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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

NOTICE OF MEETING

<i>Meeting</i>	Hampshire and Isle of Wight Fire and Rescue Authority	<i>Clerk to the Hampshire & Isle of Wight Fire and Rescue Authority</i> CFO Neil Odin
<i>Date and Time</i>	Tuesday 11th April, 2023 10.30 am	<i>Fire & Police HQ</i> <i>Leigh Road,</i> <i>Eastleigh</i> <i>Hampshire</i> <i>SO50 9SJ</i>
<i>Place</i>	Room X - Hampshire & IOW Fire & Police HQ, Eastleigh	
<i>Enquiries to</i>	<u>members.services@hants.gov.uk</u>	

The Openness of Local Government Bodies Regulations are in force, giving a legal right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Authority, and its committees and/or its sub-committees. The Authority has a protocol on filming, photographing and audio-recording, and reporting at public meetings of the Authority which is available on our website. At the start of the meeting the Chairman will make an announcement that the meeting may be recorded and reported. Anyone who remains at the meeting after the Chairman's announcement will be deemed to have consented to the broadcast of their image and anything they say.

Agenda

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST**

To enable Members to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest is not already entered in the Authority's register of interests, and any other pecuniary or non-pecuniary interests in any such matter that Members may wish to disclose.

3 **MINUTES OF PREVIOUS MEETING - 21 FEBRUARY 2023** (Pages 5 - 12)

To approve the open minutes from the Full Authority meeting that took place on 21 February 2023.

4 **DEPUTATIONS**

Pursuant to Standing Order 19, to receive any deputations to this meeting

5 **CHAIRMAN'S ANNOUNCEMENTS**

To receive any announcements the Chairman may wish to make.

6 **MEMBER DEVELOPMENTS**

To receive any updates from Members of the Combined Fire Authority.

7 **APPOINTMENTS REPORT** (Pages 13 - 18)

To consider a report from the Monitoring Officer, which proposes various updates following a change in membership on the Full Authority.

8 **ANNUAL PAY POLICY STATEMENT** (Pages 19 - 26)

To consider a report from the Chief Fire Officer, which asks the Full Authority to approve the Pay Policy Statement.

9 **OPEN MINUTES FROM THE 3SFIRE CIC STAKEHOLDER COMMITTEE - 14 MARCH 2023** (Pages 27 - 28)

To receive the open minutes from the 3SFire CIC Stakeholder Committee that took place on 14 March 2023.

10 **EXCLUSION OF PRESS AND PUBLIC**

To resolve that the public be excluded from the meeting during the following items of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

11 **EXEMPT MINUTES FROM THE 3SFIRE CIC STAKEHOLDER COMMITTEE - 14 MARCH 2023** (Pages 29 - 30)

To receive the exempt minutes from the 3SFire CIC Stakeholder Committee that took place on 14 March 2023.

12 **PRINCIPAL OFFICER LOCAL PAY AWARD (MEMBERS ONLY)**

To consider an exempt report from the Chief Financial Officer on Principal Officer Local Pay Award (Gold Book)

ABOUT THIS AGENDA:

This agenda is available through the Hampshire & Isle of Wight Fire and Rescue Service website (www.hantsfire.gov.uk) and can be provided, on request, in alternative versions (such as large print, Braille or audio) and in alternative languages.

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Agenda Item 3

AT A MEETING of the Hampshire and Isle of Wight Fire and Rescue Authority
held at Fire and Police HQ, Eastleigh on Tuesday 21st February, 2023

Chairman:

* Councillor Rhydian Vaughan MBE

- | | |
|---------------------------------|----------------------------|
| * Councillor Gary Hughes | * Councillor Karen Lucioni |
| * Councillor Tony Bunday | * Councillor Keith Mans |
| * Councillor Cal Corkery | * Councillor Derek Mellor |
| * Councillor Debbie Curnow-Ford | * Councillor Roger Price |
| Councillor David Harrison | |
| * Councillor Zoe Huggins | |

Also present with the agreement of the Chairman: Donna Jones, Police and Crime Commissioner for Hampshire and the Isle of Wight.

141. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Harrison and Chief Fire Officer Neil Odin.

