



**Tuesday, 8 May 2018
10.00 am**

**Meeting of
Brigade Managers' Pay
and Performance
Committee**

Contact Officer:
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Democratic Services

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Cheshire Fire Authority

Notes for Members of the Public

Attendance at Meetings

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Authority meetings are held at Fire Service Headquarters in Winsford. If you plan to attend please report first to the Reception Desk where you will be asked to sign in and will be given a visitors pass. You should return your pass to the Reception Desk when you leave the building. There are some car parking spaces available on site for visitors at the front of the Headquarters Building. Please do not park in spaces reserved for Fire Service personnel.

If you feel there might be particular problems with access to the building or car parking please contact the Reception Desk at Fire Service Headquarters on Winsford (01606) 868700.

Questions by Electors

An elector in the Fire Service area can ask the Chair of the Authority a question if it is sent to the Monitoring Officer at Fire Service HQ to arrive at least five clear working days before the meeting. The contact officer named on the front of the Agenda will be happy to advise you on this procedure.

Access to Information

Copies of the Agenda will be available at the meeting. A copy can also be obtained from the contact officer named on the front of the Agenda. Alternatively, individual reports are available on the Authority's website (www.cheshirefire.gov.uk)

The Agenda is usually divided into two parts. Members of the public are allowed to stay for the first part. When the Authority is ready to deal with the second part you will be asked to leave the meeting room, because the business to be discussed will be of a confidential nature, for example, dealing with individual people and contracts.

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MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE

TUESDAY, 8 MAY 2018

Time : 10.00 am

Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA

AGENDA

Part 1 - Business to be discussed in public

1 PROCEDURAL MATTERS

1A Apologies for Absence

1B Declaration of Members' Interests

Members are reminded that the Members' Code of Conduct requires the disclosure of Statutory Disclosable Pecuniary Interests, Non-Statutory Disclosable Pecuniary Interests and Disclosable Non-Pecuniary Interests.

1C Minutes of the last meeting

To approve the minutes of the meeting of the Committee held on 28th March 2018.

(Pages 1 - 2)

ITEMS REQUIRING DISCUSSION/DECISION

2 Provided Cars

(Pages 3 - 8)

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MINUTES OF THE MEETING OF THE BRIGADE MANAGERS' PAY AND PERFORMANCE COMMITTEE held on Wednesday, 28 March 2018 at Leadership Team Conference Room - Fire Service, Clemonds Hey, Winsford, CW7 2UA at 10.00 am

PRESENT: Councillors D Flude, E Johnson, S Nelson, B Rudd and M Tarr

1 PROCEDURAL MATTERS

A Apologies for Absence

Apologies were received from Councillor G Merry and S Parker.

B Declaration of Members' Interests

There were no declarations of interest.

C Minutes of the last meeting

RESOLVED: That

The minutes of the meeting of the Brigade Managers' Pay and Performance Committee, held on 10th January 2018, be confirmed as a correct record.

2 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That

Under Section 100 (A) (4) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Order 2006, the press and public be excluded from the meeting for the item of business listed below on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act in the paragraph indicated.

Item 3: Chief Fire Officer and Chief Executive – Performance Appraisal and Development Scheme

Paragraph

(1) Information relating to any individual

3 CHIEF FIRE OFFICER AND CHIEF EXECUTIVE: PERFORMANCE APPRAISAL AND DEVELOPMENT SCHEME

Prior to a review of the Chief Fire Officer and Chief Executive's (CFO) performance against agreed objectives, the CFO advised Members of his intention to retire after 34 years of service. He explained his rationale for the

timing of the decision and advised that he would provide a minimum of 3 months notice and/or would remain in post until a new CFO had been appointed. Members thanked the CFO for his loyal and dedicated service to Cheshire Fire and Rescue Service.

