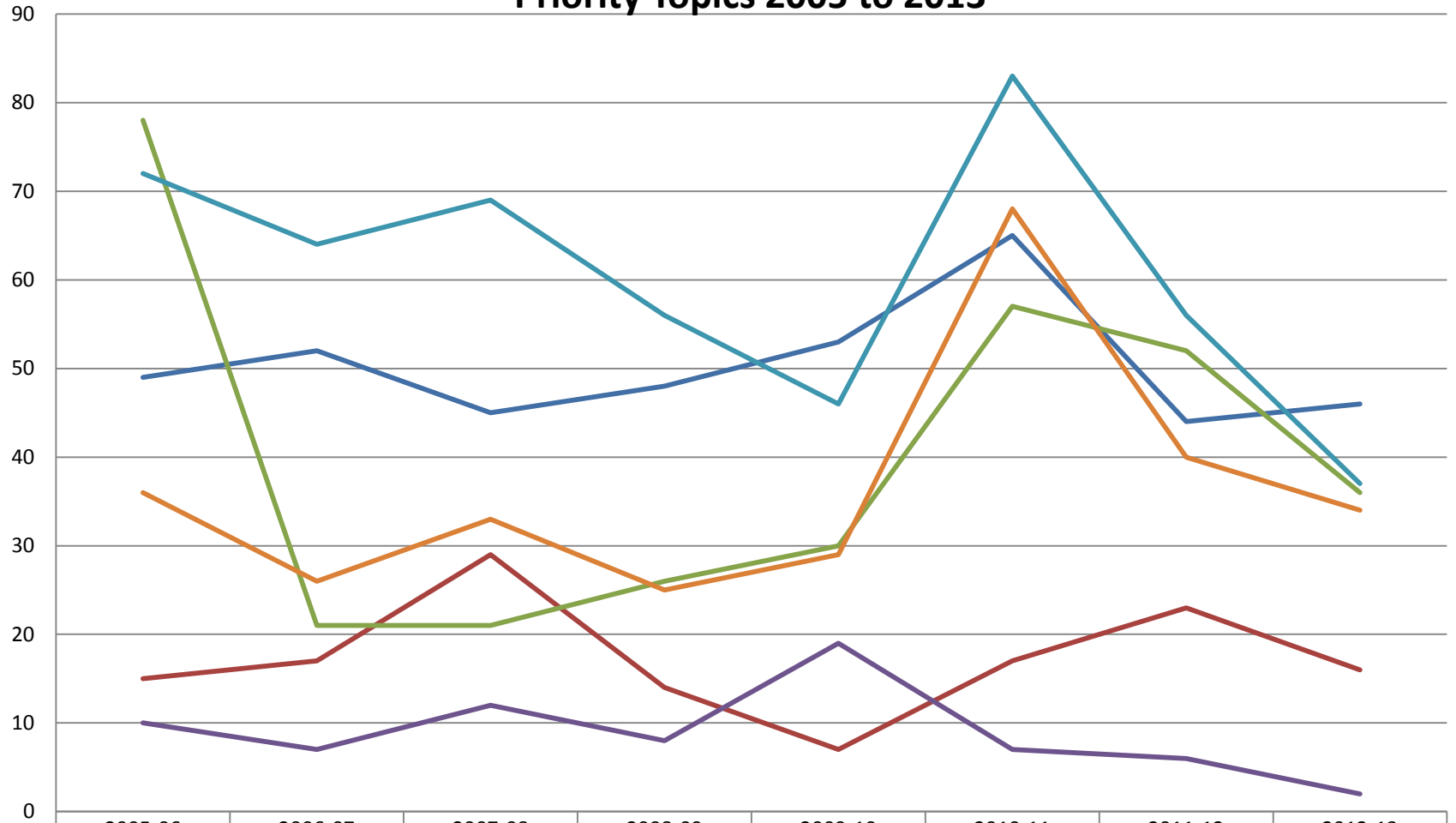
Appendix A 2013



Appendix B - Analysis of priority topics in 2012/13 using lost time accidents

Cause Group	Severity		Duty System				OPS Activity				OPS Split		
	1 - Minor - First Aid Or Less	Total Majors	FRS	OPS	NON	Total	Routine	Training	Incident	Total	WT	RET	Total
Musculo/Skeletal Disorder													
Bending, Twisting Or Reaching	3	12	1	14		15	6	6	2	14	12	2	14
Cumulative Or Non Specific	2	0		2		2		1	1	2	2		2
Loading/Unloading Vehicle or Appliance	1	0	1			1							
Manual Handling	5	5	5	5		10	2	3		5	5		5
Pre-Existing Injury	0	1		1		1		1		1	1		1
Reaction To Activity	2	4	1	5		6		5		5	5		5
RTC Ops/ Trg	0	1		1		1		1		1	1		1
2012/13	13	23	8	28	0	36	8	17	3	28	26	2	28
	36%	64%	22%	78%	0%		29%	61%	11%		93%	7%	
Slip Trip Fall													
Slip/fall From Height	2	0		1	1	2		1		1	1		1
Slip/fall From Stairs/steps	4	4	2	5	1	8	2	1	2	5	5		5
Slip/fall On Same Level	11	13	6	18		24	7	3	8	18	16	2	18
Unstable Structure	2	1		3		3	3			3	3		3
2012/13	19	18	8	27	2	37	12	5	10	27	25	2	27
	51%	49%	22%	73%	5%		44%	19%	37%		93%	7%	
Contact With													
Airborne Particulate	2	2		4		4	1		3	4	3	1	4
Animal	2	0		2		2	2			2	2		2
Electricity	1	0		1		1			1	1	1		1
Entanglement	0	1		1		1	1			1	1		1
Hot Liquid/vapour/gas	3	2		4	1	5	3	1		4	4		4
Hot Solid/surface/object	4	0		4		4	3		1	4	4		4
Insect (Bite/stings)	3	0		3		3	3			3	3		3
Sharp Object	21	4	4	17	4	25	10	5	2	17	16	1	17
Solid Object	1	0			1	1				0			0
2012/13	37	9	4	36	6	46	23	6	7	36	34	2	36
	80%	20%	9%	78%	13%		64%	17%	19%		94%	6%	
Struck													
Falling Object	1	0		1		1			1	1	1		1
Struck Against	13	1	1	10	3	14	6	4		10	10		10
Struck By	10	7	2	12	3	17	5	4	3	12	9	3	12
Trapped	2	0	1	1		2	1			1	1		1
2012/13	26	8	4	24	6	34	12	8	4	24	21	3	24
	76%	24%	12%	71%	18%		50%	33%	17%		88%	13%	
Exposure To													
Hazardous Substance	5	5	1	9		10	1	5	3	9	9		9
Heat / Fire	5	0		5		5		5		5	5		5
Noise	0	1		1		1	1			1	1		1
2012/13	10	6	1	15	0	16	2	10	3	15	15	0	15
	63%	38%	6%	94%	0%		13%	67%	20%		100%	0%	

Priority Topics 2005 to 2013



	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Contact With	49	52	45	48	53	65	44	46
Exposure To	15	17	29	14	7	17	23	16
Musculo/Skeletal Disorder	78	21	21	26	30	57	52	36
Rtc	10	7	12	8	19	7	6	2
Slip Trip Fall	72	64	69	56	46	83	56	37
Struck	36	26	33	25	29	68	40	34

Corporate Equality and Diversity Action Plan Progress Update

Human Resources Committee

Date: 17 January 2014

Agenda Item:

8

Submitted By: Director of Service Support

Purpose To update Members on progress with the Corporate Equality and Diversity Action Plan 2013-2014

Recommendations That Members note progress made to date.

Summary This report provides Members with an update on progress against actions contained in the Authority's Corporate Equality and Diversity Action Plan 2013-2014.

The Public Sector Equality Duty requires the Authority to publish equality objectives at least every four years, starting in April 2012. The Authority exceeds this minimum requirement. A Corporate Equality and Diversity Action Plan is published annually as an integral part of the Authority's business planning process. It is created by identifying the key equality features associated with the actions in the annual IRMP plan.

The report provides an opportunity for Members to scrutinise the Authority's performance against its equality objectives. A final update will be provided following the end of the financial year 2013/2014.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Kym L Brearley, Corporate Diversity Officer

Background papers open to inspection: None

Annexes: Annex A - Corporate Equality and Diversity Action Plan Progress Update

1 Introduction

- 1.1 The Public Sector Equality Duty requires the Fire Authority to publish one or more specific and measurable equality objectives at least every four years, starting from April 2012. Bodies subject to the Duty are advised to keep progress under frequent review.

2 Information

- 2.1 Guidance from the Equality and Human Rights Commission (EHRC) states that:
- there is no required number of equality objectives – one or more should be published,
 - they should be proportionate, and relevant to the organisation's function and size and evidence-based, based on the key equality issues it faces,
 - they can be revised and published more regularly than the (minimum) four-yearly requirement,
 - keeping objectives and progress towards achieving them, under frequent review is 'advisable',
 - objectives should be accessible to, and easily understood by, the public.
- 2.2 The EHRC suggests that equality objectives should be "...seen as part of an organisation's business plan and as supporting delivery of it. Desired outcomes are more likely when...objectives are seen as an integral part of business performance."
- 2.3 Equality and diversity is embedded in the Service Plan for 2011-15 and Community Risk Management Strategy, ensuring that the Authority targets the most vulnerable members of our diverse community and continues "Making West Yorkshire Safer".
- 2.4 A Corporate Equality and Diversity Action Plan containing WYFRS' equality objectives is published on www.westyorkshire.gov.uk/diversity annually. This exceeds the minimum four-yearly requirement.
- 2.5 It is created each year by identifying the key equality features associated with the actions contained in the Authority's annual IRMP plan. Directorates and Departments responsible for IRMP actions are therefore responsible for delivering any **equality** features associated with those actions. The Corporate Diversity Officer provides advice and support to Managers to facilitate delivery. Progress against the Equality and Diversity Action Plan is monitored by Corporate Driving Diversity Board.
- 2.6 By reviewing the attached Progress Update (see Annex A), Members have the opportunity to scrutinise the Authority's performance against its equality objectives and determine whether Authority has met its obligations for having 'due regard' for the three aims of the general equality:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the [Equality] Act,
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it,
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3 Financial Implications

3.1 There are no financial implications associated with this Report.

4 Equality and Diversity Implications

4.1 This Report demonstrates the Authority's compliance with the Public Sector Equality Duty. It provides Members with the opportunity to scrutinise the Authority's performance against its equality objectives.

5 Health and Safety Implications

5.1 The attached Progress Update addresses one Health and Safety issue, linked to the Authority's Fitness Policy.

6 Service Plan Links

6.1 This report relates to the following Priorities:

- Provide a safe, competent and diverse workforce.

7 Conclusions

7.1 Equality forms an integral part of the Authority's business planning and reporting framework. Directorates and Departments across the organisation are responsible for delivering the key equality objectives associated with the annual IRMP plan actions assigned to them.

7.2 Members are asked to review the organisation's equality performance to date.

7.3 A final update on the Corporate Equality and Diversity Action Plan will be provided following the end of the financial year 2013/2014.

