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This circular is	<b>For information</b>	No response required	
This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This Circular informs you that a report is published on the implementation of the Integrated Personal Development System for staff conditioned to the Retained Duty System</b>		

# IPDS and the Retained Duty System

## Issued by:

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**IPDS Project Team**

## Addressed to:

**The Chair of the Fire and Rescue Authority**  
**The Chief Executive of the County Council**  
**The Clerk to the Fire and Rescue Authority**  
**The Clerk to the Combined Fire and Rescue Authority**  
**The Commissioner of the London Fire and Emergency Planning Authority**  
**The Chief Fire Officer**

## Please forward to:

**Heads of Human Resources**  
**Learning & Development Managers**  
**Heads of People Development**  
**HR Managers**  
**Retained Duty System Champions, Liaison & Support Officers**

## Summary

This Circular announces the publication of the findings of a survey conducted across the Fire & Rescue Service on the implementation of the Integrated Personal Development System (IPDS) for Retained Duty System (RDS) staff.

## For further information, contact:

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### 1.0 Introduction

- 1.1 In 2001, the Integrated Personal Development System (IPDS) was accepted as the system that the Fire and Rescue Service would use to develop its people. Subsequently, IPDS was formally introduced as part of the 2003 Pay Agreement, and the National Framework set out specific requirements for Fire and Rescue Authorities for the adoption and implementation of IPDS.
- 1.2 The report appended to this circular provides an analysis of the survey conducted across the Fire and Rescue Services of progress on the implementation of IPDS for RDS staff. The Service has made significant progress in embedding some of the IPDS components for RDS staff, as evidenced in the survey returns. However there is still work to be done to meet the requirements set out in the National Framework.

### 2.0 Background

- 2.1 The development of IPDS is a major strategic change programme that has been supported by a central project, funded by the Department for Communities and Local Government. The current and final phase of the project is being managed by the IPDS Project Board.
- 2.2 A key priority for the Project Board is improving the implementation of IPDS for staff on the Retained Duty System. To support this aim it has established the IPDS/RDS Working Group, comprised of key stakeholders, with terms of reference to:
  - Identify examples of notable practice in the implementation of IPDS for RDS staff;
  - Identify and examine the barriers to implementation for staff conditioned to the RDS;
  - Find workable solutions to overcome those challenges, and
  - Effectively communicate its findings to stakeholders
- 2.3 To establish the current position on the implementation of IPDS for RDS staff, a survey was carried out by the Working Group across all Fire and Rescue Services in the UK to provide current information on:
  - The introduction of the components of IPDS and the associated infrastructure for RDS staff;
  - The use of duty systems other than those defined in the 'Grey Book'<sup>1</sup>
  - The position on the movement of RDS staff into the wholetime duty system, and
  - The use of e-learning to deliver development for RDS staff

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<sup>1</sup> National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service sixth edition 2004

### 3.0 Publishing the findings and next steps

- 3.1** The survey questionnaire was designed to identify where workable solutions have been developed and implemented, and areas where progress is less evident. Additionally the survey asked Fire and Rescue Services if they were willing to provide examples of solutions that could be shared with others on IPDS implementation for RDS staff. The information that has been made available by Fire and Rescue Services on the areas listed in 2.3 above can be found at [www.ipds.co.uk](http://www.ipds.co.uk)
- 3.2** The survey returns have been analysed and a report of the findings prepared. These are published in the report 'The Implementation of IPDS for Staff Conditioned to the Retained Duty System - The Findings from a Survey of UK Fire and Rescue Services'. The report is available on the Department's website at [www.communities.gov.uk](http://www.communities.gov.uk)
- 3.3** The Working Group will submit a final report on its work, and make recommendations for the ongoing support of IPDS implementation for staff on the Retained Duty System, to the Project Board as part of the IPDS project closure.

**Chris Millard**

**IPDS Team**