

# Hampshire Fire and Rescue Authority

## Human Resources Committee

## Item 6

7 May 2014

### 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 2014. 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 interim report submitted to the HR Committee for 16 January 2014. This report identifies any further variations across all employee groups within the time period 2 November 2013 to 1 March 2014.

[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 contained within this report made under the Chief Officer's delegated powers.

## **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 2014**

- 4.1 The tables below reflect the authorised establishment figures as at 1 March 2014 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  | 0  | 2  | 0                         |
| Area Managers   | B                    | 4  | 2  | 3  | -3.0                      |
|   | A                    | 0  | 0  | 3  | +3.0                      |
| Group Managers  | B                    | 21.50  | 1.5  | 15                                       | -8                        |
|   | A                    | 1  | 3  | 6  | +2.0                      |
| Station Managers  | B                    | 43.50  | 6.5  | 34                                       | -16                       |
|   | A                    | 2  | 4.53   | 19                                       | +12.47                    |
| Watch Managers  | B                    | 100  | 5  | 70.5                                     | -34.50                    |
|   | A                    | 1  | 2  | 26                                       | +23                       |
| Crew Managers   |                      | 90   | 7  | 102                                      | +5                        |
| Firefighters (Actual numbers includes retained employees) |                      | 448  | 3  | 444.93                                   | -6.07                     |

|                                    |  |            |              |               |               |
|------------------------------------|--|------------|--------------|---------------|---------------|
| on Fixed Term Wholetime contracts) |  |            |              |               |               |
| Total                              |  | <b>715</b> | <b>34.53</b> | <b>727.43</b> | <b>-22.10</b> |

4.2.1 The authorised establishment has increased by 0.5 FTE (714.50 to 715 FTE) since the last report.

The number of externally/other funded positions has increased from 32 to 34.53 FTE since the last report.

Please note the total actual establishment figure has increased by 3.43 FTE since the last report.

There are currently 28 retained duty system (RDS) employees undertaking Wholetime firefighter roles on a fixed term contract basis. The posts filled result from temporary promotions; long term sickness or maternity leave.

4.2.2 Recruitment Breakdown:

**The % of women who start training courses for operational roles**

Actual Performance

- Q1 2012 = 8.33%
- Q2 2012 = 0%
- Q3 2012 = 0%
- Q4 2012 = 0%
- Q1 2013 = 0%
- Q2 2013 = 0%
- Q3 2013 = 0%
- Q4 2014 = 0%

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

We ran the following Retained Duty System Trainee courses:

February 2014 - 10 Male candidates attended

The next course is scheduled to commence in May 2014.

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

- Actual Performance
- Q4 2012 – 2.92%
  - Q1 2013 – 2.94%
  - Q1 2014 – 2.94%

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

We have run several Retained Duty System Trainee courses which has resulted in no changes to these figures.

4.2.3 Career Breaks – 1 FTE currently on a 12 month career break, which commenced in January 2014.

4.2.4 There was an increase of 0.5 FTE to the authorised establishment figures, the following changes to positions have been made :

**Station Manager ‘ B’** – Increase of 0.5 FTE since the last report.

A Technical Enforcement officer has been added ( + 0.5 FTE)

**Watch Manager ‘B’** – Decrease of 1 FTE since the last report.

Technical Regulation officer post has been deleted. ( - 1.0 FTE)

**Crew Manager** – Increase of 1 FTE since the last report

Business Support Officer post has been added (+ 1.0 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. The actual establishment number on the ‘A’ scale also includes post holders who are new to role, but are on the development rates of pay. Once they have been assessed as Competent they will be paid at the appropriate grade for the position either ‘A’ or ‘B’.

4.2.6 Based on the headcount figures above for this period we have a total of 34.53 FTE posts that receive external or other funding, this is an increase of 2.53 FTE on the previously reported numbers. The following is a summary of these posts.

