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**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

Employees' Secretary, Matt Wrack  
Bradley House, 68 Coombe Rd  
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**To: Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Chairs/Portfolio Holders  
Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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8 April 2015

**CIRCULAR NJC/05/15**

Dear Sir/Madam,

**Workforce survey**

The National Joint Council is seeking your assistance in the provision of data for national negotiating purposes. We last sought information several years ago and it is particularly important that we have up-to-date and accurate information given the wide-ranging discussions currently taking place within the NJC as set out in circular NJC/4/15.

Authorities are asked to complete and return the attached survey by no later than **8<sup>th</sup> May 2015**.

Responses should be provided to Helen Wilkinson at Local Government Association, Research & Information: [helen.wilkinson@local.gov.uk](mailto:helen.wilkinson@local.gov.uk)

Guidance notes are also attached. Any queries in relation to completion of the survey should also be directed to Helen Wilkinson (020 7664 3181).

Fire and rescue services are reminded of the need for accuracy when responding to requests of this nature. Results of fire surveys will be used to inform national fire negotiations. Inaccurate returns may result in additional costs for your fire authority so please take care to check the accuracy of the information you supply before sending it to us.

Yours faithfully,

**SIMON PANNEL**  
**MATT WRACK**  
Joint Secretaries