

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

APPOINTMENTS, STANDARDS AND APPEALS COMMITTEE

14 OCTOBER 2024

GOLD BOOK TERMS OF REFERENCE REVIEW

Report of the Acting Clerk to the Authority

1. ISSUE

- 1.1. It is necessary to undertake a review of Brigade Manager pay within the service, in accordance with good practice and Scheme of Conditions of Service of the National Joint Council for Brigade Managers of Fire and Rescue Services (the Gold Book).

2. RECOMMENDATIONS

- 2.1. THAT Committee approve the Terms of Reference (**Appendix 1**) for a Review of Gold Book terms and conditions for Brigade Manager, to be undertaken by the Head of People and Clerk to the Authority.
- 2.2. THAT Committee members provide any relevant thoughts or suggestions to guide the review.

3. TIMELINE

- 3.1. Gold Book pay and conditions have not been revised from the Authority side in a number of years. It is therefore a reasonably urgent requirement that we undertake such a review to ensure pay and conditions are appropriate.
- 3.2. Subject to Appointments Committee approval, the review and benchmarking exercise will be undertaken in October and November 2024. It will be for Fire Authority to accept, reject or

modify the findings and recommendations of the review in December 2024.

4. **BACKGROUND**

- 4.1. The salary structure for Brigade Managers is a matter for determination by the Authority in accordance with the National Conditions of Service (the Gold Book). Good practice and the Gold Book state that the Authority should conduct a regular review of the remuneration of Principal Officers. Any locally determined changes in Principal Officer remuneration are subject to full Authority approval.
- 4.2. Nationally, the employers' side of the National Joint Council for Brigade Managers considers annual cost of living increase claims for all those covered by the national agreement and determines any pay settlement. Such increases are applied automatically. The latest pay settlement for 2024 was 3.0%, applied from 1 January 2024.
- 4.3. All other decisions about pay levels and remuneration should be taken locally by full Authority, based on a range of information regarding local pay and conditions, and service specific considerations.
- 4.4. The Gold Book indicates that "when determining the appropriate level of salaries for all Brigade Managers, the fire and rescue authority should refer to the relevant minimum salary of the Chief Fire Officer and the most relevant benchmark data." Generally, pay is determined for the Chief Fire Officer/Chief Executive Officer, and other Brigade Managers set as a proportion of that level.
- 4.5. The relevant minimum salary of the Chief Officer is set each year by the NJC for Brigade Managers and differs depending on Fire Service size. West Midlands Fire Service falls into Population Band 4, which has a minimum rate of pay of £144,337 as agreed within the 2024 Gold Book Pay Award.

- 4.6. Any approach to Gold Book pay must be in line with the Service's Pay Policy statement, the latest version of which was published in April 2024. This, alongside Gold Book recommendations, will be the basis of the review of Gold Book pay and conditions.
- 4.7. A draft term of reference for a pay review and benchmarking exercise is included in **Appendix 1**.

5. **EQUALITY IMPACT ASSESSMENT**

- 5.1. No Initial Equality Impact Assessment has been undertaken in framing the terms of reference but will be undertaken as part of the pay review itself, subject to approval.

6. **LEGAL IMPLICATIONS**

- 6.1. The Fire Authority is required by the Localism Act 2011 to publish an annual Pay Policy Statement. The latest statement was approved and published in April 2024.

7. **FINANCIAL IMPLICATIONS**

- 7.1. Any financial implications from the review and benchmarking, including and potential recommendations to increase or reduce pay, will be considered as part of the report to Fire Authority in December 2024.

8. **ENVIRONMENTAL IMPLICATIONS**

- 8.1. There are no environmental implications

9. **BACKGROUND PAPERS**

- [National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and scheme of conditions of service](#). [LGA Log in required]
- [WMFRA 2024/25 Pay Policy Statement](#)

The contact for this report is Tom Embury, tom.embury@wmfs.net

OFFICIAL

Tom Embury
Acting Clerk to the Authority