

WYFRA	HUMAN RESOURCES COMMITTEE	2 November 2012	ITEM No 5
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REPORT OF: Director of Service Support

PURPOSE OF REPORT: To update Members on the progress of the Fundamental Review and provide Members with information on the structure of West Yorkshire Fire and Rescue Authority

RECOMMENDATION: That Members note the progress of the fundamental Review and the changes to the organisational structure of West Yorkshire Fire and Rescue Authority

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY:

ACCESS CONTACT OFFICER: Hilary Brown, Senior Human Resources Manager

BACKGROUND PAPERS OPEN TO INSPECTION:

SUMMARY

The report provides an update on the progress of the Fundamental Review since Members last received a report in July 2012 in relation to the processes used to implement organisational changes.

In addition, the report provides information on the revised organisational structure and establishment.

1 BACKGROUND

- 1.1 In January 2012 Members received a report informing them of the commencement of the Fundamental Review of the structure of West Yorkshire Fire and Rescue Service, (WYFRS).
- 1.2 The purpose of the review was to ensure that WYFRS could continue to deliver its key priorities and functions to the highest standards within the constraints of the budget. The end date and implementation of the review was approved as 31 March 2013.
- 1.3 Within the report in January 2012 Members were informed that the likely outcome of the review would be that a number of support staff (Green Book) posts would be deleted from the organisation's structure.
- 1.4 Members received a further report in July 2012 providing information on the progress of the review and detailing the number of staff who had requested voluntary severance. **Fifty staff requested voluntary severance.**
- 1.5 The majority of the staff requesting voluntary severance left the organisation on 7 October 2012 and the leaving date for the remainder will be before 31 March 2013. This variance in leaving date is associated with their 55th birthday. Those employees whose 55th birthday fell before 31 March 2013 could remain until that date so that they could claim their Local Government pension and receive their severance payment.
- 1.6 All those staff who have left or will leave based on voluntary severance have signed compromise agreements.
- 1.7 In addition Members also received a report in July which provided information on the revised structure and a Fundamental Review implementation timetable.
- 1.8 The report detailed the revised Management Board structure and the reshaped Service Delivery and Service Support Directorates. In addition a new 'temporary' Directorate was established. The Strategic Development Directorate, led by the Deputy Chief Fire Officer, has responsibility for the strategic development of the organisation through its transformation.

2 INFORMATION

- 2.1 Since Members received these reports in July there has been a major programme of internal recruitment. Those employees who did not wish to request voluntary severance and whose posts had been deleted from the revised structure applied for the posts available in the revised directorate structures.
- 2.2 This process has been on-going since August 2012 and reached its conclusion in October. Over 90 members of staff have been placed in posts through direct recruitment and selection or via the 'slotting in; process detailed in the approved Redeployment policy.
- 2.3 Of these 28 employees were promoted or re-graded in the revised structures and 24 have been downgraded as a result of the process. All recruitment and selection processes have been conducted in consultation with Unison and in accordance with Authority policies.
- 2.4 In addition, all Green Book employees were offered 'outplacement' support via Remploy and the job centre. This professional assistance consisted of advice on searching for alternative employment, help with application forms and CV writing and interview techniques. Feedback from these sessions has been very positive.
- 2.5 Attached as Appendix 1 is the revised authority structure detailing the decrease in the number of establishment posts.

- 2.6 Five members of staff specifically chose to take compulsory redundancy in March instead of taking the enhanced severance package. At the end of the processes, detailed above, a further seventeen employees still remain displaced and, therefore, will be subject to compulsory redundancy. It is worth stating that four of those staff did not apply for any post and a number only applied for one specific post for which they were unsuccessful.
- 2.7 There are still six unfilled posts which are going through the process although it may be possible that these posts cannot be filled by the remaining staff. Where this is the case the departments are required to re-look at their structures and review the requirements of job.
- 2.8 In order to terminate the service by 31 March 2013 redundancy notices will be issued in late December. Members are, therefore, requested to note the termination of contracts of a maximum of 22 employees on the basis of compulsory redundancy.

3 FINANCIAL IMPLICATIONS

3.1 As mentioned in the opening paragraph of the report one of the aims of the review was the delivery on-going budget savings, whilst no specific target was set it was hoped that on-going revenue savings in the region of £2.5m would be achieved.

3.2 Costs

The Authority will incur some significant one off costs in delivering the fundamental review and these are detailed below

1. Voluntary severance and early retirement payments

The total cost of voluntary severance and pension payments is £1.3m which will be paid in the current year. In addition there will further costs of compulsory severance of £120,000 which will have to be paid before the year end.

2. Salary protection

Under the redeployment policy staff redeployed in to lower graded posts will receive protection on their current salary for a period of 17 months from October 2012 at a cost of £225,000.

It is anticipated that the full cost of implementing the fundamental review will be met from under spending in the current years revenue budget.

3.3 Revenue Savings

Once fully implemented it is forecast that the fundamental review will deliver on-going revenue savings of £2.1m in salary costs the majority of which should be achieved in 2013/2014.

In addition the review of transport, it, accommodation and communications linked to the review should deliver additional on-going savings in the region of £0.4m by the end of 2014/2015.

It is therefore forecast that once fully implemented the review should deliver savings of £2.5m per year.

4 EQUALITY & DIVERSITY IMPLICATIONS

4.1 The equality analysis of the Fundamental review is currently being finalised. Current information identifies adverse impact for women and men, BME and older employees. A further post Fundamental equality analysis will be conducted in October 2013.

5 HEALTH & SAFETY IMPLICATIONS

- 5.1 The process has been stressful for green book staff, however, the Authority has done all it can to provide support and assistance to those affected. The Authority needs to monitor the situation to ensure that workload continues to be proportionate to the staffing within departments

6 CONCLUSIONS

- 6.1 The Fundamental Review has proved a complete restructure of West Yorkshire Fire and Rescue Service, to significantly reduce the costs, particularly those associated with the 'back office' whilst ensuring that the delivery of the core functions to the highest standards is maintained. There are a number of objectives still outstanding which should be complete by 31 March 2013.
- 6.2 A full report will review the progress of the Fundamental Review in 2013/14.

Operations (Service Delivery)			
Posts			
Grade	Prev	New	Diff
BM	1	1	0
Total	1	1	0
AM	3	2	-1
GM	10	8	-2
SM	42	40	-2
WM	152	149	-3
CM	203	199	-4
FF	786	780	-6
WT	1196	1178	-18
EO	0	0	0
G14	0	0	0
G13	0	0	0
G12	5	0	-5
G11	0	0	0
G10	0	0	0
G9	1	0	-1
G8	6	0	-6
G7	4	1	-3
G6	2	1	-1
G5	20	5	-15
G4	1	1	0
G3	56	30	-26
G2	1	0	-1
G1	0	0	0
APP	0	0	0
Green	96	38	-58
WM®	13	13	0
CM®	26	26	0
FF®	117	117	0
Retained	156	156	0
GM(Con)	1	1	0
WM(Con)	10	10	0
CM(Con)	8	8	0
FF(Con)	32	32	0
MACC	51	51	0
Total	1500	1424	-76

Fire Safety (Service Delivery)			
Posts			
Grade	Prev	New	Diff
ACO	1	0	-1
Total	1	0	-1
AM	0	1	1
GM	0	0	0
SM	0	0	0
WM	5	5	0
CM	0	0	0
FF	0	0	0
WT	5	6	1
EO	2	0	-2
G14	2	2	0
G13	1	0	-1
G12	6	0	-6
G11	0	3	3
G10	11	11	0
G9	1	0	-1
G8	30	19	-11
G7	6	6	0
G6	1	0	-1
G5	18	17	-1
G4	0	0	0
G3	5	14	9
G2	3	1	-2
G1	0	0	0
APP	0	0	0
Green	86	73	-13
Total	92	79	-13

