



**DORSET & WILTSHIRE
FIRE AND RESCUE
AUTHORITY**

Item 24/30

MEETING	Dorset & Wiltshire Fire and Rescue Authority
DATE OF MEETING	12 June 2024
SUBJECT OF THE REPORT	Amended People Policy Statement
STATUS OF REPORT	For open publication
PURPOSE OF REPORT	For consideration and approval
EXECUTIVE SUMMARY	<p>In line with good governance practice, the Authority reviews its policy statements on a biennial basis and these were last reviewed in February 2024.</p> <p>The policies set out the core activities that the Service should deliver and help support the evidencing of the annual Service Statement of Assurance.</p> <p>The People Policy Statement has recently undergone a further review to ensure that it is closely aligned to new fire standards issued by the Fire Standards Board.</p>
RISK ASSESSMENT	Failure to have appropriate and robust governance arrangements may adversely affect the efficiency, effectiveness and reputation of the Authority.
COMMUNITY IMPACT ASSESSMENT	None for the purposes of this report.
ENVIRONMENTAL IMPACT ASSESSMENT	None for the purposes of this report.
BUDGET IMPLICATIONS	None for the purposes of this report.
RECOMMENDATIONS	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Review and approve the amended People Policy Statement set out in Appendix A.

BACKGROUND PAPERS	A link to the current People Policy Statement is set out below: <u>People policy statement</u> HMICFRS Values and Culture of Fire and Rescue Services report was published in March 2023
APPENDICES	Amended People Policy Statement
REPORT ORIGINATOR AND CONTACT	Name: Jenny Long. Assistant Chief Officer, People Services Email: jenny.long@dwfire.org.uk Tel no: 01722 691311

1. Background

- 1.1 As part of good governance, the Authority have eight policy statements which ensure strategic alignment and oversight between the Service and the Authority. The policy statements are reviewed by the Authority on a biennial basis and were last reviewed on 8 February 2024.

2. HMICFRS Values and Cultures of Fire and Rescue Services

- 2.1 The His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) Values and Culture of Fire and Rescue Services report was published in March 2023. The report included 35 recommendations, 20 recommendations of which were for Chief Fire Officers to deliver.
- 2.2 The Fire Standard Board (FSB) also received recommendations to introduce new fire standards for fire and rescue services to implement.

3. Fire Standards Board

- 3.1 The role of Fire Standards Board is to oversee the identification, organisation, development and maintenance of professional standards for fire and rescue services in England.
- 3.2 To date 16 fire standards have been approved. With regards to people management and development, the relevant standards produced are:-
- Code of Ethics
 - Communication and Engagement
 - Leading the Service
 - Leading and Developing People
- 3.3 As part of the fire standard implementation process a gap analysis is carried out to assess how the Service compares to the new fire standard to ensure any remedial actions are identified and delivered in a timely manner.
- 3.4 At the end of February 2024, the Service was advised that the Fire Standards Board had reviewed the existing, relevant Fire Standards in line with the HMICFRS report recommendation this specifically included amendments to the Leading the Service Standard.

4. People Policy Statement Review

- 4.1 As a result of these amendments, and in the interests of good governance, it was necessary to undertake a further review of the People Policy Statement to ensure it remains aligned to good practice, particularly in relation to the Fire Standards as well as ensuring it also appropriately reflects our culture action plan deliverables.

- 4.2 The People Policy Statement has also been aligned to the appropriate departments within the People Directorate so that there is internal clarity with regards accountability and delivery of the policy statements.

5. Assurance

- 5.1 To ensure robust assurance each policy has a separate supporting assurance statement. Members see these assurance statements each September as part of the Statement of Assurance.
- 5.2 In addition to the People policy assurance statement a separate Equality, Diversity and Inclusion (EDI) Assurance Framework, aligned to the Local Government Association (LGA) Fire & Rescue Equality Framework was produced to support the delivery of our EDI activities.
- 5.3 The LGA Framework has not been reviewed since 2017 and now with the existence of the Fire Standards Board it was felt appropriate to revisit how the Service and Authority assures itself with regards to the delivery of all of its 'people' functions. To that end we are in the process of producing a People Assurance Framework that both replaces the EDI Assurance Framework but will also complement and provide greater depth to the People Policy Assurance Statement.
- 5.4 The People policy assurance framework will be completed by officers who have responsibility to deliver the actions set out in the People policy and will be signed off by the Culture Development Committee on an annual basis.

6. Summary and key points

- 6.1 The People policy has been comprehensively reviewed to ensure good governance and alignment to relevant Fire Standards and good practice.
- 6.2 The revised policy statement is set out in Appendix A.



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APPENDIX A

People Policy Statement

We will:

People management

1. Have a robust and people centred approach to inappropriate and unacceptable behaviour so that everyone works in a safe environment feels supported, welcomed and able to thrive.
2. Have recruitment and promotion arrangements that attract, develop, and retain the best people and that are transparent, fair and consistent.
3. Ensure that all people working for the Service have employment checks and that these are regularly reviewed.
4. Have processes in place to recognise, respect and celebrate the contribution everyone makes.
5. Have robust workforce and succession arrangements in place that align with our financial and strategic planning frameworks.
6. Manage and support the health, fitness, and wellbeing of our people to help them to continue to carry out their role in a safe, confident and competent manner.
7. Have fair and consistent performance management arrangements and a robust process for challenging poor performance and behaviour.
8. Provide flexible working practices and arrangements to support the wellbeing, retention, and effective performance of its workforce.
9. Work to help ensure that employment relations are positive and constructive.

Learning and organisational development

10. Strive to ensure our people are competent, safe and have the right skills and abilities to fulfil their role.
11. Enable our people to develop their skills and talent, so that they continue to lead, manage and operate competently and with continuous professional development.
12. Have mechanisms which enable our people to be appropriately engaged and that their feedback be captured, actioned and responded to.

- 13. Have processes in place to support organisational learning and continuous improvement.
 - 14. Strive to have decision-making is at the lowest appropriate level and people are encouraged and empowered to use professional judgement and discretion.
- Inclusion and Culture Enhancement*
- 15. Demonstrate political, managerial and a personal commitment to reducing inequality, challenging discrimination, and delivering services that are inclusive and accessible to diverse communities.
 - 16. Ensure that all those who work for, or on behalf of, the Service have a clear understanding of the Core Code of Ethics including its expectations and associated responsibilities.
 - 17. Work hard to attract and maintain a competent and diverse workforce that can meet community and organisational needs.
 - 18. Ensure that organisational decisions support equality, diversity, inclusivity and are non-discriminatory and people impact assessed.
 - 19. Deliver inclusive and accessible communications and services, recognising that every workforce, community and group has different and diverse needs.
 - 20. Identify support to meet the diverse needs of individuals, including coaching and mentoring, employee assistance programs and occupational health.

Compliance and assurance:

The Authority delegates these policy objectives to the Chief Fire Officer who will ensure that adequate procedures are in place and are appropriately resourced. The Director of People Services will monitor and assure this policy through reviewing performance against a robust performance framework. They will also conduct a review of the effectiveness of this policy as part of the Service’s annual Statement of Assurance required under the Fire and Rescue National Framework for England, which will be approved by the Authority.

The Service will also assure through reports received and judgements made by Internal Audit and His Majesty’s Inspectorate of Constabulary and Fire and Rescue Services.

Document Management:

Lead Director	ACO Director of People Services Jenny Long
Review Date	June 2024
Next Review Date	February 2026