

Hampshire Fire and Rescue Authority

Human Resources Committee

Item 5

28 April 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 March 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 January 2011. This report identifies any further variations across all employee groups within the time period 2 December 2010 to 1 March 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 March 2011

4.1 The tables below reflect the authorised establishment figures as at 1 March 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>
Chief and Deputy Chief Officers		2	0	2
Assistant Chief Officers		2	0	2
Area Managers	B	5*	3	5
	A	0	0	1
Group Managers	B	16	1	18
	A	6.93	2	8
Station Managers	B	44**	3	37.5
	A	5	2	15
Watch Managers	B	103	5	94
	A	3***	3	20
Crew Managers		93	5	101
Firefighters (Reduced by 20 FTE in accordance with EFC plans)		461	4	472.50
Total (Adjusted in accordance with EFC plans)		740.93	28.0	776 (+7.07 FTE)

4.2.1 *The authorised establishment has decreased by 2 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 over a two year period. Our planned establishment will therefore reflect this revision on a year by year basis or 20 posts per annum.

The number of externally/other funded positions has not changed since the last report.

Please note the total actual establishment figure has decreased by 2.875 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%*
Q1 2011 = 0%

* Information extracted from Views.

HFRS has run no Wholetime trainee courses since the last report. We ran a Retained Duty System Trainee course, that commenced on 28 January 2011 and finished on 28 February. 6 Male candidates attended. A further course commences on 6 May 2011 and there is currently 4 male candidate scheduled 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%*
Q1 2011 = 2.92%

* 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 Retained Duty System Trainee course, but had no ethnic minority candidates on this course.

4.2.3 Career Breaks – 3 FTE remaining on career breaks. One individual has now extended his career break for a further six months, so now ends Jan 2012 instead of July 2011. One further request received during this period that commences in April 2011.

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 AM 'B' position has been temporarily removed from the authorised establishment to ensure there is no double counting. The funding from this position is being utilised as funding for a temporary green book post.

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

Station Manager 'B' – Reduction of 1 FTE on authorised establishment posts since the last report.

**Station Manager (Training); position number 50040464. This position has been temporarily removed from the establishment as it is funding the continuation of a Watch Manager 'B' secondment for the IIP project until 31 March 2011.

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

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

Watch Manager 'A' – Reduction of 1 FTE on authorised establishment posts since the last report.

***Watch Manager Specialist Response (Hazmat), position number 40009128. This post was deleted following a review by Service Delivery.

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

Firefighters(FF) – No change in the authorised established posts since the last report.

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 28 posts that receive external or other funding, a decrease of 1.67 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 December 2010 to 1 March 2011.

4.3.2

Post Title/Area	Funding Source	Start/End Date
Area Manager Task and Finish 50399505 (+1 FTE)	New temporary position funded from existing service delivery budget to work on joint project with Hampshire Constabulary.	24 February 2011 to 24 April 2011
Project Manager – out of Scope Group Manager 'A' 50131478 (-1 FTE)	Post established from 7 July 2008 to look at the Regional Control Centre 'Out of Scope' activities. Funding from project budget. Following the cancellation of the national project this post ended as at 31 January 2011.	Ended 31 January 2011
Total	Overall (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
CFRAU Advisor Area Manager B 50141189 (1 FTE)	CLG are funding this position. Arrangements have been extended by 12 months.	31 October 2011
Maritime Coastguard secondment Area Manager B 50139114 (1 FTE)	The Maritime Coastguard Agency are funding a three year secondment. This arrangement will end on 8 April 2011 when the postholder retires.	8 April 2011
Group Manager Firewatch Programme Manager 50193146 (1 FTE)	Position funded from Green Book role & FF vacancies for one year.	17 October 2011

Group Manager Accident Investigation Team 40007623 (1 FTE)	Job Share arrangement funded from Substantive SPSR post being held vacant.	December 2011
Efficient and Flexible Crewing Project Manager Group Manager 'A' 50190245 (1 FTE)	Two Firefighter posts held vacant to fund this position. Arrangement ended 22 February 2011 as post holder is undertaking another temporary role.	22 February 2011
Assistant Fire Resilience Co-ordinator SM'B' 50054726 (1 FTE)	Internal secondment to 30 September 2011, funded from with the CLG funding for New Dimensions.	30 September 2011
Station Manager 'B' RDS project 40007628 (1 FTE)	To continue the work previously undertaken by the previous roles. Temporary post to review the RDS arrangements. Post is funded by holding 1.75 Firefighter posts vacant.	20 July 2011
Station Manager 'B' Civil Resilience Urban Search and Rescue 50038707 (1 FTE)	Communities and Local government post funded since 4.4.2005	Reviewed annually
SCAS Liaison Officer Station Manager 'A' (50153443) (1 FTE)	75% funded by SCAS and 25% by HFRS Arrangement extended to April 2011. This arrangement will be extended. We await confirmation of the revised date.	31 March 2011
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 30 June 2011	30 June 2011
Watch Manager Firewatch Project 50368598 (1 FTE)	Position funded by holding 1.25 FF vacancy for one year.	17 October 2011