HR & Training (Service Support)			
Posts			
Grade	Prev	New	Diff
ACO	1	1	0
Total	1	1	0
AM	1	1	0
GM	3	3	0
SM	6	6	0
WM	42	39	-3
CM	35	30	-5
FF	36	36	0
WT	123	115	-8
EO	1	0	-1
G14	0	2	2
G13	1	0	-1
G12	1	0	-1
G11	1	1	0
G10	2	1	-1
G9	5	5	0
G8	6	3	-3
G7	4	4	0
G6	9	12	3
G5	3	3	0
G4	1	2	1
G3	12	11	-1
G2	1	0	-1
G1	0	0	0
APP	0	0	0
Green	47	44	-3
Total	171	160	-11

Strategic Development			
Posts			
Grade	Prev	New	Diff
DCFO	0	1	1
Total	0	0	1
AM	0	0	0
GM	0	2	2
SM	0	4	4
WM	0	2	2
CM	0	0	0
FF	0	0	0
WT	0	0	8
EO	0	0	0
G14	0	0	0
G13	0	0	0
G12	0	0	0
G11	0	0	0
G10	0	0	0
G9	0	0	0
G8	0	0	0
G7	0	0	0
G6	0	0	0
G5	0	0	0
G4	0	0	0
G3	0	0	0
G2	0	0	0
G1	0	0	0
APP	0	0	0
Green	0	0	0
Total	0	0	9

Corporate Resources			
Posts			
Grade	Prev	New	Diff
Chiefs	1	1	0
Total	1	1	0
AM	0	0	0
GM	0	0	0
SM	0	0	0
WM	0	0	0
CM	0	0	0
FF	1	0	-1
WT	1	0	-1
EO	3	2	-1
G14	3	4	1
G13	1	0	-1
G12	5	2	-3
G11	3	2	-1
G10	8	10	2
G9	4	1	-3
G8	9	8	-1
G7	26	25	-1
G6	12	9	-3
G5	11	11	0
G4	7	4	-3
G3	14	12	-2
G2	6	7	1
G1	3	0	-3
APP	1	1	0
Green	116	98	-18
Total	118	99	-19

FSHQ			
Posts			
Grade	Prev	New	Diff
Chiefs	2	2	0
Total	2	2	0
AM	0	0	0
GM	1	0	-1
SM	0	0	0
WM	0	0	0
CM	0	0	0
FF	0	0	0
WT	1	0	-1
EO	1	1	0
G14	0	0	0
G13	1	0	-1
G12	1	0	-1
G11	0	0	0
G10	0	0	0
G9	2	3	1
G8	0	0	0
G7	1	1	0
G6	0	1	1
G5	3	3	0
G4	0	4	4
G3	0	0	0
G2	0	0	0
G1	0	0	0
APP	0	0	0
Green	9	13	4
Total	12	15	3

Totals			
Posts			
Grade	Estab	New	Diff
Chiefs	6	6	0
Total	6	6	0
AM	4	4	0
GM	14	13	-1
SM	48	50	2
WM	199	195	-4
CM	238	229	-9
FF	823	816	-7
WT	1326	1307	-19
EO	7	3	-4
G14	5	8	3
G13	4	0	-4
G12	18	2	-16
G11	4	6	2
G10	21	22	1
G9	13	9	-4
G8	51	30	-21
G7	41	37	-4
G6	24	23	-1
G5	55	39	-16
G4	9	11	2
G3	87	67	-20
G2	11	8	-3
G1	3	0	-3
APP	1	1	0
Green	354	266	-88
WM®	13	13	0
CM®	28	26	-2
FF®	120	117	-3
Retained	161	156	-5
GM(Con)	1	1	0
WM(Con)	10	10	0
CM(Con)	8	8	0
FF(Con)	32	32	0
MACC	51	51	0
Total	1898	1786	-112

WYFRA	HUMAN RESOURCES COMMITTEE	2 NOVEMBER 2012	ITEM No. 6
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REPORT OF: DIRECTOR OF SERVICE SUPPORT

PURPOSE OF REPORT: TO ADVISE OF PERSONNEL ACTIVITY TO END SEPTEMBER 2012

RECOMMENDATIONS: (i) THAT THE REPORT BE NOTED
(ii) THE ESTABLISHMENT REDUCTIONS IN SECTION 2 ARE APPROVED

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: NONE

ACCESS CONTACT OFFICER: MARTYN REDFEARN (01274) 655703
HILARY BROWN (01274) 655709

OPEN TO INSPECTION: NONE

Summary

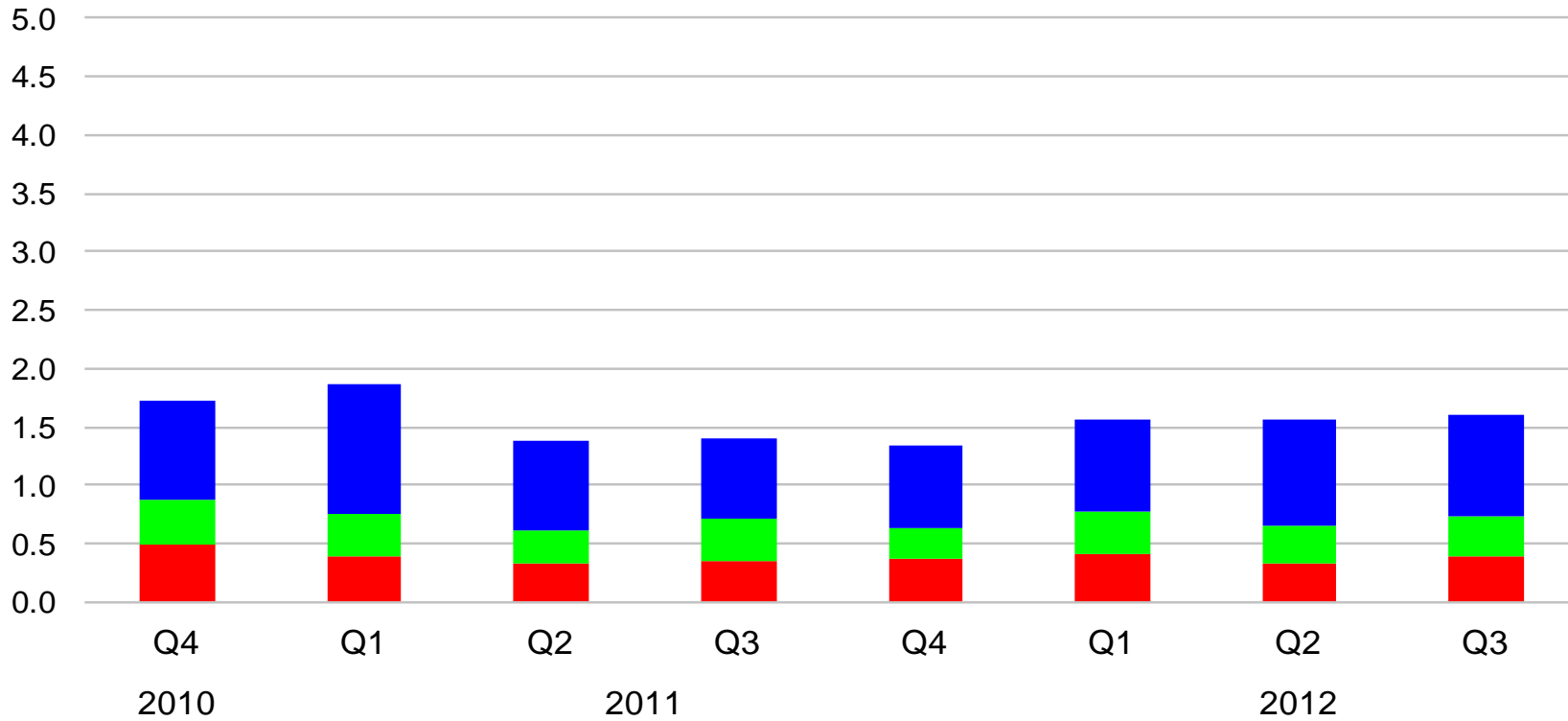
This report informs Members of the Authority's key areas relating to Human Resources in the first two quarters of the 2012 / 2013 fiscal year.

