**Conditions of service questionnaire**

**Part 1: Statistical information**

Section 1: your workforce

1) How do you determine pay per firefighter grade?

|  |  |
| --- | --- |
| National Level |       |
| Local Level |       |
| Both |       |

2) How do you determine the pay of the chief fire officer?

|  |  |
| --- | --- |
| National Level |       |
| Local Level |       |
| Both |       |
| Comment |       |

3) What is the average age of your firefighters at retirement (by role)?

4) What is the average length that people stay on as whole time firefighters within your authority? (% of workforce)

|  |  |
| --- | --- |
| Less than 6 months |      % |
| 6 months – 1 year |      % |
| 1 – 2 years |      % |
| 2 – 5 years |      % |
| 5 – 10 years |      % |
| 10 – 20 years |      % |
| More than 20 years |      % |

5) What is the average length that people stay on as retained firefighters within your authority? (% of workforce)

|  |  |
| --- | --- |
| Less than 6 months |      % |
| 6 months – 1 year |      % |
| 1 – 2 years |      % |
| 2 – 5 years |      % |
| 5 – 10 years |      % |
| 10 – 20 years |      % |
| More than 20 years |      % |

Section 2: Recruitment and training of firefighters

6) What are the typical standards for entry for entry-level firefighters?

|  |  |
| --- | --- |
| GCSE’s | [ ]  |
| A Levels | [ ]  |
| Fast track Graduate entry schemes | [ ]  |
| Vocational course | [ ]  |
| None of the above | [ ]  |
| Other (Please specify)       | [ ]  |

7(a) Are there any other entry grades, i.e. above a normal entry-level?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |

7(b) If YES, what are the typical standards for entry?

|  |  |
| --- | --- |
| GCSE’s | [ ]  |
| A Levels | [ ]  |
| Fast track Graduate entry schemes | [ ]  |
| Vocational course | [ ]  |
| None of the above | [ ]  |
| Other (Please specify)       | [ ]  |

8(a) How many applicants do you receive, on average per vacancy?

|  |  |
| --- | --- |
| Whole time |       |
| Retained |       |

8(b) How are vacancies communicated/ advertised? (Please tick all that apply)

|  |  |
| --- | --- |
| Print media | [ ]  |
| Internet | [ ]  |
| Recruitment agency | [ ]  |
| Jobcentre  | [ ]  |
| Specialist/ in house publication | [ ]  |
| Referral to friends and family from existing staff | [ ]  |
| Other (please specify)       | [ ]  |

9(a) Do you seek to recruit firefighters from other fire and rescue authorities?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |

9(b) If YES, do you recruit:

|  |  |
| --- | --- |
| Whole time | [ ]  |
| Retained | [ ]  |
| Both | [ ]  |

Any other comments:

|  |
| --- |
|  |

Section 3: General employment practice

10) What proportion of your staff are known to have second jobs?

|  |
| --- |
|       |

11) How many whole time firefighters have a second job as a retained firefighter?

|  |
| --- |
|       |

12(a) Do you collect data on bullying and harassment?

|  |  |
| --- | --- |
| Yes | [ ]  |
| No | [ ]  |

12(b) If YES, please can you provide any data (type and/or results) you have over the last 10 years

|  |
| --- |
|       |

12(c) Please provide any bullying and harassment policy you may hold

12(d) Please provide any policy you may hold on the use of social media

Section 4: Industrial relations

13) How much facility time do you allow as a percentage of your pay bill?

|  |
| --- |
|       |

14) How many individuals receive facility time, by individual and trades union?

|  |
| --- |
|       |

15) What proportion of each individual’s time is facility time?

|  |
| --- |
|       |

16)Do you have specific rules on the use of premises and notice boards etc for trades unions work (please explain in box)

|  |
| --- |
|       |

THANK YOU FOR COMPLETING THE SURVEY.

PLEASE REMEMBER TO SAVE IT AND THEN EMAIL IT TO **Neeta.Patel-Keena@communities.gsi.gov.uk**

**BY FRIDAY 19 SEPTEMBER 2014**