



HUMBERSIDE FIRE AND RESCUE SERVICE

Service Delivery

On-Call Secondary Development Sessions

Owner	Director of Service Delivery Support
Responsible Person	GM Service Delivery Support
Date Written	September 2018
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Date of next review	July 2021

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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) will manage the On-Call System in accordance with procedures agreed with representative bodies.

2. EQUALITY AND INCLUSION STATEMENT

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services nor in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. GUIDANCE

Introduction

This procedure has been produced to ensure that the Service is proactive and consistent in the management of On-Call System Development Session attendance, in particular with regard to the maintenance of operational competence and ensuring that the Service meets the requirements of the following legislation and guidance:

- [The Fire and Rescue Services Act 2004](#)
- [The Health and Safety at Work Act 1974](#)
- [The Working Time Regulations 1998](#)
- [Fire and Rescue Service Manual Volume 4 Fire Service Training](#)

Scope

This procedure applies to:

- All On-Call employees.
- All Managers responsible for the effective management of the On-Call System.
- Employees undertaking dual Full Time/On-Call roles.

Application

This procedure applies to all instances where time is accrued by an individual with regard to a failure to attend programmed Development Sessions. Permitted absence from Development Session with pay includes:

- Periods of sickness
- Annual leave up to 4 Development Sessions in any one calendar year for personnel with less than four years' service. For personnel with 5 or more years' service this rises to 5 Development Sessions.

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- Internal or external fire and rescue service courses of 3 or more day’s duration falling across a Development Session.

All other absences would be unpaid unless the time was made up through the Secondary Development Session (formerly Pre-arranged) process. Notwithstanding this, all On-Call employees have a contractual obligation to attend a 2 hour Development Session each week to maintain competence; therefore simply missing a Development Session without pay on a regular basis is not an option. To provide employees with the necessary flexibility to maintain their obligations and competences, the following Secondary Development session procedure is provided:

- All Secondary Development Sessions must be requested within a period of 24 hours before the programmed development period starts, on the Secondary Development Session request form PER 45 (see [Appendix A](#)), or in exceptional circumstances by telephone, failure to do so will result in being marked absent.
- Secondary Development Sessions will normally only be approved for work or exceptional circumstances at discretion of the Watch Manager. Leave should be taken for other circumstances.
- All outstanding Secondary Development sessions must be completed within 28 days; failure to observe may result in a submission as absent with loss of payment.
- Secondary Development Sessions will be limited to 13 periods per year (25% of development sessions) and should not exceed more than three in any calendar month. Personnel seeking additional sessions must do so in writing to the relevant Emergency Response Manager, outlining their circumstances.
- Each Station will facilitate a Secondary Development Session as and when required, which will be timed to accommodate as many employees as possible and must be supervised by a Crew Manager or Watch Manager from the Station or, where necessary, the Emergency Response Station Manager.
- If employees are unable to repay their time owed within their own station’s system, the option is available to attend at another station within the Hub on that station’s Development Session or Secondary Development Session. This must only be used as a last resort as it is obviously preferable to train at an individual’s own station.
- If attending a Development Session at another station, employees must contact the Watch Manager of that station in advance to ensure that the planned evening will be beneficial to the individual’s maintenance of competence needs.
- When using the option of a Secondary Development Session at another station, personnel must attend at the other station for the full 2 hours and must complete PDRPro at the time of training. Excess travelling expenses will be paid but travelling time will not.

4. MONITORING OF DEVELOPMENT SESSION ATTENDANCE

It is the responsibility of Watch Managers to monitor Development Session attendance. In addition, Watch Managers shall up-date Emergency Response Managers on repeated instances of poor attendance.

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5. PROCEDURE TO DEAL WITH POOR ATTENDANCE

All personnel must have regard that Secondary Development Sessions are to increase flexibility for individuals to maintain competence. They must not be seen as the primary means of development session attendance. Development Session attendance is a critical element of skills maintenance; consequently, where individual's fall 4 or more Development Sessions in arrears (not including those missed legitimately for payment), they shall be set a target for improvement by their Watch Manager to remedy the shortfall. Watch Managers must inform the relevant Station Manager, Emergency Response of this, who will then issue a standard letter outlining the improvements necessary, and review as necessary.

See [Appendix B](#). (PER 40)

If anyone requires any further guidance / information relating to this document, please contact Human Resources

Appendix A

PER 45

REQUEST FOR PERMISSION TO UNDERTAKE SECONDARY DEVELOPMENT SESSION

Name:

No:

Station:

Date of Development Session:

Week No:

Reason for Request:

I acknowledge outstanding development must be completed within 28 days.

Date:

Signature:

WATCH MANAGERS USE ONLY

Allocated Task during Secondary Development Session:

.....

Date: Start time: Finish time:

Watch Manager's Signature:.....

Appendix B

PER 40

Standard Letter for Poor Attendance

Dear *

NON-ATTENDANCE ON DEVELOPMENT SESSIONS

It has come to my attention that you appear to be failing to meet your contractual obligations of attending one x 2 hours Development Session each week.

Records show that, to date, you seem to have missed * Development Sessions (*enter dates here*).

Whilst it is permissible to miss Development Sessions on occasion, it is imperative that these development sessions are made up within a reasonable timescale, i.e. 28 days, to ensure that an acceptable level of operational competence is being constantly maintained.

Should personal circumstances be preventing you from maintaining this contractual obligation, I would encourage you to contact me immediately so that we can discuss the matter further. If not, I would ask that you make up the outstanding drill periods as a matter of priority.

To demonstrate your commitment in this matter you should make every effort to recover these outstanding development periods by **[Date]** whilst maintaining on-going attendance at programmed Development Sessions.

I will review the situation in 8 weeks; however, please be aware that continued failure to comply with contractual obligations may result in action under the Service's Conduct and Performance Procedure.

Yours sincerely

SM *****

Emergency Response

Copies to: WM – Stn.
HR, SHQ
SSC, SHQ