

Hampshire Fire and Rescue Authority

Human Resources Committee

Item 5

9 November 2010

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 2010. 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 July 2010. This report identifies any further variations across all employee groups within the time period 2 June 2010 to 1 October 2010. [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 2010

4.1 The tables below reflect the authorised establishment figures as at 1 October 2010 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. 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	2	5
	A	0	0	0
Group Managers	B	15	0	17
	A	11*	2	9
Station Managers	B	42	3	33
	A	4	3	17
Watch Managers	B	103.05**	5	97
	A	4	5	19
Crew Managers		98.8***	5	101
Firefighters (Reduced by 22FTE in accordance with EFC plans)		460	4.67	481.375
Total (Adjusted in accordance with EFC plans)		746.85	29.67	783.375 (+6.855 FTE)

4.2. *The authorised establishment has decreased by 3.4 FTE since the last
1 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. An additional 2 FTE has been deducted to fund an additional EFC secondment to the project team.

The number of externally/other funded positions has decreased by 2.33 FTE since the last report.

Please note the total actual establishment figure has decreased by 5.5 FTE since the last report, which falls within the parameters set as part of the EFC project .

4.2. Recruitment targets for the National Equality and Diversity Strategy:
2

The % of women who start training courses for operational roles

Target = 22% Actual Performance = 0% *

* Information extracted from Views.

HFRS has run no Wholetime trainee courses since the last report. We have run several Retained Duty System Trainee courses, the current course commenced on 8 October and finishes on 8 November and has 9 male and 1 female candidate. A further course commences on 19 November and there is currently 1 female candidate scheduled to attend, out of the total of 7 confirmed candidates at this time.

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

Target =6% Actual Performance = 2.68%

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

4.2. Career Breaks – 3 FTE remaining on career breaks. These individuals
3 are not included in the actual establishment. No further requests received during this period.

4.2. The following is a summary of the changes that have occurred to make up
4 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.

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

Group Manager 'A' - Decrease of 1 FTE on authorised established posts since the last report.

Training Centre Manager (position 40007586) deleted as post has been changed to a Green Book Role. (- 1 FTE)

Station Manager 'B' and 'A' – No change in total authorised established posts since the last report.

***Watch Manager 'B'** – Decrease of 0.20 FTE on authorised established posts since the last report.

Watch Manager Road Safety PCC/SCC (Arson Task Force), position 50038337, SEFIP have only funded 80% of post, so 0.2 FTE has been held vacant to fund the remainder of costs.

Watch Manager 'A' – No change in the authorised established posts since the last report.

Crew Managers – Decrease of 0.2 FTE on authorised established posts since the last report.

Crew Manager Fire Investigation (position number 40008861) – SEFIP have only funded 80% of the post, so 0.2 FTE held vacant to fund the remainder of costs.

Firefighters(FF) – Decrease of 2 FTE in authorised number of established posts since the last report.

An additional 2 FTE has been deducted to fund an additional EFC secondment to the project team. Therefore the total number of EFC deductions has increased from 20 to 22 FTE for this year.

4.2. 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. Based on the headcount figures above for this period we have a total of 29.67 posts that receive external or other funding, a decrease of 2.33 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. 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 2010 to 1 October 2010.

4.3. 2	Post Title/Area	Funding Source	Start/End Date
	Risk Intelligence Manager Group Manager 'A' 50082229 (-1 FTE)	Secondment ended on 30 June 2010	
	SM (Policy and Procedures) 50293742 SM Dev (-1 FTE)	Secondment ended on 30 August 2010	
	Investors In People Watch Manager 'B' 50353116 (+ 1 FTE)	Temporary position to support the training team in preparation for the IIP assessment process. Internal funding.	End date 31 December 2010
	Youth Interaction Officer 50081784 (-0.33 FTE)	Arrangements changed from Crew Manager to Firefighter. External Funding received for only 67% of the post costs. Remainder funded by holding vacancies.	
	Crew Manager Risk (MDT) 50261639 (-1 FTE)	Secondment ended 30 June 2010	
	Total	Overall -2.33 FTE changes in these arrangements	