#### 4.3 Externally/Other Funded Posts Breakdown ( Grey Book)

4.3.1 The following changes occurred within the external/internally funded positions during the period 2 November 2013 to 1 March 2014.

| <b>Post Title/Name/Area/<br/>Position Number</b>                                      | <b>Funding Source</b>   | <b>End Date</b>  |
|---|---|------------------|
| Assistant Chief Officer<br>Fire Service College<br>50437603<br>-1 FTE                 | Two year secondment to the Fire Service College (FSC). Full Funded by FSC.<br>Arrangement ended on 31 December 2013 | 31 December 2013 |
| Crown Premises<br>Inspector Group (CPIG)<br>Station Manager ‘A’<br>50457876<br>-1 FTE | DCLG funding this position for a two year period. Arrangement ended on 1 December 2013.                             | 1 December 2013  |
| HCC Emergency   | HCC Emergency   | 31 May 2014      |

|  |   |                  |
|--|---|------------------|
| Planning Officer (Station Manager B)<br>-0.47 FTE                                  | Planning Officer (Station Manager B)<br>0.53 FTE<br>Arrangement extended until 31 May 2014, but hours reduced to 0.53 FTE.  |                  |
| Personnel Reserve/Rota Management<br>Station Manager 'A'<br>50268591<br>-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 the control room budget.<br><b>Arrangement ended 31 December 2013.</b> | 31 December 2013 |
| Firewatch IPDS Manager<br>Station Manager 'A'<br>50577814<br>-1FTE                 | Funded from Firewatch budget.   | 10 December 2013 |
| Firewatch IPDS Project Member (Crew Manager)<br>-1 FTE                             | Internally funded from WT Firefighter recruits budget underspend.   | 10 December 2013 |
| Environmental Protection Support Officer (Crew Manager) 50569886<br>-1 FTE         | Funded from carried forward underspend for budget F1670.  | 1 February 2014  |
| Co-responder Performance Manager<br>Watch Manager 'B'<br>5063774<br>+1 FTE         | Arrangement funded under SCAS arrangements for a 12 month period.   | 31 March 2015    |
| Station Manager Joint Working Project<br>Station Manager 'A'<br>50603384<br>+1 FTE | Arrangement funded from joint working internal budget for a 12 month period.  | 31 December 2014 |
| CFOA Animal Rescue Advisor<br>Watch Manager 'A'<br>50603929<br>+1 FTE              | Arrangement funded from internal efficiency savings for 11 Months.  | 30 November 2014 |
| Risk Review Project Manager<br>Area Manager 'B'<br>50599439<br>+1FTE               | Arrangement funded from internal budget underspends for 15 months.  | 31 March 2015    |
| Group Manager Risk   | Arrangement funded  | 31 March 2015    |

|  |  |                   |
|--|--|-------------------|
| Review Project.<br>50606058<br>+1 FTE  | from internal budget<br>underspends for 15<br>months.                                  |                   |
| Station Manager Risk<br>Review ( 2 posts)<br>50506714<br>50609406<br>+2 FTE  | Arrangement funded<br>from internal budget<br>underspends for 15<br>months.            | 31 March 2015     |
| Prevention and<br>Protection Support<br>Officer<br>Station Manager<br>50459227<br>+1 FTE   | Position funded by<br>vacant green book post.  | 30 September 2014 |
| Engagement Champion<br>Watch Manager ' B'<br>50584263<br>+ 1 FTE   | Funded from a vacant<br>Watch Manager role in<br>the Learning and<br>Development team. | 30 April 2014     |
| Total net change is<br>+2.53 FTE( 6.47 posts<br>deleted, 9 new posts<br>added)<br><br>9.53 FTE to be added to<br>the table below |  |                   |
| Total of new posts or<br>amendments to be<br>added to section 4.3.2 is<br>9.53FTE  |  |                   |

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

| <b>Post<br/>Title/Name/Area/<br/>Position Number</b>                    | <b>Funding Source</b>  | <b>End Date</b> |
|---|--|-----------------|
| 3 S Fire Head Of<br>Operations (Area<br>Manager B)<br>50571543<br>1 FTE | Temporary arrangement funded<br>from income generated by 3SFire<br>arrangement.<br><br><b>Arrangement to be combined<br/>with Professional Services<br/>Directorate Review and<br/>extended until 31 March 2015.</b> | 31 March 2015   |
| Group Manager<br>(COMAH)<br>50576873<br>1 FTE                           | Funded from WT firefighter<br>recruits budget underspend.  | 1 May 2014      |

