

TYNE AND WEAR FIRE AND RESCUE SERVICE (TWFRS)	
APPLIANCE AVAILABILITY, STAFFING AND DETACHED DUTIES	
Area Manager Service Delivery	Rev Mar 2020
Admin Procedure 3.08	

APPLIANCE AVAILABILITY, STAFFING AND DETACHED DUTIES

1. APPLICATION AND INTERPRETATION OF THIS FRAMEWORK

1.1 In order to deliver on TWFRS Core Values this procedure accounts for appliance availability, staffing and detached duties.

2. Operational Considerations

2.1 Operational staffing levels will be managed by the on duty Watch Manager and supported through the Staffing Department and Control. Optimum Staffing Levels will be managed in accordance with overtime procedure (Admin 7.01).

2.2 At the commencement of each shift, Control will contact each station to establish the availability of assets and resources for that shift.

2.3 For stations with a specialist function, the Watch Manager will inform control of the capability e.g. full capability or limited capability.

2.4 The nominated Flexi Duty Officer (FDO) will adjust the staffing to meet the needs of the Service. (See Appendix A)

2.5 Appliances at all stations will be staffed in accordance with optimum staffing levels.

2.6 In the event of short notice staffing deficiencies at the start of a shift, actions detailed in Appendix A will be implemented.

2.7 It may occasionally be necessary for an Incident Commander (IC) to request the attendance of a special appliance that is unavailable. If requested by the IC liaison will take place between control and the FDO to facilitate this.

2.8 Pre-arranged medicals will be attended by personnel on their nominated appliance. The appliance will remain on the run on a delayed turn out for the duration of the medical.

2.9 If the pre-arranged overtime list is exhausted, actions detailed in Appendix A will be implemented.

- 2.10 Where possible, deficiencies should be skills matched i.e. Crew Manager for a Crew Manager with the exception of the second risk based TRV where a FF can act up.
- 2.11 Where staffing is surplus, guidance in Appendix B will be followed.
- 2.12 When allocating duties as part of a crew, the Watch Manager should consider the skills and experience of the individuals. Where required, consultation should be sought with the FDO in relation to staffing of special appliances.
- 2.13 To increase efficiency, effectiveness and flexibility of the operational shift system, personnel are encouraged to engage in a swap a shift when staffing is above optimum levels and repay when below optimum staffing levels.

3. DETACHED DUTIES

- 3.1 A single payment for a detached duty is made for a member of uniformed staff performing duty at a location other than their normal place of work. The agreed allowance will increase in line with the National Joint Council for Local Fire Rescue Authority pay agreements.
- 3.2 Detached duties fall into two categories; pre-arranged and detachments arranged and actioned after the commencement of the duty shift.
- 3.3 Pre-arranged detachments will be implemented where there is a known staffing shortage.
- 3.4 It is the responsibility of the Watch Manager to ensure the detached person has the requisite skills and does not leave a deficiency at their location.
- 3.5 On such occasions, pre-determined detachments will be implemented down to the minimum staffing level at the location from which the detachment is to be drawn.
- 3.6 A detachment may be implemented at the earliest opportunity or at any point after the commencement of the shift, in consultation with the FDO.
- 3.7 Any personnel undertaking detached duties, whether pre-arranged or otherwise should use their own personal transport. It should be emphasised that the use of such personal transport for travelling between their home station and a detached location may require amendment to private insurance documentation. Compliance with this aspect is entirely the responsibility of the individual concerned.
- 3.8 The individual detached should transport their own PPE on ALL occasions unless exceptional circumstances are authorised by the FDO. Any loss of personal protective equipment or personal uniform due to theft or damage will be met by TWFRS.

- 3.9 The Watch Manager must ensure that an imbalance in an individual's personal training needs does not occur as a consequence of detached duties being undertaken.
- 3.10 An individual may be detached on more than one occasion during a shift. This will attract a single detachment payment.

4 ACTING UP WHILST UNDERTAKING DETACHED DUTIES

- 4.1 This section should be read in conjunction with Admin 1.15 Temporary Promotion and Acting-up Procedure.
- 4.2 There will be occasions when personnel detached to another station will be required to act up to a higher role.
- 4.3 If a deficiency exists at a location for a Watch Manager and there is a surplus Watch Manager, then this Watch Manager should be detached.
- 4.4 In circumstances where there is no Watch Manager on duty at a station, but two Crew Managers are on duty, a swap with a surplus Watch Manager may be required.
- 4.5 In all circumstances a Watch Manager should take charge of a Cat 01 appliance in the first instance.
- 4.6 A suitably qualified Firefighter shall undertake A/Crew Manager duties if there is no Crew Manager available across the service or specialist skills dictate the requirement for this.
- 4.7 Where specialist skills are required to take charge of an appliance a flexible approach should be adopted in liaison with the FDO

APPENDIX A - STAFFING GUIDANCE

Optimum Staffing - including Stn H & W (DCCC)	
Staffing Level	Optimum Staffing Numbers
0900 - 1800	92
1800 - 0000	92
0000 - 0900	84

Watch Managers are to ensure known deficiencies are identified enabling Optimum Staffing Levels to be maintained and that appliances are staffed appropriately at all times. Pre-arranged detachments will be implemented where there is a known staffing shortage.

Once detachments have been actioned then pre-arranged overtime will be implemented in accordance with overtime procedure (Admin 7.01).

If overtime cannot be sourced, trained operational staff from departments should be approached to cover. If staffing levels can still not be maintained, if as part of business continuity planning agreements are in place with retired members and all training is up to date, they can then be approached (see appendix 2 for guidance).

