

**GUIDANCE NOTES ON COMPLETION OF THE INTEGRATED RISK
MANAGEMENT PLANNING (HUMAN RESOURCES) ANNUAL STATISTICAL
RETURNS FOR 2006/2007**

1. IRMP - Human Resources Forms (HR1-101)

1. Personnel who are over normal retirement age are also to be included in the annual returns. *A separate note should be provided for those who medically retire when over the normal retirement age.*
2. Anyone with two contracts of employment should be counted twice in the returns.

HR1- 4 – General guidance

- i HR1 to 4 provide information on the strength (number of people employed) and the number of posts in each FRS. This information is used in the calculation of, for example, sickness absence, wastage rates, and levels of retirements by cause.
- ii Personnel should be *included* in the returns if they are:
 - ✓ Temporary staff who have been employed for over a year at 31 March 2007
 - ✓ Staff on fixed term contracts who have been employed for over a year at 31 March 2007
 - ✓ Secondees at 31 March 2007 and the FRS is paying their salaries
- iii Personnel to be *excluded* are:
 - ✗ Agency staff employed for less than a year at 31 March 2007
 - ✗ Casual staff employed for less than a year at 31 March 2007
 - ✗ Personnel employed by outside contractors
 - ✗ Secondees at 31 March 2007 if the FRS is not paying their salaries
- iv Staff who are on temporary promotion at 31 March 2007 are to be counted in the temporary role held on that day.

HR1 – Wholetime firefighters [Revised form]

- 1.1 *Posts* – the number of permanent firefighter posts in the FRS, broken down by role, as determined by individual FRSs as part of their IRMP. *Please explain in the notes section the reasons (if any) for the changes to the total wholetime firefighter posts figure provided in the previous year.*
- 1.2 *Strength* - the actual number of permanent firefighter posts filled *at 31 March 2007*. Staff who are on temporary promotion at 31 March 2007 are to be counted in the temporary role held on that day.
- 1.3 The *post* column under the *non-operational* heading is provided to enable FRSs indicate posts which are uniformed but not deemed to require personnel to fulfil any operational commitment.
- 1.4 All figures are to be recorded as full time equivalents (FTE).

- 1.5 Recruits who are *being trained to fill vacancies which have not yet arisen* **are not** to be included in the *post* column however their numbers are to be included in the *strength* column.
- 1.6 Recruits who are *in training to cover existing vacancies* are also to be included in the strength figures.

Please state, in the notes section, the number of new recruits and whether they are being trained to fill vacancies or in training to cover existing vacancies.

HR2 – Retained duty system firefighters (including personnel on a separate contract) [Revised form]

- 2.1 This information is used to determine whether the number of retained duty system (RDS) firefighters is sufficient to fulfil operational commitments.
- 2.2 The number of staff who are volunteers or members of private brigades should **not** be included in the first three columns. However those on a separate retained duty system contract should be included in these columns.
- 2.3 *RDS posts in 24-hour units of cover (column 1)* – Please state in the notes section if there has been a change, from the previous year, in the number of RDS posts.
An example of the calculation of 24-hour units of cover is:

<i>125 units at 100%</i>	<i>= 125</i>
<i>100 units at 75%</i>	<i>= 75</i>
<i>40 units at 50%</i>	<i>= 20</i>
<i>Total units</i>	<i>= 220</i>

A single unit is 120 hours of cover a week. Therefore, a person providing 96 hours of cover a week is 0.8 of a post.

- 2.4 *Total RDS strength calculated in 24-hour units (column 2)* – this is the number of RDS firefighters in post calculated in 24-hour units of cover (see 2.3) at 31 March 2007. Staff who are on temporary promotion at 31 March 2007 are to be counted in the temporary role held on that day.
- 2.5 *Total RDS strength (column 3)* – this is the actual number of RDS firefighters at 31 March 2007. Staff who are on temporary promotion at 31 March 2007 are to be counted in the temporary role held on that day.

Validation check: The RDS firefighters in numbers, broken down by role, should equal the total RDS firefighters reported on HR12&13.

A retained duty system firefighter who is filling two posts and has separate contracts of employment should be counted twice on the return.

- 2.6 Volunteers and members of private brigade should be *excluded* from columns 1-3 and columns 4-7 of HR2; RDS posts in 24-hour units of cover, RDS

strength in numbers, RDS strength in 24-hour units of cover and percentage cover provided.