|   |  |                   |
|---|--|-------------------|
| Group Manager policy Review<br>50437604<br>1 FTE  | Funding from WT Firefighter recruits budget underspend.<br><br>Arrangement extended to 31 March 2014. <b>Position to end on this date.</b>                         | 31 March 2014     |
| Group Manager Firewatch Programme Manager<br>50193146<br>1 FTE                          | Position funded from Green Book role & FF vacancies for one year.<br><br><b>Arrangement extended to 30 June 2014.</b>  | 30 June 2014      |
| Group Manager 'B' Response Delivery (Usar)<br>50012117<br>0.50 FTE                      | Increase from 41% of funding to 50 % for this position being funded from the USAR grant. Arrangements are reviewed annually<br><b>Extended for a further year.</b> | 31 March 2015     |
| Station Manager 'B' Response Delivery<br>50378893<br>0.50 FTE                           | Increase from 41% of funding to 50 % for this position being funded from the USAR grant. Arrangements are reviewed annually<br><b>Extended for a further year.</b> | 31 March 2015     |
| CFOA prevention and Projection Support Officer (Station Manager B)<br>50459224<br>1 FTE | Jointly funded by CFOA and HFRS. Had previously been a green book post.  | 1 September 2014  |
| Station Manager RDS sustainability Project<br>50513279<br>1 FTE                         | Internal arrangement funded from Control Room budget underspend.<br><br><b>Post to be extended to 31 March 2015</b>  | 31 March 2015     |
| Partnership Manager Station Manager 'A'<br>50459278<br>1 FTE                            | Position funded by Home Retail Group for a six month period. Arrangement commenced on 1 November 2011.<br><br>Arrangement extended to 31 July 2014                 | 31 July 2014      |
| Station Manager 'B' Civil Resilience Urban Search and Rescue<br>50038707<br>1 FTE       | Communities and Local government post funded since 4 April 2005  | Reviewed annually |
| South Central Ambulance Service (SCAS) Liaison  | 75% funded by SCAS and 25% by HFRS<br><b>This arrangement has been</b>   | Reviewed annually |

|  |   |                                 |
|--|---|---------------------------------|
| Officer<br>Station Manager 'B'<br>(50153443)<br>1 FTE                            | <b>extended to 31 March 2015.</b>   |                                 |
| Firewatch RDS lead<br>(Watch Manager)<br>50509283<br>1 FTE                       | Funded from the deletion of a<br>green book post 50371280.<br><br><b>Arrangement extended to 30<br/>September 2014</b>  | 30 September<br>2014            |
| Watch Manager 'B'<br>(3 posts) USAR<br>50016815<br>50024781<br>50024783<br>3 FTE | CLG funding for New Dimension   | Reviewed annually               |
| Firewatch Project<br>Watch Manager<br>50566789<br>1 FTE                          | Funded from project provision.<br><br><b>Extended to 30 September<br/>2014</b>  | 30 September<br>2014            |
| Watch Manager "A"<br>Animal Rescue<br>50175423<br>1 FTE                          | Animal Rescue Specialist position<br>created as a new role<br>(50175423) with effect from 1<br>April 2009. The post is to be<br>funded from income generated.<br>(+1 FTE) Review after 1 year.<br><br>The review of this post has been<br>completed and a report was<br>presented to the November 2010<br>SMT meeting. The Income<br>generated from this arrangement<br>has covered the salary and<br>associated costs of this<br>arrangement, so the<br>recommendation is that the post<br>continues for a further year. The<br>expectation is that the predicted<br>flow of income for the following<br>year will be sufficient to cover the<br>costs.<br><br><b>Arrangement extended<br/>indefinitely as funded from<br/>income generated.</b> | Ongoing –<br>Reviewed annually. |
| Crew Manager (3<br>posts) Urban Search<br>And Rescue<br>50016806<br>50028368     | Communities and Local<br>Government (CLG)   | Reviewed annually               |

|   |   |                      |
|---|---|----------------------|
| 50028369<br>3 FTE   |   |                      |
| Business Support Officer<br>(Crew Managers)<br>40009124<br>40009130<br>2FTE       | Funded from retained Fire Safety Officer (Watch Manager) post vacant.                                 | 1 March 2015         |
| FF (3 posts) Urban Search And Rescue<br>50036968<br>53336967<br>50028370<br>3 FTE | Communities and Local Government (CLG)  | Reviewed annually    |
| Princes Trust Secondment Firefighter<br>50018105<br>1 FTE                         | Prince's Trust arrangements – no funding to backfill posts. Costs offset by holding base post vacant. | On going as required |
| <b>Total</b>  | <b>25 FTE headcount</b>   |                      |

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 been confirmed for the period 2013-2014.

