



# DEVON & SOMERSET FIRE & RESCUE AUTHORITY

**M. Pearson  
CLERK TO THE AUTHORITY**

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**To: The Chair and Members of the Chief Fire  
Officer's Appraisals Panel**

**(see below)**

**SERVICE HEADQUARTERS  
THE KNOWLE  
CLYST ST GEORGE  
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DEVON  
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Your ref :  
Our ref : DSFRA/MP/SY  
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Date : 14 March 2019  
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## **CHIEF FIRE OFFICER'S APPRAISALS PANEL**

**Friday, 22nd March, 2019**

A meeting of the Chief Fire Officer's Appraisals Panel will be held on the above date, **commencing at 9.30 am in Chief Fire Officer's Office, Service Headquarters** to consider the following matters.

M. Pearson  
Clerk to the Authority

## **A G E N D A**

***PLEASE REFER TO THE NOTES AT THE END OF THE AGENDA LISTING SHEETS***

### **PART 1 - OPEN COMMITTEE**

- 3 a Remuneration for Deputy Chief Fire Officer Post (Pages 1 - 4)**  
Report of the Director of Corporate Services (CFOAP/19/1) attached.

**4 Exclusion of the Press and Public**

***RECOMMENDATION*** that, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A (as amended) to the Act, namely information relating to an individual.

**PART 2 - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PRESS AND PUBLIC**

**6 Appointment Process for Deputy Chief Fire Officer (Pages 5 - 6)**

In accordance with Authority decision at its meeting on 19 February 2019 (Minute DSFRA/42 refers), to undertake the process for and confirm the appointment to the post of Deputy Chief Fire Officer. Report of the Director of Corporate Services (CFOAP/19/2) attached.

**MEMBERS ARE REQUESTED TO SIGN THE ATTENDANCE REGISTER**

Membership:-

Councillors Randall Johnson (Chair), Vjeh (Vice-Chair), Best and Hannaford

**NOTES**

<b>1.</b>	<b><u>Access to Information</u></b> Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact the person listed in the “Please ask for” section at the top of this agenda.
<b>2.</b>	<b><u>Reporting of Meetings</u></b> Any person attending a meeting may report (film, photograph or make an audio recording) on any part of the meeting which is open to the public – unless there is good reason not to do so, as directed by the Chair - and use any communication method, including the internet and social media (Facebook, Twitter etc.), to publish, post or otherwise share the report. The Authority accepts no liability for the content or accuracy of any such report, which should not be construed as representing the official, Authority record of the meeting. Similarly, any views expressed in such reports should not be interpreted as representing the views of the Authority.  Flash photography is not permitted and any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.
<b>3.</b>	<b><u>Declarations of Interests at meetings (Authority Members only)</u></b> If you are present at a meeting and you are aware that you have either a disclosable pecuniary interest, personal interest or non-registerable interest in any matter being considered or to be considered at the meeting then, unless you have a current and relevant dispensation in relation to the matter, you must: <ul style="list-style-type: none"><li>(i) disclose at that meeting, by no later than commencement of consideration of the item in which you have the interest or, if later, the time at which the interest becomes apparent to you, the existence of and – for anything other than a “sensitive” interest – the nature of that interest; and then</li><li>(ii) withdraw from the room or chamber during consideration of the item in which you have the relevant interest.</li></ul> If the interest is sensitive (as agreed with the Monitoring Officer), you need not disclose the nature of the interest but merely that you have an interest of a sensitive nature. You must still follow (i) and (ii) above. Where a dispensation has been granted to you either by the Authority or its Monitoring Officer in relation to any relevant interest, then you must act in accordance with any terms and conditions associated with that dispensation. Where you declare at a meeting a disclosable pecuniary or personal interest that you have not previously included in your Register of Interests then you must, within 28 days of the date of the meeting at which the declaration was made, ensure that your Register is updated to include details of the interest so declared.
<b>4.</b>	<b><u>Part 2 Reports</u></b> Members are reminded that any Part 2 reports as circulated with the agenda for this meeting contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Committee Secretary at the conclusion of the meeting for disposal.
<b>5.</b>	<b><u>Substitute Members (Committee Meetings only)</u></b> Members are reminded that, in accordance with Standing Order 37, the Clerk (or his representative) must be advised of any substitution prior to the start of the meeting. Members are also reminded that substitutions are not permitted for full Authority meetings.

