



OFFICIAL

Establishment Changes

Human Resources Committee

Date: 25 March 2022

Agenda Item:

Submitted By: Chief Finance and Procurement Officer and Chief Employment Services Officer

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Purpose	To advise Members of a proposed changes to the establishment.
Recommendations	It is recommended that the changes outlined in the report are approved.
Summary	The establishment for the next financial year has been reviewed in light of the Authority's financial position and a number of changes to the establishment are proposed to help ensure that the Service continues to deliver its key priorities.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Brandwood – Chief Employment Services Officer
Tel: 01274 682311 x 671358

Alison Wood – Chief Finance & Procurement Officer
Tel: 01274 682311 x 660204

Background papers open to inspection: None

Annexes: None

1 Introduction

- 1.1 The establishment for the next financial year has been reviewed in light of the Authority's financial position and a number of changes to the establishment are proposed to help ensure that the Service continues to deliver its key priorities.
- 1.2 Under the Authority's constitution, establishment changes must be approved by HR Committee. The changes detailed in this report have been reviewed by Management Team.

2 Information

- 2.1 Following agreement of the revenue budget at Full Authority on February 24th, 2022, staffing requirements have been reviewed to ensure that the organisation continues to deliver on its key priorities. Consequently, the following recommendations are made:

Directorate	Post	Change	Justification	Cost
Service Delivery	Firefighters	Increase establishment by 34 WTE.	Reduce reliance on overtime, improve resilience; Greater opportunity to plan leave;	798,000
Chief Fire Officer	Internal Communications Manager	1x WTE Grade 8	New post to support the refresh and delivery of internal communications. Part funded by GD 4 Video Tec/Photographer no longer required	17,745
Employment Services	Operational Subject Expert	1 x Watch Manager	Fixed term temporary contract for 18 months to fill the existing skills gap within the team and support the provision of Learning and Development activities.	58,022
Employment Services	HR Recruitment Administrator	1 x WTE Grade 2	Convert current Fixed term contract to permanent position, supporting positive action and firefighter recruitment.	23,699
Employment Services	Occupational Health Technician	1 x WTE Grade 3	To monitor/manage the cumulative effects of exposure to traumatic incidents and also to allow a more proactive health promotion programme to be introduced to support this and other health, fitness & wellbeing initiatives	25,000
Finance & Procurement	Finance Officer	1 x WTE Grade 8	New post as part of restructure to manage the transactional finance functions including Payroll, Accounts Payable and Accounts Receivable. Part funded by GD 4 vacancy 18.5hrs no longer required.	23,471

Finance & Procurement	Apprentice Accounts Officer	1 x WTE Grade 1	New post as part of restructure to support Treasury Management and Management Accounting functions.	21,574
Service Delivery	OPS Guidance and Learning WM	1 x WTE Watch Manager	New post to improve the understanding, awareness and use of NOG, including the production of new material and maintenance of existing guidance and to support BAU activities. Part funded by Crew Manager establishment post converted to Grade 6 APT&C post.	44,408
Service Delivery	Equipment Management Officer	1 x WTE Grade 2	New post - to coordinate workstreams currently undertaken by external contractors. Funded by reduction in annual servicing costs £17,957.	16,386
Service Delivery	National Resilience administrator	Grade 2	Increase in hours from 21 to 37	11,323
Service Support	SIAT and Strategic Development Co-ordinator	Grade 4	Development of existing role to meet organisational requirements. Existing budgeted role Grade 3 on 18.5 hours. New role Grade 4 on 30 hours.	11,356
Service Support	Administrator	1 x WTE Grade 4	New post to administer EMS and Tranman systems to enable Workshop Chargehands to focus on value added activities. Part funded by Grade 1 Apprentice post no longer required.	7,462
Service Support	Vehicle Technician	1 x WTE Grade 6	New Post - increase in establishment to meet operational demands.	38,380
Service Support	Developer Posts	2 x WTE Grade 6	To support the move towards in-house development projects.	63,524
Service Support	Building Surveyor Post	1 x WTE Grade 9	New post to support the reduction in feasibility and consultancy costs for works currently undertaken by external consultants.	28,770
Service Support	Storekeeper	Grade 2	Increase in hours from 22.2 hours to 37 hours.	10,474
Employment Services	Corporate Services Officer	1 x WTE Grade 6	Conversion of a temporary post to permanent to support the work of the teams across the various functions including information governance, risk and business continuity and all other areas of Corporate Services	38,380

2.2 All proposals set out in the table above will be subject to on-going scrutiny by Management Team and Board.

3 Financial Implications

3.1 Budget provision has been made for the changes identified in this report.

4 Legal Implications

4.1 The Monitoring Officer has considered this report and has no observations to make at the time of submission of this report but may provide legal advice at the committee meeting and/or respond to any requests by Members for legal advice made at the meeting.

5 Human Resource and Diversity Implications

5.1 The changes outlined will be implemented in accord with the relevant service policies. The additional firefighters in particular give a further opportunity to improve the diversity of the workforce and will be carried out following our positive action initiatives.

6 Equality Impact Assessment

6.1 Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? (EIA guidance and form 2020 form.docx (westyorkshire.gov.uk))	No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

7 Health, Safety and Wellbeing Implications

7.1 None arising from this report

8 Environmental Implications

8.1 None arising from this report

9 Your Fire and Rescue Service Priorities

- Support, develop and enable our people to be at their best
- Continue working towards delivering a more inclusive workforce, which reflects and serves the needs of the diverse communities of West Yorkshire

10 Conclusions

10.1 The proposals as set out will help to ensure that WYFRS continue to deliver high levels of service.