

Hampshire Fire and Rescue Authority

Human Resources Committee

Item 5

10 November 2011

Establishment

Report of the Chief Officer

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1 Summary

- 1.1 This report brings the Human Resources (HR) Committee up to date on the authorised and actual establishment, as of 1 October 2011. This takes account of any efficiency savings or deletions of posts, successful budget bids or variations within the Service's authorised establishment level since previous changes to establishment under delegated powers were contained within the report submitted to the HR Committee for 12 July 2011. This report identifies any further variations across all employee groups within the time period 2 June 2011 to 1 October 2011. [Note: This report is in line with previous reports using a tabular format to show post changes.]
- 1.2 The authorised establishment level is defined as the level of establishment approved by Hampshire Fire and Rescue Authority (HFRA).
- 1.3 The actual establishment level over the year is influenced by the planned recruitment to vacancies, challenges in recruitment and retention, retirements, terminations, resignations, long term absences due to sickness and injury.
- 1.4 Predicted efficiency savings are being achieved and utilised where appropriate.

2 Recommendations

- 2.1 That the HR Committee accepts the changes to the establishment made under the Chief Officer's delegated powers contained within this report.

3 Establishment Management

- 3.1 Establishment management is an important aspect of our human resources strategy and workforce planning. It informs our longer term planning for recruitment, assessment and development centre activities, career development and accelerated promotion programmes. Performance management and personal development plans are also influenced by how we manage our establishment.
- 3.2 The duties and responsibilities of posts within the organisation continue to be reviewed against changing requirements aligned to the Service's Integrated Risk Management Plan (IRMP) contained within the Hampshire Fire and Rescue Service (HFRS) Plan, new legislation and central government initiatives.

4 Authorised and Actual Establishment as at 1 October 2011

4.1 The tables below reflect the authorised establishment figures as at 1 October 2011 in different employment groups. Externally/other funded posts are reflected below and as a part of a separate table where they exist to enable the authority to monitor this aspect individually. The actual establishment figures include these externally/other funded posts. Full time equivalent (FTE) posts are indicated where appropriate.

4.1.1 Note: Grey Book posts are listed in the role structure which was implemented wef 1 April 2006.

4.2 Wholetime Establishment

<u>Role</u>	<u>Scope Of Role</u>	<u>Authorised Establishment (Post Count)</u>	<u>Externally/Other Funded posts (Post Count)</u>	<u>Actual Establishment (Head Count)</u>	<u>Variance (+/-) FTE</u>
Chief and Deputy Chief Officers		2	0	2	0
Assistant Chief Officers		2	1	3	0
Area Managers	B	5	1	3	-3.0
	A	0	0	3	+3.0
Group Managers	B	17.59	1.41	15	-4
	A	4.0	2	9	+3.0
Station Managers	B	43.59	3.41	36	-11
	A	5	2	16	+9
Watch Managers	B	104	3	87	-20
	A	2	3	21	+16
Crew Managers		93	3	98	+2.0
Firefighters (Reduced by 19 FTE in accordance with EFC plans)		455	4	460.50	+1.50
Total (Adjusted in accordance with EFC plans)		733.18	23.82	753.50 (-3.50 FTE)	-3.50

4.2.1 *The authorised establishment has decreased by 10.18 FTE since the last report. Details of these changes are set out below.

**Please note that as part of the Efficient and Flexible Crewing(EFC) project the Fire Authority have approved a reduction in the authorised establishment number of 40 FTE by 2014. Our planned establishment will therefore reflect this revision on a year by year basis. We have decreased the previous adjusted level by 11 FTE to reflect the deletion of 11 vacant firefighter(FF) positions from the authorised establishment, thereby leaving a further 19 FTE firefighter reduction as our revised target for March 2012.

The number of externally/other funded positions has decreased from 24.82 FTE to 23.82 FTE since the last report.

Please note the total actual establishment figure has decreased by 10.5 FTE since the last report, which falls within the parameters set as part of the EFC project.

4.2.2 Recruitment targets for the National Equality and Diversity Strategy:

The % of women who start training courses for operational roles

Target = 18% Actual Performance Q2 2010 = 8.33%*
Q3 2010 = 7.14%
Q4 2010 = 0 %
Q1 2011 = 0%
Q2 2011 = 0%

* Information extracted from Views.

