

Fire & Rescue Services' Annual Statistical Returns

Human Resources Forms (HRFW) 2017 - 18

The Welsh Government's Statistical Directorate runs this data collection.

[Guidance Notes are included to assist in the completion of the form](#)

Dewiswch eich iaith penodol / Choose your preferred language

Saesneg/English

PROVIDER DETAILS

Please select your FRS from the list provided

South Wales

Please enter the name of the main contact in relation to this return

Please enter the telephone number for this contact

Please enter the e-mail address for this contact

Please return this spreadsheet via Afon no later than 15 June 2018

www.afonwales.org.uk

[Email: Data.Collection@gov.wales](mailto:Data.Collection@gov.wales)

[General guidance - Tables 1 to 7](#)

[General guidance - Tables 80 and 86](#)

[HRFW1: Wholetime Posts \(Operational\)](#)

[HRFW80: Operational Injuries during incidents](#)

[HRFW2: Retained duty system posts](#)

[HRFW86: Ill-Health Retirements](#)

[HRFW3: Fire Control Posts](#)

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Llywodraeth Cymru
Welsh Government

The Fire & Rescue Services' Annual Statistical Returns

General guidance for completing the form

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.

For example to go to HRFW86 click the hyperlink

[HRFW86](#)

For example to return to the home page click the "Back to Home Page" hyperlink

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Required Data Items

On receiving the spreadsheet the cells requiring data items will have the following properties. All cells requiring data will be coloured pale blue.



Some cells derive values from other data items. These cells are coloured in dark grey. You will not be able to enter data into these cells.



If you are unable to provide any data item, please leave the cell BLANK. Do not enter text (NA or Not collected etc.) into any cell other than the comments cells. We will assume that a zero in any cell signifies a zero count for this data item.

A white space has been provided adjacent to each row on each table for comments related to the data and in absence of data. A white space is also provided at the bottom of each sheet for general comments related to the forms.



Validation

Validation 1

V1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted through Afon.

Data items which break a validation rule or where data has not been supplied will be coloured red.



Missing data items with a comment to explain the absence of data will be coloured orange.



Complete data entries that have met the validation rules will be coloured green.



Employee Guidance

Aims to clarify the guidance on types of employee to include within the operational statistics forms.

Personnel should be included in the returns if they are a) temporary staff who have been employed for over a year on 31 March, b) on fixed term contracts and have been employed for over a year on 31 March, c) secondees, but only where the FRS is paying their salary. Personnel to be excluded are a) agency staff, b) casuals who have been employed for less than a year covering, for example, sickness absence or maternity leave and c) those employed by outside contractors.

Personnel who are on temporary promotion at 31 March are to be counted in the temporary role held on that day.

If any personnel have dual posts, only their main post should be counted and included on the return unless a clear percentage breakdown can be recorded.

For the purposes of the operational statistics collections, the following definitions cover all staff engaged with the fire and rescue service:

Please note, an employee's job title does not necessarily reflect their employment type.

Anyone on temporary promotion should be counted in the role they occupy at 31 March.	A person employed and paid by the FRS (either fully or partially) who is on a permanent (not fixed term) contract of service.
Category B	A person employed and paid by the FRS (either fully or partially), who is not on a permanent contract and is on a fixed term contract, or series of uninterrupted fixed term contracts, of one year or over. This also includes open ended contracts of one year or over to cover, for example, sickness absence or maternity leave.
Category C	A secondee, either working for the FRS or working for another organisation, where the FRS pays their salary or reimburses the other organisation.
Category D	A secondee, either working for the FRS or working for another organisation, where the FRS does not pay their salary and does not reimburse the other organisation.
Category E	A person employed and paid by the FRS (either fully or partially) who is not on a permanent contract but on a fixed term contract of less than one year. This also includes open ended contracts of less of one year to cover, for example, sickness absence or maternity leave.
Category F	A person not employed by the FRS and not on any kind of contract of service, but who is engaged to work as and when required by the FRS, but who is employed and paid by an employment agency or external contractor and is not on the FRS payroll.

For each form, one of the following definitions apply:

Include categories A, B and C; exclude categories D, E and F	HRFW 1, 2, 3, 4a, 7
Include categories A, B, C and E; exclude categories D and F	HRFW 68
Form does not contain employee data.	HRFW 80

Monitoring survey response burden

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The Welsh Government is monitoring the burden placed on local authorities completing the data collection forms. This helps us when planning future changes to data collection forms. We would be grateful if you could assist us by completing the table below.

Please enter the time it has taken you (and any colleagues) to prepare and send the return. A number of staff employed in different roles may have been involved. You are asked to count the hours spent by staff in each full time equivalent annual salary band indicated below. You will need to round staff salaries to the nearest £1,000. Please record your time to the nearest hour.

