

Appendix 1

Conditions of service questionnaire

Part 1: Statistical information

Section 1: your workforce

1) How do you determine pay per firefighter grade?

National Level	
Local Level	
Both	✓

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

National Level	
Local Level	
Both	✓ According to Gold Book guidance
Comment	

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

The average age of whole time uniformed staff at retirement in the 5 years

1.4.09 – 31.3.14:

Rank	Average age
Firefighter	52
Crew Commander	53
Watch Commander A	52
Watch Commander B	52
Station Commander A	52
Station Commander B	53
Group Commander A	51
Group Commander B	52
Area Commander B	51
Director	56
Deputy Chief Fire Officer	51
Chief Fire Officer	53
Total	52

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

The average length of service of whole time uniformed staff when they left the service in the 5 years 1.4.09 – 31.3.14:

Length of Service	Percentage of leavers
Less than 6 months	0.5%
6 months to <1 year	0.2%
1 to <2 years	1.2%
2 to <5 years	6.3%
5 to <10 years	6.7%
10 to <20 years	7.6%
20 years +	77.5%

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

Less than 6 months	%
6 months – 1 year	%
1 – 2 years	%
2 – 5 years	%
5 – 10 years	%
10 – 20 years	%
More than 20 years	%

Section 2: Recruitment and training of firefighters

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

GCSE's	<input checked="" 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"/>

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 checked="" type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

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

Whole time	95
Retained	

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

Print media	<input type="checkbox"/>
Internet	<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) Positive action campaigns, and through CFOA	<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	<input type="checkbox"/>
Retained	<input type="checkbox"/>
Both	<input checked="" type="checkbox"/>

Any other comments:

We recruit both whole time and retained. Our whole time fire-fighters include:

- those who are retained with other Brigades and
- Reservist occupations

We also recruit a number of people in specialist roles, who supplement our delivery model under retained contracts.

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Section 3: General employment practice

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

We have a secondary contract policy and based on that we have 518 people who have disclosed second jobs.

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

52 of our whole time firefighters have a second job as a retained firefighter in other Brigades.

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

Prior to 2012 the information was not recorded on the system, the Professional Standards team have access to the information, this will be available in 2 weeks. From 2012 to present there has only been 1 case of bullying and harassment. We are also awaiting further data from our E&D team.

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



H:\Dignity at Work
Policy.pdf

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



H:\Internet
Acceptable Use Policy

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Section 4: Industrial Relations

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

0.072%

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

2

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

1 x full time hours

1 x part time hours

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

Please see the Employee Relations Framework which governs our approach to Trade Union, consultation and negotiation. Notice boards, and rooms are provided to our 2 recognised trade unions and a small charge for Services (rent) made...[\\Desktop\0203 Employee Relations Framework.pdf](#)

THANK YOU FOR COMPLETING THE SURVEY.

PLEASE REMEMBER TO SAVE IT AND THEN EMAIL IT TO

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BY FRIDAY 19 SEPTEMBER 2014