142. DECLARATIONS OF INTEREST

Members were mindful to disclose to the meeting any disclosable pecuniary interest they may have in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, along with any other pecuniary or non-pecuniary interests in any such matter that Members wished to disclose.

143. MINUTES OF PREVIOUS MEETING - 6 DECEMBER 2022

The minutes of the last meeting were reviewed and agreed.

144. DEPUTATIONS

There were no deputations for the meeting.

145. CHAIRMAN'S ANNOUNCEMENTS

The Chairman shared that Fire and Rescue Service colleagues from across the country observed a minute's silence on Monday 13th February following the sad death of Scottish Fire and Rescue Service firefighter, Barry Martin. Barry sadly died following injuries sustained at a building in Edinburgh in January and the Chairman sent condolences to his family, friends, and colleagues on behalf of the Authority.

Members heard how nine of the search and rescue firefighters had been deployed to Turkey to assist with life-saving activity and praised officers for their exemplary training and assistance.

There had been a recent graduation of firefighters, which had been the first time that Hampshire and Isle of Wight whole-time trainees had been trained on both the mainland and the island. The next course that started on 13 February would see another 11 individuals join the Service.

In January, the Service had received its first full His Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HIMFRS) inspection report since becoming a Combined Fire Authority. The report included many positive findings and where the Service had been graded 'requires improvement', it had been recognised for the work that was already underway in many areas to make improvements.

The Chairman updated the Authority on industrial action, and confirmed that a ballot of Fire Brigade Union members had begun following an offer made. Members would be updated in due course once the ballot had closed.

It was confirmed that the Chief Fire Officer (CFO) was not present at the meeting due to receiving his Queen's Fire Service Medal at Windsor Castle. It was the highest award of its kind that a serving fire officer could receive, and the Authority sent congratulations and thanks to the CFO for the well deserved recognition.

Vice Chairman Councillor Gary Hughes was due to step down from Fire Authority and it was his last meeting. He was thanked for his outstanding service since joining the Authority in 2021.

146. **ELECTION OF VICE CHAIRMAN**

In light of Councillor Gary Hughes stepping down from the Authority, the Chairman proposed Councillor Zoe Huggins take over as Vice Chairman going forwards following the meeting (21 February 2023). This was seconded by Councillor Derek Mellor and supported unanimously by the Authority.

147. **MEMBER DEVELOPMENTS**

Members shared the following updates:

- Councillor Karen Lucioni had attended Sandown Fire Cadets Passing out parade;
- Councillor Tony Bunday had met with officers to look at resilience planning in his People Champion role;
- Councillor Cal Corkery had attended the ground breaking ceremony at the new Cosham Fire Station and welcomed the new development for the general area. He had also met with the Fire Brigades Union and welcomed the revised offer;
- Councillor Zoe Huggins had met with officers in her Children and Young People Champion role to look at prevention and safety in schools, and also reoffending statistics in young people. Cllr Huggins also shared that there were two new Princes Trust programmes due to start and also a volunteers session with a date to be confirmed;

Donna Jones, Police and Crime Commissioner for Hampshire and the Isle of

Wight confirmed the priority to increase police officers and the anticipation of having 620 new in post by the end of March 2023.

148. AMENDMENT TO MEMBERS' ALLOWANCE SCHEME AND SSPS

The Authority considered a report from the Monitoring Officer (item 7 in the minute book), which asked Members to approve several amendments to the Members Allowance Scheme and Special Severance Payments (SSP's).

The report was summarised and during questions it was confirmed that the SSP's were wholly delegated, although could be expanded on within the accounts to highlight any payments made. Payments were also published on the website.

RESOLVED

a) Option 1, to apply an uplift of 3.4% to the allowances in the Members' Allowance Scheme was approved by the Hampshire and Isle of Wight Fire and Rescue Authority;

b) The Authority approved the revised Members Allowance Scheme at Appendix 1;

c) The Authority noted the statutory guidance in respect of special severance payments and confirmed that the Chief Fire Officer has delegated authority to approve Special Severance Payments under £100,000, provided that any Special Severance payments of £20K or more be approved in consultation with the Chairman of the Authority; and

d) It was agreed that any Special Severance Payments to the Chief Fire Officer, or any Special Severance payments of £100,000 or more would be approved by the Authority. In the case of a Special Severance Payment to the Chief Fire Officer, the Authority would seek the views of its Independent Persons before approving such payment.