CORPORATE EQUALITY AND DIVERSITY ACTION PLAN PERFORMANCE REPORT

2013-2014

DELIVER A PROACTIVE FIRE PREVENTION AND PROTECTION PROGRAMME



We will:

Implement the Home Fire Safety Strategy which has been piloted in Bradford District across all of West Yorkshire

Our action:

Continue to identify, collect and analyse data/information about our local community and their changing needs, in order to improve service outcomes.


Where risk is very high/high, we will, through targeted action, reduce the severity and likelihood of risks experienced by vulnerable individuals/groups. This includes people who:

- have poor mobility,
- undertake unsafe smoking practices,
- have mental ill health issues,
- have unsafe cooking practices,
- have an alcohol or drug dependency,
- have specific housekeeping issues (such as hoarding, maintaining good hygiene levels),
- live alone,
- have medical oxygen systems in their homes,
- have visual or aural impairment,
- don't use English as their first language.

Progress update

Service Delivery Board have considered Census data in order to inform decisions regarding the delivery of HFSCs and other services. The HFSC strategy is built around the top 7 Mosaic categories in order to identify areas of need. These categories reflect the higher risk communities within West Yorkshire.

WYFRS has specific interventions available to deal with particular high risk behaviours or conditions. The Fire Prevention Assistants have built relationships with Partner agencies to ensure effective use of these interventions.

DELIVER A PROACTIVE FIRE PREVENTION AND PROTECTION PROGRAMME (CONT)			
	<p><u>We will:</u> Implement the Home Fire Safety Strategy which has been piloted in Bradford District across all of West Yorkshire (cont.)</p>	<p><u>Our action:</u> Develop and evaluate the effectiveness of specific partnerships/ friendship schemes or resource packages that target individuals or groups deemed to be high/very high risk, such as those with dementia.</p>	<p><u>Progress update</u> Partnership Board provides detailed information on Home Fire Safety Checks and evaluates the number of points per HFSC gained from a particular partnership, to determine success.</p>
	<p>Implement a competence based fire prevention training programme for operational staff</p>	<p>Continue to deliver Service Delivery Community Guidance on West Yorkshire communities</p>	<p>Work is underway to provide up-to-date key community cultural and equality issues to Operational, Prevention and Protection staff. This will be delivered in a user-friendly format and focus on key at risk groups/West Yorkshire communities and the issues most relevant to the nature of their roles. This action is being progressed under the auspices of Partnership Board.</p>
	<p>Deliver specific fire safety campaigns to reflect the Integrated Risk Management Plan fire cover changes</p>	<p>Deliver and evaluate the effectiveness of fire safety campaigns produced in partnership with community members and partners, including the Third Sector.</p>	<p>Targeted HFSC campaigns have been carried out in Bradford District, North East Leeds and the Colne Valley in order to mitigate IRMP changes. Furthermore, targeted campaigns have been aimed at older people and young drivers.</p>

DELIVER A PROFESSIONAL AND RESILIENT EMERGENCY RESPONSE SERVICE



We will:

Implement the Day Crewing system at Garforth, Rothwell and Morley Fire Stations

Our action:

Ensure equality analysis is carried out to inform the design, delivery and outcomes from the Day Crewing project.

Progress update

The Day Crewing implementation is being undertaken in line with the existing Day Crewing policy. Corporate Diversity and Representative Bodies were involved in the Day Crewing Project.


A review of the Rothwell project is being undertaken to ensure any learning / development areas regarding equality and diversity are addressed prior to future implementations.


Develop a user specification for new Mobile Data Terminals

Ensure disability-related issues are taken into account.


New software is being developed and will be tested extensively by the Data Team and ICT Department. 3 new hardware devices are being purchased to enable full evaluation.

The software and hardware will be tested by operational crews on the appliances to ensure they are fit for purpose. This will include an opportunity for personnel with dyslexia to provide feedback.

PROVIDE A SAFE COMPETENT AND DIVERSE WORKFORCE			
	<p><u>We will:</u></p> <p>Review ways of working and provide an improvement strategy</p>	<p><u>Our action:</u></p> <p>Implement innovative working practices that deliver equality outcomes for the whole workforce, such as flexible working.</p>	<p><u>Progress update</u></p> <p>The HR Strategy is currently being developed to be aligned to the IRMP Strategy. This will include a review of Ways of Working, and take account of equality and diversity issues. Recommendations will be presented to Management Board during 2014.</p>
		<p>Monitor and take action to ensure a zero tolerance approach is taken towards inappropriate behaviour in the workplace.</p>	<p>A review of the Authority's existing Dignity and Respect Policy, Procedures and Guidance is underway. This is being informed by case conferences (following grievance complaints), external best practice and issues arising from Industrial Action e.g. relating to social media. Key issues relating to dignity and respect are reported to Corporate Driving Diversity Board.</p>
	<p>Update the fitness policy following the outcomes of the national FireFit Steering Group Review</p>	<p>Ensure equality analysis is carried out as part of the Policy update.</p>	<p>Report from Firefit Steering Group not yet published – anticipated April 2014</p>

PROVIDE A SAFE COMPETENT AND DIVERSE WORKFORCE (CONT)			
	<p><u>We will:</u></p> <p>Complete an internal assessment to measure the Authority against the Excellent Level of the Fire and Rescue Service Equality Framework</p>	<p><u>Our action:</u></p> <p>Use the Framework as a self-assessment tool to deliver equality improvements across the Authority.</p>	<p><u>Progress update</u></p> <p>The full gap analysis exercise is in progress, following an initial, high-level benchmarking exercise reported to Corporate Driving Diversity Board in January 2013. Performance and recommendations will be reported to Corporate Driving Diversity Board early in 2014.</p> <p>The results will be used to inform the development of the 2014-2015 Corporate Equality and Diversity Action Plan.</p>
	<p>Commence sustainable recruitment for retained duty system Firefighters</p>	<p>Identify opportunities to deliver equality outcomes throughout the process, from attraction through to retention.</p>	<p>Positive action was delivered during the recruitment campaign. 14/116 applicants were appointed.</p> <ul style="list-style-type: none"> • 85% applicants and 86% appointed were male; 12% of applicants and 14% appointed were female (3% of applicants didn't disclose). • 5% applicants and 7% appointed were LGBT. • 91% applicants and 100% appointed were White British, 6% applicants (but none appointed) were BME. • 2% of applicants and none of those appointed have declared a disability. <p>3 further candidates are currently on hold pending further checks and assessments.</p>

PROVIDE EFFECTIVE AND ETHICAL GOVERNANCE AND ACHIEVE VALUE FOR MONEY IN MANAGING RESOURCES

PROVIDE EFFECTIVE AND ETHICAL GOVERNANCE AND ACHIEVE VALUE FOR MONEY IN MANAGING RESOURCES			
	<p><u>We will:</u> Replace Rothwell fire station</p>	<p><u>Our action:</u> Ensure Equality Analysis is an integral part the specification, design and use of the station.</p>	
	<p>Complete the Service Delivery Centre incorporating the new Control and the Service Delivery functions</p>	<p>Corporate Diversity to continue to be part of Project groups.</p>	<p>Corporate Diversity gave advice and guidance on the physical aspects of design and use of the Service Delivery Centre, and on Control Ways of Working, throughout the project. Equality issues were captured in Project Management documentation.</p>
	<p>Introduce an electronic procurement and ordering system to facilitate a more efficient way of working within the organisation</p>	<p>Ensure disability-related issues are taken into account.</p>	<p>Electronic procurement is in place in the Calderdale District and is being rolled out to the other 4 districts</p>

Activity Report

Human Resources Committee

Date: 17 January 2014

Agenda Item:

9

Submitted By: Director of Service Support

Purpose To inform Members of sickness absence to the end of September 2013 and personnel activity to the end of November 2013.

Recommendations

1. That Members approve the amendment to the establishment.
2. That Members note the content of the report.

Summary This report informs Members of the Authority's key areas relating to Human Resources for 2013/14.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jim Butters, Area Manager Service Support
T: 01274 655704
E: jim.butters@westyorksfire.gov.uk

Background papers open to inspection: None

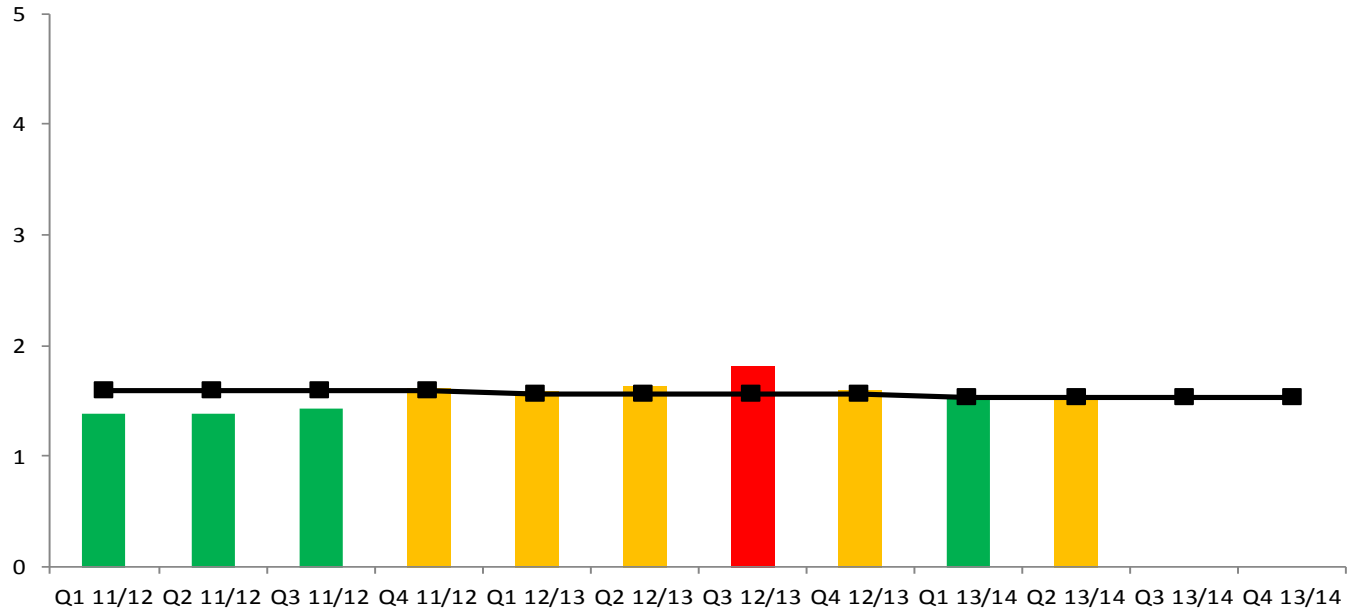
Annexes: None

1. SICKNESS ABSENCE – WORKING DAYS LOST PER EMPLOYEE 1 APRIL 2011 – 30 SEPTEMBER 2013

■ Green indicates achieving or exceeding target
 ■ Amber indicates satisfactory performance (within 10% of target)
 ■ Red indicates not achieving target

