



## Local Government Act 1972

**A Meeting of the Combined Fire Authority for County Durham and Darlington will be held in the Council Chamber, County Hall, Durham on Tuesday 20 July 2021 at 10.00 am to consider the following business:-**

### PART A

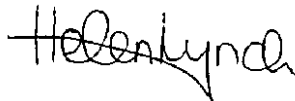
1. Declarations of interest, if any  
*If Members are aware of a private or personal conflict of interest in relation to any items on the Agenda, this should be disclosed at this stage or when the conflict of interest arises during consideration of an item in accordance with the Code of Conduct for Members*
2. Minutes of the meeting held on 10 June 2021 (Pages 3 - 8)
3. Current Correspondence - Report of Assistant Chief Fire Officer (Pages 9 - 72)
4. Committee Membership - Report of the Clerk (Pages 73 - 74)
5. Member Champions - Report of Assistant Chief Fire Officer (Pages 75 - 76)
6. Member Buddy System and Affiliation with Fire Stations - Report of Assistant Chief Fire Officer (Pages 77 - 84)
7. Member Code of Conduct - Report of Clerk (Pages 85 - 104)
8. Member Induction - Report of Policy Support Officer (Pages 105 - 106)
9. Independent Person Report - Report of Clerk (Pages 107 - 110)
10. Performance Report Quarter Four 2020/21 - Report of Area Manager, Community Risk Management (Pages 111 - 122)
11. Update on the Position Around Staff Pay 2021 - Report of Chief Fire Officer (Pages 123 - 138)
12. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration
13. Any resolution relating to the exclusion of the public during the discussion of items containing exempt information

## Part B

**Items during which it is considered the meeting will not be open to the public (consideration of exempt or confidential information)**

14. Estates Update - Report of Head of Corporate Resources  
(Pages 139 - 140)
15. Firefighters' Pension Scheme - Age Discrimination Remedy and Employment Appeal Tribunal Judgement - Report of Treasurer  
(Pages 141 - 184)
16. Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration

**PURSUANT** to the provisions of the above named Act, **I HEREBY SUMMON YOU** to attend the said meeting



**H LYNCH**

Clerk to the Combined Fire Authority  
for County Durham and Darlington

County Hall  
Durham  
DH1 5UL

**TO: The Members of the Combined Fire Authority for County Durham and Darlington**

**Durham County Councillors:**

Councillors J Atkinson, B Avery, A Batey, R Bell, J Cairns, T Duffy, C Hampson, N Jones, B Kellett, L Kennedy, R Manchester, C Marshall, L Mavin, M McGaun, I McLean, J Quinn, S Quinn, G Richardson, K Rooney, J Shuttleworth, S Zair

**Darlington Borough Councillors:**

Councillors H Crumbie, B Jones, G Lee and A J Scott.

At a **meeting** of the **Combined Fire Authority for County Durham and Darlington** held at **Darlington Fire Station**, on **Thursday 10 July 2021** at 10.00 am.

### **Present:**

#### **Durham County Councillors:**

Councillors J Atkinson, B Avery, A Batey, R Bell, J Cairns, T Duffy, C Hampson, N Jones, L Kennedy, R Manchester, C Marshall, L Mavin, I McLean, M McGaun, J Quinn, S Quinn, G Richardson, K Rooney, J Shuttleworth, S Zair

#### **Darlington Borough Councillors:**

Councillor H Crumbie, B Jones, G Lee and A Scott

Apologies for absence were received from Councillor B Kellett

There were no substitutions.

### **A1 Commendations**

AM K Wanley introduced the Chief Fire Officer's Commendations for the crew that attended an incident at Middleton in Teesdale.

Officers commended: CM Gary Lawson; FF Adam Holmes, FF Stephen Collinson, FF Craig Docherty, FF Ryan Meeson

AM K Wanley introduced the Chief Fire Officer's Commendations for the crew that attended a water rescue at Witton Gilbert.

Officers commended: CM Graham Liddle, FF Simon Davison.

### **A2 Declarations of Interest**

There were no declarations of interest.

### **A3 Appointment of Chairs**

The Clerk outlined the standing orders under which the appointments can take place. Members were asked for nominations for the Chair and Vice Chair of the Authority.

#### Appointment of Chair

Cllr R Bell proposed Cllr J Shuttleworth as Chair on behalf of the Joint Administration. This was seconded by Cllr L Mavin. Members agreed to appoint Cllr J Shuttleworth as Chair of the Combined Fire Authority.

#### Appointment of Vice Chair

Cllr J Shuttleworth proposed Cllr S Zair as Vice Chair on behalf of the Joint Administration. This was seconded by Cllr R Bell. Members agreed to appoint Cllr S Zair

Cllr J Shuttleworth thanked the CFA for his appointment and highlighted how well the CFA has worked on non-partisan lines for the benefit of communities and hopes this will continue into the future.

#### **A4 Appointment of Minority Party Spokesperson**

That Cllr C Marshall be appointed as minority party spokesperson. Cllr A Batey nominated Cllr C Marshall as Minority Party Spokesperson. This was seconded by Cllr C Hampson. Members agreed to appoint Cllr C Marshall.

#### **A5 Review of the Constitution**

The Authority received the report of the clerk on the annual review of the CFA Constitution which takes place prior to the Annual General Meeting each year.

#### **Resolved:**

- i that the contents of the report were noted
- ii the constitution was approved

#### **A6 Chairs and Committees**

The Authority considered a report of the Clerk which proposed the appointments of Chairs of the committees for 2021/22 (for copy see file of minutes).

#### **Resolved:**

- i Appoint Chairs for 2021/22 for:
  - a The chair of the appeals committee was agreed as Cllr Shuttleworth
  - b The chair of the Audit and Finance Committee was agreed as Cllr Bell
  - c The Chair of the Human Resources Committee was agreed as Cllr Mavin
  - d The Chair of the Joint Consultative Committee was agreed as Cllr Shuttleworth
  - e The Chair of the Pension Board was agreed as Cllr Shuttleworth
  - f The Chair of the Performance Committee was agreed as Cllr Avery
- ii The appointment of the Chair of the Authority as Chair to the Appointments Panel and Salary Review Group in accordance with the constitution Section 3, Paragraphs 5 and 6 respectively were agreed.
- iii The Clerk in consultation with the Chair and Vice Chair of the Authority and the appropriate group leader be authorised to make any changes to the Committee that may arise during 2021/22.

## **A7 Representation on Other Bodies 2021/22**

The Authority received the report of the clerk which sought agreement for the appointments process of Members of the Combined Fire Authority's to the Other Bodies for 2021/22 (for copy see file of minutes).

### **Resolved:**

- i The Clerk in consultation with the Chair and Vice Chair and appropriate Group Leader, to make appointments to the Other Bodies which the Authority are invited to nominate in accordance with the criteria that the appointment shall be in accordance with the overall political proportionality of the Authority was authorised.
- li The Clerk, in consultation with the Chair and Vice Chair and appropriate Group Leader, to make any changes to membership of the Other Bodies that may arise during 2021/22 was authorised.

## **A8 Minutes of previous meeting**

The minutes of the meeting held on 16 March 2021 were confirmed as a correct record and signed by the Chair (for copy see file of minutes).

## **A9 Current Correspondence**

The Authority received an update from the Assistant Chief Fire Officer in relation to current correspondence received from government and other bodies relevant to the Authority and the status of each (for copy see file of minutes).

Cllr R Bell raised the issue of implementing reform and CFO Errington advised this will be addressed in Item 12.

## **A10 Member Champions**

The Authority considered a report of the Assistant Chief Fire Officer which set out details of the Authority's Member Champion roles and seeks nominations for the individual roles for the forthcoming two-year period (for copy see file of minutes).

Action: Cllr R Bell asked for the names of the previous Member Champions to be circulated to assist with the nomination process.

## **A11 Community Risk Management Plan Consultation 2021 Results**

The Authority received a report regarding the results of the Community Risk Management Plan (CRMP) Consultation which ended on 23 March 2021 (for copy see file of minutes).

### **Resolved:**

- a the contents of the report were noted
- b the survey results as part of the decision-making process when considering Service resources going forward were considered.

## **A12 Outcome of the Review of the Role of Police and Crime Commissioners – Report of Chief Fire Officer**

Members received a report of the Chief Fire Officer which outlined the outcome of the review into the role of Police and Crime Commissioners (PCCs), the forthcoming White Paper on Fire Reform and the potential implications for the Authority (for copy see file of minutes).

Cllr R Bell raised his view that there was no clear rationale into PCCs becoming responsible for the Fire and Rescue Service and that reform should not destabilise the structures that work well, in particular that the CFA has excellent representation across Durham and Darlington which reflects the different localities and challenges each area faces. The CFA and Service can consider the areas that need reform and how we respond to these challenges at the Strategic Planning Day.

Cllr C Marshall stated that the CFA should work together to focus on the effect of reform for the public and how will potential changes save lives. He agreed with Cllr Bell that the PCC model has not yet shown its value. The CFA can use the Strategic Planning Day to come together and form a consensus about how to respond collectively.

Cllr J Shuttleworth encouraged everyone to attend the CFA Strategic Planning Day. Members agreed the report and to receive further reports once the White Paper on Fire Reform is produced later in the year.

### **Resolved:**

- a the report was noted
- b to receive further reports once the white paper on Fire Reform is produced later in the year.

## **A13 Any Other Business**

The Clerk called for comments on the government's remote meeting consultation which has a deadline of 17 June 2021. Please send comments to Kamila or telephone her if further assistance is required.

Cllr R Bell asked that the Authority send thanks to the previous Chair, Cllr J Robinson and Vice Chair, Cllr A Laing for their long service to the CFA and that they are remembered fondly.

#### **A14 Exclusion of the public**

That under Section 100A(4) of the Local Government Act 1972, 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 paragraphs 3 and 4 of Part 1 of Schedule 12A to the said Act.

### **Part B**

#### **B 15 Request from the Assistant Chief Fire Officer to be Vice Chair of a School Governing Body**

The Authority received a report of the Assistant Chief Fire Officer seeking permission to become Vice Chair of Sedgefield Community College Governing Body in a voluntary capacity.

#### **Resolved:**

The report was noted.

#### **A16 National Fire Chiefs' Council, Industrial Relations Lead Role**

The Authority received a report from the Chief Fire Officer outlining the permission given to him to take on the Industrial Relations Lead Role for the National Fire Chiefs' Council (NFCC) by the previous Chair and Vice Chair.

#### **Resolved:**

The report was noted.

#### **A17 Income Generation Opportunity**

The Authority received a report of the Assistant Chief Fire Officer which informed members of an income generation opportunity presented to Vital Fire Solutions (VFS) and to consider further capital investment at the Service Training Centre.

Cllr G Richardson asked about how many training facilities there are in the country and what is the view of the Deputy Chief Executive. ACFO Natrass advised that she is unaware of the number of training centres but each service has to make their own provision for training.

The Treasurer advised he has been fully informed regarding the proposal and whilst further due diligence may be required as the options are developed he is happy for the Service to proceed with this.

**Resolved:**

- a The report was noted
- b Delegate authority to the Chief Fire Officer to approve additional capital expenditure at the STC up to a maximum of £250,000 in conjunction with the Chair, Vice Chair and Treasurer

**B 18 Fire fatality**

The Authority were shown a presentation from the Area Manager for Community Risk Management regarding a recent fire fatality.

**B19 Any Other Business**

Such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration.

**CLOSE OF MEETING**





### Current Correspondence: June 2021 – July 2021

No	Release Date	Subject	Summary	Action CFA Report	Action CFA Response	Action Info
1	03/06/2021	Circular - EMP/4/21	Circular outlining the NJC employers' response to the employees' side pay claim. Appendix 1			√
2	08/06/2021	Letter from Lord Greenhalgh, Minister of State for Building Safety, Fire and Communities	Launch of the Home Office consultation on Personal Emergency Evacuation Plans (PEEPs) in high rise residential buildings. Appendix 2 and Appendix 3			√
3	15/06/2021	Pay Claim 2021 – NJC for Brigade Managers of Fire and Rescue Services (NJC)	Response from the NJC Employers to the staff side pay claim for Brigade Managers for 2021. Appendix 4			√
4	16/06/2021	NJC Circular NJC/3/21	Circular outlining the pay offer made by the NJC employers to the employees' side and the announcement of an additional bank holiday on 3 June 2022 to celebrate the Queen's Platinum Jubilee. Appendix 5			√

5	21/06/2021	Letter from Jonny Bugg, Head of Fire Strategy and Reform Unit, Home Office.	Letter launching a new website for fire and rescue information in England, namely Fire England. Appendix 6			√
6	28/06/2021	NJC Circular NJC/4/21	The NJC has agreed a pay increase of 1.5% with effect from 1 July 2021. Appendix 7			√
7	28/06/2021	NJC Circular NJC/5/21	The NJC has agreed an increase of 1.5% on continual professional development payments effective from the 1 July 2021. Appendix 8			√

Local Government Association,  
18 Smith Square, Westminster,  
London, SW1P 3HZ  
Telephone 020 7187 7335  
e-mail: [firequeries@local.gov.uk](mailto:firequeries@local.gov.uk)  
Employers' Secretary, Naomi Cooke

## **FIRE & RESCUE SERVICES National Employers**

Direct Dial  
020 7187 7335

Website: [www.local.gov.uk/](http://www.local.gov.uk/)

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**To: Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities  
Directors of Human Resources**

**CC: Members of the Employers' Side of the NJC**

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3<sup>rd</sup> June 2021

### **CIRCULAR EMP/4/21**

#### **PAY**

1. You will be aware of the employees' side pay claim of 29<sup>th</sup> April. For ease of reference a copy is attached.
2. At today's meeting of the National Joint Council the employers' side made an offer of 1.5%. A copy of the subsequent formal letter to the employees' side secretary is attached.
3. The employees' side will now consider the offer and we will update you in due course.

Yours faithfully,



**Gill Gittins  
Assistant Employers' Secretary**



**Matt Wrack** General Secretary  
Bradley House, 68 Coombe Road,  
Kingston-upon-Thames, Surrey KT2 7AE  
fbu.org.uk | @fbunational  
020 8541 1765 | office@fbu.org.uk

Our Ref: MW/sll

29 April 2021

Naomi Cooke  
Employers' Secretary  
Fire and Rescue Services  
National Employers  
18 Smith Square  
London  
SW1P 3HZ

Dear Naomi

### **June NJC: Fire Service Pay 2021**

We have discussed the issue of pay 2021 at meetings of the NJC joint secretaries and of the NJC lead members. At these meetings, we have set out the position of the FBU. We are approaching the June meeting of the NJC and the pay settlement date. We have also expressed our view that the employers' side should be in a position to respond to us on the issue of pay with an offer earlier than in previous years. We hope this can be done by the June meeting so that an offer on pay is available for consideration by our members prior to the settlement date of 1<sup>st</sup> July.

You are aware that a decade of austerity and government pay freezes has reduced real wages for firefighters. This has undermined morale in the service and created real hardship for our members and their families. The employers' side has an obligation to address this and to avoid turning the fire and rescue service into a low pay industry.

Both sides of the NJC will be aware that firefighters (including emergency fire control staff) have delivered outstanding public service since the emergence of the Covid-19 pandemic early in 2020. They have ensured that we continue to deliver a first class fire and rescue service despite the safety challenges posed by Covid-19. Furthermore, they have delivered numerous additional Covid-related activities which have assisted the effort to tackle the pandemic. We should all be extremely proud of the contribution they have made. After a hugely challenging year, the employees' side of the NJC expects this contribution to be acknowledged; that includes by delivering a real increase in pay.

1. **Pay increase:** Using CPI as the measure of inflation a competent firefighter needs an increase of more than £4,000 to restore real wages lost over more than a decade of austerity. Therefore a settlement for 2021 should urgently begin to address this through an immediate and significant pay rise as well as by setting out a roadmap for further significant improvements in pay.

Contd/2...

2. **Pay progression:** We have set out our concerns about the impact of the current flat pay structure on our members. You are aware that this has had the effect of hitting employees on Grey Book rates harder than those in sectors with systems of pay progression. CPD should be equalised and could be incorporated into a new system of pay progression beyond the competent rate.
3. **New roles:** The employees' side has also previously set out the union's expectation for any agreement in relation to broadening the role of a firefighter. We remain committed to developing the work of our service in the face of changing risk. This must be done by negotiation and agreement. It also requires investment from the governments of the UK. Nevertheless, these discussions should be immediately progressed.

In view of the above, the employers' side of the NJC needs to urgently address these issues by means of an immediate and substantial pay increase to NJC rates of pay. We hope this can be concluded prior to 1<sup>st</sup> July.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Wrack', written in a cursive style.

**Matt Wrack**  
**General Secretary**

Local Government Association,  
18 Smith Square, Westminster,  
London, SW1P 3HZ  
Telephone 020 7187 7335  
e-mail: [firequeries@local.gov.uk](mailto:firequeries@local.gov.uk)  
Employers' Secretary, Naomi Cooke

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Matt Wrack  
General Secretary  
Fire Brigades Union  
Bradley House  
68 Coombe Rd  
Kingston upon Thames  
Surrey, KT2 7AE

3<sup>rd</sup> June 2021

### **BY EMAIL ONLY**

Dear Matt,

I write in response to your letter of 29<sup>th</sup> April.

The Employers' Side has now had an opportunity to consider the issue of a pay award for the next settlement year (21/22) and it wishes to make an offer of 1.5% on all pay rates and Continual Professional Development payments with effect from 1 July 2021.

While careful consideration was given to the points raised in your letter and members recognise the exceptional circumstances of the last year, members were as always also mindful of a number of factors including affordability, pay policies of all the relevant governments, fire and rescue authority and service views across the UK, economic factors and progress of pay discussions elsewhere.

The Employers remain supportive of wider discussions with regard to how fire and rescue services across the UK could enhance or develop with the aim of providing broader support to communities. Those dialogues will of course include the implications for the workforce and the matter of funding.

Exploratory discussions have already commenced in respect of pay structure. It is a complex matter and should any proposals for change emerge from those discussions they will of course take time to develop to ensure they take into account the needs of both the employing authorities and the workforce.

The Employers hope that an agreement to apply a 1.5% pay award for 2021/22 can be reached in order that the increase can be applied as soon as possible.

Yours sincerely,

*Naomi Cooke*

**Naomi Cooke**  
**Employers' Secretary**



Home Office

Lord Greenhalgh  
Minister of State for Building Safety, Fire  
and Communities

2 Marsham Street  
London SW1P 4DF  
[www.gov.uk/home-office](http://www.gov.uk/home-office)

To:  
NFCC Chair  
All CFOs and FRA Chairs  
**By Email Only**

08 June 2021

Dear Colleagues,

## **LAUNCH OF HOME OFFICE PERSONAL EMERGENCY EVACUATION PLANS IN HIGH-RISE RESIDENTIAL BUILDINGS CONSULTATION**

I am writing to inform you that today the Home Office has launched a new consultation on Personal Emergency Evacuation Plans (“PEEPs”) in high-rise residential buildings.

As a Government, we are committed to learning lessons and making improvements in building and fire safety to prevent such tragic events occurring in the future. This consultation seeks views on implementing the Grenfell Inquiry’s recommendations in relation to PEEPs in high-rise residential buildings. This is just one of a series of measures to implement the Inquiry’s recommendations on which we have already consulted. Our commitment to implementing the Grenfell Inquiry’s recommendations remains undimmed, and our intention is to implement them by way of regulations later this year once this consultation has taken place.

The consultation on PEEPs in high-rise residential buildings is now live and will be open for a period of six weeks, from 8<sup>th</sup> June 2021 to 19<sup>th</sup> July 2021.

I would like to put on the record my thanks to the National Fire Chief Council’s Building Safety Programme Team who have contributed to this work, providing technical insight to policy officials and offering continuing support during and after the consultation period.

I encourage you to raise awareness of the new consultation amongst colleagues, and for the NFCC to respond. As the main regulatory and enforcing authorities under the Order, I want to ensure that the Fire and Rescue Authorities and Fire Chiefs have the opportunity to set out their views and experience.

Our promise as a Government is to work together to ensure that no such tragedy can ever be allowed to happen again. Getting this right is our priority. This consultation gives you the opportunity to inform our final decisions and ultimately, help ensure that all people are safe from fire where they live, stay or work.

I am copying this letter to Grenfell Victims and Survivors Groups, and to the Chairs of relevant All-Party Parliamentary Groups.

I also attach a copy of the Personal Emergency Evacuation Plans in high-rise residential buildings consultation document to this letter.

A handwritten signature in black ink, appearing to be 'Sgt' followed by a stylized flourish.

**Lord Greenhalgh**  
**Minister of State for Building Safety, Fire and Communities at**  
**Ministry of Housing, Communities & Local Government and Home Office**





Home Office

# Personal Emergency Evacuation Plans in High-Rise Residential Buildings – recommendations from the Grenfell Tower Inquiry Phase 1 report

## Government consultation

This consultation begins on 8 June 2021

This consultation ends on 19 July 2021

## About this consultation

**To:** This consultation is open to the public and is targeted at individuals and groups likely to be impacted by, or representing the interests of those affected by the regulatory regime set out by the Regulatory Reform (Fire Safety) Order 2005, including but not limited to: residents of high-rise tower blocks and other persons lawfully on, or in the immediate vicinity of, said premises and who would be at risk from fire on the premises, 'Responsible Persons' including the building owners and managers, occupiers, or other persons in control of relevant premises; Fire safety professionals, and Enforcing Authorities.

We welcome responses from anyone else with an interest in, or experience of, the areas being consulted on.

The consultation relates to England only.

**Duration:** From 08/06/2021 to 19/07/2021

**Enquiries (including requests for the paper in an alternative format) to:** Email: [FireSafetyUnitconsultations@homeoffice.gov.uk](mailto:FireSafetyUnitconsultations@homeoffice.gov.uk)  
or  
Fire Safety Unit Consultations  
Home Office, 2 Marsham Street,  
Fry Building London  
SW1P 4DF

**How to respond:** Respondents can answer as many or as few questions as they wish. You do not have to comment on every section or respond to every question in each section but can focus on where you have relevant views and evidence to share. If you wish to respond to all questions, you do not have to complete the whole form at once.

