# Fire Protection

**Statement of Change**

# Out of Hours

## Implementation of a new working arrangements for grey book members to provide fire protection out of hours cover

**To: All staff within the scope of the change & TU representatives**

This document contains a proposal to create a grey book fire protection out of hours arrangement for a 12-month trial.

This proposal is to have grey book members of staff on an out of hours rota providing 365 days cover with a 10% remuneration.

We are looking for 4 volunteers to undertake this 12-month trial.

The suggested duty system will be aligned with the Flexi duty rota system currently adopted by group and station managers.

Without this service there would be no out of hours fire protection provision in place, this would limit the amount of fire safety advice and assistance that can be given which would be confined to office hours. The service would have to look at other models and processes that could be utilised to provide the out of hour provision.

If fewer than 4 individuals volunteer, then the service would look to run the trial with the member of staff that have come forward.

This document provides information in relation to proposal and the engagement period.

## What is the Process?

This document sets out the impact of this proposal on staff. It will be used to underpin engagement with staff on the proposal and is designed to ensure a framework that allows both a consistent approach yet allows for understanding that an element of flexibility may be required depending on issues arising from specific reviews.

## Engagement

There will be a 1-month engagement period for all staff in scope of the proposal. An initial briefing will begin the process, setting out the proposals and engagement process. There will be an opportunity to ask questions of service managers and the briefing will be attended by a Human Resources Advisor with Trade Union representatives also invited to support staff.

The Statement of Change will be made available to all staff and additional FAQs relating to the service proposals will be posted on the Employee Information Website. These will be regularly updated to reflect questions raised during the engagement process.

Engagement opportunities will be tailored to the specific needs of the Service and employees in scope. They will consist of drop-in sessions and where requested one to one meetings. A midpoint meeting will be held within the 1-month period consultation period to have further engagement and ask any other questions. A final meeting will be held following the closure of the engagement period once all feedback has been considered and final decisions have been made.

## Trade Unions

The Service is committed to work closely with Trade Union colleagues through this change proposal.

Trade Union representatives will be briefed at various stages of the process ahead of communications with affected employees.

Trade Union representatives will also be invited to attend all engagement meetings with staff. There will be the opportunity at the end of the engagement meetings for Trade Unions to have initial discussion with their members. Trade Unions can also accompany their members to one-to-one meetings.

## Review, Decision and Outcome

We will aim to notify all in scope employees of the outcome within 2 weeks of the engagement process ending. If agreement is made, this will be accompanied by an outline timetable for the implementation process.

Should there be a need to extend the 2 week decision period as a result of significant issues raised, then all staff will be notified as early as possible, with an explanation for why an extension is required.

## What Do We need to Achieve through this change proposal?

Ensure that Cumbria fire and rescue service have a fire protection out of hours system in place.

This will comprise of a 12-month trial that will involve 4 members of the fire protection grey book

staff undertaking this duty system.

This will be for a pay enhancement of 10% of their current salary band.

The role of the fire protection out of hours officer will be expected to provide advice to crew

regarding fire safety, attend premises where crews believe fire safety breaches occur to issue

article 31 prohibition notices.

The role of the Fire protection out of hours officer will also be attached to PDA’s of certain

premises and incident types within Cumbria to provide a blue light response to be a building

tactical advisor where they will provide advice to the incident commander to help with their

decision making on matters such as fire engineering solutions, fire suppression systems,

compartmentation, evacuation strategies and any previous fire safety audit information.

Turnout will come via pager and or mobile phone and requests from crews will come via mobile

phone. There will be a vehicle made available for the fire protection out of hours officer to use

whilst they are on duty.

To ensure that all members of staff are meeting the NFCC competency framework the service

will look to put all staff who undertake this onto a course which covers NOS FS5.

They will also have to attend a blue light course for driving a car under blue light conditions.

## Scope

The posts in scope of the proposed change are:

| **Post Title** | **Post Grade** | **Number of Posts** |
| --- | --- | --- |
| Crew or Watch Manager with a Level 4 diploma in fire safety or equivalent. | Greybook | 4 |
| **Total** |  | **4** |

Currently within the Fire Protection department we have 4 watch managers and 2 crew managers.

## Suggested Rota System

The suggested rota system would be –

Week 1 Week 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sun | Mon | Tues | Wed | Thurs | Fri | Sat | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
| rota | From 9am Mon Until 9am Wed | | |  | From 9am Fri until 9am Mon | | | | Day | From 9am Wed until 9am Fri | | | rota |

Followed by 2 weeks of not being on call. Each fire protection member of staff would then be put into a rota group, and they would follow the same rota system but stagger to ensure every day is covered.