- 2.7 *Number of RDS firefighters providing cover* – this should measure the actual number of personnel providing retained cover in accordance with their contractual obligations, rather than the actual cover they are achieving in the year. It is acknowledged that a number of FRSs are now contracting individuals on a wide range of contracts to meet local circumstances. Please complete this part of the form as near as possible to what is contracted. Volunteers and members of private brigades should not be included in columns 4-7.
- 2.8 The column for recording staff on separate contracts should not include day crewing or nucleus crewing personnel who are, in effect, providing some retained cover but do this as part of their normal single contract. For the purposes of this column only, those personnel who are wholetime, control or non-uniformed in one FRS and have a retained commitment in another should only be recorded on the return for the FRS in which they have that retained commitment.

HR3 – Fire Control personnel at 31 March 2007

- 3.1 *Posts and strength* – all personnel in a fire control role on *31 March 2007* should be included.
- 3.2 Include those involved in call handling, mobilising and associated activities and management thereof. Fire control staff detached to staff departments or undertaking special projects should also be included on HR3. These should be recorded in full time equivalents (FTEs). Staff who are on temporary promotion at 31 March 2007 are to be counted for strength purposes only in the temporary role held on that day.
- 3.3 *Watch details* – this should reflect the numbers employed to handle emergency calls and deal with related activities. The total number of personnel on watch related duties and not an average of those on a particular watch should be recorded. The information is used to calculate emergency calls handled per operator and some other indicators and therefore should only include those personnel conditioned to a shift system (normally alternating between day and night shifts). Fire control staff who are not conditioned to permanent day duties, not handling calls, or supervisors conditioned to a flexible duty system should not be recorded on this return.

HR4 – Non-uniformed posts and strength [Revised form]

- 4.1 *Non-uniformed posts* - this is the figure approved by the fire authority as the number of full time equivalent (FTE) posts required to be employed to fulfil the support functions of the authority.
- 4.2 *Strength* – this is the number of non-uniformed posts (in full time equivalents) filled *at 31 March 2007*.

HR5 – Top 5% of earners [Revised form]

- 5.1 *Top 5% of earners* - this information is required for BV 11a, 11b & 11c - top 5% of earners who are women, minority ethnic or have a disability. For details on

the criteria to be used, refer to 'Best Value Performance Indicators 2005/2006' published by the DCLG ¹.

- 5.2 All staff (wholetime, fire control and non-uniformed) except retained duty system personnel should be included in this return. Staff on secondment should also be included if their salary is paid (or reimbursed) by the parent FRS.
- 5.3 The calculation for this return should be based on the actual number of people (i.e. headcount) and not on full time equivalents. Where part time staff are included in the top 5% by virtue of the pro-rata effect of their salaries, the number of staff are not to be added together to make the full time equivalent.
- 5.4 All members of staff are to be ranked based on their salaries so that the number of people who are in the top 5% can be established.

Example calculation:

*The authority employs 1000 people
Top 5% ranked by salary = 50 people.
The salary of employee number 50 = £42,950
The number of people on that salary or above = 52 (3 people on that salary)*

*How many of those 52 are men = 48
How many of those 52 are women = 4
How many of those 52 are from minority ethnic communities = 2*

5.2 'Minority Ethnic' refer to the following categories:

- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Any other mixed background
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Caribbean
- African
- Any other Black background
- Chinese
- Other

HR6 – Ridership Factor [NEW FORM]

6.1 *Strength* – This is the number of firefighters (on the wholetime shift system of 2:2:4 only) in post at 31 March 2007 recorded in full time equivalents (FTEs).

¹http://www.odpm.gov.uk/pub/701/602004GuidanceforBestPracticePerformanceIndicatorsBVPIs200506PDF405Kb_id1124701.pdf

- 6.2 Sickness absences, training, leave and other absences for only firefighters on the *wholetime shift* system of 2:2:4 should be provided for the reporting period of 1 April 2006 to 31 March 2007.

HR7 REMOVED

HR8 – Shifts lost to sickness [Revised form]