Please send your response by 19 July 2021.

Please respond to the questions in this consultation online at: <https://www.gov.uk/government/consultations/personal-emergency-evacuation-plans>

Alternatively, you can send in electronic copies to: [FireSafetyUnitconsultations@homeoffice.gov.uk](mailto:FireSafetyUnitconsultations@homeoffice.gov.uk); or,

Alternatively, you may send paper copies to:  
Fire Safety Unit  
Home Office, 2 Marsham Street,  
Fry Building London  
SW1P 4DF

**Additional ways to respond:**

If you wish to submit other evidence, or a long-form response, please do so by sending it to the email address or postal address above.

**Response paper:**

A response to this consultation will be published online at:  
<https://www.gov.uk/government/consultations/personal-emergency-evacuation-plans>

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# Foreword

The Grenfell Tower fire was a national tragedy that resulted in the greatest loss of life in a residential fire in the UK since the Second World War. None of us will ever forget the events of that terrible night and our thoughts remain with the bereaved survivors and residents of the Lancaster West Estate.

This Government is committed to learning lessons and making improvements in building and fire safety to prevent such tragic events occurring in the future. The recently enacted Fire Safety Act 2021 is the start of significant legislative change that will ensure a better regulatory landscape for the future. To build on this, in the coming months, the Government intends to introduce further primary legislation to improve building safety. The Building Safety Bill will help ensure that the public are safe and feel safe where they live, stay and/or work, and that those responsible for fire safety in regulated premises are held to account.

This consultation seeks views on implementing the Grenfell Inquiry's recommendations in relation to personal emergency evacuation plans ("PEEPs") in high-rise residential buildings. This is just one of a series of measures to implement the Inquiry's recommendations on which we have already consulted, and our intention, subject to consideration of the responses to this consultation, is to lay regulations later this year.

These legislative changes are only part of the action we are taking. Our vitally important remediation programme is supported by a £5 billion investment in building safety to fully fund the cost of replacing unsafe cladding for all leaseholders in residential buildings 18 metres and over in England and a financing scheme to support the removal of unsafe cladding from buildings of 11-18m, under which leaseholders will contribute no more than £50 per month.

Our promise as a Government is to work together to ensure that no such tragedy can ever be allowed to happen again, and that all people are safe from fire where they live, stay or work.

**Lord Greenhalgh**  
**Minister of State for Building Safety, Fire and Communities at the**  
**Ministry of Housing, Communities & Local Government and Home Office**

# Executive Summary

The Government is determined to learn lessons and ensure that others do not suffer the loss and trauma that the Grenfell community faced as a result of that terrible night in June 2017. Implementing the recommendations from Phase 1 of the Grenfell Inquiry is vitally important to ensure that the lessons are learnt, and changes are made.

This consultation is one of many steps the Home Office has taken to deliver the Inquiry's recommendations. These include:

- Bringing forward the Fire Safety Act 2021<sup>1</sup> that puts beyond doubt that under the Fire Safety Order, those responsible including the owners or managers of multi-occupied residential buildings must assess the fire safety risks of the structure, external walls (including cladding), balconies and flat entrance doors. The measures also allow enforcement action to be taken confidently by Fire and Rescue Authorities in respect of these parts of the building. The Act achieved Royal Assent in May 2021 and will be commenced in the coming months.
- Established a new Fire Protection Board<sup>2</sup>, chaired by the National Fire Chiefs Council, to lead a programme of work, supported by £10 million of Government funding, to ensure that all high-rise residential buildings in England are inspected or reviewed by the end of 2021.
- A consultation on Fire Safety<sup>3</sup> that outlined proposals designed to strengthen the Fire Safety Order 2005 and improve compliance in all regulated premises; to implement the Grenfell Tower Inquiry Phase 1 Report recommendations that require a change in the law, and to improve the effectiveness of consultation between Building Control Bodies and Fire and Rescue Authorities on planning for building work and the arrangements for the handover of fire safety information. The Government's response to this consultation was published in March 2021<sup>4</sup>.
- A Call for Evidence<sup>5</sup> that sought to gather information to assess changes needed to the Fire Safety Order 2005 and how they may best be achieved to deliver high and proportionate standards of fire safety in all non-domestic premises, including those within high-rise residential buildings.

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<sup>1</sup> Fire Safety Act - GOV.UK ([www.gov.uk](http://www.gov.uk))

<sup>2</sup> Protection Board ([nationalfirechiefs.org.uk](http://nationalfirechiefs.org.uk))

<sup>3</sup> Fire safety - GOV.UK ([www.gov.uk](http://www.gov.uk))

<sup>4</sup> Fire safety consultation government response ([publishing.service.gov.uk](http://publishing.service.gov.uk))

<sup>5</sup> The Regulatory Reform (Fire Safety) Order 2005: call for evidence ([publishing.service.gov.uk](http://publishing.service.gov.uk))

This consultation is a further step to deliver on the recommendations from the Grenfell Tower Inquiry Phase 1 specifically in relation to PEEPs for high-rise residential buildings and is seeking views on the policy proposals set out below.

## **Legislative context**

We aim to implement PEEPs by the introduction of regulations through a power in article 24 of the Fire Safety Order. The Fire Safety Order is the cornerstone of fire safety legislation and extends to England and Wales, regulating fire safety in non-domestic premises, including workplaces and the non-domestic parts of multi-occupied residential buildings. The Order adopts a risk-based approach to fire safety requiring Responsible Persons to ensure that general fire precautions are in place to mitigate against the risks which are identified. It places fire safety duties on persons with control of the premises – the Responsible Persons or others with sufficient control (duty-holders) to the extent of their responsibilities under the Order. In this way, the Fire Safety Order aims to reduce the risk of fires and mitigate their effect.

## **PEEPs in the workplace**

Whilst PEEPs in a high-rise residential setting are not commonplace, PEEPs are more common in the workplace. PEEPs in the workplace seek to provide people who cannot get themselves out of a building unaided with a bespoke escape plan in a fire emergency. However, the workplace and residential building are different and therefore a PEEP in a residential setting will need to reflect that different context.

## **PEEPs in a high-rise residential setting**

PEEPs need to reflect the fact that high-rise residential buildings are different, built at different times, using different techniques. Some will have a ‘stay put’ strategy in place, but others will require ‘simultaneous evacuation’ in the event of a fire. Some buildings may employ staff as caretakers or security staff, others will not.

We are seeking views on how PEEPs will work in a high-rise residential setting from all those impacted, including building owners and managers (Responsible Persons), the Fire and Rescue Service and residents.

## **PEEPs and residents**

Residents in high-rise buildings may include owner-occupiers, private renters, social housing tenants or a mix of these. Our proposals apply to all residents of high-rise buildings regardless of the category.

Our expectation is that PEEPs in high-rise residential buildings will help provide a tailored approach to evacuation for those residents who would have difficulty self-evacuating in the event of a fire. There are varying reasons that residents in high-rise buildings may need to consider such a plan, including (but not limited to): people with mobility impairments (including wheelchair users); people with a cognitive impairment; and people with a hearing

or visual impairment. Our proposals recognise that some of these may not wish to have or decide that they do not need to have a PEEP.

## PEEPs and the Fire and Rescue Service

A Fire and Rescue Service is the operational arm of each local Fire and Rescue Authority. Fire and Rescue Authorities are obliged to enforce the duties set out in the Fire Safety Order and regulations made under it. We do not propose that for a PEEP to be effective that reliance is placed upon the intervention of the Fire and Rescue Service.

## PEEPs and Responsible Persons

Building on existing provisions in the Fire Safety Order, we propose to place additional legal requirements on the Responsible Person (which includes building owners and managers) and on those who otherwise have control of the building (or part thereof) under the Order. Those persons currently have overall responsibility to put in place general fire precautions to ensure the building (and people in it) is safe.

## Proposals

We are consulting on the following proposals in relation to high-rise residential buildings and inviting views on them. For these proposals to work, they rely on co-operation and information sharing between Responsible Persons / duty-holders, residents and Fire and Rescue Services. We encourage all these people, and any others who have an interest, to respond to this consultation. The questions in this consultation aim to establish the range of views on each of the proposals and we will consider the responses to inform the final policy decision.

**Proposal 1: We propose to require the Responsible Person to prepare a PEEP for every resident in a high-rise residential building who self-identifies to them as unable to self-evacuate (subject to the resident's voluntary self-identification) and to do so in consultation with them.**

**Proposal 2: We propose to provide a PEEP template (Annex A) to assist the Responsible Person and the residents in completing the PEEP, and to support consistency at a national level.**

**Proposal 3: We propose to require the Responsible Person to complete and keep up to date information about residents in their building who would have difficulty self-evacuating in the event of a fire (and who have voluntarily self-identified as such), and to place it in an information box on the premises to assist effective evacuation during a rescue by the Fire and Rescue Service.**

**Proposal 4: We propose, in order to assist the Responsible Person and support consistency at a national level, to provide a template to capture the key information to be provided in the information box (Annex B).**



Subject to the outcome of the PEEPs consultation, we propose to make both templates available on the Government's website and free to download. Pending the outcome of this consultation, we propose to supplement these proposals with further guidance.

This consultation sets out proposals in relation to buildings in England only.

## Next Steps

During the consultation period, we will engage with a wide range of external stakeholders including residents' and victims' groups, Responsible Persons (building owners, building managers and duty-holders), the Fire and Rescue Services<sup>6</sup>, other enforcing authorities, existing regulators and other organisations who represent those who have statutory responsibilities under the Fire Safety Order or are otherwise affected or have an interest in it.

Once the consultation closes on 19 July, all the responses and representations made will be considered, after which a Government response to this consultation will be published setting out the final policy position approved by Ministers. Subject to consideration of the responses and the final Ministerial decision, the intention is for the proposals to be implemented in secondary legislation alongside other Grenfell recommendations in autumn 2021.

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<sup>6</sup> Fire and Rescue Authorities have the statutory responsibility to carry out the functions set out in the Fire and Rescue Services Act 2004. Fire and Rescue Services are the operational part of the Fire and Rescue Authority.

# About you and your response

These first few questions in the consultation are asking about the capacity in which you are responding to the consultation and other information which will be used to support analysis and to help us to understand who is responding to this consultation and the context of their answers.

This section is voluntary; your details will be held securely according to the data protection legislation. More information on what data we are collecting, why and how it will be looked after can be found here: <https://www.gov.uk/government/consultations/fire-safety>.

We have not asked you for any personal data, however your opinions may include personal data and by responding electronically we will have your IP address and/or your email address. All personal data will be deleted after the response to the consultation has been published.

Every effort will be made to ensure individuals will not be identifiable in any reports or summaries of responses.

**Q1: Please indicate whether you are responding as an individual or on behalf of an organisation.**

- a) Individual, or
- b) On behalf of an organisation.

**Q2: Please select in what capacity you are responding to this consultation. Please select any that apply.**

- a) Resident – An individual living in a high-rise residential building.
- b) Residential group for a high-rise building – A collective body of those living in high-rise residential buildings.
- c) Other resident or residential group – An individual or a collective body different than the two described above.
- d) Responsible Person – One who has control over a premises to which the Fire Safety Order applies, defined by Article 3 of the Order.
- e) Duty-holder – One on which any duty is placed by the Fire Safety Order as referred to in article 5(3) of the Order.
- f) Building owner – for the purposes of this consultation, a person or persons, company, corporation, authority, commission, board, governmental entity, institution, owner, lessee, or any other person or entity that holds title to the relevant premises.
- g) Enforcing authority – A body responsible for enforcing compliance with the Fire Safety Order, as referred to in article 25.
- h) Local authority – An administrative body in local government.
- i) Construction company – A company that undertakes construction projects.

- j) Property company – A company that buys, sells and/or rents properties.
- k) Building Control Body – A body responsible for ensuring compliance with the Building Regulations.
- l) Trade association – A body representing businesses of a particular sector.
- m) Professional body – An organisation that promotes, supports and protects a particular profession.
- n) Other – Any individual or organisation not covered in a) – m) above.

**If other, please specify.**

**Q3: If you are responding on behalf of an organisation, please provide details of:**

- a) **The name of the organisation you are representing**
- b) **Your role**
- c) **Your responsibilities in the organisation**
- d) **If you are responding on a behalf of a residents' group, please indicate how many people the organisation represents?**
  - a. Less than 10
  - b. 10–49
  - c. 50–249
  - d. 250–999
  - e. 1,000 or more
- e) **How many people does the organisation employ?**
  - a. None
  - b. Less than 10
  - c. 10–49
  - d. 50–249

**Q4: If you are responding on behalf of a trade body or other representative group of individuals or organisations, please provide:**

- a) **The name of the group**
- b) **Brief description of its objectives (250 words)**
- c) **Brief description of its membership (250 words)**
- d) **Number of members**
  - a. Less than 10
  - b. 10–49
  - c. 50–249

- d. 250–999
- e. 1,000 or more

# Introduction

The Independent Grenfell Tower Inquiry was established in August 2017 and is being conducted in two phases<sup>7</sup>. Phase 1, which has now concluded and published a report in October 2019<sup>8</sup>, focused on the events and actions taken on the night of the fire, including the emergency response. Phase 2 is looking into how the tower came to be so exposed to the risk of fire and will also focus on events and actions in the days following the fire.

This consultation sets out how the Government plans to implement the Grenfell Tower Inquiry Phase 1 Report recommendations in relation to Personal Emergency Evacuation Plans in high-rise residential buildings. It includes the rationale for these proposals, outlines the links they have to other recommendations made by the Inquiry in the Phase 1 report, describes the new proposals, and seeks views regarding them. In doing so, we set a framework to deliver on these specific Inquiry recommendations while allowing for flexibility on how these could be implemented subject to the outcome of this consultation. This consultation is not seeking views on other non-PEEP related proposals.

This consultation follows the 2020 Fire Safety Consultation which made proposals: to strengthen the Fire Safety Order and improve compliance with it in all regulated premises; to implement the Grenfell Tower Inquiry Phase 1 Report recommendations that require a change in the law, and; to improve the effectiveness of consultation between Building Control Bodies and Fire and Rescue Authorities on planning for building work and the arrangements for the handover of fire safety information. Details of this consultation can be found on the Government's website<sup>9</sup>.

The Impact Assessment available alongside this PEEPs consultation indicates which groups are likely to be particularly affected by the proposals. We are keen to get wide views from all those impacted, including (but not limited) to:

- Residents in high-rise buildings, other multi-occupied residential buildings, and their representative groups including disability support groups.
- Building Owners, Managers and Responsible Persons and their representative groups.
- Fire and Rescue Services, the National Fire Chiefs Council and fire safety professionals.

As part of the consultation planning process, policy officials also considered the impact that these proposals might have and whether the proposals will or will not be likely to lead to discrimination or disadvantage, based on the protected characteristics as specified in the

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<sup>7</sup> Terms of Reference | Grenfell Tower Inquiry

<sup>8</sup> Phase 1 report | Grenfell Tower Inquiry

<sup>9</sup> Fire safety - GOV.UK ([www.gov.uk](http://www.gov.uk))

Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The Equality Impact Assessment is available alongside this PEEPs consultation.

# Context

## Relevant fire safety legislation

### Regulatory Reform (Fire Safety) Order 2005 (“Fire Safety Order”)

To deliver changes, we propose to make regulations under Article 24 of the Fire Safety Order 2005 . Before making such regulations, the Secretary of State must consult such persons as appear to them to be appropriate. Any regulations made will be supported by guidance.

The Fire Safety Order applies to all premises (save for those expressly excluded) including workplaces and the non-domestic parts of all multi-occupied residential buildings. Regulations made under Article 24 of the Fire Safety Order can impose requirements on Responsible Persons or others, including building owners and building managers, in relation to risks to residents for specific premises<sup>10</sup>. Non-compliance with obligations set out in such regulations can be enforced in accordance with Part 3 (Enforcement) and where relevant, Part 4 (Offences and Appeals) of the Order.

Using regulations under article 24 of the Fire Safety Order will ensure that those responsible for high-rise residential buildings must take the necessary steps to engage with residents about evacuation in the event of a fire, should evacuation be necessary.

It is therefore important that we hear from Responsible Persons (such as building managers and building owners) and others with an interest in the Fire Safety Order and/or those likely to be affected by or have views on these proposals. These views will be used to further our understanding of PEEPs in high-rise residential buildings and inform PEEP policy and planned regulations.

## Building Safety Bill

The forthcoming Building Safety Bill<sup>11</sup> will put in place an enhanced safety framework for high-rise residential buildings, taking forward the recommendations from Dame Judith Hackitt’s Independent Review of Building Regulations and Fire Safety. The proposed regulations implementing the recommendation in respect of PEEPs would need to be reviewed when this other legislation comes into force, to ensure the two legislative regimes align.

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<sup>10</sup> Article 24 of the Fire Safety Order can apply specific precautions relating to risks to relevant persons in specific premises

<sup>11</sup> Draft Building Safety Bill - GOV.UK ([www.gov.uk](http://www.gov.uk))

## PEEPs in context

PEEPs can be found in workplaces such as offices, hospitals and care homes. In these cases, a third party is present, or equipment is available and can be used to facilitate the evacuation of a person whose ability to self-evacuate may be compromised. The *Fire safety risk assessment: means of escape for disabled people*<sup>13</sup> guidance is available from the Government's website. Please note this guidance was published before the Equality Act came into force and we plan to update it through our Fire Safety Order guidance overhaul programme.

Reasons why PEEP's may be more easily implemented in workplaces include: there are often other employees present; the Responsible Person (i.e. the employer) is likely to have full control of the entire premises; the Responsible Person can engage in discussion with the employee and enquire about their specific needs; the Responsible Person can identify and implement staff training requirements; the Responsible Person can set up a back-up or a buddy system in discussion with the employee, and provide adaptations or equipment as required as they control their respective budgets.

In contrast, in multi-occupied residential buildings, the Responsible Person is unlikely to have full control of the entirety of premises and who enters and exits; they are responsible for the parts used in common (such as hallways or lobby) and not the individual domestic dwellings. Generally, in high-rise residential buildings, it is less likely that there will be staff members present who could assist with evacuation. The Responsible Person is unlikely to know who is present in a building at all times as this is a personal, private matter for the residents.

## Grenfell Tower Inquiry Phase 1 Recommendations

The Grenfell Phase 1 Report included 46 recommendations to improve fire safety, which were directed at a range of organisations including the London Fire Brigade, Fire and Rescue Services, other emergency services, building owners and/or managers, and Government. The Government has already taken a number of steps to implement these recommendations to provide residents with greater assurance, deliver fire safety improvements in their buildings and hold Responsible Persons, including building owners and managers, to account. Following the publication of the Phase 1 Report, the Government has published an update on the progress and steps taken to implement the recommendations of Sir Martin Moore-Bick. The latest update can be found on the Government's website.<sup>14</sup>

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<sup>13</sup> Fire safety risk assessment: means of escape for disabled people (accessible version) - GOV.UK ([www.gov.uk](http://www.gov.uk))

<sup>14</sup> Grenfell Tower Inquiry quarterly thematic update ([publishing.service.gov.uk](http://publishing.service.gov.uk))



## Grenfell Tower Inquiry Phase 1 Recommendations on PEEPs

The Inquiry made the following recommendations in paragraph 33.22 of its report that this consultation seeks to address:

*e) (...) that the owner and manager of every high-rise residential building be required by law to prepare personal emergency evacuation plans for all residents whose ability to self-evacuate may be compromised (such as persons with reduced mobility or cognition);*

*f) (...) that the owner and manager of every high-rise residential building be required by law to include up-to-date information about persons with reduced mobility and their associated PEEPs in the premises information box (p. 777).*

The Government has agreed with the Inquiry, that more should be done to ensure that residents who cannot evacuate from high-rise residential buildings by themselves can do so safely in the event of a fire. Our proposals for implementing these recommendations are set out from page 21 of this consultation.

### Other Grenfell Phase 1 Recommendations and findings that are relevant to PEEPs

The Inquiry Phase 1 report made a number of other recommendations that are relevant to PEEPs and are being taken forward outside of this consultation. Details can be found in the Government's response to the Fire Safety Consultation responses to consultation document published in March 2021<sup>15</sup>.

### Evacuation and Stay Put Strategy

The Phase 1 report found that the 'Stay Put' strategy (explained in the Glossary) failed at Grenfell Tower on the night of 14 June 2017 as the ACM cladding on the building acted as a source of fuel for the fire, compromising compartmentation and failing to prevent the internal spread of fire and smoke within the building. The use of a 'Stay Put' strategy in a multi-occupied residential building should be determined by the building owner or manager (Responsible Person), informed by the design, construction and maintenance of the building along with the fire risk assessment completed under the Fire Safety Order. Instructions in the event of a fire should be communicated to residents and those legally on, or in the vicinity of, the premises by the Responsible Person - in the case of flats, this is usually the owner, freeholder, landlord or managing agent.

The Government has worked closely with the National Fire Chiefs Council (NFCC) to revise NFCC Simultaneous Evacuation Guidance, published on 1 October 2020<sup>16</sup>. This guidance

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<sup>15</sup> Fire safety consultation government response ([publishing.service.gov.uk](https://publishing.service.gov.uk))

<sup>16</sup> Simultaneous\_Evacuation\_Guidance\_october\_2020.pdf ([nationalfirechiefs.org.uk](https://nationalfirechiefs.org.uk))

states that 'Stay Put' remains an appropriate strategy in most blocks of flats where compartmentation works to stop the spread of fire, and where there are suitably protected means of escape. It also provides fire safety advice in respect of blocks of flats where a stay put strategy was part of the original design but is no longer suitable due to the existence of issues that pose a life risk to individuals, such as having combustible cladding on the external wall system.

