

## Appendix 1

### Gold Book Pay Review - Terms of Reference

#### Benchmarking

The review will primarily focus on Chief Fire Officer/Chief Executive Officer, with other principal officer pay considered as a proportion of CFO/CEO pay. In line with Gold Book recommendations, the benchmarking exercise for the CFO/CEO Salary will consider:

- a. minimum salary levels for Chief Fire Officers and Chief Executive Officers in similarly sized fire authorities.
- b. the relationship of current salary to the appropriate illustrative national benchmark;
- c. The top management structure and size of management team compared to those of other fire and rescue authorities of similar type and size;
- d. market rates of pay for senior managers in a range of private and public sector organisations.
- e. comparative information to be supplied by the Joint Secretaries on salaries in other similar authorities;

#### Other Considerations

The review will also consider the following factors in comparing the role of CFO to other similar roles:

- a. any special market considerations.
- b. any substantial local factors not common to fire and rescue authorities of similar type and size e.g. London weighting; complex local, regional or national responsibilities which bring added value;

#### Deputy and Assistant Chief Officer roles – proportion of Chief Officer pay

Deputy Chief Fire Officer pay is currently set at 80% of the CFO pay with ACFO salary set at 75% of CFO pay.

The review will consider whether these proportions remain appropriate and in line with equivalent local services as part of the benchmarking exercise.

#### Pay Points

WMFS does not currently use a pay point approach for Principal Officers, but this is common in other FRS. The review will consider whether such an approach, which would see pay increase between pay points over a three-year period, should be utilised within WMFS.

### **Non-Operational CEO/DCEO/ACEO Roles**

Currently pay for principal officers is not differentiated if they are operational or non-operational. The exception is the current interim CEO, where the salary has been set at £180,000, in recognition that the role carries less operational responsibility than a uniformed Chief Fire Officer. However, this is only an interim arrangement.

In line with the Gold Book, it is proposed that incident command responsibility and the requirement to provide operational cover within the employing authority and beyond be considered as part of the benchmarking exercise, and a consideration of whether a differentiation between operational and non-operational principal officer roles is required.

### **Consultation**

In undertaking this review, the Head of People and Clerk to the Authority will consult with affected parties relating to the above considerations and benchmarking. This will include all senior officers subject to Gold Book conditions.

### **Bonuses and Performance Related pay**

WMFS does not currently use performance related pay or award bonuses to Principal Officers – the review will not consider a change to this approach.