- 8.1 This return contains information required to publish the numerator for BV12 – working days lost to sickness. For details on the criteria to be used, reference should be made to ‘Best Value Performance Indicators 2006/2007’ published by the DCLG¹.
- 8.2 Short term refers to those individual continuous periods of sickness of 28 calendar days or less.
- 8.3 Long term refers to those individual continuous periods of sickness of more than 28 calendar days. Both categories are regardless of how many actual days/shifts are lost. All long-term sickness is to be recorded in the second row and not the first part of it in the first row (i.e. the first 28 days of it).
- 8.4 See paragraphs 7.5 and 7.6 of the guidance to HR6 for the recording of time lost for personnel who are on ‘light duties’.
- 8.5 Personnel should be included in the return if they are serving a period of notice, but submitting medical certificates to cover the period of notice.
- 8.6 ‘Shift’ and ‘day’ includes any period within a 24-hour day, commencing midnight, when a work shift is scheduled to commence. For example, for flexible duty staff, a shift may be a 24-hour duty day or an 8-hour duty day.
- 8.7 Enter the total number of days/shifts lost for each category of sickness for all personnel within that column heading. The figures to be entered on the relevant row are actual working days/shifts lost and are not to include any rota days that may form part of the period of sickness.
- 8.8 Part time staff and job share staff should be recorded in full time equivalent shifts within their relevant employee category, i.e. cumulative totals of part shifts should be added together and reported as full shifts lost based on the average work pattern within the relevant employee category.

Example: for a non-uniformed employee working 3 hours per day conditioned to 37 hour pay and conditions pro-rata, who was sick for a period covering five calendar days normally scheduled for work:

Full time employee works 37 hours per week, approximately 7.5 hours per day. Part time employee is sick for five 3-hour shifts 3x5=15 hours’ sickness absence in total.

¹ http://www.odpm.gov.uk/stellent/groups/odpm_fire/documents/page/odpm_fire_033904.pdf [Note: this link will need to be updated to reflect the 2006/07 BV guidance notes. It may also be necessary to provide the 2006/07 Audit Commission guidance notes when available.]

Number of days is calculated from $15/7.5 = 2$. They would lose two days FTE to sickness.

- 8.9 In the instance of an employee reporting sick part way through a working day/shift, the information is to be recorded to the nearest half day/shift.

HR9 – Shifts spent on training [Revised form]

- 9.1 Enter the total number of periods (shifts or days) lost to training over the year by all personnel in the various sub-groups. The periods to be counted are those when the person is unavailable for their normal duty or work commitment due to attending a training course on or off station (e.g. a day when a pump crew of five are off the run for the day, as opposed to being on 'delayed turnout', on breathing apparatus training would count as five shifts spent). Periods of less than a complete shift or working day (for non-shift workers) are not to be included. Enter only the actual number of shifts/days where a person would have been on duty but was spent on training.
- 9.2 Record all training whether it is provided 'in house' by an FRSs own instructional staff or 'external' where training is provided by personnel other than your own FRS instructional staff. All forms of training should be recorded regardless of whether it is on or off FRS premises.
- 9.3 *Shift* – a complete day or night shift for those conditioned to a shift pattern that would normally include night duties (not including those officers on a flexible duty system).
- 9.4 *Day* – a period equal to the working day e.g. 09.00 to 17.00 for those normally conditioned to day duties. For those conditioned to a flexible duty system, only include those periods of time where the trainee was unavailable for their normal management/specialist duties during the working day, and not any standby time lost.

HR10-79 – Equal opportunities - general guidance [Revised forms]

- i These returns provide information which enables the monitoring of equality and fairness at work for reporting on a national basis, as well as making comparisons between FRSs and assessing progress on targets.
- ii So that the forms do not become too large in themselves the returns are broken down into men and women. The first column gives a total for either men or women for the F&RS. In the electronic version this is an automatic calculation and will equal the numbers given in the remaining columns broken down by ethnic origin. This should be left blank if returning a paper copy and figures should only be entered under the specific ethnic origin.
- iii **IMPORTANT:** Where the ethnic origin of a person is not known the details are **not** to be entered into 'other', but are to be submitted in the box 'Not Stated'. The category 'other' is only to be used for **known** classifications that do not fit into those detailed.
- iv The figures for HR10-17 are the total headcount of staff *at 31 March 2007*.

- v The figures for HR18 – HR73 are the totals for the whole year from *1 April 2006 to 31 March 2007*.
- vi Where retained duty system personnel are filling two posts, with separate contracts of employment, they should be counted twice on the relevant returns.