1. SICKNESS ABSENCE – WORKING DAYS LOST PER EMPLOYEE 1 OCTOBER 2010 – 30 SEPTEMBER 2012

□

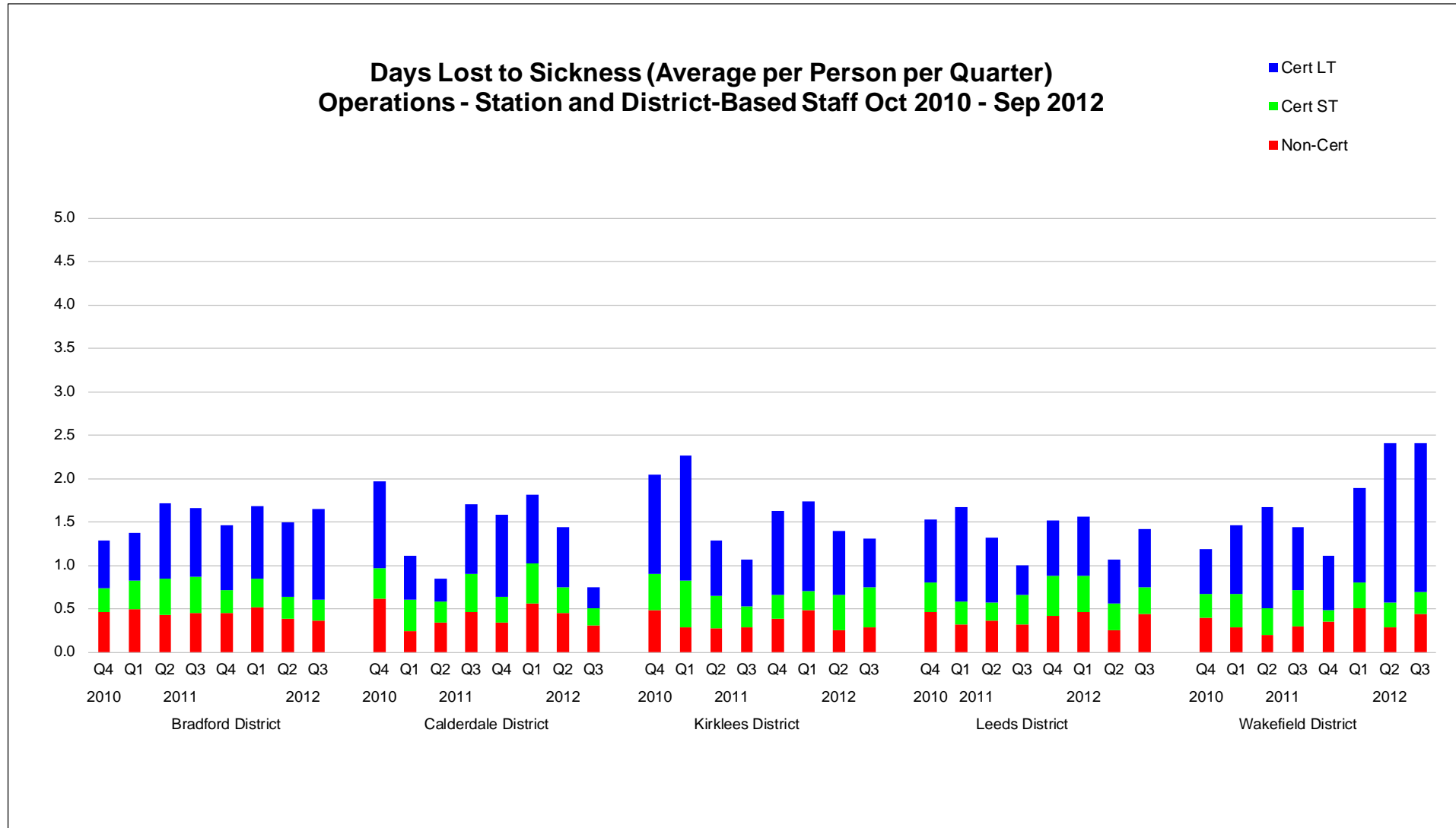
**Days Lost to Sickness (Average per Person per Quarter)
WYFRS Oct 2010 - Sep 2012**

■ Cert LT
■ Cert ST
■ Non-Cert



Number of employees as at 30 September 2012: 1,853

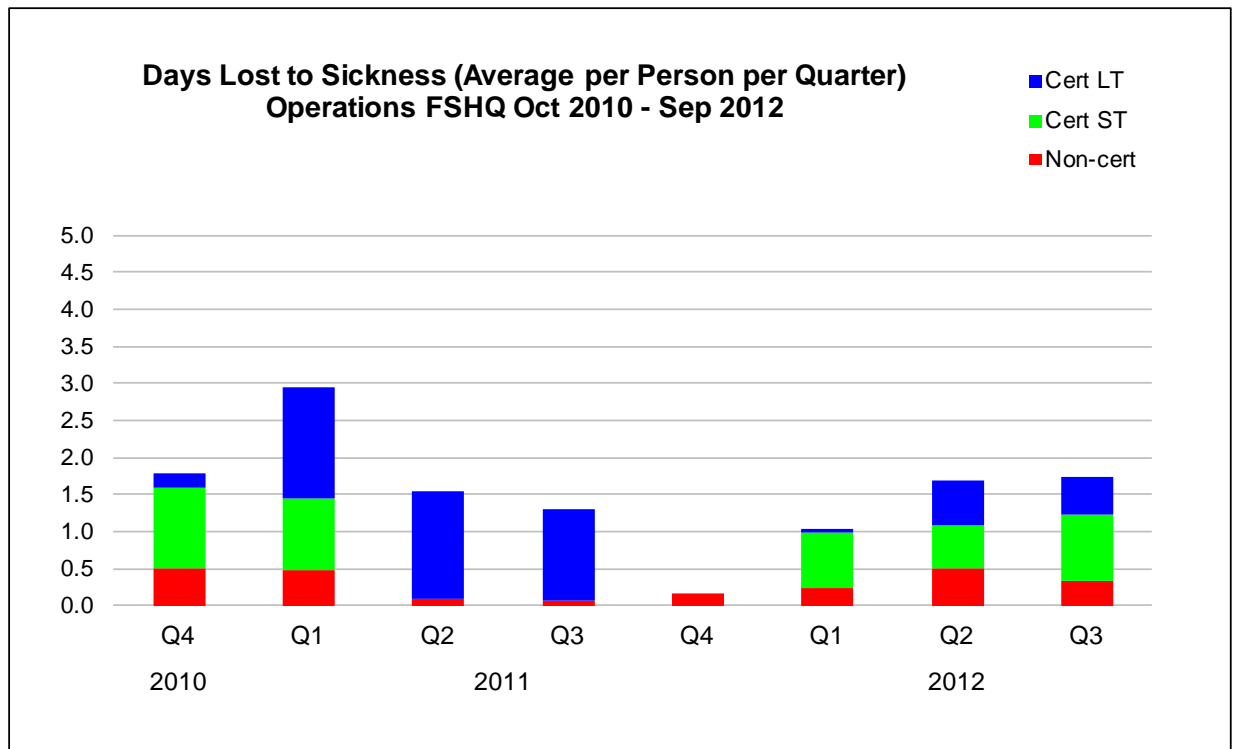
1.1 OPERATIONS – STATION AND DISTRICT-BASED STAFF



Numbers of employees as at 30 September 2012: Bradford District 18; Calderdale District 12; Kirklees District 12; Leeds District 20; Wakefield District 12; Bradford Stations 298; Calderdale Stations 152; Kirklees Stations 282; Leeds Stations 401; Wakefield Stations 183