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

4.3. 3	Post Title/Name/Area/ Position Number	Funding Source	End Date
	CFRAU Advisor Area Manager B 50141189	CLG are funding this position. We have received a request to extend this arrangement for a further 12 months and this is currently being considered by the postholder.	31 October 2010
	Maritime Coastguard secondment Area Manager B 50139114	The Maritime Coastguard Agency are funding a three year secondment. This arrangement will end on 31 December 2010 when the postholder retires.	30 September 2011

Project Manager – out of Scope Group Manager ‘A’ 50131478	Post established from 7 July 2008 to look at the Regional Control Centre ‘ Out of Scope’ activities. Funding from project budget for a 12 month period. Arrangement Extended for a further year.	6 July 2011
Efficient and Flexible Crewing Project Manager Group Manager ‘A’ 50190245	Two Firefighter posts held vacant to fund this position. Arrangement extended to end of December 2010.	1 December 2010
Station Manager ‘B’ Urban Search And Rescue 50024782	CLG funded from New Dimensions	Reviewed annually
Assistant Fire Resilience Co-ordinator SM‘B’ 50054726	Secondment to Fire Service College. CLG funded. Arrangement extended to 30 October 2010. We have confirmed that the individual is returning to his previous role in HFRS on this date.	30 October 2010
Station Manager ‘B’ RDS project 40007628	To continue the work previously undertaken by the group manager. 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	Communities and Local government post funded since 4.4.2005	Reviewed annually
Station Manager ‘A’ Urban Search and Rescue (50092086)	Funded externally by CLG	From 1 October 2008 Reviewed annually
SCAS Liaison Officer Station Manager‘A’ (50153443)	75% funded by SCAS and 25% by HFRS Arrangement extended to April 2011.	31 March 2011
Personnel Reserve Manager Station Manager ‘A’ 50268591	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 2011	31 March 2011

Watch Manager 'B' (3 posts) USAR 50092087 50092088 50092089	CLG funding for New Dimension	Reviewed annually
Community Safety Officer (PCC) Watch Manager 'B' 50244904	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.	20 April 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.	31 March 2011
Watch Manager 'A' (3 posts) USAR 50016815 50024781 50024783	CLG funding for New Dimension	Reviewed annually
Watch Manager "A" Animal Rescue 50175423	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 prepared for 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.	31 March 2010
Crew Manager Arson Task Force 50291224 1 FTE	Internally funded by holding post 50108820 unfilled for a six month period. Arrangement extended to 31 March 2011	31 March 2011

Youth Interaction Officer Crew Manager 50081784 0.67 FTE	£17500 received from Southampton Local Authority and 22 K from Southampton Group Grant. Arrangement to be extended to 31 March 2010. As this post was not filled for the whole year, there was funding remaining at the end of the financial year. This was carried over to cover a RDS Firefighter undertaking this activity in 2010/11. Arrangement commenced 5 July 2010 for a fixed term period.	31 December 2010
Community Link Officer Crew Manager 50042275	Arrangement extended LPSA reward grants £40k 09/10 and 10/11 The PCC LPSA Reward grant of 40k was received 9.9.2010	31 March 2011
Crew Manager (3 posts) Urban Search And Rescue 50016806 50028368 50028369	Communities and Local Government (CLG)	Reviewed annually
FF (3 posts) Urban Search And Rescue 50036968 53336967 50028370	Communities and Local Government (CLG)	Reviewed annually
Princes Trust Secondment Firefighter 50018105	Prince's Trust arrangements – no funding to backfill posts. Costs offset by holding base post vacant. Two Firefighters seconded at present.	
Total	29.67 FTE headcount	

4.3. 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. 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>
	Watch Manager A Includes 3 FTE animal rescue posts	50	54.1
	Crew Manager Ff	115 485.75	91.15 435.50
	Total	650.75	580.75 (70 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 592.25 FTE to 580.75 FTE, although overall 70.0 FTE under establishment. There are a further 10.25 FTE that are on a break in service so are excluded from these numbers. There are an additional 10 people currently undertaking the initial training course that ends on 8 November 2010 to fill RDS vacancies at various locations. There are a further 7 candidates currently booked to attend the trainee course that commences on 19 November 2010. 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 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>
	38.20*	1.80	39.5

4.6. * This figure excludes 1 Full Time Equivalent for the post of Database Co-Ordinator (CCC) that is included under the green book establishment. This post is currently vacant and has been deleted from the establishment as part of the Staff Review.