HR10-HR17 – Gender, ethnicity, age and disabilities of personnel

- i HR10 and 11 and 14 to 17 contain information required to publish the denominator for BV15 – percentage of ill health retirements. For details on the criteria to be used, reference should be made to ‘Best Value Performance Indicators 2006/2007 published by the DCLG¹’.
- ii HR10 to 15 contain information required to publish BV17. For details on the criteria to be used, reference should be made to ‘Best Value Performance Indicators 2006/2007 published by the DCLG¹’.
- iii HR10-13 contain information required to publish BV210. For details on the criteria to be used, reference should be made to ‘Best Value Performance Indicators 2006/2007 published by the DCLG¹’.
- iv Personnel should be included in the returns if they are:
 - ✓ Temporary staff who have been employed for over a year as at *31 March 2007*
 - ✓ On fixed term contracts and have been employed for over a year as at *31 March 2007*
 - ✓ Secondees, but only by the F&RS paying their salaries
- v Personnel to be *excluded* are:
 - ✗ Agency staff
 - ✗ Casuals
 - ✗ Those employed by outside contractors.
- vi The information required is an actual headcount of total of personnel (not full-time equivalents as reported in HR1-4) *as at 31 March 2007*, broken down by both their gender and ethnic origin.
- vii An employee should be counted on more than one of the forms where, say, a person has a contract for wholetime, fire control or non-uniformed duties and is separately employed on a retained duty system contract. In this example he/she would be counted on the full time return and again on HR12 or HR13.
- viii *Disabled staff* – are those that identify themselves as such against the definition provided in the Disability Discrimination Act 1995 (DDA). The DDA 1995 states that a person has a disability for the purposes of this Act *if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities*.

¹ http://www.odpm.gov.uk/stellent/groups/odpm_fire/documents/page/odpm_fire_033904.pdf [Note: this link will need to be updated to reflect the 2006/07 BV guidance notes. It may also be necessary to provide the 2006/07 Audit Commission guidance notes when available.]

- ix Any disabled staff employed in any position by the FRS should be recorded. However, only those persons who have notified the fire authority of their disability should be included.
- x *Age groups* – staff should be entered in the appropriate age category on HR10-17. This means that one member of staff would appear twice on each form; firstly under the age category and secondly under the ethnicity category. A disabled member of staff would appear three times because they would also be recorded in the 'disabled' column. This ensures that we have age, ethnicity, gender and information on disabilities for each member of staff as at 31 March 2007.

Validation check: the headcount of staff in the total 'age' column should equal the headcount of staff in the total 'ethnicity column'. The breakdown by role should also match.

HR10 – Male wholetime firefighters

- 10.1 Only wholetime uniformed staff (including riders, non-operational staff and flexible duty officers, and recruits in training) *as at 31 March 2007* are to be counted.
- 10.2 Staff who are on temporary promotion as at 31 March 2007 are to be counted for strength purpose only if in the temporary role held on that day.
- 10.3 Fire control staff should not be included here but recorded on HR14&15.

HR11 – Female wholetime firefighters

- 11.1 Record the number of female wholetime firefighters in line with the guidance provided in paragraphs 10.1-10.3 above.

HR12 – Male RDS firefighters as at 31 March 2007

- 12.1 Only retained duty system personnel as to 31 March 2007 are to be counted.
- 12.2 The volunteers and members of private brigades and local fire units who were included in HR2 should be excluded from these returns.
- 12.3 RDS firefighters who are on temporary promotion as at 31 March 2007 are to be counted for strength purpose only if in the temporary role held on that day.

A retained duty system firefighter who is filling two posts and has separate contracts of employment should be counted twice on the return.

HR13 – Female RDS firefighters

- 13.1 Record the number of female RDS firefighters in line with the guidance provided in paragraphs 12.1-12.3 above.

HR14 – Male Fire Control personnel

- 14.1 Only fire control personnel *as at 31 March 2007* are to be counted.

14.2 Staff who are on temporary promotion as at 31 March 2007 are to be counted for strength purpose only if in the temporary role held on that day.

HR15 – Female Fire Control personnel

15.1 Record the number of female fire control personnel in line with the guidance provided in paragraphs 14.1-14.2.

HR16 – Male non-uniformed personnel

16.1 Only non-uniformed staff such as those employed in administration, catering, cleaning, stores, workshops and non-uniformed fire safety inspectors as at 31 March 2007 are to be counted. No differential is made on grade.

HR17 – Female non-uniformed personnel

17.1 Record the number of female non-uniformed personnel in line with the guidance provided in paragraph 16.1.

HR18-25 – Recruitment – general guidance [Revised forms]

18.1 Where an FRS undertakes a recruitment procedure on behalf of another FRS, then the recruiting FRS is to complete all applications details on the successful/unsuccessful candidates.

18.2 If a number of FRSs assist in the recruiting process (e.g. by hosting one of the selection tests) then one FRS should be nominated to enter the details on its returns for all of the FRSs. The other FRS(s) receiving those successful applicants would then make no return but should notify DCLG separately that they are part of a joint recruitment scheme.

