

## REPORT OF THE CHIEF FIRE OFFICER

# RETAINED REVIEW

### 1 Purpose of Report

To inform Members of the progress of the Retained Review Implementation Project

### 2 Recommendations

Members are requested to:

- a) Note the progress of the Retained Review Implementation Project
- b) Approve the transfer of £75,000 of the Retained Review budget from the Retained Support Officer element to the Community Fire Safety element.

### 3 Background

At its meeting on 14 December 2005 the Fire Authority resolved to:

- Note the recommendations of the Best Value Review into the Retained Duty System within Shropshire Fire and Rescue Service; and
- Approve investment in the Retained Service, as detailed within the draft Best Value Review and summarised within the report.

At its subsequent meeting on 8 February 2006 the Fire Authority agreed to:

- Sanction the continuation of the Retained Review Team; and
- Agree a change of reference for the Retained Review Team from Review to Implementation of Recommendations.

### 4 Progress

The Appendix to this report contains a Progress Report Matrix, which gives an overall picture of the progress of the implementation process. Implementation of those recommendations, which were given a high priority rating by Retained personnel, is summarised on the following page.



## COMPLETED

### **Retained Review Team Recommendation 23 Additional Training**

That an additional three hours of training be allotted to each retained station per four week period to be managed at a local level to suit the requirements and wishes of each station.

The additional training hours were implemented from 1 April 2006.

### **Retained Review Team Recommendation 18 Cleaning, Maintenance and Administration**

That an allocation of hours is made available to the Officer in Charge of each Retained Station to permit the cleaning and maintenance of equipment and appliances and administration duties, the mechanism for the allocation of hours should consider:

- i) different allocations dependent on the type of station, i.e. single appliance, two appliances, specials; and
- ii) the means by which the hours used will be monitored.

From April 1 2006 each Retained Duty Station has been allocated a number of hours per month (15 for multiple appliance stations and 12 for single appliance stations) to utilise for cleaning and maintenance of equipment and administration duties, these tasks would normally be carried out on a drill evening, thus impinging on the amount of time available for training.

### **Retained Review Team Recommendation 26 Community Fire Safety**

That the current roll-out of Community Fire Safety work be continued across the Brigade and that all Retained Duty System personnel have the opportunity to become involved within their communities.

Community Fire Safety (CFS) work is now being carried out across the County by all Retained Duty Stations.

	<b>Successful Home Safety Visits</b>	<b>Detectors Fitted</b>
2005/06	2,500	2,500 in 1,600 homes
2006/07	430	323 in 218 homes

Each station has been allocated a budget on a risk assessed basis and although some stations have already spent this allowance, others have prudently spread their CFS hours over the year. Most stations are keen to expand their CFS work but are limited by the £100,000 total budget.



From 1 April 2006 the budget existed for eight Retained Support Officers. As described below, it is anticipated that these Officers will not now be in post until 7 August 2006, thus producing a £75,000 underspend in this area of the Retained Review budget. To facilitate the continuation (and acceleration) of Community Fire Safety initiatives in rural areas it is proposed that this underspend be transferred to the Community Fire Safety element of the budget. Officers will continue to monitor this new budget to identify a spend profile that will more accurately identify budget requirements for future years.

## ONGOING

### Working Time/Recruitment

#### Retained Review Team Recommendation 2 XL Cab Appliances

That XL (Extra Large) Cab Appliances are introduced into the Brigade:

- i) on a phased basis in conjunction with the vehicle replacement programme and that the opportunity is taken to utilise three existing appliances that are suitable for conversion to XL Cab status; and
- ii) that analysis of all available data is used to determine the positioning of these appliances for the maximum benefit of the community.

At the moment personnel find it difficult to plan time off for family activities due to the requirement to maintain emergency cover in their station area. This is a particular problem for those stations, which are understaffed at present. The introduction of Extra Large Cab Appliances (carry eight firefighters as opposed to six) effectively raises the establishment levels from eleven to fourteen on single appliance stations. The additional three personnel will allow some scope for firefighters to arrange time off.

