

Review of pay, grading, and terms and conditions for staff covered by the Buckinghamshire and Milton Keynes Fire Authority, Support Services Staff, Scheme of Conditions of Service



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Executive Committee
DATE OF MEETING	30 July 2014
OFFICER	Lynne Swift, Director People and Organisational Development
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	Review of pay, grading, and terms and conditions for staff covered by the Buckinghamshire and Milton Keynes Fire Authority, Support Services Staff, Scheme of Conditions of Service
EXECUTIVE SUMMARY	<p>This report sets out in Annex A, the conclusions of the review of pay, grading and terms and conditions for support services staff employed under the Buckinghamshire and Milton Keynes Fire Authority, Support Services Staff, Scheme of Conditions of Service.</p> <p>The existing arrangements were subjected to a comprehensive review and the pay scales were compared to both the Authority's natural public sector comparator organisations and with the wider south-east employment market. The overall conclusions are:</p> <ul style="list-style-type: none"> • The Authority has no issues in relation to equal pay within the support services staff group. • There are no significant recruitment and retention problems with the support services staff group and therefore there is no need for a radical overhaul of the pay scales. • Although support services staff pay scales were significantly increased in 2004-06, broadly in line with the firefighters awards, which were in excess of the general awards to local authority staff, there is no evidence that the Authority's current scales are over inflated against comparator organisations. • However, the existing scales need amending to provide a more rational structure which is flexible

	<p>to the needs of the Authority and ensure proper parity and differentiation in setting individual job grades.</p> <ul style="list-style-type: none"> • Pay progression is, and will continue to be, based on assessed performance and not time served. • The core terms and conditions of service are broadly fit for purpose. Underpinning all contracts of employment is the implied condition that terms and conditions will be applied in the context of the needs of the service. Therefore, the rules must be consistently applied and managers must manage consistently across the Authority in this context. • The changes to the pay scales and terms and conditions of service which have been approved by the Chief Fire Officer/Chief Executive are self-funding. • The changes that needed to be made to achieve the objectives of the review have been authorised within the delegated authority by the Chief Fire Officer/Chief Executive exercising his delegated Authority.
ACTION	Information.
RECOMMENDATIONS	<p>It is recommended that the Committee:</p> <ol style="list-style-type: none"> 1. Note the outcome of the review as set out in this report and in Annex A; and 2. Thank the Member led Working Group for its work and confirm that this task has been concluded.
RISK MANAGEMENT	<p>It is not anticipated that the outcomes of the review will have any impact on the Authority's ability to discharge its functions.</p>
FINANCIAL IMPLICATIONS	<p>The proposed pay and grading structure is self-funding for baseline purposes.</p> <p>In years one and two 2014/2015 and 2015/2016, it will cost no more than the existing budget. For years three and beyond there will be an annual saving of £48,000 following pay protection.</p> <p>Any future changes will be financed with the principle of self-funding and any financial pressures addressed through the Medium Term Financial Plan (MTFP).</p>

	The Authority has spent £80K with the HAY Group to support this review.
LEGAL IMPLICATIONS	There are no legal implications arising from the recommendations.
HEALTH AND SAFETY	No impact.
EQUALITY AND DIVERSITY	<p>The Authority's annual Pay Policy Statement sets out its position regarding equality, fairness and transparency.</p> <p>Equality proofing is an overriding principle which underpins the design of a new or revised pay, grading and reward structure.</p> <p>A review of the current pay and grading structure was a recommendation of the recent Equal Pay Audit. The review has been carried out by external reward experts, whose own governance arrangements include quality assurance.</p>
USE OF RESOURCES	<p>The review of pay, grading and reward arrangements for support services staff is an Authority priority outlined in the 2014/2015 Corporate Plan objectives.</p> <p>External reward experts have advised the Authority on this project including designing a range of proposed pay and grading structures, carried out the job evaluation exercise, trained an internal staff evaluation panel and provided market survey pay data, to inform the structuring of any future pay scales.</p> <p>Stakeholder consultation and communication is a significant element of implementation.</p> <p>The support staff pay bill will continue to fall in line with the Medium Terms Financial Plan. The Authority's pay arrangements for support services staff are comparable to its main comparator and competitor organisations.</p> <p>The continued application of systematic job evaluation techniques; rigorous performance appraisal coupled with establishment control and budget monitoring will enable the Authority to ensure it achieves value for money in the employment of support services staff.</p>
PROVENANCE SECTION & BACKGROUND PAPERS	<p>Background</p> <p>19 February 2014 Executive Committee: BMKFA Pay Policy Principles and Statement 2014/15</p> <p>http://www.bucksfire.gov.uk/NR/rdonlyres/7C30F6D3-878C-49E3-94AC-7CF91BC364EE/0/ITEM7dBMKFAPAYPOLICYPRINCIPLE S.pdf</p>

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	<p>20 November 2013 Executive Committee: Review of Support Staff (local 'Green Book') terms and conditions of service and pay, grading and reward structure.</p> <p>http://www.bucksfire.gov.uk/NR/rdonlyres/692C7F4A-BA73-43BE-B758-36EB537E5E12/0/6_Reviewofsupportstafftermsandconditions.pdf</p> <p>16 January 2013 HR Sub Committee paper: Equal Pay Audit Including Review of Green Book Staff Remunerations and Conditions of Service: Update Report.</p> <p>http://www.bucksfire.gov.uk/BucksFire/How+we+make+decisions/Minutes+and+Meetings/2013/HR+meetings+2013.htm</p>
APPENDICES	Annex A – Pay Grading Review (including Appendix 1, 2 and 3)
TIME REQUIRED	5 minutes.
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