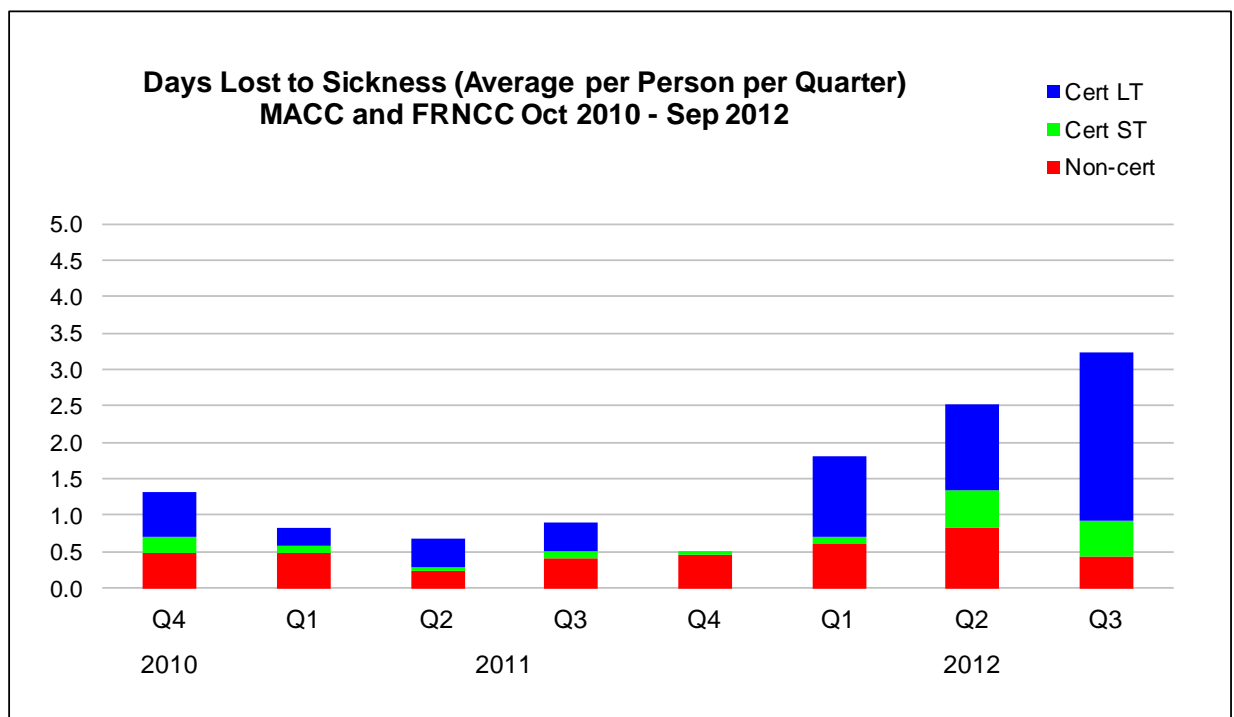
1.2 OPERATIONS – STAFF AT FSHQ

44 employees as at 30 September 2012



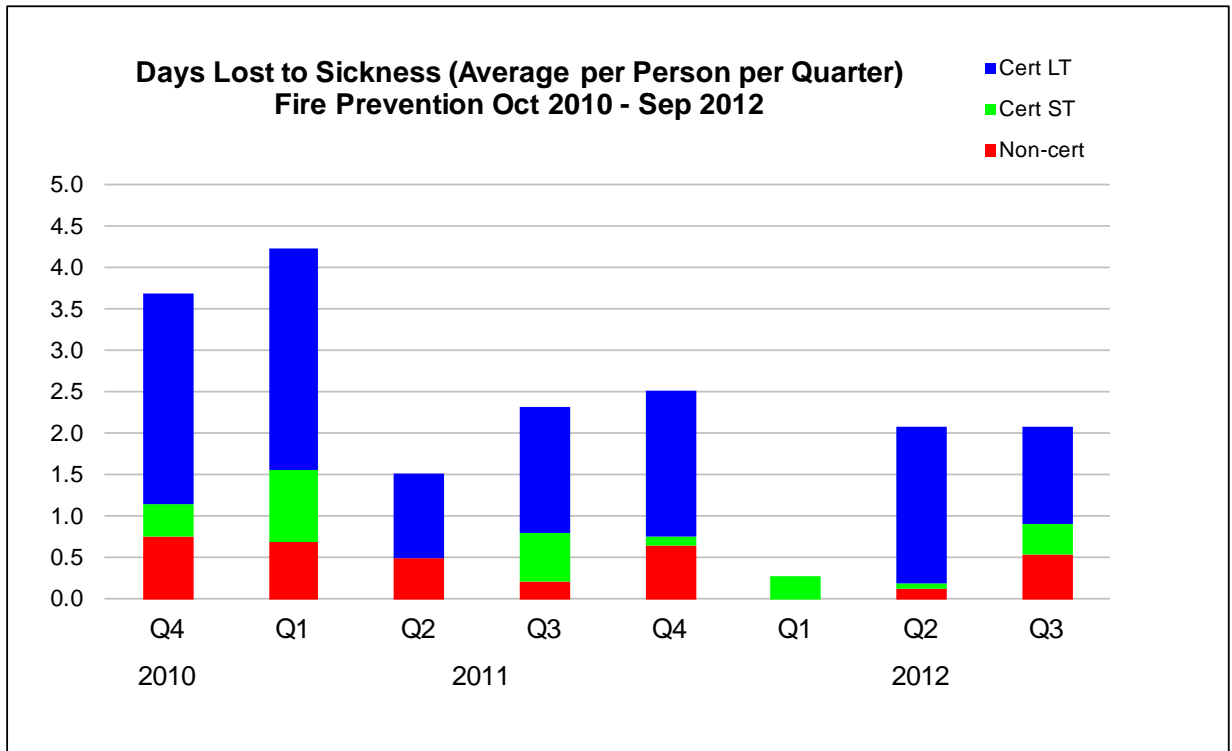
1.3 OPERATIONS – MACC AND FRNCC

48 employees as at 30 September 2012



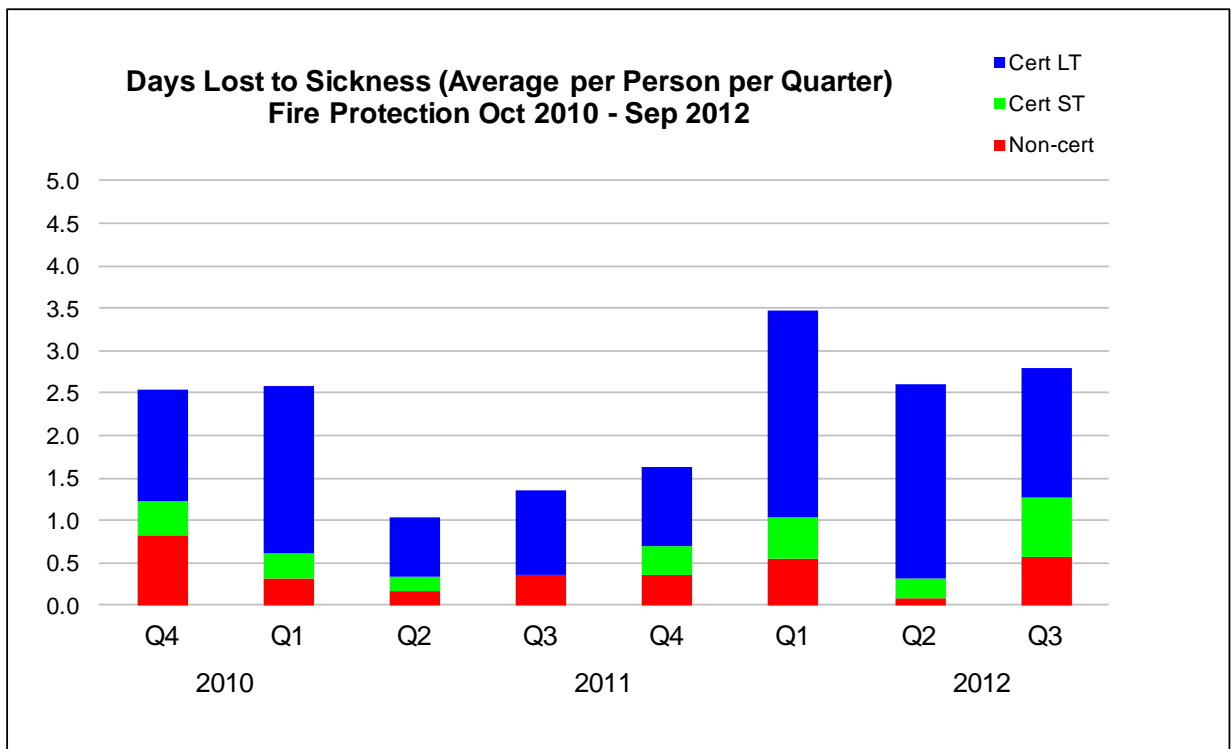
1.4 Fire Safety – PREVENTION

25 employees as at 30 September 2012
 (Reduced from 87 as at 31 March 2011, following the redeployment of District Prevention Staff into the Operational Districts)



