



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority
Policy and Strategy Committee

PRINCIPAL OFFICERS' PAY REVIEW

Report of the Clerk and Treasurer to the Fire Authority

Agenda No:

Date: 03 February 2012

Purpose of Report:

To present to Policy and Strategy Committee the outcomes of the biennial principal officers' pay review.

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1. BACKGROUND

- 1.1 The current salary of the Chief Fire Officer is determined by utilising a two track approach as stated within the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services Constitution and Scheme of Conditions of Service 5th Edition (2006), also known as the Gold Book.
- 1.2 The Gold Book makes the following statements with regard to salary and gives advice and guidance as attached at Appendix A of this paper:
- The NJC will publish annually recommended minimum levels of salary applicable to CFOs employed by Local Authority Fire and Rescue Services.
 - There is a two track approach for determining pay for Brigade Manager roles:
 - 1) At a national level the NJC shall review annually the level of pay increase applicable to all of those covered by this agreement.
 - 2) All other decisions about the level of pay and remuneration to be awarded to individual Brigade Manager roles be taken by the Fire Authority locally, who will annually review those salary levels.
- 1.3 Nottinghamshire Fire and Rescue Service (NFRS) moved away from minimum salary levels in 2002, following an external review by Deloitte. In December 2009, the Policy and Strategy Committee of the Fire Authority recommended an appropriate benchmarking process which was adopted by the Fire Authority at its meeting of December 2009. This was implemented in January 2010.
- 1.4 In respect of the review period, the Fire Authority has agreed with the CFO within the contractual arrangements that reviews are not undertaken annually but biennially.

2. REPORT

- 2.1 In December 2009 the Fire Authority established the methodology for establishing the pay of the CFO by benchmarking it against the salaries of the CFO's of Staffordshire, Leicestershire and Derbyshire. The amount paid is then the average of these three Services.
- 2.2 This ensures that the salary remains regionally competitive and does not stray from those established by neighbouring Services. It is also important for the Fire Authority to set a stable and affordable pay strategy whilst remaining competitive in its recruitment and retention of its principal officers.

- 2.3 Following the review in 2009, the salary of the CFO was set at £139,500. Those of the remaining principal officers are linked as follows:
- DCFO – 82.5%
 - ACFO – 75%
 - ACO – 65%
- 2.4 Since 2009, a pay freeze has been implemented by the local employers and a recent survey of neighbouring Services with whom NFRS is benchmarked has also revealed no pay increments have been made. At present the national average is circa £131k (source: CLG 2010).
- 2.5 Therefore it is proposed that no local increment is made to the CFO's salary for the period commencing January 2012 – December 2013 and as per contractual arrangements, the next review is undertaken for consideration from January 2014 in two years time.
- 2.6 Policy and Strategy Committee will also be aware that fire authorities must have in place a pay policy under the provisions of the Localism Act 2011, which is widely publicised. A pay policy has been drafted and considered by the Human Resources Committee and will be presented to the full Fire Authority at its meeting of 24 February 2012 for formal adoption. Under the provisions of the Localism Act this must be in place by April 2012.

3. FINANCIAL IMPLICATIONS

A stable methodology for the application of principal officers' pay allows for budgeting to take place. By agreeing the salary for the next two years pay stability is achieved.

4. HUMAN RESOURCES & LEARNING AND DEVELOPMENT

The human resources implications are largely contained within the body of this report.

5. EQUALITIES IMPLICATIONS

No equality impact assessment is required for this report. By benchmarking against fire and rescue authorities of a similar size within the locality, the Fire Authority alleviates any risk of challenge under equalities legislation.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

As contained within the Localism Act 2011, the Fire Authority will have to publish its pay policy for its senior managers and staff by April 2012. Steps are being taken to ensure the Fire Authority will comply with this through normal committee procedures.

8. RISK MANAGEMENT IMPLICATIONS

A robust and auditable methodology for setting principal officer pay levels ensures that the Fire Authority can stand up to scrutiny. It also will ensure that the Fire Authority meets its obligations with regard to the Localism Act 2011.

9. RECOMMENDATIONS

It is recommended that Policy and Strategy Committee report and recommend to the Fire Authority:

- 9.1 That the principal officers' pay review has been undertaken as per contractual arrangements.
- 9.2 That principal officers' salary locally will remain at the levels established in January 2010 subject to any national uplifts agreed by the NJC.
- 9.3 That the next review is undertaken in line with contractual arrangements for January 2014.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

Malcolm Townroe
CLERK TO THE FIRE AUTHORITY

Peter Hurford
TREASURER TO THE FIRE AUTHORITY

NJC Guidance and Salary Structures

1. When determining the appropriate level of salaries for all Brigade Managers, the FRA should refer to the relevant minimum salary of the CFO and the most relevant benchmark data.
2. Normally the FRA will wish to begin by determining appropriate salary for their most senior manager.
3. When deciding how these posts should be remunerated, the following factors are to be considered.
 - a) The CFO's salary and that of any service staff not covered by the Scheme of Conditions of Service (Gold Book).
 - b) The relationship of current salary to the appropriate illustrative national benchmark.
 - c) Any special market considerations.
 - d) Any substantial local factors not common to FRA's of a similar type and size e.g. London weighting, complex local regional or national responsibilities which bring added value.
 - e) Comparative information to be supplied on request by the Joint Sec's on salaries in similar Authorities.
 - f) Top management structures and size of management team compared to those of other Fire & Rescue Authorities of similar type and size; and
 - g) The relative job size of each post, as objectively assessed through an appropriate Job Evaluation process or otherwise, and
 - h) Incident Command responsibility and the requirement to provide operational cover with the employing authority and beyond.

The process for setting salary levels should include consideration of the following criteria:

- Minimum salary levels for CO's in relevant sized local authorities.
- Market rates of pay for service managers in a range of private and public sector organisations; and
- Evidence of recruitment and/or retention difficulties with existing minimum rates