

Joint Working Group – Shift Working Group

Terms of Reference

Introduction

On the 29 July 2020 the Leicester, Leicestershire and Rutland Combined Fire Authority made the decision that Leicestershire Fire and Rescue Service would move away from the Day Crewing Plus (DCP) duty system. This was supported by the Fire Brigades Union who agreed through a joint statement, that the move away from DCP was acceptable with any proposed changes being consulted upon in the planned 2024 Integrated Risk Management Plan public consultation.

For this to be achieved a joint working group would be established to review data, existing or new shift systems. With the aim of making recommendations to facilitate the move away from DCP with as little effect on fire cover and finances whilst also being compliant with the Grey Book and Working Time Regulations.

Aim of the Shift Working Group

The groups aim is to review all relevant data to understand the impact of moving away from DCP and with this data in mind, create a number of recommendations of what other systems or shifts could be put in place to ensure a suitable level of fire cover is maintained within the budgetary constraints of the authority.

It should be noted that the Shift Working Group will make recommendations to the Senior Management Team. Any recommendations that are pursued will be done so through formal negotiation stage via the existing route of the Staff Consultation Forum and in line with the National Joint Committee (NJC) protocols.

Shift Working Group make up

The Shift Working group will be made up from two distinct types of members, these being:

- 1) Permanent group members, who will attend all meetings and work through building the recommendations, comprising of:
 - Service representatives will be a Principal officer and two supporting officers.
 - Fire Brigades Union will be three local officials
 - Fire Officers Association will be two local official
- 2) Subject matter experts, these will be called into the group when their area of expertise is required, such as the data and planning experts.

The guiding principle for the groups is that it is non-hierarchical and whilst it is recommended someone facilitates the meetings, that facilitator is not a chair and does not hold a casting vote.

Meetings should focus on achieving a consensus in approach with a clear focus on solutions.

To aid progress it is preferable for attendees to remain consistent rather than sending substitutes.

Meeting administration

The Shift Working Group will initially meet two weekly, however this can be altered by the group as it progresses.

The Service will facilitate the meetings in terms of diary appointments, rooms and note takers if required.

The service regards this matter of real importance and will make every reasonable effort to facilitate attendance at the meetings by use of covers or Overtime, however group members must ensure reasonable notice for any requirement is given.

The Shift Working Group is expected to report work areas and progress to the Chief Fire Officer and FBU Executive Council member of a two-monthly basis, this can be verbal and/or in a written format. The Chief Fire Officer and FBU Executive Council Member shall endeavour to receive the verbal report at the same time.

The Chief Fire Officer will then update the Combined Fire Authority (CFA) on a quarterly basis by way of an agenda item and a written paper. In the continuing spirit of collaboration and joint working, the paper will be shared, under embargo, prior to submission to the CFA for consultation. Please note timescales for submission are set by the CFA and are non-negotiable.

Overarching Principles

- The decision to move away from DCP has been made.
- Any new system should be Grey Book compliant
- Any new system should be compliant with the Working Time Regulations.
- Nothing is agreed until everything is agreed
- All communications from the group will be agreed by the group and circulated when necessary, but as a minimum on a monthly basis.
- Any recommendations need to be reasonable and based on the budget available to the service
- Any recommendations should take a holistic view of fire cover and skill sets across Leicester, Leicestershire and Rutland.
- Any data or information requested or used by the group will be made available to all the group equally (being very aware of the GDPR requirements).

Timelines

It is anticipated that the Shift Working Group will review a number of options, including the impacts and data associated, therefore the timings listed below are not fixed points in time or deadlines but are guidance on milestones.

January 2021	Working Group Established and Terms of Reference agreed
September 2021	Suite of recommendations identified
January 2022	Preferred recommendations identified
April 2022	Detailed analysis of preferred options presented
January 2023	Draft report on recommendations
April 2023	Final report on recommendations