



OFFICIAL

# Human Resources Activity Report

## Human Resources Committee

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Date: 6 October 2023

Agenda Item:

**06**

Submitted By: Chief Employment Services Officer

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- Purpose** To inform Members of key employment services metrics incorporating data from Quarter 4 of this financial year for sickness absence (to the end of 31 March 2023), HR activity to the end of June 2023, and establishment figures as of the end of June 2023.
- Recommendations** That Members note the content of the report.
- Summary** This report informs Members of key data relating to Human Resources and specifically Quarter 1 (April to June 2023).

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Rachel McArdle, Head of Human Resources  
[Rachel.McArdle@westyorksfire.gov.uk](mailto:Rachel.McArdle@westyorksfire.gov.uk)

Background papers open to inspection: None

Annexes: None



# 1 STAFF PROFILE (EMPLOYEE HEADCOUNT) – as of 6 July 2023.

## Wholetime

	White British	White – Other	White & Asian	Asian or Asian British	Any other ethnic group	White & Black Caribbean	Mixed	Any other mixed multiple ethnic background	Black or Black British	Chinese	Irish	Not declared	Female	Male	Prefer to use own term	Total Staff
<b>Dec 2022</b>	792	11	1	17	6	4	11	2	2	2	1	74	71	851	1	923
<b>Feb 2023</b>	804	11	1	17	6	5	11	3	3	2	1	75	72	866	1	939
<b>May 2023</b>	807	11	1	17	6	5	11	4	3	2	1	75	76	866	1	943

The data below details disclosed ethnicity in July 2023. This is displayed differently to the above table to reduce the need for manual intervention in placing people into one of the 15 categories above. The table below shows how individuals have identified their ethnicity across the 18+ categories in our HR System (Access). In future reports where 'Total' is below this will become Q1, and next quarters data will sit alongside this as Q2. This is also the case for the subsequent three tables.

Total	Ethnicity
879	Total
1	Any other Black / African / Caribbean Background
6	Any other Ethnic Group
4	Any other Mixed / Multiple Ethnic Background
11	Any Other White
16	Asian or Asian British
3	Black or Black British
2	Chinese
1	Indian
1	Irish
11	Mixed
9	Not Declared
1	Pakistani
8	Prefer not to specify
1	White and Asian
1	White and Black African
5	White and Black Caribbean
82	White British
716	White British or Irish

## Control

	White British	White – Other	White & Asian	Asian or Asian British	Any other ethnic group	White & Black Caribbean	Mixed	Any other mixed multiple ethnic background	Black or Black British	Chinese	Irish	Not declared	Female	Male	Prefer to use own term	Total Staff
<b>Dec 2022</b>	45	0	1	0	0	0	1	0	0	2	0	2	33	16	0	49
<b>Feb 2023</b>	46	0	1	0	0	0	1	0	0	0	0	3	35	16	0	51
<b>May 2023</b>	46	0	1	0	0	0	1	0	0	0	0	3	35	16	0	51

## July 2023

Ethnicity	Total
<b>Total</b>	<b>48</b>
<b>Mixed</b>	<b>1</b>
<b>Not Declared</b>	<b>1</b>
<b>White and Asian</b>	<b>1</b>
<b>White British</b>	<b>8</b>
<b>White British or Irish</b>	<b>37</b>

	Dec 2022	Feb 2023	May 2023
White British	143	143	145
White - Other	2	2	2
White & Asian	1	1	1
Asian or Asian British	1	1	1
Any other ethnic group	0	0	0
White & Black Caribbean	1	1	1
Mixed	0	0	0
Any other mixed ethnic background	0	0	0
Black or Black British	0	0	0
Chinese	1	1	1
Irish	0	0	0
Not declared	10	8	10
Female	8	10	11
Male	151	147	150
Prefer to use own term	0	0	0
Total Staff	159	157	161

Ethnicity	Total
Total	152
Any Other White	2
Asian or Asian British	1
Chinese	1
Not Declared	2
White and Asian	1
White and Black Caribbean	1
White British	11
White British or Irish	133

	Dec 2022	Feb 2023	May 2023
White British	267	261	267
White – Other & Asian	4	4	4
White & Asian	1	1	1
Asian or Asian British	15	12	12
Asian other ethnic group	2	1	1
Any other ethnic group	2	2	2
White & Black Caribbean	0	1	0
Mixed	0	1	0
Any other mixed ethnic background and	1	1	1
Black or Black British	1	0	0
Chinese	0	1	0
Irish	0	1	0
Not declared	26	26	28
Female	186	186	178
Male	136	136	138
Prefer to use own term	0	0	0
Total Staff	322	313	316



## July 2023

Ethnicity	Total
Total	300
African	1
Any other Asian Background	1
Any other Black / African / Caribbean Background	1
Any other Ethnic Group	1
Any Other White	4
Asian or Asian British	12
Indian	2
Not Declared	2
Pakistani	1
Prefer not to specify	3
White and Asian	1
White and Black Caribbean	2
White British	70
White British or Irish	199

Brigade Total																
	White	White - Other	White & Asian	Asian or British	Any other ethnic group	White & Black Caribbean	Mixed	Any other mixed ethnic background	Black or British	Chinese	Irish	Not declared	Female	Male	Prefer to use own term	Total Staff
Sep 2022	1330	18	4	33	12	7	12	2	3	3	0	113	297	1162	1	1460
Dec 2022	1247	17	4	33	12	7	12	2	2	3	1	114	298	1154	1	1453
Feb 2023	1254	11	4	29	12	8	12	9	3	3	1	113	294	1162	1	1457
May 2023	1265	17	4	30	12	8	12	5	3	3	1	116	300	1170	1	1471

**N.B** – Unable to provide a Brigade Total from July 2023 onwards due the way this section of the activity report is now reported on. The above figures include Career Breaks, Maternity & Secondments.

Wholtime	879	48	152	300
Control	47	147	295	
On-Call				
Green Book				
All				
Excluding career breaks, secondments, maternity leave.				

## 2 Sickness Absence

### SICKNESS ABSENCE - WORKING DAYS LOST PER EMPLOYEE

July 2022 - June 2023 PER MONTH

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Ops Response	0.88	0.89	0.73	0.99	0.97	1.08	0.96	0.88	0.90	0.78	0.94	0.92
Ops Support	0.80	0.46	0.94	0.84	0.58	0.35	0.70	0.41	0.44	0.29	0.11	0.51
Prev & Prot	0.33	0.74	0.79	1.47	0.70	0.79	0.09	0.11	0.72	0.43	1.00	0.49
Legal & Gov	1.15	1.16	1.67	2.59	2.74	2.32	0.11	0.00	0.00	0.20	0.00	0.64
Service Support	0.94	0.41	0.65	0.94	0.84	0.79	0.58	0.47	0.39	0.35	0.50	0.68
Emp Services	0.79	0.76	0.31	0.05	0.63	0.26	0.19	0.27	1.04	0.60	0.55	0.62
Finance	0.20	0.13	0.63	0.06	0.12	0.06	0.88	0.56	2.80	1.20	1.33	0.07
Corporate Comms	1.90	1.86	1.05	0.77	1.45	1.32	0.77	0.00	0.00	0.00	0.00	0.00
FSHQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total	0.87	0.82	0.72	0.97	0.94	0.98	0.83	0.74	0.82	0.68	0.83	0.83
Target	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.58	0.60	0.60	0.60

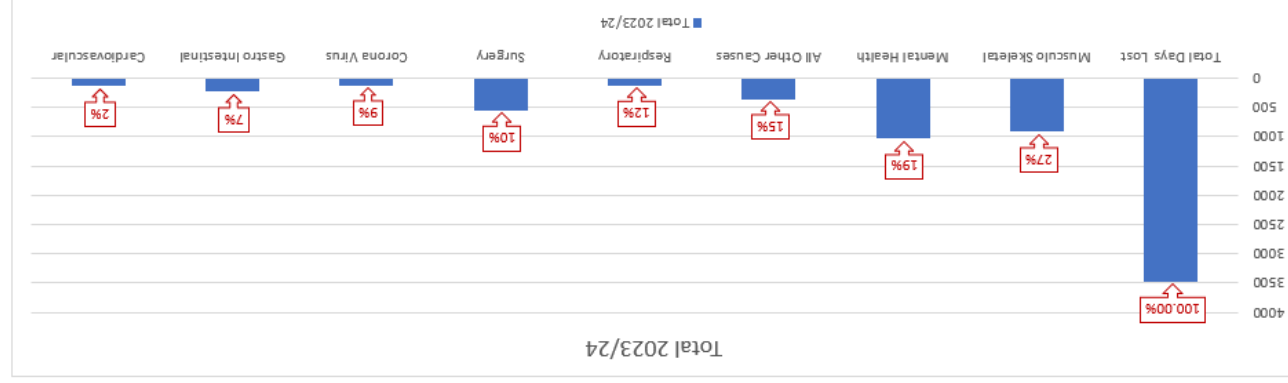
Previous Year Total (2020/21)	1.38	1.05	0.96	1.05	0.95	1.28	1.50	0.91	1.07	0.86	0.73	0.75
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**GREEN** - ON TARGET OR BELOW  
**AMBER** - WITHIN 10% OF TARGET  
**RED** - OVER 10% OF TARGET

These figures include absence due to Covid19 and Self Isolating per employee.

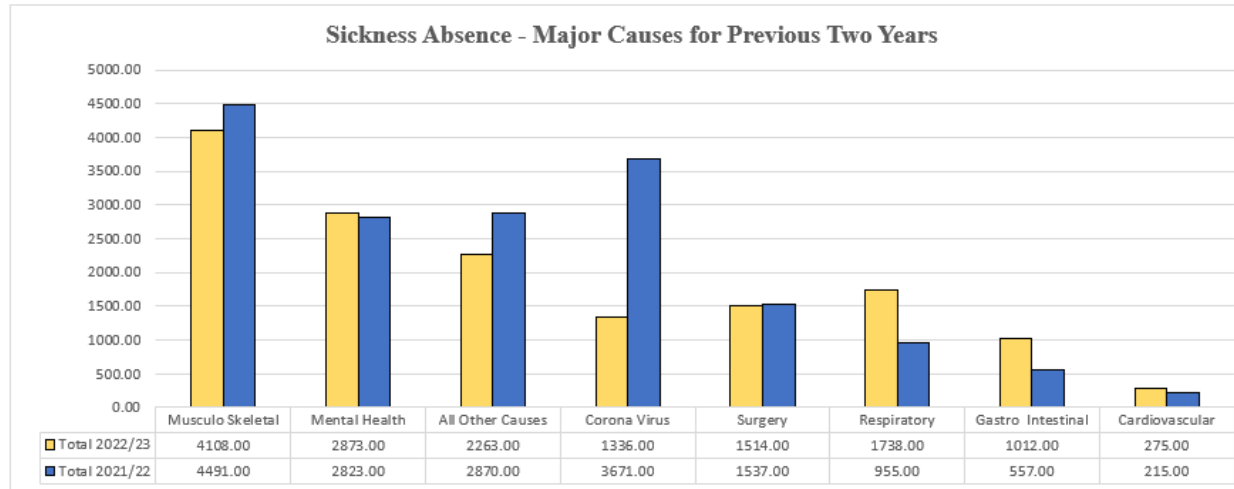
**SICKNESS ABSENCE - MAJOR CAUSES FOR CURRENT YEAR 2023/24 (Financial Years)**

	Total 2023/24	Percentage
Total Days Lost	3477.0	100.00%
Musculo Skeletal	917.0	27%
Mental Health	1029.0	19%
All Other Causes	360.0	15%
Respiratory	127.0	12%
Surgery	554.0	10%
Corona Virus	120.0	9%
Gastro Intestinal	230.0	7%
Cardiovascular	140.0	2%

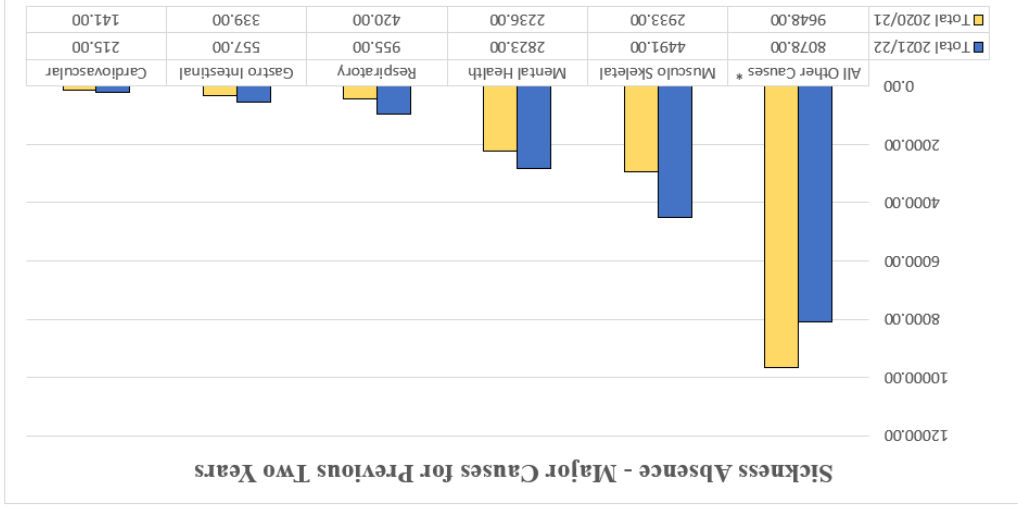


**SICKNESS ABSENCE - MAJOR CAUSES FOR APRIL 2021 to MARCH 2023 (Financial Years)**

	Total Days Lost	Musculo Skeletal	Mental Health	All Other Causes	Corona Virus	Surgery	Respiratory	Gastro Intestinal	Cardiovascular
<b>Total 2022/23</b>	15119.00	4108.00	2873.00	2263.00	1336.00	1514.00	1738.00	1012.00	275.00
<b>Total 2021/22</b>	17119.00	4491.00	2823.00	2870.00	3671.00	1537.00	955.00	557.00	215.00
<b>Total</b>	32238.00	8599.00	5696.00	5133.00	5007.00	3051.00	2693.00	1569.00	490.00
<b>Percentage</b>	100.00%	26.67%	17.67%	15.92%	15.53%	9.46%	8.35%	4.87%	1.52%



	Total 2021/22	Total 2020/21	Percentage
Total Days Lost	17119.00	15717.00	100.00%
All Other Causes *	8078.00	9648.00	53.98%
Musculo Skeletal	4491.00	2933.00	22.61%
Mental Health	2823.00	2236.00	15.41%
Respiratory	955.00	420.00	4.19%
Gastro Intestinal	557.00	339.00	2.73%
Cardiovascular	215.00	141.00	1.08%
<b>Total</b>	<b>32836.00</b>	<b>17726.00</b>	



\* All Other Causes includes Corona Virus and Self Isolating figures

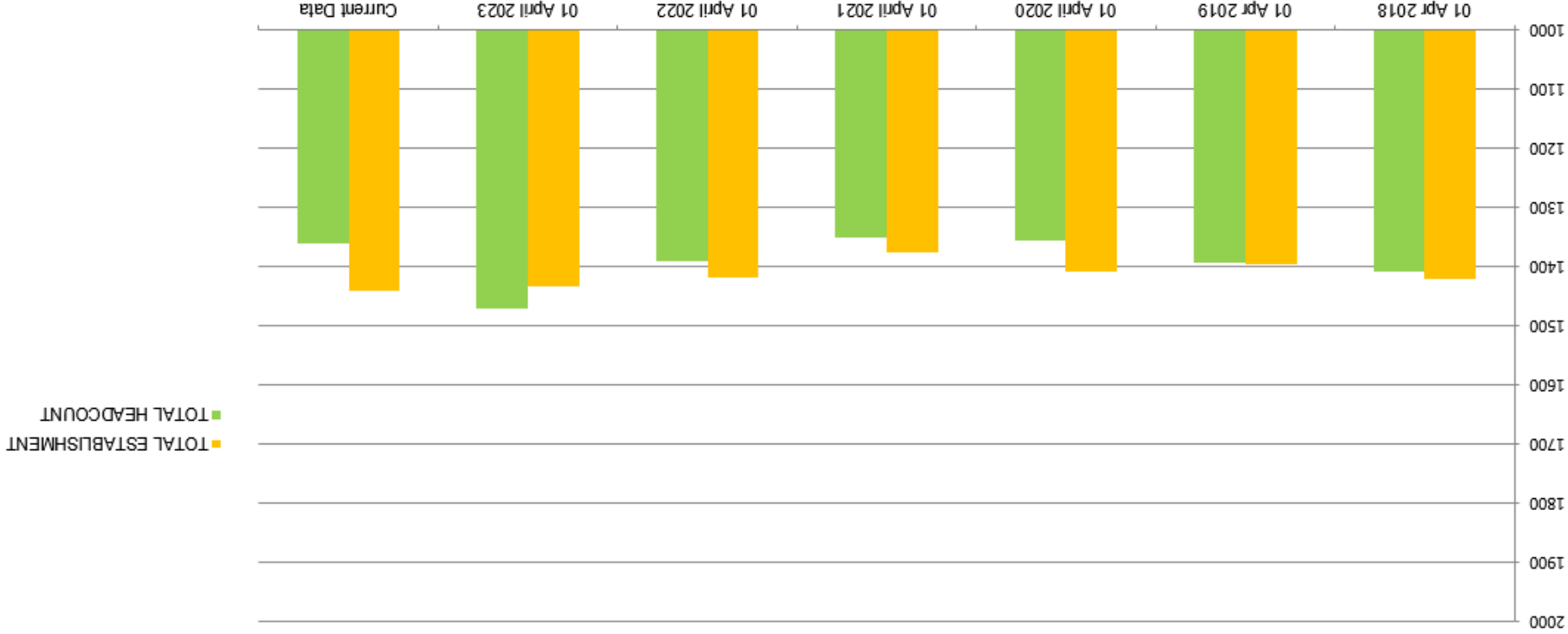
### 3 ESTABLISHMENT AND STRENGTH 1 APRIL 2018 to 31 JUNE 2023