18.3 Applications for positions which are fixed-term contracts of over a year should be counted in the returns.

18.4 *Applications made* – the number of completed application forms received by the FRS during the reporting year from 1st April 2006 to 31st March 2007.

18.5 *Successful applicants* – the number of personnel, who during the reporting year, were put on a waiting list for a subsequent vacancy, offered an appointment or directly offered a position where there is no waiting list during the reporting year, regardless of when the application was received or the process started.

18.6 *Unsuccessful applicants* – the number of personnel who, during the reporting year, were officially notified that their application was unsuccessful, regardless of when the application was received or the process started.

18.7 The presence of the various categories for failure is not an indication that all or any of these tests should be conducted by an FRS, but are there to give FRSs the opportunity to provide a general reason why an applicant was unsuccessful. For example:

- *Medical examinations* – such as eyesight, hearing, lung function and other medical conditions.
- *Practical/fitness tests* – such as practical aptitude tests, step tests, and strength tests.

18.8 HR 23A and 23B should be used to record the total of any other recruitment at above the basic entry level. The level to which they were recruited should be specified in the notes section. **This will usually be direct recruitment to managerial posts.**

HR19 – Wholetime firefighter recruitment - women

HR20 – RDS firefighter recruitment – men

HR21 – RDS firefighter recruitment – women

HR22 – Fire control personnel recruitment – men

HR23 – Fire control personnel recruitment – women

HR23A – Any other recruitment, at above basic entry level – men

HR23B – Any other recruitment, at above basic entry level – women

HR24 – Non-uniformed personnel recruitment – men

HR25 – Non-uniformed personnel recruitment - women

HR26-65 – Retention - number leaving the fire service – general guidance

- i. HR26-35 (wholetime firefighters) and HR46-55 (fire control staff) contain information required to publish the numerator for BV15 – percentage of ill health retirements. For details on the criteria to be used, reference should be made to ‘Best Value Performance Indicators 2006/07’ published by the DCLG [www link will be updated when 2006/07 BVPI notes become available online]¹.
- ii. All personnel who ceased to be employed by the FRS should be accounted for on HR26-65. The forms collect data by reasons for leaving the service broken down into 5 time bands.
- iii. Similar to HR10-17, information on leavers is required by gender, ethnicity, age bands and whether the member of staff is disabled. This means that one member of staff would be appear twice on each form; firstly under the age category and secondly under the ethnicity category. A disabled member of staff would appear three times because they would also be recorded in the ‘disabled’ column.
- iv. Include personnel whose last day of employment in the fire service, regardless of any prior periods of sickness or suspension, falls within the period *1 April 2006 to 31 March 2007*.
- v. Where a person leaves to take up another type of employment within the same FRS (e.g. a non-uniformed person transferring into fire control), then this is to be recorded as *‘Resignation to take other employment’*.
- vi. Personnel retiring on the grounds of ill health should either be recorded as ‘medical discharge for other reasons’ or ‘medical discharge due to harassment or discrimination’. Where a *medical discharge or resignation* of an individual is a direct result of harassment or discrimination, then this is to be recorded in one of the two appropriate rows.

¹ http://www.odpm.gov.uk/stellent/groups/odpm_fire/documents/page/odpm_fire_033904.pdf [Note: this link will need to be updated to reflect the 2006/07 BV guidance notes. It may also be necessary to provide the 2006/07 Audit Commission guidance notes when available.]

- vii. If someone is '*medically retired*' beyond the normal retirement age, then he/she should be included in the ill-health retirement figures and a note made of it in the 'FRS notes' section of the annual return.
- viii. Exclude personnel transferring to other FRSs or being seconded to the DCLG, Fire Service College *etc.*
- ix. 'Other' reasons will include redundancy.
- x. Where, at the end of the reporting year, it is known that an appeal is pending over the dismissal of an individual, be it for disciplinary, medical or proficiency reasons, then the details are not to be entered until the outcome of the appeal is known, which may be in the following reporting year.
- xi. FRS should also record the number of exit interviews were offered and completed on the appropriate HR26-65 forms.