If In the event of staffing deficiencies at the start of a shift which are unable to be covered with overtime in a timely fashion then actions detailed in the table below will be implemented taking into account overtime that has already been pre-arranged.

Actions below Optimum Staffing if no overtime availability			
Staffing Numbers	Staffing Level	Action	
91	Minus 1	C02 or N02 OTR 1 x TRV Primary Staffed 1 x Cat 01 appliance ride 5	ALP to remain available as far as possible in the first instance.
90	Minus 2	C02 or N02 OTR 1 x TRV Primary Staffed	
89	Minus 3	1 x Cat 02 OTR (not F02) 1 x Cat 01 appliance ride 5 <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	TRVs to be dual staffed where possible by crews from C02 and N02 from 18:00 to 23:59 following assessment by the FDO and Control.
88	Minus 4	1 x Cat 02 OTR (not F02) <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
87	Minus 5	1 x Cat 02 OTR (not F02) C02 or N02 OTR 1 x TRV Primary Staffed 1 x Cat 01 appliance ride 5	
86	Minus 6	1 x Cat 02 OTR (not F02) C02 or N02 OTR 1 x TRV Primary Staffed	

85	Minus 7	2 x Cat 02 OTR (not F02) 1 x Cat 01 appliance ride 5 <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	<p>ALP to remain available as far as possible in the first instance.</p> <p>TRVs to be dual staffed where possible by crews from C02 and N02 from 18:00 to 23:59 following assessment by the FDO and Control.</p>
84	Minus 8	2 x Cat 02 OTR (not F02) <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
83	Minus 9	3 x Cat 02 OTR (not F02) 1 x Cat 01 appliance ride 5 1 x TRV or ALP primary staffed <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
82	Minus 10	3 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
81	Minus 11	3 x Cat 02 OTR (not F02) 1 x CAT 01 ride 5	
80	Minus 12	3 x Cat 02 OTR (not F02)	
79	Minus 13	4 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed 1 x Cat 01 appliance ride 5 <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
78	Minus 14	4 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed <i>(avoid C02 & N02 to enable TRVs to be dynamically staffed if required)</i>	
77	Minus 15	4 x Cat 02 OTR (not F02) 1 x Cat 01 appliance ride 5	
76	Minus 16	4 x Cat 02 OTR	
75	Minus 17	5 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed 1 x Cat 01 appliance ride 5	
74	Minus 18	5 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed	
73	Minus 19	5 x Cat 02 OTR (not F02) 1 Cat 01 appliance ride 5	
72	Minus 20	5 x Cat 02 OTR	
71	Minus 21	6 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed 1 x Cat 01 appliance ride 5	
70	Minus 22	6 x Cat 02 OTR (not F02) 1 x TRV or ALP primary staffed	
69	Minus 23	6 x Cat 02 OTR (not F02) 1 x Cat 01 appliance ride 5	
68	Minus 24	6 x Cat 02 OTR	
67	Minus 25	7 x Cat 02 OTR 1 x TRV or ALP primary staffed 1 x Cat 01 appliance ride 5	

66	Minus 26	7 x Cat 02 OTR 1 x TRV or ALP primary staffed	
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Under no circumstances should a category one or two appliance be available for fire cover with less than 4 personnel.

On occasions when a dual staffed asset is mobilised it should be staffed by personnel with the relevant skills and experience, where practicable.

The Flexi Duty Officer in consultation with the Watch Manager in Control and the Duty Executive Officer shall make appropriate decisions based on the information available at the time.

Consideration should be given to personnel who have completed their shift staying on duty for no more than 2 hours to ensure appliances remain available. This will be approved by the FDO prior to the start of the shift allowing for staffing figures to be collated. Overtime will be paid in accordance with existing agreements.

In relation to this admin procedure a common sense approach should be taken at all times and if required via consultation with Operational Standards Service Delivery.

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APPENDIX B

SURPLUS STAFFING ARRANGEMENTS GUIDANCE

In the first instance engagement with Swap a Shift should be considered. Control will notify all stations when staffing is surplus to enable engagement as detailed in section 2.13.

Surplus Staffing Arrangements on Dayshifts

The FDO should consider if sufficient skills are available to supplement staffing at Stn Z. Individuals may be detached to Stn Z to allow Z02 or Z17 to be available. **Any detachment which allows more than 50% of the shift to be carried out at Stn Z, may be considered an effective redistribution of Service Delivery personnel.**

Following consideration of the above, any surplus staff will undertake Prevention and Education duties.

In exceptional circumstances, following prior agreement by the Flexi Duty Officer, surplus staff may perform 'On Watch' risk critical training.

Surplus Staffing Arrangements on Nightshifts and Public Holidays

The following information is for guidance when Service staffing is above optimum levels at 1800 and Public Holidays.

The FDO should consider if sufficient skills are available to supplement staffing at Zulu, individuals may be detached to station Zulu to allow Z02 and Z17 to be available.

Surplus Action when Z02 and Z17 cannot be staffed

Night Shift	+1 = 1 x Cat 01 appliance to ride with 5 personnel.
Night Shift	+2 = Primary staff 1 x risk based TRV (utilise demand led location).
Night Shift	+3 = Primary staff 1 x risk based TRV (utilise demand led location) with 1 x Cat 01 appliance to ride with 5 personnel.

This pattern will continue based on agreement between the Watch Manager Control, Flexi Duty Officer and Duty Executive Officer.

APPENDIX C

JP - CAN YOU ADD THE GUIDANCE THAT YOU AND PETER CREATED PLEASE....

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