HFRS has run no Wholetime trainee courses since the last report.

We ran the following Retained Duty System Trainee courses:

28 January 2011 - 28 February, 6 Male candidates attended.

6 May 2011 - 6 June 2011, 8 male candidates attended.

26 September – 5 October 2011, 6 male candidates attended.

The Next course is scheduled to commence on 18 November 2011, currently we have 6 male candidates booked to attend

% of staff from ethnic minority communities against the total number of staff

Target =12% Actual Performance Q2 2010 = 2.66%*
Q3 2010 = 2.92%*
Q4 2010 = 2.89%*
Q1 2011 = 2.89%*
Q2 2011 = 2.89%

* Information extracted from views.

HFRS has run no Wholetime trainee courses since the last report or undertaken any Green Book recruitment activity during this period.

We have run a couple of Retained Duty System Trainee courses, but had no ethnic minority candidates on this course.

4.2.3 Career Breaks – 6 FTE remaining on career breaks, this figure includes one further request that was approved during this period.

4.2.4 The following is a summary of the changes that have occurred to make up the authorised establishment figures:

Chief and Deputy Chief Officers – No change in number of authorised established posts since the last report.

Assistant Chief Officers – No change in number of authorised established posts since the last report.

Area Managers 'B' and 'A' – No change in number of authorised established posts since the last report.

*Please note that 1 Area Manager 'B' position has been temporarily removed from the authorised establishment. The funding from this position is being utilised for a temporary green book post until 31 December 2011.

Group Manager 'B' – No change in number of authorised established posts since the last report.

Group Manager 'A' – Decrease of 0.93 FTE on authorised establishment posts since the last report.

GM Fire Investigation & Arson Reduction (Position number: 50010303) deleted as part of the staff review. 0.07 FTE of post savings were used to fund the re grade of position 50108820 from Watch Manager 'A' to Watch Manager 'B' and for position 40008861 to be regraded from a Crew Manager to Watch Manager 'B'. (-0.93FTE)

Station Manager 'B' – Decrease of 1.0 FTE on authorised establishment posts since the last report.

Station Manager 'B' HR & Training (Position 50040464) post deleted as part of the staff review. (-1.0FTE)

Station Manager 'A' – No change in number of authorised established posts since the last report.

Watch Manager 'B' – Increase of 1.0 FTE on authorised establishment posts since the last report.

Fire Safety Officer (Position number 40009116) was reinstated on the establishment with effect from 1 July 2011. It had previously been funding a Crew Manager position. (+ 1.0 FTE)

Watch Manager 'A' – Decrease of 1.0 FTE on authorised establishment posts since the last report.

WM Community Safety LIFE C0-Ordinator (position 40008862) post deleted as part of the staff review. (-1 FTE)

Crew Managers – No change in the authorised established posts since the last report.

Firefighters(FF) – Decrease of 8.25 FTE on authorised established posts since the last report.

The following 11 Firefighter positions were deleted on 1 August 2011 as part of the Efficient and Flexible Crewing (EFC) project savings(-11 FTE):

G15	FF Basingstoke G/W
W10	FF Basingstoke G/W
R9	FF Basingstoke R/W
B4	FF Havant B/W
B8	FF Rushmoor B/W
G1	FF Andover G/W
W10	FF Andover W/W
B9	FF Winchester
R9	FF Winchester R/W
G1	FF Hightown G/W
R5	FF Gosport R/W

EFC approved reduction in Firefighter posts reduced by 11 from -30 FTE to -19 FTE as a consequence of these changes.

2 Firefighter positions had been held to fund the temporary post of Project Manager (EFC). This arrangement ended on 1 July 2011 so these two FF positions were reinstated on the authorised establishment. (+ 2.0 FTE)

1 Firefighter post held from 27 June 2011 to 31 December 2011 to fund the temporary position of Station Manager Emergency Cover (position number : 50434742). (-1 FTE)

1.75 FTE added back in to establishment from 1 August 2011. The funding had previously been used to cover the role of Station Manager Special Projects for a year. (+ 1.75 FTE)

4.2.5 The 'A' and 'B' positions are within the same role, although the size/scope of the role differs. 'B' positions attract a higher rate of pay.