#### 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<br>Includes 3 FTE animal rescue posts | 50                                    | 47.60   | -2.40                     |
| Crew Manager  | 115                                   | 92.0  | -23.00                    |
| Ff  | 485.75                                | 442.15  | -43.60                    |
| <b>Total</b>  | <b>650.75</b>                         | <b>581.75 ( 69 Full Time Equivalent ( FTE) under establishment)</b> | <b>-69.00</b>             |

##### 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 or a job share arrangement 0.5

FTE. Actual establishment figures excludes 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 increased from 580.75 FTE to 581.75 FTE, although overall 70 FTE under establishment. This represents 89.4% of the authorised position. There are a further 6.5 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  | 25.5  | 15.50 ( Excluding 3 Dog Handlers)        | -10.0                     |

- 4.5.2 Note 1: As recorded under the wholtime establishment externally/other funded posts, 10 posts also have one of the above 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)

| <u>Authorised Establishment FTE</u> | <u>Externally/Other Funded</u> | <u>Actual Establishment FTE</u>                 | <u>Variance ( +/-) FTE</u> |
|-------------------------------------|--------------------------------|---|----------------------------|
| <b>38.20</b>                        | <b>1.86</b>                    | <b>38.00<br/>(2.06 FTE under establishment)</b> | <b>-2.06</b>               |

- 4.6.2 Please note that the revised Control Room structure was implemented on 4 January 2012 as part of the Staff Review changes. The authorised establishment became 38.2 plus 1.86 externally/Other funded.

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 2014.

4.6.4 The following is a summary of all existing Externally/Other Funded (Control Room) secondment arrangements that are in place:

| <b>Post Title/Reference Code</b>                                     | <b>Funding Source</b>   | <b>Start/End Dates</b> |
|--|---|------------------------|
| COAP Project Support Officer<br>50005131<br>Station Manager<br>1 FTE | Internally funded from existing staff savings.  | July 2014              |
| FBU full time Trade Union Official<br>50074598<br>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        |
| COAP Project Support   | 1 FTE secondment to project wef December 2011 for 6 Months for Admin support. Funding from government grant. Filled by Agency Temp so not counted in figures, as counted under Green Book Agency staff.<br><b>Extended for a further six months.</b>      | 30 June 2014           |
| COAP Administrator at CM level<br><br>0.06 FTE                       | 0.94 FTE funded by holding one FF Control position vacant, 0.06 FTE from Service Delivery efficiencies.<br><b>Arrangement extended to 1 September 2014</b>  | 1 September 2014       |
| <b>Total</b>   | <b>1.86 FTE</b>   |                        |

#### 4.7 Green Book Establishment (Including Incident Support Team (IST))

##### 4.7.1

|       | <u>Authorised Establishment</u><br>(Full Time Equivalent FTE) | <u>Externally/Other Funded</u> | <u>Actual Establishment Full time Equivalent (FTE)</u> | <u>Variance (+/-) FTE</u> |
|-------|---|--------------------------------|--|---------------------------|
| IST   | 21<br>(Head Count)  | -                              | 19.75<br>(Head Count)                                  | -1.25                     |
| Other | 241.30  | 51.77                          | 226.09<br>( 66.98 FTE under establishment)*            | -66.98                    |
|       | <b>262.30</b>   | <b>51.77</b>                   | <b>248.60</b>  | <b>-68.23</b>             |

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 is unchanged at 21 FTE. The actual establishment has decreased by 0.75 FTE.

4.7.3 Other: Please note the authorised establishment figure has decreased by 27.15 FTE since the last report 268.45 to 241.30FTE. This significant change largely results from the TUPE transfer of 26.2 FTE to H3. Please refer to table 5.1 for a full breakdown of the amendments.

4.7.4 We currently have 51 agency temps within HFRS, an increase of 9 since the last report.:

- 3 temps are assigned to Community Safety Project.
- 3 temps assigned to FireWatch project
- 2 temps are covering a secondment and a temporary vacancy in the Health and Safety Team
- 1 temp is covering Community Response Support Assistant (vacancy)
- 7 temps are in a Station Support Administrative roles (backfilling secondments).
- 1 temp in RFI inputting role ( Station Admin)
- 1 temp in the HR (Workforce Support) team to support Hantsfile project.
- 1 temp in the HR (Business Partner) team to assist with increased workloads.
- 3 temps covering vacancies in HR (Workforce Planning) team.
- 2 temps to cover secretarial vacancies
- 2 posts in Finance (backfilling a temporary vacancy)
- 2 posts in Information Services completing Business Development activities to support FireWatch
- 1 post in Fleet Maintenance admin (backfill for secondment)
- 1 temp is covering the maternity leave for the Marketing and Communications Manager.
- 2 temps in Marketing and Communications.
- 3 temps covering vacant posts in L+D team
- 5 posts in Training Admin (backfill for Secondments)
- 1 posts are Operational Equipment Technicians (backfill vacancies)
- 4 temps covering posts for Control project
- 2 temps covering Risk Intelligence post

