



West Yorkshire
Fire & Rescue Service

Staffing Policy (Grey Book) HRPOL028

OFFICIAL

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Revision and Signoff Sheet

Change Record

Date	Author	Version	Comments
6/7/15	Christine Silson		Moved in to new template
28/1/17	Graham Ambler	0.14	Draft policy developed and updated from existing PDF version (no version number) dated 25 August 2009. This version will be version 1.
30/1/17	Graham Ambler	0.17	Guidance completed
9/3/17	Graham Ambler	0.24	Appendix 2 check complete
28/6/17	Graham Ambler	0.35	Green sheet feedback and table in 1.3 definitions expanded
13/12/17	Graham Ambler	0.45	Table inserted in Appendix 1
7/3/18	Graham Ambler	1.1	Additional WM's on appliances, changes to staffing at Bingley/Rastrick Additional WM's on appliances proposal rejected by FBU
26/10/18	Graham Ambler	2.1	Appendix 3 table updated
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26/11/19	Graham Ambler	4.71	Changes following implementation of Gartan
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30/12/19	Graham Ambler	4.75	Following feedback from final consultation - CLM WM DD/PADD allowances

Reviewers

Name	Version Approved	Position	Organisation	Date
Christine Silson		HR Administrator	WYFRS	06/07/2015
Graham Ambler	1.0	GM ER	WYFRS	11/01/2017
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1 Staffing Policy

1.1 Introduction

Minimum staffing is the term used to describe the minimum number and attribute level of operational staff on fire stations, appliances and officers. Staffing levels below minimum will render the fire appliance/attribute unavailable and non-operational.

Line Managers are responsible for achieving at least minimum staffing/attribute levels, as per Appendix 1 – Minimum Staffing Levels and Appendix 2 – Minimum Attribute Levels. This is achieved by controlling and managing all operational absences and organising operational cover moves as and when required and if appropriate.

1.2 Operational Cover

West Yorkshire Fire and Rescue Service (WYFRS) minimum staffing/attribute levels are facilitated by the planning of leave throughout the year for all operational staff. This is completed in accordance with the Leave Policy and ensures that WYFRS staffing/attribute levels remain controlled, consistent and stable as far as practically possible. Other operational absences, as a result of additional leave, sickness, special leave, attendance on training courses etc. are covered, if required and where possible, by other operational staff members. This cover can be achieved by one or more of the following options:

- Staff members working in the Operational Resource Pool (ORP) as per the ORP Policy. ORP staff members can work at any location and they work flexibly to provide operational cover when required. ORP staff members should be used in the first instance to cover absences.
- Pre-arranged Detached Duties (PADD's) and Detached Duties (DD's) can be undertaken to temporarily move staff members to a different location to their normal place of work i.e. staff members can work at different locations (see section 1.3 for further details).
- Utilisation of operational resilience staff i.e. operational staff in non-operational roles who have maintained their operational competencies and are willing and available to provide cover.
- Watch Managers (WM's) working the Command, Leadership and Management (CLM) duty system can be assigned back to fire appliances to cover unplanned and short notice absences such as sickness absence or special leave. WM's should not be used to cover planned leave.
- The use of operational staff members on overtime, as per the Overtime Policy. This should be used when all the above options have been exhausted i.e. last resort. Overtime should not be used to cover planned leave.

WM's should only be used as an Officer in Charge of appliances. Surplus WM's on the same appliance (i.e. 2 or more) should be avoided wherever possible and should only be used in exceptional circumstances and/or as a short notice arrangement to keep an appliance available.

In circumstances when there is insufficient staff to maintain minimum staffing/attribute levels, using the above options, fire appliances/attributes may be made unavailable and any remaining surplus staff distributed to other locations as required.

1.3 PADD's/DD's

Line Managers can arrange PADD's in advance, giving as much notice as possible. There is no limit on how far in advance these can be arranged.

Staff members undertaking PADD's should attend the receiving station for the start of duty parade and remain for the end of the duty parade.

Detached duties are usually organised at short notice by Line Managers and this may result in the staff member(s) not being able to arrive in time for the start of duty parade at the receiving station. However the staff member should remain at the receiving station for the end of duty parade.

To reduce the amount of PADD's/DD's and associated disturbance and costs, in the first instance Line Managers should utilise ORP staff members to cover absences.

1.3.1 Entitlements

Staff members undertaking PADD's/DD's will be entitled to a parade allowance payment for each parade they attend at the receiving station.

The parade allowance is payable in respect of disturbance and any additional travel time.

Staff members undertaking DD's will be entitled to a short notice meal allowance.

Staff members undertaking PADD's will not be entitled to a short notice meal allowance.

Staff members undertaking PADD's/DD's who travel in their own transport will be entitled to additional travelling expenses in accordance with the Additional Travel Expenses Policy.

Staff members undertaking PADD's/DD's must complete and submit the relevant claim form via the relevant Line Manager in order to receive the applicable allowances.

ORP staff members will not be eligible to claim PADD's/DD's allowances (with the exception of any additional travelling expenses as per the ORP Policy) as these are covered in the ORP duty system allowance.

CLM WMs will not be eligible to claim PADD's/DD's allowances as these are covered in the CLM flexible working payment. When required to work in another District they will start and finish at their normally assigned station and make their way to and from the other District in works time.

