

For Publication

Bedfordshire Fire and Rescue Authority
Human Resources Policy and Challenge Group
18 March 2019
Item No. 5

REPORT AUTHOR: CHIEF FIRE OFFICER

SUBJECT: PERFORMANCE REPORT QUARTER THREE 2018-19
(F/Y April 2018 to March 2019)

For further information on this Report contact: Adrian Turner
Service Performance Analyst
Tel No: 01234 845022

Background Papers: Previous Human Resources Quarterly Performance Summary Reports

Implications (tick ✓):

LEGAL		✓	FINANCIAL	✓
HUMAN RESOURCES		✓	EQUALITY IMPACT	✓
ENVIRONMENTAL		✓	POLICY	✓
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New			

Any implications affecting this report are noted at the end of the report.

PURPOSE:

To provide the Human Resources Policy and Challenge Group with with a report for 2018/19 Q3, detailing:

1. A summary report of performance against Human Resources indicators and associated targets for Q3 2018/19 (April 2018 - December 2018).

RECOMMENDATION:

Members acknowledge the progress made on Human Resources Performance and consider any issues arising.

1. Performance

- 1.1 In line with its Terms of Reference, the Human Resources Policy and Challenge Group is required to monitor performance against key performance indicators and associated targets for areas falling within the scope of the Group. It has been previously agreed by the Group, that in order to facilitate this, it should receive quarterly summary performance reports at each of its meetings.
- 1.2 This report presents Members with the Q3 performance summary 2018/19 covering the period April 2018 to December 2018. Performance is shown in Appendix A. The indicators and targets included within the report are those established as part of the Authority’s 2018/19 planning cycle.
- 1.3 The status of each measure is noted using the following key:

Colour Code	Exception Report	Status
GREEN	n/a	Met or surpassed target
AMBER	Required	Missed but within 10% of target
RED	Required	Missed target by greater than 10%

2. Performance Summary and Exception Reports Q3 – 2018/19

All performance indicators are on target with the exception of:

2.1 EQ1a - Percentage of new entrants to the retained duty system to be women.

11 RDS staff were appointed in Q3 out of which 1 (9%) were female. A total of 24 RDS staff have been appointed for the year, 2 (8.33%) of whom are female. The appointment of female recruits remain a priority for the Service. Significant investment along with changes to the appointment process should mean that we are able to recruit and train more RDS staff throughout the year and improve on the current performance by the year end.

2.2 EQ1b Percentage of new entrants to the whole time operational duty system to be women

We appointed 16 Whole-time firefighters in Q1 of 2018/19 (15 male and 1 female). The next opportunity to affect this PI will be in September of this year. Significant work has taken place to improve diversity within applications for wholetime firefighter positions.

2.3 EQ2 - Recruitment of black and minority ethnic staff across the whole organization

19 people were appointed in Q3 out of which 2 (10.5%) were BAME. A total of 62 staff have been appointed this year, 3 (4.84%) are BAME. This target continues to be a challenge, but remains a priority for the Service. Posts are widely advertised and we have a dedicated positive action recruitment team in place to ensure that all communities have equal access and are able to apply.

2.4 H1 - Number of serious accidents (over 28 days) per 1000 employees. Missed target by 33%. The Q3 actual figure of 3.76 equates to two accident injuries that led to absences over 28 days. One involved an event at the Fire Service College resulting in a BFRS training instructor suffering ill health during a hot fire exercise. The other event occurred to an individual while weight training when they trapped their left hand little and ring fingers between a barbell and squat rack support while lowering a weight.

2.5 H2 - Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees). Missed target by 15%. The Q3 actual figure of 273.73 equates to 120 days lost associated with 37 workplace accident injuries where 7 of these injuries resulted in lost time. 98 of those days lost were associated with the two events detailed in the H1 exception report above, where 59 days and 39 days were lost respectively.

- 2.6 T7 - Percentage of Flexible Duty Officers that have attended an Incident Command Assessment within the required frequency for their role.** 2% below target, this equates to 1 FDS officer nominated and withdrawn from a course in May 2018, further courses were arranged in June and July 2018, however these were not attended due to the officer's continued sickness absence.
- 2.7 T8b - Percentage of Safety Critical Maintenance training programmes completed by On-Call Operational Personnel via PDR Pro within the last 12 months.** 5% below target. This is due to the large numbers of RDS personnel recruited in the last 9 months requiring full stage 1 training. Standard station training planner having to accommodate this required training.