- 1 temp supporting Risk Review project
- 1 temp covering Database Administrator role in IS

We also have 2 Occupational Health Specialists employed on an agency arrangement that is seconded to Hampshire Constabulary as part of the Joint Working initiative.

4.7.5 \*\*Externally/Other funded arrangements – the total number of arrangements in place has increased from 43.77 FTE to 51.77 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 51.77 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 together with any changes that have occurred during the period 2 November 2013 to 1 March 2014.

4.8.2

| <b>Post Title/Area/Position Number</b>   | <b>Funding Source</b>  | <b>End Date</b>   |
|--|--|-------------------|
| Crown Premises Inspector Group (CPIG)<br>Grade H<br>50457878<br>-1 FTE                 | Two year secondment for a green book member of the protection team fully funded by DCLG. Commenced 1 December 2011 and ended on 30 November 2013 | 30 November 2013. |
| Co-Responder Support Co-ordinator<br>Grade D<br>50635773<br>+1 FTE                     | Funded from the arrangement with the ambulance service.  | 31 March 2015     |
| Interim Project Manager for Knowledge Management Team<br>Grade K<br>50601169<br>+1 FTE | Funded from existing vacancies.  | 31 May 2014       |
| Pathway 2020 Communications Officer<br>Grade G<br>50610238<br>+ 1 FTE                  | Funded from existing vacancies.  | 31 March 2015     |
| Joint Working Business Change Manager<br>Grade J<br>50587948<br>+ 1 FTE                | Funded from joint working project funding.   | September 2014    |
| IS Database Administrator  | Funded from existing   | 31 January 2015   |

|   |  |                   |
|---|--|-------------------|
| Grade J<br>+1 FTE   | vacancies.   |                   |
| Project Support Officers<br>Grade E<br>50535546<br>50535547<br>+2 FTE | Funded from existing vacancies.  | 31 March 2015     |
| Assistant HR Business Partner<br>Grade G<br>50530233<br>+1 FTE        | Funded from joint working project.   | 30 September 2014 |
| Co-Responder Support Co-ordinator<br>Grade D<br>50635773<br>+1 FTE    | Funded from staff review savings.  | 31 March 2014     |
| <b>Total net change</b>   | <b>(+8 FTE )Full Time Equivalent posts variation from previous reported position.* (9 FTE are new posts to be included in table 4.8.3)</b> |                   |

\*9 FTE are new positions and should be added to section 4.8.3 as part of the current posts funded.

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

| <b>Post Title/Area/position number</b>                   | <b>Funding Source</b>  | <b>End Date</b> |
|--|--|-----------------|
| Health and Fitness Advisor<br>1 FTE<br>50594972          | New Position in Occupational Health joint working arrangements. Position is funded by Hampshire Constabulary.                                | Open Ended.     |
| Community Safety Officer<br>Grade E<br>50587297<br>1 FTE | New Post – Funded from Young Firefighter Association retained budget until 31 March 2014.<br><b>Awaiting confirmation of extension date.</b> | 31 March 2014   |
| Community Safety Officer<br>Grade F<br>50584265<br>1 FTE | New Post – Funded from surplus in smoke detector budget for 9 months.<br><b>Awaiting confirmation of extension date.</b>                     | 31 March 2014   |
| Finance Administrator<br>Grade D<br>40007507             | Increase in hours for existing post to full time to cover additional work. Funded from   | 31 July 2014    |