A discussion took place in respect of the proposed selection process for the new CFO and it was agreed that the process would take the form of a 2 day assessment process comprising of the following:

- A technical interview with an independent Chief Fire Officer and HR Consultant;
- A media assessment with external journalists; and
- A presentation and interview with 4 Members of the Brigade Managers' Pay and Performance Committee.

It was agreed that the CFO would contact the external HR consultant to provide a recommendation for the starting salary based on an average of CFO pay nationally. This would be ratified by Members prior to the commencement of the recruitment campaign.

The CFO then commenced his presentation in respect of this performance appraisal. Upon conclusion Members agreed that many of the key objectives were still relevant. The Director of Transformation suggested that she would liaise with the CFO and draft and circulate proposed objectives for the appraisal with the incoming CFO.

RESOLVED: That

- [1] the Chief Fire Officer and Chief Executive's appraisal be agreed as discussed;**
- [2] the appraisal objectives for the incoming Chief Fire Officer and Chief Executive be drafted and sent to Members for approval; and**
- [3] the recruitment process for the new Chief Fire Officer and Chief Executive be progressed as discussed and agreed.**

CHESHIRE FIRE AUTHORITY

MEETING OF: BMs PAY AND PERFORMANCE COMMITTEE
DATE: 8TH MAY 2018
REPORT OF: DIRECTOR OF GOVERNANCE AND COMMISSIONING
AUTHOR: ANDREW LEADBETTER

SUBJECT: PROVIDED CARS

Purpose of Report

1. To present Members with information about vehicles provided to the Chief Fire Officer and Chief Executive and Deputy Chief Fire Officer.
2. To allow Members to consider the existing arrangements and determine whether they are satisfied with them.

Recommended:

That Members note the information provided and consider the following questions :

- [1] Is it still appropriate to provide cars to the Chief Fire Officer and Chief Executive and Deputy Chief Fire Officer?
- [2] If the answer to question (1) is 'yes' should the policy of supplying 4 x 4 vehicles continue?
- [3] If the answer to question (1) is 'yes' is the cost of the provided cars acceptable?

Background

3. Following questions at the Fire Authority about the vehicles provided to the Chief Fire Officer and Chief Executive and Deputy Chief Fire Officer (hereafter referred to as Principal Officers) the Chair asked for a report to be prepared for consideration by Members.

Information

Contractual Position

4. It is important to understand the contractual position. The Principal Officers' Statements of Particulars contain identical provisions concerning the provision of vehicles for their use. The key provisions have been captured in Appendix 1 to this report.
5. Members will see that the Authority is required to provide the Principal Officers with an emergency response vehicle, which can be used for personal purposes as well as official business use. The Authority

reserves the right to determine the value, make and model of vehicle to be provided (albeit with an intention to consult on the choice of vehicle).

6. The Principal Officers are, according to their Statements of Particulars, deemed to be on continuous duty (when not undertaking positive hours - minimum of 42 hours per week). Whilst continuous duty is not defined the expectation is developed in the Pay and Recognition Policy which refers to primary and secondary response requirements. Essentially, the Principal Officers take it in turns to provide primary and secondary response. A primary response is immediate and secondary response is within eight hours.

Vehicle Type

7. As can be seen the provisions in the Statement of Particulars do not specify or dictate the kind or value of vehicle to be provided.
8. In recent years, following a particularly bad winter (2010/11), 4 x 4 vehicles have been provided to ensure that the Principal Officers are able to fulfil their duties even when there are difficult driving conditions, e.g. ice, snow etc. Currently, the vehicles are a Land Rover Discovery and BMW X5.

Costs of Provided Cars

9. The provided cars have been purchased, rather than leased. The Fire Authority is able to access various framework contracts and is often offered worthwhile discounts off list price (up to 15%). On average the provided cars have been replaced every two years. Although some provided cars have previously been retained for re-use within the Service this no longer occurs with the vehicles being sold at the time that they are replaced. The Fleet Manager seeks to secure the best resale value for the vehicles, advising on the optimum time to replace them. A table showing the costs associated with the provided cars is contained in Appendix 2 to this report.
10. The Fleet Manager has carried out an exercise comparing costs of purchase and lease. He is confident that the current approach (purchase) should continue to be significantly cheaper than the leasing of vehicles. However, he does keep the situation under review and appreciates the range of factors that can impact upon the respective costs, e.g. availability of discounts and timing of sale.