Please only include time spent on activities to prepare and send this return, such as:

- Retrieval and saving the empty form;
- Collection, collation, analysis and aggregation of records and figures required;
- Filling in, checking, amending, reviewing and, when completed, approving the form; and
- Sending the form back to the Welsh Government's Statistical Directorate through AFON.

Grade of staff	Hours taken	V1
Band 1 (£11,500 - £19,999)		X
Band 2 (£20,000 - £26,999)		X
Band 3 (£27,000 - £33,999)		X
Band 4 (£34,000 - £53,999)		X
Band 5 (£54,000+)		X

Comments

Validation

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Form	Validation 1			Total	Percentage passed validation
	No comment needed - Passed Validation (✓)	Data missing (M) with comment	No data / Breaks validation rule		
Total	6	0	30	36	17%
HRFW1	1	0	7	8	13%
HRFW2	1	0	5	6	17%
HRFW3	1	0	5	6	17%
HRFW4a	1	0	4	5	20%
HRFW7	1	0	2	3	33%
HRF80	0	0	3	3	0%
HRF86	1	0	4	5	20%

General Guidance - Tables 1 to 7

HRFW1 – Wholetime posts

- Posts – this is the number of permanent posts in the FRS. It would be helpful if any change to the figures for the previous year could be accompanied by a note of explanation.
- Strength – this is the actual number of permanent posts filled as at 31 March. Personnel who are on temporary promotion at 31 March are to be counted in the temporary role held on that day.
- Headcount – this is the actual number of employees, whether full or part time, filling the permanent posts as at 31 March.
- Corporate – this is to include all personnel whose primary role is in training, and corporate functions, including those working in headquarters. Corporate should include all grey book staff who are not included in the operational or Fire Safety columns.
- Fire Safety (Business and Community) – this is to include personnel whose primary role is to provide undertake audits and inspections of premises under the Fire Safety Order 2005 or personnel whose primary function is to plan and deliver community fire safety and wider community safety advice.
- Operational – this is to include personnel whose primary role is to provide an emergency response to an incident.
- Where personnel have more than one role, they should be recorded in their primary role only (unless a role can be broken down clearly in percentage terms). For example where staff work within a corporate function but also provide “on call” cover such as incident command, they should be recorded once only, within their primary role.
- All figures, apart from Headcount, should be entered as full time equivalents (FTE).

HRFW2 – Retained posts

- This information is used to determine if the number of retained duty system (RDS) personnel is sufficient to fulfil operational commitments.
- Retained posts in 24-hour units of cover – if this has changed from the previous year, then it would be helpful if a note of explanation could be provided.
- Total headcount personnel – the actual number of retained duty system personnel at 31 March, given in both actual numbers and then calculated in 24-hr units. Personnel who are on temporary promotion at 31 March are to be counted in the temporary role held on that day.
- Total number of column b, who are wholetime on dual contract – the total number of personnel who are employed on both RDS and wholetime contracts within the same FRA (wholetime element would also be reflected on the HRFW1). Those personnel who provide RDS cover and who also hold a wholetime contract with another FRS (or vice versa) should not be identified as dual contract.
- Total number of volunteers – the number of personnel (headcount) who assist the FRS but are not employed by the FRS

HRFW3 – Fire control posts

- All persons having a fire control role on 31 March should be included. This means that you should not only count those involved in call handling, mobilising and associated activities and management thereof, but also others detached to personnel departments or undertaking special projects.
- Posts – this is the number of permanent posts in the FRS. It would be helpful if any change from the previous year could be accompanied by a note of explanation.

HRFW4a - Non-operational posts

- Posts – All non-operational posts (green book) on 31 March should be included. This is the figure approved by the Fire and Rescue Authority as the number of full time equivalent posts required to be employed to fulfil the support functions of the authority. Full-time non-operational personnel will work approximately 220-230 days.
- Strength – this is the actual number of permanent posts filled as at 31 March. Personnel who are on temporary promotion at 31 March are to be counted in the temporary role held on that day.
- Headcount – this is the actual number of employees, whether full or part time, filling the permanent posts as at 31 March.

General Guidance - Tables 1 to 7

HRFW1 – Wholetime posts

- Data should be recorded based on the salary equivalent for operational grades. For example, a non-operational member of staff earning up to the equivalent of the top pay band for a firefighter (competent) should be recorded in the fire fighter line of the return. Non-operational members of staff earning more than the top pay band for a firefighter and up to the top pay band for a watch manager (competent B) should be recorded in the supervisory manager line of the return etc.
- Corporate – this is to include all personnel whose primary role is in training, corporate functions and Headquarters.
- Fire Safety (Business and Community) – this is to include personnel whose primary role is to provide undertake audit and inspections of premises under the Fire Safety Order 2005 or personnel whose primary function is to plan and deliver community fire safety and wider community safety advice.
- Where personnel have more than one role, they should be recorded in their primary role only (unless a role can be broken down clearly in percentage terms). For example where staff work within a corporate function but also provide “on call” cover such as incident command, they should be recorded once only, within their primary role.