|   |   |                   |
|---|---|-------------------|
| 0.4 FTE   | joint working budget.<br><br><b>Arrangement extended until 31 July 2014.</b>  |                   |
| Community Safety Marketing and Communications Officer<br>Grade G<br>50587299<br>1 FTE                   | New Post – to support project activity to prevent accidental fires in homes. Project budget established from existing efficiencies and financial savings. Post for the period 27 August 2013 to 27 February 2015. | 27 February 2015  |
| Community response Data verification and input assistants.<br>Grade E<br>50590186<br>50590187<br>+2 FTE | posts funded from New Fire Control Government Grant.<br><br><b>Arrangement extended to 31 July 2014.</b>  | 31 July 2014      |
| Prince's Trust Team Leader (Central)<br>Grade F<br>50495369<br>+1 FTE                                   | Post funded via the Prince's trust grant arrangements.<br><br><b>Extended until 30 June 2014.</b>   | 30 June 2014      |
| Internships<br>3 FTE  | Three posts created to support HCC initiative. Funded by HCC.   | 1 September 2014. |
| Fleet Maintenance Centre Project Manager<br>Grade M<br>50536204<br>1 FTE                                | New post created to support additional contract for Royal Berkshire. Funded from income generated.<br><br><b>Extended until 1 August 2014</b>   | 1 August 2014     |
| Property Services Supervisor<br>Grade G<br>50543229<br>1FTE   | New temporary position. Funded from vacant manager post.<br><br><b>Arrangement extended to 1 September 2014.</b>  | 1 September 2014  |
| Occupational Health Adviser<br>Grade K<br>50575147<br>0.4 FTE   | New. Additional hours added to post to support joint working arrangements. Funded from current underspend in budget.  | 20 May 2014       |
| Insurance and Risk Officer<br>Grade G   | New post agreed by F+GP 18.1.2013.  | 31 March 2014     |

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| 50545435<br>1FTE   |  |                 |
| Temporary Finance Officer<br>Grade F<br>50518292<br>1 FTE                                    | Post funded from joint working arrangements.<br><br><b>Arrangement extended to 31 July 2014.</b>   | 31 July 2014    |
| Joint Working Project Lead<br>Grade M<br>50501679<br>1FTE                                    | New post funded from joint working budget.   | 1 October 2014  |
| Data Analyst<br>Grade D<br>50536201<br>50536203<br>2 FTE                                     | Temporary positions for Risk Mapping Project.<br><br><b>Extended to June 2014</b>  | 1 June 2014     |
| Station Administrator<br>40007560<br>Grade D<br>0.30 FTE                                     | Temporary increase in hours for existing postholder. Funded from WT Firefighter Recruits budget underspend.<br><b>Awaiting confirmation of extension date.</b>                             | 31 March 2014   |
| Station Administrator<br>50545425<br>Grade D<br>1 FTE  | New temporary position. Funded from WT Firefighter Recruits budget underspend.<br><b>Awaiting confirmation of extension date.</b>  | 31 March 2014   |
| Community Safety General Duties Assistant (East Group)<br>Grade D<br>50012774<br>1 FTE       | As part of the staff review this post has been deleted from the permanent authorised establishment. However from 1 November 2012 post to be funded from SCC stretch grant until Q1 2015/16 | Q1 2015/16      |
| Service Delivery South Central Ambulance Services (SCAS) Administrator<br>Grade D<br>0.8 FTE | New Funding arrangements. Post is 80% funded from SCAS and 20% by HFRS.<br><br><b>Arrangement extended until 31 March 2015.</b>  | 31 March 2015   |
| Joint Working Project Process Improvement Officer<br>Grade G<br>50534195<br>1 FTE            | 12 month temporary post to support the Joint Working project . Funded from Income + Savings reserves.  | 30 October 2014 |
| HR Project Support Officers<br>New Posts<br>Grade E  | 12 month temporary posts to support key project activities within the service e.g. Basingstoke Build, etc. Funded  | 30 June 2014    |