Financial Implications

11. The Authority covers the cost of the provided vehicles and details are shown in Appendix 2 attached to this report. Currently, there is a budget of £55,000 per vehicle.
12. Members may recall that there have been recent changes in the tax rules concerned with the private use of emergency vehicles. Staffing

Committee considered this matter in October 2017. HMRC has recently written to the Authority seeking information about any officers that are deemed to be permanently on call, which for Cheshire only includes the Principal Officers. HMRC has also indicated that it expects organisations that apply exemptions from tax to keep records: exemptions are currently applied in relation to the provided cars used by the Principal Officers.

13. Officers are working with HMRC on this and a further report may be necessary in due course.

Legal Implications

14. The Authority has a contractual obligation to provide an emergency response vehicle to the Principal Officers. However, it has discretion concerning the value, make and model of vehicle.

Equality and Diversity Implications

15. A decision about provided cars should not have any equality and diversity implications. However, the requirements of a specific individual appointed to a Principal Officer role may involve the Authority in considering such issues when determining the vehicle to be provided.

Environmental Implications

16. The Authority has a carbon reduction target. It should, wherever possible, use vehicles which are deemed to be 'environmentally-friendly'.

CONTACT:
JOANNE SMITH, FIRE SERVICE HQ, WINSFORD
TEL [01606] 868804

APPENDIX 1

EXTRACTS FROM STATEMENT OF PARTICULARS

4. *Remuneration and Allowance*

- 4.4 *You will be provided with an emergency response vehicle which is used for business use. Further details are attached to this Statement of Written Particulars*

Emergency Response Vehicle Contract Clause (appended to the Statement of Written Particulars)

2. *The Authority permits the employee to use the vehicle for personal purposes as well as official business use.*
3. *The expense of taxing, insuring, MOT testing, repairing, maintaining and [in so far as attributable to the use of the emergency response vehicle for employment purposes] running the emergency response vehicle shall be borne by Cheshire Fire and Rescue Service (CFRS)...*
9. *The Authority reserve the right to determine the value, make and model of the vehicle to be provided to the employee and to change, vary or withdraw the employee's allocated car. In practice, however, CFRS will endeavour to consult the employee with a view of offering a reasonable choice as to the make, model and colour of the vehicle to be allocated. Replacement of the emergency response vehicle will be entirely at CFRS' discretion, but will normally be every 2/3 years.*

APPENDIX 2

COSTS ASSOCIATED WITH PROVIDED CARS

Registration Prefix	Description	Purchase Cost	Blue Light Conversion	Service, Maintenance etc.	Sale Price	Ave cost p.a.
DK61	Land Rover Discovery	£38,188	£5,391	£2,310	£24,078	£10,905.50
DK61	Land Rover Discovery	£38,188	£5,391	£1,517	£24,078	£10,509.00
DK62	Land Rover Discovery	£49,771	£4,325	£5,137	£19,523	£13,236.67
DE64	Land Rover Discovery	£45,543	£2,479	£948	£25,833	£11,568.50
DE64	Land Rover Discovery	£44,814	£2,479	£1,080	£26,250	£11,061.50
DK65	Land Rover Discovery	£52,713	£2,190	£730	-	-
LJ66	BMW X5	£48,198	£2,947	£2,030	-	-

Notes:

The table covers a period when there were three provided cars which reduced to two when the Assistant Chief Fire Officer left.

The 62 plate Land Rover Discover was retained for three years.

The 65 plate Land Rover Discovery has been retained beyond two years (firstly used by the Assistant Chief Fire Officer and then by the Chief Fire Officer and Chief Executive).

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