#### Summary Figures – Establishment and Strength

	TOTAL ESTABLISHMENT	TOTAL HEADCOUNT	WHOLETIME ESTABLISHMENT	WHOLETIME HEADCOUNT	RETAINED ESTABLISHMENT	ON CLL POSITIONS COVERED*	CONTROL ESTABLISHMENT	CONTROL HEADCOUNT	GREEN BOOK ESTABLISHMENT	GREEN BOOK HEADCOUNT
01 Apr 2018	1420	1408	963	959	120	87	43	47	294	315
01 Apr 2019	1396	1394	927	951	120	82	44	48	305	313
01 April 2020	1408	1355	930	914	120	87	44	46	314	308
01 April 2021	1375	1351	900	895	120	96	44	51	311	309
01 April 2022	1418	1390	934	917	120	96	44	50	320	327
01 April 2023	1433	1471	941	943	120	82	44	51	328	316
Current Data	1442	1361	941	926	120	80	44	49	337	306
Reductions to date	-22	47	22	33	0	7	-1	-2	-43	9

\* Retained strength shown as number of positions covered not people employed (this includes posts that will be covered by Trainees)

### Graphical Representation of Establishment of Establishment and Strength



Summary Figures - Employee FTE data - Current Date

Current Headcount	926	916.50
Wholtime	49	45.60
Control	149	80.32
On Call	306	277.36
Green Book		



## 4

**HEALTH AND SAFETY PERFORMANCE 1 APRIL 2023 – 30 JUNE 2023**

Lost time up to 3 days

Actual performance 2023/24	Target 2023/24
5	24

Lost time over 3 days

Actual performance 2023/24	Target 2023/24
10	22

RIDDOR Major injury/disease

Actual performance 2023/24	Target 2023/24
0	No target set

**OCCUPATIONAL HEALTH KEY PERFORMANCE INDICATORS 1 APRIL 2023 – 30 JUNE 2023**

Ref No.	KPI	Target	Quarter	YTD	1 <sup>st</sup> April 2023 – 31 <sup>st</sup> March 2024	Target achieved for present quarter
1	Management referral to appointment date ( 3 weeks)	90%	72%	72%	NO	
2	AMA report to management within 48hr	90%	100	100	Yes	
3	No. of Did Not Attend (DNA's) or cancellation <48 hr notice*	0 Nurse	0	0	0	
4	No. of physiotherapy referrals	41	41	41		
5	No. of counselling referrals					
6	No. of management referrals	7	7	7		
7	No. of health screenings	38	38	38		
8	No. of self-referrals	5	5	5		
9	No of AMA consultations	188	188	188		

Please note the health screenings now include the Asbestos medicals.

## 6 DISCIPLINE AND GRIEVANCE CASES.

### Discipline

01/04/2023	30/06/2023	Total Completed		Current Live Cases	Time to Complete if Outside of Target, Examples.
	Total in Period	In Target [within 60 days]	Out of Target [over 60 days]		
Green Book	2	1	1	0	
On Call	5	4	1	0	
Wholetime	9	6	3	1	1 investigation still on-going due to health issues of employee.
Total	16	11	5	1	Delays due to availability of witnesses, employees, union reps, annual leave etc.

Grievances

		01/04/2023		30/06/23	
		Total Completed	Total Received in Period	In Target [under 30 days].	Out of Target [Over 30 days].
	Current Live Cases				
Control		0	0	0	0
Green Book		1	1	1	0
Wholetime	61 days – availability of hearing officer and the employee who submitted the grievance.	5	6	5	1
Total		5	7	5	1
	Average / Time to Complete				
		0			

## 7 RECRUITMENT STATISTICS

### External Recruitment by Directorate 1 April 2023 to 30 June 2023

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Live cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement							
Service Delivery	6	2	2		3	60.5	1
Corporate Services	5	1	1		1	31	3
Employment Services	1	1	1			72	
Service Support	8	2	2		5	39	1

Target Timescale

Green < 84 Days  
Red > 84 Days

### Internal Only Recruitment by Directorate 1 April 2023 to 30 June 2023

Directorate	Total Received	Total Complete in Period	Total Complete Within Target	Total Complete Outside Target	Lives cases	Average time to complete (Days)	Vacancies not appointed to
Finance & Procurement							
Service Delivery	6	1		1	3	41	2
Corporate Services							
Employment Services							
Service Support	5	3	1	2	2	36.5	

Target Timescale

Green < 30 Days  
Red > 30 Days





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# Fire Protection Posts

## Human Resources Committee

Date: 6 October 2023

Agenda Item:

07

Submitted By: Director of Service Support

<b>Purpose</b>	This report seeks approval from members of the HR Committee for the creation of 2 new posts within the Fire Protection Team.
<b>Recommendations</b>	That members consider the contents of the report and approve the creation of the new posts detailed within.
<b>Summary</b>	The workload of the Fire Protection team has increased significantly since the tragic events of Grenfell. This additional workload has led to the team being required to develop new ways of working to support new categorisation of our Risk Based Inspection Programme. In addition to this, we are progressing towards working with the new Building Safety Regulator to scrutinise new high rise building developments and will, in the future support the implementation of a new scheme for existing occupied high rise residential buildings. In order to effectively achieve this, whilst continuing to deliver our statutory duties, it is has been necessary for us to consider the resources within the team and how we are able to meet this demand. The report sets out and details the creation of 2 new posts to support the delivery of this work.

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Chris Kemp, Senior Fire Protection Manager  
Email: [christopher.kemp@westyorksfire.gov.uk](mailto:christopher.kemp@westyorksfire.gov.uk)

Background papers open to inspection: None

Annexes: None

## 1 Introduction

- 1.1 Since the events of the Grenfell Tower fire there has been a significant increase in focus on the work our Fire Protection team delivers. This focus has led to significant changes in legislation, guidance and working practices for both building owners and Fire and Rescue Services. These changes, whilst necessary, have a significant impact upon our business-as-usual activities, which again are already under increased national scrutiny.
- 1.2 In 2020 we reviewed our structure and establishment of Fire Protection Inspectors and Business Fire Safety Advisors to ensure we were able to meet future demand, within that review we committed to assess the Supervisor and Management posts to align these to the increased workforce.
- 1.3 There are a number of national work streams that have led to the creation of 2 additional posts, each post is detailed in section 2 of this report and provided with supporting information that links to the national changes mentioned in 1.1 above. Both posts have been created utilising existing generic Job Descriptions which are already widely used within the Fire Protection team.

## 2 Information

### Fire Protection Supervisor – Data (Temporary for 24 months)

- 2.1 In 2019 we began the development of an in-house Fire Protection database, OSARIS. OSARIS is the system that our Fire Protection team, and operational crews utilise to record their audits, inspections, visits to premises within West Yorkshire, the system holds data on approximately 87,000 premises.
- 2.2 Under the National Framework for Fire & Rescue Services, WYFRS is required to have a Risk Based Inspection Programme (RBIP) which identifies the premises most at risk and set out an inspection plan for the Fire protection team to follow.
- 2.3 Historically there has been no consistent guidance to FRS's on what a RBIP should look like and indeed, in relation to Fire Protection, what the definition of 'high risk' is.
- 2.4 In 2020 the National Fire Chief's Council (NFCC) at the request of the Fire Protection Board, commenced a piece of work to clarify the definition of high risk and to publish guidance on how services should adopt a RBIP. WYFRS have supported that work over the last 2 years by having key members of the team working to support NFCC in this work which is now nearing its end.
- 2.5 The guidance, which we have seen and provided comment on looks to set out which premises types are considered higher risk, based on various factors including use, size, height, fire frequency. The document then goes on to provide details on the frequency reinspection. Whilst this all seems quite standard, the approach that is expected to be taken is that the RBIP will not only incorporate Fire Protection audits, but also any intervention by the FRS, this can include:
  - Business Fire safety check
  - Operational Site Specific Risk Inspection (SSRI)
  - Prevention visit (Safe and well)



- 2.6 As OSARIS is still a very new system and is still in development, there is a significant amount of additional work that will need to be incorporated in to the system to enable it to calculate such a RBIP and provide our teams with the works flows that will support how we are expected to work in the future.
- 2.7 The creation of a temporary Supervisor post to oversee and facilitate the implementation of the new RBIP will allow us to ensure that our service delivery teams are able to function effectively by having access to a system which prioritises their work load in a way which will be expected by the Home Office and HMICFRS.
- 2.8 To create this temporary post we would utilise the existing generic Supervisor job description, this is due to the technical understanding required of the fire protection processes and procedures together with the autonomy required to take policy determining decisions. The grade of this post is Grade 8 and the costs associated with the post can be allocated to the Fire Protection Uplift grant for this year (23/24) and next year (24/25). The Fire Protection uplift grant is a specific grant for use by FRS's to support the increase in capacity of their Fire Protection teams.

#### Fire Protection Manager – Planning/Engineering & Special Projects

- 2.9 In 2021 the role of Deputy Senior Fire Protection Manager took on additional responsibilities as a temporary measure. These responsibilities included having oversight and management of the Planning & Engineering team. The reason for this temporary arrangement was due to the need for a manager to have oversight of the new Business Fire Safety Advisor posts which we have been recruiting so we were forced to move managers around.
- 2.10 The arrangement was only meant to be temporary, and plans were in place to integrate the management of Planning & Engineering into the new Regional Manager post working on behalf of the Building Safety Regulator.
- 2.11 The Building Safety Regulator is a new regulator set up through government and established as a result of the Building Safety Act who will have overall responsibility for ensuring that new high-rise buildings are built correctly, and existing occupied buildings meet the same standards through the development of a safety case.
- 2.12 Due to the implementation of this new regulator, FRS are expected to support the work through early engagement at multi discipline teams who will review building applications and approve progress at various stages of a building's development, these stages are called 'Gateways'.
- 2.13 Due to this new burden, the home office allocated £27million to support FRS's in delivering this additional work. Part of that support included the development of a Regional Manager with oversight for Humberside, North, South and West Yorkshire, funded by the Home Office and then ultimately funded through a recharge model.
- 2,14 Initial discussions indicated that the Yorkshire & Humber region would be entitled to 0.5 of a post for the Regional Manager, if this had been the case then we would have looked at increasing that post to 1 x full time equivalent and realign the Engineering & Planning function away from the Senior Deputy FP Manager.
- 2,15 When the Home Office finalised their figures, they actually provided the Yorkshire & Humber with 1 x Regional Manager Post, whilst this provides a far better structure for the BSR work, it has left our Fire Protection team requiring additional support.

- 2.16 The creation of an additional manager post within Fire Protection will enable us to realign the structure of the Planning & Engineering team and provide an opportunity to have a dedicated manager with oversight of special projects and emerging technologies.
- 2.17 Special projects and emerging technologies incorporate many of the work streams we have seen developed over the last 5 years and what we expect to develop in the future, currently no one Officer has overall oversight of these areas which include, but are not limited to:
- Large scale Battery Energy Storage Sites (BESS)
- Electric Vehicle charging stations, both external and in existing buildings.
- Hydrogen refuelling stations.
- Construction issues such as Reinforced Autoclaved Aerated Concrete.
- 2.18 The creation of this post would align our management structure and enable the Deputy Senior Manager role to refocus on the overall responsibilities set out in that posts job description.
- 2.19 To create this post we would utilise the existing generic Fire Protection Manager job description, the grade of this post is Grade 9 and the costs associated with the post can be allocated to the Fire Protection Uplift grant for this year (23/24) and next year (24/25) and potentially any subsequent years that the grant continues to be provided.

### **3 Financial Implications**

- 3.1 The staff costs for the temporary Supervisor post range from the lowest spinal point being £51,811 rising to the upper spinal point cost at £55,793.
- 3.2 The staff costs for the Manager post range from the lowest spinal point being £59,770, rising to the upper spinal point of £63,757.
- 3.3 As detailed earlier within the report, the costs for both posts will be paid for in 2023/24 and 2024/25 but utilising the Fire Protection uplift grant. It is expected that this funding will continue in to at least 2025/26.

### **4 Legal Implications**

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

### **5 Human Resource and Diversity Implications**

- 5.1 Both posts would be advertised in an open format enabling eligible internal applicants the opportunity to apply.

## 6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? ( <a href="#">EIA guidance and form 2020 form.docx (westyorkfire.gov.uk)</a> )	Yes / No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

The EIA is available on request from the report author or from [diversity.inclusion@westyorkfire.gov.uk](mailto:diversity.inclusion@westyorkfire.gov.uk)

## 7 Health, Safety and Wellbeing Implications

7.1 There are no adverse health, safety or wellbeing implications as a result of this report.

## 8 Environmental Implications

8.1 There are no adverse environmental implications as a result of this report.

## 9 Your Fire and Rescue Service Priorities

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below;

- Focus our prevention and protection activities on reducing risk and vulnerability.
- Collaborate with partners to improve all of our services.
- Plan and deploy our resources based on risk.

## 10 Conclusions

10.1 The posts identified within this report are essential to the successful delivery of our Fire Protection services. Approval would enable the team to fully support the future development of the OSARIS database and the creation of a new Risk Based Inspection Programme, Additionally, it would allow the team to fully align its structure, enabling team members to focus on their own roles and ensure we effectively deal with future technologies and developments that pose a risk to both our communities and our firefighters.



# Apprenticeships - Achievements and Progress

## Human Resources Committee

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Date: 6 October 2023

Agenda Item:

08

Submitted By: Chief Employment Services Officer

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- Purpose** To provide an update to Members of the Human Resources Committee on the support provided for apprenticeships, the numbers and range of successfully delivered apprenticeships (April 2017 until end of March 2023), and update on the Apprentice Levy funds.
- Recommendations** That Members note the report
- Summary** Significant and ongoing progress has been made to enable opportunities for colleagues at all levels to engage with apprenticeships, funded through the Apprentice Levy. This report provides an update on successful completions, current apprenticeships and a summary of the spend from the Levy Account.
- 21 different apprenticeships at all levels  
174 colleagues starting apprenticeships  
80 colleagues achieved an apprenticeship  
£714,409.82 (Levy funds) spent to support apprenticeships
- In addition to providing a range of statistics and a narrative, this report includes comments from current and former apprentices on their journey and the difference it has made for them personally.

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Ian Stone, Organisational Development Manager.  
[Ian.Stone@westyorkshire.gov.uk](mailto:Ian.Stone@westyorkshire.gov.uk)

Background papers open to inspection: None

Annexes: Annex A – Apprentice Survey Results

## **1 Introduction**

- 1.1 The Apprentice Levy was introduced by Government and came into force on 6 April 2017. All employers with a wage bill of £3,000,000 plus per annum are required to pay the levy. West Yorkshire Fire & Rescue Service is a levy paying employer.
- 1.2 The Apprentice Levy is set at 0.5% of payroll costs. This is paid to the Government, who top up the amount levied by 10% and credit this sum to a dedicated online Apprentice Levy Account (Known as the Digital Apprenticeship Service or DAS), from which all apprenticeships are administered and funded.
- 1.3 This report provides Members with an update on the progress since the levy was introduced in April 2017 to the end of the 2022-2023 financial year. The report focuses on delivered programmes, finances, and also highlights some of the many successes delivered through apprenticeships by including feedback from colleagues who have experienced apprenticeships funded through the WYFRS apprentice levy.
- 1.4 This report includes data on financial spend and completions / achievements. However, the impacts of apprenticeships on individual and their work are not demonstrated through numbers. To provide insight into the impact eight colleagues volunteered to share their personal apprenticeship journey. Some of their comments are included to bring the data to life, and their full responses are included with the report as an annexe.