HR26 – Wholetime firefighters leaving before 6 months service - men
HR27 – Wholetime firefighters leaving before 6 months service - women
HR28 – Wholetime firefighters leaving >6 months, <2 yrs service – men
HR29 – Wholetime firefighters leaving >6 months, <2 yrs service – women
HR30 – Wholetime firefighters leaving >2 yrs, <5yrs service – men
HR31 – Wholetime firefighters leaving >2yrs, <5 yrs service – women
HR32 – Wholetime firefighters leaving >5 yrs, <10yrs service – men
HR33 – Wholetime firefighters leaving >5yrs, <10 yrs service – women
HR34 – Wholetime firefighters leaving after 10 years service – men
HR35 – Wholetime firefighters leaving after 10 years service – women

HR36 – RDS fighters leaving before 6 months service - men
HR37 – RDS fighters leaving before 6 months service - women
HR38 – RDS fighters leaving >6 months, <2 yrs service – men
HR39 – RDS fighters leaving >6 months, <2 yrs service – women
HR40 – RDS firefighters leaving >2 yrs, <5yrs service – men
HR41 – RDS firefighters leaving >2yrs, <5 yrs service – women
HR42 – RDS firefighters leaving >5 yrs, <10yrs service – men
HR43 – RDS firefighters leaving >5yrs, <10 yrs service – women
HR44 – RDS firefighters leaving after 10 years service – men
HR45 – RDS firefighters leaving after 10 years service – women

HR46 – Fire control personnel leaving before 6 months service - men
HR47 – Fire control personnel leaving before 6 months service - women
HR48 – Fire control personnel leaving >6 months, <2 yrs service – men
HR49 – Fire control personnel leaving >6 months, <2 yrs service – women
HR50 – Fire control personnel leaving >2 yrs, <5yrs service – men
HR51 – Fire control personnel leaving >2yrs, <5 yrs service – women
HR52 – Fire control personnel leaving >5 yrs, <10yrs service – men
HR53 – Fire control personnel leaving >5yrs, <10 yrs service – women
HR54 – Fire control personnel leaving after 10 years service – men
HR55 – Fire control personnel leaving after 10 years service – women

HR56 – Non-uniformed personnel leaving before 6 months service - men

HR57 – Non-uniformed personnel leaving before 6 months service - women
HR58 – Non-uniformed personnel leaving >6 months, <2 yrs service – men
HR59 – Non-uniformed personnel leaving >6 months, <2 yrs service – women
HR60 – Non-uniformed personnel leaving >2 yrs, <5yrs service – men
HR61 – Non-uniformed personnel leaving >2yrs, <5 yrs service – women
HR62 – Non-uniformed personnel leaving >5 yrs, <10yrs service – men
HR63 – Non-uniformed personnel leaving >5yrs, <10 yrs service – women
HR64 – Non-uniformed personnel leaving after 10 years service – men
HR65 – Non-uniformed personnel leaving after 10 years service – women

HR68 – Male wholetime firefighters promoted [Revised form]

68.1 Count those wholetime uniformed personnel who have been substantively promoted during the year from 1 April 2006 to 31 March 2007, whether it was to another rank or to a role. If a rank, then the role for which they are being paid should be entered on the return.

68.2 Personnel on temporary promotion are not to be counted. Personnel promoted on transfer to another F&RS should be entered by the receiving F&RS only.

68.3 Similar to HR10-17, the information on promotions is required by gender, ethnicity, age bands and whether the member of staff is disabled. This means that one member of staff would appear twice on each form; firstly under the age category and secondly under the ethnicity category. A disabled member of staff would appear three times because they would also be recorded in the 'disabled' column.

HR69 – Female wholetime firefighters promoted [Revised form]

69.1 The number of female wholetime firefighters promoted during the reporting period from 1 April 2006 to 31 March 2007 reported in line with the guidance provided in paragraphs 68.1 – 68.3.

HR70 – Male RDS firefighters promoted [Revised form]

HR71 – Female RDS firefighters promoted [Revised form]

HR72 – Male fire control staff promoted [Revised form]

HR73 – Female fire control staff promoted [Revised form]

HR74-79 – Career progression of FRS personnel

- i. Details of the information required for these forms were sent to FRSs in Fire Service Circulars 12/1999 and 1/2000.
- ii. These returns do not apply to non-uniformed personnel.
- iii. Personnel with more than five years' service will be recorded in more than one box (*i.e.* 5-10 years' service and 5-15 years' service) as well as being recorded in the respective box if they hold a role of Crew Manager or above.
- iv. The information required is an actual total of personnel (not full-time equivalents) *as at 31 March 2007*, broken down by both their gender and ethnic origin.

- iv. Similar to HR10-17, the information on promotion is required by gender, ethnicity, age bands and whether the member of staff is disabled. This means that one member of staff would appear twice on each form; firstly under the age category and secondly under the ethnicity category. A disabled member of staff would appear three times because they would also be recorded in the 'disabled' column.