149. BUDGET AND PRECEPT REQUIREMENT 2023/24 INCLUDING MEDIUM TERM FINANCIAL PLAN (MTFP)

The Authority considered a report from the Chief Financial Officer, which presented the 2023/24 forward budget to the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) for approval.

The report was summarised and it was confirmed that an increase of 1p needed to be applied to bands B and F in paragraph 33 of the report, but this was a formatting error only and the total amount remained the same.

It was highlighted that there was an exempt appendix to this report and this was considered alongside without the need to go into exempt session.

During questions Members learned:

- All elements of firefighter pay inflation had been included, along with subsequent national insurance and pension costs;
- Frontline capability would return to the Authority for a decision at a later date
- The precept didn't consider the grants being received by lower band properties, but weighted averages used for bandings were available for each District.
- Urban Search and Rescue would continue to be funded;

Members acknowledged that the Authority learned of changes from the Home Office with often very little notice and a longer lead-in time for changes would make implementation a lot smoother.

RESOLVED

The Hampshire and Isle of Wight Fire and Rescue Authority approved:

- a) The 2022/23 monitoring position as set out in paragraphs 14 – 21, including the £1m contribution to the Capital and Investment Risk Reserve in 2022/23.
- b) The Revenue Budget, as set out in Appendix A.
- c) The draw of £0.38m from the Transformation Reserve to support the delivery of the Year 4 Safety Plan priorities as set out in paragraph 49.
- d) The contribution of £1.5m from one-off underspends to the Capital and Investment Risk Reserve as set out in paragraph 47.
- e) The Medium Term Financial Plan, as set out in Appendix B.
- f) The Capital Programme and funding as set out in Appendix C1 and exempt Appendix C2.
- g) The Reserves Strategy as set out in Appendix D.
- h) The Treasury Management Strategy as set out in Appendix E, including the Annual Investment Strategy for 2023/24, (and the remainder of 2022/23).
- i) Delegated authority to the Chief Finance Officer to manage the Fire and Rescue Authority's investments and borrowing according to the Treasury Management Strategy Statement as appropriate.
- j) The Capital and Investment Strategy as set out in Appendix F for 2023/24, (and the remainder of 2022/23).
- k) The Section 25 Report as set out in Appendix G which should be taken into account by the Authority in agreeing the budget and council tax.
- l) The council tax requirement for the Authority for the year beginning 1st April 2023 of £57,425,898.

- m) That the Authority's council tax be increased by £5 for a Band D property for the year beginning 1st April 2023 and for the properties in each band to be increased by 6.63%, as set out in paragraph 18 of this report:

Band A:	£53.62	Band E:	£98.30
Band B:	£62.56	Band F:	£116.18
Band C:	£71.49	Band G:	£134.05
Band D:	£80.43	Band H:	£160.86

- n) That the precepts set out in paragraph 33 of this report, totalling £57,425,898 are issued on the billing authorities in Hampshire, requiring the payment in such instalments and on such dates set by them and previously notified to the Authority, in proportion to the tax base of each billing authority's area as determined by them.

150. **HEALTH, SAFETY AND WELLBEING STATEMENT OF INTENT 2023/24**

The Authority considered a report from the Chief Fire Officer (item 9 in the minute book), which asked Member to approve the Health, Safety and Wellbeing (HSW) Statement of Intent for 2023/24.

Members queried the support offered to first responders and it was confirmed that welfare procedures were in place to ensure support for staff that were a more detailed element of the overarching policy.

RESOLVED

The proposed Health, Safety and Wellbeing Statement of Intent for 2023/24 was approved by the Hampshire and Isle of Wight Fire and Rescue Authority.

151. **ANNUAL STATEMENT OF EQUALITY**

The Authority considered a report from the Chief Fire Officer (item 10 in the minute book), which asked Members to approve the Annual Statement of Equality.

Whilst progress had been made towards a more diverse workforce, it was acknowledged that more could be done so that the Service was more representative of the communities it served. The steps towards supporting mental health were also endorsed by Members, who were pleased to learn that a mental health toolkit had been provided to all staff.