**What Happens at The End of The Trial**

Whilst this consultation process is to commence the trial, it is important to detail what will happen at the end of the 12 months. If this consultation has been successful and the trial commences. Before the end of the trial there will be a meeting around month 10 to gather feedback to enable the service to see if the trial was successful and whether this could be made permanent. Should there be a need for a further consultation after this review then this will be arranged.

## How to engage with the change proposals

All engagement and supporting information will be made available on the Employee Information Website following the first staff engagement meeting. A hard copy information pack will be provided at the end of the first engagement meeting for staff without access to the Services ICT network.

Communication methods and information will be available in a range of formats where required to ensure equal access to the documentation for all employees.

All employees in scope of the proposed change will be offered at least, one 1-2-1 meeting during the engagement process. The purpose of this is to seek the views and ideas of staff in relation to the proposals and provide as much opportunity for personal circumstances to be listened to, collated, and considered.

To request a 1-2-1 or group meeting with management, please contact Victoria Barnes, Human Resources Advisor.

To ask questions, provide comments or submit feedback on the proposals, please email [Paul.Milburn@cumbriafire.gov.uk](mailto:Paul.Milburn@cumbriafire.gov.uk) or [victoria.barnes@cumbriafire.gov.uk](mailto:victoria.barnes@cumbriafire.gov.uk) This will ensure questions are promptly answered. Staff are encouraged to read the FAQs already on the website as a response may already have been provided.

Members of the recognised Trade Unions may wish to give their feedback through their Trade Union representative.

The Employee Information site will be kept up to date to contain a range of information to support employees through the change process. You are encouraged to view this website on a regular basis during the process.

## Timescales

The proposed timeline for the review is set out in the attached **Appendix 1**.

I hope that I have covered as much as I can as part of this document, however if there are any queries, please contact [Paul.Milburn@cumbriafire.gov.uk](mailto:Paul.Milburn@cumbriafire.gov.uk)

**Group Manager**

**Paul Milburn**

**Appendices**

Appendix 1 Timeline of change

Appendix 2 NOS FS5 content

**Appendix 1- Timetable**

|  |  |
| --- | --- |
| **DATE/S** | **ACTIVITY** |
| ***Phase 1 - Information exchange/engagement*** | |
| 11th December 2024 | **Meeting with Trade Unions and staff in scope** (all Trade Unions invited)  **Formal Engagement process commences**  Each trade union and grey book member of staff in scope will receive engagement invitations via email. |
| As required | Individual 1:1 meetings available upon request. Employees can be accompanied by a Trade Union representative. |
| w/c  6th January 2025 | Further update meeting with trade unions |
| w/c  6th January 2025 | **Mid Point - Meeting with Trade Unions and staff in scope** (all Trade Unions invited)  **With all employees in scope and trade unions held on teams/in person and invites sent via email** |
| w/c  13th January 2025 | **Engagement process closes.** |
| ***Phase 2 - Decision*** | |
| w/c  13th January 2025 | Collation and review of feedback from staff and Trades Unions and reflection of proposals. |
| w/c 13th January 2025 date TBC | Final update meeting with trade unions |
| w/c  20th January 2025 | **End Point - Final Decision meeting**  **With all employees in scope and trade unions held on teams/in person and invites sent via email**   * Final decisions released. |
| ***Phase 3 - Implementation*** | |
| TBC | Change implemented:   * + Notice given of timescale for changes.   + Update Gartan Roster to reflect the new crewing model.   + Communications to wider Service on changes. |
| Month 10 of the trial | Further meeting with members of staff on the rota system to seek feedback on the trial and to develop a plan to move forward with the out of hours fire protection provision. |

**Appendix 2 – NOS FS5 content**

This is a two-day course that will be able to provide the officer with the following.

Support the management of risks at incidents.

K1 The methods and techniques for gathering and interpreting relevant data and associated information.

K2 The principles and methodology for risk assessment and their application

K3 Own personal capabilities, limitation, level of authority and responsibility in the evaluation of risk assessments and when to seek advice from others.

K4 The sources of relevant information and how to access them, including consultation procedures relating to safety at multi-agency incidents.

K5 The methods for the protection of life in the event of an incident, including facilities required to assist fire-fighters.

K6 The methods for prevention of an incident and their application in a range of contexts

K7 How to assess the potential for incidents that will affect organisational function and processes for the occupancy.

K8 The importance of considering business recovery in the event of an incident which interrupts normal activity.