1,702 employees as at 30 September 2013

BY QUARTERS

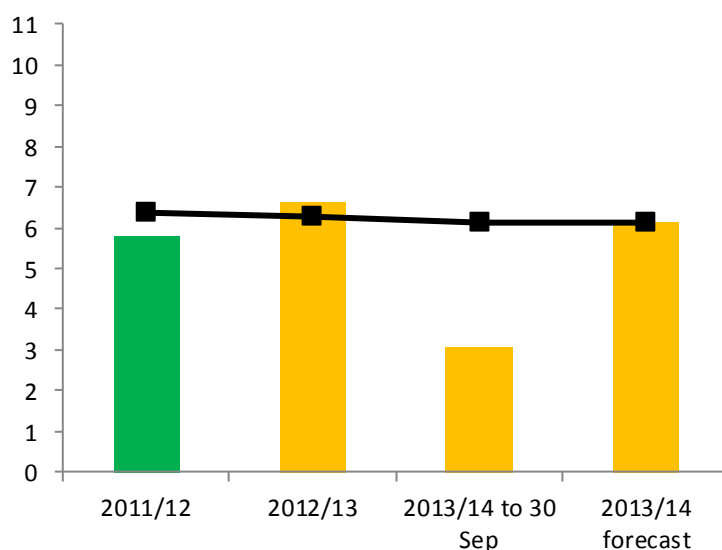


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Ops Response	1.35	1.28	1.41	1.60	1.51	1.63	1.72	1.51	1.43	1.57		
Ops Support	1.85	1.62	0.21	0.85	1.97	1.38	0.68	2.01	2.60	1.33		
Prev & Prot	1.14	1.64	1.87	2.52	2.48	2.61	5.25	4.33	0.93	1.48		
Corp Res	1.35	1.84	1.86	2.15	2.46	2.01	2.14	2.10	2.05	2.22		
Corp D & T	1.01	1.41	1.09	1.60	0.74	0.76	1.68	2.20	0.97	0.27		
Service Support	1.92	1.90	1.60	1.23	1.59	1.51	1.45	1.05	2.68	1.95		
Finance	1.56	4.56	1.50	1.11	0.11	0.25	0.69	0.88	0.55	1.07		
FSHQ	0.00	0.00	0.00	0.00	0.00	0.23	0.25	0.00	0.00	0.04		
Total	1.38	1.39	1.44	1.62	1.59	1.64	1.82	1.60	1.52	1.56		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – WORKING DAYS LOST PER EMPLOYEE 1 APRIL 2011 – 30 SEPTEMBER 2013

1,702 employees as at 30 September 2013

BY YEARS



	2011/12	2012/13	2013/14 to 30 Sep
Ops Response	5.64	6.37	3.00
Ops Support	4.54	6.04	3.93
Prev & Prot	7.16	14.67	2.41
Corp Res	7.21	8.72	4.27
Corp D & T	5.11	5.39	1.24
Service Support	6.64	5.59	4.63
Finance	8.72	1.94	1.62
FSHQ	0.00	0.48	0.04
Total	5.83	6.65	3.08
Target	6.37	6.25	3.06 (to 30 Sep)

Further Information

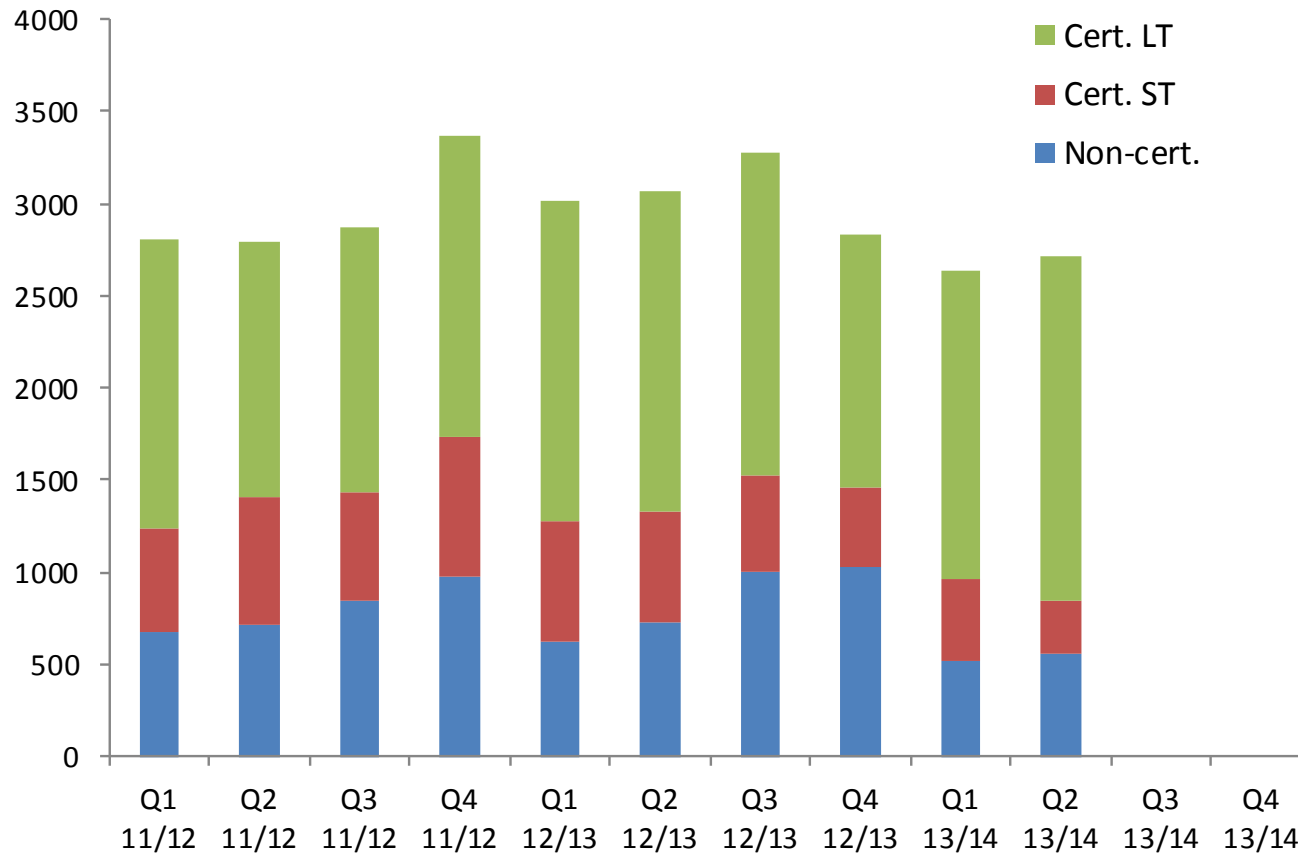
The forecast is that sickness absence will not currently meet the target set for 2013/14, missing it by only 0.04 shifts per person. A large proportion of the sickness absence is due to long term certified sickness; the individual cases are being managed between the departments and the Occupational Health team.

Further analysis and management of sickness will continue with patterns being discussed with departmental managers.

SICKNESS ABSENCE – DAYS LOST 1 APRIL 2011 – 30 SEPTEMBER 2013

BROKEN DOWN INTO LONG-TERM, SHORT-TERM AND NON-CERTIFIED SICKNESS

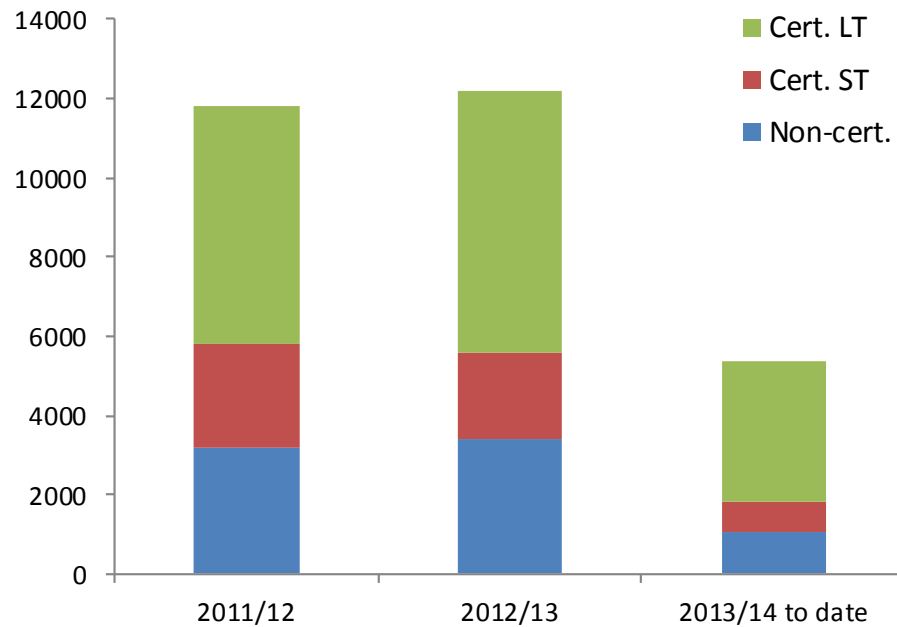
BY QUARTERS



SICKNESS ABSENCE – DAYS LOST 1 APRIL 2011 – 30 SEPTEMBER 2013

BROKEN DOWN INTO LONG-TERM, SHORT-TERM AND NON-CERTIFIED SICKNESS

BY YEARS



Further Information

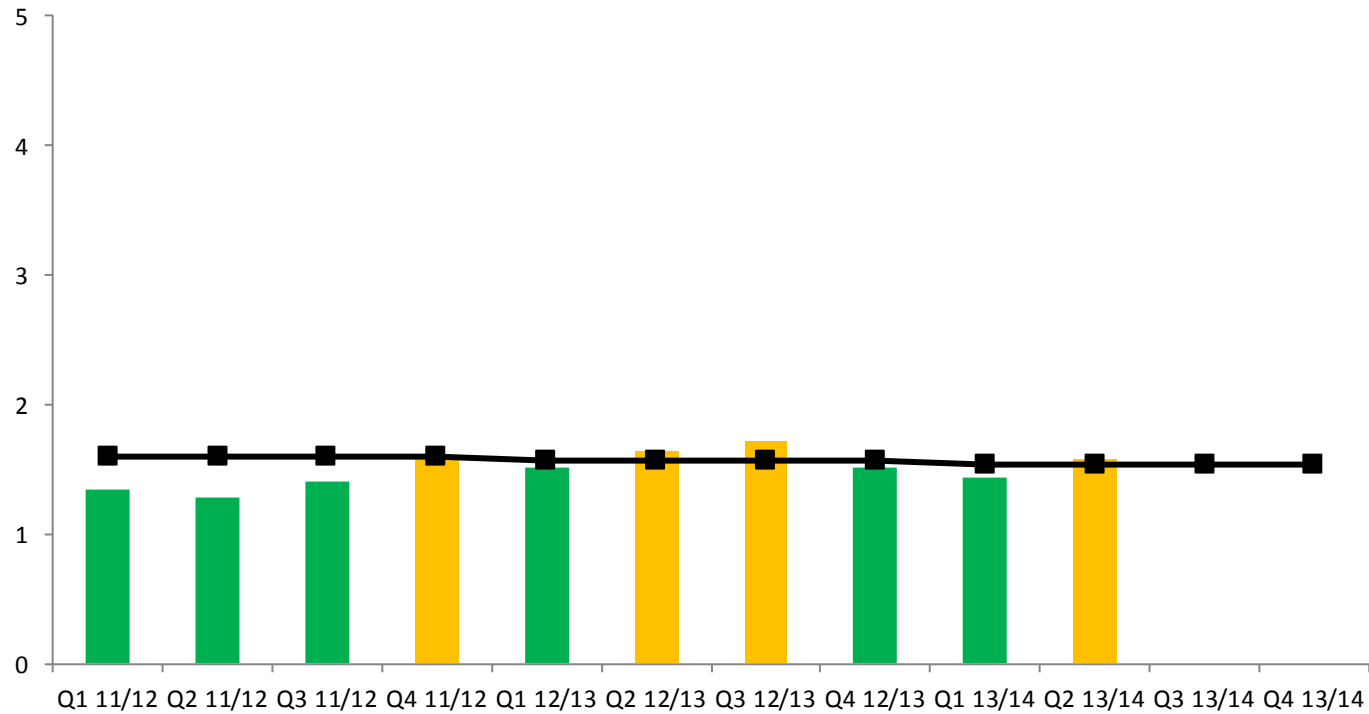
The chart above shows the sickness absence for the first two quarters of 2013/14, it is noticeable that the majority of the sickness is due to long-term sickness.