HRFW4b - Top 5% of earners - No longer collected

HRFW7 – Shifts/days lost to sickness

- This return contains information required to publish the numerators for performance indicator FRS/CHR/C/004.
- Short term means individual continuous periods of sickness of 28 calendar days or less. Long term means individual continuous periods of sickness of more than 28 calendar days. Both categories are regardless of how many actual days/shifts are lost. All long-term sickness is to be recorded in the second row and not the first part of it in the first row (i.e. the first 28 days of it).
- Personnel should be included in the return if they are serving a period of notice, but submitting medical certificates to cover the period of notice.
- All shift patterns should be included within a 24-hour day, commencing midnight, when a work shift is scheduled to commence. For example, for flexible duty staff, a shift may be a 24-hour duty day or an 8-hour duty day.
- Enter the total number of days/shifts lost for each category of sickness for all personnel within that column heading. The figures to be entered on the relevant row are actual working days/shifts lost and are not to include any rota days that may form part of the period of sickness.
- Part time staff and job share staff should be recorded in full time equivalent shifts within their relevant employee category, i.e. cumulative totals of part shifts should be added together and reported as full shifts lost based on the average work pattern within the relevant employee category.
- Example: for a non-operational employee working 3 hours per day conditioned to 37 hour pay and conditions pro-rata, who was sick for a period covering five calendar days normally scheduled for work:
 - Full time employee works 37 hours per week, approximately 7.5 hours per day.
 - Part time employee is sick for five 3-hour shifts $3 \times 5 = 15$ hours' sickness absence in total.
 - Number of days is calculated from $15 / 7.5 = 2$. They would lose two days FTE to sickness.
- In the instance of an employee reporting sick part way through a working day/shift, the information is to be recorded to the nearest half day/shift.

HRFW1
Wholetime Posts (Operational)

2017-18	Total			Corporate		Fire Safety (Business and Community)		Operational		V1	Comments
	Posts	Strength	Headcount	Posts	Strength	Posts	Strength	Posts	Strength		
Brigade Manager	0.00	0.00								C	
Area Manager	0.00	0.00								C	
Group Manager	0.00	0.00								C	
Station Manager	0.00	0.00								C	
Watch Manager	0.00	0.00								C	
Crew Manager	0.00	0.00								C	
Firefighter	0.00	0.00								C	
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	√	

2016-17	Total			Corporate		Fire Safety (Business and Community)		Operational		Comments
	Posts	Strength	Headcount	Posts	Strength	Posts	Strength	Posts	Strength	
Brigade Manager	3.00	3.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	
Area Manager	4.00	5.00	5.00	2.00	3.00	1.00	1.00	1.00	1.00	
Group Manager	21.00	22.00	22.00	13.00	14.00	8.00	8.00	0.00	0.00	
Station Manager	53.00	60.00	60.00	14.00	19.00	15.00	16.00	24.00	25.00	
Watch Manager	134.00	135.00	135.00	29.00	31.00	25.00	22.00	80.00	82.00	
Crew Manager	98.00	96.00	96.00	6.00	9.00	4.00	0.00	88.00	87.00	
Firefighter	475.00	486.00	486.00	4.00	4.00	1.00	1.00	470.00	481.00	
Total	788.00	807.00	807.00	71.00	83.00	54.00	48.00	663.00	676.00	

Comments

HRFW2

Retained Duty System Posts (including wholetime on dual contract to provide RDS cover)

	a	b	c	d	e	V1	Comments
	Retained posts in 24 hour units of cover	Total Headcount Personnel	Total number of column b, who are wholetime on dual contract	Total retained strength in 24 hour units	Number of volunteers		
2017-18							

Group Manager						C	
Station Manager						C	
Watch Manager						C	
Crew Manager						C	
Firefighter						C	
Total	0.00	0.00	0.00	0.00	0.00	√	

	a	b	c	d	e		Comments
	Retained posts in 24 hour units of cover	Total Headcount Personnel	Total number of column b, who are wholetime on dual contract	Total retained strength in 24 hour units	Number of volunteers		
2016-17							

Group Manager	0.00	0.00	0.00	0.00	#N/A	
Station Manager	0.00	0.00	0.00	0.00	#N/A	
Watch Manager	25.20	38.00	26.00	21.00	#N/A	
Crew Manager	81.90	152.00	66.00	86.60	#N/A	
Firefighter	270.20	378.00	65.00	201.42	#N/A	
Total	377.30	568.00	157.00	309.02	#N/A	