The Authority queried only male and female employee figures were captured and it was confirmed that changes were being looked at the enable data capturing to be more diverse.

Officers were congratulated on the work undertaken in response to the London Fire Brigade Culture report that had been published and Members thanked Network Group Champions for their support in the work undertaken.

RESOLVED

The Annual Statement of Equality was approved by the Hampshire and Isle of Wight Fire and Rescue Authority.

152. HIWFRA SAFETY PLAN: YEAR 4 REFRESH

The Authority considered a report from the Chief Fire Officer (item 11 in the minute book) on the Hampshire and Isle of Wight Fire and Rescue Authority Safety Plan.

The report was summarised and it was noted that it was a high level plan that incorporated risk management and everything was in line with fire standards.

RESOLVED

The Year 4 Safety Plan improvements were approved by the Hampshire and Isle of Wight Fire and Rescue Authority.

153. COMMUNITY RISK MANAGEMENT PLANNING 2025-2030

To consider a report from the Chief Fire Officer (item 12 in the minute book), which provided an update on the work underway to produce the Fire Authority's next Community Risk Management Plan (Safety Plan 2025-2030) for the Authority's approval.

The report was summarised and It was highlighted that focus was on the scope of the project including the differences between stages 1 (identifying risks in our communities) and 2 (how to mitigate those risks) , the progress made since the project began in September 2022 and how the work would be evaluated.

The proposed consultation would cover a wide spectrum of areas and the Authority would be kept updated.

Member were happy with the report and there were no questions.

RESOLVED

The proposed approach to produce the next Safety Plan was approved by the Hampshire and Isle of Wight Fire and Rescue Authority.

154. PROPERTY MATTERS

The Authority received a report from the Chief Fire Officer (item 13 in the minute book), which summarised property related matters where action had already been taken under delegated authority.

Members were happy with the report and there were no questions.

RESOLVED

The items set out in the report were noted by the Hampshire and Isle of Wight Fire and Rescue Authority.

155. **MINUTES FROM THE STANDARDS AND GOVERNANCE COMMITTEE - 28 NOVEMBER 2022**

The minutes from the Standards and Governance Committee meeting on the 28 November 2022 were noted by the Authority.

156. **EXCLUSION OF PRESS AND PUBLIC**

It was agreed that the public be excluded from the meeting during the following items of business, as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraphs 1 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, for the reasons set out in the reports.

157. **EXEMPT APPENDIX C2 - BUDGET AND PRECEPT REQUIREMENT 2023/24 INCLUDING MEDIUM TERM FINANCIAL PLAN (MTFP)**

The exempt appendix was considered alongside item 8 on the agenda (minute 149)

158. **EXEMPT MINUTE FROM HIWFRA ON 6 DECEMBER 2022**

It was agreed in section 138 that the second paragraph should be updated to read "was in good condition *for its age*...". The exempt minutes were then approved.

159. **EXEMPT MINUTE FROM HIWFRA ON 6 DECEMBER 2022 (MEMBERS ONLY)**

The exempt minute for Members only was then approved.

160. **PRINCIPAL OFFICER PAY AWARD - VERBAL UPDATE (MEMBERS ONLY)**

(All Fire officers left the room for this item)

Following a verbal update from the Chief Financial Officer, it was agreed that this item would return to a future Authority meeting.

Chairman,



**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Full Authority

Purpose: Approval

Date: **11 April 2023**

Title: **APPOINTMENTS REPORT**

Report of Monitoring Officer

SUMMARY

1. Following the appointments made at the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) AGM that took place on Tuesday 14 June 2022, there has been a change of member appointed to the Authority by Hampshire County Council. Councillor David Drew has replaced Councillor Gary Hughes as one of the Conservative members appointed by Hampshire County Council
2. This report seeks the Authority's approval of consequential committee appointments to reflect the change in membership.

SIZE AND POLITICAL COMPOSITION OF COMMITTEES

3. The Authority has 11 elected members. These are comprised of 8 from Hampshire County Council and one from each of the Isle of Wight, Portsmouth City Council and Southampton City Council.
4. The updated political composition of Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) is attached at Appendix 1, to reflect the change in the membership. The political proportionality of the Authority remains unchanged.
5. At the Authority's AGM on 14 June 2022, the Authority made appointments to its standing Committees. In light of the change of member from Hampshire County Council, the Authority now needs to reconsider and update appointments to the Authority's Committees and working groups.

