

Conditions of service questionnaire

Part 1: Statistical information

Section 1: your workforce

1) How do you determine pay per firefighter grade?

National Level	X
Local Level	
Both	

2) How do you determine the pay of the chief fire officer?

National Level	
Local Level	X
Both	
Comment	

3) What is the average age of your firefighters at retirement (by role)?

<p>From 1st April 2010 to 31st March 2014, we had 50 retirements (both WT and RDS)</p> <p>2 BM = 50</p> <p>2 GCs = 52</p> <p>4 SCs = 51</p> <p>12 WCs = 53</p> <p>8 CCs = 53</p> <p>22 FFs = 52</p>

4) What is the average length that people stay on as whole time firefighters within your authority? (% of workforce)

Less than 6 months *	2%
6 months – 1 year	0%
1 – 2 years *	2%
2 – 5 years	0%
5 – 10 years	8%
10 – 20 years	10%
More than 20 years	78%

Notes:

These figures are based on an average of leavers between 1st April 2010 and 31st March 2014 and are calculated as a % of the total sum of Wholetime leavers in these years.

* The individuals who left in these categories were firefighters who had retired from the service and re-joined HWFRS on a flexible retirement, fixed term contract. They subsequently finished their fixed term contracts within these time periods.

5) What is the average length that people stay on as retained firefighters within your authority? (% of workforce)

Less than 6 months **	13%
6 months – 1 year	2%
1 – 2 years	6%
2 – 5 years	20%
5 – 10 years	20%
10 – 20 years	23%
More than 20 years	16%

Notes:

These figures are based on leavers between 1st April 2010 and 31st March 2014 and are calculated as a % of the total sum of RDS leavers in these years.

7 leavers from this category left during the phase 1 firefighter development course due to varying reasons.

Section 2: Recruitment and training of firefighters

6) What are the typical standards for entry for entry-level firefighters?

GCSE's	<input type="checkbox"/>
A Levels	<input type="checkbox"/>
Fast track Graduate entry schemes	<input type="checkbox"/>
Vocational course	<input type="checkbox"/>
None of the above	<input type="checkbox"/>
Other (Please specify) Assessed to a satisfactory level of the National Firefighter written tests or an equivalent Maths and English Language qualification (see below) provides an automatic pass from the written ability tests <ul style="list-style-type: none"> • 'O' Levels Grades A-C, • GCSE's Grades A-C, • CSE Grade 1, • the Scottish Standard Grade 1 or 2 	<input checked="" type="checkbox"/>

7(a) Are there any other entry grades, i.e. above a normal entry-level?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

7(b) If YES, what are the typical standards for entry?

GCSE's	<input type="checkbox"/>
A Levels	<input type="checkbox"/>
Fast track Graduate entry schemes	<input type="checkbox"/>
Vocational course	<input type="checkbox"/>
None of the above	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

8(a) How many applicants do you receive, on average per vacancy?

Whole time	2007 – 1,000
Retained	We receive an average of 105 applications per year for an average of 60 posts per year.

8(b) How are vacancies communicated/ advertised? (Please tick all that apply)

Print media – occasional media releases	<input checked="" type="checkbox"/>
Internet – local town websites, twitter, facebook	<input checked="" type="checkbox"/>
Recruitment agency	<input type="checkbox"/>
Jobcentre	<input type="checkbox"/>
Specialist/ in house publication	<input type="checkbox"/>
Referral to friends and family from existing staff	<input checked="" type="checkbox"/>
Other (please specify) Leaflet drops, station advertising boards, parish newsletters	<input checked="" type="checkbox"/>

9(a) Do you seek to recruit firefighters from other fire and rescue authorities?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

9(b) If YES, do you recruit:

Whole time – when there is a need	<input checked="" type="checkbox"/>
Retained – we don't actively recruit from other Services, however, we do have Wholetime from other Services apply for RDS	<input checked="" type="checkbox"/>
Both	<input type="checkbox"/>

Any other comments:

Section 3: General employment practice

10) What proportion of your staff are known to have second jobs?

17% (this doesn't include staff who are Wholetime/RDS) These figures are reliant on our employees recording them on our HR system.

11) How many whole time firefighters have a second job as a retained firefighter?

41

12(a) Do you collect data on bullying and harassment?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

12(b) If YES, please can you provide any data (type and/or results) you have over the last 10 years

We have only recorded this information since 2010/11 2010/11 – 2 (approach of manager and unfair treatment by manager) 2011/12 – 4 (issues with colleague and issues with managers) 2012/13 2 (conduct issues)

2013/14 - 0

12(c) Please provide any bullying and harassment policy you may hold



Part 9.6 Harassment
and Bullying Policy.pdf

12(d) Please provide any policy you may hold on the use of social media



Part 4 - Social Media
Policy v1.00.doc

Section 4: Industrial relations

13) How much facility time do you allow as a percentage of your pay bill?

0.03% per year

14) How many individuals receive facility time, by individual and trades union?

4 * FBU
1 * FOA
1 * RFU
1 * GMB
1 * Unison

15) What proportion of each individual's time is facility time?

FBU 7%
Unison 6%
GMB 5%

16) Do you have specific rules on the use of premises and notice boards etc for trades unions work (please explain in box)

HWFRS provide the recognised Trade Unions with reasonable facilities necessary for them to carry out their trade union role. These include use of HWFRS premises and telephones for meetings including use of an office at Headquarters for use when they are at Headquarters.

THANK YOU FOR COMPLETING THE SURVEY.
PLEASE REMEMBER TO SAVE IT AND THEN EMAIL IT TO
Neeta.Patel-Keena@communities.gsi.gov.uk
BY FRIDAY 19 SEPTEMBER 2014