

Appendix B

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 of two or three of members of the Fire Authority will be appointed to consider a local pay review for Principal Officers (POs). The PO Pay Review working group will be established. This working group will report to the Fire Authority meeting.

In December of each year, the PO Pay Review working group will invite the Chief Officer to provide a business case for a local pay award if required. The Chief Officer, following consultation with Directors, will confirm whether a business case will be submitted.

If a business case is not to be submitted, the process ends.

If a business case is to be submitted, the PO Pay Review working group will convene and invite the Chief Officer to present the business case for a local pay award. The Chief Officer will make themselves available to the working group to answer questions and provide additional information.

The PO Pay Review working group will be supported by the Chief Financial Officer who will also ensure the working group have access to any further information they require.

In considering the case for a local pay award, the PO Pay Review working group may wish to take into consideration:

- HIWFRS' position compared with similar services in relation to performance statistics
- HIWFRS' position in relation to salary benchmarking for other Chief Officer in similar services
- The national pay awards for Green, Grey and Gold Book employees in the same pay period.
- HIWFRS' performance against strategic objectives and assessments such as the Safety Plan objectives and reports from the HMICFRS.
- Input from the Chair of the Fire Authority in relation to performance aspects of the Chief Officer appraisal.

The Principal Officers Pay Review working group will review the business case presented to them and any further information with the Chief Financial Officer. The PO Pay Review working group will determine a recommended local pay award

based on their own assessment of the information and any wider economic considerations.

The recommendation from the PO Pay Review working group will be presented to the Fire Authority by the Chief Financial Officer for decision under the confidential part of the agenda. The financial implications of any decision will be considered by the Fire Authority.

The Chair of the Fire Authority and Chief Financial Officer will inform the Chief Officer of the Fire Authority's decision.