Personnel on long-term sickness are being managed in conjunction with the Authority Medical Advisor.

1.1 SICKNESS ABSENCE – OPERATIONS RESPONSE

1,326 employees as at 30 September 2013

BY QUARTERS

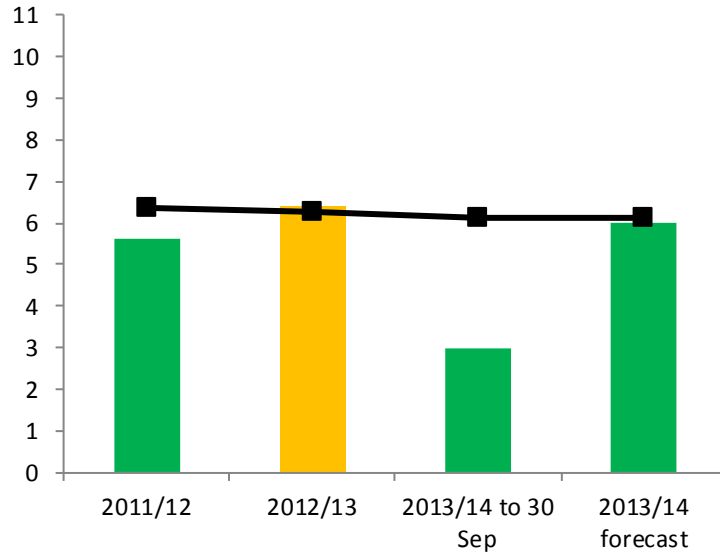


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Districts	1.40	1.31	1.48	1.60	1.48	1.55	1.67	1.48	1.39	1.56		
Control	0.67	0.88	0.51	1.76	2.50	3.21	3.34	1.98	2.05	2.38		
Total	1.35	1.28	1.41	1.60	1.51	1.63	1.72	1.51	1.43	1.57		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – OPERATIONS RESPONSE

1,326 employees as at 30 September 2013

BY YEARS

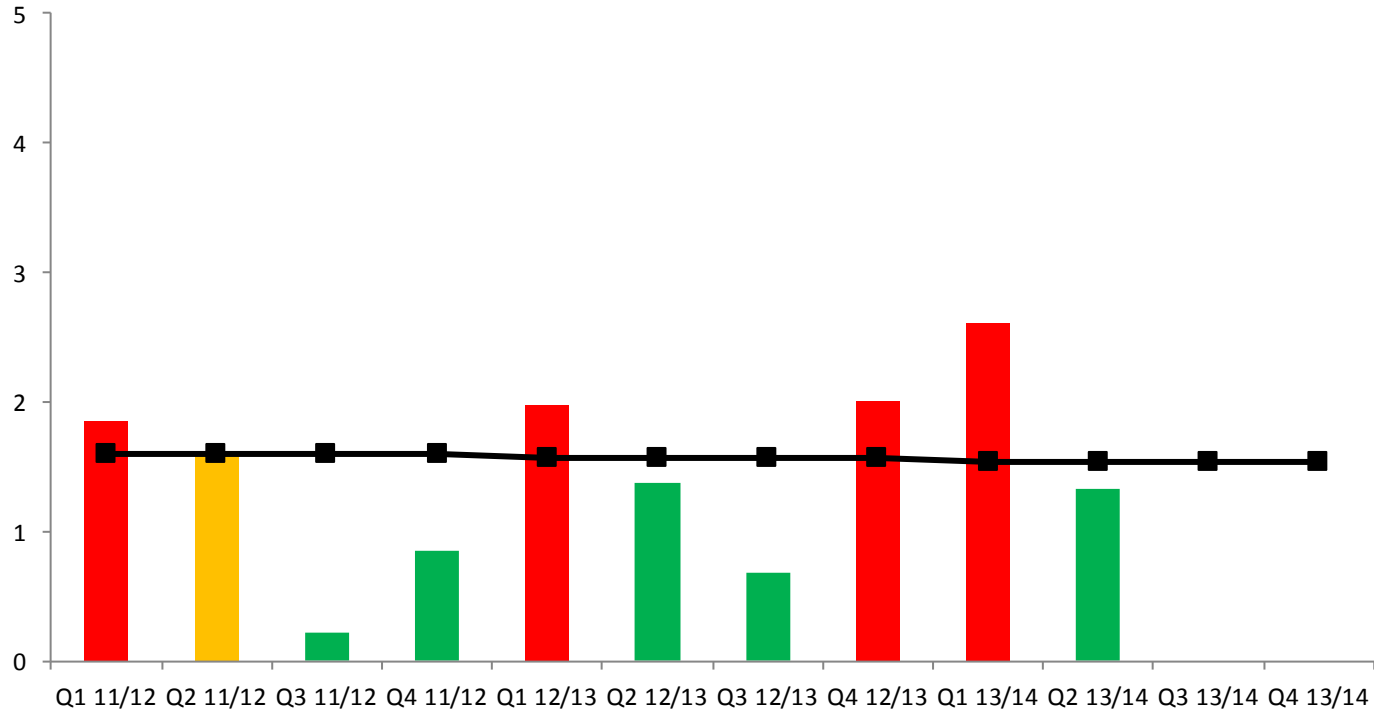


	2011/12	2012/13	2013/14 to 30 Sep
<u>Districts</u>	5.79	6.19	2.95
<u>MACC</u>	3.82	11.03	4.43
Total	5.64	6.37	3.00
Target	6.37	6.25	3.06 (to 30 Sep)

1.2 SICKNESS ABSENCE – OPERATIONS SUPPORT

15 employees as at 30 September 2013

BY QUARTERS

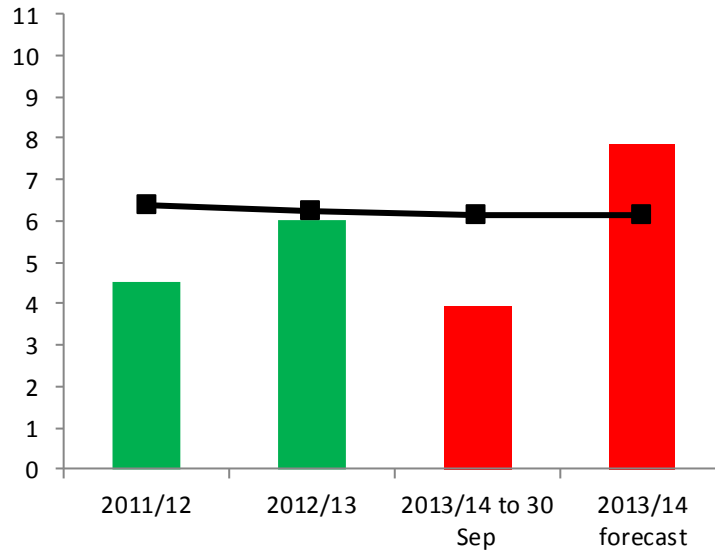


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Total	1.85	1.62	0.21	0.85	1.97	1.38	0.68	2.01	2.60	1.33		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – OPERATIONS SUPPORT

15 employees as at 30 September 2013

BY YEARS



	2011/12	2012/13	2013/14 to 30 Sep
Total	4.54	6.04	3.93
Target	6.37	6.25	3.06 (to 30 Sep)

Further Information

The first six months of 2013/14 and the forecast for the end of year identify that the level of sickness in Operations Support is not currently on track to achieve the target.

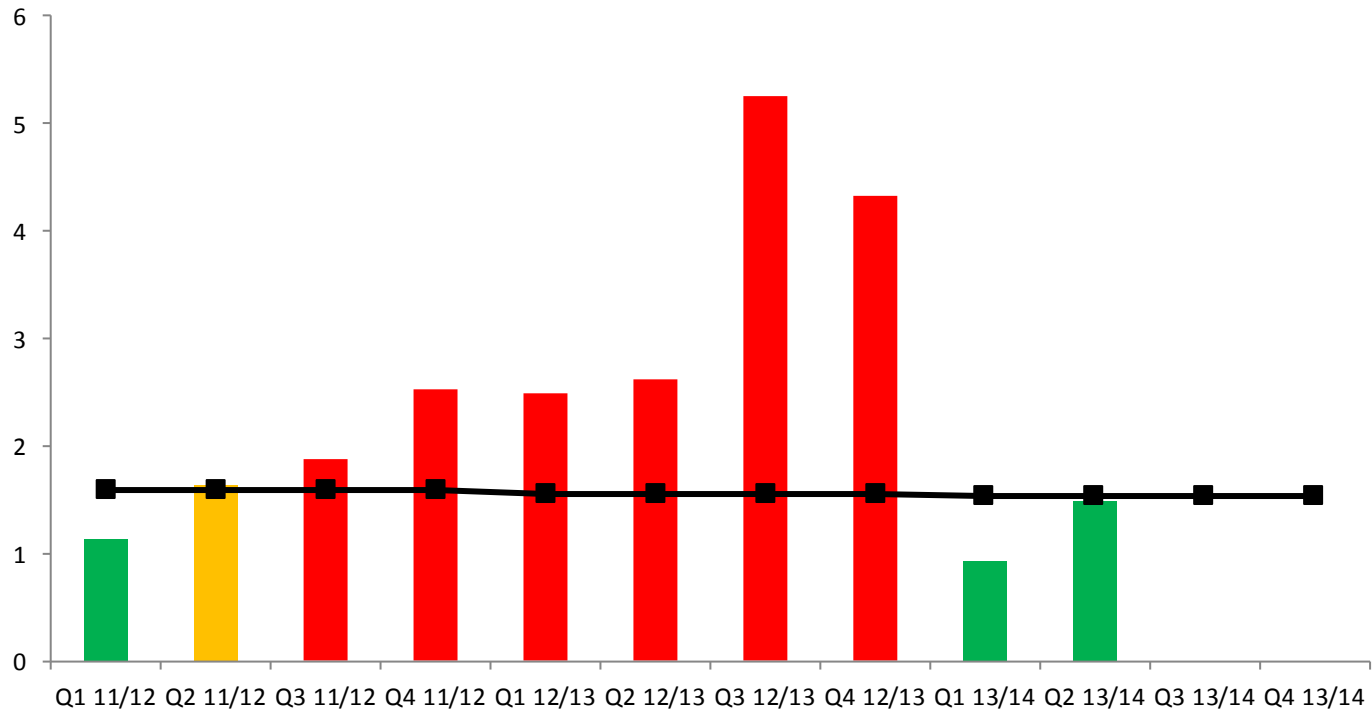
It is worth noting that the majority of the sickness in the first quarter was down to one individual who retired from WYFRS in July 2013. Sickness in the second quarter has reduced below target.