RESOURCE IMPLICATIONS

17. There are no financial or resource implications from the content of this report.

IMPACT ASSESSMENTS

18. There are no specific equality or other impacts arising from the proposals contained in this paper.

LEGAL IMPLICATIONS

19. The Authority's appointments and governance arrangements should be kept up to date in order to ensure lawful decision making and good governance. The proposals in this paper ensure that the Authority's governance arrangements are up to date and compliant with Local Government legal requirements.

OPTIONS

20. Option 1 (Recommended) – The Authority is asked to make the appointments to reflect the changes in membership.
21. Option 2 – That HIWFRA does not make the relevant appointments.

RISK ANALYSIS

22. Option 1 ensures that the Authority's governance arrangements are up to date, and its committees are properly constituted.
23. Option 2 would mean the Authority's governance arrangements are not compliant with local government legal principles which could ultimately lead to challenges to decision making.

CONCLUSION

24. It is recommended that the Authority makes the appointments to ensure the Authority's governance arrangements are up to date and compliant with local government law. This will in turn ensure good governance and will also minimise the risk of challenge to the Authority's decision making.

RECOMMENDATIONS

25. That the Authority notes the updated political composition of the Authority as attached in Appendix 1 and that the proportional allocation of seats on the Authority's committees remains as agreed at the Authority's Annual Meeting on 14 June 2022.
26. That Councillor David Drew is appointed in place of Councillor Gary Hughes as a Conservative member on Standards & Governance Committee.
27. That Councillor David Drew is appointed in place of Councillor Gary Hughes as the conservative deputy on the 3SFire CIC Stakeholder Committee.
28. That Councillor Huggins is appointed to the Principal Officer Pay Working Group.
29. That all other appointments remain as agreed at the Authority's Annual General Meeting on 14 June 2022.

APPENDICES ATTACHED

30. Political Composition – Appendix 1

Contact: Paul Hodgson, Monitoring Officer
paul.hodgson@hants.gov.uk

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Appendix 1:

Membership and political composition of Hampshire and Isle of Wight Fire and Rescue Authority, following local elections and subsequent Hampshire, Portsmouth, Southampton and Isle of Wight annual Council meetings in May 2022 and subsequent appointments by the Constituent Authorities:

Councillor:	Political Party/Group	Appointing Authority
Anthony Bunday	Labour	Southampton City Council
Cal Corkery	Labour	Portsmouth City Council
Debbie Curnow-Ford	Conservative	Hampshire County Council
David Drew	Conservative	Hampshire County Council
David Harrison	Liberal Democrat	Hampshire County Council
Zoe Huggins	Conservative	Hampshire County Council
Karen Lucioni	Independent	Isle of Wight Council
Keith Mans	Conservative	Hampshire County Council
Derek Mellor	Conservative	Hampshire County Council
Roger Price	Liberal Democrat	Hampshire County Council
Rhydian Vaughan	Conservative	Hampshire County Council

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**Hampshire
& Isle of Wight**
FIRE & RESCUE AUTHORITY

HIWFRA Full Authority

Purpose: Approval

Date: **11 April 2023**

Title: **ANNUAL PAY POLICY STATEMENT**

Report of Chief Fire Officer

SUMMARY

1. Relevant authorities are required by Section 38(1) of the Localism Act 2011 (openness and accountability in local pay) to prepare a Pay Policy Statement. Hampshire and Isle of Wight Fire and Rescue Service (HIWFRS) falls within the definition of a relevant authority and as such is required to prepare and publish a Pay Policy Statement.
2. Under the terms of the Localism Act, the Pay Policy Statement must be considered at a full meeting of Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any sub-committee.
3. The Pay Policy Statement, attached at Appendix A, is correct at the time of writing for the 2023/24 financial year. It will need to be updated throughout the financial year if there is a pay review/award as this will change the details of the financial content and the corresponding assessment of multiples.

BACKGROUND

4. Increased transparency about how taxpayers money is used, including in the pay and reward of public sector staff, is now a legislated requirement.