The Inquiry recommended that the Government develop national guidelines for carrying out partial or total evacuations of high-rise residential buildings. A joint Home Office and Ministry of Housing, Communities and Local Government technical steering group was set up to support a research project to review means of escape provisions in blocks of flats including the use of a 'Stay Put' strategy and evacuation. The group identified four strands to this work: an evidence review to assess academic evidence on methods of evacuation; operational research to test evacuation strategies; building design research to evaluate fire safety provisions in buildings; and human behaviour and public confidence, to better understand public perception and understanding of evacuation strategies. All strands to this research are underway and will consider a range of issues including the risks associated with the evacuation of large numbers of people in order to produce national guidelines for the carrying out of full or partial evacuations of high-rise residential buildings. More details on this will be published in due course.

## **Evacuation Plans**

Recommendation 33.22 (c) proposed legislative changes in relation to evacuation plans. The Inquiry's recommendation was that "that the owner and manager of every high-rise residential building be required by law to draw up and keep under regular review evacuation plans, copies of which are to be provided in electronic and paper form to their local Fire and Rescue Service and placed in an information box on the premises". As set out in the Fire Safety Consultation, the Government agrees that it is critical for Responsible Persons to have in place an evacuation plan to ensure that all building occupants can safely exit the building in case of an emergency, that the Fire and Rescue Service needs to be aware of the evacuation plan, and the proposals included tested views on this. These proposals have received a high level of support and are subject to further policy development to be delivered under Article 24 of the Fire Safety Order.

## **Information to residents**

The Inquiry also made a recommendation in relation to provision of information to residents (recommendation 33.28). The Fire Safety Consultation included proposals to require Responsible Persons to provide fire safety information to residents, including instructions for evacuation, in an accessible manner. These proposals received high levels of support from the Fire Safety Consultation respondents. Although further work is required to develop this policy area, this consultation assumes a level of meaningful and continuing engagement between Responsible Persons and the residents of their buildings.

## Information box on premises

The Inquiry also made a recommendation for an information box on the premises<sup>17</sup> to be installed in all high-rise residential buildings and include up-to-date information about persons with reduced mobility and their associated PEEPs in the information box, together with other documents (as outlined by the Inquiry). The Fire Safety Consultation included proposals on these boxes which received strong support from respondents. Subject to further policy development we propose to use the regulation making power of Article 24 in the Fire Safety Order to require information boxes in all existing high-rise residential buildings.

## The definition of a high-rise residential building

Whilst the Inquiry did not take a position on a height threshold for defining a high-rise building, the Fire Safety Consultation included proposals to provide clarity as to which buildings would fall within scope of the proposed new regulations. It is proposed that a high-rise residential building is defined as being at least 18 metres in height or having at least seven storeys.

There are a number of reasons for this. Firstly, the Inquiry considered specific issues for high-rise residential buildings, and these issues are the starting point and focus of our proposals. Evacuation plans become more complex as more people live in these buildings, it is likely to take longer to evacuate from the higher floors, and if Fire and Rescue Services have to intervene because of a fire, this becomes more challenging in higher buildings<sup>18</sup>. The height of 18 metres, as set out in Building Regulations, is the height at which it is considered necessary to adopt additional standards for fire protection in buildings (for example, required structural fire resistance periods vary depending on the height of the building<sup>19</sup>). There are advantages in terms of clarity – for responsible persons, for residents and for regulators – in aligning the definition of high-rise buildings across different legislation, and the figure of 18 metres has also been proposed for the definition of high risk building in the draft Building Safety Bill.<sup>20</sup>

## Wider context

The PEEPs proposals are one of a wider package of measures being taken across Government to support persons with disabilities to remain safe from fire in their homes. As part of this package, MHCLG will be shortly publishing the work they are doing on research

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<sup>17</sup> A secure box attached to the outside of a building that only the fire service can access to get relevant information about a building in the event of a fire.

<sup>18</sup> Simultaneous\_Evacuation\_Guidance\_october\_2020.pdf (nationalfirechiefs.org.uk)

<sup>19</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/887210/AD\\_B\\_2019\\_edition\\_\\_May2020\\_amendments.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887210/AD_B_2019_edition__May2020_amendments.pdf)

<sup>20</sup> Draft Building Safety Bill - GOV.UK (www.gov.uk)

into building regulations (Approved Document Part M)<sup>21</sup> and the use of buildings by persons who have disabilities. Separately, the Health and Safety Executive, in Autumn, intend to launch its Interim Resident Panel which will engage with residents and relevant organisations (including disability groups) on related matters while proposed legislative measures make their way through Parliament.

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<sup>21</sup> [Access to and use of buildings: Approved Document M - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

# Personal Emergency Evacuation Plans in High-rise Residential Buildings

## What is a PEEP and who is it for?

To give effect to the Inquiry's recommendations, we take the view that the purpose of a PEEP is to provide people who would have difficulty self-evacuating in the event of a fire with a tailored evacuation plan in case they need to do so in a fire emergency.

These reasons for this difficulty could include (but are not limited to) people having:

- mobility impairments (including wheelchair users);
- a cognitive impairment;
- a hearing impairment and/or being deaf;
- a visual impairment and/or being blind.

The aim of the PEEP is for residents and those responsible for the management of fire safety in the building to think through the available options and consider how that resident can evacuate safely in light of fire safety information and the existing fire safety strategy for that building.

In addition to PEEPs, we are proposing wider changes for high-rise residential buildings that will mean that Responsible Persons will be required to share fire safety instructions (including evacuation plans) with all residents in order for them to know how to safely leave the building in case of a fire.

Residents in high-rise buildings may include owner-occupiers, private renters, social housing tenants or a mix of these. Our proposals apply to all residents of high-rise buildings regardless of the category.

Not everyone in a high-rise residential building will need a PEEP as some will be able to self-evacuate in the event of a fire. However, those that are unable to self-evacuate will need to consider their specific circumstances and where able to, what arrangements they need to take in the event of evacuation being needed.

**We would welcome your views on the purpose of a PEEP in a high-rise residential building by providing answers to the questions in this consultation.**

## PEEPs and other residential buildings that are not high-rise

The PEEPs recommendations in the Grenfell Inquiry Phase 1 report apply to residents living in high-rise residential buildings, and our proposals are on this basis, however residents of

other multi-occupied buildings may also be unable to self-evacuate and would welcome a PEEP. We would welcome comments in response to this consultation from residents and Responsible Persons about other residential buildings that are not high-rise.

**We would welcome views on this by providing answers to the questions in this consultation.**

## **PEEPs and Responsible Persons**

The Responsible Person is the person who has control over a premises to which the Fire Safety Order applies, as defined by Article 3 of the order (see Glossary). The Fire Safety Order places fire safety duties on Responsible Persons – and on others (duty-holders) to the extent of their responsibilities under the Fire Safety Order. Responsible Persons already have a duty to take general fire precautions as may reasonably be required to ensure, in relation to “relevant persons”, that the premises are safe. In doing so, the Responsible Person must also ensure that there are adequate means of escape from the building and that the means of escape can be safely and effectively used.<sup>22</sup> The term “relevant persons” includes anyone who is lawfully on the premises or in the immediate vicinity of the premises at risk from a fire on the premises. For multi-occupied residential premises, this includes residents.

We consider that the Responsible Person should be required to prepare PEEPs for, and in consultation with, those residents who self-identify as needing them. Firstly, the Responsible Person would need to share fire safety information, including the evacuation plan for the building, with the residents, and inform them that they can let them know if they require a PEEP. Then, those residents who do think that they may need a PEEP would need to let the Responsible Person know, and the Responsible Person would work with each of them to prepare a PEEP as necessary. The annexes to this consultation document include a short template which we would propose residents and Responsible Persons will find helpful to indicate whether someone may need a PEEP as well as completing one if needed.

The Fire Safety Consultation included proposals to require Responsible Persons to provide fire safety information to residents, including instructions for evacuation, in an accessible manner, and those proposals received high levels of support from the Fire Safety Consultation respondents. The proposals in this consultation assume that the Responsible Person would be required to provide the residents of their building with the relevant fire safety information (including instructions for evacuation) and explain that residents can enter into a discussion with the Responsible Person in order for a PEEP to be completed.

While responsibility for producing the PEEP rests with the Responsible Person, they will need to work with the resident because the content of the PEEP will depend on the individual resident’s needs. It is possible that individuals who would benefit from a PEEP may not wish

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<sup>22</sup> As stated in Article 4 of the Fire Safety Order.

to have one and while we would encourage them to identify themselves to the Responsible Person in order to agree a PEEP, we do not propose that anyone is compelled to do so.

**We would welcome views on how PEEPs can be implemented in high-rise residential buildings by providing answers to the questions in this consultation.**

## **The cost of PEEPs**

It is essential that the cost of producing a PEEP remains proportionate. Whilst a PEEP will reflect the resident's individual circumstances and the existing design of the building, it is entirely possible that the process of preparing PEEPs may raise questions about introducing new fire safety measures for the building that were not part of the original design (such as provision of evacuation equipment, fire lifts, 24-hour staff on the premises, or building modifications). Such questions, and the costs of providing for any new fire safety measures, would need to be considered by the Responsible Person and residents as part of the general process of sharing and reviewing fire safety information (including instructions for evacuation in the event of a fire), the building's fire safety features and residents' circumstances. Whether costs need to be incurred to meet the legal obligations on those responsible in the proposed regulations will depend on those factors. Putting a PEEP in place for an individual should not of itself give rise to a requirement that any person has to incur a cost or bill (but it cannot be excluded that this is a possibility).

**We would welcome views on this by providing answers to the questions in this consultation.**

## **PEEPs and rescue**

There is a difference between "evacuation" and "rescue":

- a. An **evacuation** is the process whereby people leave the building in case of an incident (e.g. fire) and reach a place of safety.
- b. A **rescue** is where a person receives physical assistance to get clear of the area involved in the incident.

A PEEP is an evacuation plan that is prepared in advance based on discussions between the Responsible Person and the resident whose ability to evacuate may be compromised and is intended to be executed without relying on intervention from the Fire and Rescue Service to make it work. However, some information in a PEEP could be utilised in a rescue situation.

**We are interested in hearing views from residents and Fire and Rescue Services in particular, by providing answers to the questions in this consultation, on what level of information as used within a PEEP would be needed in a rescue situation, and kept in an information box on the premises.**

## Keeping a PEEP updated

In order for a PEEP to be useful, it should be updated and relevant. But a resident's ability to self-evacuate may change over time and so we would welcome views on how we can strike the right balance.

Residents' circumstances can change quickly (e.g. a broken hip) or their health condition can worsen (e.g. a relapse which make the original arrangements unworkable). Similarly, there may be difficulties arising in the context of high turnover of tenants or sub-letting agreements which the building owner/ manager may not be aware of in the first instance.

**We would welcome views on this by providing answers to the questions in this consultation.**

## PEEPs and personal information

The Responsible Person must ensure that when processing any personal data provided to them by a resident (including special category data relating to their health) that they do so in compliance with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). Information concerning a resident's health (including disability) is likely to be 'special category' data for the purposes of the UK GDPR<sup>23</sup> and will require more protection in order for such processing to comply with this legislation. Further details can be found on the Information Commissioner Office's website<sup>24</sup>.

**We would welcome views in responding to all of the questions in this consultation, including in relation to the templates provided in the Annex A and B.**

**You may also want to consider all of this information and answering question no.17 if there are any problems you might anticipate in relation to any of the proposals in this consultation.**

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<sup>23</sup> <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/special-category-data/>

<sup>24</sup> Home | ICO



# Proposals

In delivering PEEPs, we need to ensure that they are:

- readily accessible to all those who need them;
- simple yet effective; and
- easily updatable.

**Proposal 1: We propose to require the Responsible Person to prepare a PEEP for every resident in a high-rise residential building who self-identifies to them as unable to self-evacuate (subject to the resident's voluntary self-identification) and to do so in consultation with them.**

Key to this proposal is the proactive role the Responsible Person would need to take to actively share fire safety information with residents and explain that residents can enter into a discussion with them in order for a PEEP to be completed. The fire safety information will need to take into account the nature of specific buildings and the Responsible Person's relevant knowledge of the residents living in the building.

Not all residents who would have difficulty self-evacuating in the event of a fire will require a PEEP or want a PEEP to be completed. If the resident is confident that they do not require a PEEP, then they may not wish to contact the Responsible Person or otherwise self-identify. We believe this choice rests with the resident. However, in order for them to make an informed decision, there needs to be meaningful and sustained engagement with all residents whereby the Responsible Person proactively encourages residents to come forward if they consider they may need a PEEP. Providing this happens and residents do have access to building specific, fire safety information (including instructions for evacuation), we think it is important that residents have a choice if, and how far, they wish to disclose information to the Responsible Person.

**Proposal 2: We propose to provide a PEEP template (Annex A) to assist the Responsible Person and the residents in completing the PEEP, and to support consistency at a national level.**

Annex A provides a proposed draft for such a template. We welcome views on this template and the information that should be included in this form if agreed by the resident. This would not be mandated. Subject to the outcome of the PEEPs consultation, we propose to make this template available on the Government's website and free to download. Also, pending the outcome of this consultation, we plan to supplement these proposals with further guidance.

**Proposal 3: We propose to require the Responsible Person to complete and keep up to date information about residents in their building who would have difficulty self-evacuating in the event of a fire (and who have voluntarily self-identified as such),**

**and to place it in an information box on the premises to assist effective evacuation during a rescue by the Fire and Rescue Service.**

We think that it is reasonable to expect that in a high-rise residential building, there may be more than one person requiring a PEEP, perhaps many. The length of a completed PEEP is likely to vary depending on individual circumstances, and in some cases, may be more than a page in length. Completed PEEPs are likely to contain more information than necessary to the Fire and Rescue Service when responding to an incident. If a copy of each PEEP were to be placed in the information box, Fire and Rescue Services would be unlikely to be able to read this large amount of detailed information and pull out the information which they need when responding to an incident. We think that in a rescue situation where speed counts, it would be more helpful if Fire and Rescue Services can quickly assess who needs additional assistance and determine their response accordingly if a rescue is required. The proposed template noted above is intended to capture the concise information of use to the Fire and Rescue Service in a rescue situation; it is not proposed to place any version of the PEEP itself in the information box.

There might be concerns in relation to the security of the information in such a box. It has been suggested that putting a list of vulnerable residents and which flats they occupy in the box could attract criminals who could then target those people. **We welcome views on this by providing answers to the questions in this consultation.**

**Proposal 4: We propose, in order to assist the Responsible Person and support consistency at a national level, to provide a template to capture the key information to be provided in the information box.**

Annex B provides a proposed draft for such a template. We welcome views on the information that the Fire and Rescue Service would need in an emergency situation to rescue people, which should be included in this form and placed in the information box. This form will not be mandated but rather it is intended to provide consistency at a national level.

Subject to the outcome of the PEEPs consultation, we propose to make both templates available on the Government's website and free to download. Pending the outcome of this consultation, we propose to supplement these proposals with further guidance.

## Questions

**Q5: To what extent do you agree with proposal 1: We propose to require the Responsible Person to prepare a for every resident who self-identifies to them as unable to self-evacuate (subject to the resident's voluntary self-identification) and to do so in consultation with them?**

Strongly agree	Tend to agree	Neither agree nor disagree	Tend to disagree	Strongly disagree	Don't know

**Q6: If you wish, please explain your position (250 words).**

**Q7: To what extent do you agree with proposal 2: We propose to provide a PEEP template to assist the Responsible Person and the residents in completing the PEEP, and to support consistency at a national level?**

Strongly agree	Tend to Agree	Neither agree nor disagree	Tend to Disagree	Strongly disagree	Don't know

**Q8: If you wish, please explain your position (250 words).**

**Q9: To what extent do you agree with proposal 3: We propose to require the Responsible Person to complete and keep up to date information about residents in their building who would have difficulty self-evacuating in the event of a fire (and who have voluntarily self-identified as such), and to place it in an information box on the premises to assist effective evacuation during a rescue by the Fire and Rescue Service?**

Strongly agree	Tend to Agree	Neither agree nor disagree	Tend to Disagree	Strongly disagree	Don't know

**Q10: If you wish, please explain your position (250 words).**

**Q11: To what extent do you agree with proposal 4: We propose, in order to assist the Responsible Person and support consistency at a national level, to provide a template to capture the key information to be provided in the information box?**

Strongly agree	Tend to Agree	Neither agree nor disagree	Tend to Disagree	Strongly disagree	Don't know

**Q12: If you wish, please explain your position (250 words).**

**Q13: Do you think other information than in Annex A should be included in the PEEP template and if so, what? (250 words)**

**Q14: Do you think other information than in Annex B is necessary for the Fire and Rescue Service to undertake a rescue and should be included in the information box; if so, what (250 words)?**

**Q15: How often should the PEEP be reviewed?**

- a) 6 months,
- b) 12 months, or
- c) As soon as practicable if the resident indicates a change in circumstances to the Responsible Person.

**Q16: How often should the information in the information box on the premises be updated?**

- a) 6 months,
- b) 12 months, or
- c) As soon as practicable if the resident indicates a change in circumstances to the Responsible Person.

**Q17: Do you have any further comments that you think would be important for policy officials to consider as part of this consultation? (400 words)**

**Q18: Do you have any comment on or data to support the impact assessment (250 words)?**

# Annex A – PEEP template

Contact details:

Name of Resident	
Full Address ( <i>include flat and floor number</i> )	
Contact details in an emergency	

Personal circumstances of the resident:

Have you received general fire safety information about your building?	Yes / No  If No, this will be provided on: ( <i>include date</i> )
Do you know what to do in case of a fire?	Yes / No
Do you have difficulty self-evacuating?	Yes / No
Reason for this (e.g., mobility issues, cognitive impairment, etc.)	
Do you use any equipment or devices (e.g., evacuation chair <sup>25</sup> , oxygen tank, etc.). If yes, what?	Yes / No
Description of the Personal Emergency Evacuation Plan	<i>Should consider:</i> <ul style="list-style-type: none"> <li>• <i>Agreed place of safety to evacuate to away from the building</i></li> <li>• <i>The safest route to get there</i></li> <li>• <i>Name of anyone willing and able to assist the resident in an emergency</i></li> <li>• <i>Name of any back-up person willing and able to assist the resident in an emergency</i></li> <li>• <i>List any specialist equipment</i></li> <li>• <i>Access by Fire and Rescue Service to flat (key code, breaking door down)</i></li> <li>• <i>What should NOT be attempted in the case of a rescue</i></li> </ul>

<sup>25</sup> An evacuation chair is a secure seat designed to assist in removing persons who lack the ability to relocate freely and easily from a dangerous situation to a safe location.

Plan has been tested on (if applicable)	
This plan will be reviewed on:	
Do you agree for this information to be shared with the local Fire and Rescue Service	Yes / No

Date	
Signature of Responsible Person	
Signature of the Resident	
Signature of any other party involved in completion of this plan	

## Annex B – Building / resident information template in the information box on the premises

Building								(Name and/or address)
Contact details of the Responsible Person								
Number of floors (including ground and lower ground floors)								
Total number of flats in the building								
A single sheet building plan is included in the information box								Yes / No
Floor plans included in the information box								Yes / No
Maximum number of residents in the building (not including visitors and/or guests)								
Residents who would have difficulty self-evacuating								
Flat no	Floor no	How many people may require assistance?	Brief summary of why assistance is required (e.g., cognitive impairment, brittle bones etc.)	Any equipment required to assist? How many people would be required?	Is there someone else who can assist the resident?	Any special equipment of the resident that may compromise / affect assistance e.g., oxygen cylinder etc	Other useful information	

# Annex C – Relevant Fire Statistics

Each time a Fire and Rescue Service attend an incident, details are uploaded to the Home Office's Incident Recording System (IRS) by the Fire and Rescue Service (see Fire statistics - GOV.UK ([www.gov.uk](http://www.gov.uk)) for further information). The statistics below are from the latest published IRS data tables, with the evacuation and rescue statistics being derived from published incident level datasets, for either the year ending December 2020 or financial year 2019/20<sup>26</sup>.

In the year ending December 2020, around three-quarters of the 27,482 primary dwelling fires attended by Fire and Rescue Services (74%) were in houses, bungalows, converted flats and other properties, whilst around a quarter (26%) were in purpose-built flats. Seventeen per cent of primary dwelling fires occurred in purpose-built low-rise (1-3 storeys); seven per cent in purpose-built medium-rise (4-9 storeys) flats, and three per cent in purpose-built high-rise (10+ storeys) flats (this latter proportion equates to 755 fires).<sup>27</sup>

A very small proportion of fires resulted in a fire-related fatality: 210 out of the 64,066 primary fires (0.33%) in the year ending December 2020. Three of the 176 fire-related fatalities in dwelling fires occurred in purpose built high-rise (10+ storeys) flats, compared to six the previous year, and seven occurred in purpose built medium-rise flats (4-9 storeys).<sup>28</sup>

In 2019/20 seven per cent of fires in purpose-built high-rise (10+ storeys) and medium-rise flats (4-9 storeys) spread beyond the room of origin. This compares to nine per cent in purpose-built low-rise (1-3 storeys) flats and 14 per cent of fires in houses, bungalows, converted flats and other dwellings combined.<sup>29</sup>

In 2019/20 there were 1,884 evacuations (defined for these statistics as the direction of people from a dangerous place to somewhere safe) from dwelling fires, meaning around 7% of dwelling fires resulted in an evacuation. In almost all evacuations (99%) up to 5 people were evacuated. Almost three quarters of evacuations (72%) were in houses, bungalows, converted flats and other properties. The remaining evacuations were in purpose-built flats,

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<sup>26</sup> The following statistics reference building height using 1-10+ storeys due to how this data is collected in the IRS and published by the Home Office; they can be accessed at Fire statistics - GOV.UK ([www.gov.uk](http://www.gov.uk)). The Home Office does not publish equivalent data using the height of flats in metres.

<sup>27</sup> Home Office (2021): FIRE STATISTICS TABLE 0205a: Dwelling fires attended by Fire and Rescue Services in England

<sup>28</sup> Home Office (2021): FIRE STATISTICS TABLE 0205b: Fatalities in dwelling fires attended by Fire and Rescue Services in England, by dwelling type

<sup>29</sup> Home Office (2021): FIRE STATISTICS TABLE 0203: Dwelling fires by dwelling type, spread of fire and motive, England



with 19% in low-rise (1-3 storeys) purpose-built flats, 6% in medium-rise (4-9 storeys) purpose-built flats, and 2% in purpose built high-rise flats (10+ storeys).