1.5 Fire Safety - PROTECTION

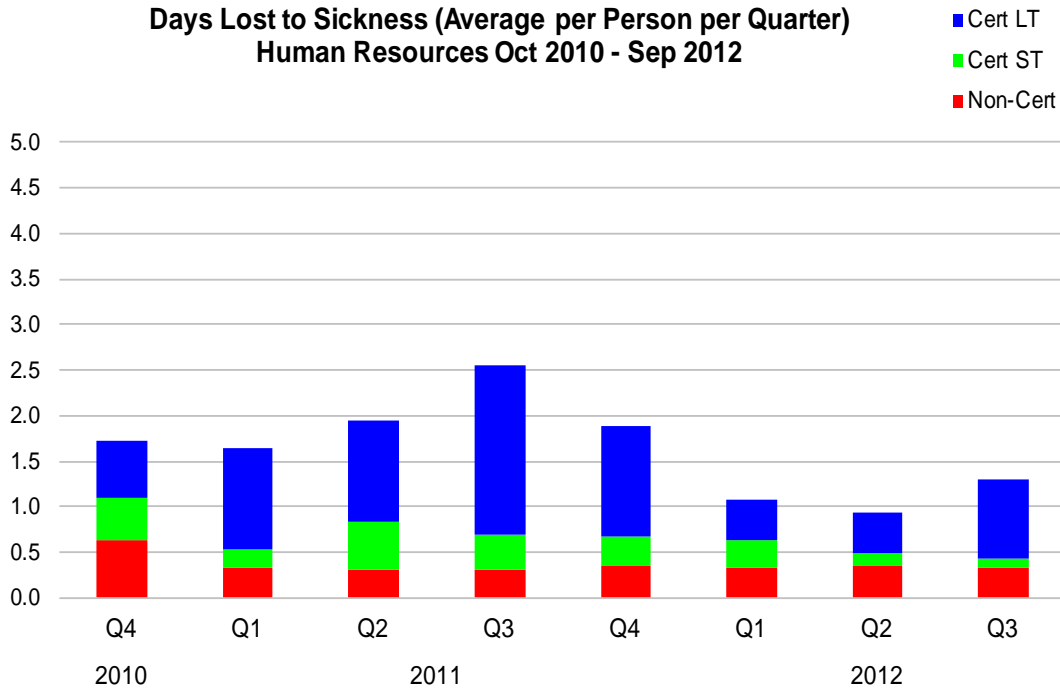
58 employees as at 30 September 2012



1.6 HUMAN RESOURCES – EMPLOYMENT SERVICES, OHSU AND ORP

104 employees as at 30 September 2012

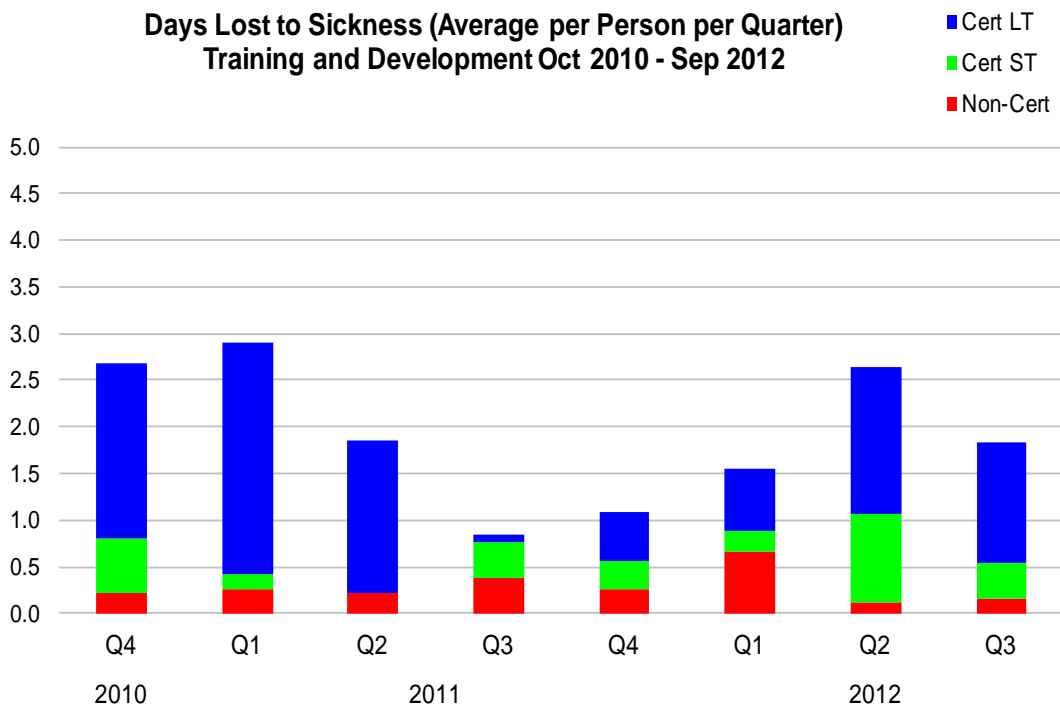
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1.7 HUMAN RESOURCES – TRAINING AND DEVELOPMENT