Investors In People Watch Manager 'B' 50353116 (1 FTE)	Temporary position to support the training team in preparation for the IIP assessment process. Funded by SMB Training position 50040464. This post will cease on the date indicated.	End date 31 March 2011
Watch Manager 'B' (3 posts) USAR 50016815 50024781 50024783 (3 FTE)	CLG funding for New Dimension	Reviewed annually
Community Safety Officer (PCC) Watch Manager 'B' 50244904 (1 FTE)	One year grant from Portsmouth City Council (PCC) ends 20 April 2009. 2010/11 year to be funded by HFRS. Funding for post being covered by holding one 1.25 Firefighter positions vacant as no savings identified in Service Delivery Budget. This arrangement will end on 31 March 2011 and the post will cease.	Ending 31 March 2011
Personnel Reserve Supervisor Watch Manager 50268592 (1 FTE)	Firefighter post (50268592) to be kept vacant to fund this position. Previous crew manager position ended in October 2010. Post regraded to Watch Manager and replacement secondee joined this team. Arrangement extended for three months to 30 June 2011	30 June 2011
Watch Manager "A" Animal Rescue 50175423 (1 FTE)	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. 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.	30 November 2011

Crew Manager Fire Safety Adviser 50372268 (1 FTE)	Temporary trial of role. Funded by holding WM position (40009116) vacant. Arrangement to be reviewed as part of Staff Review.	31 March 2011
Community Link Officer Crew Manager 50042275 (1 FTE)	Arrangement extended LPSA reward grants £40k 09/10 and 10/11 The PCC LPSA Reward grant of 40k was received 9.9.2010 Arrangement to end on 31 March 2011.	31 March 2011
Crew Manager (3 posts) Urban Search And Rescue 50016806 50028368 50028369 (3 FTE)	Communities and Local Government (CLG)	Reviewed annually
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. Two Firefighters seconded at present until May 2011.	
Total	27 FTE headcount plus 1 FTE in new post outlined above in Section 4.3.2	

4.3.4 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.

4.3.5 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 2008 – 2011.

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>
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Watch Manager A Includes 3 FTE animal rescue posts	50	54.10
Crew Manager	115	96.40
Ff	485.75	428.50
Total	650.75	579 (71.75 Full Time Equivalent (FTE) under establishment)

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 581.75 FTE to 579 FTE, although overall 71.75 FTE under establishment. This represents 89% of the authorised position. There are a further 5.25 FTE that are on a break in service so are excluded from these numbers. There are a further 4 candidates currently booked to attend the trainee course that commences on 6 May 2011. 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>
	0	30	31(Excluding 3 Dog Handlers)

4.5.2 Note 1: As recorded under the wholetime 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.

4.6 Control Establishment (Grey Book)

4.6.1	<u>Authorised Establishment FTE</u>	<u>Externally/Other Funded</u>	<u>Actual Establishment FTE</u>
	35.70	1.80	38.29 (0.79 FTE over establishment)

4.6.2 Authorised establishment has not changed since the last report. The actual establishment has increased by 1 FTE to reflect the return of an individual from the RCC project team.

4.6.3 Firelink/Firecontrol

Project Manager

50005131

This post is on the establishment and included in the authorised establishment level above although filled by a substantive Senior Control Operator on secondment until 7 January 2011.

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
Fire Control Options appraisal project manager 50361623 1 FTE	Funded internally from decrease in authorised level.	30 June 2011
Firelink Project Support Officer 50082228 1 FTE	Funded from the Regional Control Centre budget from CLG. Position ended 31 January 2011 following the announcement of the project closure.	Ended 31 January 2011.
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> t (Full Time Equivalent FTE)	<u>Externally/Other Funded</u>	<u>Actual Establishment Full time Equivalent (FTE)</u>
IST	47 (Head Count)	-	39 (Head Count)

Oth er	268.58	30.55	274.34 (24.79 FTE under establishment)*
	315.58	30.55	313.34

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 which includes the Emergency Catering Team and the Incident Command Team has a head count establishment of 46, a reduction of 1 FTE on the previous reported figures. The actual establishment figure has not changed since the last report. Recruitment activities for the ICU team have been deferred until the changes with the Emergency Catering Team have been completed.