4.6. Firelink/Firecontrol
3 Project Manager
50005131
This post is on the establishment although filled by a substantive Senior Control Operator on secondment until 7 January 2011.

4.6. 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
Firelink Project Support Officer 50082228 1 FTE	Funded from the Regional Control Centre budget from CLG	2 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.	31 January 2011
Total	1.80 FTE	

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

	<u>Authorised Establishment FTE</u> (Full Time Equivalent FTE)	<u>Externally/Other Funded</u>	<u>Actual Establishment Full time Equivalent (FTE)</u>
IST	47 (Head Count)	-	40 (Head Count)
Other	270.13*	23.94	273.20 (20.87 FTE under establishment)*
	317.13	23.94	313.20

4.7. 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 47, no change on the previous reported figures. The actual establishment figure has decreased by 5 FTE since the last report. Recruitment activities are in place to bring this team back up to full strength.

4.7. Other: Please note the authorised establishment figure has increased by 0.75 FTE since the last report.

4.7. * We currently have 6 agency temps within HFRS. Two are covering Station Support Administrative secondments/vacancies. One undertaking data input for the Community Safety team, one person is undertaking data input for the RCC project, one person is covering for a secretarial post and the final person covering sickness on the IS Helpdesk.

4.7. **Externally/Other funded arrangements – the total number of arrangements in place has increased by 1.90 FTE in this period, moving from 22.04 FTE to 23.94 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. Based on the headcount figures above for this period we have a total of 23.94 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. 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 2010 to 1 October 2010.

Post Title/Area/Position Number	Funding Source	End Date
Fire Safety Officer (Business Education Team) Grade G 50039612 (-1 FTE)	Funding from Fire Safety officer post, where career break is being taken is to be used to continue funding this post until 30 September 2010. Post made permanent wef 1.10.2010 Please see section 5.1 for details of the permanent funding arrangements from 1 October 2010	30 September 2010

Project Officer (CFOA) (- 1 FTE)	Two year funding from CFOA. 1st year part time position. 2 ND Year full time	Arrangement ended 1 September 2010
Prince's Trust Administrator (+1 FTE)	New Position . Funded from Prince's Trust Arrangements.	31 August 2011 Annual review
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
Helpdesk Operator 40007500 (-0.2 FTE)	Temporary increase in hours of 1 day per week to support the RMS system. Funded from the RDS project budget.	Arrangement ended
Total	(-0.6 FTE)Full Time Equivalent posts variation from previous reported position	n.b. 1.60 FTE New posts

4.8. 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
Major Incident Support Head Of Marketing and Comms (50021720) Accident Investigation Team Member (50340735) (Total of 1.2 FTE)	Post holder increased her hours by 1 day per week (+0.2FTE) Start Date 12 April 2010 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
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.	31 March 2011