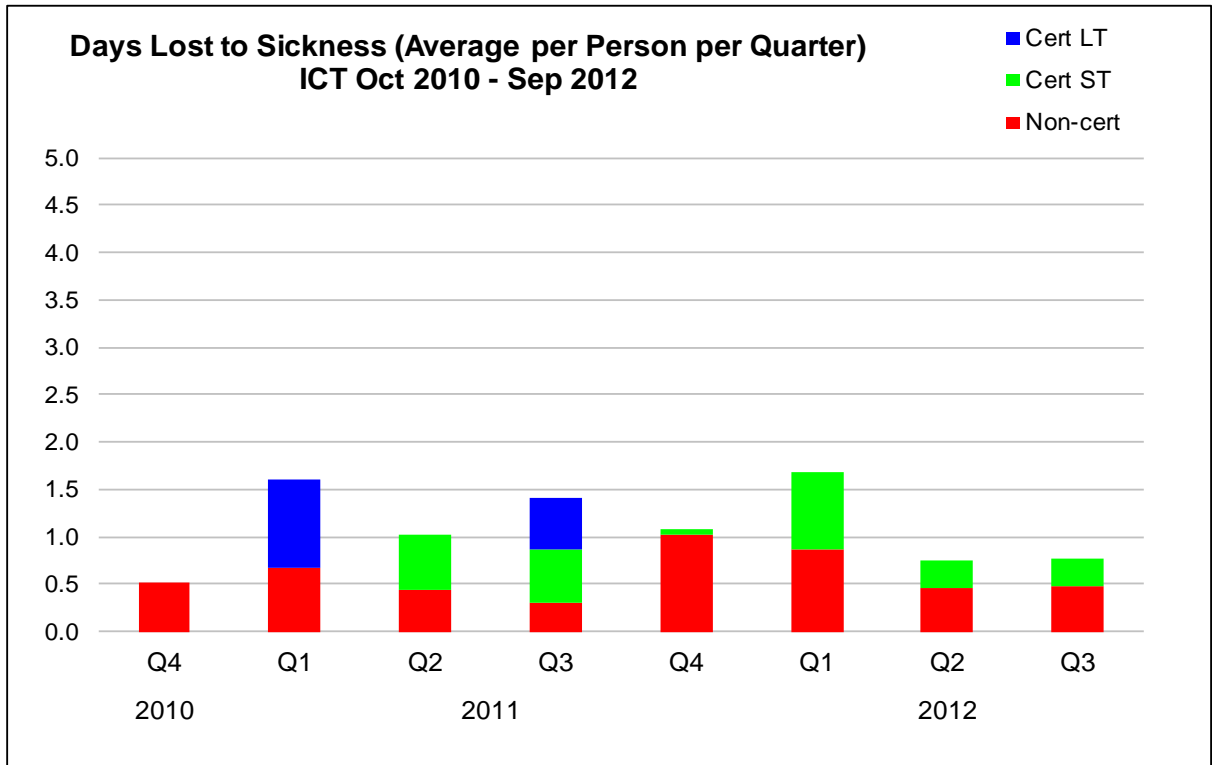
57 employees as at 30 September 2012

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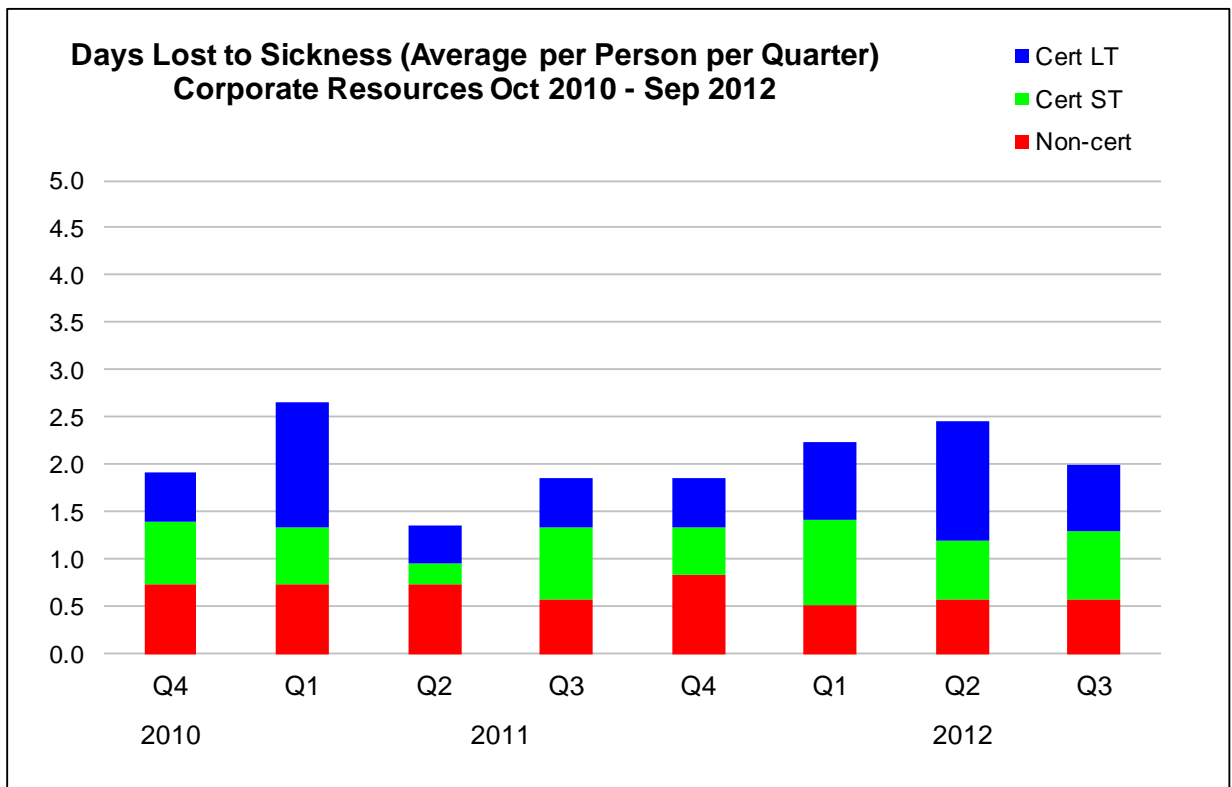
1.8 CORPORATE RESOURCES – ICT

33 employees as at 30 September 2012



1.9 CORPORATE RESOURCES – ALL OTHER DEPARTMENTS

82 employees as at 30 September 2012



2. NUMBER OF PERSONNEL EMPLOYED AS AT 30 SEPTEMBER 2012

Staff Group	Posts	Reduction in Posts since Previous Report (6 July 2012)	Employed	Vacant Positions
Whole Time	1330*	13	1310	20*
Retained	156	Nil	123 (163)+	33
MACC (Mobilising and Communications Centre)	51	Nil	53	Nil
Green Book (Non-Operational) Personnel	356*	1	325	31*

The 13 whole time post reductions resulted from the implementation of the IRMP proposal to replace the second fire appliance at Moortown Fire Station with a Fire Response Unit (FRU). The Fire Authority as part of the IRMP approved this proposal in December 2011.

The Green book post was removed from the establishment in the Finance department.

*A large number of posts, and therefore vacant positions, were deleted from 7 October 2012 as part of the Fundamental Review.

+Retained personnel may not declare themselves available for the full amount of hours required, hence the actual number of personnel employed (163) will usually exceed the number of posts filled (123).

3. ENROLMENTS AND LEAVERS/RESIGNATIONS APRIL – SEPTEMBER 2012

Staff Group	Enrolments	Leavers and Retirees
Whole Time	Nil	45
Grey Book Re-Engagement	Nil	n/a
Retained	Nil	4
MACC (Mobilising and Communications Centre)	Nil	1
Green Book (Non-Operational) Personnel	Nil	19

4. NUMBER OF ILL HEALTH RETIREMENTS APRIL – SEPTEMBER 2012

Two of the Whole Time retirements and two of the Retained retirements were due to medical reasons.

5. Whole Time Operational personnel – Age profile 2013 - 2020

Age	2013	2014	2015	2016	2017	2018	2019	2020
23	4	0	0	0	0	0	0	0
24	3	4	0	0	0	0	0	0
25	11	3	4	0	0	0	0	0
26	11	11	3	4	0	0	0	0
27	17	11	11	3	4	0	0	0
28	34	17	11	11	3	4	0	0
29	47	34	17	11	11	3	4	0
30	32	47	34	17	11	11	3	4
31	50	32	47	34	17	11	11	3
32	54	50	32	47	34	17	11	11
33	44	54	50	33	47	34	17	11
34	35	44	54	50	33	47	34	17
35	29	35	44	54	50	33	47	34
36	30	29	35	44	54	50	33	47
37	40	30	29	35	44	54	50	33
38	26	40	30	29	35	44	54	50
39	54	26	40	30	29	35	44	54
40	49	54	26	40	30	29	35	44
41	53	49	54	26	40	30	29	35
42	41	53	49	54	26	40	30	29
43	52	41	53	49	54	26	40	30
44	57	52	41	53	49	54	26	40
45	55	57	52	41	53	49	54	26
46	74	55	57	52	41	53	49	54
47	70	74	55	57	52	41	53	49
48	70	70	75	55	57	52	41	53
49	73	70	69	74	55	56	52	41
50	49	64	63	52	55	47	45	37
51	36	40	58	50	43	49	38	39
52	36	31	34	42	42	35	41	23
53	26	28	28	29	33	31	30	27
54	17	22	23	17	24	26	20	21
55	11	14	21	14	14	16	16	13
56	2	10	8	14	7	11	11	4
57	1	2	10	2	13	5	8	3
58	1	1	1	6	1	6	4	3
59	2	1	1	1	4	1	2	1
Total	1290	1252	1218	1130	1065	1000	932	836
Average Age	40.4	39.8	39.3	43.1	43.6	44.0	44.4	44.4
FFs over 50	181	213	247	227	236	227	215	171
FFs over 55	6	14	20	23	25	23	25	11

The table above shows the number of Whole Time Operational personnel there are at each age, for the years 2013 to 2020.

