

Hampshire Fire and Rescue Authority

Human Resources Committee

Item 9

16th January 2014

Principal Officers Pay Review

Report by the Chief Officer

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1 Summary

- 1.1 In accordance with the Principal Officers Pay Policy the Human Resources (HR) Committee is required to instigate an annual review of the pay of Principal Officers. The review is to be undertaken in line with the revised methodology agreed at the HR Committee meeting on 10th July 2013. At this meeting the HR Committee agreed that Councillors Chapman, Fazackarley and Lagdon should form the Principal Officers Pay Review Group. The membership of this group is to be confirmed and formally commissioned to undertake this review.
- 1.2 The formal commissioning of this work in January 2014 is in accordance with the Principal Officers Pay Policy and is designed to allow sufficient time for the group to complete their review and prepare a report to the HR Committee for the July 2014 meeting.

2 Recommendation

- 2.1 The Human Resources Committee formally commission the Principal Officers Pay Review Group to complete the annual review of Principal Officers Pay and produce a report for consideration by the HR Committee in July 2014.

3 Introduction and background

- 3.1 The national terms and conditions (T&Cs) of service for Principal Officers are negotiated and agreed at national level. These T&Cs are generically known as the Gold Book. This is due simply to the colour of the cover of the book that was originally used to contain them. The Gold Book places a requirement on Fire Authorities to consider local pay awards for Principal Officers on an annual basis. This is in addition to any nationally agreed pay award. Principal Officers are the most senior management posts in UK Fire and Rescue Services (FRS) and this group is constituted by the roles of Chief Officer (CO)(or Chief Fire Officer(CFO)), Deputy Chief Officer (DCO)(or Deputy Chief Fire Officer(DCFO)) and Assistant

Chief Officer (ACO).

- 3.2 In December 2006, the HR Committee approved a methodology for the local pay review of Principal Officer pay rates. This methodology was revised in July 2013. The revised methodology is attached at Appendix 1.
- 3.3 The Principal Officers Pay Policy requires the appointment of the Principal Officers Pay Review Group no later than the January HR Committee. The Principal Officers Pay Review Group once mandated are required to complete their review and report back to the HR Committee at the July meeting. This provides sufficient time for the work to be done and the report completed.
- 3.4 The Principal Officers Pay Review Group is supported by an independent HR advisor to help ensure the separation of this work from the officers directly affected and to provide any advice that may be required by the group. The information required by the Group is prepared by the Performance Review Team.

4 Supporting our corporate aims and objectives

- 4.1 The locally determined aspects of Principal Officer pay will continue to be reviewed by the HR Committee on behalf of the Hampshire Fire and Rescue Authority as this will assist in supporting the continued strong leadership of the service. Through this, it can continue to provide success in the delivery of the corporate aims and objectives. It is essential that the method used to conduct this review is transparent, independent of the officers affected and effective in attracting and retaining talent.

5 People Impact Assessment

- 5.1 The proposals in this report are considered compatible with the provisions of the European Convention on Human Rights, the Human Rights Act 1998, and the Race Relations (Amendment) Act 2000.

6 Background papers

- 6.1 The following documents disclose the facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of the report:

“None”

Note: The list excludes: (1) published works; and (2) documents that disclose exempt or confidential information defined in the Act.

Methodology for the Annual Local Review of Principal Officer Pay.

Background

This methodology has been developed to reflect the onus that the National Joint Council (NJC) has placed on Fire and Rescue Authorities to undertake local pay reviews on an annual basis for Principal Officer Grades.

Procedure

On an annual basis, a panel three of members of the Human Resources (HR) Committee will be appointed no later than at the January HR Committee to consider a local pay review for Principal Officers (The Principal Officers Pay Review Group). This group will report to the July HR Committee.

A phased approach will be adopted as follows:

Phase 1: Hampshire Fire and Rescue's (HFRS) position compared with other similar services in relation to performance statistics.

HFRS will be compared with the other similar sized services (e.g. Kent, Essex, Devon and Somerset, Lancashire, Merseyside and South Yorkshire) in relation to a set of factors which point to a degree of difficulty, complexity, population, total number of dwellings fires, gross expenditure and total strength.

This will form the benchmarking group.

Phase 2: HFRS's position in relation to the percentage local pay increases and actual salaries for other Chief Officers/Chief Fire Officers in the benchmark group over the preceding 12 month period.

Data will be gathered about the salary of CFOs within the benchmark group. Only services that have had a local pay award within the previous 12 months should be considered.

This will provide members with contextual information about the percentage increases and actual salaries of the Principal Officer team in comparative services.

Where possible, percentage increases for Local Authority Chief Executives/Chief Officers may also be sought to provide wider context, although it is recognised that actual salaries are not likely to be relevant actual comparators due to the differences in the roles.

Phase 3: Information about the size and make up of the national "going rate" pay award for Principal Officers and the most recent Green book and Grey book pay awards.

This is important contextual information. Members will have regard to the nationally negotiated principal officer pay award (excluding any uplift due to “buy out” of conditions of service) and how their decisions about local pay for Principal Officers compare with the pay awards for other staff members within HFRS.

Phase 4: HFRS performance against strategic objectives and assessments.

Indicators of success include for example success in relation to Safer Stronger objectives, Peer challenge reports, strategic assessments, efficiency reviews and data (including comparative data within the benchmark group if possible).

The reference points will vary according to the context of the service’s operations within the review period and will be guided by the Performance Review Manager and stakeholders (including the Association of Principal Fire Officers (APFO) which is the representative body for the staff group affected by the Principal Officer Pay Review).

Input will be sought from the Chair of the Fire Authority in relation to service performance aspects of the Chief Officer appraisal.

Phase 5: Data Consideration

The Principal Officers Pay Review Group will consider the data presented to them, work through it with an external HR specialist and determine a recommended local pay award based on their own assessment of the information and any wider economic considerations.

Phase 6: Negotiations

Conduct negotiations with APFO and reach agreement.

Phase 7: Consideration by HR Committee

The financial implications of any decision will be considered by the HR Committee

Timescales

The data, with a recommendation from the external HR specialist, will be presented to the HR Committee at the July meeting for decision under the confidential part of the agenda.

References to the service Pay Policy will be addressed.