The sickness of the remaining individuals is being managed in conjunction with the Authority Medical Advisor.

1.3 SICKNESS ABSENCE – PREVENTION & PROTECTION

71 employees as at 30 September 2013

BY QUARTERS

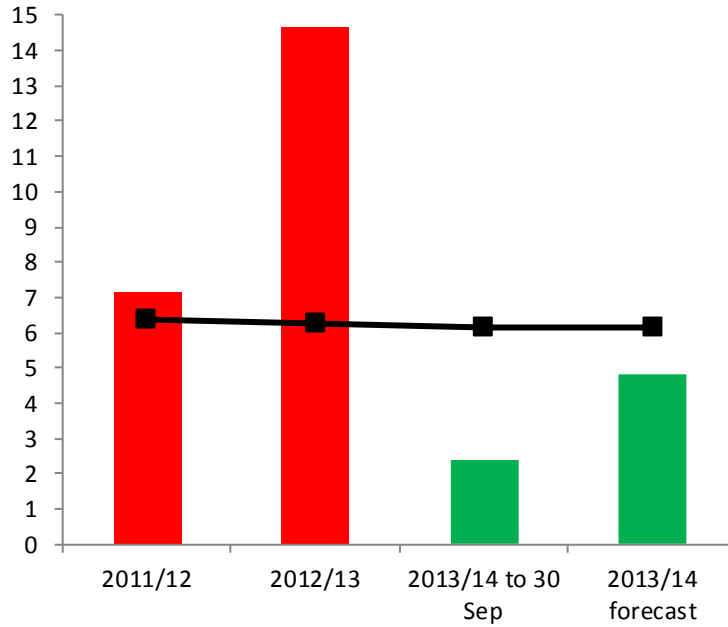


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Prevention	1.45	2.31	2.52	0.28	2.13	2.06	7.83	7.23	1.46	2.78		
Protection	1.00	1.34	1.59	3.56	2.64	2.85	3.41	2.05	0.43	0.36		
Total	1.14	1.64	1.87	2.52	2.48	2.61	5.25	4.33	0.93	1.48		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – PREVENTION & PROTECTION

71 employees as at 30 September 2013

BY YEARS

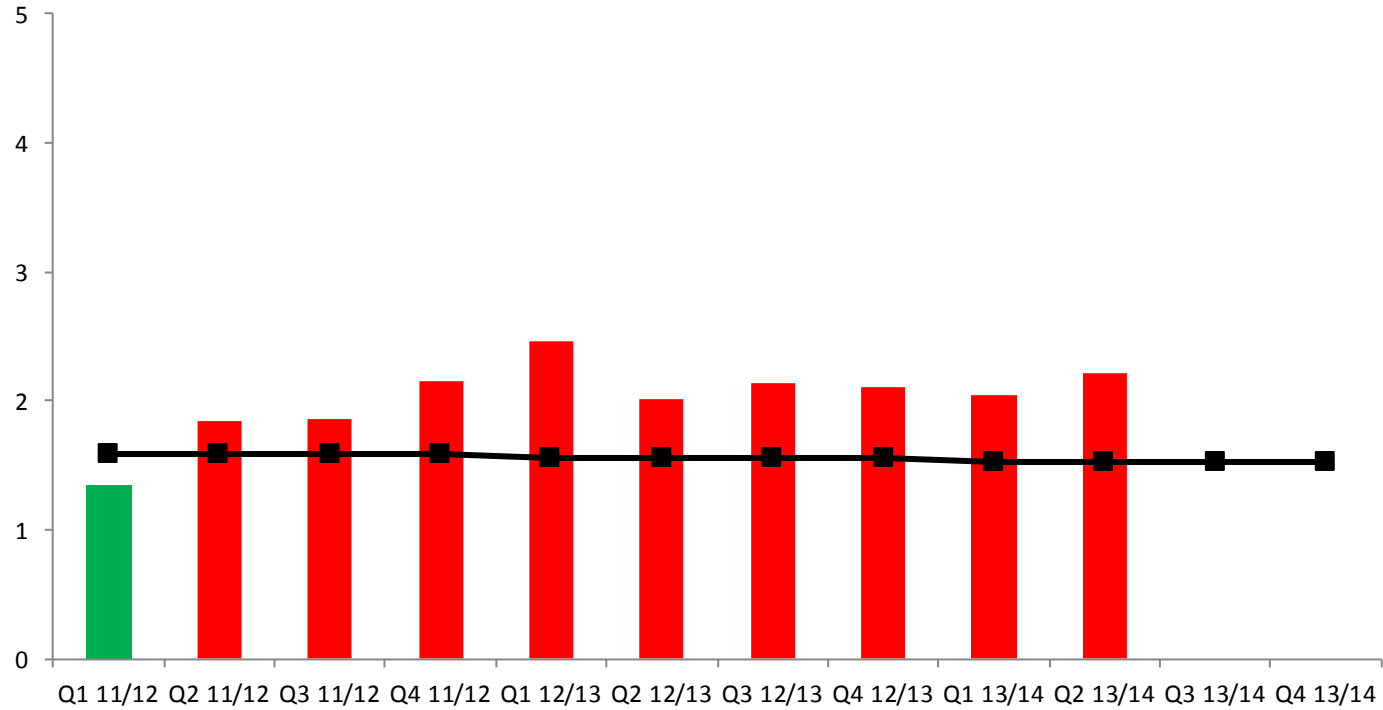


	2011/12	2012/13	2013/14 to 30 Sep
<u>Prevention</u>	6.55	19.25	4.24
<u>Protection</u>	7.50	10.94	0.79
Total	7.16	14.67	2.41
Target	6.37	6.25	3.06 (to 30 Sep)

1.4 SICKNESS ABSENCE – CORPORATE RESOURCES

67 employees as at 30 September 2013

BY QUARTERS

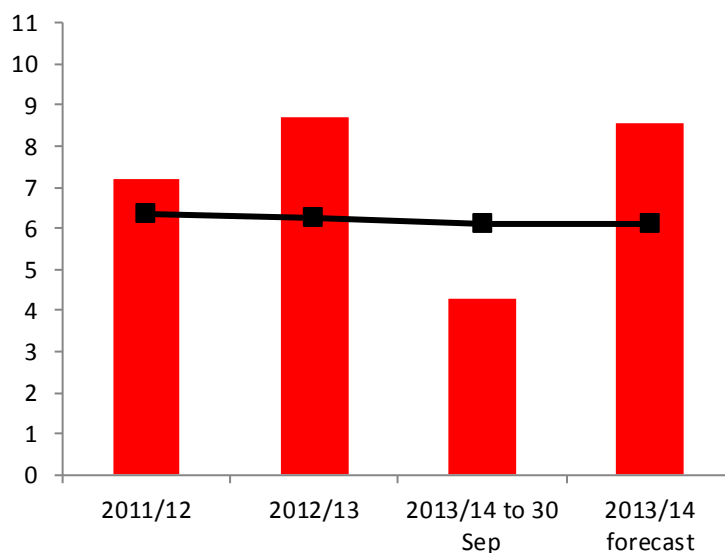


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
<u>Corp Services</u>	1.42	1.41	2.39	2.20	1.04	0.74	3.27	3.37	2.76	0.31		
Transport & Logistics	1.21	1.39	1.65	2.35	3.19	2.83	2.84	2.54	2.86	3.06		
<u>Comm & Admin</u>	2.80	4.00	0.45	0.00	2.77	1.18	0.00	0.58	0.42	0.33		
<u>Property</u>	0.35	2.30	3.00	3.59	2.33	2.22	0.38	0.50	0.13	4.50		
Total	1.35	1.84	1.86	2.15	2.46	2.01	2.14	2.10	2.05	2.22		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – CORPORATE RESOURCES

67 employees as at 30 September 2013

BY YEARS



	2011/12	2012/13	2013/14 to 30 Sep
<u>Corp Services</u>	7.41	8.42	3.07
<u>Transport & Logistics</u>	6.61	11.40	5.92
<u>Comm & Admin</u>	7.25	4.54	0.75
<u>Property</u>	9.24	5.43	4.63
Total	7.21	8.72	4.27
Target	6.37	6.25	3.06 (to 30 Sep)

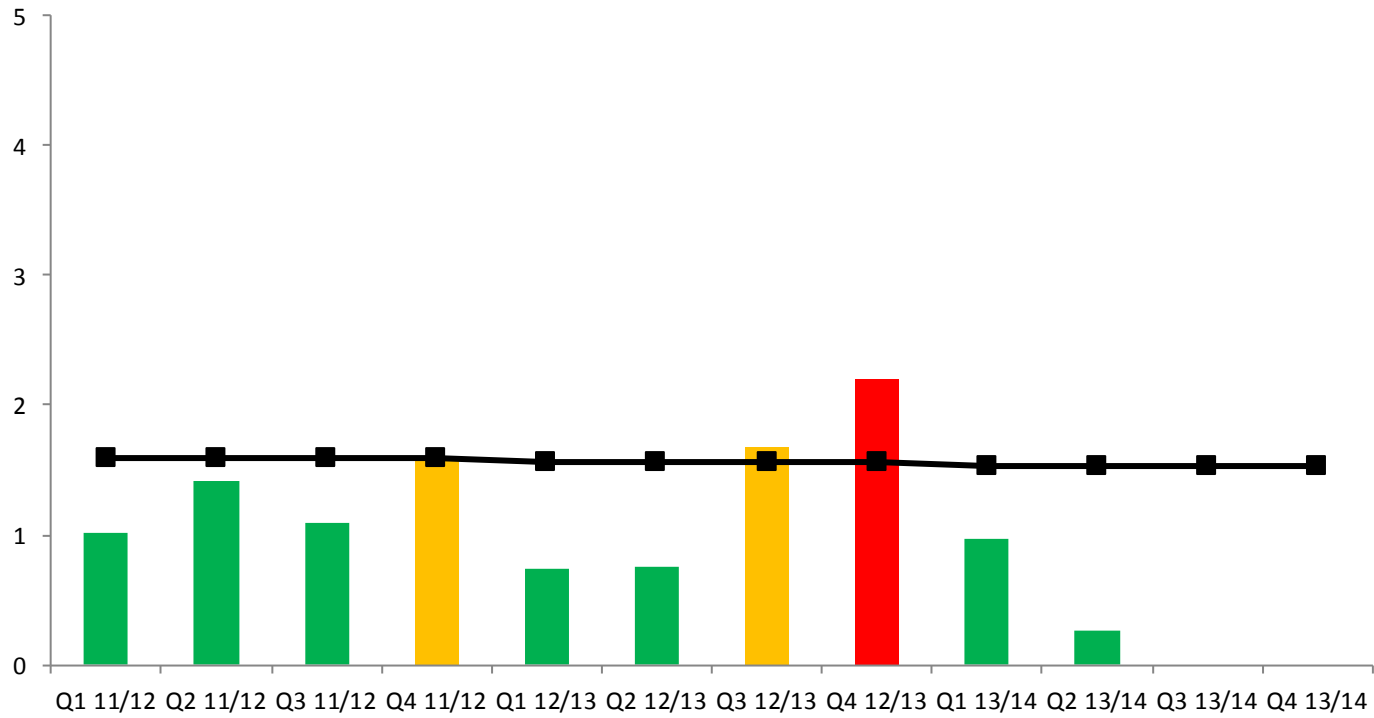
Further Information

Transport and Logistics is the department that has the greatest influence on the overall sickness levels within the Corporate Resources Directorate as they are the largest team. Much of the sickness in Transport and Logistics is attributed to a small group. Of these all have now returned to work, with the exception of one individual who has an underlying condition which is being managed by the department in conjunction with the Authority Medical Advisor. Property has seen an increase in sickness in the second quarter due to 1 of the 3 staff having a period of long term certified sick.

