

**HUMAN RESOURCES
SUB-COMMITTEE****16 Jan 2013****Senior Management Team Pay Review Methodology**

This methodology is designed to provide a mechanism for the implementation of the Senior Officers Remuneration Procedure, in accordance with the Gold Book.

Overview

A working group of at least two members of the Human Resources Sub-Committee (including the Chairman) and the Chairman of the Overview and Audit Committee will meet annually to consider relevant data and make recommendations to the autumn meeting of the Human Resources Sub-Committee. This will then be put forward as a recommendation to full Authority, who will consider it in the context of the approved policy statement.

The salaries for the posts of Chief Fire Officer, Chief Operating Officer Directors People and Organisational Development, Director Legal and Governance and Director Finance and Assets will be considered as part of this process.

Changes will generally be effective from 1st January.

In their deliberations, Members will be mindful of the wider economic context and the current national pay restraints. The outcomes of the Hutton Review of Fair Pay in the Public Sector will also be considered.

Any costs arising from the application of this methodology will be self-funded through savings (full or part) on the Senior Management Team budget and will not impact on the finance available for other Buckinghamshire and Milton Keynes Fire and Rescue Service staffing budgets.

Objectives

The purpose of the review is to ensure that the Fire Authority motivates Senior Management Team to:

- Stimulate greater effectiveness
- Expedite the Corporate plan
- Drive culture change by providing an acceptable level of reward which is recognised as fair, given local and national perspectives.

Range of Possible Outcomes

The working group may choose to make a range of recommendations

Senior Management Team Pay Review Methodology – Current Methodology

including:

- Non-pay rewards (such as attending development opportunities)
- Pay increases that are incorporated into salaries
- Non-incorporated bonuses
- Pay agreements that span more than one year
- No change to existing reward arrangements

Process

1. An external consultant will be engaged to gather relevant information and prepare a report for presentation to the Members' sub-group. The report with recommendations, will address qualitative and quantitative data which may include:
 - Information about the extent to which corporate objectives have been met (as provided by the Performance Intelligence Unit Manager).
 - Chief Fire Officer appraisal data as provided by the Chairman.
 - Senior Management Team appraisal data as provided by the Chief Fire Officer.
 - Progress on any specific projects that Members had identified as high priority.
 - Performance data provided by the Chief Fire Officer (following discussions with the Senior Management Team).
 - Comparative performance data with other Fire services.
 - Salary benchmarking data in relation to Senior Management Team salaries for Group 2, Combined South East Region Fire Services.
 - Financial data about budget provision for pay/reward costs arising from this review.
 - Data about the national pay settlements awarded to Gold, Green and Grey book employees.

From 31 March 2012, these points will be considered within the context of the approved policy statement as set by the Authority.

2. Working group members meet to analyse and discuss the report, and determine their recommendation to Human Resources Sub-Committee.

3. The external consultant prepares the report to committee setting out the sub-group recommendation, and the justification for the recommendation.

This report forms the audit trail for any pay/benefits adjustments.

4. The report will be presented to Members at the autumn meeting of the Human Resources Sub-Committee and then to the full Fire Authority.
5. Any appeals will be dealt with through the Buckinghamshire and Milton Keynes Fire Authority Grievance Procedure.