5. A Pay Policy Statement for a financial year must set out the Authority's policies for the financial year relating to:
 - a) the remuneration of its Chief Officers
 - b) remuneration of Chief Officers on recruitment
 - c) the remuneration of its lowest-paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers
 - d) increases and additions to remuneration for each Chief Officer
 - e) the use of performance-related pay for Chief Officers
 - f) the use of bonuses for Chief Officers
 - g) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the Authority, and the publication of and access to information relating to remuneration of Chief Officers
 - h) the definition of "lowest paid employees" adopted by the Authority for the purposes of the statement, and the Authority's reasons for adopting that definition.
6. For information, the definition of 'Chief Officers' as set out in the Localism Act, is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer.
7. The Act sets out the minimum information Authorities are required to include in the Pay Policy Statements. Authorities can consider extending this pending their own structure. Therefore, HIWFRS has extended its Pay Policy Statement to include all those roles within the Executive Group that are directly employed by HIWFRS.
8. Approved Pay Policy Statements must be published on HIWFRS's website as soon as is reasonably practicable after they are approved or amended.

SUPPORTING OUR SAFETY PLAN AND PRIORITIES

9. Approval and publication of the Pay Policy Statement discharges our obligations under the Localism Act 2011.

CONSULTATION

10. There is no requirement to conduct consultation on the content of the Pay Policy Statement. However, in the interests of being open, transparent and providing accountability in local pay, once approved the Pay Policy Statement must be published on the HIWFRS's website as soon as is reasonably practicable.

RESOURCE IMPLICATIONS

11. Other than staff time preparing figures and writing reports, no other resource implications have been identified.

IMPACT ASSESSMENT

12. The publication of the Pay Policy Statement has no impact on the environment or sustainability.
13. The information contained in this report and the attached Pay Policy Statement which, if approved, will be published on the HIWFRS website, is considered compatible with the provisions of equality and human rights legislation.
14. All employees of HIWFRS are paid in accordance with national pay frameworks and the grades of roles are determined through consistent job evaluation criteria. This ensures there are no adverse impacts for those with protected characteristics.

LEGAL IMPLICATIONS

15. Under Section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS is required to prepare and publish a Pay Policy Statement.

OPTIONS

16. HIWFRA choose to approve the Pay Policy Statement at Appendix A. [RECOMMENDED]
17. Alternatively, HIWFRA choose to make some changes to the Pay Policy Statement at Appendix A, prior to publication. This may delay publication but does not present any other risks.
18. Failure to publish a Pay Policy Statement would be in contravention of the Localism Act. Therefore, this would be of significant risk to HIWFRA and is not a viable option.

RISK ANALYSIS

19. Approval and publication of the Pay Policy Statement discharges HIWFRA's obligations under the Localism Act 2011. Failure to do so in a timely fashion could result in concerns being raised from stakeholders, such as employees and trade unions, regarding HIWFRS's approach to openness and transparency. This risk can be mitigated by ensuring the updated Pay Policy Statement is approved and published on the HIWFRS's website as soon as is reasonably practicable.

EVALUATION

20. The publication of a Pay Policy Statement ensures that our communities are able to scrutinise the pay of our most senior officers and the pay frameworks for our employees. This requires HIWFRS to take accountability for its policies on pay and reward and enables interested stakeholders to consider the value of HIWFRS to the communities it serves.

CONCLUSION

21. In accordance with Section 38(1) of the Localism Act 2011 (openness and accountability in local pay), HIWFRS submits the Pay Policy Statement at Appendix A for consideration and approval by HIWFRA.

RECOMMENDATION

22. That Hampshire and Isle of Wight Fire and Rescue Authority approve the Pay Policy Statement at Appendix A for publication on Hampshire and Isle of Wight Fire and Rescue Service's website.

APPENDICES ATTACHED

23. [Appendix A – Pay Policy Statement 2023/24](#)

Contact: Molly Rowland, Director of People and Organisational Development, 07786 086543, molly.rowland@hantsfire.gov.uk

APPENDIX A TO ANNUAL PAY POLICY STATEMENT

Hampshire and Isle of Wight Fire and Rescue Service

Pay Policy Statement – 2023/24

1. Introduction

- 1.1 The purpose of this Pay Policy Statement is to set out Hampshire and Isle of Wight Fire and Rescue Service's (HIWFRS) pay policies relating to its workforce for the financial year 2023/24, including the remuneration of its Chief Officers and lowest paid employees.
- 1.2 Under the terms of the Localism Act 2011, the Pay Policy Statement must be considered at a full meeting of the Hampshire and Isle of Wight Fire and Rescue Authority (HIWFRA) and cannot be delegated to any sub-committee.

