

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

Item No 5

MEETING: 16 SEPTEMBER 2019

**SUBJECT: REVIEW OF TYNE AND WEAR FIRE AND RESCUE AUTHORITY
STANDING ORDERS: DELEGATION SCHEME**

**JOINT REPORT OF THE CHIEF FIRE OFFICER/CHIEF EXECUTIVE (THE CLERK TO
THE AUTHORITY) THE STRATEGIC FINANCE OFFICER AND THE PERSONNEL
ADVISOR TO THE AUTHORITY**

1 INTRODUCTION

1.1 Following a review of the Authority's Standing Orders, this report requests Members to consider the following amendments to the Standing Orders of the Authority:

1.1.1 To delegate to the Chief Fire Officer the power to make temporary additions to the 'Grey Book' (uniformed) establishment up to and including the role of Area Manager B.

1.1.2 To update the Delegation Scheme and the Terms of Reference of the Human Resources Committee to reflect changes to the structure of the spinal column points (SCP) for non-uniformed grades following National Joint Council (NJC) for Local Authorities' Circular NJC5/12/17 referring to the Green Book pay award for the period 1 April 2018 to 31 March 2020.

1.2 This report sets out the changes to the Authority's Standing Orders that will be necessary should the Authority agree to the suggested amendments.

2 BACKGROUND

2.1 To ensure the effective and efficient running of Tyne and Wear Fire and Rescue Service, there may be occasions whereby additional Grey Book (uniformed) posts are required to be created on a temporary basis to support new projects or pilot new structures, prior to permanent structural changes being proposed to the Authority.

2.2 Determination and approval of the establishment of all Grey Book employees is a matter for the Authority. Presently, the Authority's Standing Orders make no provision for the delegation to the Chief Fire Officer, of any powers to make amendments to the Grey Book establishment, be that temporary or otherwise.

2.3 The Authority has, however, previously delegated power to the Chief Fire Officer with regard to the non-uniformed establishment.

- 2.4 The Chief Fire Officer, in consultation with the Personnel Advisor can approve changes to the non-uniformed (Green Book) establishment in respect of posts graded below SCP 57. (Part 3 Paragraph 7 of the Delegation Scheme refers).
- 2.5 The Terms of Reference of the Human Resources Committee include the determination and approval of the establishment and terms and conditions of all employees of the Authority above SCP57 (i.e. Green Book employees above that level).
- 2.6 Following National Joint Council (NJC) for Local Authorities' Circular NJC5/12/17 which relates to the Green Book Pay award for the period 1 April 2018 to 31 March 2020, the Human Resources Committee agreed to the implementation of a revised SCP structure (Minute 21 2019 refers).
- 2.7 As a result of this, the references to SCP 57 as set out in 2.4 and 2.5 above (which previously equated to POL grade) do not reflect the fact that the POL role has now been realigned to SCP 52.

3 AUTHORITY STANDING ORDERS

- 3.1 In the interests of efficiency and flexibility in respect of the running of the Fire and Rescue Service, Members are asked to approve an additional delegation to the Chief Fire Officer by an addition to Part 3 of the Authority's Delegation Scheme as follows:
 - 3.1.1 "In consultation with the Personnel Advisor, to approve temporary additions to the Grey Book Establishment for a period of up to 24 months in respect of posts up to and including the role of Area Manager B."
- 3.2 This paragraph, if Members agree, would be inserted after paragraph 7 of Part 3 of the Delegation Scheme (Delegations to the Chief Fire Officer).
- 3.3 Members are also asked to approve a reworded paragraph 7 of Part 3 of the Delegation Scheme from its current wording of:
 - 3.3.1 "In consultation with the Personnel Advisor, to approve changes to non-uniformed establishments in respect of posts graded below SCP 57."and replace it with:
 - 3.3.2 "In consultation with the Personnel Advisor, to approve changes to non-uniformed (Green Book) establishments in respect of posts graded POL and below."
- 3.4 A consequential amendment would also be required to the Terms of Reference of the Human Resources Committee, by which paragraph 1, which currently reads:

- 3.4.1 “To determine and approve the establishment and terms and conditions of all employees of the Authority above SCP57.”

should be re-worded to read:

- 3.4.2 “To determine and approve the establishment and terms and conditions of all non-uniformed (Green Book) employees of the Authority graded above POL.”

4 RISK MANAGEMENT

- 4.1 Risks associated with delegating this power to the Chief Fire Officer are mitigated due to the inclusion of a requirement to consult with the Personnel Advisor to the Authority prior to temporarily amending the Grey Book Establishment.
- 4.2 The restriction of the delegated power to temporary additions only to the Grey Book establishment will not have any detrimental effect on the operational capability of the Fire and Rescue Service.

5 FINANCIAL IMPLICATIONS

- 5.1 Where there are financial implications, these will be discussed with the Strategic Finance Manager on each occasion to ascertain the appropriate funding arrangements.

6 EQUALITY AND FAIRNESS IMPLICATIONS

- 6.1 There are no equality and fairness implications in respect of this report.

7 HEALTH AND SAFETY IMPLICATIONS

- 7.1 There are no health and safety implications in respect of this report.

8 RECOMMENDATIONS

- 8.1 The Authority is recommended to agree the amendment of the Delegation Scheme and Terms of Reference in the Authority’s Standing Orders as set out in Section 3 of the report.

BACKGROUND PAPERS

The under mentioned Background Papers refer to the subject matter of the above report:

- Tyne and Wear Fire and Rescue Authority Standing Orders – Delegation Scheme and Terms of Reference.