Annex A – Draft Amendment Order for the New Firefighters’ Pension Scheme (England)

STATUTORY INSTRUMENTS

2012 No.

FIRE AND RESCUE SERVICES, ENGLAND

PENSIONS, ENGLAND

Firefighters’ Pension Scheme (England) (Amendment) (No. 2) Order 2012

Made - - - - - ***
Laid before Parliament ***
Coming into force - - - - - 1st January 2013

This Order is made in exercise of the powers conferred by sections 34 and 60 of the Fire and Rescue Services Act 2004(a).

In accordance with section 34(5) of that Act, the Secretary of State for Communities and Local Government has consulted such persons as he considers appropriate before making the Order.

The Secretary of State for Communities and Local Government makes the following Order:

Citation, commencement and application

1.—(1) This Order may be cited as the Firefighters’ Pension Scheme (England) (Amendment) (No. 2) Order 2012.

(2) This Order comes into force on 1st January 2013.

(3) This Order applies in relation to England only(b).

Amendment of the Firefighters’ Pension Scheme (England) Order 2006

2. Schedule 1 to the Firefighters’ Pension Scheme (England) Order 2006(c) (in which the New Firefighters’ Pension Scheme (England) is set out) is amended in accordance with the Schedule to this Order.

Signed by authority of the Secretary of State for Communities and Local Government

Date _____
Name
Parliamentary Under Secretary of State
Department for Communities and Local Government

(a) 2004 c. 21.
(b) Powers under sections 34 and 60 of the Fire and Rescue Services Act 2004 are now vested in the Welsh Ministers so far as they are exercisable in relation to Wales. They were previously vested in the National Assembly for Wales by section 62 of the Fire and Rescue Services Act 2004. By virtue of paragraphs 30 and 32 of Schedule 11 to the Government of Wales Act 2006 (c.32), they were transferred to the Welsh Ministers. Powers under sections 34 and 60 of the Fire and Rescue Services Act 2004 are now vested in Scottish Ministers so far as they are exercisable in relation to Scotland (S.I. 2005/849).
(c) S.I. 2006/3432 (as amended by S.I. 2008/213 and S.I. 2012/954).

SCHEDULE

Article 2

Amendment of Schedule 1 to the Firefighters' Pension Scheme (England) Order 2006

1. In Part 1 (citation and interpretation), in rule (2) (interpretation), in paragraph (1), insert the following definitions at the appropriate places—

““the Automatic Enrolment Regulations” mean the Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010;”(a);

““automatic enrolment date” has the meaning given by section 3(7) (automatic enrolment) of the Pensions Act 2008;”;

““automatic re-enrolment date” means the date determined in accordance with regulation 12(b) of the Automatic Enrolment Regulations;”;

““automatically enrolled” means becoming a firefighter member of the Scheme on the automatic enrolment date;”;

““automatically re-enrolled” means becoming a firefighter member of the Scheme on the automatic re-enrolment date;”;

““opt in” means becoming a firefighter member of the Scheme pursuant to the right in section 7(3) of the Pensions Act 2008 and in accordance with the arrangements prescribed by the Automatic Enrolment Regulations, and similar expressions are to be construed accordingly;”.

2. In Part 2 (scheme membership, cessation and retirement)—

(a) In rule 1 (scheme membership)(c)—

(i) in paragraph (2), for “rule 6(4)” substitute “rule 6”; and

(ii) after paragraph (2) insert—

“(2A) Where a person who has made an election not to pay pension contributions under the 1992 Scheme is automatically enrolled in this Scheme, that enrolment shall constitute an election to become a firefighter member of this Scheme.”;

(b) in rule 5 (election not to make pension contributions) after paragraph (1) insert—

“(Z1) A written notice given under paragraph (1) of this rule should be signed by the firefighter member or, where the notice is in electronic format, it must include a statement confirming that that person personally submitted the notice.”; and

(c) in rule 6 (rejoining the Scheme)—

(i) for paragraph (1), substitute—

“(1) A person who has made a contributions election may cancel it by giving a signed written notice to the authority or, where the notice is in electronic format, it must include a statement confirming that that person personally submitted the notice.”

(ii) after paragraph 1, insert—

“(1A) Where a person who has made a contributions election is subsequently automatically enrolled or re-enrolled in the Scheme, that enrolment or re-enrolment shall constitute a cancellation of their contributions election.”;

(iii) omit paragraphs (2) and (3); and

(iv) in paragraph (4), after “is received” insert—

“or, in the case of a firefighter member who has been automatically enrolled or re-enrolled, with effect from the automatic enrolment or re-enrolment date (as the case may be)”.

(a) S.I. 2010/772.

(b) As amended by S.I. 2012/215.

(c) As amended by S.I. 2008/213.

3. In Part 3 (personal awards), in rule 8 (refund of aggregate pension contributions)—

(a) before paragraph (1), insert—

“(Z1) Paragraphs 1 and 2 are subject to paragraph (3).”; and

(b) after paragraph (2) insert—

“(3) In the case of a firefighter member who makes a contributions election subsequent to being automatically enrolled or re-enrolled in the Scheme, or having opted in to the Scheme, paragraphs (1) and (2) apply with the following modifications—

(a) “three months’ qualifying service” means three months’ qualifying service since being automatically enrolled or re-enrolled, or opting in (as the case may be), on that occasion; and

(b) “aggregate pension contributions” means the payments made by the firefighter member to his employing authority by way of pension contributions since being automatically enrolled or re-enrolled, or opting in (as the case may be), on that occasion.”.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order amends Schedule 1 to the Firefighters’ Pension Scheme (England) Order 2006. The amendments ensure that the New Firefighters’ Pension Scheme (England) (‘the Scheme’) complies with the requirements prescribed by the Pensions Act 2008 and the Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010 (‘the 2010 Regulations’) with regard to arrangements the employer must make in respect of automatic enrolment and automatic re-enrolment of a jobholder in a qualifying scheme. The amendments also ensure the Scheme complies with other arrangements prescribed by the Pensions Act 2008 and the 2010 Regulations by which a jobholder or a worker may join and/or leave a qualifying pension scheme.

A full impact assessment has not been produced for this instrument as no impact on the private or voluntary sectors is foreseen.

WYFRA	HUMAN RESOURCES COMMITTEE	2 NOVEMBER 2011	ITEM No 7
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REPORT OF: Director of Service Support

PURPOSE OF REPORT: To request members consider the consultation response to the proposed changes to New Firefighters Pension Scheme 2006 – Automatic Enrolment

RECOMMENDATION: That Members approve the response as set out in paragraphs 2.2.1 to 2.2.5.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: None

ACCESS CONTACT OFFICER: Martyn Redfearn, Director of Service Support

BACKGROUND PAPERS OPEN TO INSPECTION:

March 2012 HR Committee Paper - Arrangements for meeting the requirements of the Pensions Act 2008 relating to pensions auto-enrolment

New Firefighters' pension Scheme 2006 - Amendments to the New Firefighters' Pension Scheme 2006 (automatic enrolment): Consultation [Link to CLG Web Site](#)

SUMMARY

This report sets out the proposed amendments to the New Firefighters Pension Scheme and the Authority's draft responses to those proposals. These proposals from the CLG are directly related to the *Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010*.

1 BACKGROUND

- 1.1 Communities and Local Government issued a consultation on amendments to the New Firefighters' Pension Schemes applicable October 2012. The consultation runs for four weeks with a return date of 7 November 2012.
- 1.2 The consultation sets out the Government's proposed changes to the New Firefighters' Pension Scheme to allow fire and rescue authorities to comply with their duties under Workplace Pension Reform as set out in the Pensions Act 2008 and the Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010.
- 1.3 Automatic enrolment will apply to all eligible jobholders who are not members of a qualifying scheme.