1.5 SICKNESS ABSENCE – CORPORATE DATA & TECHNOLOGY

32 employees as at 30 September 2013

BY QUARTERS

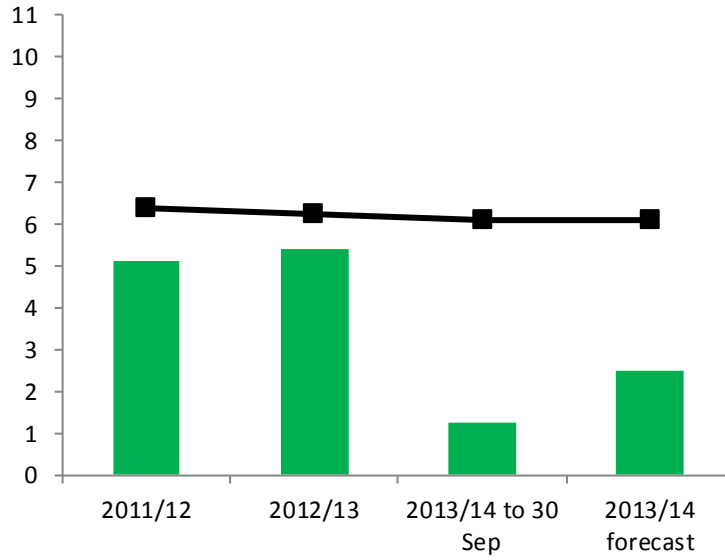


	Q1 2011/12	Q2 2011/12	Q3 2011/12	Q4 2011/12	Q1 2012/13	Q2 2012/13	Q3 12/13	Q4 12/13	Q1 2013/14	Q2 2013/14	Q3 13/14	Q4 13/14
Total	1.01	1.41	1.09	1.60	0.74	0.76	1.68	2.20	0.97	0.27		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – CORPORATE DATA & TECHNOLOGY

32 employees as at 30 September 2013

BY YEARS

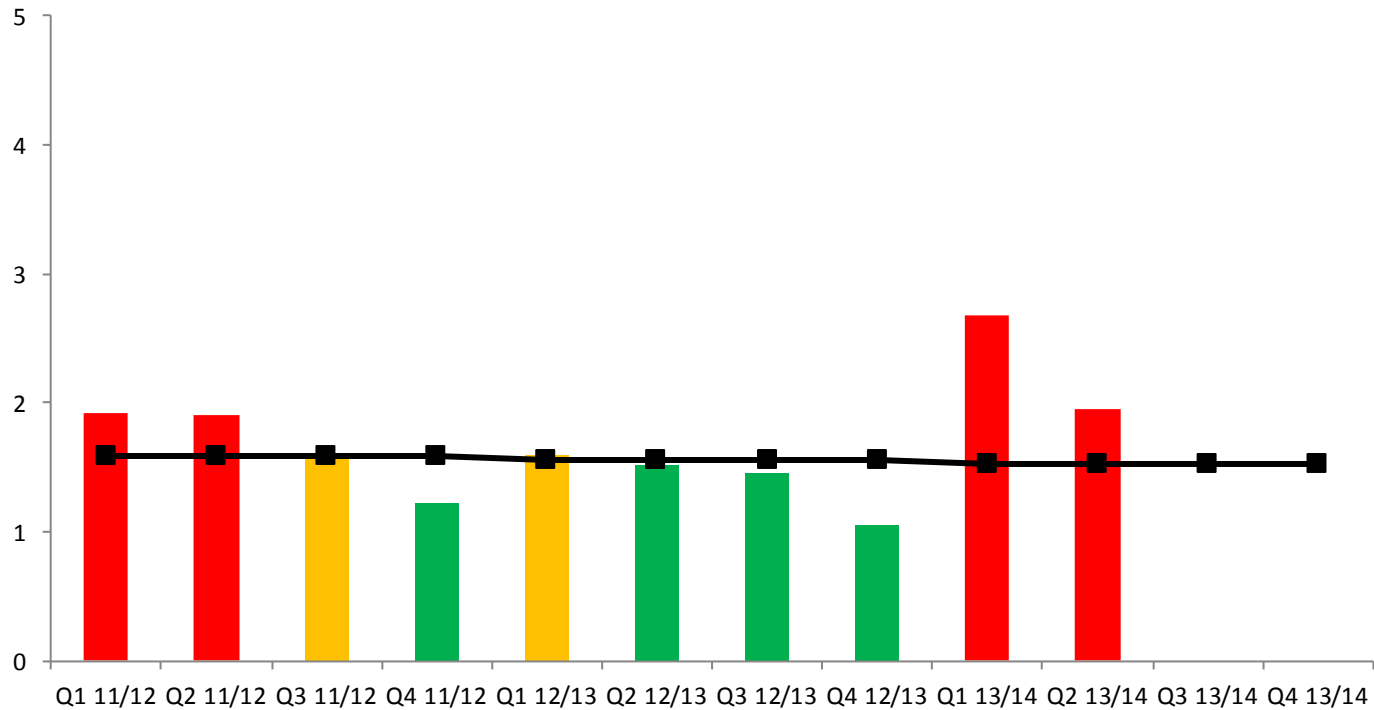


	2011/12	2012/13	2013/14 to 30 Sep
Total	5.11	5.39	1.24
Target	6.37	6.25	3.06 (to 30 Sep)

1.6 SICKNESS ABSENCE – SERVICE SUPPORT

160 employees as at 30 September 2013

BY QUARTERS

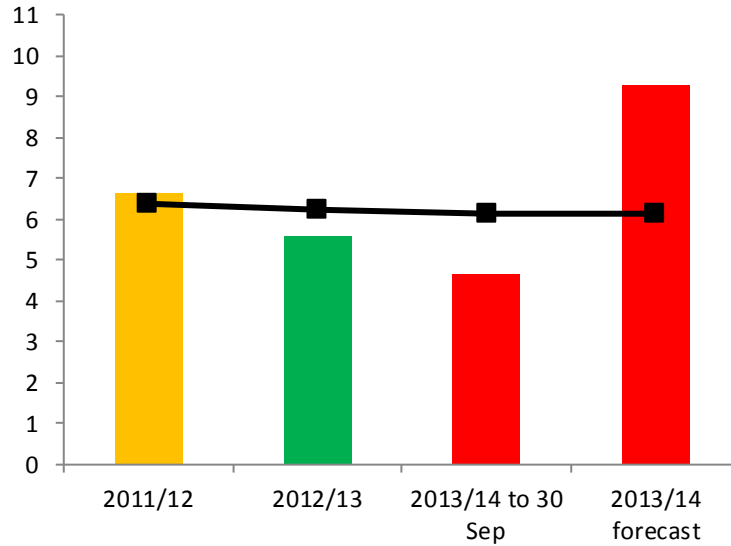


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
<u>Emp Services</u>	0.31	0.79	0.20	0.12	1.28	3.97	4.37	0.90	2.59	0.58		
<u>OHSU</u>	7.09	5.91	2.50	0.18	0.56	0.57	0.86	3.06	4.43	0.00		
<u>Training</u>	1.89	0.85	1.11	1.55	2.66	1.83	2.41	1.38	3.80	2.89		
<u>Emp Resourcing</u>	1.70	2.74	2.46	1.52	0.85	0.46	0.59	0.71	1.88	1.73		
Total	1.92	1.90	1.60	1.23	1.59	1.51	1.45	1.05	2.68	1.95		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – SERVICE SUPPORT

160 employees as at 30 September 2013

BY YEARS



	2011/12	2012/13	2013/14 to 30 Sep
<u>Emp Services</u>	1.41	10.52	3.17
<u>OHSU</u>	15.68	5.05	4.43
<u>Training</u>	5.39	8.29	6.69
<u>Emp Resourcing</u>	8.42	2.61	3.61
Total	6.64	5.59	4.63
Target	6.37	6.25	3.06 (to 30 Sep)

Further Information

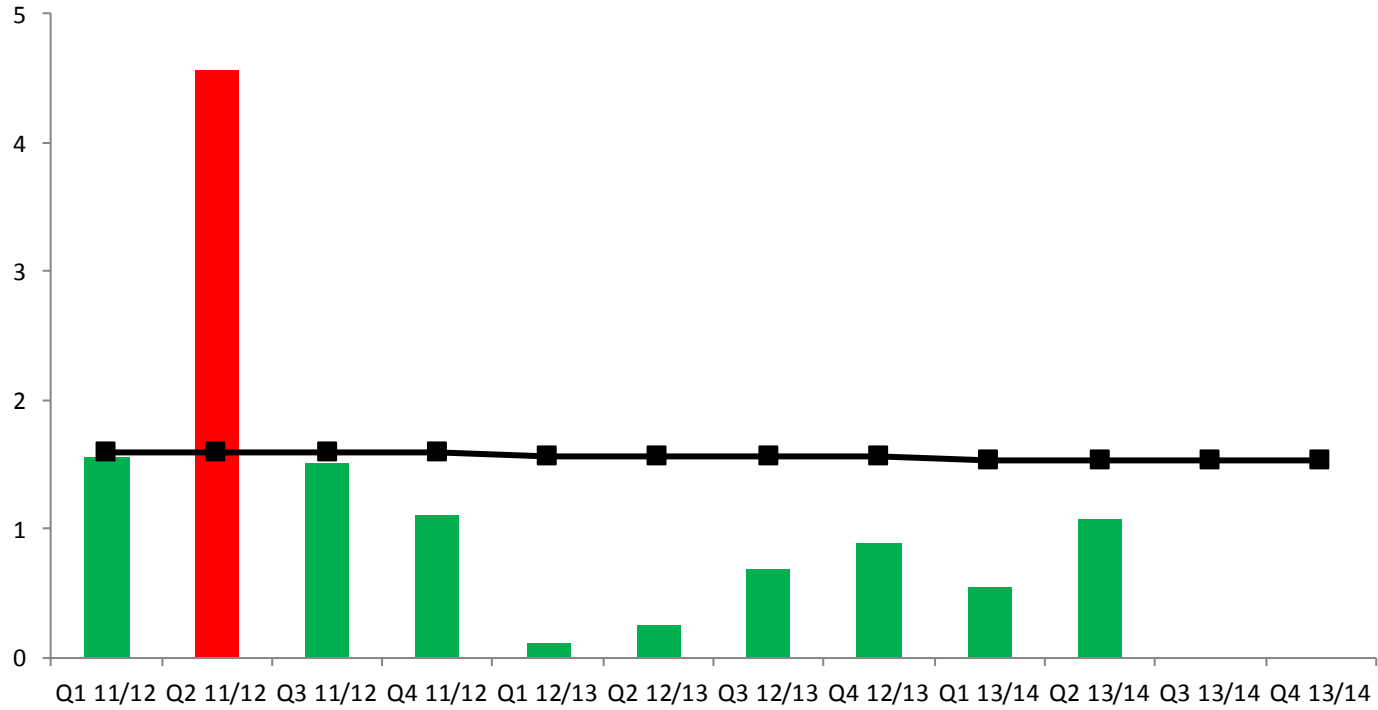
The first Six months of 2013/14 and the forecast for the end of year identify that the level of sickness in Service Support is not currently on track to achieve the target.