## **2 Apprenticeships & The Apprentice Levy**

- 2.1 Significant ongoing investment continues to be made in developing people through engagement with apprenticeships. In the past, people associated apprenticeships with hands-on roles, such as traditional trades / skills-based apprenticeships, which for West Yorkshire Fire and Rescue Service (WYFRS) focused almost entirely on vehicle maintenance. The organisation has sought to raise both the profile and standing of 'non-traditional' apprenticeships and taken significant steps to introduce other areas, such as finance and project management – all of which have a direct positive benefit.
- 2.2 Levy funds have a 'shelf-life' of two calendar years from the date of posting to the account before expiring. Any funds paid to providers use the oldest levy funds first, however the organisation does not routinely spend all its levy funds before expiry. The organisation focuses only on apprenticeships which add value and as such accepts that some of our levy funds remain unused; this is preferable to the impact of lost time, productivity, and direct costs (e.g. overtime) associated with apprenticeships without clear business benefits.
- 2.3 Costs of apprenticeships are set by Government, based on a banding system where more complex, higher level or longer apprenticeships and those which require significant costs to deliver are placed in a higher funding band. Bands range from £2,500 for a 12 / 24-month Level 2 (GCSE equivalent) apprenticeship, up to £27,000 for a Level 6 or 7 (Degree) programme which may take 60 months to complete. Banding is designed to ensure provider costs (such as qualifications, specific training costs and assessment) are covered and sets a level of consistency across all apprenticeship provision.
- 2.4 All apprenticeships must include six hours per week classified as off the job (OTJ) learning. This is pro-rata for part time employees. OTJ learning can include a significant range of tasks the employee is already doing, but, only where they are learning new things, taking on new tasks, or development their practice.

### 3 Range of Apprenticeships Offered

- 3.1 West Yorkshire Fire & Rescue Service (WYFRS) is proud to support colleagues to achieve apprenticeships, based on the needs of the organisation. We will not support an apprenticeship where there is little/no direct value to the organisation. Apprenticeships have, however, enabled the organisation to support colleagues to develop knowledge and skills beyond the confines of their current role and take the next academic step up to. This helps the organisation by enabling succession planning and supporting talent development without directly impacting on budgets.
- 3.2 Since recording began we have supported 21 different apprenticeships at all levels and in a wide range of fields, from Project Management to Vehicle Maintenance at all academic levels. The table below highlights the topics covered.

Apprenticeship Title
Associate project manager, Level 4
Business administrator, Level 3
Business analyst, Level 4
Chartered manager degree apprenticeship, Level 6
Chartered surveyor (degree), Level 6
Commercial Procurement & Supply, Level 4
Emergency Service Contact Handling, Level 3
Heavy vehicle service & maintenance technician, Level 3
HR Consultant / Partner, Level 5
HR Support, Level 3
Infrastructure technician, Level 3
Learning & Development Consultant, Level 5
Network engineer, Level 4
Operations / departmental manager, Level 5
Project manager (integrated degree), Level 6
Senior Leader Master's Degree Apprenticeship, Level 7
Software developer, Level 4
Software developer, Level 4
Supply Chain Practitioner, Level 3
Team leader / supervisor, Level 3
Vehicle Maintenance & Repair Heavy Vehicle, Level 2

- 3.3 Over the course of our involvement with the Apprentice Levy, we have supported a total of **174** colleagues to engage with apprenticeship up to the end of March 2023. An apprenticeship must take at least one, and perhaps as many as five years to complete (for more complex programmes); this figure includes people who are mid-way through an apprenticeship.
- 3.4 **80** colleagues have completed and passed their apprenticeships, which is a significant achievement for all concerned.

- 3.5 Below is a table highlighting the apprentices status for each of the years covered by this report, figures show the start year for each apprentice:

Status	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Grand Total
Live		2	7	5	25	31	70
Paused				1			1
Stopped	3	6	6	7	1		23
Completed	20	11	32	10	7		80
<b>Grand Total</b>	<b>23</b>	<b>19</b>	<b>45</b>	<b>23</b>	<b>33</b>	<b>31</b>	<b>174</b>

- 3.6 There are **23** 'stopped' apprentices. This data includes people who have left the organisation, usually to take up another role where they continue their apprenticeship. A very small number of people ended an apprenticeship for personal reasons, in consultation with their line manager. One exception to this was the Emergency Services Contact Handler Level 3. We worked closely with a provider to develop a pilot for six colleagues; however, the Apprenticeship Standard was too narrow, and the course failed to deliver what we needed. The decision was taken to stop the programme completely and focus on other approaches.

- 3.7 The most significant investment in apprenticeships has been to upskill leaders and managers. We have delivered a wide range of leadership focused apprenticeships including a large programme of Level 3 Supervisor and Level 5 Manager apprenticeships (aligned to the promotions role map) and a small number of Level 6 and Level 7 Leadership apprenticeships. Up until the end of March 2023, **64** people achieved their leadership focused apprenticeship. There are a further **61** colleagues at different stages in their own leadership development journey. To bring this data up to date, as at the end of August 2023, **70** people have achieved:

Programme (Leadership Focus)	Completions
Team Leader / Supervisor, (Level: 3)	<b>51</b>
Operations / Departmental Manager, (Level: 5)	<b>17</b>
Chartered Manager, (Level 6)	<b>1</b>
Senior Leader (Level 7)	<b>1</b>

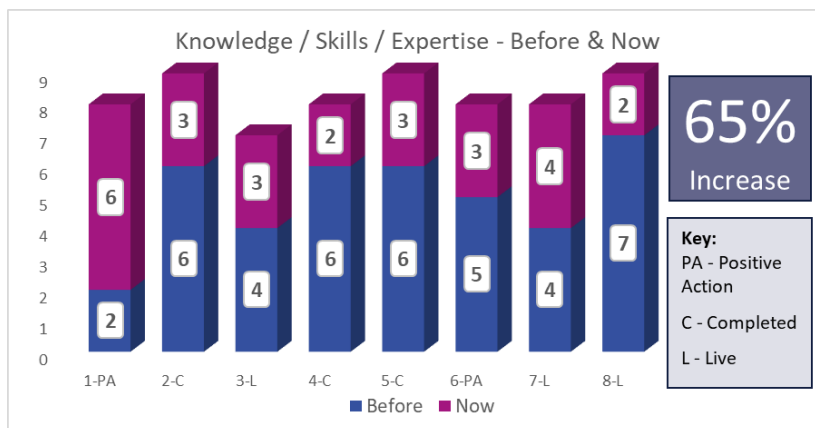
- 3.8 Providing ongoing leadership development through apprenticeships also supports our drive to raise standards in people management, embed the National Fire Chief Council (NFCC) Leadership Framework, the Leadership Fire Standards and supports our drive to deliver the Core Code of Ethics required of Fire and Rescue Services all of which will positively influence our organisational culture.

## 4 Learner Experience

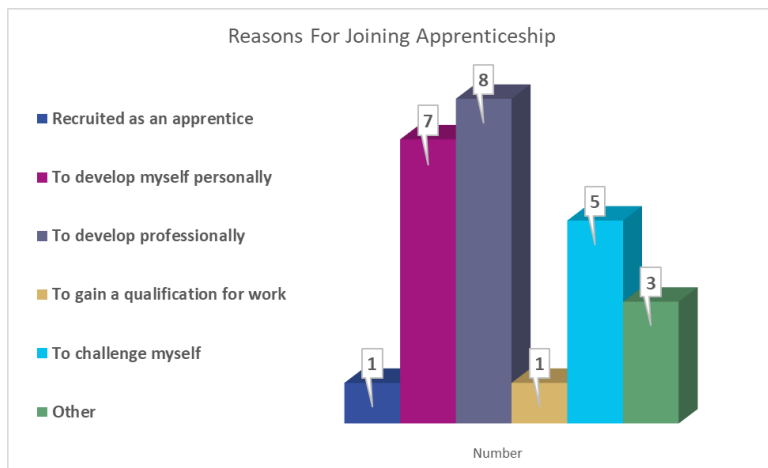
- 4.1 The data and commentary within this section are drawn from a small cross section of apprentices. Each apprentice has a different learning experience.
- 4.2 Feedback is important and is acted upon. We use lessons learnt through feedback to ensure future cohorts have an even better experience. Learner feedback has led to changes in provider, modules added/removed and more input from internal subject experts on apprenticeship programmes.



- 4.3 Leadership / Management Apprenticeships are the largest programme of learning as outlined in the table above in section 3.7. Feedback is taken seriously, and a number of significant changes made directly as a result of apprentice / manager feedback.
- 4.3.1 *Time available to study.* For colleagues in operational roles, particularly Station Manager level roles this has been a logistical challenge. The previous programme had little involvement from the line managers and other priorities and gaining competence in role meant time available for the apprenticeship fell significantly below the required 20% Off the Job learning.
- 4.3.2 *Assessments.* The previous Level 5 programme included a Chartered Management Institute Diploma alongside the apprenticeship, which, following feedback and a reconsideration of the business need has been changed to a Certificate – this change has reduced the number of assignments from seven to three.
- 4.3.3 *Changes made.* We integrated learner feedback into the re-tendering for the programmes with a view to addressing concerns and improving the outcomes for the organisation. A new single provider was appointed. Apprentices on the new programme, which started in March 2023 have started strongly and are being better supported throughout with regular meetings with their line manager, apprentice and provider, assessment at a Certificate (3 Units) instead of a Diploma Level (7 Units) which reduced workload without impacting on outcomes and ensuring more input from subject experts inhouse (e.g. around finance, projects, and senior leadership input).
- 4.4 Though the learner feedback survey (Annexe 1) provides a small snapshot, colleagues provided information on their own experiences as an apprentice. They were specifically asked to rate levels of knowledge, skills, and expertise before and current levels during/after their apprenticeship. The responses showed on average a **65%** increase in knowledge, skills, and expertise as a result of the apprenticeship. One positive action colleague reported a 300% increase. Our current apprentice (7L on the chart) achieved a 100% improvement, which is significant as they are only part way through their apprenticeship.



4.5 People were asked to share why they joined an apprenticeship, with the top reasons given being to develop personally and professionally.



4.6 A cross section of feedback provided by current and former apprentices helps bring the data to life and demonstrate in their own words impacts they see as a direct result of attending an apprenticeship programme. The full survey results are shown in Annexe 1 of this report:

**Level 5 Leadership Graduate** says *“[Completing the apprenticeship helped develop] a more knowledgeable, skilled, and engaged employee”* They went on to say they had *“Delivered a project for the organisation to a high standard that has created a template for future work.”*

**Simon McCartney, Facilities Manager**, and current Chartered Surveyor (Level 6 – Degree) apprentice says the programme has provided him with *“More skills and knowledge in specialist areas”*, which has provided greater value for money as we are able to reduce the use of external consultants to deliver some projects as the knowledge and skills will be available internally.

**Lewis Bell, ICT Business Analyst** who completed an Associate Project Manager apprenticeships before taking on a further apprenticeship as a Business Analyst said *“[Apprenticeships] had significant impact on how we currently work in ICT and on projects.”* He goes on to say that he returns from taught sessions *“With new and bright ideas which we later go onto implement.”*

**Wesley Milnes\***, Watch Manager, who has just completed a Level 5 Leadership Apprenticeship states *“This has given me the tools to be a better, more productive manager and a more aware leader who can implement work and explain the reasons to the crews when it is not always clear.”*

**Emily Chapman**, Apprentice Project Manager, currently completing an Associate Project Manager Apprenticeship says that doing the apprenticeship has enabled her to *“take work from those whose workload is huge and get it done to reduce their workload and put my focus into it. I have been able to support on new and old projects”*. Emily joined the organisation as an apprentice.

**Nasar Hussain\***, a Firefighter completing a Level 3 leadership programme says that the programme has really supported his communication with colleagues as he looks to his next career steps as he now *“Understands the importance of using the correct communication method when wanting to communicate with different teams”*.

**Anthony Devine**, T/Station Manager, supporting the HQ rebuild and has completed a Level 6 (Degree) Leadership apprenticeship. He highlights that the teaching from each of the studied modules *“developed my knowledge and skills associated with change management, project management and managing people.”*

**Kirsty James**, ICT Project Manager, is not only currently midway through her Level 6 (Degree) Project Manager apprenticeship, but also manages others who are on an apprenticeship journey. She highlights the difference the apprenticeship has made to her work, *“I could run good projects at the start and knew what I was doing. Now I am able to run excellent higher quality projects that deliver more value and better embedding of changes and benefits to the service now.”*

Kirsty is also a manager of apprentices and shares her experience from a manager’s perspective: *“Apprentices have added real value to our project team, they have learnt the basics of project management and have been able to run projects with minimal supervision towards the end of their apprenticeship. One has gone on to develop new skills securing a promotion.”*

She went on to give other managers some advice: *“It can be hard and feel labour intensive at first, but dedication, time and support will reap the rewards.”*

## 5 Apprentice Levy Fund - Costs

5.1 The levy funds applied to the DAS (Digital Apprenticeship Service Account) vary each calendar month, taking account of our lunar pay cycle and other factors such as when pay awards are applied. The monthly levy income averages around **£25,000** per month based on the previous 12 months.

5.2 Each apprenticeship is different as apprentices don’t all take the same learning journey even when undertaking the same course. The costs are fixed, but timescales vary. For example an 18-month apprenticeship costing £4,200 would be funded by £186.66 each month from the levy account, followed by a 20% completion payment of £840 at the end.

5.3 From the first levy payment in 2017 until the end of the 2022/23 financial year the authority has received **£1,454,718.73** to support apprenticeships.

5.4 This report covers the period from 2017 until March 2023. Over this period a total of **£714,409.82** has been invested in colleagues undertaking apprenticeships, leaving **£530,605.36** unspent and **£226,244.33** expired. Expired levy funds are clawed back by government and reinvested in supporting apprenticeships for non-levy paying organisations (such as SME’s)

Financial Year	Levy Funds	Expired Levy Funds	Total Paid from Levy	Levy Unused (P/M)	%age used
2017/18	£217,830.79	£0.00	£0.00	£0.00	0%
2018/19	£237,183.37	£0.00	£93,695.66	£143,487.71	42%
2019/20	£239,544.90	£0.00	£152,887.83	£86,657.07	66%
2020/21	£242,823.06	-£47,785.08	£167,761.65	£75,061.41	73%
2021/22	£252,344.41	-£52,607.82	£182,750.31	£77,721.34	76%
2022/23	£264,992.20	-£125,851.43	£117,314.37	£147,677.83	46%
<b>Grand Total</b>	<b>£1,454,718.73</b>	<b>-£226,244.33</b>	<b>£714,409.82</b>	<b>£530,605.36</b>	<b>51%</b>

- 5.5 Procurement of apprenticeships is routinely through a purchasing framework, such as YPO (Yorkshire Purchasing Organisation) which provides the organisation with a shortlist of appropriately qualified and quality checked training providers. The Authority procurement rules apply to Apprenticeships, though formal tendering for apprenticeships is normally reserved for larger numbers, such as the Levels 3 and 6 supervisor/management apprenticeships.
- 5.6 In terms of the key organisational apprenticeship priorities, leadership and management / supervision leadership is the largest area of levy spend. The Level 3 Supervisor/First Line Manager apprenticeship accounts for **£258,000** of levy spending; the Level 5 Operations Manager **£186,000**

## **6 Financial Implications**

- 6.1 All apprenticeships are funded from the Apprenticeship Levy. At present the organisation does not spend all levy funds and discussions are ongoing on how we might be able to support other appropriate organisations who either are not eligible to pay the levy or have exhausted their funds. Levy funds are payable whether we engage with apprenticeship or not. A 'business first' approach to apprenticeships does mean some funds expire, but that is preferable to people undertaking apprenticeships which do not add value to the organisation.
- 6.2 Employers are eligible to receive £1,000 incentive payment (paid via the training provider) for hiring an apprentice who is either:
- Aged 16-18 years old
  - Under 25 and has an EHCP in place (Education, health & care plan) or has been in the care of their local authority
- 6.3 One former apprentice met this criteria and the funds received were utilised to support other learning and training opportunities which fall outside of the levy

## **7 Legal Implications**

- 7.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

## **8 Human Resource and Diversity Implications**

- 8.1 There are significant diversity impacts through sustained and ongoing investment in apprenticeships; by utilising apprenticeships as one of a number of positive action measures colleagues from underrepresented are enabled to gain knowledge and skills to support them in their career journey.
- 8.2 The wider impact on Human Resources is seen through the supervisor/manager apprenticeships, where effective leadership and management skills are developed which in turn improves people and performance management.
- 8.3 Using apprenticeships to enable professional development supports better succession and talent planning as apprentices at all levels develops skills, knowledge, and expertise to enable promotion and progression of internal talent.