The following table shows the 2006 XL Cab Placement Programme.

Station	XL Cab Placement Programme		Current Establishment
Clun	2005	☺	14
Albrighton	22 February 2006	☺	11
Prees	4 April 2006	☺	12
Ellesmere	26 May 2006	☺	13
Clebury Mortimer	Due last quarter of 2006	☹	8 (9 from Mid July)
Much Wenlock	Due last quarter of 2006	☹	8 (10 from Mid July)

Recruitment is ongoing within the Fire Authority's area, but is currently being focussed on those stations where staffing is an issue or where XL Cab Appliances have been allocated.



## Current Recruitment Position (Retained Duty System)

Stage	All Stations	Priority Stations		
		Cleobury Mortimer	Much Wenlock	Craven Arms
Awaiting interview	6	3	0	2
Awaiting tests	12	0	1	3
Awaiting medical	4	0	0	0
Currently on Recruit Course (recruits will be able to respond to incidents from mid-July)	6	1	2	0

## Employers' and Partners' Information

### Retained Review Team Recommendation 3 Employers' Information Packs

Employers' packs should be developed and placed on all retained stations. Packs should include statistics relating to the individual station, such as the average number of calls per day, the average down time per call, and the advantages of employing a firefighter on the retained duty system.

### Retained Review Team Recommendation 7 Partners' Information

That all Retained Duty System Recruitment packs include information for the partners and families of potential recruits, highlighting not only the advantages of having a family member serving as a retained firefighter but also the possible disadvantages, such as the occasional negative effect on family life.

Draft recruitment packs for potential recruits and their employers have been developed and are on trial. The packs contain relevant information for employers and families including:

### Firefighters' Information Pack

- Brief introduction to Shropshire Fire and Rescue Service
- Introduction to the Retained Duty System (RDS)
- RDS Training
- The recruitment process, including details regarding the physical/medical tests
- Information for partners and families, including both the positive and negative aspects
- Frequently asked questions
- Application Form
- Job Description
- Pay Scales
- Station statistics, including the average number of calls during the working week, the average call duration and the type of calls



## Employers' Information Pack

- Brief introduction to Shropshire Fire and Rescue Service
- Introduction to the RDS
- Benefits to employers
- Station statistics, including the average number of calls during the working week, the average call duration and the type of calls
- Frequently asked questions, including support details
- RDS poster for display in workplace

## Retained Support Officers

### Retained Review Team Recommendation 17 Retained Support Officers

That the position of Retained Support Officer (8) be created within the Brigade and that their responsibilities include the provision of support for retained personnel and the organisation in general by:

- i) providing operational support by organising recruitment campaigns, and liaising with employers and families;
- ii) co-ordinating district community fire safety campaigns, training staff and dealing with the associated administration;
- iii) assisting with the organisation of district training exercises, including assessments of competence and the associated administration;
- iv) providing operational cover when required;
- v) sitting on community safety partnerships; and
- vi) liaison with district, parish and town councils.

These positions were advertised in early June. 52 applications forms were requested, 30 were returned and, of those, 20 people were selected for interview. The interviews were carried out over four days during the week commencing June 19 and the 8 successful candidates have now been selected. These personnel are now serving their notice with their current employers and will commence their duties with Shropshire Fire and Rescue Service in early August 2006.

The Retained Support Officers will be based at the following stations:

- Ludlow (2)
- Oswestry (2)
- Market Drayton (2)
- Bridgnorth (2)

## 5 Financial Implications

The main financial implications arising from issues within this report have been addressed in previous reports. This report does, however, require Members to sanction the movement of a portion of the Retained Project budget from the Retained Support Officer element to Community Fire Safety, to allow the continuation and acceleration of that part of the programme.



## 6 Legal Comment

There are no legal implications arising directly out of this report.