2. Pay Framework

- 2.1 Pay for all employees of HIWFRS is determined by the Local Government Employers with the Employers' Sides of the National Joint Council for Local Authority Fire and Rescue Services, the Middle Managers' Negotiating Body, and the NJC for Brigade Managers of Local Authority Fire and Rescue Services, the HIWFRA locally and representative bodies nationally. Terms and conditions of employment for HIWFRS employees are set nationally with any variations negotiated and agreed locally.
- 2.2 The HIWFRS pay framework for non-operational ("Green Book") support staff was implemented in April 2019 in line with national guidance, with the grade for each role being determined by a consistent job evaluation process. Pay awards for non-uniformed support employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from April each year.

Please note: the 2022 Green Book pay award for non-operational staff has been agreed with the Trade Unions and therefore the figures included in this report are effective from April 2022.

- 2.3 The HIWFRS pay framework for operational and control staff ("Grey Book") was implemented in December 2003 following a rank-to-role exercise in line with national guidance. Pay awards for uniformed operational employees are determined by the outcome of Local Government Employers' negotiations with the Trade Unions and are applied from July each year.

Please note: the 2022 Grey Book pay award for operational and control staff has not been agreed with the Trade Unions and therefore the figures included in this report are effective from July 2021.

3. Chief Officer Remuneration

- 3.1 With respect to Chief Officers' pay, this is agreed by the HIWFRA. Taking into account relevant available information, including the salaries of Chief Officers in other comparable Fire and Rescue Services nationally, Chief Officer pay awards are based on NJC recommendations, together with an evaluation of their performance in role as determined locally with the HIWFRA. To support the annual review, information may be provided on inflation, earnings growth and any significant considerations from elsewhere in the public sector. The details of HIWFRS' Chief Officers pay is outlined in Appendix A.
- 3.2 The definition of Chief Officers (as set out in section 43(2)) is not limited to Heads of Paid Service or statutory Chief Officers. It also includes those who report directly to them, such as the Deputy Chief Fire Officer. Roles that form HIWFRS Executive Group receive remuneration based on direct percentage proportions of the Chief Officer's pay and hence any agreed Chief Officer pay award (as described above) will be reflected in the remuneration of these employees. Therefore, these roles within the Executive Group are covered by the Pay Policy Statement and details of their pay is also outlined in Appendix A. This excludes the Chief Financial Officer and Monitoring Officer as these post employed by Hampshire County Council on different terms and conditions and therefore the pay for these posts is not directly related to the Chief Officer's pay.
- 3.3 Chief Officer pay may be varied during a financial year (eg, if the incumbent post holder were to leave and a replacement be recruited). Any changes to remuneration (whether increases or decreases), in this situation, (or for any other legitimate reason) must be approved by the HIWFRA. The effects of any changes cascading from any change to other existing Executive Group employees would also require review and HIWFRA approval at that time.

Please note: the 2022 Gold Book pay award for Brigade Managers or equivalent has not been agreed with the Trade Unions and therefore the figures included in this report are effective from January 2021.

4. Remuneration of the lowest paid employee

- 4.1 HIWFRS define the "lowest paid employee" as that post holder receiving the lowest (FTE) annual salary. This definition has been chosen as the most representative and equitable method for comparison with Chief Officer remuneration.
- 4.2 The lowest salary paid by HIWFRS is to employees at Grade A of the HIWFRS pay framework. The FTE salary at this grade is £20,258 per annum equivalent to £10.50 per hour. This is above the National Living Wage (NLW)

of £10.42 per hour which is being introduced from 1 April 2023 for workers aged 23 and over. However, there are currently no employees on Grade A. Therefore, the starting FTE salary of the lowest paid employees within HIWFRS is those at Grade B who receive £20,812 per annum equivalent to £10.79 per hour.