It is worth noting that the majority of the sickness was due to a number of individuals on long term sickness. They have all subsequently returned to work or retired.

1.7 SICKNESS ABSENCE – FINANCE

14 employees as at 30 September 2013

BY QUARTERS

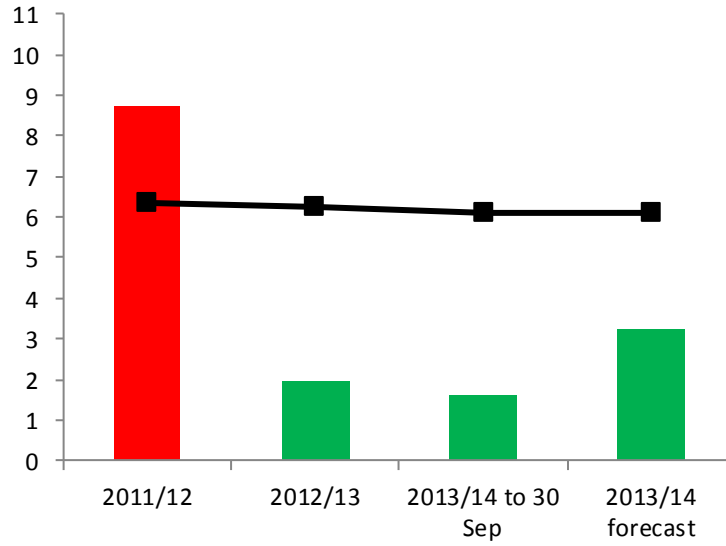


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Total	1.56	4.56	1.50	1.11	0.11	0.25	0.69	0.88	0.55	1.07		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – FINANCE

14 employees as at 30 September 2013

BY YEARS

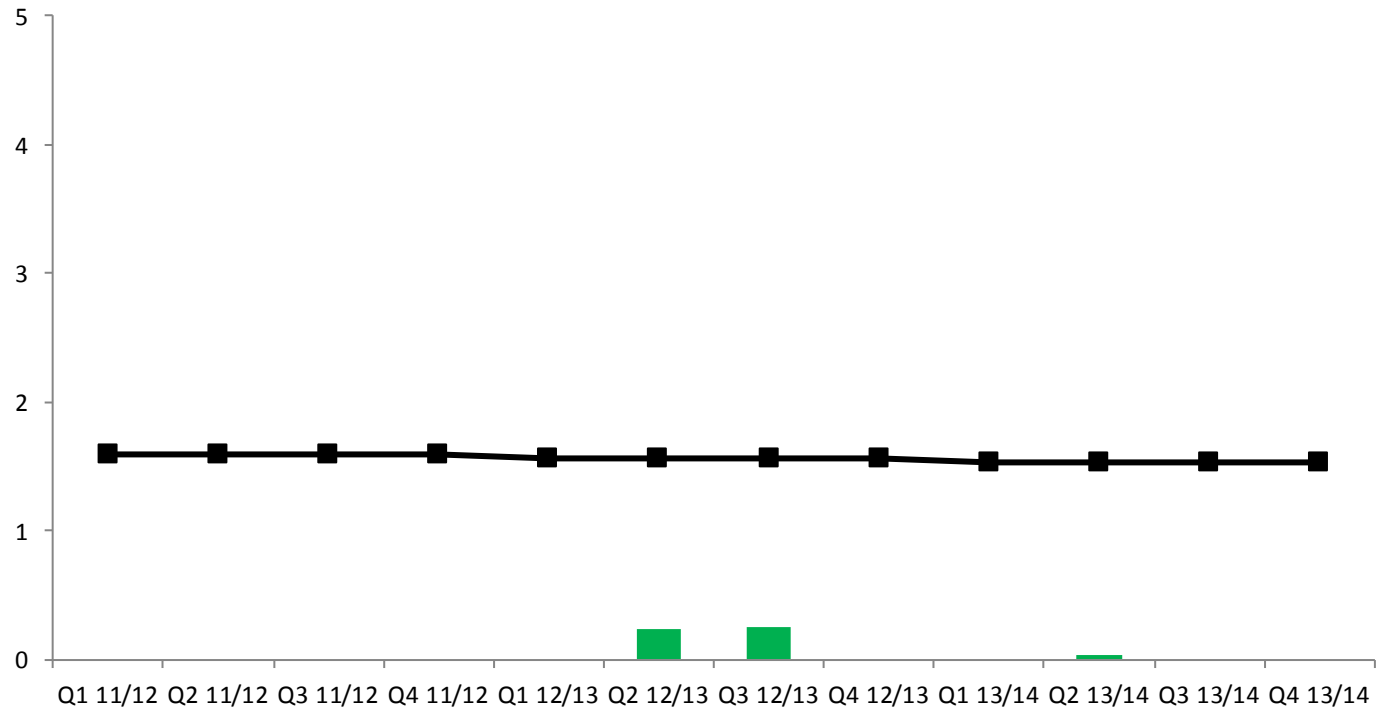


	2011/12	2012/13	2013/14 to 30 Sep
Total	8.72	1.94	1.62
Target	6.37	6.25	3.06 (to 30 Sep)

1.8 SICKNESS ABSENCE – FSHQ INCLUDING STRATEGIC DEVELOPMENT

17 employees as at 30 September 2013

BY QUARTERS

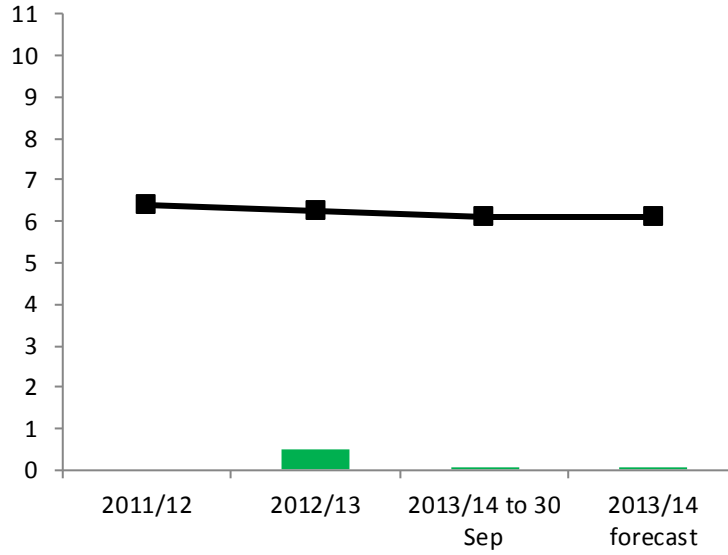


	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12	Q1 12/13	Q2 12/13	Q3 12/13	Q4 12/13	Q1 13/14	Q2 13/14	Q3 13/14	Q4 13/14
Total	0.00	0.00	0.00	0.00	0.00	0.23	0.25	0.00	0.00	0.04		
Target	1.59	1.59	1.59	1.59	1.56	1.56	1.56	1.56	1.53	1.53		

SICKNESS ABSENCE – FSHQ INCLUDING STRATEGIC DEVELOPMENT

17 employees as at 30 September 2013

BY YEARS



	2011/12	2012/13	2013/14 to 30 Sep
Total	0.00	0.48	0.04
Target	6.37	6.25	3.06 (to 30 Sep)

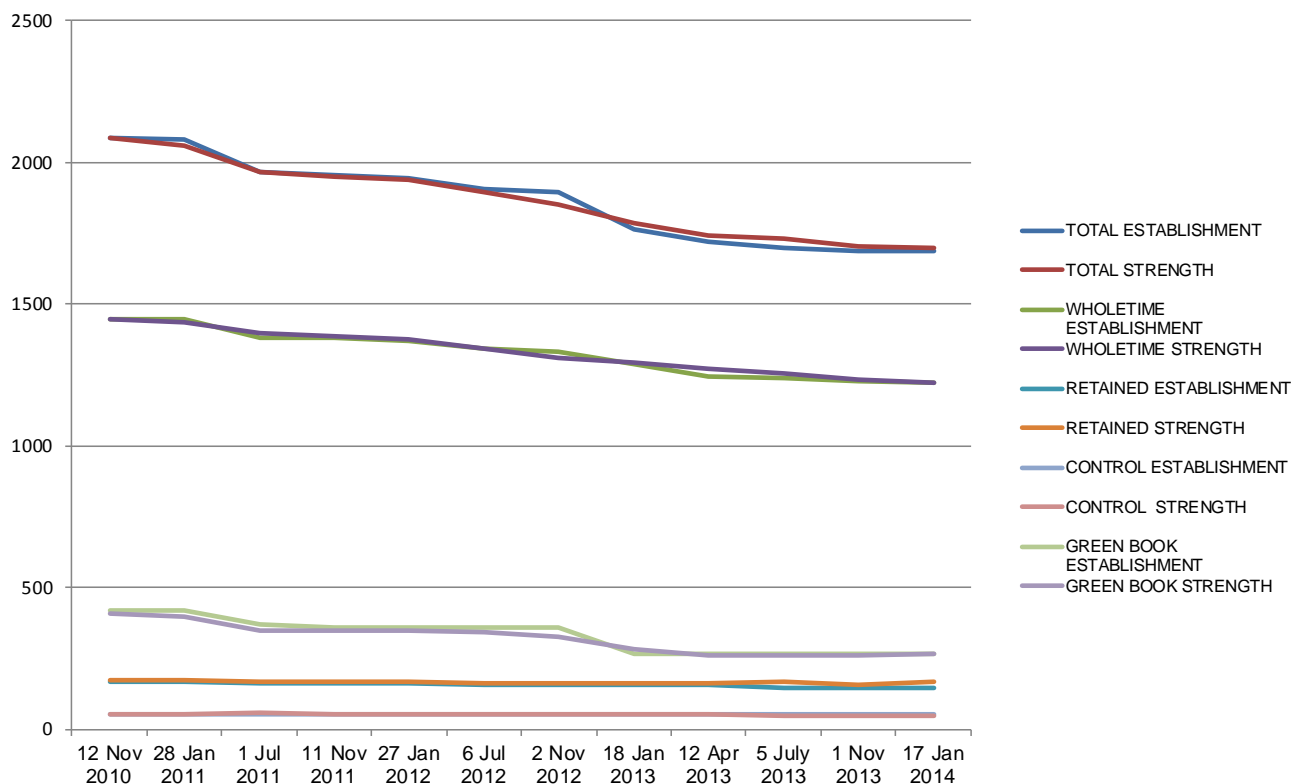
2. ESTABLISHMENT AND STRENGTH AS AT 30 NOVEMBER 2013

Staff Group	No. of Posts following HR Committee 1 Nov 2013	Amendments to Establishment	Proposed Number of Posts (New Establishment)	Number of People Employed
Whole Time	1226	- 4*	1222	1220
Retained	144		144	169 (118 posts)
Control (formerly Mobilising and Communications Centre)	51		51	46
Green Book (Non-Operational) Personnel	268		268	263
Total	1689	- 4	1685	1698

Further Information

* On 21 December 2012 the Fire Authority approved (as part of the Integrated Risk Management Plan) the replacement of the aerial appliance and one fire engine at Bradford fire station with a single combined aerial rescue pump (CARP) and the consequent reduction of four Firefighter posts.

