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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 at Fire Authorities

Members of the National Joint Council

11 January 2011

CIRCULAR NJC/01/11

Dear Sir/Madam

PART-TIME WORKERS (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS - EMPLOYMENT TRIBUNAL CASES

1. Authorities are aware that a settlement in principle has already been agreed with the Fire Brigades Union.
2. Since then considerable work has been undertaken with legal representatives to identify a mechanism to facilitate withdrawal of the approximately 12,000 (Fire Brigades Union) Employment Tribunal cases currently within the system across the UK in a manner which accommodates the needs of both fire authorities and the Fire Brigades Union.
3. We write to advise you that formal agreement is now imminent and should be reached within the next week or so. The anticipated timetable is intended to ensure that settlement payments can be made within the current financial year. This target is dependent upon authorities and the Fire Brigades Union being in a position to provide the required data to the agreed independent third party, *Popularis*, as soon as possible. Therefore, in advance of that formal agreement and in order that work on compiling this information can begin, **attached** is a summary of the data fields that all authorities, with the exception of London and Merseyside, will be required to complete and return in xls or csv format.

4. The NJC has successfully used *Popularis* before to overcome the difficulties of one party exchanging individuals' data with another and it will therefore be familiar to fire and rescue services and the Fire Brigades Union.
5. *Popularis* is a data processor and as such it has a duty of confidentiality. It is also required under the Data Protection Act not to disclose any personal information to any third party. *Popularis* is named in Statutory Orders as eligible for appointment as an Independent Scrutineer.
6. The processing by *Popularis* of data in relation to employees and former employees of Fire and Rescue Authorities is necessary both for the administration of justice and for the purpose of legitimate interests pursued by Fire and Rescue Authorities - that is the settlement of the terms and conditions claims and potential claims.
7. *Popularis* will hold the data received for a short period after completion of the settlement process, and will then arrange for the data to be securely destroyed.
8. Further information concerning how to forward the xls or csv file to *Popularis* with provided with the formal agreement shortly.

Yours faithfully

SARAH MESSENGER

MATT WRACK

Joint Secretaries

LOCAL AUTHORITY FIRE & RESCUE SERVICES

DATA FILE SPECIFICATION – FIRE AUTHORITIES

1. The NJC will require each Fire Authority with the exception of London and Merseyside (55 in total) to provide an identified file in **xls** or **csv** format with the following fields.
2. Each file will be saved as LOCAL FRA NAME.XLS or LOCAL FRA NAME.CSV.
3. In the covering email, please provide contact details for any queries regarding the data.
4. The file, which should be zipped and password protected, will need to be sent to an email address **that will be notified alongside the formal agreement**
5. It will also be necessary to send a file password by email or text. **Details will be provided alongside the formal agreement.**

DATA FIELDS:

Field No	Field Title
1	Title
2	Forenames
3	Surname
4	Address 1
5	Address2
6	Address3
7	Address4
8	Address5
9	Postcode
10	Date of Birth (dd/mm/yy)
11	National Insurance number
12	Rank/Role as at 30 June 2010
13	If no longer employed on 30 June 2010, rank/role on date service terminated
14	Employee Number
16	Employing Fire Authority
17	Date employment with employing fire authority commenced as a RDS firefighter
18	Date employment with employing fire authority terminated as a RDS firefighter (if applicable) IF still employed on 30/06/2010 enter "30 June 10"

19	Length of Service within the reference period as a RDS firefighter carried over from previous FRA (YY/WW)
20	Total length of service as a RDS firefighter in the reference period (YY/WW)
21	Level of cover provided at 30 June 2010, or if not employed on that date, level of cover provided on the date service terminated within the reference period
22	Amount of Compensation Payment
23	Deceased / Retired
24	Compensation includes consecutive service from another FRA YES /NO