## **9 Equality Impact Assessment**

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? ( <a href="#">EIA guidance and form 2020 form.docx (westyorksfire.gov.uk)</a> )	No
Date EIA Completed	DD/MM/YY
Date EIA Approved	DD/MM/YY

## 10 Health, Safety and Wellbeing Implications

- 10.1 There are no direct implications for health and safety. However, the wellbeing of apprentices is regularly reviewed and, where appropriate changes made to our approach to apprenticeships to minimise wellbeing impacts of juggling studying / working and learning. The 20% Off the Job requirements help in this regard and ongoing dialogue with managers and apprentices helps to highlight individual concerns and seek to address them with the provider.

## 11 Environmental Implications

- 11.1 There are no direct environmental implications

## 12 Your Fire and Rescue Service Priorities

- 12.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
  - Provide ethical governance and value for money.
  - Achieve a more inclusive workforce, which reflects the diverse communities we serve.

## 13 Conclusions.

- 13.1 Sustained investment in apprenticeships has significant organisational benefits. Better trained, better equipped employees with a wider range of up-to-date skills, improved knowledge and greater expertise will support the drive to be an outstanding fire and rescue service. Feedback from learners provides members of the HR Committee with assurance that individuals are able to explain not only the personal benefits and achievements, but how they have been able to incorporate the learning into the job roles to continuously improve how we deliver our services to the communities we serve.
- 13.2 This ongoing investment provides opportunity to develop people beyond the boundaries of their current job/role. It supports the nurturing of talent and provides a pipeline of people ready to tackle current and emerging challenges facing the organisation. In addition, enabling people to complete apprenticeships at the level above their current job (where this can be accommodated) supports succession planning.

- 13.3 For leadership and management apprenticeships being able to deliver at scale with a dedicated provider has enabled the embedding of the Core Code of Ethics, our organisational values and the leadership fire standards within the teaching and assessment. Connecting specific learning programmes and apprenticeships to operational promotions criteria provides a clear path for individuals to gain qualifications with the support of the organisation which in turn deliver a talent pipeline for each rank within the organisation.
- 13.4 For individuals who achieve apprenticeships there are significant personal benefits, some of which have been included within this report and the annexe. There are now a wider range of apprenticeships offered to colleagues at entry level up to and including programmes equivalent to Masters – meaning colleagues at all levels in the organisation are able to take up an apprenticeship which supports their personal and professional needs whilst delivering a significant positive impact for the organisation.
- 13.5 The costs of delivering professional qualification programmes from within existing budgets would be significant and would impact on budget available for other training and development initiatives. With standalone qualifications costs increasing significantly it would prevent the authority from being able to support the professional development of colleagues at scale, with programmes only being affordable for very small numbers annually as a result of the strain on budgets or only provide opportunities to colleagues with the ability to self-fund.
- 13.6 The organisation is proud of the investment in apprenticeships and the impact this has on the skills, knowledge, and expertise of our workforce. This in turn enables new learning to be deployed and supports our drive to continuously improve.

This annex includes the questions asked within the survey and the responses from eight learners on their apprenticeship journey. Summary has been included in the report; here below are the responses to all questions asked to provide context.

Please tell us in a few short sentences about your experience(s) as an apprentice, and the support you received from WYFRS to support your development.		
ID	Name	Responses
1	Nasar Hussain	I was provided with the time off to attend workshops and advice was available from the [Specialists] when required
2	Anthony Devine	Whilst undertaking the apprenticeship I have been in several roles which have provided me with the opportunity to apply what I have learnt in the workplace. This has further enhanced my development whilst ensuring I had the evidence to satisfy the apprenticeship standard.
3	Emily Chapman	I am enjoying my apprenticeship I feel like I have learned a lot about project management and the whole organisation while working at WYFRS. The induction was really interesting and exciting meeting different departments and I got to spend a day at a station where I rode a fire engine with blue lights. Very supportive staff who help me out when I need it. I have also been given a witness statement which will support my portfolio.
4	Anon.	I did my apprenticeship during covid so most of the workshops were online, but at least the apprenticeship was able to start It was challenging to balance the workload with my work/life. I was given a really meaningful project to work on that has benefited the organisation and developed my skills and knowledge My manager was very supportive.
5	Kirsty James	I am really enjoying my journey as an apprentice, I have learnt so so much that I have been able to bring into my work. I have improved in my practise and feel so much more confident in my role.
6	Wesley Milnes	The apprenticeship has given me some tools to develop myself to deal with some challenging situations and enabled me to implement productive structures to achieve more from the time and resources I have at work. WYFRS have supported me with time to do this but I have managed the time demands by doing a lot of the work in my own time too.
7	Lewis Bell	Overall enjoyed my experience of studying whilst working. Attending courses provides me with new ideas which I can implement into the workplace to improve current process's within ICT. I have a supportive line manager who helps when she can.
8	Simon McCartney	Support was provided during the initial stages, ensuring I was enrolling on the correct course that met my needs and requirements. Support was provided in ensuring I went into the degree at the correct year, taking into account my experience and knowledge.

Please summarise in a sentence or so the 'best bits' of your apprenticeship, (this could be learning, expertise shared, knowledge or skills gained).

ID	Name	Responses
1	Nasar Hussain	Learning during the apprenticeship was useful and fell in place at the right stage of my development as I was preparing for my promotion pack. All aspects were useful, in particular learning about workplace culture.
2	Anthony Devine	The majority of the 10 modules included in the course were extremely relevant to the roles I have undertaken whilst on the apprenticeship programme. This has made the course and journey much more enjoyable as I can immediately see the benefits to me and WYFRS.
3	Emily Chapman	The inductions Learning from my manager and PMO who taught me loads about project management and tools that I can use Training courses such as accessibility training, presentation skills, business writing and diversity for everyone I learned loads.
4	Anon.	Refreshed and updated my management knowledge and skills. Gave me opportunities to get involved in work/projects that otherwise I wouldn't have had. Developed my confidence after returning to work full time following a significant career break.
5	Kirsty James	Learning new skills and sharing ways of working with others
6	Wesley Milnes	The most useful part has been the models it has taught me and how I use some and can use others more productively. The 360 feedback was also useful.
7	Lewis Bell	The tutors are highly experienced active business analysts, who are able to answer all questions whilst providing useful examples. The provider are usually easy to contact and helpful if I have any enquires. I've enjoyed all the BCS courses I've attended.
8	Simon McCartney	learning new skills and experience which benefits the role I carry out

If you have / had any worries or concerns about doing an apprenticeship, what were they?

ID	Name	Responses
1	Nasar Hussain	Worried about time made available during working shifts
2	Anthony Devine	The amount of time required to complete the apprenticeship and how I would manage this time alongside my work. I have been fully supported by my line managers to work flexibly throughout my apprenticeship.
3	Emily Chapman	I am worried about what will happen once my apprenticeship comes to an end as I don't know if I'll be able to get a job afterwards.
7	Lewis Bell	Juggling both work and education can be challenging. Ensuring that I dedicate the right amount of time to my education.
8	Simon McCartney	Yes, being a mature student and not being in this environment for a number of years I was concerned at hour I would adapt to learning again.



Tell us about any challenges or difficulties you experienced (if any) you didn't anticipate.		
ID	Name	Responses
1	Nasar Hussain	Apprenticeship requirement to be completed within worktime (20%) but this was not always possible. Managers were not always prepared to allow me the time to complete coursework during the working shift as this did conflict with normal day to day business. This was resolved though after discussion.
2	Anthony Devine	I didn't anticipate the lack of organisation from the programme provider. The course director changed part way through the programme and the cohort tutor changed several times. This resulted in poor communication and cooperation with supporting my studies.
3	Emily Chapman	Working from home for most of the time can get a little challenging as its harder to get support from home as you don't get responses quickly.
4	Anon.	The assignments became quite repetitive after a few modules, but still very time-consuming to complete and generally took more time than I expected. Quite a lot of supporting paperwork to complete e.g. reviews.
5	Kirsty James	None
6	Wesley Milnes	The challenge I found has been the often complicated nature of the structure of the assignments and other work. It seems at times I am doing work and not sure where it goes or why.
7	Lewis Bell	The 3 day [taught workshops] can be intense, It can be a lot to take in. Then followed by an exam which is usually done during work hours, I can find it difficult to switch off from work and get into that exam mindset.
8	Simon McCartney	Getting back into studying and being in the learning academic environment.

Can you provide an example of something you learnt through your apprenticeship you have integrated into your day to day role?		
ID	Name	Responses
1	Nasar Hussain	Recognising different learning styles during training sessions.
2	Anthony Devine	My apprenticeship programme has excelled my knowledge of professional practice in leadership and management which I've been able to apply to my current role as well as supporting other individuals and leaders within WYFRS.
3	Emily Chapman	Structured delegating when at a single pump station and working with each watch half the time. More effective analysis of the work streams I complete. Better understanding of how businesses and services are structured and how the governance can impact the work done.
4	Anon.	planning and managing activities, linking activities to departmental objectives, my project work benefited the organisation and has given me greater knowledge to support the department on a day to day basis
5	Kirsty James	I have learnt a lot about quality management in project management which I have been able to implement into my projects. This means that we are able to produce higher quality outputs in our projects which is better for WYFRS as well as us as a project team
6	Wesley Milnes	Structured delegating when at a single pump station and working with each watch half the time. More effective analysis of the work streams I complete. Better understanding of how businesses and services are structured and how the governance can impact the work done.
7	Lewis Bell	Business requirement documents, Prioritised requirements List, Updated and improved business cases, Agile working, UML and BPMN process mapping, Lean working, MoSCoW analysis, Strategic prioritisation.
8	Simon McCartney	Most of it is relevant in my role of managing and maintaining buildings

Tell me in a few short sentences the difference you believe your apprenticeship has made to WYFRS.		
ID	Name	Responses
1	Nasar Hussain	I have been able to understand the importance of using the correct communication method when wanting to communicate with different teams.
2	Anthony Devine	The teachings from each module has developed my knowledge and skills associated with change management, project management and managing people which ensuring WYFRS remains relevant and current.
3	Emily Chapman	I feel I have been helpful as I have been able to take work from those whose workload is huge and get it done to reduce their workload and put my focus into it. I have been able to support on new and old projects to get them through by monitoring tasks, filling in project documents to keep track of the project and communicating with the stakeholders. I am able to put what I have learned at college into practice at work
4	Anon.	Developed a more knowledgeable, skilled, and engaged employee. Delivered a project for the organisation to a high standard that has created a template for future work.
5	Kirsty James	I could run good projects at the start and knew what I was doing. Now I am able to run excellent higher quality projects that deliver more value and better embedding of changes and benefits to the service now.
6	Wesley Milnes	This has given me the tools to be a better, more productive manager and a more aware leader who can implement work and explain the reasons to the crews when it is not always clear.
7	Lewis Bell	I think my apprenticeship has had significant impact on how we currently work in ICT and on projects. I actively return from my 3 day courses with new and bright ideas which we later go onto implement. The use of prioritisation skills allows us to effectively prioritise workload in projects whilst providing clarity and transparency to stakeholders (This is something ICT needed to improve)
8	Simon McCartney	More skills and knowledge in specialist areas, efficiencies by reducing the need for consultants.

Tell me in a few short sentences the difference you believe your apprenticeship has made to YOU.

<b>ID</b>	<b>Name</b>	<b>Responses</b>
1	Nasar Hussain	Allowed me to become more understanding of staff members learning styles, allowing me to understand how to challenge negative culture.
2	Anthony Devine	My apprenticeship has made me much more of a reflective person.
3	Emily Chapman	My apprenticeship has given me many opportunities that I wouldn't have got if I went to university for example all the training courses, spending the day at a fire station. Working for the fire service will look really good on my CV. Hopefully I will get the PMQ qualification at the end of my apprenticeship. Opportunities to get evidence for my portfolio which will also be useful in any other roles I do in the future
4	Anon.	Refreshed and updated my management knowledge and skills. Gave me opportunities to get involved in work/projects that otherwise I wouldn't have had. Developed my confidence after returning to work full time following a significant career break.
5	Kirsty James	My confidence has grown so much but also as the only person in the organisation doing my role I now have peers that I can chat over issues and find solutions to within my uni cohort.
6	Wesley Milnes	It has made me more confident and informed on the decisions the service make and why. It has also given me a qualification that can be useful in other roles and is needed for progression.
7	Lewis Bell	Overall, has given me the skills, knowledge, and confidence to do my job in the most effective and efficient way.
8	Simon McCartney	enhanced my skills around writing and understanding information. Confidence in other building disciplines.

What THREE bits of advice would you give to a colleague thinking of starting an apprenticeship at work?		
ID	Name	Responses
1	Nasar Hussain	<ol style="list-style-type: none"> <li>1. Be prepared for coursework.</li> <li>2. Meet deadlines to ensure you do not fall behind and add additional pressure on yourself.</li> <li>3. Use you coach when you are feeling stuck.</li> </ol>
2	Anthony Devine	<ol style="list-style-type: none"> <li>1. Select the right course.</li> <li>2. Choose the right provider.</li> <li>3. Ensure your role matches the programme and you have the support from your line manager.</li> </ol>
3	Emily Chapman	<ol style="list-style-type: none"> <li>1. Create an experience matrix list of things you would like to cover during the apprenticeship to ensure you meet them.</li> <li>2. Keep up to date with your portfolio (don't get behind) as I imagine it would be really difficult to catch up to get back on track.</li> <li>3. It is more useful than university as you get a qualification and experience which is more attractive to employers</li> </ol>
4	Anon.	<ol style="list-style-type: none"> <li>1. Understand the commitment you are making and then fully commit to it.</li> <li>2. Plan and organise your time to ensure work gets completed within deadlines.</li> <li>3. Go for it!</li> </ol>
5	Kirsty James	<ol style="list-style-type: none"> <li>1. Plan your portfolio of evidence early on</li> <li>2. Set aside reflection and study time into weekly calendar.</li> <li>3. Plan deadlines within your work to ensure you're not too busy</li> </ol>
6	Wesley Milnes	<ol style="list-style-type: none"> <li>1. Plan your time.</li> <li>2. Don't be overwhelmed by the introduction.</li> <li>3. Be open to using the learning in your role</li> </ol>
7	Lewis Bell	<ol style="list-style-type: none"> <li>1. Actively talk to people about what you've learned (Helps to improve your own understanding)</li> <li>2. Ensure to stay focused on the course and don't allow work to clash with it.</li> <li>3. Don't be scared to try and implement something new that you've learned (People don't like change, but change is sometimes necessary)</li> </ol>
8	Simon McCartney	<ol style="list-style-type: none"> <li>1. If you want to achieve something, put the effort and time in and it makes life easier.</li> <li>2. Plan ahead and be structured in your learning.</li> <li>3. Don't be afraid to ask questions.</li> </ol>

Please tell us anything else you think people should know about apprenticeships and any other comments you wish to share.		
ID	Name	Responses
1	Nasar Hussain	Apprenticeships are a great way to provide relevant learning for the role.
2	Anthony Devine	Apprenticeships continue to have a bad reputation for being of lesser quality or lower grade than that of a traditional college/university programme, which is a misconception. Work based programmes ensure individuals can develop themselves whilst continuing to work.
	Emily Chapman	It is better than university as you get a qualification and experience while getting paid :)
5	Kirsty James	It's super hard work and time consuming and as a mum of 4 that works full time it can feel really overwhelming but what you learn and the rewards personally and in your role are so worth it. Go for it but make sure you are organised!
6	Wesley Milnes	They are time consuming but informative. You will learn from them and they will prepare you for future roles if you engage fully.

The comments were gathered from an apprentice learner survey carried out in August 2023.