2.1 CHANGES IN ESTABLISHMENT AND STRENGTH IN PAST THREE YEARS



	TOTAL ESTABLISHMENT	TOTAL STRENGTH	WHOLETEIME ESTABLISHMENT	WHOLETEIME STRENGTH	RETAINED ESTABLISHMENT	RETAINED STRENGTH	CONTROL ESTABLISHMENT	CONTROL STRENGTH	GREEN BOOK ESTABLISHMENT	GREEN BOOK STRENGTH
12 Nov 2010	2087	2085	1448	1449	165	174	53	54	421	408
28 Jan 2011	2083	2061	1447	1437	165	171	53	54	418	399
1 Jul 2011	1968	1966	1383	1396	161	168	52	55	372	347
11 Nov 2011	1954	1951	1381	1388	161	166	51	51	361	346
27 Jan 2012	1943	1940	1370	1377	161	167	51	51	361	345
6 Jul 2012	1907	1895	1343	1341	156	164	51	50	357	340
2 Nov 2012	1893	1851	1330	1310	156	163	51	53	356	325
18 Jan 2013	1763	1788	1288	1295	156	159	51	50	268	284
12 Apr 2013	1719	1740	1244	1272	156	160	51	50	268	258
5 July 2013	1699	1730	1236	1256	144	166	51	49	268	259
1 Nov 2013	1689	1702	1226	1235	144	158	51	49	268	260
17 Jan 2014	1685	1698	1222	1220	144	169	51	46	268	263

3. NUMBER AND DISTRIBUTION OF POSTS AS AT 30 NOVEMBER 2013

SERVICE DELIVERY				SERVICE SUPPORT				STRATEGIC DEVELOPMENT				CORPORATE RESOURCES				FSHQ				TOTALS			
Grade	Previous Estab	Approval Sought	New Estab	Grade	Previous Estab	Approval Sought	New Estab	Grade	Previous Estab	Approval Sought	New Estab	Grade	Previous Estab	Approval Sought	New Estab	Grade	Previous Estab	Approval Sought	New Estab	Grade	Previous Estab	Approval Sought	New Estab
ACO	1		1	ACO	1		1	DCFO	1		1	ACO	0		0	Chief	1		1	Prin Off	4		4
AM	3		3	AM	1		1	AM	0		0	AM	0		0	AM	0		0	AM	4		4
GM	8		8	GM	3		3	GM	2		2	GM	0		0	GM	0		0	GM	13		13
SM	39		39	SM	6		6	SM	5		5	SM	0		0	SM	0		0	SM	50		50
WM	152		152	WM	39		39	WM	2		2	WM	0		0	WM	0		0	WM	193		193
CM	185		185	CM	27		27	CM	0		0	CM	0		0	CM	0		0	CM	212		212
FF	718	-4	714	FF	32		32	FF	0		0	FF	0		0	FF	0		0	FF	750	-4	746
WT	1106	-4	1102	WT	109	0	109	WT	10	0	10	WT	0	0	0	WT	1	0	1	WT	1226	-4	1222
Prin Off	0		0	Prin Off	0		0	Prin Off	0		0	Prin Off	1		1	Prin Off	1		1	Prin Off	2		2
EO	0		0	EO	0		0	EO	0		0	EO	2		2	EO	1		1	EO	3		3
G14	2		2	G14	2		2	G14	0		0	G14	4		4	G14	0		0	G14	8		8
G13	0		0	G13	0		0	G13	0		0	G13	0		0	G13	0		0	G13	0		0
G12	0		0	G12	0		0	G12	0		0	G12	2		2	G12	0		0	G12	2		2
G11	3		3	G11	1		1	G11	0		0	G11	2		2	G11	0		0	G11	6		6
G10	11		11	G10	1		1	G10	0		0	G10	10		10	G10	0		0	G10	22		22
G9	0		0	G9	6		6	G9	0		0	G9	1		1	G9	3		3	G9	10		10
G8	19		19	G8	2		2	G8	0		0	G8	9		9	G8	0		0	G8	30		30
G7	7		7	G7	4		4	G7	0		0	G7	25		25	G7	1		1	G7	37		37
G6	2		2	G6	12		12	G6	0		0	G6	8		8	G6	1		1	G6	23		23
G5	22		22	G5	3		3	G5	0		0	G5	11		11	G5	3		3	G5	39		39
G4	0		0	G4	2		2	G4	0		0	G4	4		4	G4	4		4	G4	10		10
G3	44		44	G3	11		11	G3	0		0	G3	12		12	G3	0		0	G3	67		67
G2	1		1	G2	0		0	G2	0		0	G2	7		7	G2	0		0	G2	8		8
G1	0		0	G1	0		0	G1	0		0	G1	0		0	G1	0		0	G1	0		0
APP	0		0	APP	0		0	APP	0		0	APP	1		1	APP	0		0	APP	1		1
Green	111	0	111	Green	44	0	44	Green	0	0	0	Green	99	0	99	Green	14	0	14	Green	268	0	268
WM®	12		12																	WM®	12		12
CM®	24		24																	CM®	24		24
FF®	108		108																	FF®	108		108
Retained	144	0	144																	Retained	144	0	144
GM(Con)	1		1																	GM(Con)	1		1
WM(Con)	10		10																	WM(Con)	10		10
CM(Con)	8		8																	CM(Con)	8		8
FF(Con)	32		32																	FF(Con)	32		32
MACC	51	0	51																	MACC	51	0	51
Total	1412	-4	1408	Total	153	0	153	Total	10	0	10	Total	99	0	99	Total	15	0	15	Total	1689	-4	1685

**4. ENROLMENTS AND LEAVERS/RESIGNATIONS
1 OCTOBER – 30 NOVEMBER 2013**

Staff Group	Enrolments	Leavers and Retirees
Whole Time	Nil	11
Grey Book Re-Engagement	Nil	Nil
Retained	16 #	1
MACC (Mobilising and Communications Centre)	Nil	2
Green Book (Non-Operational) Personnel	4*	3

New firefighters at Meltham (4) Holmfirth (2) Mytholmroyd, Haworth, Ilkley and Featherstone; the remaining six are currently training at Moreton-in-Marsh

* Only one of the four Green Book enrolments is a permanent appointment; one is a fixed term contract and the other two are temporary.

**5. NUMBER OF ILL HEALTH RETIREMENTS
1 OCTOBER – 30 NOVEMBER 2013**

One of the Whole Time retirements above was due to medical reasons.

6. DIVERSITY PROFILE OF WORKFORCE

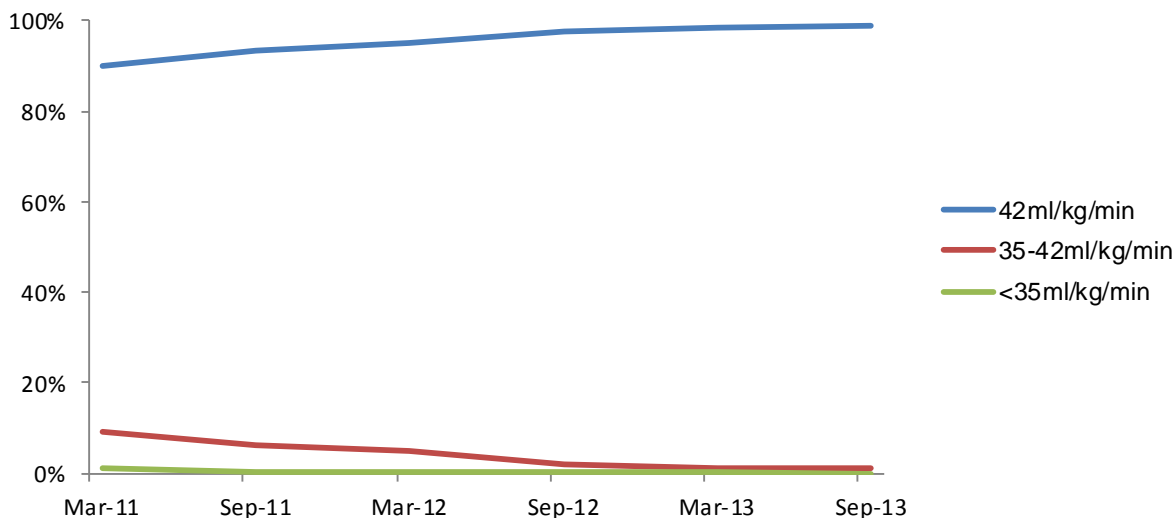
Included at year end after the full out-turn figures for the year have been collated.

7. AGE PROFILE OF WHOLE TIME WORKFORCE

Included at year end after the full out-turn figures for the year have been collated.

8. RESULTS OF FIREFIGHTER AEROBIC TESTS

Comparison of VO2 Max Results to Previous 6-Monthly Assessments
(Operational - WC and below, Wholetime and RDS)



	42ml/kg/min	35-42ml/kg/min	<35ml/kg/min
March 2011	90%	9%	1%
September 2011	93.5%	6.3%	0.2%
March 2012	95%	4.9%	0.1%
September 2012	(1221) 97.6%	(26) 2.1%	(4) 0.3%
March 2012	(1271) 98.5%	(16) 1.24%	(3) 0.2%
September 2013	(1116) 98.76%	(14) 1.24%	(0) 0%

Number of personnel tested in brackets, includes all operational personnel up to and including rank of Watch Commander

The minimum standard to stay operational is 35ml/kg/min, personnel failing to reach the optimum 42ml/kg/min are given assistance to improve their fitness levels

Breakdown by age

Age 30-39 - Number tested - 365		
Vo2 Max	Number	%
42	365	100
35-41	0	0
<35	0	0

Age 40-49 - Number tested - 503		
Vo2 Max	Number	%
42	494	98.2
35-41	9	1.8
<35	0	0

Age 50-55 - Number tested - 144		
Vo2 Max	Number	%
42	141	97.9
35-41	3	2.1
<35	0	0

(25 are retained)

Age 56-60 - Number tested - 14		
Vo2 Max	Number	%
42	13	92.9
35-41	1	7.1
<35	0	0

(8 are retained)