1.3.2 Transport

Where a PADD/DD is undertaken the staff member, wherever possible, should use their own transport. If this is not possible one of the following options should be considered: -

- Use of WYFRS vehicles
- Use of available uniformed or non-uniformed support staff
- Use of CLM WM
- Use of private taxi within reasonable radius
- Use of Flexible Duty System Officer

Staff members undertaking PADD's/DD's in their own transport must have adequate and appropriate vehicle insurance to cover the journeys undertaken in these circumstances. In addition, the vehicle must be roadworthy i.e. taxed and have valid Ministry of Transport (MOT) test certificate where applicable.

2 Appendix 1 - Minimum Staffing Levels

Minimum staffing levels are as follows:

1 Pump Wholetime/RDS Station	
Pump	1 x STC 1 x ERD 2 x FF's

2 Pump Wholetime Station	
1st Pump	1 x CM 1 x ERD 2 x FF's
2nd Pump	1 x STC 1 x ERD 2 x FF's

CLM WM's (on 224 Duty System)	
Leeds District	3
Bradford District	3
Kirklees District	2
Wakefield District	1
Calderdale District	1

FDS	
SM	7#
GM	3*
TRO/Wildfire	1
Command Support	1
Hazmat/DIM	2
Fire Investigation	1

Control	
TWM	1
CM	1
FF	4

Key	
GM	Group Manager
SM	Station Manager
WM	Watch Manager
TWM	Temporary Watch Manager
CM	Crew Manager
FF	Firefighter
ERD	Emergency Response Driver
RDS	Retained Duty System
STC	Safe to Command
CLM	Command Leadership Management
TRO	Technical Rescue
DIM	Detection, Identification, Monitoring
#	Allowed to drop to 6 in certain circumstances
*	3 rd GM not immediately available

3 Appendix 2 – Minimum Attribute Levels

Station	Attribute	Minimum Staffing
Bingley	SWR	2 x Mod 3 (includes 1 x Mod 4 Coxswain); 1 x ERD; 1 x Driver (Trailer B & E or C1 familiar)
Bingley	Flood	#6 x Mod 3 (includes 2 x Mod 4 Coxswain) #(Any Combination across Bingley/Rastrick)
Bradford	CARP	2 x CARP Cage Operatives; 1 x Driver Operative (2 of the 3 must be version familiar)
Bradford	ALP	1 x ERD (ALP); 1 x ALP Operative (Dual Crewed when CARP not available)
Cleckheaton	TRU	1 x Team Leader (WM/CM); 1 x ERD (TRU); 1 x FF (3 x TRT competent)
Cleckheaton	USAR	1 x STC; 1 x ERD; 2 x FFs (4 x TRT competent) + above = 7 x TRT competent
Cookridge	HVP	*5 x HVP Operatives in total including: 1 x NR PM Driver; 1 x ERD Transporter or Crafter familiar *(Any combination across Stanningley/Cookridge)
Dewsbury	PM (MD)	1 x ERD (PM)
Halifax	CARP	2 x CARP Cage Operatives; 1 x Driver Operative (2 of the 3 must be version familiar)
Huddersfield	CARP	2 x CARP Cage Operatives; 1 x Driver Operative (2 of the 3 must be version familiar)
Hunslet	PM (Foam)	2 x ERD (PM)
Keighley	Wildfire	1 x ERD (4 x 4)
Leeds	ALP	1 x ERD (ALP); 1 x ALP Operative (Dual Crewed)
	SWR	2 x Mod 3 (per appliance)
Odsal	PM (Logistics)	1 x ERD (PM)
Ossett	SWR	2 x Mod 3
Pontefract	CU	1 x ERD (CU familiar)
Rastrick	SWR	2 x Mod 3 (includes 1 x Mod 4 Coxswain); 1 x ERD; 1 x Driver (Trailer B & E or C1 familiar)
Rastrick	Flood	#6 x Mod 3 (includes 2 x Mod 4 Coxswain) #(Any Combination across Bingley/Rastrick)
Shipley	CU	1 x ERD (CU familiar)
Stanningley	HVP	*5 x HVP Operatives in total including: 1 x NR PM Driver; 1 x ERD Transporter or Crafter familiar *(Any combination across Stanningley/Cookridge)
Wakefield	CARP	2 x CARP Cage Operatives; 1 x Driver Operative (2 of the 3 must be version familiar)
Rawdon	Rope	3 x Level 2
Rothwell	SWR	2 x Mod 3
Todmorden	SWR	2 x Mod 3
Todmorden	Wildfire	1 x ERD (4 x 4); 1 x Driver (Trailer B & E or C1 familiar); Argo cat trained driver
Ilkley	PWU	1 x ERD or appliance familiar - Dual Crewed
Otley	PM (HL)	1 x STC; 1 x ERD (PM) - Dual Crewed
Skelmanthorpe	PWU	1 x ERD or appliance familiar - Dual Crewed
Featherstone	CU Lite	1 x STC; 1 x ERD or appliance familiar - Dual Crewed
Mirfield	PM (HL)	1 x STC; 1 x ERD (PM) - Dual Crewed

Key	
SWR	Swift Water Rescue
CARP	Combined Aerial Rescue Pump
ALP	Aerial Ladder Platform
TRU	Technical Rescue Unit
TRT	Technical Rescue Team
USAR	Urban Search and Rescue
ERD	Emergency Response Driver
PM	Prime Mover
STC	Safe to Command
MD	Mass Decontamination
NR	National Resilience
CU	Command Unit
HVP	High Volume Pump
PWU	Personal Welfare Unit
HL	Hose Layer