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| 2 FTE   | from in year under spends.<br><b>Extended until 30 June 2014.</b>  |                                 |
| Safety Advisor<br>50508352<br>Grade F<br>0.3 FTE  | Temporary position for 12 months from 1 May 2012. 0.7 Funded from the reduction of substantive postholder hours and 0.3 funded from efficiency savings.<br>Extended until 31 March 2014. | 31 March 2014                   |
| Project Support Officer<br>Grade F<br>50504490<br>1 FTE   | Temporary position for 18 months. Funded from Programme and Project manager contingency. Start date 1 June 2012.<br><b>Extended until 31 March 2015</b>                                  | 31 March 2015                   |
| Network Fire Control<br>Project and Admin<br>Support<br>50457826<br>Grade D<br>1 FTE                            | Funding from project grant.<br><b>Position has been extended until 30 June 2014</b>  | 30 June 2014                    |
| FireWatch Project<br>50371277<br>50371278<br>50371279<br>50566788<br>50371281<br>4 FTE Grade G<br>1 FTE Grade E | Funded from holding SM 'B' position vacant.<br><br><b>All arrangements extended to 31 March 2014.</b>  | 31 March 2014                   |
| Hampshire County Council (HCC) Liaison Officer<br>Grade H<br>50014037<br>0.6 FTE                                | Funded by HCC income. Review annually.<br><b>Arrangement extended until September 2014.</b>  | 30 September 2014               |
| Prince's Trust Administrator/development tutor<br>50359098<br>1 FTE   | Temporary Position. Funded from Prince's Trust Arrangements. Review annually.<br>Position has been extended until August 2014.   | 31 August 2014<br>Annual review |
| Prince's Trust Help for Heroes Support<br>50499329<br>1 FTE   | Temporary Position. Funded from Prince's Trust Arrangements. Review annually.<br><b>Position has been extended until 30 June 2014</b>  | 30 June 2014<br>Annual review   |
| Prince's Trust Team   | Funded from Prince's Trust   | 30 June 2014                    |

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| Leader (South)<br>50520895<br>1FTE   | <b>Position extended to 30 June 2014.</b>   |               |
| Prince's Trust Team Leader (North)<br>50516716<br>1FTE                                       | Funded from Prince's Trust.<br><b>Position extended to 30 June 2014.</b>  | 30 June 2014  |
| Prince's Trust Delivery Partner Manager<br>50012085<br>1 FTE                                 | Funded from Prince's Trust.<br><b>Position has been extended for a further year.</b>  | 31 March 2015 |
| Prince's Trust Co-ordinator<br>40009172<br>1 FTE   | Funded from Prince's Trust.<br><b>Position has been extended for a further year.</b>  | 31 March 2015 |
| Prince's Trust Secondment Grade E<br>50399803<br>1 FTE                                       | Funded from Prince's Trust.<br><b>Position has been extended for a further year.</b>  | 31 March 2015 |
| Prince's Trust Development Tutor (North)<br>50080102<br>1 FTE                                | Funded from Learning and Skills Council (LSC) arrangement.<br><b>Position has been extended for a further year.</b>   | 31 March 2015 |
| Community Safety Firesetter Intervention Practioner (Southampton Group)<br>50051682<br>1 FTE | Southampton Safe City Partnership has 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)<br>Arrangement extended to 31 March 2015 | 31 March 2015 |
| Prince's Trust Essential Skills/Next Steps Facilitator<br>50032688<br>0.486 FTE              | Funded from Learning and Skills Council (LSC) .<br>Decrease in hours, from 0.76 FTE to 0.486 FTE. Post title changed to Development Tutor (South) <b>Position has been extended for a further year.</b>   | 31 March 2015 |
| Princes Trust Essential Skills Facilitator (Andover)<br>50425407<br>Grade E<br>0.486 FTE     | Decrease in hours, from 1 FTE to 0.486 FTE. Post title changed to Development Tutor (South)<br><b>Position has been extended to 30 June 2014.</b>   | 30 June 2014  |

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|--|--|-------------------|
| Urban Search And Rescue (USAR) Administrator<br>50024890<br>1FTE | Department of Communities and Local Government (DCLG) Funded | Reviewed annually |
| <b>Total</b>   | <b>42.772 FTE*</b>   |                   |

\* Grand Total of 51.772 FTE including 9 FTE which are new posts as outlined in section 4.8.2

## 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 November 2013 to 1 March 2014 and have not been previously reported to the Human Resources Committee:

| <b>Post</b>                                   | <b>Action</b>           | <b>Position Number</b> |
|---|-------------------------|------------------------|
| Procurement Manager<br>-0.45 FTE              | TUPE Transferred to HCC | 50018013               |
| Contract Compliance Officer<br>-1 FTE         | TUPE Transferred to HCC | 50133498               |
| OH Advisor<br>-1 FTE                          | TUPE Transferred to HCC | 50153536               |
| OH Technician<br>-1 FTE                       | TUPE Transferred to HCC | 50051068               |
| OH Administrator<br>-1 FTE                    | TUPE Transferred to HCC | 40007533               |
| Fitness and Wellbeing Advisor<br>-1 FTE       | TUPE Transferred to HCC | 50003683               |
| Welfare Advisor<br>-1 FTE                     | TUPE Transferred to HCC | 40008977               |
| HR Manager<br>( Workforce Planning)<br>-1 FTE | TUPE Transferred to HCC | 40008978               |
| HR Administrator<br>-1 FTE                    | TUPE Transferred to HCC | 40007537               |
| Senior Administrator<br>-0.43FTE              | TUPE Transferred to HCC | 50295796               |
| Senior Administrator<br>-0.5 FTE              | TUPE Transferred to HCC | 40007541               |
| Senior Administrator<br>-1FTE                 | TUPE Transferred to HCC | 50024891               |
| HR Officer<br>-1 FTE                          | TUPE Transferred to HCC | 50051521               |
| HR Administrator<br>( Projects)<br>-1 FTE     | TUPE Transferred to HCC | 50051520               |
| HR Business Manager<br>-1 FTE                 | TUPE Transferred to HCC | 40008981               |