4.2.6 Based on the headcount figures above for this period we have a total of 23.82 posts that receive external or other funding, a decrease of 1.0 FTE on the previously reported numbers. The following is a summary of these posts and the changes during this period:

4.3 Externally/Other Funded Posts Breakdown (Grey Book)

4.3.1 The following details new posts that are to be externally or alternatively funded, the funding source and end date. These changes have occurred during the period 2 June 2011 to 1 October 2011.

4.3.2	Post Title/Area	Funding Source
	Efficient and Flexible Crewing Project Manager Group Manager 'A' 50190245 (-1 FTE)	Funded by holding two Fire Fighter position. Arrangement ended 1 July 2011.
	Emergency Cover Project Manager Station Manager 'A' 50434742 (+1 FTE)	New Position from 27 June 2011 to 31 December 2011 funded from service delivery efficiencies.
	Crew Manager Fire Safety Adviser 50372268 (-1 FTE)	Funded by vacant Watch Manager post, which was reinstated on the establishment. Arrangement ended 26 June 2011.
	Group Manager policy Review 50437604 (+1 FTE)	New post created for a 12 month period from 20 June 2011. Funding from carry forward of unused government grant.
	Assistant Chief Officer Fire Service College 50437603 (+1 FTE)	Two year secondment to the Fire Service College (FSC). Full Funded by FSC. Commenced from 4 July 2011.
	Station Manager 'B' RDS Project 40007628 (-1 FTE)	Funded by holding firefighter posts, which have now been reinstated on the establishment. Arrangement ended 1 August 2011.
	Assistant Fire Resilience Co-ordinator SM'B' 50054726 (-1 FTE)	Funded by the Fire Service College. Arrangement Ended 30 September 2011.
	Total	Overall (- 1.0 FTE) changes in these arrangements

4.3.3 The following is a summary of all other existing Externally/Other Funded (Grey Book) arrangements that are in place:

Post Title/Name/Area/ Position Number	Funding Source	End Date
Chief Fire and Rescue Advisers Unit (CFRAU) Advisor Area Manager B 50141189 (1 FTE)	CLG are funding this position. Arrangements have been extended by 12 months. This arrangement will end on this date.	31 October 2011

Group Manager 'B' Response Delivery (Usar) 50012117 0.41 FTE	41% of funding for this position is funded from the USAR grant. Arrangements are reviewed annually	31 March 2012
Group Manager Firewatch Programme Manager 50193146 (1 FTE)	Position funded from Green Book role & FF vacancies for one year. Arrangement extended to 31 March 2012.	31 March 2012
Group Manager Accident Investigation Team 40007623 (1 FTE)	Job Share arrangement funded from Substantive Special Project and Specialist Response post being held vacant.	April 2012
Station Manager 'B' Civil Resilience Urban Search and Rescue 50038707 (1 FTE)	Communities and Local government post funded since 4.4.2005	Reviewed annually
Station Manager 'B' Response Delivery 50378893 (0.41 FTE)	41% of post funded since 1 April 2011 by USAR grant. Review Annually.	31 March 2012
South Central Ambulance Service (SCAS) Liaison Officer Station Manager'B' (50153443) (1 FTE)	75% funded by SCAS and 25% by HFRS This arrangement has been extended until 31 January 2013.	31 January 2013
Personnel Reserve Manager Station Manager 'A' 50268591 (1 FTE)	Funding for this post has come from the existing Watch Manager (Personnel Reserve) position 50074822 being kept open together with the difference in grade being funded from contingency. Arrangement extended to 31 March 2012	31 March 2012
Watch Manager FireWatch Project 50368598 (1 FTE)	Position funded by holding 1.25 FF vacancy for one year. Arrangement extended to 31 March 2012.	31 March 2012