4.7.3 Other: Please note the authorised establishment figure has increased by 2.0 FTE since the last report.

4.7.4 We currently have 7 agency temps within HFRS, this is an increase of 1 person since the last report: 2 are covering FireWatch secondments in IS and Training Admin; 1 is 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) and a second individual is covering a vacancy in the HR (workforce support) team. The final person is covering long term sickness on the IS Helpdesk.

4.7.5 **Externally/Other funded arrangements – the total number of arrangements in place has decreased by 3.77 FTE in this period, moving from 30.55 FTE to 26.78 FTE, 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 26.78 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 December 2010 to 1 March 2011.

4.8.2 Post Title/Area/Position Number	Funding Source	End Date
Firelink/Firecontrol data manager 50131477 (-1 FTE)	Temporary position funded from RCC grant. Grade J post. National Project terminated, post ended 31 January 2011.	Ended 31 January 2011.

Data Migration and Database Co-ordinator Grade E 50151955 (- 1 FTE)	Funded from RCC grant for a 12 month period. National Project terminated, post ended 31 January 2011.	Ended 31 January 2011.
RCC Project – General Duties Assistants, Grade E 3 Posts 50294227 50294229 50294231 (-1.77 FTE)	Posts deleted following project closure.	Ended 31 December 2010
RCC Project Administrator 50077662 (-1 FTE)	DCLG funding for a 12 month period. (1 FTE). Following national project closure announcement position ended 31 January 2011.	Ended 31 January 2011
MDT Data Manager Grade J 50399064 (+1 FTE)	New post created following closure of RCC project. Funded from Staff Review of Control Room Team.	31 March 2012
Total	(-3.77 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
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) (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 for 12 months wef 28 June 2010	28 June 2011
Fire Control Project SSRI/Hydra Data Inputter Grade C (50337283) (1 FTE)	Post funded from 1 April 2010 from vacant Group Manager 'B' post in Control. This post is ending on this date.	Ending 31 March 2011
Help Desk Operator 40007500 Grade E (0.20 FTE)	Additional hours to cover Firewatch support activities. Review in a year.	31 March 2012
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
Youth Support Officer (CCP Driver) (1 FTE) 50051524	Funding from Smoke Detector Budget to 31.3.2011. This post will cease on this date.	Ending 31 March 2011

Hydrant Technician 40009217 (1 FTE)	Additional temporary position for eighteen months to support additional workload for team. Funded from Hydrant maintenance budget. This temporary position ends on 31 March 2011 when the postholder backfills a substantive position .	1 February 2011
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
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
Risk Intelligence Systems Analyst (Police Secondment) Grade H (1 FTE) 50198605	Funding as in Directors Budget Decision Sheet (ref: DS 2.2.28) contingency for 1 year. Funding for 2010/11 being covered by holding positions 40007530 and 40007484 in this team vacant.	19 July 2011
Risk Intelligence Systems Support Administrator Grade D (1 FTE) 50173720	Funding as in Directors Budget Decision Sheet (ref: DS 2.2.28) contingency for 1 year. Funding for 2010/11 being covered by holding positions 40007530 and 40007484 in this team vacant. Arrangement likely to be extended beyond 30 September 2011.	To be reviewed on an annual basis. 30 September 2011
Web Development and Support Manager 50005229 (0.22 FTE)	Increase in hours funded from 'Real Rescue' income. Arrangement likely to be extended beyond 31 March, but may be affected by Staff Review outcomes.	31 March 2011

RFI Inputter 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 Prince's Trust. Extend for a further year.	31 March 2012
Prince's Trust Essential Skills/Next Steps Facilitator 50032688 (0.76 FTE)	Funded from Prince's Trust. 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. Arrangement ends on 31 March 2011	Ending 31 March 2011
USAR Administrator 50024890 (1FTE)	DCLG Funded	Reviewed annually
Total	25.78 FTE*	

*Total is 25.78 FTE posts plus 1 FTE new post from section 4.8.2 = 26.78 .

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 December 2010 to 1 March 2011 and have not been previously reported to the Human Resources Committee:

Post	Action	Position Number
WP Operator Grade D No change to established level.	Permanent increase in hours from 18.5 to 29.6. Position funded as full time.	50005443
	Total change (0 FTE)	

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.
- 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