In 2019/20 there were 2,324 rescues (where a person has received physical assistance to get clear of the area involved in the incident) from dwelling fires, which comprised 8% of dwelling fires. Nearly two-thirds of rescues (65%) were in houses, bungalows, converted flats and other properties. The remainder of rescues were in purpose-built flats of which 25% were in low-rise (1-3 storeys) flats, 7% in medium-rise (4-9 storeys) flats and 3% in high-rise (10+ storeys) flats.<sup>30</sup>

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<sup>30</sup> Home Office (2021): Dwelling fires dataset, incident level datasets

# Glossary

Terms used in this consultation:

Approved Documents	The Approved Documents provide guidance on ways to meet the building regulations.
Compartmentation	Construction designed to prevent the spread of fire to or from another part of the same building or an adjoining building. For example, compartment walls and floors with a rated period of fire resistance are provided to separate individual flats.
Domestic Premises	Private or residential dwellings, where people live, not including the parts used in common and other non-domestic parts of a building.
Duty-holder	Duty-holder - Article 5(3) provides that any duties imposed on the Responsible Person under the Fire Safety Order, or by regulations, shall also be imposed on every other person who has to any extent control of relevant premises so far as the requirements relate to matters within his control. This includes a person with obligations of any extent under a contract or tenancy in relation to maintenance or repair of premises or the safety of any premises, and such a person is to be treated as a person having control of the premises to the extent of the obligation.
Fire and Rescue Authority / Fire and Rescue Service	Fire and Rescue Authorities have the statutory responsibility to carry out the functions set out in the Fire and Rescue Services Act 2004. A Fire and Rescue Service is the operational part of the Fire and Rescue Authority
General fire precautions	These are defined in Article 4 of the Fire Safety Order as meaning: <ul style="list-style-type: none"> <li>• Having measures in place to reduce the risk of fire and the risk of spread of fire in premises,</li> <li>• Having measures in place so that those in the premises can escape in case of a fire,</li> <li>• Ensuring that any escape method will be safe and can be used (i.e. not blocked up),</li> <li>• Having firefighting measures on the premises,</li> <li>• Having fire detection and fire warning measures on the premises,</li> <li>• Having measures in place for action to be taken in the event of a fire on the premises including fire safety instructions which should include training and instructions</li> </ul>

	<p>for employees and measures to mitigate the effects of the fire.</p> <p>The above precautions do not include special, technical or organisational measures required to be taken in a workplace in connection with a work process to reduce the likelihood of fire and to which separate legal requirements apply. ‘Work process’ in this context means the use of plant or machinery and the storage of any dangerous substances.</p>
Responsible Person	<p>In the Fire Safety Order “Responsible Person” means—</p> <p>(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;</p> <p>(b) in relation to any premises not falling within paragraph (a)—</p> <p>(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or</p> <p>(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.</p>
Simultaneous Evacuation	<p>The procedure by which all parts of a building are evacuated in the event of fire at one time.</p>
Stay Put strategy	<p>A strategy based on the design principle that only the residents of the flat of fire origin need to escape initially, while other residents may remain in their own flats unless their flat is affected by fire or smoke, they feel threatened, or they are instructed to leave by the Fire and Rescue Service. A stay put strategy does not preclude residents, who are aware of a fire within the building but not affected directly by it, from deciding to evacuate.</p>
Evacuation	<p>The process whereby people leave a building in case of an incident, e.g. fire, and reach a place of safety beyond the building.</p>
High-rise residential building	<p>For the purposes of this consultation, a high-rise residential building is defined as being at least 18 metres in height or having at least seven storeys.</p>

# Contact details and how to respond

Please respond to this consultation online at:

<https://www.gov.uk/government/consultations/personal-emergency-evacuation-plans>

Alternatively, you can send in electronic copies to:

[FireSafetyUnitconsultations@homeoffice.gov.uk](mailto:FireSafetyUnitconsultations@homeoffice.gov.uk)

Alternatively, you may send paper copies to:

Fire Safety Unit

Home Office, 2 Marsham Street,

Fry Building London

SW1P 4DF

## Complaints or comments

If you have any complaints or comments about the consultation process you should contact the Home Office via the email address or at the above address.

## Extra copies

This consultation is also available online at

<https://www.gov.uk/government/consultations/personal-emergency-evacuation-plans>

Alternative format versions of this publication can be requested from:

[FireSafetyUnitconsultations@homeoffice.gov.uk](mailto:FireSafetyUnitconsultations@homeoffice.gov.uk)

## Publication of response

A response to this consultation will be published online at:

<https://www.gov.uk/government/consultations/personal-emergency-evacuation-plans>

## Representative groups

Representative groups are asked to give a summary of the people and organisations they represent when they respond.

## Confidentiality

Information provided in response to this consultation may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of

Information Act 2000 (FOIA), and the Environmental Information Regulations 2004). As noted, Home Office will publish a Government response to this consultation shortly after it closes. If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Home Office.

The Home Office will process any personal data which you provide in your response to the consultation in accordance with the data protection legislation and your personal data will not be disclosed to third parties. Personal data will be held securely and retained for no longer than is necessary, after which it will be securely destroyed.

# Consultation principles

The principles that government departments and other public bodies should adopt for engaging stakeholders when developing policy and legislation are set out in the consultation principles.

<https://www.gov.uk/government/publications/consultation-principles-guidance>



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Local Government Association,  
18 Smith Square, Westminster,  
London, SW1P 3HZ  
Telephone 020 7187 7335  
e-mail: [firequeries@local.gov.uk](mailto:firequeries@local.gov.uk)  
Employers' Secretary, Naomi Cooke

## **FIRE & RESCUE SERVICES National Employers**

Direct Dial  
020 7187 7335

Website: [www.local.gov.uk/](http://www.local.gov.uk/)

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**To: Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities  
Directors of Human Resources**

**CC: Members of the Employers' Side of the NJC  
Chief Fire Officers**

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15 June 2021

### **PAY CLAIM 2021 – NJC FOR BRIGADE MANAGERS OF FIRE AND RESCUE SERVICES (NJC)**

1. Members will be aware of the recent Staff Side pay claim within this NJC seeking '...an unconditional pay increase for all Brigade Managers, with effect from 1 January 2021, that is commensurate with other fire and rescue service staff in the UK' .
2. Attached is the offer which has today been provided to the Staff Side Secretary.
3. We will advise you of the response in due course.

Yours faithfully,



**Gill Gittins  
Assistant Employers' Secretary**

**FIRE & RESCUE SERVICES  
National Employers**

Andrew Hopkinson  
FLA National Secretary  
c/o BFRS HQ  
Southfields Road  
Kempston  
Bedford, MK42 7NR

15 June 2021

**BY EMAIL ONLY**

Dear Andy,

**Pay Award 2021**

I write on behalf of the Employers' Side of the National Joint Council to respond formally to the Staff Side's pay claim dated 30<sup>th</sup> April 2021.

Having carefully considered a number of factors, on balance in response to the claim the employers' side is able to make an offer of 1.5% on basic pay backdated to 1 January 2021, to settle the pay award for 2021.

The employers' side hopes that this offer will result in an agreement in order that it can be actioned as soon as possible.

Yours sincerely,

*Naomi Cooke*

**Naomi Cooke**

Employers' Secretary, Naomi Cooke  
 18 Smith Square, London, SW1P 3HZ  
 Telephone 020 7187 7335  
 e-mail: firequeries@local.gov.uk

Employees' Secretary, Matt Wrack  
 Bradley House, 68 Coombe Rd  
 Kingston upon Thames KT2 7AE  
 Telephone 020 8541 1765

## NATIONAL JOINT COUNCIL FOR LOCAL AUTHORITY FIRE AND RESCUE SERVICES

**To: Chief Fire Officers  
 Chief Executives/Clerks to Fire Authorities  
 Chairs of Fire Authorities  
 Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

16 June 2021

**NJC/3/21**

### **NATIONAL JOINT COUNCIL MEETING – 3 JUNE 2021**

#### Pay offer

1. The **attached** pay claim had been provided by the employees' side of the NJC on 29<sup>th</sup> April.
2. At the above meeting, the employers' side responded with an offer of 1.5% on all pay rates and Continual Professional Development payments with effect from 1 July 2021.
3. The employees' side is now considering its response.

#### Additional Bank Holiday – Queen's Platinum Jubilee

4. Following government decisions an additional bank holiday on Friday 3<sup>rd</sup> June 2022 to celebrate the Queen's Platinum Jubilee was announced across the UK.
5. There is no automatic entitlement to such a bank holiday on this day under the terms of the National Joint Council's Scheme of Conditions of Service (Grey Book).
6. The Employees' Side of the NJC had therefore submitted a claim seeking:
 

'...agreement for the award of an additional public holiday for all Grey Book personnel and that the award should reflect the same arrangements in respect of all other public holidays as detailed in the Scheme of Conditions of Service via the NJC'.
7. At the above meeting, it was agreed to award the bank holiday and that it be treated in the same way as other such holidays in the Grey Book for leave and pay purposes.
8. The Spring Bank Holiday in 2022 has been moved from the last Monday in May to Thursday 2<sup>nd</sup> June. For the avoidance of doubt, the usual provisions contained within the Grey Book for the Spring Bank Holiday shall apply.

Yours faithfully,

**NAOMI COOKE**  
**MATT WRACK**  
 Joint Secretaries



**Matt Wrack** General Secretary  
Bradley House, 68 Coombe Road,  
Kingston-upon-Thames, Surrey KT2 7AE  
fbu.org.uk | @fbunational  
020 8541 1765 | office@fbu.org.uk

Our Ref: MW/sll

29 April 2021

Naomi Cooke  
Employers' Secretary  
Fire and Rescue Services  
National Employers  
18 Smith Square  
London  
SW1P 3HZ

Dear Naomi

### **June NJC: Fire Service Pay 2021**

We have discussed the issue of pay 2021 at meetings of the NJC joint secretaries and of the NJC lead members. At these meetings, we have set out the position of the FBU. We are approaching the June meeting of the NJC and the pay settlement date. We have also expressed our view that the employers' side should be in a position to respond to us on the issue of pay with an offer earlier than in previous years. We hope this can be done by the June meeting so that an offer on pay is available for consideration by our members prior to the settlement date of 1<sup>st</sup> July.

You are aware that a decade of austerity and government pay freezes has reduced real wages for firefighters. This has undermined morale in the service and created real hardship for our members and their families. The employers' side has an obligation to address this and to avoid turning the fire and rescue service into a low pay industry.

Both sides of the NJC will be aware that firefighters (including emergency fire control staff) have delivered outstanding public service since the emergence of the Covid-19 pandemic early in 2020. They have ensured that we continue to deliver a first class fire and rescue service despite the safety challenges posed by Covid-19. Furthermore, they have delivered numerous additional Covid-related activities which have assisted the effort to tackle the pandemic. We should all be extremely proud of the contribution they have made. After a hugely challenging year, the employees' side of the NJC expects this contribution to be acknowledged; that includes by delivering a real increase in pay.

1. **Pay increase:** Using CPI as the measure of inflation a competent firefighter needs an increase of more than £4,000 to restore real wages lost over more than a decade of austerity. Therefore a settlement for 2021 should urgently begin to address this through an immediate and significant pay rise as well as by setting out a roadmap for further significant improvements in pay.

Contd/2...

2. **Pay progression:** We have set out our concerns about the impact of the current flat pay structure on our members. You are aware that this has had the effect of hitting employees on Grey Book rates harder than those in sectors with systems of pay progression. CPD should be equalised and could be incorporated into a new system of pay progression beyond the competent rate.
3. **New roles:** The employees' side has also previously set out the union's expectation for any agreement in relation to broadening the role of a firefighter. We remain committed to developing the work of our service in the face of changing risk. This must be done by negotiation and agreement. It also requires investment from the governments of the UK. Nevertheless, these discussions should be immediately progressed.

In view of the above, the employers' side of the NJC needs to urgently address these issues by means of an immediate and substantial pay increase to NJC rates of pay. We hope this can be concluded prior to 1<sup>st</sup> July.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Wrack', written in a cursive style.

**Matt Wrack**  
**General Secretary**

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Home Office

Fire Strategy and Reform Unit  
2 Marsham Street,  
6<sup>th</sup> Floor, Fry Building  
London  
SW1P 2JF

Chief Fire Officers  
Chairs of Fire Authorities  
Police, Fire and Crime Commissioners  
Police and Crime Commissioners  
Locally elected mayors  
Other FRS interested parties

21 June 2021

Dear colleagues,

### LAUNCH OF FIRE ENGLAND WEBSITE

Today, we have launched a new website for fire and rescue information in England: Fire England ([fireengland.uk](https://fireengland.uk)).

This has long been an ambition and our hope is that this website becomes the first place members of the public as well as those working in fire and rescue go for information and advice. It will contain news stories, information on services, statistical information, national campaigns, recruitment information and fire safety advice. There will still be a fire presence on GOV.UK, but Fire England will link to that material as required.

The site will not be complete on day one. We intend to add further content, especially on fire safety, over the coming weeks. The site is also in so called “Beta” phase, so we’re keen to receive feedback as well as suggestions for additional content. Please either use the feedback mechanism on the site or email [fireengland@homeoffice.gov.uk](mailto:fireengland@homeoffice.gov.uk).

I would be grateful if you could raise awareness of this new website within your organisation, as well as link the site to any website that you operate.

I look forward to hearing your feedback on how we can make this website a valuable tool and resource for those in the fire sector and members of the public.

Yours sincerely,

Jonny Bugg,  
Head, Fire Strategy and Reform Unit  
Public Safety Group

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Employers' Secretary, Naomi Cooke  
 18 Smith Square, London, SW1P 3HZ  
 Telephone 020 7664 3000  
 e-mail: firequeries@local.gov.uk

Employees' Secretary, Matt Wrack  
 Bradley House, 68 Coombe Rd  
 Kingston upon Thames KT2 7AE  
 Telephone 020 8541 1765

**NATIONAL JOINT COUNCIL  
 FOR LOCAL AUTHORITY  
 FIRE AND RESCUE SERVICES**

**To: Chairs of Fire Authorities  
 Chief Fire Officers  
 Chief Executives/Clerks to Fire Authorities  
 Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

28 June 2021

**CIRCULAR NJC/4/21**

Dear Sir/Madam

**PAY AWARD 2021**

1. The NJC has agreed an increase of 1.5% with effect from 1 July 2021. The following appendices contain the revised rates of pay.

<b>Appendix A</b>	<b>Pay rates for firefighting roles</b>
<b>Appendix B</b>	<b>Pay rates for the retained duty system</b>
<b>Appendix C</b>	<b>Pay rates for control specific roles</b>
<b>Appendix D</b>	<b>Pay rates for non-operational staff and junior firefighters</b>

2. In all cases annual figures are rounded to the nearest pound and hourly rates are derived from the appropriate annual figure divided by 52.143 (rounded to nearest penny) then by 42 (rounded to nearest penny).
3. The NJC has agreed that Continual Professional Development payments have also been increased by 1.5%. Please see separate NJC circular for the increased payments (NJC/5/21 refers).

Yours faithfully

**NAOMI COOKE  
 MATT WRACK  
 Joint Secretaries**

## APPENDIX A

### FIREFIGHTING ROLES - PAY RATES FROM 1 JULY 2021

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	24,191	11.05	16.58
Development	25,198	11.51	17.27
Competent	32,244	14.72	22.08
<b>Crew Manager</b>			
Development	34,269	15.65	23.48
Competent	35,747	16.32	24.48
<b>Watch Manager</b>			
Development	36,521	16.68	25.02
Competent A	37,535	17.14	25.71
Competent B	39,974	18.25	27.38
<b>Station Manager</b>			
Development	41,578	18.99	28.49
Competent A	42,827	19.56	29.34
Competent B	45,861	20.94	31.41
<b>Group Manager</b>			
Development	47,887	21.87	Not Applicable
Competent A	49,323	22.52	“
Competent B	53,086	24.24	“
<b>Area Manager</b>			
Development	56,220	25.67	Not applicable
Competent A	57,905	26.44	“
Competent B	61,667	28.16	“

## APPENDIX B

### FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2021 (RETAINED DUTY SYSTEM)

	(1) £ per Annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,419	1,210	11.05	4.24
Development	2,520	1,260	11.51	4.24
Competent	3,224	1,612	14.72	4.24
<b>Crew Manager</b>				
Development	3,427	1,713	15.65	4.24
Competent	3,575	1,787	16.32	4.24
<b>Watch Manager</b>				
Development	3,652	1,826	16.68	4.24
Competent A	3,754	1,877	17.14	4.24
Competent B	3,997	1,999	18.25	4.24
<b>Station Manager</b>				
Development	4,158	2,079	18.99	4.24
Competent A	4,283	2,141	19.56	4.24
Competent B	4,586	2,293	20.94	4.24
<b>Group Manager</b>				
Development	4,789	2,394	21.87	4.24
Competent A	4,932	2,466	22.52	4.24
Competent B	5,309	2,654	24.24	4.24
<b>Area Manager</b>				
Development	5,622	2,811	25.67	4.24
Competent A	5,791	2,895	26.44	4.24
Competent B	6,167	3,083	28.16	4.24

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out

## APPENDIX C

### CONTROL SPECIFIC ROLES - PAY RATES FROM 1 JULY 2021

	Basic annual* £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	22,981	10.49	15.74
Development	23,938	10.93	16.40
Competent	30,632	13.99	20.99
<b>Crew Manager (Control)</b>			
Development	32,556	14.87	22.31
Competent	33,960	15.51	23.27
<b>Watch Manager (Control)</b>			
Development	34,695	15.84	23.76
Competent A	35,658	16.28	24.42
Competent B	37,975	17.34	26.01
<b>Station Manager (Control)</b>			
Development	39,499	18.04	27.06
Competent A	40,686	18.58	27.87
Competent B	43,568	19.89	29.84
<b>Group Manager (Control)</b>			
Development	45,493	20.77	<b>Not applicable</b>
Competent A	46,857	21.40	“
Competent B	50,432	23.03	“

\*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

## APPENDIX D

### NON-OPERATIONAL STAFF - PAY RATES FROM 1 JULY 2021

	£ per annum
<b>Fire Control Operator equivalent</b>	
During first six months	20,603
After six months and during 2 <sup>nd</sup> year	21,517
During 3 <sup>rd</sup> year	22,537
During 4 <sup>th</sup> year	23,646
During 5 <sup>th</sup> year	25,755
<b>Leading Fire Control Operator equivalent</b>	27,581
<b>Senior Fire Control Operator equivalent</b>	
During 1 <sup>st</sup> year in rank	28,287
During 2 <sup>nd</sup> year in rank	29,360

### JUNIOR FIREFIGHTERS - PAY RATES FROM 1 JULY 2021

	£ per annum
Aged 16	11,191
Aged 17	12,025
Aged 18	24,191

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Employers' Secretary, Naomi Cooke  
18 Smith Square, London, SW1P 3HZ  
Telephone 020 7664 3000  
e-mail: firequeries@local.gov.uk

Employees' Secretary, Matt Wrack  
Bradley House, 68 Coombe Rd  
Kingston upon Thames KT2 7AE  
Telephone 020 8541 1765

**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

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**To: Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities  
Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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28 June 2021

**CIRCULAR NJC/5/21**

Dear Sir/Madam

**CONTINUAL PROFESSIONAL DEVELOPMENT PAYMENTS:  
PAYMENTS BY AUTHORITY**

1. Further to circular NJC/4/21, the NJC has agreed an increase of 1.5% on the above payments effective from the 1 July 2021.
2. **Appendix A** attached contains the revised payments by individual fire authority.
3. You will be aware that in order to ensure all employees receive a pay increase on promotion where they otherwise may not as a result of the loss of a CPD payment, the NJC applies a minimum guaranteed increase upon promotion in such circumstances. That figure will be £352 pa with effect from 1 July 2021. For those on the retained duty system the figure will be £89 pa with the same effective date.

Yours faithfully

**NAOMI COOKE  
MATT WRACK**  
Joint Secretaries

## CONTINUAL PROFESSIONAL DEVELOPMENT (CPD) PAYMENTS from 1 JULY 2021

Fire Authority	CPD (£)	Fire Authority	CPD (£)
Avon	789	London	979
Bedfordshire & Luton	694	Merseyside	746
Buckinghamshire	601	Mid and West Wales	657
Cambridgeshire	615	Norfolk	648
Cheshire	795	Northern Ireland	672
Cleveland	1,014	Northamptonshire	704
Cornwall	320	Northumberland	860
Cumbria	552	North Wales	664
Derbyshire	821	North Yorkshire	489
Devon and Somerset	585	Nottinghamshire	983
Dorset and Wiltshire	739	Oxfordshire	731
Durham and Darlington	896	Royal Berkshire	734
East Sussex	580	Scotland	856
Essex	632	Shropshire	723
Gloucestershire	609	South Wales	689
Greater Manchester	962	South Yorkshire	1,076
Hampshire & Isle of Wight	685	Staffordshire	740
Hereford & Worcester	721	Suffolk	421
Hertfordshire	767	Surrey	758
Humberside	751	Tyne & Wear	1,036
Kent	675	Warwickshire	620
Lancashire	752	West Midlands	1,000
Leicestershire	701	West Sussex	547
Lincolnshire	411	West Yorkshire	914



County Durham and Darlington  
**Fire and Rescue Authority**



**Safest People, Safest Places**

## **Combined Fire Authority**

**20 July 2021**

### **Appointment of Committee Membership**

---

#### **Report of the Clerk to the Authority**

---

##### **Purpose of Report**

1. The purpose of this report is to approve the Committee Membership for the Authority for 2021/22.

##### **Background**

2. The political membership of the Committees is determined by the overall political balance of the Authority which is agreed in consultation with Durham County Council and Darlington Borough Council.
3. The Authority is required to appoint a Committee Members to the following:
  - a. Appointments Panel
  - b. Appeals Committee
  - c. Audit and Finance Committee
  - d. Human Resources Committee
  - e. Performance Committee
  - f. Joint Consultative Committee
  - g. Pension Board
  - h. Salary Review Group

## Recommendation

4. Members are requested to:

- i. **Approve** the Committee membership for 2021/22 for:
  - a. Appointments Panel
  - b. Appeals Committee
  - c. Audit and Finance Committee
  - d. Human Resources Committee
  - e. Performance Committee
  - f. Joint Consultative Committee
  - g. Pension Board
  - h. Salary Review Group
  
- ii. **Agree** that the Clerk in consultation with the Chair and Vice Chair of the Authority and the appropriate Group Leader be authorised to make any changes to the Committees that may arise during 2021/22



## Safest People, Safest Places

## Combined Fire Authority

20 July 2021

## Member Champions

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### Report of Assistant Chief Fire Officer

---

#### Purpose of Report

1. To inform Members of the appointment of Member Champions and to provide details of Officer contacts for each Member Champion role for the forthcoming two-year period.

