

NUMBERS SURVEY

Notes of Guidance

Timing

The survey should relate to the pay period including 14 January 2008.

Scope of the Survey

Personnel to be included in this survey are all those covered by the National Joint Council for Local Authority Fire and Rescue Services (Grey Book).

Completion of the survey forms

There are three forms in this survey, one for whole-time personnel, one for part-time personnel and one for retained personnel. On the excel spreadsheet you can access each of the forms by using the tabs at the bottom of the worksheets.

On the whole and part-time forms please enter the total number of personnel on each pay rate in the 'Number (headcount)' column. Additionally, on the part-time form please enter the total number of whole-time equivalents in the column headed 'Number (Whole-time Equivalent)'. A definition of part-time working and an explanation of how to calculate whole-time equivalents are given below.

On the retained form please enter the total number of personnel on each annual retainer in the 'Number (headcount)' column. For those not on the Day Crewing System please indicate the numbers who are not in receipt of the full annual retainer in the column headed 'No. on less than 100% Retainer'.

In the 'Number in receipt of the following additional pay items' columns please enter the total number of instances of these payments that were made for the pay period including 14 January 2008.

Please specify what any payments shown as 'Other' were in the space provided, or on a separate sheet if necessary.

Whole and Part-time Working

Consistent with the ONS Quarterly Public Sector Employees Survey, this survey defines part-time personnel as those who work less than standard contracted hours.

Those on the retained duty system are counted differently. This is reflected in the form for retained personnel which counts those in receipt of the full annual retainer and those who receive less than the full amount.

Whole-time Equivalents (WTEs)

To calculate the WTEs add the hours worked by personnel on each pay rate together and then divide them by the number of hours in the whole-time standard working week.