## 7 Appendix

Retained Review Recommendations Progress Report Matrix

## 8 Background Papers

### Office of the Deputy Prime Minister

Fire and Rescue Service Retained Duty System – A Review of the Recruitment and Retention Challenges (February 2005)

Fire and Rescue Service Circular 7 – 2005 Review of the Retained Duty System (February 2005)

### Shropshire and Wrekin Fire Authority

9 February 2005, Report 17 – Retained Service

26 April 2005, Report 23 – Retained Review

20 July 2005, Report 18 – Retained Review

19 October 2005, Report 14 – Retained Review

14 December 2005, Report 9 – Retained Review

8 February 2006 Report 12 Retained Review

11 May 2006 Report 14 - Retained Review

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk); the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Equality and Diversity	*	Retained	*
Efficiency Savings		Risk and Insurance	
Environmental		Staff	
Financial	*	Strategic Planning	
Fire Control/Fire Link		West Midlands Regional Management Board	

For further information about this report please contact Alan Taylor, Chief Fire Officer, on 01743 260201 or Phil Clarke, Retained Project Manager, on 01743 260232.



**RETAINED REVIEW RECOMMENDATIONS PROGRESS REPORT MATRIX 12 JUNE 2006**

No	Recommendation Heading	Priority	Comments	Progress	
				A*	B*
1	Terminology		Implemented		
2	XL Cabs		In progress, Albrighton Prees, & Ellesmere on the run.		
3	Employers recruitment packs		Draft recruitment pack complete, trials tacking place.		
4	Employers support system		Work ongoing, temp post in HR to facilitate completion.		
5	Links with business organisations		RSO's to develop and support. Work ongoing at present via District Officers		
6	Liaison with Councils		RSO's to develop and support. Work ongoing at present via District Officers		
7	Partners information in recruitment packs		Partners information included in draft recruitment packs.		
8	National TV campaign		Copy of Report sent to ODPM.		
9	Using current assets (i & ii) Using current assets (iii)		10 External Notice Boards erected. Quote obtained for erection of remaining. Designs available for RSO vehicles.		
10	Targeting female applicants		National campaign launched, also local taster sessions held in June at Telford Central.		
11	Formalise recruitment procedure		Work commenced and is ongoing.		
12	Recruitment Tests		New intakes will be required to undertake National Selection Tests.		
13	Exit interviews		District Officers and OIC's aware, database in operation in HR.		
14	Policy Group mechanism		New District Meeting structure to be implemented		
15	Policy Group /CFA Reports		Implemented from April 1 <sup>st</sup>		
16	Communications procedure		Work commenced and is ongoing.		
17	Retained Support Officers (8)		Interviews carried out. 8 x Retained Support Officers appointed.		
18	Cleaning/Maintenance and Admin		Implemented from April 1 <sup>st</sup> .		
19	Retained Project Manager		In position.		
20	Pay		No action at present.		
21	Employers information, call stats etc (i & ii) Acknowledging employers (iii)		Information produced for Cleobury Mortimer, Much Wenlock, Craven Arms, Ellesmere and Shrewsbury other Stations ongoing.		
22	Partners information, call stats etc		Information produced for Cleobury Mortimer, Much Wenlock, Craven Arms, Ellesmere and Shrewsbury other Stations ongoing.		
23	Additional hours training		Implemented from April 1st		
24	Associate Trainers		Being actioned by Training and Development staff.		
25	Training by Wholetime Watches		Being actioned by Training and Development staff.		
26	Community Fire Safety		Implemented.		
27	Management Procedures		New Management Information System at tendering stage.		
	Priority		Progress	A* = Progress @11/05/06 B* = Progress @19/07/06	
	Gold Target - Implementation Target 1 <sup>st</sup> Oct 2006				Implemented
	Silver Target - Implementation Target 1 <sup>st</sup> Jan 2007				Work has commenced
	Bronze Target - Implementation Target 1 <sup>st</sup> April 2007				No action at present