#### Background

2. As part of the approach to developing the Authority's services and engaging with stakeholders, the Authority has sought to 'champion' particular areas of work through a CFA Member Champion role.
3. Member Champions provide the Service with an opportunity to work closely with individual Members to help to develop services and to engage with local communities, staff, councillors and other stakeholders through a closely aligned officer and member relationship.
4. At the CFA meeting held on 10 June 2021 Members were asked to submit an expression of interest form for any of the Member Champion roles which they were interested in.

#### Proposed Member Champions for 2021/22 & 2022/23

5. Officers from the Service Leadership Team will work alongside and assist Members that are appointed to Member Champion roles.
6. The attached list (Appendix A) details the proposed Member Champions for the forthcoming two years.

#### Recommendation

7. Members are requested to **approve** the attached list of Member Champions.

Sarah Nattrass, Assistant Chief Fire Officer, 0191 3755587

**COUNTY DURHAM AND DARLINGTON FIRE AND RESCUE SERVICE**

**MEMBER CHAMPIONS 2021/22 & 2022/23**

<b>Area</b>	<b>Member Champion</b>	<b>Officer</b>
Community Safety	Cllr Richard Manchester	Keith Wanley Area Manager Community Risk Management
Business Fire Safety	Cllr Ian McLean	Keith Wanley Area Manager Community Risk Management
Equality, Diversity & Inclusion	Cllr Alison Batey	Sarah Nattrass Assistant Chief Fire Officer
Health, Safety & Wellbeing	Cllr Brian Avery	Keith Carruthers Area Manager Assets & Assurance
Retained Duty System	Cllr John Shuttleworth	Steve Wharton Area Manager Emergency Response
Fire Cadets	Cllr Mike McGaun	Keith Wanley Area Manager Community Risk Management
Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)	Cllr Brian Jones	Keith Carruthers Area Manager Assets & Assurance

County Durham and Darlington  
Fire and Rescue Authority



**Safest People, Safest Places**

## **Combined Fire Authority**

**20 July 2021**

### **Member Buddy System and Affiliation with Fire Stations**

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#### **Report of the Assistant Chief Fire Officer**

---

##### **Purpose of Report**

1. This report confirms the Service Leadership Team (SLT) contacts for the Member 'Buddy' arrangements and the fire station affiliation list.

##### **SLT Member 'Buddy' System and Fire Station Affiliations**

2. The Authority's vision of Safest People, Safest Places can only be achieved through members, staff and the public working in partnership. Part of the Authority's commitment to partnership working is through the Buddy System where Fire Authority Members are affiliated with specific SLT members (referred to as 'Officers') and fire stations throughout County Durham and Darlington. The benefits of this system are:
  - Closer links between members, local stations and staff;
  - Improved communications between members, officers and staff;
  - Improved understanding of roles and responsibilities between members and officers;
  - Improved opportunity for partnership working through member involvement.
3. Station personnel will be made aware of their affiliated member and members are encouraged to visit their affiliated station (or any fire station within County Durham and Darlington area) but are requested to contact a member of the Divisional Management Team in the first instance to ensure that crews are planned to be on-station when a visit occurs. This will maximise the effectiveness and benefits of any visit for both staff and members alike.
4. The member/station affiliation programme provides an opportunity for Fire Authority members to enhance local accountability through maintaining regular contact with an operational fire station and facilitates a fuller understanding of their Emergency

Response activity and wider workstreams such as Business Fire Safety and Community Safety.

5. Member buddies provide an alignment of CFA members to members of the SLT, to provide information and support on a range of Service policy and organisational issues.
6. Designated SLT Buddies will make themselves available to members for the purpose of developing their overall knowledge of the fire and rescue service. SLT Buddies will look to ensure support is provided in a way that suits the individual Member.

### **Recommendation**

7. CFA Members are requested to:
  - a. **Note** the Member Buddy and Station Affiliation list as set out in Appendices A and B.

Sarah Nattrass, Assistant Chief Fire Officer, Service Support, 0191 3755587

## Member Buddies

CFA Member	SLT Member	Contact Details
Jim Atkinson	Keith Lazzari Head of Corporate Resources	Office: 0191 375 5580 Mobile: 07740 157402 Email: <a href="mailto:klazzari@ddfired.gov.uk">klazzari@ddfired.gov.uk</a>
Brian Avery	Keith Carruthers Area Manager Assets & Assurance	Office: 0191 375 5564 Mobile: 07583 092 395 Email: <a href="mailto:keith.carruthers@ddfired.gov.uk">keith.carruthers@ddfired.gov.uk</a>
Alison Batey	Sarah Nattrass Assistant Chief Fire Officer	Office: 0191 375 5587 Mobile: 07776 226 761 Email: <a href="mailto:snattrass@ddfired.gov.uk">snattrass@ddfired.gov.uk</a>
Richard Bell	Tony Hope Director of Corporate Resources & Treasurer	Office: 0191 375 5558 Mobile: 07741 250 500 Email: <a href="mailto:thope@ddfired.gov.uk">thope@ddfired.gov.uk</a>
Julie Cairns	Keith Lazzari Head of Corporate Resources	Office: 0191 375 5580 Mobile: 07740 157402 Email: <a href="mailto:klazzari@ddfired.gov.uk">klazzari@ddfired.gov.uk</a>
Helen Crumbie	Tony Hope Director of Corporate Resources & Treasurer	Office: 0191 375 5558 Mobile: 07741 250 500 Email: <a href="mailto:thope@ddfired.gov.uk">thope@ddfired.gov.uk</a>
Terry Duffy	Steve Helps Deputy Chief Fire Officer	Office: 0191 375 5557 Mobile: 07467 339 586 Email: <a href="mailto:steve.helps@ddfired.gov.uk">steve.helps@ddfired.gov.uk</a>
Carole Hampson	Katherine Metcalfe Head of Workforce Development	Office: 0191 375 5665 Mobile: 07838 233 489 Email: <a href="mailto:kmetcalfe@ddfired.gov.uk">kmetcalfe@ddfired.gov.uk</a>
Neville Jones	Keith Lazzari Head of Corporate Resources	Office: 0191 375 5580 Mobile: 07740 157402 Email: <a href="mailto:klazzari@ddfired.gov.uk">klazzari@ddfired.gov.uk</a>
Gerald Lee	Steve Wharton Area Manager Emergency Response	Office: 0191 375 5666 Mobile: 07730 456 724 Email: <a href="mailto:swharton@ddfired.gov.uk">swharton@ddfired.gov.uk</a>
Brian Jones	Sarah Nattrass Assistant Chief Fire Officer	Office: 0191 3755587 Mobile: 07776 226 761 Email: <a href="mailto:snattrass@ddfired.gov.uk">snattrass@ddfired.gov.uk</a>
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Leanne Kennedy	Steve Wharton Area Manager Emergency Response	Office: 0191 375 5666 Mobile: 07730 456724 Email: <a href="mailto:swharton@ddfired.gov.uk">swharton@ddfired.gov.uk</a>

Richard Manchester	Keith Wanley Area Manager Community Risk Management	Office: 0191 375 5630 Mobile: 07876 131 996 Email: <a href="mailto:kwanley@ddfired.gov.uk">kwanley@ddfired.gov.uk</a>
Carl Marshall	Stuart Errington Chief Fire Officer	Office: 0191 3755553 Mobile: 07770 702686 Email: <a href="mailto:serrington@ddfired.gov.uk">serrington@ddfired.gov.uk</a>
Lesley Mavin	Sarah Natrass Assistant Chief Fire Officer	Office: 0191 375 5587 Mobile: 07776 226 761 Email: <a href="mailto:snatrass@ddfired.gov.uk">snatrass@ddfired.gov.uk</a>
Mike McGaun	Keith Wanley Area Manager Community Risk Management	Office: 0191 375 5630 Mobile: 07876 131 996 Email: <a href="mailto:kwanley@ddfired.gov.uk">kwanley@ddfired.gov.uk</a>
Ian McLean	Steve Helps Deputy Chief Fire Officer	Office: 0191 375 5557 Mobile: 07467 339 586 Email: <a href="mailto:steve.helps@ddfired.gov.uk">steve.helps@ddfired.gov.uk</a>
Joe Quinn	Keith Carruthers Area Manager Assets & Assurance	Office: 0191 375 5564 Mobile: 07583 092 395 Email: <a href="mailto:keith.carruthers@ddfired.gov.uk">keith.carruthers@ddfired.gov.uk</a>
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Kathryn Rooney	Katherine Metcalfe Head of Workforce Development	Office: 0191 375 5665 Mobile: 07838 233 489 Email: <a href="mailto:kmetcalfe@ddfired.gov.uk">kmetcalfe@ddfired.gov.uk</a>
Andrew Scott	Tony Hope Director of Corporate Resources & Treasurer	Office: 0191 375 5558 Mobile: 07741 250 500 Email: <a href="mailto:thope@ddfired.gov.uk">thope@ddfired.gov.uk</a>
John Shuttleworth	Stuart Errington Chief Fire Officer	Office: 0191 375 5553 Mobile: 07770 702 686 Email: <a href="mailto:serrington@ddfired.gov.uk">serrington@ddfired.gov.uk</a>
Sam Zair	Stuart Errington Chief Fire Officer	Office: 0191 375 5553 Mobile: 07770 702 686 Email: <a href="mailto:serrington@ddfired.gov.uk">serrington@ddfired.gov.uk</a>
<b>Independent Persons:</b>		
Nyama Johnson	Keith Wanley Area Manager Community Risk Management	Office: 0191 375 5630 Mobile: 07876 131 996 Email: <a href="mailto:kwanley@ddfired.gov.uk">kwanley@ddfired.gov.uk</a>



## Member Affiliation with Fire Stations

Division	Management Team	Fire Station	Elected Member
South	<p><b>Group Manager</b> Robin Turnbull 07545 207 195 <a href="mailto:rturnbull@ddfired.gov.uk">rturnbull@ddfired.gov.uk</a></p> <p><b>Divisional Managers</b></p> <p>Lee Brown 07891 452 924 <a href="mailto:lbrown@ddfired.gov.uk">lbrown@ddfired.gov.uk</a></p> <p>Dave Glendenning 07785 510 980 <a href="mailto:dglendenning@ddfired.gov.uk">dglendenning@ddfired.gov.uk</a></p> <p>Graeme Metcalf 07854 165 494 <a href="mailto:gmetcalf@ddfired.gov.uk">gmetcalf@ddfired.gov.uk</a></p>	Darlington	<p>Cllr Brian Jones Conservative - Sadberge &amp; Middleton St George Tel: 01325 332820 Email: <a href="mailto:brian.jones@darlington.gov.uk">brian.jones@darlington.gov.uk</a></p> <p>Cllr Helen Crumbie Labour – Bank Top and Lascelles Tel: 01325 462642 Email: <a href="mailto:helen.crumbie@darlington.gov.uk">helen.crumbie@darlington.gov.uk</a></p> <p>Cllr Gerald Lee Conservative – Heighington and Coniscliffe Tel: 01325 314622 Email: <a href="mailto:gerald.lee@darlington.gov.uk">gerald.lee@darlington.gov.uk</a></p> <p>Cllr A Scott Labour – Haughton and Springfield Tel: 01325 253707 Email: <a href="mailto:andrew.scott@darlington.gov.uk">andrew.scott@darlington.gov.uk</a></p>
		Barnard Castle & Middleton in Teesdale	<p>Cllr George Richardson Conservative – Barnard Castle East Tel: 03000 268763 Email: <a href="mailto:george.richardson@durham.gov.uk">george.richardson@durham.gov.uk</a></p> <p>Cllr Richard Bell Conservative – Barnard Castle West Tel: 03000 268683 Email: <a href="mailto:richard.bell@durham.gov.uk">richard.bell@durham.gov.uk</a></p>
		Newton Aycliffe & Sedgfield	<p>Cllr Jim Atkinson Labour – Aycliffe East Tel: 03000 268 723 Email: <a href="mailto:jim.atkinson@durham.gov.uk">jim.atkinson@durham.gov.uk</a></p> <p>Cllr Neville Jones Liberal Democrats – Aycliffe East Tel: 03000 269 390 Email: <a href="mailto:Neville.Jones@durham.gov.uk">Neville.Jones@durham.gov.uk</a></p>

		Spennymoor	<p>Cllr Brian Avery Independent – Ferryhill Tel: 03000 268677 Email: <a href="mailto:brian.avery@durham.gov.uk">brian.avery@durham.gov.uk</a></p> <p>Cllr Julie Cairns Independent The Durham Group – Chilton Tel: 03000 269 258 Email: <a href="mailto:Julie.cairns@durham.gov.uk">Julie.cairns@durham.gov.uk</a></p> <p>Cllr Joe Quinn Conservative – Ferryhill Tel: 03000 269 069 Email: <a href="mailto:joe.quinn@durham.gov.uk">joe.quinn@durham.gov.uk</a></p>
		Bishop Auckland	<p>Cllr Sam Zair Independent The Durham Group – Bishop Auckland Town Tel: 03000 268 795 Email: <a href="mailto:sam.zair@durham.gov.uk">sam.zair@durham.gov.uk</a></p> <p>Cllr Shirely Quinn Labour – Shildon and Dene Valley Tel: 03000 268 823 Email: <a href="mailto:shirely.quinn@durham.gov.uk">shirely.quinn@durham.gov.uk</a></p>
North	<p><b>Group Manager</b> Phil Innis 07850 772 439 <a href="mailto:pinnis@ddfired.gov.uk">pinnis@ddfired.gov.uk</a></p> <p><b>Divisional Managers</b></p> <p>Justin Parry 07711 856 684 <a href="mailto:justin.parry@ddfired.gov.uk">justin.parry@ddfired.gov.uk</a></p> <p>Michael Pearson 07801 685 679 <a href="mailto:mpearson@ddfired.gov.uk">mpearson@ddfired.gov.uk</a></p> <p>Mal Woodward 07831 215 064 <a href="mailto:mwoodward@ddfired.gov.uk">mwoodward@ddfired.gov.uk</a></p>	Crook	<p>Cllr Richard Manchester Labour – Tow Law Tel: 03000 268719 Email: <a href="mailto:richard.manchester@durham.gov.uk">richard.manchester@durham.gov.uk</a></p>
		Durham	<p>Cllr Bill Kellett Labour – Sherburn Tel: 03000 268 715 Email: <a href="mailto:bill.kellett@durham.gov.uk">bill.kellett@durham.gov.uk</a></p> <p>Cllr Lesley Mavin Liberal Democrat – Belmont Tel: 03000 264 352 Email: <a href="mailto:Lesley.mavin@durham.gov.uk">Lesley.mavin@durham.gov.uk</a></p>
		Seaham	<p>Cllr Leanne Kennedy Labour – Dawdon Tel: 03000 268 823 Email: <a href="mailto:Leanne.kennedy@durham.gov.uk">Leanne.kennedy@durham.gov.uk</a></p>

	Peterlee & Wheatley Hill	<p>Cllr Terry Duffy The North East Party – Peterlee East Tel: 03000 269 053 Email: <a href="mailto:Terry.Duffy@durham.gov.uk">Terry.Duffy@durham.gov.uk</a></p> <p>Cllr Ian McLean Labour – Horden Tel: 03000 268 777 Email: <a href="mailto:ian.mclean@durham.gov.uk">ian.mclean@durham.gov.uk</a></p>
	Consett	<p>Cllr Mike McGaun Conservative – Lanchester Tel: 03000 269 075 Email: <a href="mailto:Michael.mcgaun@durham.gov.uk">Michael.mcgaun@durham.gov.uk</a></p> <p>Cllr Kathryn Rooney Liberal Democrat – Consett North Tel: 03000 269 091 Email: <a href="mailto:Kathryn.rooney@durham.gov.uk">Kathryn.rooney@durham.gov.uk</a></p>
	High Handenhold	<p>Cllr Carl Marshall Labour – Stanley Tel: 0300 268 741 Email: <a href="mailto:carl.marshall@durham.gov.uk">carl.marshall@durham.gov.uk</a></p> <p>Cllr Alison Batey Labour – Pelton Tel: 03000 268678 Email: <a href="mailto:a.batey@durham.gov.uk">a.batey@durham.gov.uk</a></p> <p>Cllr Carole Hampson Labour – Craghead and Southmoor Tel: 03000 268 717 Email: <a href="mailto:carole.hampson@durham.gov.uk">carole.hampson@durham.gov.uk</a></p>
	Stanhope	<p>Cllr John Shuttleworth Independent – Weardale Tel: 03000 268770 Email: <a href="mailto:jshuttleworth@durham.gov.uk">jshuttleworth@durham.gov.uk</a></p>

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County Durham and Darlington  
**Fire and Rescue Authority**



**Safest People, Safest Places**

**Combined Fire Authority**

**20 July 2021**

**Member Code of Conduct**

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## **Report of the Clerk to the Fire Authority**

---

### **Purpose of Report**

- 1 To invite members to approve a revised Code of Conduct for Members of the Authority.

### **Background**

- 2 County Durham and Darlington Fire and Rescue Authority (CDDFRA) is committed to the highest standards of corporate and ethical conduct. Members of the Authority are already subject to the Code of Conduct provisions of their Principal authority. As CDDFRA is a separate legal entity it is appropriate for it to adopt and promote a code of conduct which reflects the ethos and aspirations of that CDDFRA.
- 3 Section 27 of the Localism Act 2011 imposes a duty upon Combined Fire Authorities to promote and maintain high standards of conduct for its Members or co-opted Members. To comply with this duty, the CDDFRA must adopt a Code dealing with the conduct that is expected of Members and co-opted Members when they are acting in that capacity.
- 4 The Code, when viewed as a whole, should be consistent with the Nolan principles of public life of:
  - a) selflessness;
  - b) integrity;
  - c) objectivity;
  - d) accountability;
  - e) openness;
  - f) honesty;

- g) leadership.
- 5 The Code must also include provisions that the Authority considers appropriate in respect of the registration in its register, and disclosure, of:
- a) disclosable pecuniary interests; and
  - b) interests other than disclosable pecuniary interests.

### **Proposed changes to the Code of Conduct**

- 6 The existing Code of Conduct for Members, affirmed by the CDDFRA at its last Annual General Meeting in June 2021, is shown at Appendix 1 of this report.
- 7 In January 2019 the Committee for Standards in Public Life (CSPL) produced a report on Local Government Ethical Standards. The CSPL report identified a series of recommendations, some requiring the introduction of primary legislation and others suggested best practice. The recommendations requiring changes to primary legislation are not considered in this report as this is outside the scope of the existing legislation.
- 8 The CSPL report recommended that the Local Government Association developed a model Code of Conduct, this was produced in December 2020 and updated on 17 May 2021. The Clerk has reviewed the existing Code of Conduct for Members against the best practice recommendations contained in the CSPL report and the LGA model Code.
- 9 There were 15 best practice recommendations which are shown in the table at Appendix 2. The table also provides a summary of the current practice and where appropriate details proposed amendments to the Code. A copy of the proposed update to the Code is shown at Appendix 3, with the changes shown in red.

### **Other Relevant Interests**

- 10 In addition to the best practice recommendations, Members are also invited to review the arrangements in respect of interests. The Localism Act 2011 introduced arrangements for the declaration of Members interests. The Act introduced 'Disclosable Pecuniary Interests (DPIs)', which are defined by legislation and must be declared by law. Failure to declare a DPI may constitute a criminal offence.
- 11 The interests regime introduced under the Localism Act removed the requirement for members to declare personal and / or prejudicial interests. However, many authorities including the respective Principal authorities, included a requirement to declare other relevant interests within their Member Codes of Conduct. Unlike with DPI's, there is no legal requirement to declare other relevant interests but failure to do so may amount to a breach of the Member Code of Conduct.
- 12 Other Relevant Interests are set out at paragraph 8 of the Code of Conduct which provides that:

8.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:

(a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b) or 5.1(c) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the Authority's administrative area; **and**

(b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.

13 Paragraph 8.2 of the Code goes on to state that where a Member has an Other Relevant Interest, they must declare it either at or before consideration of the item of business or as soon as the interest becomes apparent. The Member must not participate in any discussion or further discussion of an item or in any vote taken on that item and must leave the room whilst the discussion and voting takes place.

14 The provisions which prevent Members from speaking on matters where they have an Other Relevant Interest are not consistent Codes for the respective Principal authorities. Members are invited to consider whether to amend the Code to enable Members with an Other Relevant Interest to speak on a matter and withdraw for the vote. The proposed change is shown at Appendix 3.

## **Recommendations**

15 Members are requested to agree the adoption of the revised Code of Conduct for Members.

Kamila Coulson-Patel

Governance Solicitor (on behalf of the Clerk to the Authority)

## APPENDIX 1 – Code of Conduct

### Section 13

#### Code of Conduct for Members

In addition to the principles set out in this Section, Members are expected to undertake their duties in accordance with the Core Code of Ethics for Fire and Rescue Services (England).