OFFICIAL

# Accident Analysis Annual Report 2022/23

## Human Resources Committee

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Date: 6 October 2023

Agenda Item:

09

Submitted By: Chief Employment Services Officer

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**Purpose** To inform Members of the Human Resources Committee of the accident trends for 2022/23

**Recommendations** That Members note the content of the report.

**Summary** This report looks at all accidents reported in the year April 2022 – March 2023. Its purpose is to identify any trends or patterns which can lead to additional control measure being introduced to prevent a re-occurrence. There was a total of 130 accidents reported, which is an increase of 24% on the previous year, however this was due to a spike in Q2 during the heatwave which resulted in a massive increase in operational activity. On a more positive note, the severity of accidents has reduced. Appendix A to the report shows the long term trends for total, minor, major and RIDDOR accidents which are all on a downward trend. The report also looks for trends in things like staff groups, accidents whilst at operational incidents or training/undertaking routine duties, accidents to non employees, costs and finally, identifying our “top 5 Priority Topics”

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Mark Dixon, Head of Occupational Health, Safety & Wellbeing  
[Mark.Dixon@westyorksfire.gov.uk](mailto:Mark.Dixon@westyorksfire.gov.uk)

Background papers open to inspection: None

Annexes: Annual Accident Analysis Report – 2022/23  
Appdx A – Long Term Trend Graphs  
Appdx B – Top 5 Priority Topics

## 1 Introduction

- 1.1 This is the 18<sup>th</sup> annual report submitted by the Health & Safety Team. Its purpose is to analyse all accidents reported in the period April 2022 – March 2023 to identify any trends that may help reduce the likelihood of similar accidents in the future.
- 1.2 As can be seen in Appendix A of the report, the long term trend for accidents continues to be down. Whilst this year has seen an increase in the total number of accidents compared to last year, we should not lose sight of our achievements. In comparison to the peak in 2005-6, we have achieved a reduction of just under 60%, which is quite an achievement.
- 1.3 As the number of accidents reduces, it becomes more and more difficult to identify trends and hence why there are only 4 recommendations made. Indeed, when breaking the data into sub causes, some of these are only in 2's and 3's, making identifying trends extremely difficult. However, it is considered a worthwhile exercise and will continue.

## 2 Information

- 2.1 Analysis is contained within the main report.

## 3 Financial Implications

- 3.1 Analysis of the costs associated with the accidents in this report are included, however it should be noted these are not direct costs, but an attempt to show the costs in terms of missed opportunities or are costs that would have been paid anyway such as days lost to sickness or accident investigation costs. There are no direct financial implications arising from this report.

## 4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

## 5 Human Resource and Diversity Implications

- 5.1 There are no HR or diversity implications arising from this report.

## 6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? ( <a href="#">EIA guidance and form 2020 form.docx (westyorksfire.gov.uk)</a> )	No
Date EIA Completed	NA
Date EIA Approved	NA

The EIA is available on request from the report author or from [diversity.inclusion@westyorksfire.gov.uk](mailto:diversity.inclusion@westyorksfire.gov.uk)



## **7 Health, Safety and Wellbeing Implications**

7.1 The analysis of accidents is one form of reactive monitoring to assess the overall performance of our H&S management system. Identifying trends and additional controls to reduce the likelihood of a re-occurrence is the main purpose of the report.

## **8 Environmental Implications**

8.1 There are no environmental implications arising from this report.

## **9 Your Fire and Rescue Service Priorities**

9.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below; (please delete any that aren't relevant to your report);

- Improve the safety and effectiveness of our firefighters.
- Promote the health, safety, and wellbeing of all our people.

## **10 Conclusions**

10.1 In terms of the total number of accidents reported, 2022/23 was the highest it has been over the last 5 years, however it's important we understand the reasons why, to identify any potential opportunities to prevent re-occurrences. The increase was due to a spike in Q2 during the heatwave which resulted in a massive increase in operational activity.

10.2 However, when we consider severity, this is a more positive story, with both major injuries and RIRRORs seeing a reduction. The majority of the increase has been seen in minor accidents, which do not result in any lost time, due to their relative minor nature.

10.3 Accidents are only one method by which health & safety performance is measured. The small number of accidents makes the identification of trends and subsequent recommendations very difficult, however suggests that H&S continues to be well managed within West Yorkshire Fire & Rescue Service.



# Annual Accident Analysis Report – April 2022 – March 2023

## 1. Introduction

Reactive, as well as proactive monitoring of H&S performance is an important element of any H&S management system. This document reviews all employee accidents and also accidents which occurred to non employees either on our premises or which were caused or affected by our undertakings, for the period April 2022 – March 2023.

The purpose of this report is to identify the long term accident trends and also to highlight any patterns in activity and/or cause to assist in identifying possible actions to reduce similar accidents in the future.

## 2. Analysis of 2022/23 data

The total number of accidents reported in the period April 2022 – March 2023 was 130. This is an increase of 25 (24%) in comparison with the previous year. Analysis has identified this increase occurred in Q2, during the heatwave we experienced, when we saw a doubling of accidents (25 to 52) and was due to the significant increase in operational activity. Whilst this increase isn't good, it would be premature to conclude this is the start of an upward trend and hoped that accidents will return to more normal levels. The long term trend however is still down. The total accidents include accidents to non employees such as visitors, contractors and young firefighters.

Two factors which can affect accident rates are the number of staff we employ and the number of operational incidents we attend. There was a slight increase in staffing (0.5%), and also a 5.6% increase in the number of incidents we attended, which may go some way to explaining the rise.

When looking at severity, there appears to be a more positive trend. Looking at WY majors (lost time) there were 41 reported, which is a reduction of 8 (16%) compared to the previous year and back to more normal pre-covid levels.

Equally, if we look at RIDDORs, there has been a reduction of 5 (17%) compared to the previous year, again back to more normal pre-covid levels.

Whilst we do not want to see any increase in accidents, the majority of this year's increase are minor accidents (no lost time), which are less serious in nature (an increase of 33 [59%]).

This year's performance further supports the long term downward trend, as can be seen in Appendix A.

### a) Accidents to non employees

There were 9 accidents in 2022-23 which occurred to non employees, which represents 7% of the total, which is identical to the previous year and consistent with other recent years, except 2021-22, which was unusually low due to covid and interactions with the public on hold. 8 of the 9 accidents resulted in minor injuries with no time off and were a mix of bumps/bangs and trips to cleaning staff, young firefighters and contractors.

### b) Operational V Fire & Rescue staff accidents

Excluding accidents to non-employees, there were 108 (90%) accidents to operational staff and 13 (10%) to F&R staff. Whilst the numbers have changed, the % mix remains consistent (within 5%) with previous years and what would be expected given the staffing ratio. The 5% swing towards operational staff being due to the spike in Q2 due to the increased activity the heatwave caused, affecting operational staff only.

Traditionally, analysis of operational staff accidents has found there to be a split of 2/3 whilst training and performing routine duties and 1/3 on the incident ground. Through covid, this changed towards more accidents during operational incidents due to routine duties and training largely being suspended. As we got back to normality, 2021-22 saw a swing back towards more of a 50/50 split, with 53% occurring during routine duties & training and 47% whilst at incidents. 2022-23 has seen a continued trend towards operational incidents with only 43% occurring during routine duties & training and 57% during operational incidents. This again was the result of the spike in accidents in Q2 previously mentioned.

Risks whilst training and performing routine duties should be able to be well managed which in turn should result in fewer accidents in comparison to operational incidents, where the situation, whilst well managed, is dynamic and presents time pressures to perform certain tasks, often in unfamiliar environments. This logic would suggest we should expect more accidents on the incident ground, however operational staff spend far more time undertaking routine duties and training than responding to incidents, which will increase the chance of accidents.

When looking at the split between wholtime and on call, the findings are unremarkable.

### c) Costings

The cost of accidents is not an exact science; however, it can be helpful to quantify what accidents are costing the Authority. Whilst the majority of the costs do not come off the "bottom line", they should be viewed as an indirect cost, or as a missed opportunity to making West Yorkshire safer. The four most recent years costs are detailed below:

	Legal costs	Investigation costs	Physio costs	Days lost cost	TOTAL
2019-20	£79,476	£3,589	£1,088	£19,672 (226)	£103, 825

2020-21	£30,515	£5,350	£1, 022	£58,279 (700 days)	£95, 166
2021-22	£51,092	£4,201	£1,055	£27,568 (298 days)	£83, 916
2022-23	£95,664	£5,365	£1, 277	£48,570 (491 days)	£150,876

Investigation and physio costs have remained consistent with previous years, however the significant increase is due to a jump in legal costs and lost time. In 2022-23, there were the same number of claims, however the value of these were significantly higher than the previous year. As the table shows, days lost due to accidents fluctuates. The majority of the increase in 2022-23 was due to just 3 accidents which accounted for 161 lost days between them.

#### d) Top 5 Priority Topics

Excluding accidents which result in first aid only and no lost time, the top 5 most common causes of accidents have been identified. Breakdown of these priority topics are included in Appendix B. Whilst the positions within the top 5 fluctuate, they remain the same year on year. These have been analysed to identify cause and any contributing factors.

##### Top 5 Priority Topics:

1. Musculoskeletal disorders (13)
2. Contact with (10)
3. Struck by/against (8)
4. Exposure to (6)
5. Slips, trips & falls (3)

##### 1. Musculoskeletal Disorders

With one exception, musculoskeletal disorders have been the no. 1 priority topic for the last nine years. There were a total of 26 accidents in this period (13 majors and 13 minors), which is a reduction of 1 (4%) compared to the previous year: the severity of the injuries has also slightly reduced (from 56% majors to 50% majors).

However, at 50%, musculoskeletal disorders account for the biggest percentage ratio of major injuries by far, compared to any other cause group. Further analysis has also shown that quite a large number of these accidents occurred whilst training and performing routine duties, where there is no “operational imperative” and risks should be able to be well controlled. That said, 50% of the accidents were not due to what would traditionally be considered as manual handling such as picking up/putting down heavy items or pushing pulling loads, but were due to quite low risk, routine activities. Examples include: two Ff’s hurting their backs whilst getting on/dismounting an appliance and another Ff bending down to put on their fire boots. These suggest they are the result of more cumulative exposure or existing “aches & pains” we all experience from time to time, that may be exacerbated by a particular movement. Injury prevention or “pre-habitation” is therefore something we need to explore.

All of the accidents were spread in very small numbers across a range of activities with things like casualty handling, carrying equipment and fitness training. Due to the low numbers, there were no trends identified in terms of activities.

## 2. Exposure to

This category includes exposure to hazardous substances, heat/fire, explosion, & noise. There were 30 reported incidents in total, with 6 (20%) majors and 24 (80%) minors. This is an increase of 16 (114%) which is unusually high for this cause group. The majority of the increase (13 reports) relate to one incident, which involved the deployment of our Urban Search & Rescue (USAR) response to a major incident in Manchester. The incident was a building collapse and the USAR team were searching the structure, removing rubble to make progress. Due to the arduous conditions the crews had removed their tunics. Later all crews who had been working in this area experienced reddening and irritation to exposed skin on their arms. Investigations concluded the rubble was contaminated with a chemical which has contaminated the building from a previous business that had operated from the premises. All except one were minor in nature and resulted in no time off work or attendance at hospital. One staff member attended A&E as a precaution.

One of the trends we have identified in previous reports was burns during breathing apparatus (BA) training during crews annual assessment. The training centre have worked hard in previous years to review their safe systems of work and these had all but disappeared, with only 1 reported burn in 2020/21, however in 2021/22 this had risen to 8. In 2022/23 there were 6 in total (5 burns and 1 heat exhaustion). However, due to the building work at FSHQ, the majority of these did not occur at FSHQ, but at other FRS's training facilities and district venues. The majority of these accidents occurred to trainee firefighters who are inexperienced and were as a result of human error. BA training is one of the most high risk training we provide and must strike the balance between safety and exposing staff to realistic scenarios, which brings a level of risk. Training centre will be asked to review their safe systems of work to ensure all possible control measures to reduce the risk of injury are in place and effective.

The remaining accidents are spread in 1's and 2's with no trends, therefore no other recommendations are made in relation to exposure to injuries.

## 3. Slips, trips & falls

There were 22 accidents in total attributed to slip, trips & falls in 2022/23, which is a reduction of 1 (4%) on the previous year. Of the total, only 3 (14%) were majors, which is a significant reduction to the 35% in the previous year. It is too early to say if this is a trend and the H&S team will continue to monitor. Traditionally, whilst slips and trips can sometimes be treated light heartedly, they do normally result in quite a high % of major accidents.

The majority (68%) were slips, trips and falls on the same level (as they were the previous year). These accidents were spread in small numbers across such causes as slipping on snow & ice and tripping over obstructions (mainly hoses on the incident ground). There were no accidents due to dismounting the appliance, which has been a theme in recent years.

The rest of the accidents were spread in low numbers across various causes with no patterns identified and therefore no recommendations are made in relation to slips, trips & falls.

#### 4. Struck by/against

This category includes being struck by flying/falling objects and struck against fixed or stationary objects (banging into things) and traps. There was a total of 29 accidents in the period which is an increase of 6 (26%) on the previous year. As always, the breakdown shows a high % of minor accidents (72%) which indicates these accidents are relatively minor in nature.

Analysis has identified no real pattern, with accidents spread across a range of activities such as handling operational equipment and striking submerged objects during swift water rescue training.

One thing worthy of note is the low number of accidents caused whilst gaining entry (2, the same as last year, both of which were minor injuries) which has been raised as a concern in previous years and suggests the gaining entry training, along with new equipment, continues to a positive effect.

No recommendations are made in relation to this category of accidents.

#### 5. Contact with

This category includes contact with sharp objects, animals/insect bites, hot surfaces, airborne particulate and electricity. There were in total 19 accidents for the period, which is an increase of 6 compared to the previous year. 10 (52%) of these were majors compared to just 6 (46%) in 2021/22. This is quite an usually high ratio and one we will continue to monitor.

The causes of these accidents are spread across a range in small numbers, many in twos and threes. Examples include: cuts whilst gaining entry, stings/bites from insects and even a bite from a snake!! For the fifth consecutive year, no cut injuries during RTC's were reported; a trend seen commonly over previous years.

Again, due to the small numbers, analysis has identified no trends and therefore there are no recommendations for this category of accident.

## 6. Conclusions

In terms of the total number of accidents reported, 2022/23 was the highest it has been over the last 5 years, however its important we understand the reasons why, to identify any potential opportunities to prevent re-occurrences. The increase was due to a spike in Q2 during the heatwave which resulted in a massive increase in operational activity. The total number of accidents reported in the period April 2022 – March 2023 was 130. This is an increase of 24% in comparison with the previous year. Whilst this increase isn't good, it would be premature to conclude this is the start of an upward trend. Putting these accidents to one side, the total is more consistent with previous recent years and

the long term trend continues to be downward. We should not lose sight of the progress we have made. This year's performance is a reduction of 56% in comparison to 2010/11, when accidents peaked at 299.

However, when we consider severity, this is a more positive story, with both major injuries and RIRRORs seeing a reduction. The majority of the increase has been seen in minor accidents, which do not result in any lost time, due to their relative minor nature.

For the first time in 9 years, we have seen an increase in the costs of accidents, with legal claims and lost days making up this increase of just under £67,000.

Whilst in a different order, the "top 5" priority topics remain consistent with previous years. These accident causes are well known to WYFRS.

Accidents are only one method by which health & safety performance is measured. The small number of accidents makes the identification of trends and subsequent recommendations very difficult, however suggests that H&S continues to be well managed within West Yorkshire Fire & Rescue Service.

