

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY
SENIOR OFFICER APPOINTMENT AND CONDITIONS COMMITTEE

MINUTES of a meeting of the Senior Officer Appointment and Conditions Committee held at Kent Fire and Rescue Service Headquarters, The Godlands, Tovil, Maidstone on 16 October 2014.

PRESENT:- Mr N J D Chard (Chairman), Mr T G Mason (Vice-Chairman), Mr M J Angell, Mr G Cowan, Mr D S Daley, Mr T Gates and Mr A Terry.

OFFICERS:- The Chief Executive, Miss A Millington; the Assistant Director, Human Resources, Mrs K Irvine; and the Clerk to the Authority, Mr S C Ballard.

UNRESTRICTED ITEMS

1. Membership
(Item A1)

The membership of the Committee for 2014/15 was noted.

2. Election of Vice-Chairman
(Item A2)

- (1) Mr Chard moved, Mr Daley seconded, that Mr Mason be elected Vice-Chairman of the Committee.
- (2) There being no other nominations, Mr T G Mason was declared elected as Vice-Chairman of the Committee for 2014/15.

3. Minutes
(Item A4)

RESOLVED that the Chairman of the Committee be authorised to sign the agreed Minutes of the meeting as a correct record.

4. Pay Award for Chief Executive and Directors
(Item B1 - Report by Chief Executive)

- (1) The Committee considered a proposal for a pay award to be made to the Chief Executive and Directors in line with the nationally-recommended pay settlement for 2014.
- (2) As an addition to the written report, the Chief Executive advised Members that it was clear that the pay of Chief Officers would be an important consideration for the Independent Review of Conditions of Service for Operational Fire and Rescue Staff which had recently been commissioned by the Government.
- (3) RESOLVED that the pay increase negotiated and agreed by the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services (the NJC) be awarded to the Chief Executive and Directors with effect from 1 January 2014.

5. Succession Planning

(Item B2 - Report by Chief Executive)

- (1) The Committee considered proposals for the arrangements to be put in place following the retirement of the Director, Major Projects and Resilience, in February 2015. Members also considered updated versions of the Job Descriptions of the Chief Executive and Directors prior to their publication on the Authority's website in order to meet the requirements of the Local Government Transparency Code 2014.
- (2) RESOLVED that:-
 - (a) no action be taken at this stage to fill the post of Director, Major Projects and Resilience when it becomes vacant in February 2015, but Principal Officer workloads be subject to continuous monitoring;
 - (b) the arrangements proposed in paragraph 4(a) of the report for securing business continuity for Channel Tunnel Safety Authority responsibilities and related activities be approved;
 - (c) the Job Descriptions of the Chief Executive and Directors, as attached at Appendix 1 to the report, be approved for publication on the Authority's website.

6. Remuneration for Working during Periods of Industrial Action

(Item C1 - Report by Chief Executive)

- (1) The Committee was formally notified of a decision taken as a matter of urgency by the Chief Executive, in consultation with the Chairman. Members of the Committee had been advised of the decision at the time it was taken.
- (2) RESOLVED that the decision taken as a matter of urgency by the Chief Executive, in consultation with the Chairman, to apply to Operational Directors the same remuneration arrangements for working during strike periods as applied to other staff, be noted.