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<b>REPORT REFERENCE NO.</b>	<b>CFOAP/19/1</b>
<b>MEETING</b>	<b>CHIEF FIRE OFFICER'S APPRAISALS PANEL</b>
<b>DATE OF MEETING</b>	<b>22 MARCH 2019</b>
<b>SUBJECT OF REPORT</b>	<b>REMUNERATION FOR DEPUTY CHIEF FIRE OFFICER POST</b>
<b>LEAD OFFICER</b>	<b>Director of Corporate Services</b>
<b>RECOMMENDATIONS</b>	<i>That, in accordance with the decision of the Authority at its Budget Meeting on 19 February 2019 (Minute DSFRA/42 refers), the Panel determines the remuneration of the Deputy Chief Fire Officer post.</i>
<b>EXECUTIVE SUMMARY</b>	<p>At its Budget Meeting on 19 February 2019, the Authority approved a revised structure for the Service Executive Board, including – amongst other things – establishment of a post of Deputy Chief Fire Officer.</p> <p>The Authority determined, amongst other things, that this Panel be delegated authority to determine level of remuneration for the post along with appointment to the post (Minute DSFRA/42 refers).</p> <p>This paper now sets out information to inform determination of the level of remuneration for the post.</p>
<b>RESOURCE IMPLICATIONS</b>	As indicated in this report
<b>EQUALITY RISKS AND BENEFITS ANALYSIS (ERBA)</b>	The contents of this report are considered compatible with existing equalities and human rights legislation.
<b>APPENDICES</b>	Nil.
<b>LIST OF BACKGROUND PAPERS</b>	Report DSFRA/19/8 (Service Restructure Managerial Grades) to the Authority Budget Meeting on 19 February 2019 (and the Minutes of that meeting).

## 1. **BACKGROUND**

- 1.1. At its budget meeting on 19 February 2019, the Authority considered a report of the Interim Chief Fire Officer and Chief Fire Officer on a proposed revision to the Service Executive Board Structure. The revised structure provided for, amongst other things, creation of the post of Deputy Chief Fire Officer. In approving the revised structure, the Authority also approved (Minute DSFRA/42 refers):

“that the vacancy for the post of Deputy Chief Fire Officer be ring-fenced to the two existing substantive Assistant Chief Fire Officers, with the Chief Fire Officer’s Appraisals Panel delegated authority to determine the appointment and associated level of remuneration following the review referred to at paragraph 3.13 of report DSFRA/19/8.”

- 1.2. The review referenced above is a mean average of the remuneration of the Deputy Chief Fire Officer post in three comparable fire and rescue services who utilise this role.
- 1.3. This paper now sets out information to assist in determining remuneration for the post of Deputy Chief Fire Officer.

## 2. **REMUNERATION FOR POST OF DEPUTY CHIEF FIRE OFFICER (DCFO)**

- 2.1. The Gold Book is the scheme of conditions of service for Brigade Managers in Fire and Rescue Services. The current (fifth) edition came into effect in 2006 and this removed previous arrangements for setting the pay of Deputy Chief and Assistant Chief Fire Officers.
- 2.2. The previous edition of the Gold Book contained a provision that defined the minimum salaries as not less than 80% and 75% respectively. Whilst that provision has now been removed, there is clearly a need to consider the relationship of levels of pay for these senior posts and no evidence has been found of fire and rescue services paying below these former minimum percentages. The pay level for the previous DCFO in this Authority was set at 80% at the time of Combination but it should be noted that, at that time, there were two DCFO positions and the role was different.
- 2.3. As mentioned earlier, the Authority, at its meeting on 19 February 2019, resolved to delegate to this Panel authority to determine the level of remuneration of the DCFO following a review as set out at paragraph 3.13 of report DSFRA/19/8. For ease of reference, paragraph 3.13 the report provided:
- “There are a number of fire and rescue services of a comparable size where the role of Deputy Chief Fire Officer is utilised. In order to expedite the process, if Members are minded to approve the post, it is proposed that a remuneration mean average is taken of three comparable fire and rescue services and that this figure is used to determine the remuneration associated with this role.”*
- 2.4. To assist the Panel in this and to ensure transparency on the comparator fire and rescue services used, nine fire and rescue services have been identified as being comparable in terms of either:
- CFO pay;
  - population; or
  - benchmarking ‘family group’.