<p>Watch Manager 'B' (3 posts) USAR 50016815 50024781 50024783 (3 FTE)</p>	<p>CLG funding for New Dimension</p>	<p>Reviewed annually</p>
<p>Personnel Reserve Watch Manager 'A' 50268592 (1 FTE)</p>	<p>Firefighter post to be kept vacant to fund the additional cost to the substantive crew manager post .</p> <p>Arrangement Extended to 31 March 2012.</p>	<p>31 March 2012</p>
<p>Watch Manager "A" Animal Rescue 50175423 (1 FTE)</p>	<p>Animal Rescue Specialist position created as a new role (50175423) with effect from 1 April 2009. The post is to be funded from income generated.(+1 FTE) Review after 1 year.</p> <p>The review of this post has been completed and a report was presented to the November 2010 SMT meeting. The Income generated from this arrangement has covered the salary and associated costs of this arrangement, so the recommendation is that the post continue for a further year. The expectation is that the predicted flow of income for the following year will be sufficient to cover the costs.</p>	<p>30 November 2011</p>
<p>Community Link Officer Crew Manager 50042275 (1 FTE)</p>	<p>Arrangement extended Local Public Services Agreement (LPSA) reward grants £40k 09/10 and 10/11</p> <p>Internally funded from Service Delivery budget from 1 April 2011 to facilitate Staff Review Changes.</p> <p>Arrangement extended to 30 November 2011.</p>	<p>30 November 2011</p>
<p>Crew Manager (3 posts) Urban Search And Rescue 50016806 50028368 50028369 (3 FTE)</p>	<p>Communities and Local Government (CLG)</p>	<p>Reviewed annually</p>

FF (3 posts) Urban Search And Rescue 50036968 53336967 50028370 (3 FTE)	Communities and Local Government (CLG)	Reviewed annually
Princes Trust Secondment Firefighter 50018105 (1 FTE)	Prince's Trust arrangements – no funding to backfill posts. Costs offset by holding base post vacant. One Firefighter seconded at present.	On going as required
Total	20.82 FTE headcount plus 3 FTE in new posts outlined above in Section 4.3.2	

Note 1: End dates may be reviewed depending on funding/Project/Task need. Any that have changed during this period have been highlighted with Bold text.

Note 2: The Urban Search And Rescue (USAR) posts above are those posts which are on a full time contract to provide UK based support, although all the above team members have retained USAR contracts as well. Funding is provided by the Communities and Local Government (CLG) as per their requirements. It is reviewed annually with no end date given. Funding has just been confirmed for the period 2011-2012.

4.4 Retained Duty System (RDS) Establishment – Represented as 24 hour cover units (See Note 1 Below) Grey Book

4.4.1 <u>Role</u>	<u>Authorised Establishment (FTE)</u>	<u>Actual Establishment Full Time Equivalent(FTE)</u>	<u>Variance (+/-) FTE</u>
Watch Manager A Includes 3 FTE animal rescue posts	50	51.85	+ 1.85
Crew Manager	115	94.50	-20.50
Ff	485.75	433.4	-52.35
Total	650.75	579.75 (71 Full Time Equivalent (FTE) under establishment)	-71.0

4.4.2 Note 1: Retained cover is measured in units with 1 unit equalling a period of full cover 1 FTE, a part unit equals 0.75 cover FTE. Actual establishment figures includes 2.6 x Animal Rescue specialists that also undertake retained duties.

4.4.3 * The overall authorised establishment has not changed since the last report. The actual establishment has decreased from 580.25 FTE to 579.75 FTE, although overall 71 FTE under establishment. This represents 89.1% of the authorised position. There are a further 9.35 FTE that are on a break in service so are excluded from these numbers. Additional applicants are currently undertaking the selection processes. Further recruitment activities are being planned/undertaken in local communities by Group Managers, focussed particularly on at risk stations.

4.5 Externally Funded Team
Funded by CLG – Urban Search and Rescue Team (UK Team - On Retained USAR Contracts) Grey Book

4.5.1	<u>Authorised Establishment (Head Count)</u>	<u>Externally/Other Funded (Head Count)</u>	<u>Actual Establishment (Head Count)</u>	<u>Variance (+/-) FTE</u>
	0	30	31(Excluding 3 Dog Handlers)	+1

4.5.2 Note 1: As recorded under the wholtime establishment externally/other funded posts, 10 posts also have one of the above 30 USAR retained contracts. The USAR retained employees provide cover in a similar way to retained duty system employees. However, they are shown above as head count only.

The position of USAR Dog Handler is a separate arrangement on a different contract of employment within this team. The positions have been excluded from the numbers above.

