

REPORT REFERENCE NO.	DSFRA/23/16
MEETING	DEVON & SOMERSET FIRE & RESCUE AUTHORITY (ORDINARY MEETING)
DATE OF MEETING	12 JUNE 2023 (Ordinary Meeting)
SUBJECT OF REPORT	EXECUTIVE BOARD PAY AND ASSOCIATED REVISED PAY POLICY STATEMENT 2023-24
LEAD OFFICER	Chief Fire Officer and Monitoring Officer & Clerk to the Authority
RECOMMENDATIONS	<p><i>That the Authority be recommended to:</i></p> <ul style="list-style-type: none"> <i>(a). Approve an increase in the salary of the Director of Finance & Corporate Services (Treasurer) to Grade 4 within the approved pay scale at Executive Board level with effect from 9 May 2023;</i> <i>(b). Set the salary of the Assistant Director of Finance & Corporate Services at Grade 1 within the approved pay scale at Executive Board level with effect from 12 June 2023;</i> <i>(c). Notes the associated pay changes arising out of the Gold Book pay award for both 2022 and 2023; and</i> <i>(d). Subject to (a). to (c). above, approve the consequential amendments to the Pay Policy Statement for 2023-24 as attached at Appendix B of this report for publication.</i>
EXECUTIVE SUMMARY	<p>The salary structure for Principal Officers (the Chief Fire Officer and other Executive Board members) is determined by the Authority and, in accordance with the National Conditions of Service (the Gold Book), the Authority is required to conduct an annual review of the remuneration of the Chief Fire Officer. Any locally determined changes in the Chief Fire Officer's remuneration are subject to full Authority approval.</p> <p>Under section 38(1) of the Localism Act 2011, the Authority is required to prepare a Pay Policy Statement. The Authority's Pay Policy Statement states that the annual review will: "be conducted by way of a report to a full Authority meeting which will contain such relevant data as to enable the Authority to reach a determination on levels of appropriate remuneration" and also "consider the level of pay awards made for other groups of employees and the relationship between the remuneration of the Chief Fire Officer and the remuneration of other employees".</p>

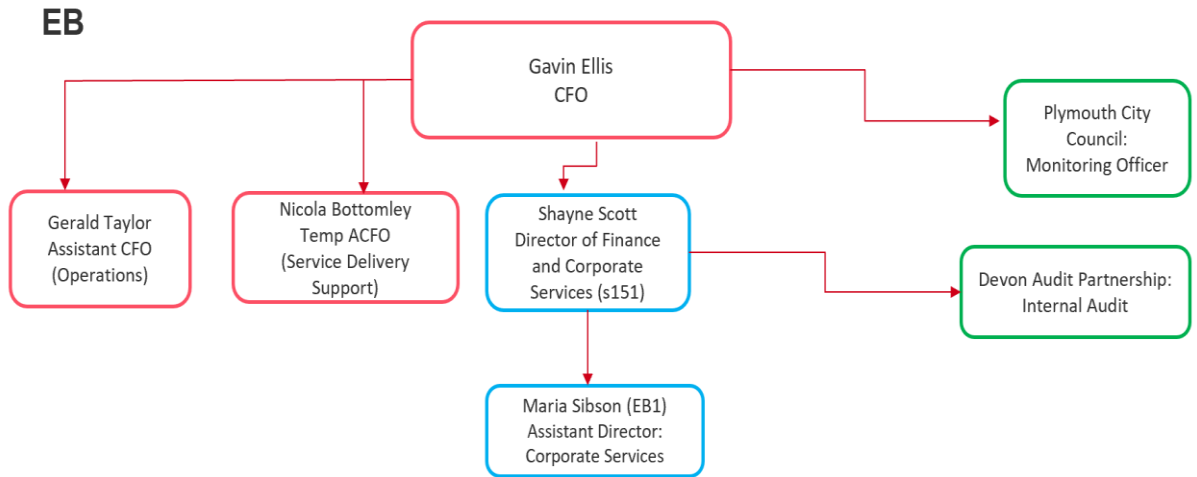
	<p>The changes in structure at Executive Board level resulting from the secondment of the Chief Fire Officer need to be implemented to enable the Service to move forward thus this has been considered and appropriate appointments made as reflected within this paper.</p> <p>Additionally, the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (the Gold Book) has now agreed the annual cost of living rise for both 2022 and 2023. This has been reflected in the revised Pay Policy Statement attached at Appendix A.,</p> <p>This report sets out details of the new structure implemented at Executive Board level and the proposed pay gradings together with details of the consequential amendments required to the approved Pay Policy Statement for 2023-24 associated with the recommendations above.</p>
RESOURCE IMPLICATIONS	£83,700 per annum which can be met from within existing budgets.
EQUALITY RISKS AND BENEFITS ANALYSIS	The contents of this report are considered compatible with existing equalities and human rights legislation.
APPENDICES	<p>A. Revised EB/SLT structure and associated costings</p> <p>B. Revised Pay Policy Statement 2023-24</p>
BACKGROUND PAPERS	<p>Devon and Somerset Fire & Rescue Authority approved Pay Policy Statement 2023-24</p> <p>National Joint Council for Brigade Managers of Fire and Rescue Services (the Gold Book)</p>