**PAUL FULLER CBE QFSM MStJ DL
CHIEF FIRE OFFICER**

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19 Q3

Measure				2018/19 Quarter 3					
No.	Description	Aim	Full Year Target	Five Year Average	2017-18 Q3	Q3 Actual	Q3 Target	Performance against Target	Comments
Human Resources									
EQ1a	Percentage of new entrants to the retained duty system to be women.	Higher is Better	9%	10.68%	12.50%	8.33%	9%	Amber	n/a
EQ1b	Percentage of new entrants to the whole time operational duty system to be women	Higher is Better	6%	11.11%	5.56%	5.88%	6%	Amber	n/a
EQ2	Recruitment of black and minority ethnic staff across the whole organisation	Higher is Better	14%	9.87%	7.69%	4.84%	14%	Red	n/a
HR1	The percentage of working time lost due to sickness	Lower is Better	4.3%	3.64%	3.75%	4.11%	4.3%	Green	4% Better than target
HR1b	The percentage of working time lost to sickness excluding long term	For Info Only		1.73%	1.36%	1.53%		n/a	

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19 Q3

Measure				2018/19 Quarter 3					
No.	Description	Aim	Full Year Target	Five Year Average	2017-18 Q3	Q3 Actual	Q3 Target	Performance against Target	Comments

Health and Safety									
H1	Number of serious accidents (over 28 days) per 1000 employees.	Lower is Better	3.78	0.51	1.96	3.76	2.84	Red	Missed target by 33%
H2	Number of working days/shifts lost to accidents per 1000 employees (excluding Retained Duty System employees).	Lower is Better	317.63	88.60	173.72	273.73	238.22	Red	Missed target by 15%
H3	Number of 24 hour cover periods lost to accidents per 1000 Retained Duty System (Full Time Equivalent) employees.	Lower is Better	781.8	373.38	0.00	382.27	586.35	Green	35% Better than target

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19 Q3

Measure				2018/19 Quarter 3					
No.	Description	Aim	Full Year Target	Five Year Average	2017-18 Q3	Q3 Actual	Q3 Target	Performance against Target	Comments

Staff Development									
T1	Percentage of operational BA wearers (Station based) that have attended an assessed BA course within the last two years.	Higher is Better	98%	95%	99%	99%	98%	Green	1% Better than target
T2	Percentage of EFAD qualified fire-fighters that have attended EFAD Assessment course within the last three years	Higher is Better	98%	99%	100%	100%	98%	Green	2% Better than target
T3	Percentage of station based operational staff that have attended a Water First Responder or Water Technician course within the last three years	Higher is Better	98%	94%	97%	100%	98%	Green	2% Better than target
T4	Percentage of operational BA wearers (station based) that have attended Compartment Fire Behaviour course within the last two years	Higher is Better	98%	98%	99%	100%	98%	Green	2% Better than target
T5	Percentage of station based operational Emergency Care for Fire and Rescue trained personnel that have attended a requalification course within the last three years.	Higher is Better	98%	92%	91%	100%	98%	Green	2% Better than target

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19 Q3

Measure				2018/19 Quarter 3					
No.	Description	Aim	Full Year Target	Five Year Average	2017-18 Q3	Q3 Actual	Q3 Target	Performance against Target	Comments

Staff Development (cont.)									
T6	Percentage of station based operational Working at Height Operators that have attended a Working at Height recertification assessment within the last three years.	Higher is Better	98%	75%	97%	100%	98%	Green	2% Better than target
T7	Percentage of Flexible Duty Officers that have attended an Incident Command Assessment within the required frequency for their role.	Higher is Better	98%	100%	100%	97%	98%	Amber	Missed target by 2%
T8a	Percentage of Safety Critical Maintenance training programmes completed by Wholtime Operational Personnel via PDR Pro within the last 12 months.	Higher is Better	92%	94%	95%	93%	92%	Green	1% Better than target
T8b	Percentage of Safety Critical Maintenance training programmes completed by On-Call Operational Personnel via PDR Pro within the last 12 months.	Higher is Better	92%	88%	90%	88%	92%	Amber	Missed target by 5%

SUMMARY OF HUMAN RESOURCES PERFORMANCE 2018/19 Q3

Measure				2018/19 Quarter 3					
No.	Description	Aim	Full Year Target	Five Year Average	2017-18 Q3	Q3 Actual	Q3 Target	Performance against Target	Comments

Staff Development (Cont.)									
T8c	Percentage of Safety Critical Maintenance training programmes completed by Control Personnel/WM Control via PDR Pro within the last 12 months.	Higher is Better	92%	86%	94%	92%	92%	Green	Met Target
T8d	Percentage of Safety Critical Maintenance training programmes completed by Senior Management roles (SC to SOC) via PDR Pro within the last 12 months.	Higher is Better	92%	93%	93%	93%	92%	Green	1% Better than target

Notes: The comments column on the right hand side shows a comparison of actual against target as a percentage, it should be noted that all targets are represented as 100% and the actual is a percentage of that target. Descriptions of some indicators have been updated to reflect the target setting and actuals, this has no implications on the outturn figures.