4.6 Control Establishment (Grey Book)

4.6.1	<u>Authorised Establishment FTE</u>	<u>Externally/Other Funded</u>	<u>Actual Establishment FTE</u>	<u>Variance (+/-) FTE</u>
	35.70	1.80	38.00 (0.5 FTE over establishment)	+0.5

4.6.2 Authorised establishment has not changed since the last report. The actual establishment has not changed since the last report.

4.6.3 Networked Fire Control Services Partnership
 Project Manager
 50005131

This post is on the establishment and included in the authorised establishment level above although filled by a substantive Group Manager on secondment until January 2012.

4.6.4	The following is a summary of all existing Externally/Other Funded (Control Room) secondment arrangements that are in place:		
	Post Title/Reference Code	Funding Source	Start/End Dates
	COAP Project Support Officer 50005131 Station Manager 1 FTE	Internally funded from existing staff savings.	July 2012

FBU full time Trade Union Official 50074598 0.80 FTE	80% of funding from Fire Brigades Union (FBU). Position to be filled by HFRS Senior Control Operator seconded to this position. 4 year arrangement. This arrangement has been extended for a further 4 years following the re-election of this candidate.	31 January 2015
Total	1.80 FTE	

4.7 Green Book Establishment (Including Incident Support Teams (IST))

4.7.1	<u>Authorised Establishment</u> (Full Time Equivalent FTE)	<u>Externally/Other Funded</u>	<u>Actual Establishment Full time Equivalent (FTE)</u>
IST	25 (Head Count)	-	24 (Head Count)
Other	263.56	22.38	253.29 (32.65 FTE under establishment)*
	288.56	22.38	277.29

4.7.2 Note: IST. Whilst they do not cover 1 FTE, they are counted in the above figures as 1 Team Member equalling 1 FTE. The IST authorised establishment has reduced from 46 FTE to 25 FTE, which reflects the changes made in relation to Emergency Catering arrangements. The actual establishment figure has not changed since the last report.

4.7.3 Other: Please note the authorised establishment figure has decreased by 8.81 FTE since the last report. Please refer to table 5.1 for a full breakdown of the amendments.

4.7.4 We currently have 8 agency temps within HFRS, this is a decrease of 3 people since the last report: 1 is covering a FireWatch secondments Training Admin; 2 are in a Station Support Administrative vacancy; 1 is undertaking data input for the Community Safety team; 1 person is working on the CRB project in HR (Workforce Planning), 1 person covering vacancies in the HR (Workforce Support) team. 1 person is covering an IS Helpdesk vacancy and the final person is in the Risk Intelligence team.

4.7.5 **Externally/Other funded arrangements – the total number of arrangements in place has reduced from 26.78 FTE TO 22.38 FTE since the last report, however some arrangements have ceased and been replaced by others. The breakdown below gives a summary of the positions that have been confirmed.

4.7.6 Based on the headcount figures above for this period we have a total of 22.38 FTE posts that receive external or other funding. The following is a summary of these posts and the changes during this period:

4.8 Externally/Other Funded Posts Breakdown (Green Book)

4.8.1 The following details new posts that are to be externally or alternatively funded, the funding source and end date. These changes have occurred during the period 2 June 2011 to 1 October 2011.

4.8.2

Post Title/Area/Position Number	Funding Source	End Date
Local Resilience Forum Admin Support Assistant Grade D (- 0.4 FTE) 50261529	Funded by Hampshire County Council for a 12 month period. Extended until 30 September 2011.	30 September 2011
Temporary Senior Analyst Risk Intelligence Grade H 40008891 (-1 FTE)	Position now being filled via Agency Temporary Arrangements.	
Temporary Mobile Community Contact Point (CCP) Co-ordinator Grade F 50402695 (- 1 FTE)	External Funding ended in March 2011, then funded from Service Delivery efficiency savings.	
Temporary Strategic Marketing Comms adviser 50402469 Grade N (-1 FTE)	Temporary position funded from vacancies in the team for the period 21 March 2011 to 30 June 2011. Arrangement ended.	30 June 2011
Princes Trust Secondment Grade E 50399803 (-1 FTE)	New post. Funded from Princes Trust for a temporary period of 4 months. Green Book secondment Arrangement Ended on 6 August 2011	6 August 2011
Total	(-4.40 FTE)Full Time Equivalent posts variation from previous reported position.	

