

Human Resources

COMMUNITY ENGAGEMENT

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South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

Community Engagement

INTRODUCTION

1. All un informed and su pport staff are o ffered, on a st rictly voluntary basi s, t he opportunity to undertake paid community engagement work.
2. Community enga gement w ork i s an oppor tunity for e mployees to beco me m ore involved in the areas in which they live and work. Furthermore, it is an opportunity to develop e xisting s kills and l earn ne w ones for t he bene fit o f themselves, t he organisation and the co mmunities that they se rve. C ommunity S afety D irectorate employees, however, will continue to be utilised in the most appropriate and cost effective manner.
3. Examples of the type of work that could be undertaken are:
 - One to one counselling sessions with young fire setters
 - Arson intervention initiatives
 - Chip pan demonstrations
 - Attendance at local partnership / community meetings
 - Attendance at fetes and galas
 - Schools education
 - National and local community safety campaigns
4. Information on ar eas of w ork ca rried out by t he C ommunity S afety D irectorate i s contained in the *Community Safety Directorate Policy and Procedures* folder which can be found on South Yorkshire Fire and Rescue premises throughout the county.
5. The s tatutory Working Time R egulations continue t o appl y t o al l employees and compliance to them should be maintained in terms of maximum working week, rest periods etc.

SELECTION VIA EXPRESSION OF INTEREST

6. All employees are able to express an interest, at any time, to carry out community engagement work. All employees who have decided they want to be involved have the opportunity to participate.
7. Employees wishing to participate must submit an expression of interest to the Human Resources function.
8. Following receipt of the expression of interest, a meeting will be arranged between the em ployee and a r elevant S tation M anager / Line M anager. This meeting w ill consist o f a sh ort, i nformal di scussion t o de termine how t he individual's areas of strength can be most suitably applied to the work available.

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9. All applicants will be subject to a Criminal Records Bureau (CRB) check due to the nature of the work that may be undertaken.
10. Employees who are successful must make the necessary arrangements to ensure that their own vehicle(s) are insured, if applicable, for any community engagement work that they undertake.

TRAINING

11. Initially, the community engagement work allocated to an employee will utilise their current skills however there is an opportunity to develop. In order to increase the delivery potential of the process and maximise the skills of the workforce development opportunities may arise.
12. Wherever necessary employees who are new to community engagement initiatives will be given the appropriate support. This will normally include being accompanied on visits for an initial period.

PAYMENT

13. All employees voluntarily participating in community engagement work will receive a standard hourly rate of pay. This rate is aligned to the top of Scale 3 at time and a half irrespective of an employee's current role or pay scale. As of April 2007 this equates to:
 - £12.64 per hourFor confirmation of the current rate of pay, contact Human Resources.
14. For community engagement duties of a short duration, a minimum payment of two hours will be made. In these instances, mileage allowances will only be paid in exceptional circumstances when approved by the Station Manager/Line Manager. Station transport may be used however, if available, and at the discretion of the Station Manager/Line Manager.
15. Claims for payment of work completed should be submitted on Form FS 118 (Appendix A). The employee should complete and sign the form before passing it on to their Station Manager/Line Manager. The claim will then be checked and countersigned before its submission for payment.
16. Employees submitting claims should do so in accordance with the dates given on the *Payment and Car Allowance via Payroll Information Sheet*. These dates are different for uniformed and support staff. This document is located on the Intranet, under the *Financial Information* section of *Policies and Procedures*.
17. The work is casual and temporary, so therefore payment for it is not pensionable.

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MANAGING THE SCHEME

18. District and Station Managers will manage the community engagement scheme within their own areas. Managing the scheme at district level will enable managers to target specific areas within measured initiatives.
19. A database of employees and their areas of reference will be produced to assist managers to plan initiatives. Working towards individual station plans, resources can be deployed to maximise their impact.
20. The information stored on the database will include:
 - Name
 - Contact telephone number(s)
 - Specific skills
 - Station areas available to work in
 - Hours worked

The database will be managed by the Administrators for each district.
21. The database will be used to identify which employees are available to carry out community engagement work and the areas in which they are available. The database is continually updated to ensure the information contained within it is relevant.
22. The allocation of community engagement work is managed to ensure fair distribution amongst employees wherever possible. Consideration will be given to factors such as:
 - the nature of the work
 - availability of employees
 - Working Time Regulations
 - experience required and the location of the event(s).
23. District Community Safety Officers will liaise with the employees in order to provide support and resources as and when required.

INSURANCE

23. The Authority's policy of insurance provides cover in respect of the activities relating to the carrying out of the normal business functions by any employee, this includes community engagement.

***If you require any further guidance on this Policy please contact the
Human Resources Function***

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COMMUNITY ENGAGEMENT EXTRA HOURS RECORD

FS118

Name: _____ Personal No: _____ Month: _____ Section: _____

Hours Attended				Community Engagement Project	Authorised by:-		For Payroll Use		
Date	From	To	Total Hours		Station/Section	Signature	No of Hours	Rate	Total
TOTALS									

I certify that this is a true record of the Community Engagement extra hours worked by me.

Employee's signature:

Date:

Certified correct and authorised for payment by Section Head:

Date:

Passed for payment on:

By:

Pay 10 No: