



Buckinghamshire & Milton Keynes Fire Authority

MEETING	Fire Authority
DATE OF MEETING	18 February 2015
OFFICER	Lynne Swift, Director of People and Organisational Development
LEAD MEMBER	Councillor Roger Reed
SUBJECT OF THE REPORT	BMKFA Pay Policy Principles and Statement 2015/16
EXECUTIVE SUMMARY	<p>The Authority is required to approve its Pay Policy Principles and Statement before the end of March immediately preceding the financial year to which it relates.</p> <p>For 2015/16 considerations have included; delivery of the recently approved Public Safety plan 2015 to 2020, and potential legislation changes. Resourcing options to adapt and refresh the workforce are being developed during Quarter 4 of 2014/15 for reporting in Summer 2015. Any outcomes from this resourcing review which impact on the Pay Policy Principles and Statement would be proposed as part of the next review of the policy; this could be in year or as part of 2016/17 policy review depending on Public Safety plan timings.</p> <p>The purpose of this report is to recommend for approval to the Fire Authority the Pay Policy Principles and Statement for 2015/16.</p> <p>It is proposed that the attached draft (Appendix 1) be the Authority's revised Pay Policy Principles and Statement for 2015/16. It is based on the Authority's current approved in year amendments to the Pay Policy Principles and Statement for 2014/15, save as amended by additional text underlined (<u>underlined</u>) and deleted text shown struck through (struck through).</p> <p>The Pay Policy Principles and Statement have been revised and minor amendments made to section 17 'Pay Multiple', where the data has been updated.</p> <p>Strategic Resourcing options are being considered on how best to adapt and refresh the workforce, in order to deliver the recently approved Public Safety Plan 2015 to 2020. This review includes collaborative apprenticeships, government funding and appropriate pay and</p>

	<p>remuneration matched to achievements at key stages of the training and development programmes.</p> <p>Any proposed changes to apprenticeship remuneration principles would require in year amendments to the Authority's Pay Policy Principles and Statement.</p>
ACTION	Decision.
RECOMMENDATIONS	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The Pay Policy Principles and Statement at Appendix 1 be agreed for approval by the Fire Authority as its statutory Pay Policy Statement for 2015/16. 2. Members are asked to note the requirement for an in year review of the Pay Policy Principles and Statement if outcomes from the resourcing review impact on this policy.
RISK MANAGEMENT	The Fire Authority is required to adopt and publish a Pay Policy Principles and Statement annually.
FINANCIAL IMPLICATIONS	There are no direct financial implications arising from the Pay Policy Principles and Statement. Any financial impact of subsequent decisions will be factored into the Medium Term Financial Planning process and scrutinised and challenged by members. Any in year impacts will be considered and reported through the budget monitoring process and any resource re-allocation will be subject to the usual virement approvals and limits as set out in the Financial Regulations.
LEGAL IMPLICATIONS	Section 38 of the Localism Act 2011 places a requirement on the Authority to prepare annually, a statement setting out the Authority's policies on the remuneration of its chief officers, 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. Chief officers are the most senior officers of the Authority. Authorities are required to state the definition of lowest paid employees they have adopted in the statement, and explain the reasons for adopting that particular definition. The statement may also set out the Authority's policies relating to other terms and conditions applying to its senior officers. In preparing its statement, the Authority must have regard to any guidance issued or approved by the Secretary of State.

	<p>The 2015/16 Pay Policy Principles and Statement must be approved by the full Authority before 31 March 2015. Approvals cannot be delegated to any committee, sub-committee, or officers.</p> <p>The Pay Policy Principles and Statement may be amended by the full Authority during the financial year to which it applies.</p> <p>Section 41 of the Localism Act 2011 requires the Authority to comply with its Pay Policy Principles and Statement for the relevant financial year when making a determination that relates to the remuneration, or other terms and conditions of a senior officer of the Authority.</p> <p>The Pay Policy Principles and Statement must include the Authority's policies in relation to senior pay on:-</p> <ul style="list-style-type: none"> (a) the level and elements of remuneration (b) remuneration on recruitment (c) increases and additions to remuneration (d) the use of performance related pay (e) the use of bonuses (f) the approach to payment on their ceasing to be employed by the authority, and (g) the publication of and access to information relating to remuneration <p>The statutory guidance gives discretion as to whether the Authority wishes to mirror these headings in its Pay Policy Principles and Statement in respect of its other employees.</p>
<p>HEALTH AND SAFETY</p>	<p>No implications.</p>
<p>EQUALITY AND DIVERSITY</p>	<p>Pay decisions will be subject to the demands of equal pay processes.</p> <p>A People Impact Assessment will be updated, as a minimum annually, as analysis is undertaken on all pay decisions and a review of trends carried out. This will ensure an equitable, transparent, consistent and legally compliant basis for the employment relationship between the Authority and its employees.</p> <p>The resourcing strategic review referred to in the Executive Summary section of this report will include options for government funding for apprentices and</p>

	<p>trainees and pay and remuneration principles, mindful of both the need to attract, develop and retain the right calibre employees and taxpayer value for money. Any proposed changes to apprentices, trainees and pay and remuneration principles would require amendments to the Authority's Pay Policy Principles and Statement.</p>
<p>USE OF RESOURCES</p>	<p>Adoption of the annual Pay Policy Principles and Statement ensures statutory compliance. However, as the legislation permits in year changes there is scope for the Authority to revisit certain elements to reflect the needs of the service.</p> <p>Communication with stakeholders: Following approval of the Pay Policy Principles and Statement, communication will be via the normal policy publication and amendment process.</p> <p>Internal Controls: Adherence to the Pay Policy Principles and Statement is controlled via strict establishment and pay change approval process controls</p>
<p>PROVENANCE SECTION & BACKGROUND PAPERS</p>	<p>Report to the meeting of the Buckinghamshire and Milton Keynes Fire Authority held 22 October 2014</p> <p>http://bucksfire.gov.uk/files/4214/1320/6133/ITEM_9_In_Year_Amendments_to_BMKFA_Pay_Policy_Principles_and_Statement_2014-15_and_Appendix.pdf</p>
<p>APPENDICES</p>	<p>Appendix 1: Draft Pay Policy Principles and Statement 2015/2016 (Part 1: All staff, Part 2: SMB only)</p> <p>Annexe A: "Grey Book" pay rates from 1 July 2014</p> <p>Annexe B: Support Services staff pay scales from 1 September 2014</p> <p>Annexe C: Employee Bonus Payment Setting Scheme and Process</p>
<p>TIME REQUIRED</p>	<p>10 minutes.</p>
<p>REPORT ORIGINATOR AND CONTACT</p>	<p>Faye Mansfield - Human Resources Development Manager</p> <p>fmansfield@bucksfire.gov.uk</p> <p>01296 744623</p>