



AGENDA ITEM: 11

NORTH WALES FIRE AND RESCUE AUTHORITY

19th December 2011

ADMINISTRATIVE REVIEW

Report by Colin Hanks, Assistant Chief Fire Officer

Purpose of Report

- 1 To advise Members of the revised arrangements for the provision of administrative support within North Wales Fire and Rescue Service.

Background

- 2 On 1st April 2011 the Officer Review Structure was introduced into North Wales Fire and Rescue Service. Work on developing the structure identified that, for the new structure to succeed, it was imperative that each function within the Service receives the right level of support – especially administrative support.
- 3 In order to determine whether or not the necessary level of support existed, a review was ordered into the various administrative functions and roles within the Service.
- 4 The review examined:
 - the current Administrative Support of the Operational Structure to ensure that it was aligned with the new Operational Structure that commenced in April 2011;
 - the administrative workload of the Retained Watch Managers;
 - the requirements for the administrative support of the new operational structure, and held discussions with Senior Managers, in particular the Area Managers, to ascertain their views;
 - all administrative roles in the Service to ensure resilience and that no roles are presently under utilised.

Information

- 5 The Review looked at the Service's current provision of administrative support to individual departments and, in particular, looked closely at the administrative work undertaken by the Retained Duty System (RDS) Watch Managers as a requirement of their role.
- 6 The overall Review focussed on two areas - the first concentrating on the administrative duties which each role undertakes. It established if each role was exclusive to that particular department or whether there is scope to pool those skills without affecting the role-specific requirements attached to that function. This would, in the future, enable the Service to build in resilience at times of illness and annual leave.
- 7 The second part of the Review focussed on the RDS administrative work currently undertaken by RDS Watch Managers; in particular the current capacity of the Administrative Assistants, in the County Safety Offices to ascertain if a dedicated administrator could undertake parts of the administrative work currently expected of the RDS Watch Managers. Watch Managers have, in the past, expressed concern about the amount of administrative work they are expected to carry out.

Evaluation

- 8 Two pilot schemes have been in place for 5 months; a dedicated RDS Administrator post has been evaluated on the Isle of Anglesey; along with the pooling of administrative staff on the Rhyl site. The proposed new arrangements have worked well and it is intended to introduce the new arrangements with effect from 1st April 2012. (See appendix 1)

Implementation

- 9 The staff affected and their trade unions have been briefed, with particular emphasis on the new working arrangements (relocation, change of hours etc.) and options (early retirement, voluntary redundancy etc.) available should they choose not to apply for one of these roles.

- 10 The administrative staff will be offered the opportunity to apply for the revised posts. If they choose not to apply then the posts will be advertised across the Service initially. If the posts remain unfilled then the posts will be advertised externally.
- 11 The intention is to complete the HR and recruitment process by the 1st April 2012.

Recommendation

- 12 That Members note the revised arrangements for the provision of administrative support.

Appendix 1

Six RDS Administrator posts, with effect from 1st April 2012, to be based at the following locations:

Geographical Area:	RDS Administrator based at:
Conwy/Denbighshire	1 at Conwy County Office 1 at Denbighshire County Office
Wrexham/Flintshire	1 at Wrexham County Office
North Gwynedd/South Gwynedd/Ynys Môn	1 at North Gwynedd County Office 1 at Dolgellau Fire Station 1 at Ynys Môn County Office

The remaining County administrative staff to be located, as below:

Geographical Area:	Administrative Assistants County Safety based at:
Conwy/Denbighshire	2 at Conwy County Office
Wrexham/Flintshire	2 at Wrexham County Office,
North Gwynedd/South Gwynedd/Ynys Môn	2 at North Gwynedd County Office (Caernarfon)

The Rhyl pilot incorporates the administrators from:

Community Fire Safety
Legislative Fire Safety
Denbighshire County Safety Office

There are four staff covering these three posts and they also work a rota system to ensure cover for the Rhyl Community Fire Station reception desk.