4.8.3 The following is a summary of all other existing Externally/Other Funded arrangements that are in place for Green Book positions:

Post Title/Area/position number	Funding Source	End Date
Princes Trust Essential Skills Facilitator (Rushmoor) 50425407 Grade E (+1 FTE)	New post funded from Princes Trust for the period 1 June 2011 to 23 December 2011	23 December 2011

Temporary Administrator Accident Investigation Grade D 50399063 1 FTE	Temporary fixed term contract to support administrative needs of the team. Funded from contingency.	31 December 2011
Volunteer Co-ordinator 50372256 Grade F 1 FTE	Funding approved by Directors for a 12 month temporary period.	November 2011
Enforcement Support Team Investigator 50378983 Grade G 1 FTE	Funded from vacant station manager protection position 50012156 from 1.1.2011 for 12 months.	31 December 2011
Fire Investigation Team Member 50364563 Grade J 1 FTE	Funded from contingency for 1 year.	31 October 2011
FireWatch Project 50371277 50371278 50371279 50371280 50371281 4 FTE Grade G 1 FTE Grade E	Funded from holding SM 'B' position vacant.	30 November 2011
Accident Investigation Team Member (50340735) Grade M 1 FTE	New Post Created. (+1 FTE) Funding for all support required for the Shirley Towers accident investigation team has been approved by Directors to be taken from the services contingency funding arrangements.	Undetermined
Staff Review Project Manager 50354848 Grade L (0.60 FTE)	New Position funded from grey book area manager post initially for 12 months wef 28 June 2010, extended to December 2011	December 2011
Help Desk Operator 40007500 Grade E (0.20 FTE)	Additional hours to cover FireWatch support activities. Review in a year.	31 March 2012
Hampshire County Council (HCC) Liaison Officer Grade H 50014037 0.6 FTE	Funded by HCC income. Review annually. Confirmation received that this partnership arrangement will continue for a further year to 31 March 2012.	31 March 2012

Project and Programme Manager Grade L (1 FTE) 50193146	New temporary position created to implement arrangements for Project and Programme management. Funding approved from Area Manager 'B' post to extend this secondment until 31 March 2012.	31 March 2012
Web Development and Support Manager 50005229 (0.22 FTE)	Increase in hours funded from 'Real Rescue' income. Arrangement extended to 31 March 2012.	31 March 2012
Retained Fire Incident (RFI) Data Input posts 50030624 50051522 (2.0 FTE)	Arrangement extended to 31.3.2012 to enable the completion of this work prior to the implementation of the FireWatch project. Current funding from contingency continuing. Hours increased to 2 FTE.	31 March 2012
Prince's Trust Administrator 50359098 (1 FTE)	Temporary Position . Funded from Prince's Trust Arrangements. Review annually.	31 August 2011 Annual review
Prince's Trust Delivery Partner Manager 50012085 (1 FTE)	Funded from Prince's Trust. Extend for a further year.	31 March 2012
Prince's Trust Co-ordinator 40009172 (1 FTE)	Funded from Prince's Trust. Extend for a further year.	31 March 2012
Prince's Trust Essential Skills/Next Steps Facilitator 50080102 (1 FTE)	Funded from Learning and Skills Council (LSC) arrangement. Extend for a further year.	31 March 2012
Prince's Trust Essential Skills/Next Steps Facilitator 50032688 (0.76 FTE)	Funded from Learning and Skills Council (LSC) . Increase in hours . Arrangement covering maternity leave in team.	1 January 2012
Community Safety Firesetter Intervention Practioner (Southampton Group) 50051682 (1 FTE)	Southampton Safe City Partnership have agreed to fund this arrangement for a further period of time. Local Public Services Agreement (LPSA) grant confirmed on 4 May 2011 (Southampton City Council and Hants Police) Arrangement extended to 31 March 2015	31 March 2015

Urban Search And Rescue (USAR) Administrator 50024890 (1FTE)	Department of Communities and Local Government (DCLG) Funded	Reviewed annually
Total	22.38 FTE	

5 Green Book Variations to Establishment

- 5.1 Under the Chief Officer's delegated powers, the following variations have taken place to the establishment (excluding grading changes) in the time period 2 June 2011 to 1 October 2011 and have not been previously reported to the Human Resources Committee:

