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## AGENDA ITEM 2 MINUTES

**MINUTES OF A MEETING OF THE ROYAL BERKSHIRE FIRE AUTHORITY'S PERSONNEL COMMITTEE HELD AT BRIGADE HEADQUARTERS ON MONDAY 8 JANUARY 2001 COMMENCING AT 6.30PM AND CONCLUDED AT 6.52PM**

**Present:** B J S Patman (Chairman), T D McCann (Vice-Chairman), Mrs C Bateson, O E Jeffery

**Also Present:** J C G Brooks

**Apologies:** Ms K Peak

### 1.01/01 ADDITIONAL PART II AGENDA ITEM

In response to a request from the Clerk and Monitoring Officer, Members agreed to the inclusion of the following additional Part II Agenda item for consideration at the meeting on the grounds of urgency:

Agenda item 7: Chief Fire Officer's Leased Car

### 1.02/01 MINUTES: 1 NOVEMBER 2000

The Part I Minutes of the last meeting held on Wednesday 1 November 2001, having been previously circulated, were taken as read and signed by the Chairman as a correct record.

### 1.03/01 DATE OF NEXT MEETING

It was noted that the next meeting of the Personnel Committee was scheduled to take place on Monday 12 March 2001 in the Strategic Command Centre commencing at 6.00pm.

### 1.04/01 EXCLUSION OF THE PUBLIC

**RESOLVED:** That, under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 12A of the said Act indicated:

Agenda item	Paragraph
5 Chief Fire Officer's Appraisal	1



- 6 Chief Fire Officer's Statement of Main Terms and Conditions of Employment 1
- 7 Chief Fire Officer's Leased Car 7 & 8

*Note: The following is a summary of the items considered in the Part II Agenda of the Fire Authority's Personnel Committee meeting held on Monday 8 January 2001.*

*(The Chief Fire Officer withdrew from the meeting during consideration of Agenda items 5, 6 and 7)*

**1.05/01 CHIEF FIRE OFFICER'S APPRAISAL**

The Committee approved the Chief Fire Officer's 2000 salary review following an appraisal carried out by the Chairman and Vice-Chairman of the Fire Authority.

**1.06/00 CHIEF FIRE OFFICER'S STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The Committee approved the Statement of Main Terms and Conditions of Employment (as amended) presented in Appendix 1 (not reproduced) for use in connection with the appointment of a new Chief Fire Officer.

**1.07/00 CHIEF FIRE OFFICER'S LEASED CAR**

The Committee approved the drawing up of a contract to enable the Chief Fire Officer to retain his leased car following his move to the Home Office at no cost to the Fire Authority.

Signed:  Date: 12 March 2001  
Chairman



**AGENDA ITEM 5                      PERSONNEL COMMITTEE - MONDAY 8  
JANUARY 2001:      PART II MINUTES**

*(Note: The Chief Fire Officer withdrew from the meeting during consideration of Agenda items 5,6 and 7)*

**1.05/01                      CHIEF FIRE OFFICER'S APPRAISAL**

The Committee's approval was sought (Agenda item 5 - not reproduced) to the Chief Fire Officer's 2000 salary review following his appraisal carried out by the Chairman and Vice-Chairman of the Fire Authority on Monday 18 December 2000.

The appraisal had been carried out in accordance with the Pay and Rewards Strategy adopted by the Personnel Committee in August 1998. Members were advised that the Chairman and Vice-Chairman have recommended that the Chief Fire Officer's salary be increased by 6% to £84,426 per annum with effect from 1 April 2000, the common review date for all the Fire Authority's local pay groups.

In response to a question seeking clarification as to how the figure of 6% had been achieved the Chairman of the Fire Authority confirmed that it had been based on 3% for inflation and 3% merit payment, the latter being in recognition of the Chief Fire Officer's achievements following the publication of the reports from the District Auditor and Her Majesty's Inspector of Fire Services.

The Fire Authority Chairman also advised the Committee that he would be producing a letter, for signature by himself and the Vice-Chairman, regarding the performance of the Chief Fire Officer as a matter of record for inclusion in the appropriate file.

In response to a further question the Chairman confirmed that the outcome of the appraisal would not set a precedent for future Chief Fire Officer's appraisals as they were carried out on an individual basis.

**RESOLVED:** That the Chief Fire Officer's salary be increased by 6% to £84,426 per annum with effect from 1 April 2000.

**1.06/01                      CHIEF FIRE OFFICER'S STATEMENT OF MAIN TERMS  
AND CONDITIONS OF EMPLOYMENT**

The Committee's approval was sought (Agenda item 6 - not reproduced) to the Statement of Main Terms and Conditions of Employment for use in connection with the appointment of a new Chief Fire Officer.

Members were advised that the previous Statement had been issued under the auspices



of the former Berkshire County Council and had required amendment to take account of the changes associated with the creation of the Royal Berkshire Fire Authority. A revised Draft Statement, conforming to the Pay and Awards Strategy adopted by the Personnel Committee in August 1998, had therefore been produced and was presented as Appendix 1 (not reproduced).

In considering the revised Statement, Members were of the opinion that the required notice of termination should be three months and not six as referred to in the document.

**RESOLVED:** That the Draft Statement of Main Terms and Conditions of Employment (as amended), presented in Appendix 1, be approved.

### **1.07/01 CHIEF FIRE OFFICER'S LEASED CAR**

The Committee's approval was sought (Agenda item 7 - not reproduced) to the drawing up of a contract to permit the Chief Fire Officer to retain his leased car, at no cost to the Fire Authority, after he moves to the Home Office.

As Mr Harper only entered into his current agreement in March 2000 for a period of three years he has expressed the wish to continue leasing the car and purchase it at the end of the leasing agreement. If he were to terminate the agreement with the leasing company then he would incur a penalty of £5,848. Accordingly Mr Harper has asked whether the Fire Authority could continue to lease the car, in return for him reimbursing the Authority for all costs incurred.

Members were advised that the Clerk had written to the Home Office a month ago, suggesting that they take on the lease, but to date no response had been received. Although the Home Office do not have their own car leasing scheme it is understood that a proposal is under consideration. In the event that a Home Office scheme is introduced, or they agree to take over the lease, then the agreement with the Fire Authority would be terminated.

Members agreed that providing there was no cost to the Authority, Mr Harper's request be approved.

**RESOLVED:** That the Clerk and Monitoring Officer be authorised to draw up a contract with the Chief Fire Officer whereby the Authority will continue to lease the Chief Fire Officer's car, with the Chief Fire Officer reimbursing the Authority all the associated costs, and that the Contract be terminated in the event of the Home Office taking over the lease.

Signed:   
Chairman

Date: 12 March 2001