1. INTRODUCTION

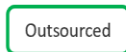
- 1.1. The salary structure for Principal Officers (the Chief Fire Officer and other Executive Board members) is determined by the Authority and is subject to annual reviews in accordance with the Constitution and Scheme of Conditions of Service of the National Joint Council for Brigade Managers of Fire and Rescue Services (the Gold Book). At a national level, the employers' side considers annual cost of living increase claims for all those covered by the national agreement and determines any pay settlement. All other decisions about pay levels and remuneration are taken locally by the full Authority.
- 1.2. Under section 38(1) of the Localism Act 2011, the Authority is required to prepare a Pay Policy Statement. The Authority is responsible for ensuring that that the pay policy sets out the issues relating to the pay of the workforce and in particular the senior officers and the lowest paid employees. This ensures that there is appropriate accountability and transparency regarding the salaries of the Authority's senior staff. In accordance with the statutory obligations, the Authority approved its current Pay Policy Statement in February 2023 and published it on the Authority's website.
- 1.3. Any locally determined changes in the Chief Fire Officer's remuneration are subject to full Authority approval. In accordance with the conditions within the Gold Book, the Authority is required to conduct an annual review of the remuneration afforded to members of the Executive Board.
- 1.4. The Authority's Pay Policy Statement states that the annual review will: "be conducted by way of a report to a full Authority meeting which will contain such relevant data as to enable the Authority to reach a determination on levels of appropriate remuneration" and also "consider the level of pay awards made for other groups of employees and the relationship between the remuneration of the Chief Fire Officer and the remuneration of other employees".
- 1.5. Following the approval of the secondment of the Chief Fire Officer from 9 May 2023 to the National Fire Chiefs' Council, a temporary Chief Fire Officer was appointed on 19 April 2023 to lead the Service forwards until the retirement of the substantive postholder in September 2024. The temporary Chief Fire Officer has instigated a new structure at Executive Board level to ensure that the work required on key areas such as cultural improvements, performance and the Medium Term Financial Plan can be moved forward.
- 1.6. The new structure requires consequential amendments to the pay of two of the posts and associated amendments to the approved Pay Policy Statement for 2023-24, details of which are set out in this report.

2. EXECUTIVE BOARD STRUCTURE

2.1. The new Executive Board structure is set out below for reference:



Key:



2.2. The new structure has been set out to increase capacity at Executive Board level and also to facilitate better links with the Service Leadership Team (SLT). The combination forms the basis of the structure for the Extended Leadership Team (EB and SLT). The new post of Assistant Director will form an important part in bridging the gap between EB and SLT. This structure will allow EB to drive the strategic changes required to meet the Medium Term Financial Plan (MTFP) and cultural challenges that the Service is dealing with. The overall EB is smaller in size now with five members and the external Monitoring Officer as compared to the previous structure with six permanent members.

2.3. The Deputy Chief Fire Officer post has not been backfilled which has allowed for the second Assistant Chief Fire Officer role to be filled on a temporary basis following the retirement of the previous post holder. This enables three principal officers to undertake the operational duties aligned to Brigade Managers for the Service.

3. PAY CONSIDERATIONS

3.1. The Chief Fire Officer's pay on 1 April 2007 (the date of combination) was £132,394, which at that time equated to 4.98 times that of a firefighter. The same ratio at today's values would equate to £171,814 for the 2022 pay settlement and £180,405 for the 2023 pay settlement.

- 3.2. The current pay level of the Chief Fire Officer is £162,061 but his will change to £174,442 post implementation of the 2022 and 2023 Gold Book pay awards agreed recently as indicated at paragraphs 3.5 to 3.7 below.
- 3.3. The Deputy Chief Fire Officer and Assistant Chief Fire Officer salaries had previously been set locally at 80% and 75% respectively of the Chief Fire Officer salary, which reflected the previous minimum salary level set by the National Joint Council. However, following the review of Executive Board Officers' pay conducted by the Authority in 2015, the percentage link to the Chief Fire Officer salary was removed. The current salary for the Deputy Chief Fire Officer is £134,510. The current salary for an Assistant Chief Fire Officer is £121,543. (This will also change post implementation of the 2022 and 2023 Gold Book pay awards as indicated at paragraph 3.7 below). Uniformed Brigade Managers (Chief Fire Officer, Deputy Chief Fire Officer and Assistant Chief Fire Officer) also provide "stand-by" hours outside of the normal working day within a Brigade Manager rota.
- 3.4. The remaining two "non-uniformed" Executive Board positions previously in place were that of the Director of Governance & Digital Services and the Director of Finance & Resourcing, both of which were set on Grade 3 within a four-point grading structure, which was determined by the [then] Shadow Devon and Somerset Fire and Rescue Authority in 2006 following an external, independent Job Evaluation process. The salary levels for these grades were set as a percentage of the Chief Fire Officer's salary but following the review of Executive Board Officers' pay conducted by the Authority in 2015, the percentage link to the Chief Fire Officer salary was removed.
- 3.5. The salary levels set for the four grades were:

Grade	Salary
4	£101,287
3	£92,846
2	£84,407
1	£75,967

- 3.6. On 31 May 2023, the National Joint Council (NJC) for Brigade Managers of Local Authority Fire & Rescue Services confirmed that it had concluded the annual cost of living pay awards which had been delayed for some time. The following pay awards were agreed:
- 4% increase on basic pay with effect from 1 January 2022; and
 - 3.5% increase on basic pay with effect from 1 January 2024.

3.7. The resulting, revised salary levels within the four pay grades are:

	2021	2022	2023
EB4	£101,287	£105,338	£109,025
EB3	£92,846	£96,560	£ 99,939
EB2	£84,407	£87,783	£ 90,856
EB1	£75,967	£79,006	£ 81,771
CFO	£162,061	£168,543	£174,442
DCFO	£134,510	£139,890	£144,787
ACFO	£121,543	£126,405	£130,829

3.8. The resulting salary levels for 2023 as set out above have been reflected within the Pay Policy Statement for 2023-24 in accordance with section 38(1) of the Localism Act 2011 as attached at Appendix B.

3.9. The review of the Executive Board structure has resulted in a much larger remit and workload for the Director of Finance and Corporate Services (Treasurer) (previously Director of Finance, People & Estates) and thus, the Authority is asked to approve a regrading to Grade 4 on the approved pay scale as set out at paragraph 3.5 above to recognise this.

3.10. The remit of this role has been expanded to include the Services' ICT function, information governance, democratic services, programme and portfolio office and the statutory role of SIRO (Senior Information Responsible Officer). Furthermore, this change will bring about pay-parity to that of the ACFO, albeit with the exclusion of the additional 20% for 'stand-by' cover.

3.11. The pay level for the new Assistant Director, a post which will sit at Executive Board level and thus is covered by the Pay Policy Statement, has not been set. The Authority is asked to set the level of pay for the post of Assistant Director (Finance and Corporate Services) at Grade 1 on the approved pay scale as set out at paragraph 3.4 above.

4. COST IMPLICATIONS

4.1. The revised Executive Board structure is included out at Appendix A for reference setting out the comparative costs between the old and new EB structures (which includes all on costs). This shows show that there will be additional funding of £83,700 required for the new structure, all of which can be met from savings across wider service budget heads.. This aligns to the strategic direction of EB by reshaping the organisation in line with strategic priorities.

- 4.2. Whilst there is an additional cost associated with this new structure, this has to be balanced with the need for EB and SLT to be able to function as a cohesive team and to provide cover at operational level on rotas. There is a huge amount of work to be undertaken to balance the budget in 2024-25 and benefits will be drawn from having a cohesive team in place at strategic level to secure the level of savings required together with the required capacity to deliver this.
- 4.3. It is anticipated that the temporary structure will be reviewed following the retirement of the substantive Chief Fire Officer in September 2024 which will enable a permanent structure to be established from that point, which will form part of the MTFP.

5. PAY POLICY STATEMENT 2023-24

- 5.1. If approval is given to the recommendations to set the pay level for the Director of Finance & Corporate Services (Treasurer) and Assistant Director (Corporate Services) as above, amendments will be required to the Authority's approved Pay Policy Statement for 2023-24.
- 5.2. The Pay Policy Statement 2023-24 will also need to be amended to reflect the overall changes in the new, temporary Executive Board structure together with the changes as a result of approval of the annual cost of living increases by the NJC for Brigade Managers. Should the recommendations at (a). and (b). of this report not be approved, the Pay Policy Statement for 2023-24 will still require amendment to reflect the approval of the annual cost of living increases.
- 5.3. These amendments have been reflected in the revised Pay Policy Statement for 2023-24 as attached at Appendix B of this report for approval subject to the caveat at paragraph 5.1 and 5.2 above.

6. CONCLUSIONS

- 6.1. The restructure of the top management team will enable EB to function effectively and in a more agile way to meet the challenges identified within the MTFP and cultural improvement journey.
- 6.2. The new structure will also enable the SLT level within the senior leadership team to be repurposed and take a more proactive approach to managing the service on a day-to-day basis allowing EB to focus on the longer-term strategic intent and direction of the service.
- 6.3. Savings will be continually monitored as part of the MTFP and in line with the strategic objectives to ensure the capacity of the organisation is focussed on supporting service delivery to continually improve the safety of our communities.

GAVIN ELLIS
Chief Fire Officer

EMMA JACKMAN
Monitoring Officer & Clerk to the
Authority