Members and co-opted Members of County Durham and Darlington Combined Fire Authority (“the Authority”) are expected to undertake their duties as follows:

1. Represent the community and work constructively with employees and partner organisations to ensure the area is a safer place to live, work and visit.
2. Behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Authority:
  - (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material benefits for themselves, their family or friends.
  - (b) **Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
  - (c) **Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits.
  - (d) **Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
  - (e) **Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands.
  - (f) **Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
  - (g) **Leadership:** promote and support these principles by leadership and example.
3. Act in accordance with the principles in paragraph 2 and, in particular:



- (a) Champion the needs of residents - the whole community and all constituents, including those who did not vote for them, and put the public interest first.
- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- (c) Not allow other pressures, including the financial interests of themselves or others connected to them, to deter them from pursuing the interests of the Authority or the good governance of the County Durham and Darlington Fire and Rescue Service in a proper manner.
- (d) Exercise independent judgement and not compromise their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a Member / Co-opted Member of the Authority.
- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit.
- (f) Be accountable for decisions and co-operate when scrutinised internally and externally, including by local residents.
- (g) Contribute to making the Authority's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding the Authority to account but restricting access to information when the wider public interest or the law requires it.
- (h) Behave in accordance with all legal obligations, alongside any requirements contained within the Authority's policies, protocols and procedures, including on the use of the Authority's resources.
- (i) Value colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government.
- (j) Always treat people with respect, including the organisations and public they engage with and work alongside.
- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.
- (l) Not disclose information given to them in confidence by anyone or information acquired, which they believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.

#### **4. Gifts and Hospitality**

- 4.1 Members must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which they have been offered as a member from any person or body other than the Authority, whether the offer is accepted or declined.
- 4.2 The Monitoring Officer will place any notification received under paragraph 4.1 on a public register of gifts and hospitality.
- 4.3 The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality has been approved by the Authority for this purpose.

#### **5. Register of Interests**

- 5.1 Members must:
  - (a) register and, where appropriate, disclose those disclosable pecuniary interests that they are obliged to declare under the Localism Act 2011 and associated regulations; and
  - (b) register details of their membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. This could arise by reason of an organisation having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. Such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and
  - (c) register details of any membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.
- 5.2 Registration of interests shall be completed by provision of details upon a signed prescribed form which is submitted to the Monitoring Officer at Durham County Council. Members must ensure they keep the register updated and acknowledge that its contents will be published on the Authority's website and will be open to the public to inspect.

## 6. Disclosable Pecuniary Interests Entered on the Register

If Members are present at a meeting of the Authority and

- (a) they are aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; and
- (b) the interest is entered in the Authority's register

they may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have such an interest; and they will leave the room where the meeting is held while any discussion or voting takes place.

## 7. Disclosable Pecuniary Interests NOT Entered on the Register

If Members are present at a meeting of the Authority and are:

- (a) aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; **and**
- (b) the interest is not entered in the Authority's register,

they must disclose the interest to the meeting. Furthermore, they may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and will leave the room where the meeting is held while any discussion or voting takes place.

7.2 If an interest referred to in 7.1 above is not entered on the Authority's register and is not the subject of a pending registration, Members must notify the Authority's Monitoring Officer of the interest within 28 days of the date of the disclosure.

7.3 Members with the power to discharge an Authority function acting alone will have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by them in the course of discharging that function:

- (a) they may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by them); **and**
- (b) If the interest is not entered on the Council's register and is not the subject of a pending registration, they must notify the Authority's Monitoring Officer of the interest within 28 days of becoming aware of the interest.

## 8. Other Relevant Interests

8.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:

(a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b) or 5.1(c) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the Authority's administrative area; **and**

(b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.

8.2 Members with an Other Relevant Interest as described in 8.1. above:

(a) must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent; **and**

(b) must not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have an Other Relevant Interest at any meeting at which they are present and will leave the room where the meeting is held while any discussion or voting takes place.

## APPENDIX 2 – Best Practice Recommendations

	<b>Best Practice Recommendation</b>	<b>Current Practice</b>	<b>Proposed changes</b>
1	Local authorities should include provisions on bullying and harassment in the code of conduct. This should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such definition.	The current Code does not provide a definition of bullying and harassment.	Update the Code to include prohibitions on bullying and harassment using the wording and definition from the CSPL report.
2	Councils should include provisions in their Code of Conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.	This is covered in the local assessment procedure for handling Code of Conduct complaints.	Update the Code to include a requirement for Members to comply with Code of Conduct investigations and the outcomes of the complaint. Also add a requirement that Members should not submit malicious or trivial complaints.
3	Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.	The Code of Conduct is reviewed annually as part of the Constitution review.  The views of neighbouring authorities can be shared via the Regional Monitoring Officers Group.	No change.
4	An authority's Code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.	The Code is available on the website for the Authority.  A digital version of the Code is available at Headquarters and a printed copy can be made available on request.	No change.

5	Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as csv.	The register is updated as and when Councillor declarations are made. The details of the register for each Councillor is updated on their Councillor page for the Principal authority.  All members of the Authority are reminded annually to review their declarations.	No change.
6	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	This currently exists within the Local Assessment Procedure and the Access to Information Procedure Rules.	No change.
7	Local authorities should have access to at least two Independent Persons.	There are two Independent Persons positions for the Authority (one vacancy).	No change.
8	An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.	The local assessment procedure for handling Code of Conduct complaints details when the Monitoring Officer would consult with the Independent Person is consulted. When consulted the comments/views of the Independent Person would be recorded in the relevant decision notice.	No change.
9	Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the	This is consistent with the approach which would be taken following a code of conduct investigation.	No change.

	provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.		
10	A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.	This is detailed within the local assessment procedure and would be communicated to the relevant parties during the consideration of the complaint.	No change.
11	Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.	Not applicable	Not applicable.
12	Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.	Not applicable.	Not applicable.
13	A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.	This is currently adopted in that the Monitoring Officer has a number of Officers to call upon and the option to seek external support to carry out an investigation. The views of the Independent Person may also be sought where there are potential conflicts. Arrangements are in place to ensure that different Officers consider	No change.

		each stage of complaint and advise the Standards Committee in the event of a hearing.	
14	Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.	This practice is currently adopted as part of existing governance arrangements.	No change.
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	Members of the Senior Leadership Team meet regularly with political group leaders. Meetings are also arranged to discuss specific conduct issues as appropriate.	No change.



## APPENDIX 3 – Proposed update to the Code of Conduct

### Section 13

#### Code of Conduct for Members

1. In addition to the principles set out in this Section, Members are expected to undertake their duties in accordance with the Core Code of Ethics for Fire and Rescue Services (England). The Code which sets of the conduct that is expect of elected and co-opted members of the Authority when they are acting in that capacity.
2. This means the code applies whenever you:
  - (a) conduct the business of the Council (including the business of your office as an elected councillor or co-opted member); or
  - (b) act, claim to act or give the impression you are acting as a representative of the Council.
3. Co-opted member' means any person who is a member of any committee or sub-committee of the Council with a right to vote but is not one of its elected members.

#### Part 1

- 4 Members and co-opted Members of County Durham and Darlington Combined Fire Authority (“the Authority”) are expected to undertake their duties as follows:
  - 4.1 Represent the community and work constructively with employees and partner organisations to ensure the area is a safer place to live, work and visit.
  - 4.2 Behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Authority:
    - (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material benefits for themselves, their family or friends.
    - (b) **Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
    - (c) **Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits.
    - (d) **Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- (e) **Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands.
- (f) **Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- (g) **Leadership:** promote and support these principles by leadership and example.

4.3 Act in accordance with the principles in paragraph 2 and, in particular:

- (a) Champion the needs of residents - the whole community and all constituents, including those who did not vote for them, and put the public interest first.
- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- (c) Not allow other pressures, including the financial interests of themselves or others connected to them, to deter them from pursuing the interests of the Authority or the good governance of the County Durham and Darlington Fire and Rescue Service in a proper manner.
- (d) Exercise independent judgement and not compromise their position by placing themselves under obligations to outside individuals or organisations who might seek to influence the way they perform their duties as a Member / Co-opted Member of the Authority.
- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit.
- (f) Be accountable for decisions and co-operate when scrutinised internally and externally, including by local residents.
- (g) Contribute to making the Authority's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding the Authority to account but restricting access to information when the wider public interest or the law requires it.
- (h) Behave in accordance with all legal obligations, alongside any requirements contained within the Authority's policies, protocols and procedures, including on the use of the Authority's resources.

- (i) Value colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government.
- (j) Always treat people with respect, including the organisations and public they engage with and work alongside.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Members should express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

Members should treat members of the public politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members. Members equally have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, Members may stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Members, where appropriate action could then be taken under the Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's relevant protocols

- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.
- (l) Not disclose information given to them in confidence by anyone or information acquired, which they believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.
- (m) Not to bully or harass any person (including specifically any council employee) and you must not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of the code of conduct.

Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone.

Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

Bullying and/or harassment may take many forms, it could include but is not limited to age, disability, gender reassignment, race, religion, belief, sex and/or sexual orientation.

- (n) Not to bring the role of Member or the local authority into disrepute and be aware that the actions and behaviour of a Member are subject to greater scrutiny than that of ordinary members of the public;
- (o) To hold the local authority and fellow Members to account and constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

4.4 It is expected that Members will at all times comply requests as part of Code of Conduct investigations and any arising outcomes. Members will not submit malicious or trivial complaints.

4.5 Where it is alleged that a Member has failed to act in accordance with the Code, a complaint will be presented to the Monitoring Officer for consideration in accordance with the Local Assessment Procedure and where necessary the Local Determination Procedure.

## **Part 2**

### **5. Register of Interests**

5.1 Members must:

- a) register and, where appropriate, disclose those disclosable pecuniary interests that they are obliged to declare under the Localism Act 2011 and associated regulations; and
- b) register details of their membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. This could arise by reason of an organisation having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. Such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and
- c) register details of any membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.2 Registration of interests shall be completed by provision of details upon a signed prescribed form which is submitted to the Monitoring Officer at Durham County Council. Members must ensure they keep the register updated and acknowledge that its contents will be published on the Authority's website and will be open to the public to inspect.

## 6. Disclosable Pecuniary Interests Entered on the Register

If Members are present at a meeting of the Authority and

- (a) they are aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; and
- (b) the interest is entered in the Authority's register

they may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have such an interest; and they will leave the room where the meeting is held while any discussion or voting takes place.

## 7. Disclosable Pecuniary Interests NOT Entered on the Register

7.1 If Members are present at a meeting of the Authority and are:

- (a) aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; **and**
- (b) the interest is not entered in the Authority's register,

they must disclose the interest to the meeting. Furthermore, they may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and will leave the room where the meeting is held while any discussion or voting takes place.

7.2 If an interest referred to in 7.1 above is not entered on the Authority's register and is not the subject of a pending registration, Members must notify the Authority's Monitoring Officer of the interest within 28 days of the date of the disclosure.

7.3 Members with the power to discharge an Authority function acting alone will have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by them in the course of discharging that function:

- (a) they may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by them); **and**
- (b) If the interest is not entered on the Council's register and is not the subject of a pending registration, they must notify the Authority's Monitoring Officer of the interest within 28 days of becoming aware of the interest.

## 8. Sensitive Interests

- 8.1 This applies to a situation where a Member considers that the disclosure of the details of your interest – including that of your spouse or partner – could lead to you, or a person connected with you, being subject to violence or intimidation.
- 8.2 In such circumstances you should share your concerns with the Council's Monitoring Officer. If the Monitoring Officer agrees with you, then the details of the interest will not be included in the Council's published Register of Interests, but the Register may state that you had registered an interest the details of which had been withheld under Section 32 of the Localism Act 2011.
- 8.3 If the Monitoring Officer has accepted that you have a sensitive interest under Section 32 of the Localism Act 2011, you should declare the existence of the interest at any meeting at which you are present but you need not declare the details of the interest.
- 8.4 If circumstances change and the information excluded from the Register on the grounds of sensitivity is no longer sensitive information, the Member must notify the Monitoring Officer within 28 days.

## 9. Other Relevant Interests

- 9.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:
  - (a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b) or 5.1(c) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the Authority's administrative area; **and**
  - (b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.
- 9.2 Where a member has an Other Relevant Interest in an item of business as described in 9.1, the member shall declare it at the earliest opportunity. The member may make a representation on the item but will not be permitted to participate in any discussion or vote taken on the matter at the meeting. The member must leave the meeting once the representation has been made to avoid influence on those making the

decision.

## **10 Gifts and Hospitality**

- 10.1 Members must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which they have been offered as a member from any person or body other than the Authority, whether the offer is accepted or declined.
- 10.2 The Monitoring Officer will place any notification received under paragraph 10.1 on a public register of gifts and hospitality.
- 10.3 The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality has been approved by the Authority for this purpose.

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County Durham and Darlington  
Fire and Rescue Authority



**Safest People, Safest Places**

**Combined Fire Authority**

**20th July 2021**

**Member Induction**

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**Report of the Policy Support Officer**

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**Purpose of Report**

1. The purpose of this report is to set out the proposed arrangements for the Combined Fire Authority (CFA) Member inductions

**Background**

2. The CFA provides Members with an opportunity to shape the future of Fire and Rescue Services in County Durham and Darlington.
3. County Durham and Darlington Fire and Rescue Service (CDDFRS) provides a number of services to local communities which the CFA has overall accountability for and it is important that CFA Members fully understand their role and the complex legal and statutory framework that underpins the work of the Authority.
4. To assist Members in their duties and as part of their development in the role there is a requirement for Members to undertake an induction to ensure that they have the background knowledge to be able to undertake their role effectively.

**Proposed Member Induction**

5. The Induction programme will be delivered through the issuing of relevant information and a series of presentations, as follows:
  - Issue of Member Handbook, including online links to further reading.
  - Introduction to the Service sessions via Teams
  - A more detailed overview session with your Member Buddy via Teams
  - Subject and Committee specific sessions

- Local Government Association training
- 6. Our induction will complement the training you will receive from your Council on issues such as Equality, Diversity and Inclusion, and Health and Safety.
- 7. If Members have any questions in relation to the induction they should contact the Policy Support Officer, Alison Baxter on 0191 375 5571 or the Personal Assistants on 0191 375 5555.

### **Recommendations**

8. Members are requested to note the arrangements for Member Induction

Stuart Errington, Chief Fire Officer, 0191 375 5555

County Durham and Darlington  
**Fire and Rescue Authority**



**Safest People, Safest Places**

**Combined Fire Authority**

**20 July 2021**

**Independent Persons**

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## **Report of the Clerk to the Authority**

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### **Purpose of Report**

1. To inform the Authority of the resignation of Mr Andrew Simpson as the Independent Person and to determine whether a recruitment exercise should be undertaken to fill the vacancy.

### **Background**

2. The Localism Act 2011 provides the framework intended to secure high standards of conduct in public office, and it requires the appointment, by the Authority, of at least one Independent Person.
3. The Independent Person must be consulted by the Authority and their views taken into account before it makes a finding as to whether a member has failed to comply with the Code of Conduct or decides an action to be taken in respect to that member. They may also be consulted by the Authority in respect of a complaint at any other stage and, they may be consulted by a member of the Authority against whom the complaint has been made.
4. On 18 December 2018, it was agreed that the Authority would recruit two Independent Persons with a four-year term of office. The agreed recruitment process was to advertise the vacancy in the local press and on the Authority's website with the appointment delegated to the Appointments Panel. This process was to be adopted for any vacancies arising within the agreed term of office.
5. At its meeting on 14 July 2019, the Authority agreed the appointment of two Independent Persons, Andrew Simpson and Nyama Johnson for a four-year term of office expiring on 30 April 2023. On 4 May 2021, the Clerk received a resignation

of Mr Simpson as an independent Person which was confirmed to the Chief Fire Officer, Chair and Vice Chair on 5 May 2021.

6. Since their appointment on 14 July 2019, there have been no instances where the services of the Independent Person have been required. However, both Independent Persons have taken an interest in the work of the Authority by attending meetings, raising queries in relation to the agenda and being available for training.
7. The Committee for Standards in Public Life produced a report in January 2019 on Local Government Ethical Standards. The report made a series of recommendations, some of which required changes to legislation. In relation to the Independent Person, there was a best practice recommendation for each authority to have two independent persons. It was also recommended that the Localism Act 2011 be amended to require a fixed term of office for the Independent Person of two years with the option to extend once.
8. In light of the resignation of Mr Simpson, the Authority is invited to consider the options available:
  - i. Option 1 - continue to operate with the one Independent Person and undertake a recruitment exercise prior to the end of the term of office or upon a vacancy arising. The Authority will authorise the Clerk (who is the Monitoring Officer to the Authority) to nominate an Independent Person from Durham County Council or a neighbouring authority to provide cover in the event of a conflict arising during the remaining term of office and/or to cover any vacancy pending recruitment.
  - ii. Option 2 - recruit a further Independent Person for a term of office until 30 April 2023.
  - iii. Option 3 – recruit a further Independent Person for a term of office of two years with the option to extend once to reflect the recommendation of the Committee of Standards in Public Life on Ethical Standards.
9. If the Authority is minded to recruit, it is suggested that an advert be made in the local press and on the Authority's website before September 2021 to seek candidates to fill the positions, and for the appointments to be delegated to the Clerk of the Authority and members of the Appointments Panel.

## **Recommendations**

10. Members are recommended to:
  - i. Note the resignation of Andrew Simpson as the Independent Person and thank him for his support to the Authority; and
  - ii. Consider the options set out in paragraph 8 of the report to agree with option to take forward.
  - iii. If a recruitment exercise is to be undertaken that this be in accordance with paragraph 9 of the report.

K. Coulson-Patel  
Governance Solicitor (on behalf of the Clerk)

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## **Safest People, Safest Places**

## **Combined Fire Authority**

**20 July 2021**

## **Performance Report – Quarter Four 2020/21**

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### **Report of Area Manager, Community Risk Management**

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#### **Purpose of report**

1. This report presents a summary of organisational performance at the end of the fourth quarter of the 2020/21 financial year.

#### **Background**

2. Both operational and corporate performance is monitored and managed internally via the monthly Performance and Programme Board (PPB) and Service Leadership Team (SLT) forums. Members of the Combined Fire Authority (CFA) consider performance on a quarterly basis at meetings of the Performance Committee and the full CFA.
3. A comprehensive suite of performance indicators (PIs) are employed to measure both operational and corporate performance. Targets are set on an annual basis against SMART criteria and take account of longer-term trends and the potential for spikes in performance.
4. This robust approach to performance management enables action to be taken at an early stage if performance is not meeting expectations and provides assurance that resources are being directed towards the areas of greatest risk.
5. In addition to setting a target level for relevant PIs, the Service also employs a system of tolerance limit triggers that allow under or over performance to be highlighted to the PPB when the PI goes beyond set tolerances, which vary depending on the indicator. Each PI has a total of four tolerance limit triggers, two each for both under and over performance.
6. Performance is presented from two perspectives, by comparison against the annual target levels, and by comparison with performance at the same point last year.

#### **Overview of performance across all indicator categories**

7. An overview across both operational and corporate key PIs at the end of quarter four for 2020/21 shows 59% of the strategic PIs met or exceeded their target level, while 74% of the strategic PIs either maintained or improved when compared to performance last year.

## Performance reporting by exception

8. The following sections of the report present details of specific operational and corporate indicators where performance was notably strong or where additional work is required to secure improvement. An explanatory narrative is provided for each PI group along with information about how performance compares to the annual target and the previous year.

### Prevention

Performance Indicator	Objective	Q4 2020/21 Actual	Q4 Target	Actual vs Target	2019/20 Q4 Actual	Actual vs Previous Year
PI 01 - Deaths Arising from Accidental Fires in Dwellings	Down	0	0	0%	1	100%
PI 02 – Primary Fires	Down	974	975	0.1%	1002	2.8%
PI 03 – Number of Accidental Dwelling Fires	Down	219	219	0%	228	3.9%
PI 04 - Injuries Arising from Accidental Dwelling Fires	Down	15	17	11.8%	20	25%
PI 05 - Total Secondary Fires	Down	2327	2219	-4.9%	2386	2.5%
PI 07 – Number of Safe & Wellbeing Visits	Up	4840	7919	-38.9%	19316	-74.9%
PI 42 - Proportion of Safe & Wellbeing Visits to High-Risk People/Properties	Up	62.6	80%	-21.7%	88.6%	-29.3%

**PI01** – The fire investigation report from the dwelling fire in Seaham in February 2021, which involved a female adult fatality, has been sent to HM Coroner. The inquest is set for the 1 July 2021 at 14:00hrs which will determine the cause of death.

**PI02** - A review of primary fires during the 2020/21 shows that although non-residential fires and dwelling fires have reduced, road vehicle fires have increased. A range of interventions are used to reduce the risk from primary fires, such as Safe and Wellbeing Visits (SWV) for dwelling fires and Fire Safety Audits for non-domestic premises. Operational crews are also creating local station area arson profiles which will help to identify local hotspots and target resources for different types of deliberate fires. During the year there has been increased work with partner agencies to address deliberate fires. Arson and deliberate fires have been raised through the Safe Durham Partnership and has resulted in establishing a multi-agency Arson Suppression Group and a three-year strategy to address deliberate fires in our most prevalent areas in the East Coast enclave.

See Appendix A, chart 1 for primary fires by motive and chart 2 for primary fires by type

**PI03** – There were 219 accidental dwelling fires (ADF) at the end of the reporting year, achieving the predicted target for reduction from the previous year total of 228. Approximately 38% of accidental dwelling fires are caused in premises where the occupant lives alone, with the most frequent occurrence in kitchens (59%), bedrooms (7%) and living rooms (9%). The main causes of accidental



dwelling fires continue to be cooking related then smoking materials. A new initiative agreed this year was to install an additional smoke alarms outside of kitchens, where the kitchen does not exit onto the hallway with an alarm. This should give earlier warning to kitchen fires and help to reduce injuries and fire damage.

See Appendix A, chart 3 for number of accidental dwelling fires by room of origin and chart 4 for number of accidental dwelling fires by occupier type.