## **7. Recommendations**

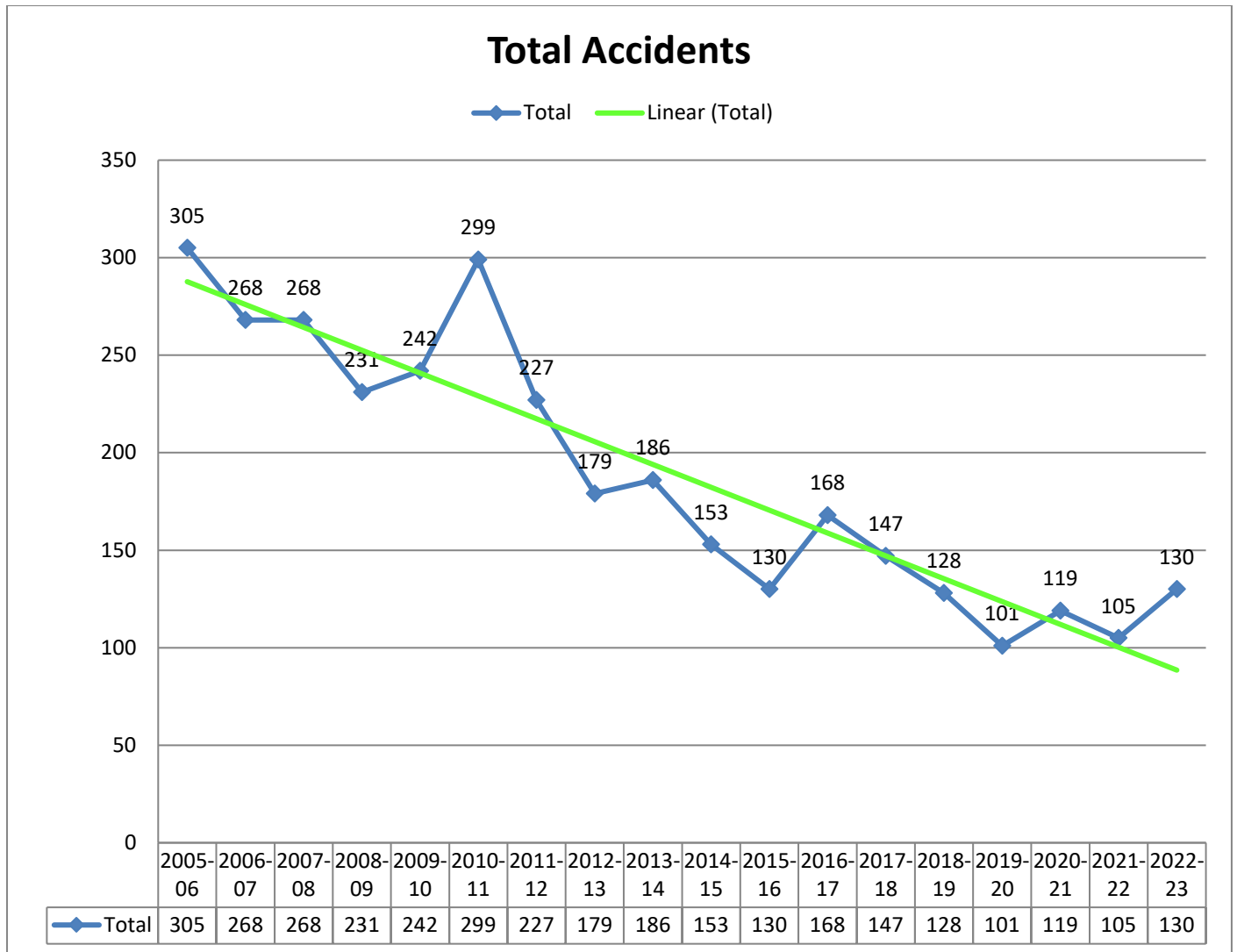
The following recommendations are made:

1. Review our approach to manual handling training and ensure that all staff have received training appropriate to the tasks they perform
2. Investigate and promote "pre-habilitation" as part of regular fitness sessions.
3. Promote the recommendations from the recent yoga trial.
4. Training Centre to review their breathing apparatus training safe systems of work to ensure they are effective.

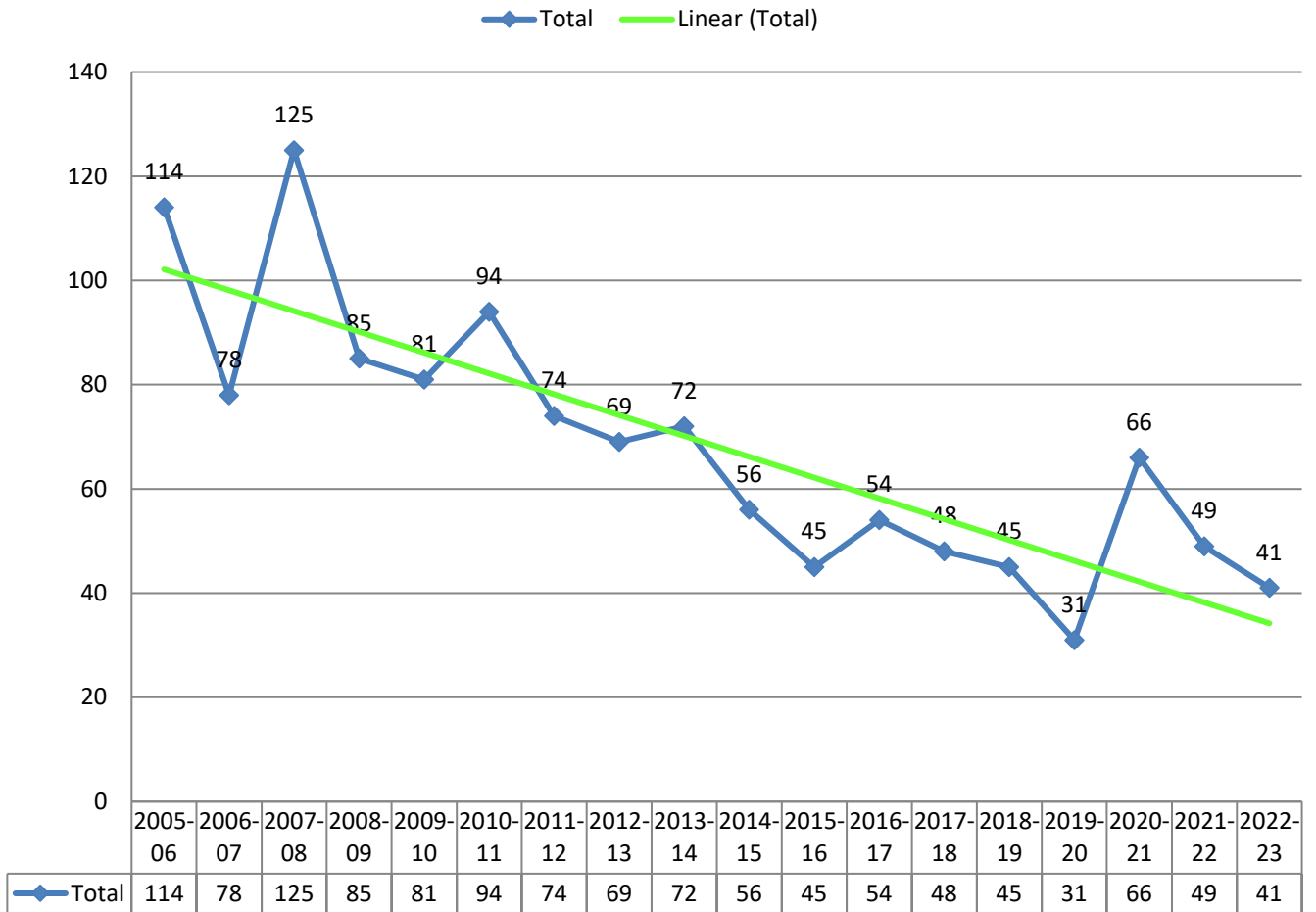
July 2023



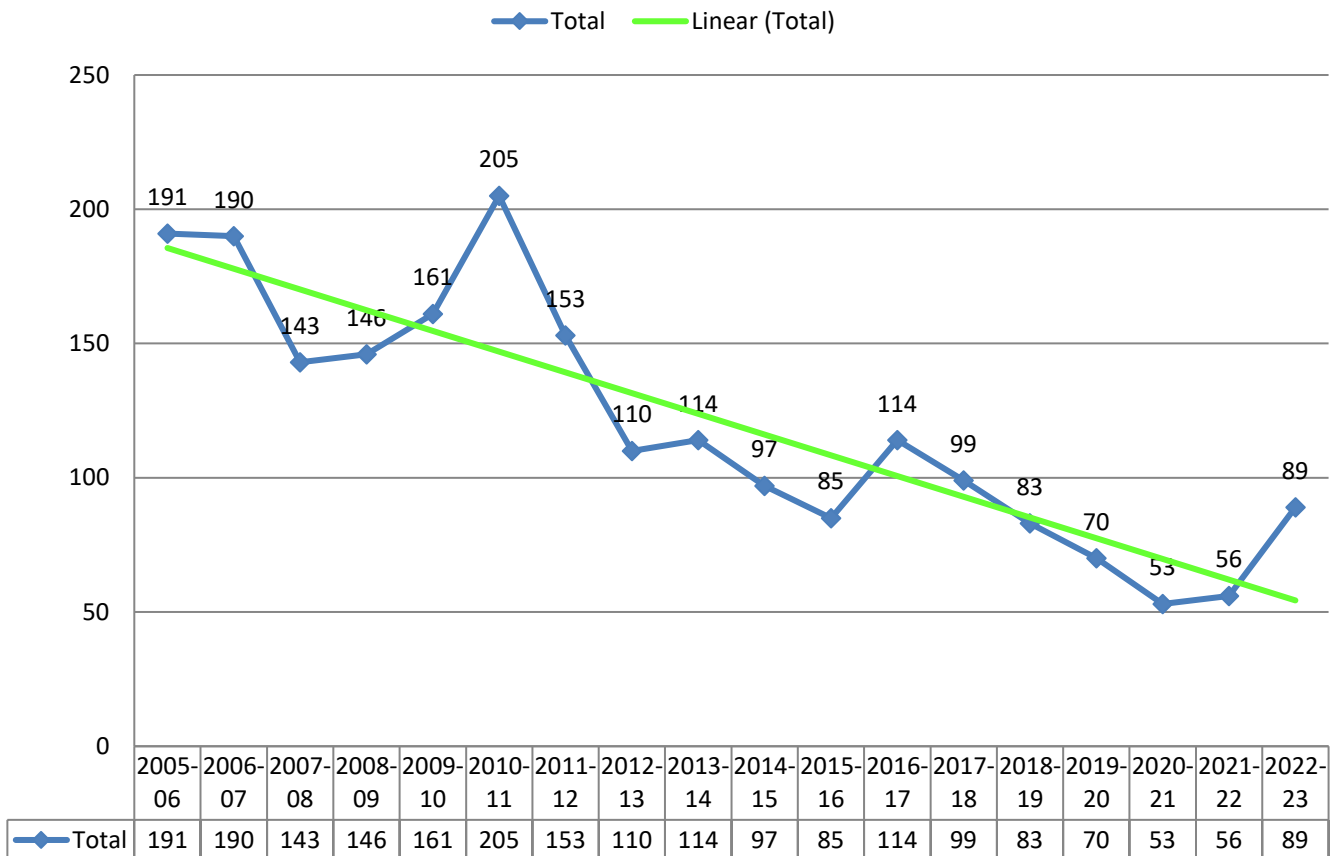
Appendix A 2023-23



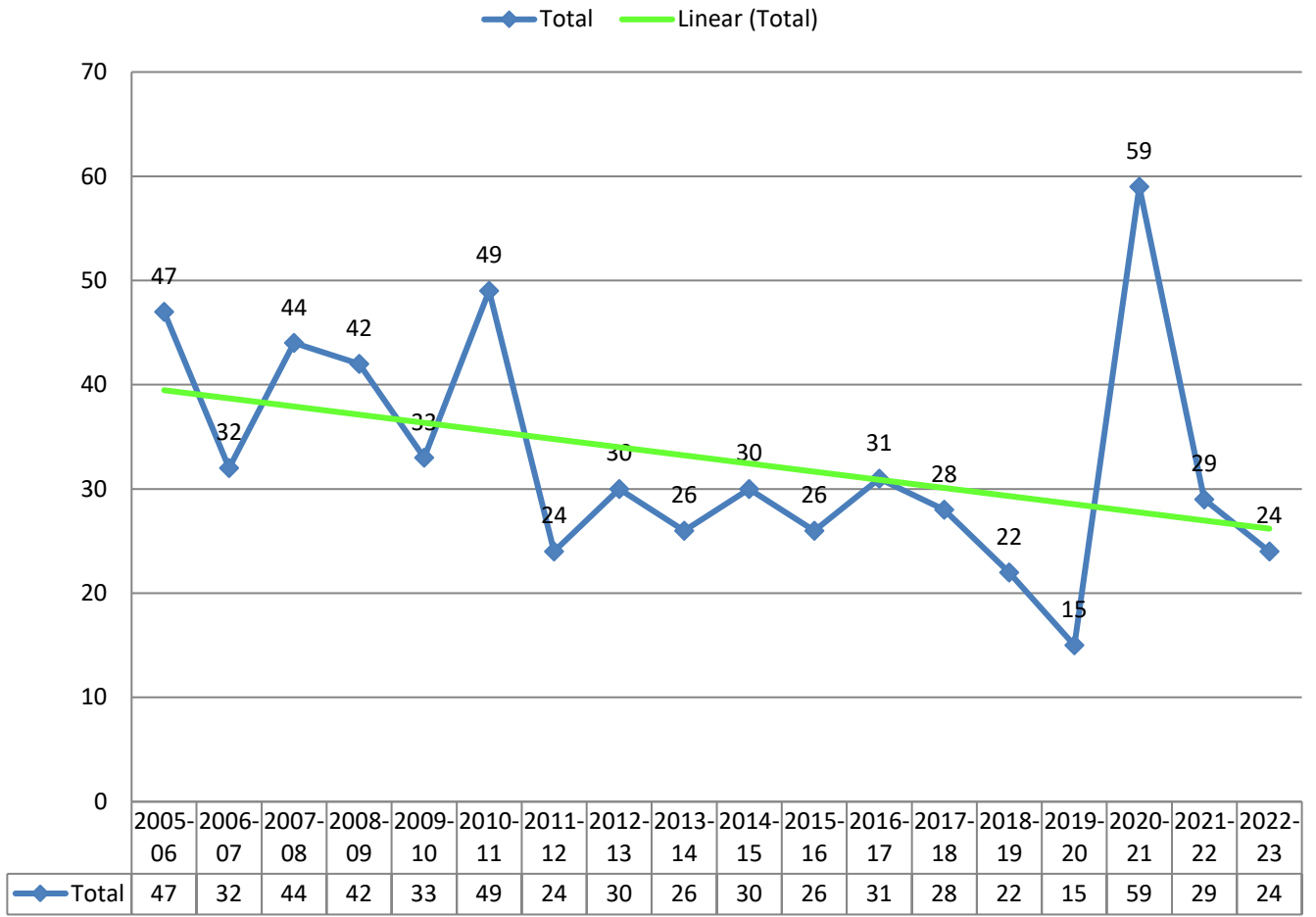
## Total Accidents WY Major Only



## Total Accidents WY Minor Only



## Total Accidents RIDDOR (old over3 day)



Cause Group	1 - Minor - First Aid Or All Lost Time		Severity			Duty System			OPS Activity			OPS Split		
	Bending, Twisting Or Reaching	Exertion	Manual Handling	Non-Emp	OPS	Total	Routine	Training	Incident	Total	WT	RET	TRAINEE	Total
Airborne Particulate	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Explosion	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Extreme Ambient Temperature	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hazardous Substance	13	13	14	14	14	14	13	13	14	14	14	14	14	14
Heat / Fire	3	3	4	7	7	7	6	6	7	7	5	1	7	7
Noise	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Radiation	1	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Exposure To Sum</b>	<b>24</b>	<b>6</b>	<b>30</b>	<b>1</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>6</b>	<b>22</b>	<b>29</b>	<b>28</b>	<b>1</b>	<b>28</b>	<b>29</b>
% Split	80%	20%	0%	3%	97%	0%	3%	21%	76%	0%	97%	3%	0%	0%
Struck Against	13	4	17	2	14	1	17	3	4	7	14	14	14	14
Struck By	8	4	12	3	8	1	12	1	7	8	7	1	7	8
<b>Struck Sum</b>	<b>21</b>	<b>8</b>	<b>29</b>	<b>5</b>	<b>22</b>	<b>2</b>	<b>29</b>	<b>3</b>	<b>5</b>	<b>14</b>	<b>22</b>	<b>1</b>	<b>21</b>	<b>22</b>
% Split	72%	28%	0%	17%	76%	7%	14%	23%	64%	0%	95%	5%	0%	0%
Slip/fall From Height	3	3	3	3	3	3	2	1	3	3	3	3	3	3
Slip/fall From Stairs/steps	4	4	4	3	1	4	1	1	1	1	1	1	1	1
Slip/fall On Same Level	12	3	15	2	9	4	5	4	9	4	7	2	7	9
<b>Slip Trip Fall Sum</b>	<b>19</b>	<b>3</b>	<b>22</b>	<b>5</b>	<b>13</b>	<b>4</b>	<b>8</b>	<b>0%</b>	<b>5</b>	<b>13</b>	<b>10</b>	<b>2</b>	<b>10</b>	<b>13</b>
% Split	86%	14%	0%	23%	59%	18%	0%	62%	38%	0%	77%	15%	8%	8%
Animal	2	2	3	3	3	3	3	3	3	3	2	1	3	3
Hot Liquid/vapour/gas	2	2	2	1	1	2	1	1	1	1	1	1	1	1
Hot Solid/surface/object	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Insect (Bite/stings)	1	2	3	3	3	3	3	3	3	3	3	3	3	3
Object - Sharp	3	3	7	10	1	8	4	4	8	8	8	8	8	8
<b>Contact With Sum</b>	<b>9</b>	<b>10</b>	<b>19</b>	<b>1</b>	<b>16</b>	<b>2</b>	<b>5</b>	<b>0%</b>	<b>11</b>	<b>16</b>	<b>15</b>	<b>1</b>	<b>15</b>	<b>16</b>
% Split	47%	53%	0%	5%	84%	11%	31%	0%	69%	0%	94%	6%	0%	0%
<b>Grand Total</b>	<b>86</b>	<b>40</b>	<b>126</b>	<b>13</b>	<b>105</b>	<b>8</b>	<b>14</b>	<b>31</b>	<b>60</b>	<b>105</b>	<b>96</b>	<b>5</b>	<b>4</b>	<b>105</b>
% Split	68%	32%	0%	10%	83%	6%	13%	30%	57%	0%	91%	5%	4%	0%
Key: Increased Decreased No change														
2 Vehicle Collision & 2 Violence bring the total to 130														



OFFICIAL

# Local Pension Board - Annual Report 2022 - 23

## Human Resources Committee

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Date: 6 October 2023

Agenda Item:

**10**

Submitted By: Director of Corporate Services/Monitoring Officer

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- Purpose** To consider the Local Pension Board Annual Report 2021 – 22 and confirm whether the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.
- Recommendations** That Members agree that the Local Pension Board is acting within its Terms of Reference and in accordance with good governance principles.
- Summary** The Local Pension Board is required to produce an Annual Report setting out activity undertaken during the course of the previous year.
- The Annual Report is submitted for formal ratification by this Committee.

