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NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE AND RESCUE SERVICES

**To: Chief Fire Officers
Chief Executives/Clerks to Fire Authorities
Chairs of Fire Authorities
Directors of Human Resources**

Members of the National Joint Council

28 January 2009

CIRCULAR NJC/2/09

Annual Workforce Survey

Dear Sir/Madam

The National Joint Council is seeking your assistance in the provision of data for national negotiating purposes. The information will provide an accurate means of costing claims, offers and their consequences as well as answering negotiating questions about the operation of any new or existing structure. .

We are conscious that authorities also receive requests for data from other bodies, in the main the Department for Communities and Local Government. The NJC has approached CLG to explore whether the data, in this form, is already collected. This established that the overlap is actually very small.

Therefore we have instead looked at the format of the survey. This year's survey is very different to previous years as it has been completely redesigned to make it easier and less burdensome to complete. Instead of collecting aggregate data relating to numbers of personnel on each pay point this year's survey will collect individual payroll and characteristic (age, gender and ethnic origin) data for each employee.

This methodology has been successfully used to collect data for the local government workforce and has been adapted to cover the fire service. The new survey was developed with the assistance of a sample group of fire authorities to ensure that it had been properly adapted and is suitable for use within fire and rescue services

Authorities are asked to complete and return the **attached** survey by no later than **20th February 2009**.

Responses should be provided to Helen Wilkinson at Local Government Association Analysis and Research: helen.wilkinson@lga.gov.uk

Guidance notes are also attached. Any queries in relation to completion of the survey should also be directed to Helen Wilkinson (020 7664 3181).

Fire and rescue services are reminded of the need for accuracy when responding to requests of this nature. Results of fire surveys will be used to inform national fire negotiations. Inaccurate returns may result in additional costs for your fire authority so please take care to check the accuracy of the information you supply before sending it to us

Yours faithfully,

SARAH MESSENGER

MATT WRACK

Joint Secretaries