Post	Action	Position Number
Temporary Mobile Community Contact Point (CCP) Co-ordinator Grade F 50402695 (0 FTE)	Position is not funded . Temporary Funding from staff review savings for a limited period.	50402695
Admin Manager Grade F 50014599 (+0.09FTE)	Permanent increase in hours from 0.5 FTE to 0.59 FTE.	50014599
Administrator Grade D (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	50011742
Administrator Grade D (-0.31 FTE)	Part of post deleted for staff review savings. Leaves 0.40 FTE remaining.	40007490
Internal Communications Manager Grade J (-1 FTE)	Post Deleted as part of staff review savings wef 1 October 2011.	50021743
Finance Administrator Grade D (-0.5 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	40007508
Secretary to DCO/WP Supervisor Grade E (-0.81 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	40009177
Support Services Supervisor Grade E (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	40008948

Engineer – Communications Grade L (-0.88 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	40009188
Supplies Administrator Grade D (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	50133750
Storekeeper Apprentice Grade D (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	40009271
Mechanical Apprentice Grade B (-1 FTE)	Post deleted as part of staff review savings wef 1 September 2011.	50002579
Head of HR Services Grade M (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	50163553
HR strategic Projects Facilitator Grade G (-1 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	50051519
Assistant HR Business Partner Grade F (-0.4 FTE)	Post deleted as part of staff review savings wef 1 October 2011.	50125365
RFI Administrators Grade C (+2.0 FTE)	Posts to be permanently funded from Contingency until Firewatch Stage 1 is implemented. Change wef 1 October 2011.	50030624 50051522
TOTAL	-8.81 FTE change to authorised level.	

6 **Financial Implications**

- 6.1 All posts are being funded by the existing budget arrangements, which where advised includes external/other funding. Any costs or savings associated with the variations are expected to be funded from within existing pay budgets or external funding sources.
- 6.2 Members will be aware from recent budget monitoring reports that the Service has implemented a number of measures to curtail recruitment activities and contain predicted expenditure in the forthcoming months. These steps include the following:
- There has been a 2 year recruitment freeze placed on all wholetime firefighter recruitment.
 - There has been a freeze on substantive appointments for all non-watch based staff (which includes whole time duty personnel) pending the outcome of the 'All Staff Review' (Objective 6 of the HFRS Plan 2010-2013).
 - A restriction on general requests for job evaluations has been put in place pending the outcomes of the 'Staff Review.
- 6.3 The establishment levels continue to be closely monitored to support these

initiatives.

- 6.4 Predicted efficiency savings are being achieved and utilised where appropriate.

There are 16 FTE of vacant posts that are proposed to be deleted in 2012/12 as part of the Staff Review. A total of 13.74 FTE have been removed for the year to date. The vacant posts that are remaining are funding temporary posts, and will be deleted in the future.

The vacant posts that have been deleted provide £680,000 annual saving. This does not take in to account any posts that have been created. The total savings predicted for 2011/12 are shown in the table below.

The table shows the annual forecast savings to be achieved through staff review for the period indicated and do not include any previous savings made prior to this date.

2011/12	2012/13	2013/14	2014/15	2015/16	Total
£700,000	£80,000	£490,000	£1.07 million	£180,000	£2.52 million

- 6.5 We have identified risks with a number of the wholetime (Grey Book) secondments that if funding is withdrawn prematurely then the postholders would need to be reabsorbed back in to the existing infrastructure. We are actively monitoring this situation, and have no indication at present that this is a realistic probability. However, should this occur then there are a number of positions that are being held vacant at present that could be utilised.

7 Consultation

- 7.1 This report has been compiled in conjunction with the finance department and aligns with the information forwarded to the Finance and General Purposes Committee.

8 European Convention on Human Rights and the Human Rights Act 1998

- 8.1 The proposals within this report are compatible with the provisions of the European Convention on Human Rights and the Human Rights Act 1998 and considered in the light of the Race Relations (Amendment) Act 2000.

Section 100D – Local Government Act 1972 – Background Papers

The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report.

None

Note: The list excludes:

- (1) Published works
- (2) Documents that disclose exempt or confidential information as defined in the Act