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Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Jik Townson, Committee Services  
E: [Jik.Townson@westyorksfire.gov.uk](mailto:Jik.Townson@westyorksfire.gov.uk)  
T: 01274 682311 X 671340

Background papers open to inspection: None

Annexes: Annex 1 - Local Pension Board Annual Report 2021 – 22  
Annex 2 - Local Pension Board Terms of Reference

## 1 Introduction

- 1.1 The Local Pension Board is required to submit an Annual Report for formal ratification by the West Yorkshire Fire and Rescue Authority's Human Resources (HR) Committee as set out in its approved Terms of Reference. The HR Committee is the responsible committee of the Fire Authority tasked with considering recommendations from the Local Pension Board.

## 2 Information

- 2.1 The draft Annual Report 2022 – 23 was considered by the Local Pension Board at its meeting held on 4 August 2023
- 2.2 A copy of the Annual Report is attached as an annex to this report and Members are invited to confirm (as appropriate) that the Local Pension Board is acting in accordance with its Terms of Reference and in accordance with good governance principles.

## 3 Financial Implications

- 3.1 There are no financial implications arising directly from this report.

## 4 Legal Implications

- 4.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

## 5 Human Resource and Diversity Implications

- 5.1 There are no human resources and diversity implications arising directly from this report.

## 6 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? ( <a href="#">EIA guidance and form 2020 form.docx (westyorkfire.gov.uk)</a> )	No
--	----

## 7 Health, Safety and Wellbeing Implications

- 7.1 There are no health and safety implications arising directly from this report.

## 8 Environmental Implications

- 8.1 There are no environmental implications arising directly from this report.

## 9 Your Fire and Rescue Service Priorities

- 9.1 Production of the Annual Report supports all the Fire and Rescue Service priorities.



# LOCAL PENSION BOARD

## Annual Report 2022 - 2023

**OFFICIAL**

Ownership: Legal and Governance

Date Issued:

Version:

Status: Final



# Revision and Signoff Sheet

## Change Record

Date	Author	Version	Comments
		V1 – initial draft	To submit to Local Pension Board for final comment and recommendation for approval to HR Committee – 4 August 2023
		V2 – final version	To submit to HR Committee for formal ratification

## Reviewers

Name	Version Approved	Position	Organisation	Date
Jik Townson		Committee Services	WYFRA	11.07.23

## Distribution

Name	Position	Organisation
Local Pension Board		West Yorkshire Fire and Rescue Authority
Human Resources Committee		6 October 2023

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# 1 Foreword

- 1.1 The purpose of this Annual report is to provide a source of information about the status of West Yorkshire Fire and Rescue Authority Local Pension Board for Scheme members and for the Scheme Manager together with a summary of issues considered in the relevant period (1 April 2022 – 31 March 2023)
- 1.2 In accordance with Section 5 and s.30 (1) of the Public Service Pensions Act 2013 and Regulation 4A of the Firefighters’ Pension Scheme (Amendment) (Governance) Regulations 2015, the West Yorkshire Fire and Rescue Authority Local Pension Board was established in February 2015 to provide advice on the effective and efficient administration and management of the various firefighter pension schemes.
- 1.3 The Local Government Pension Scheme for Green Book employees is monitored by a separate Local Pension Board established by the West Yorkshire Local Government Pension Scheme and does not form part of this Annual Report.
- 1.4 The Report includes commentary on the following;
- A summary of the work undertaken by the Local Pension Board during 2022 – 23
  - Detail of areas investigated and how these areas were dealt with
  - Any conflicts of interest and how these were managed
  - Any identified risks and other areas of potential concern
  - Any expenses and costs incurred by the Board
  - Gifts and hospitality received by members of the Board
  - Training for Board members
  - Breaches
  - Scrutiny and review
- 1.5 Information has also been categorised in parts of this Annual Report on the basis of the following classifications:

Classification	Action
	Outstanding
	Partially complete
	Complete

## 2 Membership and Meetings of the Board

- 2.1 The West Yorkshire Fire and Rescue Authority Local Pension Board comprises 6 members as follows (as approved by the Full Authority on 30 June 2022);
- 3 Scheme Member representatives (Ryan Binks, Jim Davies (FBU) and Ian Dunkley)
  - 3 Scheme Manager representatives (Councillors Peter Harrand and Fozia Shaheen, and John Roberts CEx/CFO - Chair) (plus Non-voting Officer Adviser(s) as appropriate)
- 2.2 The Board has met on 2 occasions in the 2022 – 23 year. There was an attendance of 66.7% during the period in question.

## 3 Work undertaken by the West Yorkshire Fire and Rescue Authority Local Pension Board 2022 – 23

- 3.1 The work undertaken by the Board during the course of the year has been defined by the extant Terms of Reference (initially approved at the 24 June 2016 meeting of the West Yorkshire Fire and Rescue Authority) and as amended in December 2021 with regard to the revised term of office (two years).
- 3.2 During the period 1 April 2022 – 30 June 2023 the following items were considered by the Board;
- Updates on the work with the national Scheme Advisory Board (SAB) & its sub-committee (Ensuring the effectiveness of the Local Pension Board)
  - Pension Fund – Key Performance Indicators and corporate risks
  - Discretions made by the Scheme Manager
  - Annual benefit statements and pension saving statement deadline
  - Annual review of Terms of Reference
  - Pension Risk Register
  - Compliance deadlines and Breaches Register
  - Pensions administration audit
  - Pension Ombudsman sample cases
  - Legislative updates
  - Firefighter Pensions England bulletins
- 3.3 The Activity report (submitted to each meeting) includes detail on the number of;
- pension scheme members across the various schemes
  - number of new scheme members
  - retirees
  - pensioner members
  - deferred members
  - IDRPs stage 1 and 2 complaints
  - Opt-outs
  - Pension estimates requested / processed

3.4 Each agenda also includes the following standing items;

- legislative update (see section 10.)
- scrutiny and review (including discretions, breach and risk registers)
- Pensions ombudsman cases (see section 9.)
- Member training update
- WY Pension Fund key performance indicators

## **4 Specific Investigations and Board Resolutions**

4.1 There were no investigations or actions that required further investigation during 2022/23.

## **5 Conflicts of interest**

5.1 As statutorily required, members of the Local Pension Board complete a Declaration of Interests. The register is maintained by the West Yorkshire Fire and Rescue Authority Committee Services section. Members of the Board reviewed their Declarations in July 2022.

5.2 There have been no declarations made by any member, adviser or attendee at any meeting of the Board during the relevant period.

## **6 Identified Risks and areas of concern**

6.1 No specific risks or areas of concern were raised during the year.

## **7 Expenses and Costs**

7.1 There has been no expenditure or costs incurred within the relevant period for the administration of the Board.

## **8 Gifts and Hospitality**

8.1 There have been no declarations of gifts or hospitality received by Members of the Local Pension Board during the relevant period.

## **9 Training**

9.1 It is a statutory requirement of the Public Service Pensions Act 2013 that members of the Local Pension Board should have the capacity to become conversant with, and develop a knowledge of, detailed related issues in order to effectively carry out their duties.

9.2 In this respect monthly bulletins from LGA Pension Advisory Service have been provided along with the summaries and decisions on cases dealt with by the Pension Ombudsman, which serve as a learning tool for LPB members.

## **10 Legislative Updates**

10.1 As a statutory requirement, members of the Local Pension Board have been provided with regular legislative updates.

10.2 The following have been provided during the relevant period;

- Public Service Pensions & Judicial Offices Act 2022, Finance Act 2022,
- Immediate Detriment Framework,
- Matthews – Second Option Exercise,

- Judicial Review into Remedy Costs,
- Age Discrimination Remedy,
- Remedy Tax Legislation,
- Treasury Directions for PSPJOA 2022,
- Age Discrimination Injury to Feelings claim,
- Judicial Review into 2016 Cost Cap Valuation

## **11 Scrutiny and Review**

11.1 Members are required to scrutinise areas relevant to the administration of the Firefighters' Pension Schemes.

11.2 The following areas were scrutinised during the relevant period;

- Pension Risk and breaches policy
- Discretions
- Breaches register
- Pension Risk register
- Compliance deadlines
- Pension administration audit



# **West Yorkshire Fire and Rescue Authority**

## **Local Pension Board**

### **Terms of Reference**

#### **Function and Responsibilities**

The function of the Local Pension Board is to assist the Scheme Manager (West Yorkshire Fire and Rescue Authority) in administering the various firefighter pension schemes. This will be achieved by providing governance and by scrutiny of policies, pension documentation, decisions and outcomes.

The Local Pension Board will also assist the Scheme Manager to:

- secure compliance with the Regulations, any other legislation relating to the governance and administration of the Schemes, and requirements imposed by the Pensions Regulator in relation to the Schemes and;
- ensure the effective and efficient governance and administration of the Schemes

#### **Duties of the Board**

The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of these duties Board members:

- should act always in the interests of the Scheme and not seek to promote the interests of any stakeholder group above another
- should be subject to and abide by the Local Pension Board approved code of conduct

#### **Frequency of meetings**

The WYFRA Local Pension Board will meet six monthly (July and January in each municipal year), to review / report on previous actions and determine work streams and priorities for the future.

The Chair of the Board, with the consent of the Board membership, may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

## **Local Pension Board membership**

To comply with the regulations the Board must have a minimum of four members (two Scheme Member representatives and two Scheme Manager representatives). A Local Pension Board membership of four is the most straight forward and cost effective way of providing the Local Pension Board and complying with the Regulations.

Membership of the West Yorkshire Fire and Rescue Authority Local Pension Board will be:

3 X Scheme Member representatives (including 1 x FBU representative)

3 X Scheme Manager representatives (2 x elected Members, 1 x Officer representative)

Non-voting Officer Advisor(s) as appropriate

Scheme Manager (elected Member) representation on the Board will be determined by the Fire Authority at its Annual Meeting (or as otherwise required). The Officer representative will be nominated by the Authority's Management Board.

The Officer Advisor will be a specific officer who is to assist the Board in gathering/analysing information and writing reports. The Board will also be able to request assistance from any officer who has specific knowledge of a subject matter they are investigating.

### ***Scheme Member representatives***

Scheme Member representatives shall be appointed to the Board on an annual basis (or as otherwise required) by the Executive Committee of the West Yorkshire Fire and Rescue Authority following a formal application process.

2 x Scheme Member representatives will be active, deferred or retired members of one of the firefighter pension schemes administered by WYFRA.

1 x Scheme Member representative will be nominated by the Fire Brigades' Union.

Scheme Member representatives should be able to demonstrate

- their capacity to represent pension scheme members
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required



### ***Scheme Manager representatives***

2 x elected Member Scheme Manager representatives shall be appointed on an annual basis to the Board at the Annual Meeting of the Authority (or as otherwise required)

1 x Officer Scheme Manager representative shall be appointed/confirmed on an annual basis by the Authority's Management Board.

Scheme Manager representatives with delegated responsibility for discharging the Scheme Manager function of WYFRA may not serve as Scheme Manager representatives on the Board.

Scheme Manager representatives should be able to demonstrate

- their capacity to represent the Scheme Manager
- capacity to attend and complete the necessary preparation for meetings, and
- capacity to participate in training as required

### **Appointment of Chair and Vice chair**

Local Pension Board Members will act as the Chair and Vice- chair on an annual, rotational basis ie. when a Scheme Manager representative is appointed Chair of the Board, the position of Vice chair will be filled by a Scheme Member representative and vice versa on an annual basis, unless agreed otherwise.

### **Notification of appointments**

On appointment to the Board, WYFRA shall publish the name of the appointees, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

### **Objectives**

WYFRA Local Pension Board should consider the following:

- Are pension statements timely and accurate?
- How long does it take between retirement and receipt of pension?
- The number of errors made by the pension administrator.
- Are relevant policies in place and of a sufficient standard?
- Are pension estimates accurate and timely?
- Is the West Yorkshire Pension Fund (WYPF) website accurate and user friendly?
- Ensure that annual CARE scheme calculations are being carried out.
- Scrutinise data quality.

- Ensuring pension rules and regulations are being complied with, when officers are making decisions on pension matters.
- If complaints/appeals are being dealt with correctly and the correct procedures being followed.
- Review internal audit reports

This list is not exhaustive. The Local Pension Board will have the power to investigate anything it wishes in relation to the firefighters' pension schemes within WYFRS.

### **Conduct and Conflict of interest**

Members of the Board are responsible for ensuring that their board membership does not result in any conflict of interest with any other posts they hold.

All members of the Board must declare to WYFRA on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board. On appointment to the Board and following any subsequent declaration of potential conflict WYFRA shall ensure that any potential conflict is effectively managed in line with both the internal procedures of WYFRA and the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members.

Members of the Board must not use their membership for personal gain.

Gifts and hospitality should only be accepted with the permission of the Authority - any gifts accepted should be reported on in the Local Pension Board's annual report.

Members of the WYFRA Local Pension Board should maintain confidentiality when discharging their duties.

The WYFRA Local Pension Board has the right to use WYFRA facilities and resources in the course of discharging its duties.

### **Knowledge and understanding (including Training)**

Knowledge and understanding must be considered in light of the role of the Board to assist WYFRA as detailed above. The Board should establish and maintain a policy and framework to address the knowledge and understanding requirements that apply to Board members. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding

policy and framework. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

### **Term of office**

Term of Office should be for 2 years and in accordance with the committee cycle in WYFRA

Board membership may be terminated prior to the end of the term of office due to:

- A Scheme Member representative no longer holding the office or employment or being a member of the body on which their appointment relied
- A Scheme Manager representative no longer holding the office or employment or being a Member on which their appointment relied
- The representative no longer being able to demonstrate their capacity to attend and prepare for meetings or to participate in required training

Board Members may be re-appointed for more than one term of office following an approved appointment / nomination process.

### **Reporting**

The West Yorkshire Local Pension Board will produce an Annual Report which will highlight areas of concern and identify good practice.

The report will also contain information on the number of retirements (natural and ill health), new starters, membership and opt-out numbers.

The Board will report to the Human Resources Committee.

### **Resourcing and funding**

Members of the WYFRA Local Pension Board will be entitled to claim any reasonable out of pocket expense incurred through discharging their Local Pension Board responsibilities.

The Board will not have a dedicated budget. Requests for finance to purchase technical assistance, Board member training and anything else the Board may require to effectively discharge its duties will be made through the WYFRA Finance and Resources Committee.

## **Quorum**

A meeting is only quorate when three Board members are present (including either the Chair or Vice chair).

## **Voting**

The Chair shall determine when consensus has been reached. There will be no casting vote.

Where consensus is not achieved this should be recorded by the Chair.

## **Relationship with West Yorkshire Fire and Rescue Authority**

In support of its core functions the Board may make a request for information to WYFRA with regard to any aspect of the Scheme Manager function. Any such a request should be reasonably complied with in both scope and timing.

In support of its core functions the Board may make recommendations to WYFRA which should be considered and a response made to the Board on the outcome within a reasonable period of time.