HR74 – Career progression of wholetime male firefighters [Revised form]

HR75 – Career progression of wholetime female firefighters [Revised form]

HR76 – Career progression of RDS male firefighters [Revised form]

HR77 – Career progression of RDS female firefighters [Revised form]

HR78 – Career progression of male fire control personnel [Revised form]

HR79 – Career progression of female fire control personnel [Revised form]

HR80 – Number of complaints

80.1 Where an FRS does not record the number of complaints, then the second column is to be annotated with an X.

80.2 Enter the number of complaints (not complainants) in the first column, broken down by the group of staff from which the complainant comes.

HR81 – Number of injuries and shifts lost to injury [Revised form]

81.1 FRS should enter the number of staff injured during the reporting period 31 March 2006 to 1 April 2007.

81.2 The number of RIDDOR injuries should also be recorded here. For more information about RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) see the web site www.riddor.gov.uk.

81.3 FRSs should enter the number of shifts lost due to the injuries sustained by FRS personnel.

HR82 – Injuries occurring during operational incidents [Revised form]

82.1 *Total number of personnel injured* – count injuries sustained during each activity for each group. Count multiple injuries to one individual that were sustained during a single event as a single injury. Count injured persons not injuries e.g. a broken arm and leg = 1 injury

82.2 Number of '*over 3 day*' injuries – count injuries for each group sustained during each activity which were not 'major' as defined in RIDDOR but resulted in the person being unavailable for their normal duties for a period of more than three days.

82.3 Number of '*RIDDOR major*' injuries – count injuries sustained during each activity for each group which resulted in an injury that is defined in RIDDOR as a 'major' injury.

82.4 The 'total number of shifts lost' should include all days lost to the FRS during the reporting period as a result of a personal injury. Count inclusive rota days for operational staff and weekend rest days for other staff groups, but do not count those days spent on light- or modified- duties.

82.5 For the purposes of these returns 'wholetime' includes all those personnel other than day crewed, retained or volunteer who would be available for operational duties. This will include wholetime recruits who are in training and any injuries are to be recorded in the relevant return under wholetime.

82.6 Include members of fire control and non-uniformed staff who may attend an operational incident in a support capacity (e.g. crewing control units or servicing operational vehicles) in the 'other FRS personnel' column.

82.7 Injuries occurring whilst responding to incidents (e.g. a retained person en route to the fire station) are to be included in HR80 under fire. If an injury occurs whilst returning from an incident, this is to be included under HR80.

82.8 The incident is considered to be ongoing until such time as the person is back at the station or, if proceeding directly to other duties such as hydrant testing or training, then until commencing that activity.

HR83 – Injuries during training [Revised form]

83.1 Include all injuries sustained by FRS personnel whilst training during the reporting period from 31 March 2006 to 1 April 2007.

83.2 The injuries need to be split depending on whether they were sustained during operational training or during fitness training.

83.3 Include members of fire control and non-uniformed staff who may sustain injuries during training in the 'other FRS personnel' column.

HR84 – Injuries during routine activities [Revised form]

84.1 Include members of fire control and non-uniformed staff who may sustain injuries during training in the 'other FRS personnel' column.

84.2 There are columns in HR82 to include non-F&RS personnel (including members of the public) who may be injured as a result of routine FRS activities.

HR85 – FRS vehicle accidents [Revised form]

85.1 Include all accidents involving FRS vehicles for each of the circumstances in the box.

85.2 *Total number of vehicle accidents* - count accidents, not damaged vehicles, i.e. an accident involving two FRS vehicles is to be recorded as one accident.

85.3 *Total number of FRS vehicles involved* – the total number of all FRS vehicles involved in accidents during the reporting year 1 April 2006 to 31 March 2007.

85.4 *Vehicle damage only* – only count those accidents where no one was injured. Enter the number of damaged FRS vehicles **not** accidents.

85.5 *Number of service personnel killed or injured* – enter in the relevant row the numbers of service personnel that have been killed or injured in the reporting

year as a result of a vehicle accident involving service vehicles. *Exclude* injuries sustained from accidents involving only non-service vehicles.

85.6 Number of *non-service personnel killed or injured* – enter the numbers of non-service personnel that have been killed or injured in the reporting year as a result of a vehicle accident involving service vehicles.

85.7 *Total vehicle downtime* – enter the number of days lost in the year as a direct result of accidental damage. Discount times of less than 24 hours off the run.

85.8 Blue light accident – that is, one involving a Fire Service vehicle on its way to an emergency incident with an activated blue light.

HR86 – Critical equipment failures [Revised form]

86.1 For those equipment failures where no persons were injured, you should only record those occasions when the equipment failed to operate within its design specifications and there was a risk of injury occurring, for example, the failure of a high pressure hose during testing. Ignore those occasions when equipment fail only the visual test.