5. Average remuneration of employees

5.1 The median average salary of an HIWFRS Green Book FTE post is £32,910. This includes all Green Book posts but excludes incident command unit employees whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.

5.2 The median average salary of an HIWFRS Grey Book FTE post is £35,672. This includes all operational posts and Control but excludes retained firefighters whose earnings vary considerably based on levels of operational activity and the volume of incidents to which they respond.

6. Relationship between remuneration of Chief Officers and lowest paid employees

6.1 The remuneration of the Chief Officer represents a multiple of 8.0 of the salary at Grade B which is the lowest paid employees' salary. The relationship to the average Green Book staff salary is a multiple of 5.1 and to the average Grey Book staff salary it is a multiple of 4.7. HIWFRS relies on the transparency and equality of application of job evaluation processes to achieve equitable pay rates for all roles. As such, there is no specific policy to set or achieve a particular pay multiple in relation to Chief Officer remuneration compared to the pay levels of other staff.

7. Policies relating to remuneration (including pensions)

7.1 There are no special arrangements for Chief Officers in relation to pensions. All staff have the option to join the pension scheme relevant to their role and benefits under each scheme are based on contributions, salary and length of time in the scheme.

7.2 As of 1 April 2022, two pension schemes remain active for HIWFRS employees. Operational employees joining HIWFRS are eligible to join the 2015 Fire Pension Scheme and non-operational employees (including more senior operational employees who have taken re-employment after retiring from the Firefighters Pension Scheme) are eligible to join the Local Government Pension Scheme. All other Fire Pension Schemes are legacy pension schemes which closed to all members on 31 March 2022. This means that there are no further employer or employee pension contributions being paid to these schemes.

7.3 HIWFRS does not routinely award any employees or Chief Officers with additional payments based on their performance or pay any bonuses.

However, Grey and Green Book employees may receive an honorarium payment, as a one-off lump sum to recognise factors not included in basic pay, in accordance with the HIWFRS Allowances and Expenses procedure.

- 7.4 No special payments are made to employees or Chief Officers on leaving HIWFRS.
- 7.5 The management of redundancy in HIWFRS is detailed in the Redundancy Procedure.
- 7.6 HIWFRS does not permit the automatic re-engagement of staff after retirement.

Appendix A

Hampshire and Isle of Wight Fire and Rescue Service - Pay Policy Statement 2023/24

Salary details of Executive Group roles employed by Hampshire and Isle of Wight Fire and Rescue Service

Role	Annual Salary
Chief Fire Officer	£167,223
Director of Policy, Planning and Assurance (Deputy Chief Fire Officer)	£133,779
Director of Operations (Assistant Chief Fire Officer)	£125,405
Director of Corporate Services	£100,332
Director of People and Organisational Development	£100,332

Agenda Item 9

AT A MEETING of the HIWFRA 3SFire CIC Stakeholder Committee held at Fire & Police HQ, Eastleigh on Tuesday 14th March, 2023

Chairman:

* Councillor Roger Price

* Councillor Keith Mans

Councillor Debbie Curnow-Ford

* Councillor Zoe Huggins

30. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Debbie Curnow-Ford.

31. **DECLARATIONS OF INTEREST**

Members were mindful of their duty to disclose at the meeting any disclosable pecuniary interest they had in any matter on the agenda for the meeting, where that interest was not already entered in the Authority's register of interests, and their ability to disclose any other personal interests in any such matter that they might have wished to disclose.

There were no declarations.

32. **MINUTES OF THE PREVIOUS MEETING**

The open minutes from the meeting held on 11 October 2022 were noted and approved.

33. **DEPUTATIONS**

There were no deputations for the meeting.

34. **CHAIRMAN'S ANNOUNCEMENTS**

There were no formal announcements.

35. **EXCLUSION OF PRESS AND PUBLIC**

It was resolved that the public be excluded from the meeting during the following items of business, as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

36. **EXEMPT MINUTES OF THE PREVIOUS MEETING**

The exempt minutes from the meeting held on 11 October 2022 were approved by the Committee.

37. **3SFIRE COMMUNITY INTEREST COMPANY BUSINESS UPDATE**

38. **3SFIRE COMMUNITY INTEREST COMPANY FINANCIAL UPDATE AND PROJECTIONS FOR 2022/23**

Chairman,

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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