**PI04** – Injuries arising from ADFs continue to be mainly minor in nature and involve smoke inhalation and minor burns from fires that have started in kitchens with cooking appliances. Due to this, during SWVs crews have focused on education around kitchen safety and the dangers of distraction for many years, this combined with the central Community Safety team support for national campaigns around kitchen safety and a broad range of media campaigns by the Communications team, has continued to have a positive effect. At the end of 2020/21, the Service had 15 injuries from ADFs where the casualty went to hospital compared to 20 the previous year. This good performance continues a longer-term reduction in injuries from ADFs.

**PI05** – Total secondary fires have reduced slightly in the 2020/21, with a total of 2327 against a previous year total of 2386, with slight reductions of secondary rubbish/refuse fires (1487 in 2020/21 against 1516 in 2019/20), vegetation and wasteland (727 in 2020/21 against 737 in 2019/20) and other secondary fires (114 in 2020/21 against 133 in 2019/20). Some of the recent initiatives to reduce total secondary fires include the creation of local station social media accounts to provide local communications in areas with a high prevalence of secondary fires. Bicycles patrols were introduced across several RDS locations experiencing secondary fires to engage with youths in key areas and Service wide communications were used to reinforce the awareness of the impact on both the Service and the community of secondary fires.

See Appendix A, chart 5 for secondary fires by motive and chart 6 for secondary fires by property type.

**PI07** – The delivery of SWVs during 2020/21 was significantly impacted by the Covid-19 pandemic. The Service followed national guidance on taking a risk based approach, which resulted in physical SWVs being mainly replaced by telephone SWV advice and delivery of smoke alarms. Community Risk Officers continued to support the most vulnerable with physical SWV in the home using additional control measures and personal protective equipment. Referrals from partner agencies into the Service was significantly reduced due to similar restrictions within their own working practises. Telephone SWVs were also limited by the quantity of telephone numbers available to contact occupiers, this also impacted on our ability to target resources effectively as shown in PI42. Several communications initiatives were used to try and encourage residents to self-refer; we also submitted a request for contact details for those registered on the 'Clinically Extremely Vulnerable' list using the Local Resilience Forum information sharing protocol. Although partner agencies tried to support this, the guidance was clarified by the Ministry of Housing, Communities and Local Government which prevented the information from being shared for this purpose. Full physical delivery of SWVs recommenced during April 2021.

## Protection

Performance Indicator	Objective	Q4 2020/21 Actual	Q4 Target	Actual vs Target	2019/20 Q4 Actual	Actual vs Previous Year
PI 10a - Primary Fires in Non-Domestic Premises	Down	73	112	34.8%	114	36%
PI 14 - False Alarms Caused by Automatic Fire Detection Equipment	Down	677	657	-3%	692	2.2%
PI 17 – Number of Fire Safety Audits	Up	984	1218	-19.2%	2002	-50.8%

**PI10a** – There has been a large reduction in primary fires in non-domestic premises this year, some of which can be attributed to more premises being closed due to Covid-19 restrictions. The 10a indicator has seen a large decrease in prison fires which have reduced by 14 from the previous year. 10b which measures fires in non-domestic premises regulated by the Fire and Rescue Service (FRS) under the Fire Safety Order has also recorded a decrease of 23 incidents (29%) from the previous year. Most fires were in retail premises, a total of 16 incidents, however they were all small fires with little damage. There was one incident at a factory which could have resulted in a significant fire, however sprinklers were fitted, which activated and extinguished the fire before arrival of the FRS. Permission is to be sought from the company to use this incident in some publicity work to promote the benefits of sprinklers.

**PI14** – When compared to the previous year, there has been a reduction of 15 Unwanted Fire Signals (UwFS) in 2020/21. 50 cost recovery letters for chargeable UwFS were sent to 40 different businesses / premises. The cost recovery process has continued to have a positive effect on reducing UwFS over the past 2 years since the policy was introduced, however the reduction has slowed this year. Further work is being carried out by the central Business Fire Safety team to try and reduce this more, including a focus on UwFS in any fire safety forums that are planned over the coming year and working with businesses who have UwFS during testing or maintenance of the system which alerts the FRS, as these do not meet the criteria for cost recovery but do place an unnecessary demand on Emergency Response resources.

See Appendix A, chart 7 for false alarms caused by automatic fire detection equipment

**PI17** – There Service has followed national guidance in relation to the Covid-19 pandemic which has resulted in the number of Fire Safety Audits being down on previous years as physical access into premises was restricted and a large proportion of premises have been closed. The central team however have continued to fulfil our statutory duties, they also introduced desk top audits and contacted all care homes and schools during the first lockdown, to offer advice and support in adjusting fire risk assessments where they may have reduced staff or changes in working practises. This helped to ensure the safety of all staff and residents of care homes as well as teachers and pupils in schools and gave the Responsible Persons an opportunity to gain advice regarding their fire safety procedures from the central team of experts. Full face to face audits resumed in April 2021.

## Response

Performance Indicator	Objective	Q4 2020/21 Actual	Q4 Target	Actual vs Target	2019/20 Q4 Actual	Actual vs Previous Year
Total Emergency Calls Received (including EMR)	N/A	15420	N/A	N/A	15101	-2.1%
Total Incidents (excluding EMR)	N/A	6717	N/A	N/A	6882	2.4%
Total Fires	N/A	3360	N/A	N/A	3447	2.5%
Total False Alarms	N/A	2419	N/A	N/A	2358	-2.6%
Total Special Services (excluding EMR)	N/A	935	N/A	N/A	1075	13%
Total Road Traffic Collisions	N/A	219	N/A	N/A	298	26.5%
Total Emergency Medical Response (EMR)	N/A	2	N/A	N/A	33	93.9%
PI 06 – Number of Response Standards Met	Up	5	6	-16.7%	4	25%

See Appendix A, chart 8 for total incidents (excluding EMR)

**PI06** – Dwelling fires and road traffic collision response standards were met, unfortunately non-domestic property fires attended within 8 minutes failed to meet the target of 70% - actual performance for the year was 67.3%. Total number of non-domestic incidents attended to the end of March 2021 is 52, with 35 of these achieved in under 8 mins and 17 over 8 mins. Where stations have failed to meet the response times, this has been largely due to non-domestic fire calls with the main causation being travel distance or an appliance mobilised from a neighbouring station area. Work to improve on-call fire-fighter availability has helped to improve this area as well as specific issues such as working with Durham County Council in relation to traffic light priority management systems at Barnard Castle. Focus on watch-based performance meetings continues to raise awareness and ensure repeat locations are scrutinised to identify any actions available to implement. A full review of the response standards is underway as a major project during 2021/22.

## Workforce

Performance Indicator	Objective	Q4 2020/21 Actual	Q4 Target	Actual vs Target	2019/20 Q4 Actual	Actual vs Previous Year
PI 40 - All Staff Sickness	Down	7.26	6	-21%	8.5	14.6%
PI 69 – Number of Accidents to Personnel	Down	12	15	20%	17	29.4%

**PI40** – Overall, the number of shifts lost in total this year has decreased year on year by approximately 15% from the reported figure at the same time last year. It is pleasing to report that Wholtime (WT), Flexible Duty Officer (FDO) / Day Duty (DD), Non-uniformed and Retained Duty System (RDS) have seen a reduction in shifts lost in comparison with last reporting year. However,

there has been a significant increase in absence levels within Control in quarter 4 in particular, a number of which are specifically linked to C-19 long term issues. All reportable staff groups have had an increase in shifts lost from quarter 3 to quarter 4 in this year however this has been impacted by introduction of lateral flow testing in Service venues and the increase in Covid cases nationally.

HR review all long-term absences and are in frequent discussions with relevant managers what support mechanisms are available including occupational health referrals, EAP support etc. The closer, weekly, sickness monitoring which is now in place is assisting with the monitoring and recording helping to predict long term absences and identify trends which can be acted on quicker. People Business Partners are now in post to assist managers with issues around sickness and support staff in their return to work.

See Appendix A, chart 9 for sickness by category of staff.

**PI69** – We had one personal accident in each month of the last quarter to make a total of 12 accidents to personnel for the reporting year. This end of year performance is 20% under target and a 29.4% reduction when compared to the previous year’s total of 17. Of the 12 accidents reported during the 2020/21 reporting period, three resulted in an absence from work, totalling 188 days lost. These consisted of 183 Wholetime and five Corporate days lost. Two accidents were reported as RIDDOR during the year.

### Finance & Governance

Performance Indicator	Objective	Q4 2020/21 Actual	Q4 Target	Actual vs Target	2019/20 Q4 Actual	Actual vs Previous Year
PI 34 - % of Invoices paid within 30 days	Up	97.2%	95%	2.3%	90.8%	7%

### Recommendations

9. Members are requested to:
  - a. **note** the content of the report;
  - b. **comment** on the reported performance.

AM Keith Wanley, Ext. 5630

**Appendix A**

Chart 1 - Primary Fires by Motive

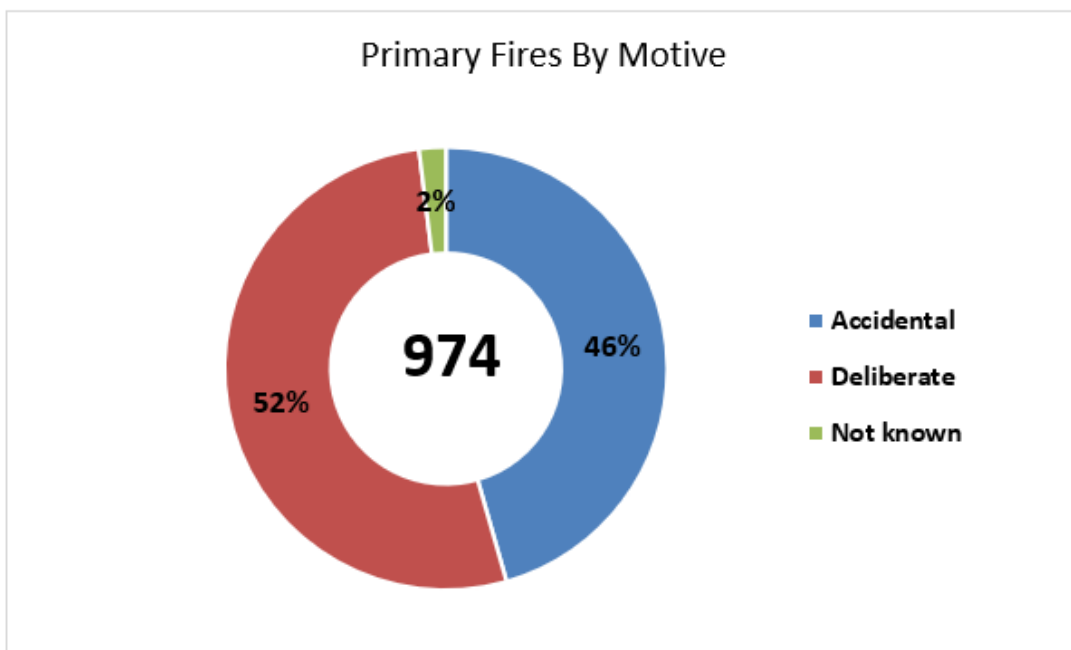


Chart 2 – Primary Fires by Type

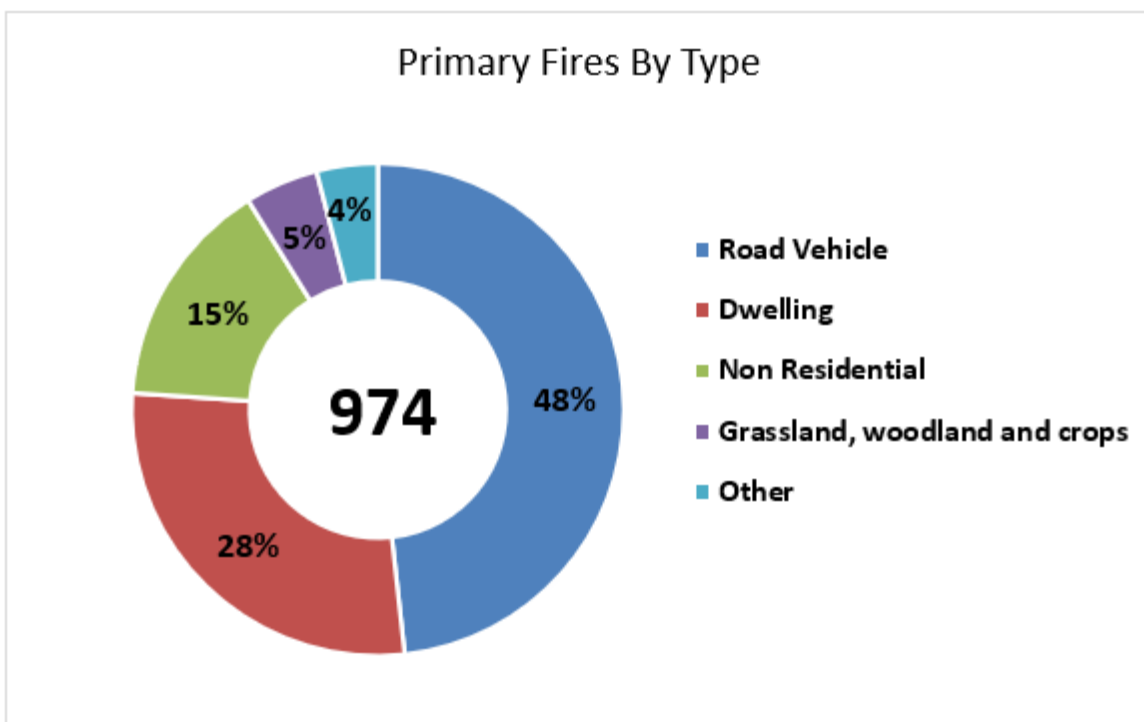


Chart 3 - Number of Accidental Dwelling Fires by Room of Origin

Accidental Dwelling Fires By Room of Origin

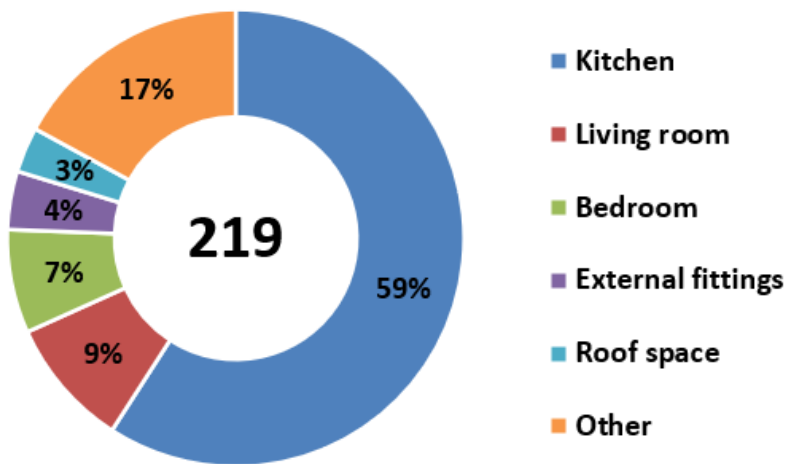


Chart 4 - Number of Accidental Dwelling Fires by Occupier Type

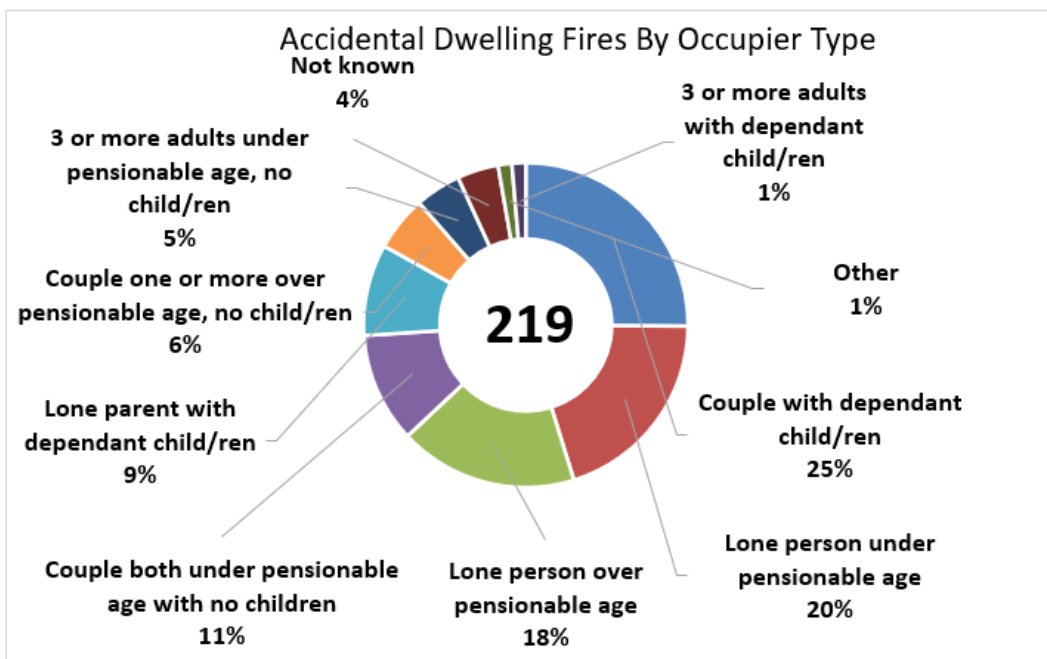


Chart 5 – Secondary Fires by Motive

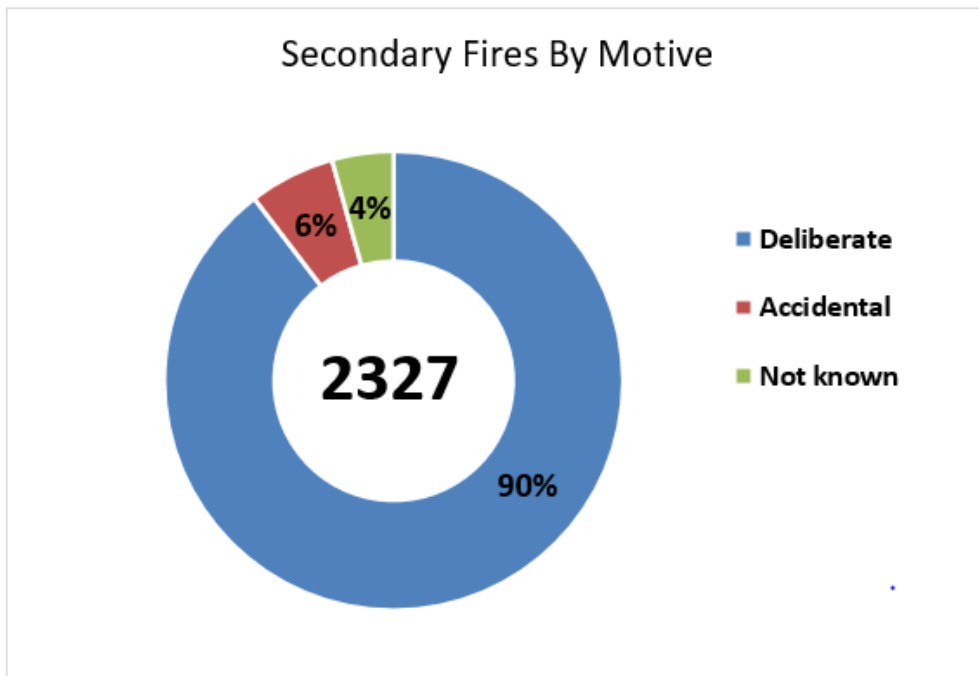


Chart 6 – Secondary Fires by Property Type

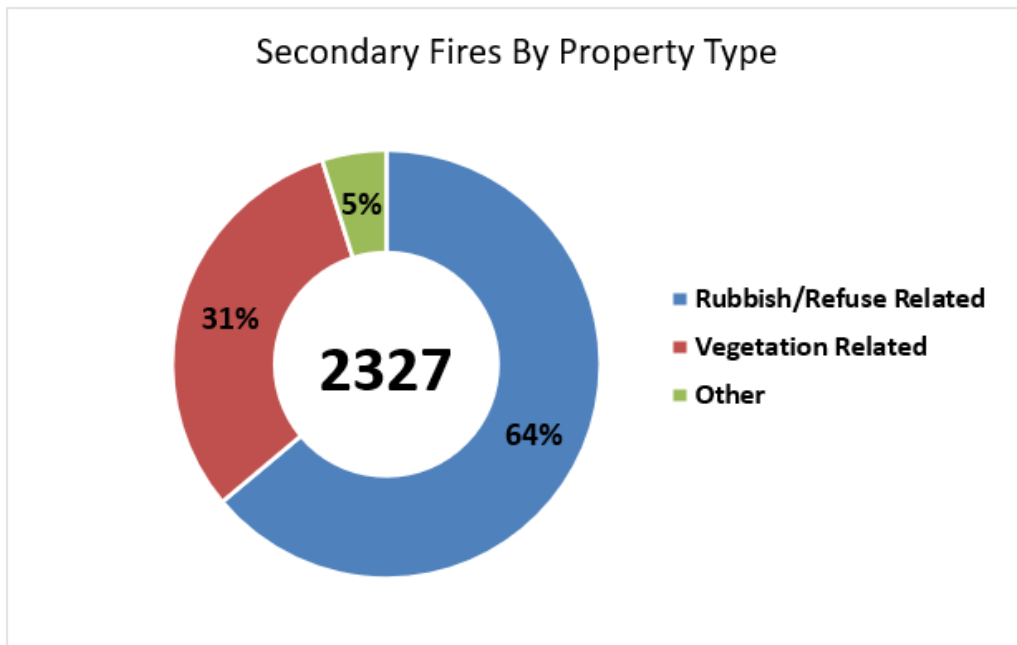


Chart 7 - False Alarms Caused by Automatic Fire Detection Equipment

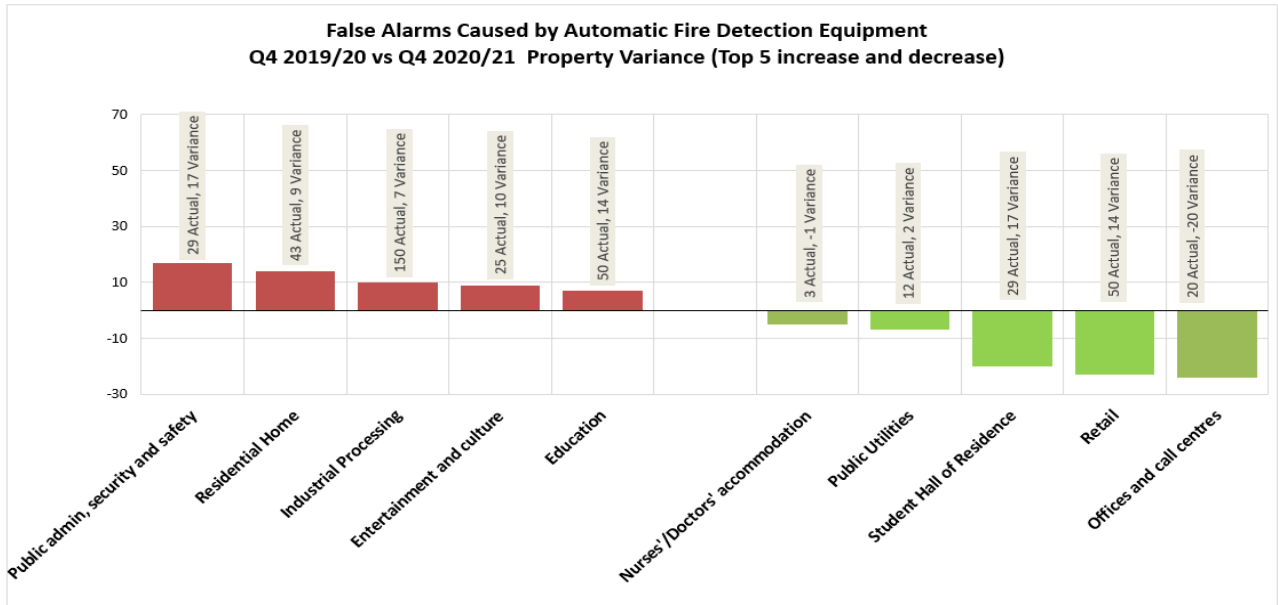


Chart 8 - Total Incidents (excluding EMR)