86.2 Use the failure definition from RIDDOR.

HR87 – Near misses

87.1 The first row is to record the number of incidents at which a near miss or near misses occurred.

87.2 The subsequent rows are for the number of types of near misses that occurred during that incident.

For example: Where a wall collapsed during a fire this would be recorded as one incident. Additionally this could also be recorded as a 'potential injury to persons', a 'potential damage to vehicles' and a 'potential damage to operational equipment' depending on the exact nature of the incident.

HR88-HR92 – Ill health retirements – general guidance

- i. This is the total number of ill health retirements in the year.
- ii. Where there are a number of medical reasons for a single retirement, the primary reason should be recorded.
- iii. The Independent Qualified Medical Practitioner should specify the main reason for retirement on the certificate of medical discharge for an individual. Further details are contained in Fire Service Circular 30/2004.
- iv. For consistency of reporting, the same medical categories have been used for HR93 - HR99. All of these forms include an 'other' category to allow cases which do not fit into the prescribed categories to be recorded, so that the total figure is a true sum of all cases and matches totals given on other returns (e.g. for ill health retirements).

HR88 – Ill health retirements – wholetime firefighters

HR89 – Ill health retirements – RDS firefighters

HR90 – Ill health retirements – fire control personnel

HR91 – Ill Health retirements – non-uniformed personnel

HR92 – Ill health retirements – all personnel due to service, injury award/no injury award

92.1 A separate return should be filled for each member of staff that retires due to ill health, whether or not an injury award was received.

92.2 If the ill health retirement is due to service, select whether an injury award was given, also input the percentage disability and the total number of years in service.

HR93-HR96 – Non routine referrals to the Occupational Health Service

- i. This is the total number of non-routine referrals to the FRS's Occupational Health Service (OHS) in the year.
- ii. Enter the *number of staff referred* rather than the number of referrals.
- iii. A '*non-routine referral*' is where a person is sent to the FRS's OHS following an injury or periods of sickness, or where there is doubt over the person's fitness.
- iv. *Exclude* referrals for routine examinations such as for recruitment, over-forty medicals, three-yearly check ups or other periodic fitness examinations/tests, or as part of an application for a licence.

HR93 – Non-routine referrals to medical advisor – Wholetime firefighters

HR94 – Non-routine referrals to medical advisor – RDS firefighters

HR95 – Non-routine referrals to medical advisor – Fire control personnel

HR96 – Non-routine referrals to medical advisor – Non-uniformed personnel

HR97-HR99 – Total shifts lost due to sickness [Revised forms]

ii. The number of shifts lost due to sickness during the reporting period 1 April 2006 to 31 March 2007 should be reported.

ii. Please refer to guidance notes on HR7 which outlines how to measure and record shifts lost to sickness.

HR97 – Total shifts lost due to sickness – wholetime firefighters

HR98 – Total shifts lost due to sickness – Fire control personnel

HR99 – Total shifts lost due to sickness – Non-uniformed personnel

Validation check: The total number of shifts lost due to sickness on HR97 should equal the total number of shifts lost due to sickness by wholetime firefighters on HR8. Similarly, the fire control and non-uniformed totals on HR98 and 99 should tally with those on HR8.

HR100 – Level of the Equality Standard for Local Government to which the authority conforms.

100.1 The information measured on this form is required for BV2a – *equality standard for local government*. For details on the criteria to be used, refer to

the FRS Circular 60-2004 – Guidance for Best Value Performance Indicators 2005/06 – published by DCLG¹.

HR101 – Duty to promote race equality

101.1 The information measured on this return is required for BV2b – duty to promote race equality. For details on the criteria to be used, refer to the FRS Circular 60-2004 – Guidance for Best Value Performance Indicators 2005/06 – published by DCLG¹.

101.2 If the Fire Authority does not know their point score achieved, this information may be obtainable from the County Council.

List of forms that have been deleted

Shifts spent on off-watch and recruit training by wholetime shift workers
Method of classification of ethnic origin
Ill health retirements – not due to service
Disciplinary proceedings
Disciplinary awards
Student instructor days
Fire Service College course
Percentage of types of interactions that are enabled for electronic delivery
Personnel qualified for promotion
Absences other than for sickness and time spent on training

¹http://www.odpm.gov.uk/pub/701/602004GuidanceforBestPracticePerformanceIndicatorsBVPIs200506PDF405Kb_id1124701.pdf