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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

14 May 2010

CIRCULAR NJC/4/10

Annual Workforce Survey 2010

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.

This year's survey is in the same format as last years and will collect individual payroll and characteristic (age, gender and ethnic origin) data for each employee. This format makes it easier and quicker for fire authorities to complete and was developed with the assistance of a sample group of fire authorities.

Authorities are asked to complete and return the **attached** survey by no later than **4 June 2010**.

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**