|  |   |           |
|--|---|-----------|
| HR Business Partner<br>-1 FTE                  | TUPE Transferred to HCC   | 40008980  |
| HR Business Partner<br>-1 FTE                  | TUPE Transferred to HCC   | 50015353  |
| Assistant Business<br>Partner<br>-0.6 FTE      | TUPE Transferred to HCC   | 50125365  |
| Senior Administrator<br>-1 FTE                 | TUPE Transferred to HCC   | 50295843  |
| HR Manager<br>( Workforce Support)<br>-1 FTE   | TUPE Transferred to HCC   | 40008894  |
| HR Administrator<br>-1 FTE                     | TUPE Transferred to HCC   | 40007535  |
| HR Officer<br>-1 FTE                           | TUPE Transferred to HCC   | 40007536  |
| HR Administrator<br>-1 FTE                     | TUPE Transferred to HCC   | 470007534 |
| HR Administrator<br>-1 FTE                     | TUPE Transferred to HCC   | 50002731  |
| HR Administrator<br>-1 FTE                     | TUPE Transferred to HCC   | 50015354  |
| Financial Services<br>Supervisor<br>-1 FTE     | TUPE Transferred to HCC   | 40009176  |
| Administrator<br>-0.81 FTE                     | TUPE Transferred to HCC   | 40007507  |
| Senior Administrator<br>-1 FTE                 | TUPE Transferred to HCC   | 50009014  |
| Financial Services<br>Manager<br>-1 FTE        | TUPE Transferred to HCC   | 50021996  |
| BME Business<br>Adviser<br>-1 FTE              | Post deleted as part of staff<br>review.  | 40008979  |
| Performance Review<br>Deputy Manager<br>-1 FTE | Post deleted as part of staff<br>review.  | 50028825  |
| CAD Operator ( West)<br>-1 FTE                 | Post deleted as part of staff<br>review.  | 40009196  |
| Head of Knowledge<br>Management<br>+1 FTE      | New Post created.   | 50635983  |
| Central Services<br>Manager<br>+1 FTE          | Grey Post converted to Green<br>Book position as part of Staff<br>review changes. | 50603197  |
| Odiham Cleaner<br>+0.05 FTE                    | Station cleaner post added.   | 50601711  |
| TOTAL  | - 27.25 FTE *   |           |

- Please note a further 0.10 FTE removed ( position to be identified).

## 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 implemented a number of measures to manage recruitment activities and contain predicted expenditure as part of our plans to manage the financial challenge. These steps included the following:

- There has been a recruitment freeze placed on all wholetime firefighter recruitment which remains in force.
- 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 'Staff Review' (Objective 6 of the HFRS Plan 2010-2013). This is now being eased as determined by organisational requirements.

A restriction on general requests for job evaluations was 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 were 29.7 FTE posts that were proposed to be deleted in 2013/14 as part of the Staff Review. 25.7 FTE posts have been removed. 4 FTE posts were deferred until year 4 (2014/15) due to ongoing Firewatch development activities required to support joint working.

There are 9.20 FTE posts that are proposed to be deleted in 2014/15.

The total Staff Review savings predicted for 2011/12 and beyond are shown in the table below.

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

| 2011/12  | 2012/13 | 2013/14  | 2014/15    | 2015/16  | Total      |
|----------|---------|----------|------------|----------|------------|
| £637,239 | £89,267 | £356,074 | £1,314,129 | £148,018 | £2,544,726 |

6.5 We have identified risks with a number of the wholetime (Grey Book) secondments that, if funding is withdrawn prematurely, 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.

## **9 Background Papers**

9.1 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