- 2.5. Pay levels from the nine services were obtained from desktop research, looking mainly at Pay Policy Statements or Statement of Accounts. Consequently, the pay levels are based on figures ranging from 2017 to 2019 depending on the source. As it is the percentage relationship with the CFO pay that is being used, however, it is considered that this should not present a problem. The pay data is shown in the following table:

Brigade	Pop Band	CFO	DCFO		Date Figures based
<b>Devon and Somerset</b>	<b>4</b>	£153,465		0%	Current
Hampshire	4	£153,697	£122,957	80%	Apr 2017
Staffordshire	3	£144,873	£116,813	81%	Mar 2018
Kent	4	£151,773	£123,207	81%	Jan 2018
Greater Manchester	4	£158,115	£130,573	83%	2017 figures
Essex	4	£148,244	£125,000	84%	2019 NFCC advert and press releases
Lancashire	3	£157,651	£134,003	85%	2018/19 PPS
South Yorkshire	3	£146,408	£124,447	85%	2017/18 PPS
Cheshire	3	£152,833	£130,508	85%	Mar 2016 - NB 2018/19 PPS says DCFO will be 80% for new appointments
West Yorkshire	4	£155,900	£135,828	87%	2018
			Average	83%	
			Median	84%	
			Mode	85%	

- 2.6. Based on this data set, the Average pay for a DCFO is 83% of the CFO pay, the Median (mid-point) is 84% and the Mode (the number which appears most often) 85%. It should be noted, however, that Cheshire FRS has said that any new appointment to the DCFO position would be at 80%. This would not change the Average figure in the above analysis but the Median becomes 83% and there is no true Mode.

- 2.7. If only those services where the CFO pay was closest to that of Devon & Somerset's CFO pay were used as comparators, the pay data is shown in the following table:

Brigade	Pop Band	CFO	DCFO		Date Figures based
<b>Devon and Somerset</b>	<b>4</b>	£153,465		0%	Current
Hampshire	4	£153,697	£122,957	80%	Apr 2017
Kent	4	£151,773	£123,207	81%	Jan 2018
Cheshire	3	£152,833	£130,508	85%	Mar 2016 - NB 2018/19 PPS says DCFO will be 80% for new appointments
West Yorkshire	4	£155,900	£135,828	87%	2018
			Average	83%	
			Median	No Median	
			Mode	No Mode	

- 2.8. Based on this data set, the Average pay for a DCFO is still 83% of the CFO pay, but there is no Median or Mode. If, however, the figure for Cheshire FRS is taken as being 80%, the Average becomes 82%. While there is still no Median, the Mode is then 80%. If only those services in population Band 4 were used as comparators, the pay data is shown in the following table:

Brigade	Pop Band	CFO	DCFO		Date Figures based
<b>Devon and Somerset</b>	<b>4</b>	£153,465		0%	Current
Hampshire	4	£153,697	£122,957	80%	Apr 2017
Kent	4	£151,773	£123,207	81%	Jan 2018
Greater Manchester	4	£158,115	£130,573	83%	2017 figures
Essex	4	£148,244	£125,000	84%	Feb 2019 - NFCC advert and press releases
West Yorkshire	4	£155,900	£135,828	87%	2018
			Average	83%	
			Median	83%	
			Mode	No Mode	

2.9. In this analysis, the Average pay for a DCFO is 83% of the CFO pay, the Median is 83% but there is no Mode.

2.10. If only those services with the closest population to Devon & Somerset were used as comparators, the pay data is shown in the following table:

Brigade	Pop Band	CFO	DCFO		Date Figures based
Devon and Somerset	4	£153,465		0%	Current
Hampshire	4	£153,697	£122,957	80%	Apr 2017
Kent	4	£151,773	£123,207	81%	Jan 2018
Essex	4	£148,244	£125,000	84%	Feb 2019 - NFCC advert and press relaeases
			Average	82%	
			Median	81%	
			Mode	No Mode	

2.11. These three services are often used as comparators for this Authority and in this analysis, the Average pay for a DCFO is 82% of the CFO pay, the Median is 81% but there is no Mode.

2.12. Finally, looking at the last pay survey conducted by the LGA in 2017, the average pay for a DCFO across all fire and rescue services was 82.3% of the CFO pay.

2.13. Based on the above analysis, it would be reasonable to set the level of pay for the new DCFO post at either 82% or 83% of the CFO pay, with corresponding figures of £125,841 and £127,376 respectively.

2.14. In terms of funding, the Panel is reminded that report DSFRA/19/8 to the Authority budget meeting on 19 February 2019 identified savings of £1.094m from implementation of a wider Service Delivery managerial review. Re-investment in the approved Service Executive Board structure (including salary associated with the Deputy Chief Fire Officer post) should not exceed £0.150m, leaving £0.850m for use in delivering improvements in the “Safer Together” change and improvement programme and £0.094m for use as a revenue contribution to capital.

### **3. CONCLUSION**

3.1. The Panel is invited to consider the contents of this report in informing determination of the level of remuneration for and appointment to the post of Deputy Chief Fire Officer.

**MIKE PEARSON**  
**Director of Corporate Services**



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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