CRS administrators RCC Project – Out of Scope, Grade D 3 Posts 50163567 50163569 50163570 (3 FTE)	With effect from 1 April 2010 funding has been approved from contingency funds by Directors. These positions are to be introduced based on Project needs Increased from 1 FTE to 3 FTE	31 March 2013
Youth Support Officer (1 FTE) 50051524	4.2.2010- Directors approved the funding of this post internally for 2010/11.	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.	1 February 2011
Strategic Marketing and Communications Adviser 50273988 (0.6 FTE)	Temporary role internal funding 60% of post for 1 year and remainder of funding from Head of Marketing and Communications role, following reduction in her hours.	31 December 2010
Personnel reserve Assistant 50081870 (0.57 FTE)	2.1.1 Directors decided to fund this extension in hours for a three year period to support the EFC project/Personnel reserve arrangements.	1 July 2012
Local Resilience Forum Admin Support Assistant Grade D (0.4 FTE) 50261529	Funded by Hampshire County Council for a 12 month period. Extended for further six months until November 2010.	10 November 2010
Project Manager (WSMI) Grade G (+ 1 FTE) 50193146	New position created to manage this significant IT development. Position created for a 12 month period from 14 April 2009. Funding approved from contingency to extend this secondment until March 2011.	31 March 2011
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. Arrangement extended for a further year.	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 extended for a further year.	To be reviewed on an annual basis. 31 March 2011
Data Migration and Database Co-ordinator Grade E (1 FTE) 50151955	Funded from RCC grant for a 12 month period. Arrangement extended for a further year to March 2011.	22 March 2011
Firelink/Firecontrol data manager 50131477 (1 FTE)	Temporary position funded from RCC grant. Grade J post. Arrangement extended for a further year to May 2011.	20 May 2011
Web Development and Support Manager 50005229 (0.17 FTE)	Increase in hours approved by Directors for a temporary period to support a Marketing and Communications website development. Arrangement extended to 31 March 2011.	31 March 2011
RFI Inputter posts 50030624 50051522 (2.0 FTE)	Arrangement extended to 31.3.2010 due to delays with the implementation of the Retained Management System (RMS) project. Funding from contingency approved by Directors to maintain this activity pending completion of the project. Hours increased to 2 FTE.	31 March 2011
RCC Project Administrator 50077662 (1 FTE)	DCLG funding for a 12 month period. (1 FTE) Arrangement extended to 31 March 2011	31 March 2011
Prince's Trust Delivery Partner Manager 50012085 (1 FTE)	Funded from Prince's Trust for a further two years.	31 March 2011
Prince's Trust Co-ordinator 40009172 (1 FTE)	Funded from Prince's Trust for a further two years.	31 March 2011

Prince's Trust Essential Skills/Next Steps Facilitator 50080102 (1 FTE)	Funded from LSC arrangement.	31 March 2011
Prince's Trust Essential Skills/Next Steps Facilitator 50032688 (0.43 FTE)	Funded from LSC arrangement.	31 March 2011
Community Safety Firesetter Intervention Practitioner (Southampton Group) 50051682 (1 FTE)	Southampton Safe City Partnership have agreed to fund this arrangement for a further period of time. Arrangement extended to 31 October 2010 Funding being sought for the new financial year.	31 October 2010
USAR Administrator 50024890 (1FTE)	DCLG Funded	Reviewed annually
Total	22.37 FTE*	

*Total is 22.37 FTE posts plus 1.60 FTE new posts = 23.97 FTE overall. Please note there is 0.03 FTE reduction in posts that I still need to reconcile.

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 2010 to 1 October 2010 and have not been previously reported to the Human Resources Committee:

Post	Action	Position Number
Fire Safety Officer (Business Education Team) Grade G (+1FTE)	Post made permanent wef 1 October 2010. Funding from position 40009145	50039612
Fire Safety Officer Grade G (-1 FTE)	Postholder has advised that they will not be returning from their career break.	40009145
Trainer Business Education (-0.19 FTE)	This post has been regraded to a grade G but is only funded to a grade F. Therefore 0.19 FTE has been removed from this teams authorised establishment	40006663

	level to fund the difference.	
Risk Intelligence Manager Grade H (+1 FTE)	Post added back on establishment. This post was funding a Grey book secondment that has now ended.	
Database Co-ordinator (Command and Control) Grade E (-1 FTE)	Post deleted as part of staff review	4007532
Program and Resources Manager Grade K (+1 FTE)	This post has been created in the training team and is funded by the deletion of a Group Manager A post.	50357672
Supplies Manager Grade J (- 0.06 FTE)	Remainder of funding for this position has been deleted as no longer required.	40008886
	Total change (+0.75 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 'All 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.
- 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 an eventuality. However, should this occur then there are a number of positions that are being held vacant at present.

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