



DEVON & SOMERSET FIRE & RESCUE AUTHORITY

REPORT REFERENCE NO.	HRMDC/09/12
MEETING	HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT COMMITTEE
DATE OF MEETING	27 OCTOBER 2009
SUBJECT OF REPORT	STAFF SKILLS BANK
LEAD OFFICER	Head of Human Resources Management and Development
RECOMMENDATIONS	That the report be noted.
EXECUTIVE SUMMARY	<p>As a result of feedback received from the first round of staff seminars and the Staff Survey, the Service has recognised an opportunity exists to identify and utilise further the skills and qualities of its' workforce. The aim of this work is to promote greater inclusion, communication & efficient use of resources, specifically addressing priorities in Goals 2 & 3 within the Corporate Plan.</p> <p>The skills bank will capture the additional skills that our staff posses, including hobbies, voluntary work, vocational qualifications, Public and charitable appointments, languages, Retained Duty System (RDS) primary employment and any other skills staff may have. It is intended to be a voluntary scheme with the aim of using these skills for small projects and to enhance Areas' performance and community plans where appropriate.</p> <p>The Skills Bank proposal will be included within the review of the new Performance and Development Review (PDR) process which is planned to be completed by April/May 2010.</p>
RESOURCE IMPLICATIONS	<p>None for project, absorbed within current capacity</p> <p>Future cashable and non cashable savings may well be gained pending the range and usability of skills found.</p>

EQUALITY IMPACT ASSESSMENT	Fully inclusive of Wholetime/Retained Duty System (WT/RDS), support staff, non operational staff and control staff.
APPENDICES	None
LIST OF BACKGROUND PAPERS	None

1. **OVERVIEW**

- 1.1 As a result of feedback received from the first round of staff seminars, the Head of Human Resources Management & Development has identified an opportunity to further utilise the skills and qualities of DSFRS workforce with the aim to promote greater inclusion, communication & efficient use of resources, specifically addressing priorities in service Goals 2 & 3. It is particularly supportive of many themes within our single equality scheme "Making the Connections".
- 1.2 The skills bank would capture the additional skills that our staff possess, to include, hobbies, voluntary work, vocational qualifications, languages, RDS primary employment, charitable and public appointments and any other skills people may have, this would be a voluntary scheme with the aim of potentially using these skills for small projects to increase organisational capacity and to enhance Area performance and community plans.
- 1.3 This is supported by the communications plan to engage staff and to celebrate the diversity of skills they possess.
- 1.4 The Skills Bank will provide good evidence for the Comprehensive Area Assessment (CAA) under workforce planning and innovation and use of resources.

2. **KEY STAKEHOLDERS & PROGRESS TO DATE**

- 2.1 Following a briefing from the Head of Human Resources Management and Development, an initial meeting was held on 23 July 2009 which brought together key departments these being,
- Workforce Development
 - Training Policy
 - Human Resources
 - Information Technology
 - Service Planning and Review
 - Corporate Support Communications
- 2.2 Representative departments were asked to consider the outline proposal and return any additional comment by the end of September 2009.
- 2.3 Workforce Development and Training Policy met on 3 September 2009 and it was agreed that the Skills Bank proposal will be included within the review of the new PDR process, planned to be completed by April/May 2010.
- 2.4 The form of capture of these skills is agreed as being via the PDR process.
- 2.5 Analysis is being undertaken as to how best to capture and store this information using current HR systems (Workforce), Training and Development systems (RTIX/Role Model) so that management reporting can be undertaken against this database for skills search.

3. **PROJECT PLAN & MILESTONES**

3.1 The Project Plan and Milestones for this are as follows:

Project Plan	Timescale
Insurance Risk Manager to be consulted on proposal	September 2009
Service planning & Workforce development to create PCT for project	October 2009
Area Commanders and Department Heads to be consulted on idea & how they might utilise skills bank skills.	October 2009
HR to plan contractual process for Skills Bank staff & engage with representative bodies, during regular quarterly IR Committee framework.	
Training Policy to write Policy on how these additional skills will be used by service, the process, employment and selection criteria. Sept	November 2009
HR to investigate capacity to record Skills bank information in "Workforce IT system" – possible will need to identify officer to input data as required	
Articles for Service update & Dec issue of Your Shout to be created by communication corporate support with assistance from Workforce Planning Department.	
Provide information at PDR as to why service is requesting the Skills Bank info and how the service plans to use it – PDR review group.	

4. **COMMUNICATION**

4.1 The findings of this work will be communicated through the following mechanisms:

- Service update
- Your Shout
- PDRs
- Station Visits
- Service/Area / Department Plans

- Policy
- Champion examples, “Your Shout”.

5. **CONCLUSION**

- 5.1 The skills bank will capture the additional skills that our staff possess, including, hobbies, voluntary work, vocational qualifications, languages, RDS primary employment and any other skills staff may have. It is intended to be a voluntary scheme with the aim of using these skills for small projects and to enhance Areas’ performance and community plans where appropriate.

JANE SHERLOCK

Head of Human Resources Management and Development