Comments

HRFW3

Fire Control Posts

2017-18	Wholetime			V1	Comments
	Posts	Strength	Headcount		
Group Manager (Control)				C	
Station Manager (Control)				C	
Watch Manager (Control)				C	
Crew Manager (Control)				C	
Firefighter (Control)				C	
Total	0.00	0.00	0.00	√	

2016-17	Wholetime			Comments
	Posts	Strength	Headcount	
Group Manager (Control)	1.00	2.00	2.00	
Station Manager (Control)	5.00	6.00	6.00	
Watch Manager (Control)	6.00	7.00	7.00	
Crew Manager (Control)	4.00	4.00	4.00	
Firefighter (Control)	32.00	23.93	26.00	
Total	48.00	42.93	45.00	

Comments

HRFW4a
Non-operational Posts and Strength at 31 March

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[HRFW7](#)

Type of duty system	Total			Corporate		Fire Safety (Business and Community)		V1	Comments
	Posts	Strength	Headcount	Posts	Strength	Posts	Strength		
2017-18									
Strategic Manager	0.00	0.00						C	
Middle Manager	0.00	0.00						C	
Supervisory Manager	0.00	0.00						C	
Firefighter	0.00	0.00						C	
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	√	

1 2 25 15 16 17 18

2016-17									
Strategic Manager	7.21	7.20	10.00	7.21	7.20	0.00	0.00		
Middle Manager	53.18	50.77	55.00	49.18	46.77	4.00	4.00		
Supervisory Manager	138.11	140.54	153.00	103.19	105.15	34.92	35.39		
Firefighter	58.96	61.25	98.00	57.96	60.25	1.00	1.00		
Total	257.46	259.76	316.00	217.54	219.37	39.92	40.39		

Comments

HRFW7
Health and Safety
Shifts/Days lost to sickness

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[HRFW80](#)

2017-18	Wholetime	Fire control	Non-operational	V1	Comments
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Number of shifts/days lost to short-term sickness				C	
Number of shifts/days lost to long-term sickness				C	
Total	0.00	0.00	0.00	√	

2016-17	Wholetime	Fire control	Non-operational	Comments
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Number of shifts/days lost to short-term sickness	2,239.00	152.00	749.21	
Number of shifts/days lost to long-term sickness	5,753.00	325.00	1,083.97	
Total	7,992.00	477.00	1,833.18	

Comments

General Guidance - Tables 80 to 86

HRFW80 – Operational Staff Injuries during Operational and Training Incidents

- Operational and training incidents refer to operational incidents (fires, special service incidents and false alarms), training for operational incidents, and undertaking other operational activities (stand-bys and joint exercises).
- Column a) refers to the total number of incidents where an injury occurred. One record should be made for each incident even if more than one injury occurred during that incident.
- Column b) refers to RIDDOR reportable injuries. These are defined in Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 and include (but are not limited to) “over 7 day” injuries.
- Total number of personnel injured at reportable incidents – count all injuries sustained during operational and operational training incidents. Count multiple injuries to one individual that were sustained during a single event as a single injury. Count injured persons not injuries, e.g. a broken arm and leg = 1 injury.
- Data should include wholetime or RDS recruits who are in training.
- Injuries occurring whilst responding to incidents (e.g. a retained person en route to the fire station) are to be included in HRFW80. If an injury occurs whilst returning from an incident, this is to be included in HRFW80. The incident is considered to be ongoing until such time as the person is back at the station or, if proceeding directly to other duties such as hydrant testing or training, then until commencing that activity.
- Injuries occurring during fitness training are to be included.

HRFW86 – Ill health retirements

This is the total number of ill health retirements in the year. Where a case is undecided at the end of the year, do not record in the total and only include it in ‘cases undecided at end of year’.

“Ill health retirement” means a case where a firefighter retires from the Service and is eligible for an immediate (non-deferred) pension on health grounds. It does not include cases where a firefighter leaves the service (for any reason) but is not eligible for such a pension.

During operational incidents

	Fire, Special Service incidents and training incidents	RIDDOR reportable	Total number of personnel injured	V1	Comment
2017-18					
Wholetime				C	
Retained				C	
Volunteer				C	

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

	Fire, Special Service incidents and training incidents	RIDDOR reportable	Total number of personnel injured	Comment
2016-17				
Wholetime	35	4	52	
Retained	8	2	10	
Volunteer	0	0	35	

Comment

HRFW86
Health and Safety
Ill-Health Retirements

Men	Women	V1	Comment
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2017-18

Wholetime			C	
Retained			C	
Fire control			C	
Non-operational			C	
Total	0	0	√	

Men	Women	Comment
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2016-17

Wholetime	4	0	
Retained	1	0	
Fire control	1	0	
Non-operational	#N/A	#N/A	
Total	#N/A	#N/A	

Comments