OFFICIAL

# Safe to Command Firefighter Role - Consultation Findings

## Human Resources Committee

Date: 6 October 2023

Agenda Item:

11

Submitted By: Director of Service Support

### Purpose

To update Members on the proposal to develop the Safe to Command Firefighter role at 224 wholetime fire stations.

### Recommendations

That the Members of Human Resources Committee note the report.

### Summary

The changes to the Safe to Command Firefighter role were approved by members of the Human Resources Committee on 4 August 2023. Since then, we have taken steps to progress the changes by engaging with stakeholders within a formal consultation process.

This report will give details of the findings of the consultation and the implementation plan.

---

Local Government (Access to information) Act 1972

Exemption Category: None

Contact Officer: Toby May, Service Support AM

[Toby.May01@westyorksfire.gov.uk](mailto:Toby.May01@westyorksfire.gov.uk)

Background papers open to inspection: None

Annexes: None

## 1 Introduction

1.1 The report presented to members in August 2023 outlined the proposal to develop the Safe to Command (STC) role and bring standardisation to the operational establishment at 224 wholetime fire stations.

1.2 The STC role is performed by firefighters. They currently receive a 2% additional responsibility allowance (ARA) on top of their FF rate of pay and an uplift on their pay to CM(Dev) for each shift they act up. The proposal is to permanently establish one STC Ff post per 224 watch.

The proposed changes will see the STC Ff's routinely support the crew manager as part of their day-to-day work. Reflecting the excellent work many of the current STC Ff's are already doing.

Examples include:

- Supporting the on-duty CM with training and station administration
- Supporting and mentoring firefighters on the watch
- Demonstrating and enforcing high standards within the watch environment
- Further adaptations to ways of working within a Station / Service Delivery setting

This change will see a permanent uplift in pay, with STC Ff role receiving a 6% pensionable allowance.

## 2 Information

2.1 Formal internal consultation commenced with affected staff and Representative Bodies on the 10<sup>th</sup> July 2023 and ran to 29<sup>th</sup> September 2023 – Appendix 1

2.2 Audience/Stakeholders:

- Management Board
- HR Committee
- Operational staff – District Management Teams/224 Stations
- Support staff – Human Resources (HR), Employee Resource Team (ERT), Learning and Development (L&D), Occupational Health and Safety (OHS)
- Trade Unions – Fire Brigades Union (FBU), Fire Officers Association (FOA)

2.3 Consultation and Engagement Log:

2.4 Consultation media

To support the consultation a variety of communications methods have been utilised.

These include:

- In person visits
- Microsoft Teams seminars
- Spotlight communications from the Chief Fire Officer

- Email
- Burning Issues publication

A dedicated site was created to allow staff to engage with the Project Team. The site allowed stakeholders to ask questions, vote in digital polls relating to the proposals and view supporting documents.

Targeted emails were sent to stakeholders to keep them informed of upcoming sessions and frequently asked questions.

### **3 Consultation Findings**

3.1 Extensive consultation utilising a number of different communication channels found the proposal was welcomed amongst operational staff, with many vocalising support for the changes.

A number of firefighters have actively sought to apply for the role in anticipation of the changes being implemented, supporting the premise that increasing the remuneration offered would increase applicants.

The initial proposal looked to change the name of the STC Ff role to reflect the changes. Following discussions with Representative Bodies and a formal request from the FBU the decision was taken keep the existing title unchanged (Safe to Command – STC).

As with any consultation process, there have been real benefits in ascertaining the views of all individuals around the expansion of current STC model and future opportunities this will bring. Further targeted communications have been published to staff to highlight the benefits the changes bring specifically to the Station based staffing model.

The majority of stakeholders consulted have communicated the desire to see a physical identification for staff undertaking the role on their uniform, the most popular suggestion being a single bar sleeve marking – This is not a rank marking or change to WYFRS structure but a designation of the STC role.

The FBU have sought clarification on if the STC Ff role will remain in the Day Crewing and On-Call Duty Systems. Further analysis on the impact of applying the changes to other duty systems has been undertaken by the Operational Staffing Project Team and has been passed to Management Board for further consideration.

### **4 Implementation**

4.1 An expression of interest (EOI) will be circulated to all operational Firefighters. Interested staff will be able to detail the locations they are prepared to work from in order of preference (current location, current station, watch colour, etc.). The EOI will be live for 4 weeks.

If there is competition for a post at a specific location a competitive selection process will be required, in line with current organisational selection processes, to ensure a fair and consistent approach to vacancy management. This process will be managed centrally by the Human Resources Team and interviews undertaken by local Assistant District Commanders (ADCs) at a District level ensuring there is a fair and consistent approach.

Finalised EOI and any selection processes would provisionally be scheduled to be concluded by the end of November.

## 5 Financial Implications

### 5.1 Current ways of working

STC Ff's currently receive a 2% additional responsibility allowance (ARA) on their Ff rate of pay and an uplift on their pay to CM(Dev) for each shift they act up. The 2% would be removed as part of the permanent uplift (2% of £36,226 =£724.52 ).

CM provides on average 136 shifts per year, therefore, absent for approx. 46 shifts, 46 x £12.48 (per shift before on costs) = £574.08 (CM Dev hourly rate £17.58, FF Competent hourly rate £ 16.54, difference = £1.04 x 12 = 12.48)

An approximate annual cost for the shift uplift is £574.08 + £724.52 = **£1,298.60**.

### 5.2 Proposal

Uplift in pay would be £2,173.56 per person (excluding on-costs) x 84 staff members = **£182,579.04** (before on-costs) per year (6% of £36,226 x 84 posts).

	Current	Proposed
ARA	2%	6%
ARA Per year cost (per person)	£724.52	£2,173.56
Annual Acting up allowance (approx. 46 shifts)	£574.08	N/A
Total per STC employee	£1,298.60	£2,173.56
Annual amount (84 staff)	£109,082.40*	£182,579.04

\*The current allowance has not proven to be as popular as anticipated and since January 2020 we (WYFRS) have not achieved more than 30 Firefighter that hold the STC reference, therefore, the below costing is an accurate figure for 2022.

	Current
Annual amount	£38,958 (approx. 30 staff)
Annual Officer Overtime (2022)	£454,361.12
Annual Detached duties to provide Officer cover (2022)	£84,833.59
Annual amount	<b>£578,152.71</b>



Overall, potential savings could be **£395,573.67 per annum**. Although this is subject to filling all 84 STC FF posts.

The following chart demonstrates potential tapered savings (excluding on-costs) subject to the successful implementation of the changes to the STC role:

*Vacancy costs based on total PAOT/DD spend of £578,152.71 - £38,958 (approx. 30 staff)/ 54 (vacant posts) = £9,985.09 per STC FF missing per year*

Staffing Profile	Current	Proposed	Potential Savings
30 STC FFs	£38,958	£65,206.8	
54 Vacant	£539,194.71	£539,194.71	
Per year	<b>£578,152.71</b>	<b>£604,404.51</b>	<b>+£26,251.80</b>
34 STC FFs		£73,901.04	
50 Vacant		£499,254.50	
Per year		<b>£573,155.54</b>	<b>£4,997.17</b>
40 STC FFs		£86,942.40	
44 Vacant		£439,343.96	
Per year		<b>£526,286.36</b>	<b>£51,866.35</b>
50 STC FFs		£108,678	
34 Vacant		£339,493.06	
Per year		<b>£448,171.06</b>	<b>£129,981.65</b>
60 STC FFs		£130,413.60	
24 Vacant		£239,642.16	
Per Year		<b>£370,055.76</b>	<b>£208,096.95</b>
70 STC FFs		£152,149.20	
14 Vacant		£139,791.26	
Per Year		<b>£291,940.46</b>	<b>£286,212.25</b>
80 STC FFs		£173,884.80	
4 Vacant		£39,940.36	
Per Year		<b>£213,825.16</b>	<b>£364,327.55</b>

## 6 Legal Implications

6.1 The Monitoring Officer has considered this report and is satisfied it is presented in compliance with the Authority's Constitution

## 7 Human Resource and Diversity Implications

7.1 Currently, there are no direct human resource and diversity implications.

## 8 Equality Impact Assessment

Are the recommendations within this report subject to Equality Impact Assessment as outlined in the EIA guidance? ( <a href="#">EIA guidance and form 2020 form.docx</a> ( <a href="http://westyorksfire.gov.uk">westyorksfire.gov.uk</a> ))	No
Date EIA Completed	See notes above
Date EIA Approved	See notes above

The EIA is available on request from the report author or from [diversity.inclusion@westyorksfire.gov.uk](mailto:diversity.inclusion@westyorksfire.gov.uk)

## 9 Health, Safety and Wellbeing Implications

9.1 There are no health, safety, and wellbeing implications identified in this report.

## 10 Environmental Implications

10.1 There are no direct environmental impacts identified within this report.

## 11 Your Fire and Rescue Service Priorities

11.1 This report links with the Community Risk Management Plan 2022-25 strategic priorities below:

- Improve the safety and effectiveness of our firefighters.
- Promote the health, safety, and wellbeing of all our people.
- Encourage a learning environment in which we support, develop, and enable all our people to be at their best.
- Achieve a more inclusive workforce, which reflects the diverse communities we serve.

## 12 Conclusions

12.1 This report informs Members about the findings of the formal consultation undertaken relating to changes to the Safe to Command Firefighter role at 224 wholetime fire stations and the implementation plan for go live.

## Appendix 1 – Stakeholder Engagement

Date	Audience	Key Message	Communication Method
03.07.23	Employee Resources	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Allowance</li> <li>• Management of implementation</li> <li>• Policy amendments required</li> </ul>	MS Teams
03.07.23	Leeds District	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Allowance</li> </ul>	In person
04.07.23	Calderdale District	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Allowance</li> </ul>	In person
06.07.23	Kirklees District	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Allowance</li> </ul>	In person
07.07.23	Wakefield District	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Allowance</li> </ul>	In person
07.08.23	Red Watches	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Q &amp; A</li> </ul>	MS Teams
09.08.23	Green Watches	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Q &amp; A</li> </ul>	MS Teams
09.08.23	FBU	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Title of role</li> <li>• Feedback from stations</li> <li>• Q &amp; A</li> </ul>	In person
10.08.23	FOA	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Title of role</li> <li>• Feedback from stations</li> <li>• Q &amp; A</li> </ul>	In person
15.08.23	Learning and Development	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Development pack/quals</li> <li>• Q &amp; A</li> </ul>	MS Teams
18.08.23	Blue Watches	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Q &amp; A</li> </ul>	MS Teams
06.09.23	White Watches	Changes to STC FF role: <ul style="list-style-type: none"> <li>• Roles and responsibilities</li> <li>• Consultation process</li> <li>• Allowance</li> <li>• Q &amp; A</li> </ul>	MS Teams



**MINUTES OF THE MEETING OF THE YORKSHIRE & HUMBER EMPLOYERS' ASSOCIATION  
HELD VIRTUALLY ON THURSDAY 6 July 2023  
(Annual Meeting)**

**Present:**

**Metropolitan Districts**

Cllr Jane Nightingale	Doncaster MBC
Cllr Silvia Dacre	Calderdale MBC
Cllr Paul Davies	Kirklees Council
Cllr Stuart Sansome	Rotherham MBC
Cllr Tariq Hussain	Bradford MDC,
Cllr Robin Franklin	Barnsley MBC
Cllr Fozia Shaheen	Bradford MDC

**Unitary Councils**

Cllr Cliff Lunn	North Yorkshire Council
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**Fire Authorities**

Cllr John Briggs	Humberside Fire and Rescue
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**In Attendance**

Rebecca Hardwick	Doncaster CC
Jill Parker	Doncaster CC
Claire Matson	Leeds CC
Trudy Forster	North Yorkshire Council
Natalie Shaw	Calderdale MBC
Christine Cooper	Humberside Fire and Rescue
Jenny Sharp	West Yorkshire CA
Michael Potter	Barnsley MBC
Shauna Coyle	Kirklees Council
Victoria Leach	North-East Lincs
Anne Lloyd	Bradford MDC
Rebecca Stanford	North Lincs
Martin Williams	YHEA (RED Designate)
Julie Brookes	YHEA

**Employers Secretary**

Steve Walmsley (YHEA),

**1. Introductions and Apologies**

Apologies for absence were received on behalf of Cllr Harness – North-East Lincs, Cllr Waltham, North Lincs

**2. Appointment of Chair for 2022/23**

Cllr Jane Nightingale, Doncaster MBC was appointed as Chair for the 23/24year.

### **3. Appointment of Vice-Chair for 2022/23**

Cllr Cliff Lunn was appointed as Vice – Chair for 23/24 year.

### **4. Appointment of Employers' Secretary**

Steve Walmsley, Regional Employers Director was appointed as Employers' Secretary until his retirement on 30 September 2023. Martin Williams will take over this role from 1 October 2023 when he commences employment as Regional Employer Director. Martin was introduced and welcomed to the meeting and the handover arrangements were confirmed.

### **5. Appointment of Treasurer**

The Employers Secretary as in item 4 will be appointed as Treasurer.

### **6. Members of the Employers Association 2022/23**

Details circulated in advance of meeting. Sheffield and North Yorkshire Fire representative will be circulated when notified.

### **7. Employers Association Constitution**

The YHEA constitution had been amended at the April 2023 meeting following the implementation of LGR in April 2023. That version of the constitution had been circulated to this meeting and was ratified.

### **8. Regional Joint Council Arrangements for 2023/2024**

The Regional Joint Council Secretaries had agreed to two meetings per year. These will take place in July 2023 and January 2024.

### **9. YHEA Meeting Arrangements for 23/24**

Dates have been previously circulated to members. One amendment to move the October 2023 meeting to September was agreed. Meetings will continue to be held virtually using Microsoft Teams.

### **10. Final Accounts for 2022/2023 and Submission of Annual Return**

The Audit has been completed, the auditors report and the draft AR27 had been circulated. There were no significant issues reported. A slight deficit was identified. The auditors report and draft AR27 were approved by the meeting, and the Chair and Secretary were authorised to sign off for submission to the Certification Officer for Employers Associations and Trade Unions.

### **11. Appointment of Auditors for 2023/24**

Azets were appointed for the 2023/24. This will be reviewed again in the run up the 2024 Annual meeting.

### **12. GDPR**

Nothing reported.

### **13. Notes of the last meeting**

Notes of the April meeting were agreed as a correct record.

### **14. Matters Arising**

With regard to the last RJC meeting and the TU request for the employers' side to reflect upon a lack of consistency of practice recruitment and retention payments for social workers. This has been the subject of discussion with the Regional Chief Executives Group. It is clear that authorities recognise the importance of consistency and the operation of MOU's in principle. However, they stressed that there may be circumstances where it is necessary to operate outside of these and there is not a collective commitment to abide them in all circumstances. If raised at RJC later this will be the response.

### **15. Update on Pay Negotiations**

Unison results are due soon from a disaggregated strike ballot, not a national position. Unite are balloting their members in July. The GMB have indicated that their union will not ballot before September 2023 – the outcome of the Unison ballot may influence whether a GMB ballot goes ahead.

### **16. Recruitment and Retention Challenges**

A paper on issues in the region, including information from regional survey, had been presented to the Chief Executives group for information and discussion. As a result, a working group will be set up with nominations from Local Authorities with a meeting taking place in September. It is hoped that we can engage the TU's in this conversation and that they may want to work within the working group. Members identified a few challenges to address:

- Work needs to be done in schools to make Local Government more attractive.
- There is a perception that Local Government is low paid with no opportunities.
- Training should be promoted.
- A long-term plan looking at Terms and Conditions is necessary.
- Engagement with the future workforce is necessary. We need to take onboard younger peoples ideals.
- Long term systemic changes are needed.

### **17. NARE/LGA LG Data Project**

Work is underway between NARE/LGA/DHLUC on the establishment of a national data set. Draft data sets have been designed and are being tested in a project group. At some point the region will need to decide if the region is to be part of this and if funding is needed how this will be funded. Local Authorities will also need to be prepared to collect and input the data. We would also want to ensure there is truly one data set and there is consistency with any OFLOG requirements. YHEA will need to return to this matter at some point in the next 12 months.

### **18. Any Other Urgent Business**

Nothing reported.

### **19. Employers Side Pre-Meeting for Regional Joint Council**

The agenda items for the meeting were discussed. We are likely to need to take away a number of the TU items for consideration before formally responding. We agreed to offer the role of the Chair of the Regional Joint Council to the Trade Union in first year and YHEA will take the Vice Chair. These positions will rotate each year.

## **17. Close of Meeting**