2 INFORMATION

- 2.1 The amendments to the Scheme are set out in the Schedule to the draft Firefighters' Pension Scheme (England) (Amendment) Order 2012 which is attached as Annex A.
 - 2.1.1 Proposals
 - 2.1.2 Rule 6(2), 6(3) and 6(4) of Part 2 - The proposed amendments, in paragraph 2(c)(iii) of the draft Order are to remove Rules 6(2) and 6(3) of Part 2 of the New Firefighters Pension Scheme 2006 so that there are no restrictions on a fire and rescue authority being able to re-enrol a firefighter into the Scheme. The amendment to rule 6(4) is a consequential amendment needed because automatic enrolment or re-enrolment will constitute a cancellation of a contributions election.
 - 2.1.3 Rule 8 of Part 3 - The proposed amendment, in paragraph 3 of the draft Order, is to ensure that a firefighter who has previously been a member of the Scheme, and who, having been automatically enrolled or re-enrolled, or having opted in (as the case may be) then makes a contributions election within 3 months, is entitled only to a return of any pension contributions made since being automatically enrolled or re-enrolled or opting in on that occasion.
 - 2.2 The consultation requests answers to five questions which are set out below with the proposed responses: -
 - 2.2.1 Question 1 – Do the proposed amendments allow fire and rescue authorities to meet their requirements under Workplace Pension Reform?

Yes
 - 2.2.2 Question 2 - Are there any further amendments that you think are required and have not been addressed?

No

2.2.3 Question 3 - Do you agree with the Department's view that the removal of the current provision that enables fire and rescue authorities to stop a member rejoining the scheme unless they have undergone a medical examination and satisfied them that they are in good health is required to enable fire and rescue authorities to fully comply with their requirements under the 2008 Act and the 2010 Regulations? If not, what do you propose that would enable the Scheme to retain this provision whilst allowing fire and rescue authorities to fully comply with their duties under Workplace Pension Reform?

Yes

2.2.4 Question 4 – Do you agree that a member who has been automatically enrolled or re-enrolled in the Scheme, or who has opted in, should be able to opt out within the first month by giving written notice rather than by complying with all the formal notice requirements contained in the 2010 Regulations? Or would you prefer a specific, statutory requirement for the form set out in the 2010 Regulations to be used and the information specified in those Regulations to be required?

Yes

2.2.5 Question 5 - Do you agree that a member should be entitled to a return of pension contributions if, following automatic enrolment or re-enrolment or opting in to the Scheme, the member gives notice to leave the scheme within a three month timescale (see paragraphs 4.22 to 4.25)? If not, how much notice should a member be able to give to leave the scheme in order to receive a return of contributions and be treated as though they were never a member of the Scheme on that occasion?

No

The time limit should be limited to one month as per the Workplace Pension Reform. The Authority's payroll system is provided by a local authority it would not be economical to have a different time limit from that authority.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4 EQUALITY & DIVERSITY IMPLICATIONS

4.1 The proposed amendments will allow the Authority to comply with its duties under Workplace Pension Reform without any direct equalities implications.

5 HEALTH & SAFETY IMPLICATIONS

5.1 There are no direct health and safety implications from this report.

6 CONCLUSIONS

6.1 The above responses, detailed in paragraphs 2.2.1 to 2.2.5, will ensure that the Authority can comply with the duties under the Workplace Pension Reform.

WYFRA	HUMAN RESOURCES COMMITTEE	2 NOVEMBER 2012	ITEM No 8
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REPORT OF: Director of Service Support

PURPOSE OF REPORT: To update Members on the performance over the last twelve months of the Day Crewed (Close Call) duty system worked at Normanton Fire Station.

RECOMMENDATIONS: That Members agree that the introduction of the Day Crewed (Close Call) system at Normanton has been a success.

That the system should continue to be used as a staffing model in future Integrated Risk Management Plans.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY: None

ACCESS CONTACT OFFICER: Richard Veti, Group Manager Employee Resources

BACKGROUND PAPERS OPEN TO INSPECTION:

Full Authority paper on the Community Risk Management Strategy September 2010.
P & T paper on the Day Crewing (Close Call) duty system February 2010
P&T paper on the amended Day Crewing (Close Call) policy April 2011

Summary:

The report sets out the background to the implementation of the Day Crewing (Close Call) duty system and the performance over the last twelve months of Normanton Fire Station.

1. Background

- 1.1. The Full Authority, in September 2010, endorsed the Community Risk Management Strategy 2011-15 as a basis for future planning. Part of that strategy informed members about the use of the Day Crewing (Close Call) shift system.
- 1.2. At the Personnel and Training Committee meeting in February 2010 Members approved the introduction of the Day Crewing (Close Call) shift system. The shift system has been implemented at Normanton and Castleford fire stations.
- 1.3. Day Crewing stations, which are not 'Close Call', have a response standard that mirrors the four watch 2 day, 2 night, 4 rota, shift system (2x2x4) during the day but drops to Retained Duty System at night. The Day Crewed (Close Call) duty system, whilst being an adaptation of the Day Crewed system, provides a (2x2x4) response standard both day and night, therefore can replace a (2x2x4) station without affecting the response standard.
- 1.4. The introduction of the Day Crewing (Close Call) model provides significant resource savings, a Day Crewed (Close Call) fire station only requires an establishment of 12.5 firefighters with five of these firefighters being on duty at any one time. This compares with a (2x2x4) duty system station establishment requiring a complement of 24 firefighters, plus additional support from the Operational Resource Pool to maintain five riding the fire appliance.
- 1.5. The Day Crewing (Close Call) model enables the station to be self-sufficient because the flexibility of its staffing allows it to maintain standard staffing with minimal support from the Central Staffing Team.

2. Information

- 2.1. Castleford fire station very recently moved onto the Day Crewed (Close Call) system so it is too early to assess their performance from a Service Support view point.
- 2.2. Normanton fire station has operated as Day Crewed (Close Call) since April 2010 but only recently in the true sense. This is because the accommodation had not been close enough to achieve the full operational effect of the system. Now Normanton is operating as it was originally intended, its performance can be assessed.
- 2.3. Normanton has an establishment of thirteen. This consists of two Watch Commanders, one Crew Commander and ten Fire-fighters. They self-roster (within certain rules) which gives them flexibility to decide when they want to work.
- 2.4. The total number of Incidents in the last twelve months is 370.
- 2.5. A total of fourteen days have been lost to sickness this year.
- 2.6. Over the last twelve months Normanton has maintained standard staffing on 100% of occasions.
- 2.7. Support from the Central Staffing Team has been minimal. The Operational Resource Pool has been used to cover twelve shifts (following the (2x2x4)

pattern with two shifts every 24 hours, whereas Day Crewed (Close Call) has one shift every 24 hours). Detached duties from (2x2x4) stations have been used on 20 occasions giving a total of 32 shifts of support to the station.

3. Financial Implications

- 3.1. The capital cost of constructing the accommodation block to accommodate close call is in the region of £300,000 which is funded from within the approved capital plan.
- 3.2. In total the Close Call system delivers annual savings of around £290,000 compared to a wholtime station having taken account of the staffing savings and other running costs.

4. Equality and Diversity Implications

- 4.1. There are no direct equality and diversity implications arising from this paper. The Day Crewed (Close Call) policy has been Equality Impact Assessed.

5. Health and Safety Implications

- 5.1. There are always health, safety and welfare considerations in introducing alternative duty systems and these were considered as part of the implementation. There are no Health and Safety implications in relation to this paper.

6. Service Plan Links

- 6.1. Under the strategic priority to provide a safe, competent and diverse workforce. WYFRS will employ fewer people but have new duty systems and ways of flexible working which are targeting resources effectively toward areas of greater need.

7. Conclusions

- 7.1. The Day Crewing (Close Call) model as introduced at Normanton and recently Castleford fire stations is a success. This is evidenced by the low sickness rate, the minimal support from the Central Staffing Team and the fact that standard staffing has been maintained on 100% of occasions.
- 7.2. The extension of the use of this staffing model to other stations as part of future Integrated Risk Management Plans should continue as appropriate.