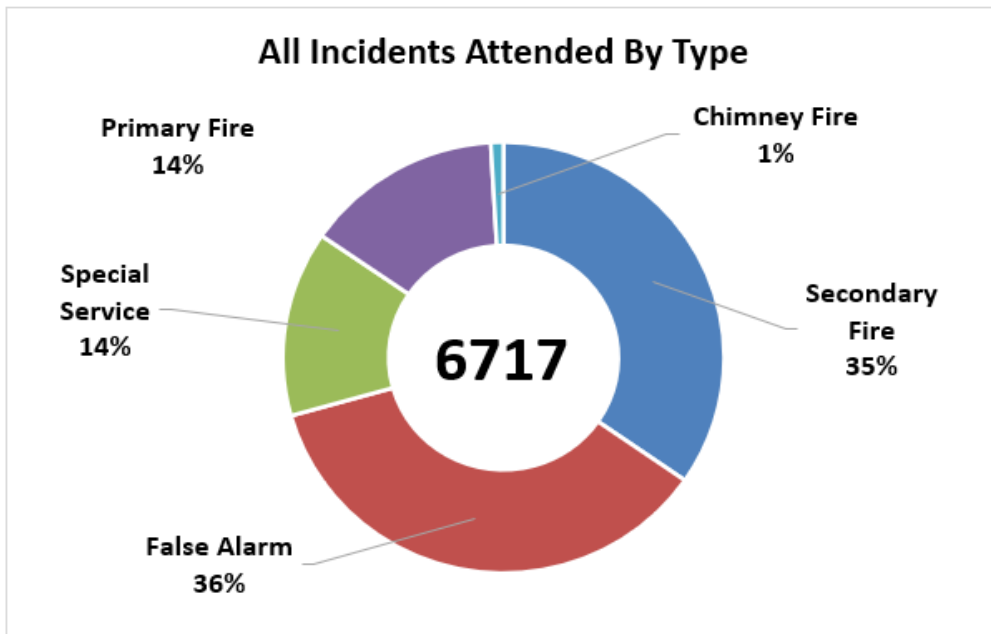
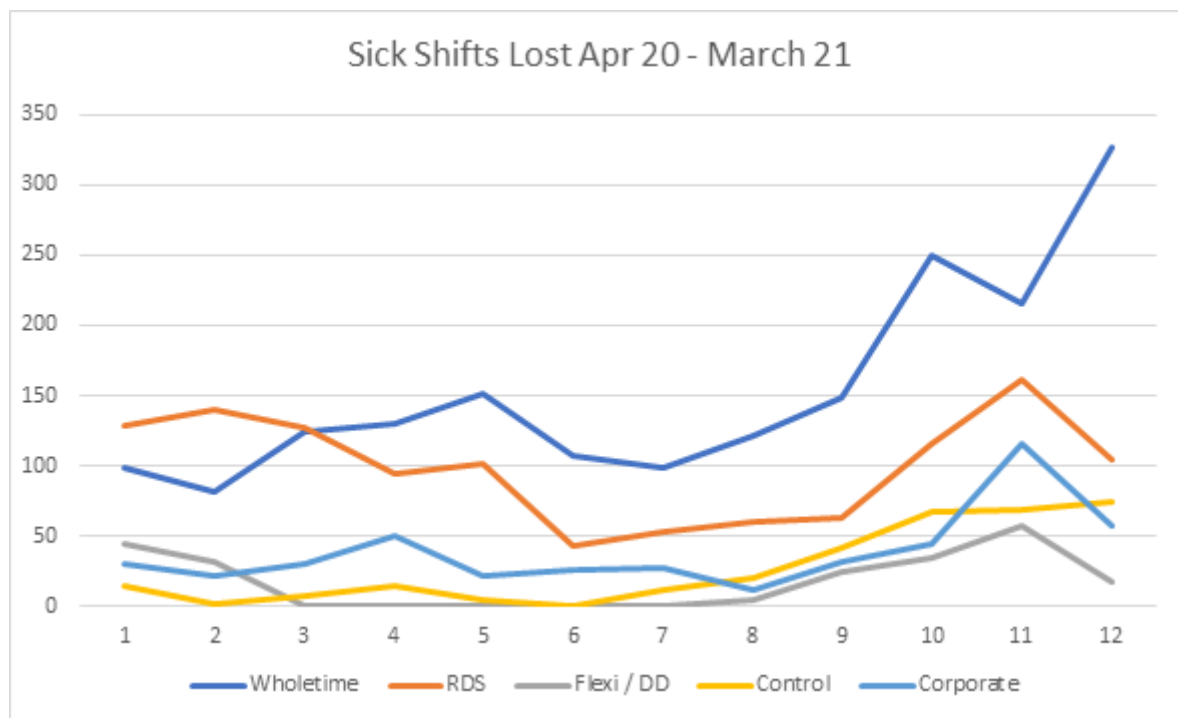




Chart 9 - All Staff Sickiness



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## **COMBINED FIRE AUTHORITY**

**20 JULY 2021**

### **UPDATE ON THE POSITION IN RELATION TO STAFF PAY FOR 2021**

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#### **REPORT OF CHIEF FIRE OFFICER**

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##### **PURPOSE OF THE REPORT**

1. This report outlines the latest position in relation to pay claims in the Fire and Rescue Service (FRS) sector and the potential impact on the Authority.

##### **BACKGROUND**

2. Pay in the FRS sector has been a controversial issue for a number of years as the government have looked to restrain public sector pay. The Fire Brigades Union (FBU) and other trade unions have lobbied hard to reverse this position and secure what they believe is a fair pay settlement for their members.
3. The mechanisms for negotiating pay awards vary across different staff groups in the sector. The majority of uniformed staff, from firefighter to Area Manager roles are covered by the National Joint Council for Local Authority Fire and Rescue Services (NJC) under "Grey Book" terms and conditions, staff in Principal Officer roles (Chief Fire Officer, Deputy Chief Fire Officer, Deputy Chief Executive and Assistant Chief Fire Officer) are covered by a separate NJC for Brigade Managers under "Gold Book" terms and conditions, whilst Corporate Staff are covered by the same NJC that covers staff in the County Council and Darlington Borough Council under "Green Book" terms and conditions. There is the potential therefore for there to be different cost of living pay awards for each of these staff groups depending on the negotiation process that is undertaken at each NJC.
4. In November 2020, as part of the Comprehensive Spending Round, the Government announced a pay pause for most public sector workers as a result of increased economic pressure from the Covid-19 pandemic. The pay pause does not automatically apply to fire and rescue service staff as decisions on pay are, in effect, devolved to the various NJCs. Throughout the period of austerity, the NJCs have however tended to implement pay freezes or caps outlined as part of the Government's overall strategy around pay restraint in the public sector. The expectation in the sector and informal advice from the Home Office was for FRSs not to build a pay increase into their budget assumptions for 2021/22 as any decision by the NJCs to move away from the overall pay pause policy could have longer-term implications for funding. Along with the majority of other FRS we did not build a pay award into the 2021-22 budget and therefore any award this year will have to be funded either through additional in-year efficiencies or from our very limited reserves.

## PAY AWARD FOR GREY BOOK STAFF

5. For Grey Book staff detailed discussions on pay have been held over a number of years and the FBU, who represent the majority of staff in this group, have pushed for a significant pay rise through the Employers' side of the NJC since June 2017. The Authority has received regular updates on the discussions and negotiations that have taken place over the last four years, but no agreement has been reached on the longer-term issue of pay. Each year, however, an interim agreement has been reached for a cost-of-living increase.
6. On 29 April 2021 the FBU wrote to the National Employers and outlined their pay claim for 2021. A copy of the claim is included in NJC Circular NJC/3/21 which is attached as Appendix A.
7. The pay claim included the following requests:

**Pay increase:** Using CPI as the measure of inflation a competent firefighter needs an increase of more than £4,000 to restore real wages lost over more than a decade of austerity. Therefore, a settlement for 2021 should urgently begin to address this through an immediate and significant pay rise as well as by setting out a roadmap for further significant improvements in pay.

**Pay progression:** We have set out our concerns about the impact of the current flat pay structure on our members. You are aware that this has had the effect of hitting employees on Grey Book rates harder than those in sectors with systems of pay progression. CPD should be equalised and could be incorporated into a new system of pay progression beyond the competent rate.

**New roles:** The employees' side has also previously set out the union's expectation for any agreement in relation to broadening the role of a firefighter. We remain committed to developing the work of our service in the face of changing risk. This must be done by negotiation and agreement. It also requires investment from the governments of the UK. Nevertheless, these discussions should be immediately progressed.

8. The National Employers held a number of consultation events with Chairs of Fire Authorities and Chief Fire Officers in May 2021 to discuss the preferred response to the pay claim. The majority view appears to have been widespread support for a significant pay award for all staff groups, however, that would need to be underpinned by additional funding from the Government or increased flexibility around council tax precept. It was recognised that neither option was likely to be forthcoming this year and therefore any unfunded pay award for 2021 would be extremely challenging for many authorities, given most had followed the advice given from the Home Office and not built a pay award into the budget for 2021/22.
9. Following the consultation events, the National Employers decided to make a formal offer of 1.5% for all Grey Book staff effective from 01 July 2021. The details of the offer are contained in NJC Circular NJC/3/21 (Appendix A). 01 July is the normal pay award date for this staff group.
10. The FBU subsequently consulted their members and accepted the offer of a 1.5% pay increase and this was communicated to FRSs on 28 June 2021 through NJC Circular NJC 4/21, a copy of which is included as Appendix B.

## **PAY AWARD FOR GOLD BOOK STAFF**

11. Pay awards for Gold Book staff are negotiated through a separate NJC which includes the Fire Leaders Association (FLA) from the employees' side as they represent the majority of Brigade Managers from across the sector. The FLA pay claim for 2021 was for a cost-of-living increase that was no worse than that awarded to other staff groups. The normal effective pay award date for this group of staff is however 01 January each year, although in recent years the decision around an increase has generally not been taken until after the decision has been taken around the Grey Book pay award. This has enabled a level of consistency to be applied across the various staff groups for operational staff.
12. On 24 June the NJC for Brigade Managers wrote to Fire Authority Chairs and FRSs outlining that a 1.5% increase had been agreed for this staff group, backdated to 01 January 2021. A copy of the letter is attached as Appendix C.

## **PAY AWARD FOR GREEN BOOK STAFF**

13. For staff covered by the Green Book, pay awards are considered by the National Joint Council for Local Government Services and the employees' side are represented by the Joint Trade Union Side (UNISON, GMB and UNITE). The normal effective pay award date for this group of staff is 01 April each year.
14. The pay claim from the Joint Trade Union Side was made on 15 February 2021. It was reasonably detailed, covering a number of requests for changes to terms and conditions alongside a substantial pay award in order to mitigate "a lost decade of cuts, austerity and crisis." The overall pay increase requested was for a minimum of 10% across all spinal points.
15. On 14 May 2021 the NJC made a formal offer of a 1.5% increase in pay with some changes to terms and conditions, although not on each issue that was requested in the claim from the unions. On 21 May 2021 this offer was rejected by the Joint Trade Union Side and no agreement has subsequently been agreed as yet.

## **IMPLICATIONS FOR THE AUTHORITY**

16. The award of pay increases from the various NJCs has resulted in significant pressure on the 2021/22 budget. Overall an additional £253,000 will need to be found either from further in-year efficiencies or be taken from reserves to balance this year's budget. This could increase slightly depending on the final agreement reached for Green Book staff.
17. The full year cost of a 1.5% increase for all staff groups is £311,000 and this is currently not built into the Medium-Term Financial Plan (MTFP). Depending on the outcome of the Comprehensive Spending Review, predicted to be announced in the Autumn, there is likely to be further pressure on the MTFP over the next few years.
18. The timing around the effective pay awards across the various staff groups proves problematic in terms of accurate budget forecasting. Representation through the National Fire Chiefs Council (NFCC) will be made to raise this issue with the National Employers.
19. Pay for public sector staff is becoming an area of increased tension in terms of industrial relations nationally. Tensions could rise significantly if the level of inflation was to increase, and the value of wages be further deflated.

20. Whilst there is widespread support for a funded pay increase for all staff groups from FRAs and CFOs the negotiating landscape is extremely challenging. Unfunded pay awards being offered by the various NJCs, which are at times out with of the preferred position of FRAs, places significant financial pressure on services.
21. The expected White Paper on fire service reform may set out some longer-term solutions to the challenges although it may also lead to further tension in terms of industrial relations. The FBU have already set out their concerns to some of the proposals that are expected to be in the White Paper.

## **RECOMMENDATIONS**

22. Members are requested to:
  - (a) **Note** the position in relation to pay awards for the various staff groups for 2021.
  - (b) **Note** the financial impact and that further measures will be required to balance the budget for 2021/22.

Chief Fire Officer Stuart Errington 0191 3755555

**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

Employees' Secretary, Matt Wrack  
Bradley House, 68 Coombe Rd  
Kingston upon Thames KT2 7AE  
Telephone 020 8541 1765

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**To: Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities  
Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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16 June 2021

**NJC/3/21**

**NATIONAL JOINT COUNCIL MEETING – 3 JUNE 2021**

Pay offer

1. The **attached** pay claim had been provided by the employees' side of the NJC on 29<sup>th</sup> April.
2. At the above meeting, the employers' side responded with an offer of 1.5% on all pay rates and Continual Professional Development payments with effect from 1 July 2021.
3. The employees' side is now considering its response.

Additional Bank Holiday – Queen's Platinum Jubilee

4. Following government decisions an additional bank holiday on Friday 3<sup>rd</sup> June 2022 to celebrate the Queen's Platinum Jubilee was announced across the UK.
5. There is no automatic entitlement to such a bank holiday on this day under the terms of the National Joint Council's Scheme of Conditions of Service (Grey Book).
6. The Employees' Side of the NJC had therefore submitted a claim seeking:  

'...agreement for the award of an additional public holiday for all Grey Book personnel and that the award should reflect the same arrangements in respect of all other public holidays as detailed in the Scheme of Conditions of Service via the NJC'.
7. At the above meeting, it was agreed to award the bank holiday and that it be treated in the same way as other such holidays in the Grey Book for leave and pay purposes.
8. The Spring Bank Holiday in 2022 has been moved from the last Monday in May to Thursday 2<sup>nd</sup> June. For the avoidance of doubt, the usual provisions contained within the Grey Book for the Spring Bank Holiday shall apply.

Yours faithfully,

**NAOMI COOKE  
MATT WRACK**  
Joint Secretaries



**Matt Wrack** General Secretary  
Bradley House, 68 Coombe Road,  
Kingston-upon-Thames, Surrey KT2 7AE  
fbu.org.uk | @fbunational  
020 8541 1765 | office@fbu.org.uk

Our Ref: MW/sll

29 April 2021

Naomi Cooke  
Employers' Secretary  
Fire and Rescue Services  
National Employers  
18 Smith Square  
London  
SW1P 3HZ

Dear Naomi

### **June NJC: Fire Service Pay 2021**

We have discussed the issue of pay 2021 at meetings of the NJC joint secretaries and of the NJC lead members. At these meetings, we have set out the position of the FBU. We are approaching the June meeting of the NJC and the pay settlement date. We have also expressed our view that the employers' side should be in a position to respond to us on the issue of pay with an offer earlier than in previous years. We hope this can be done by the June meeting so that an offer on pay is available for consideration by our members prior to the settlement date of 1<sup>st</sup> July.

You are aware that a decade of austerity and government pay freezes has reduced real wages for firefighters. This has undermined morale in the service and created real hardship for our members and their families. The employers' side has an obligation to address this and to avoid turning the fire and rescue service into a low pay industry.

Both sides of the NJC will be aware that firefighters (including emergency fire control staff) have delivered outstanding public service since the emergence of the Covid-19 pandemic early in 2020. They have ensured that we continue to deliver a first class fire and rescue service despite the safety challenges posed by Covid-19. Furthermore, they have delivered numerous additional Covid-related activities which have assisted the effort to tackle the pandemic. We should all be extremely proud of the contribution they have made. After a hugely challenging year, the employees' side of the NJC expects this contribution to be acknowledged; that includes by delivering a real increase in pay.

1. **Pay increase:** Using CPI as the measure of inflation a competent firefighter needs an increase of more than £4,000 to restore real wages lost over more than a decade of austerity. Therefore a settlement for 2021 should urgently begin to address this through an immediate and significant pay rise as well as by setting out a roadmap for further significant improvements in pay.

Contd/2...



2. **Pay progression:** We have set out our concerns about the impact of the current flat pay structure on our members. You are aware that this has had the effect of hitting employees on Grey Book rates harder than those in sectors with systems of pay progression. CPD should be equalised and could be incorporated into a new system of pay progression beyond the competent rate.
3. **New roles:** The employees' side has also previously set out the union's expectation for any agreement in relation to broadening the role of a firefighter. We remain committed to developing the work of our service in the face of changing risk. This must be done by negotiation and agreement. It also requires investment from the governments of the UK. Nevertheless, these discussions should be immediately progressed.

In view of the above, the employers' side of the NJC needs to urgently address these issues by means of an immediate and substantial pay increase to NJC rates of pay. We hope this can be concluded prior to 1<sup>st</sup> July.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Wrack', written in a cursive style.

**Matt Wrack**  
**General Secretary**

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**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

Employees' Secretary, Matt Wrack  
Bradley House, 68 Coombe Rd  
Kingston upon Thames KT2 7AE  
Telephone 020 8541 1765

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**To: Chairs of Fire Authorities  
Chief Fire Officers  
Chief Executives/Clerks to Fire Authorities  
Directors of HR (Fire Authorities)**

**Members of the National Joint Council**

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28 June 2021

**CIRCULAR NJC/4/21**

Dear Sir/Madam

**PAY AWARD 2021**

1. The NJC has agreed an increase of 1.5% with effect from 1 July 2021. The following appendices contain the revised rates of pay.

<b>Appendix A</b>	<b>Pay rates for firefighting roles</b>
<b>Appendix B</b>	<b>Pay rates for the retained duty system</b>
<b>Appendix C</b>	<b>Pay rates for control specific roles</b>
<b>Appendix D</b>	<b>Pay rates for non-operational staff and junior firefighters</b>

2. In all cases annual figures are rounded to the nearest pound and hourly rates are derived from the appropriate annual figure divided by 52.143 (rounded to nearest penny) then by 42 (rounded to nearest penny).
3. The NJC has agreed that Continual Professional Development payments have also been increased by 1.5%. Please see separate NJC circular for the increased payments (NJC/5/21 refers).

Yours faithfully

**NAOMI COOKE  
MATT WRACK  
Joint Secretaries**

## APPENDIX A

### FIREFIGHTING ROLES - PAY RATES FROM 1 JULY 2021

	Basic annual £	Basic hourly rate £	Overtime rate £
<b>Firefighter</b>			
Trainee	24,191	11.05	16.58
Development	25,198	11.51	17.27
Competent	32,244	14.72	22.08
<b>Crew Manager</b>			
Development	34,269	15.65	23.48
Competent	35,747	16.32	24.48
<b>Watch Manager</b>			
Development	36,521	16.68	25.02
Competent A	37,535	17.14	25.71
Competent B	39,974	18.25	27.38
<b>Station Manager</b>			
Development	41,578	18.99	28.49
Competent A	42,827	19.56	29.34
Competent B	45,861	20.94	31.41
<b>Group Manager</b>			
Development	47,887	21.87	Not Applicable
Competent A	49,323	22.52	“
Competent B	53,086	24.24	“
<b>Area Manager</b>			
Development	56,220	25.67	Not applicable
Competent A	57,905	26.44	“
Competent B	61,667	28.16	“

## APPENDIX B

### FIREFIGHTING ROLES – PAY RATES FROM 1 JULY 2021 (RETAINED DUTY SYSTEM)

	(1) £ per Annum	(2) £ per annum	(3) £ per Hour	(4) £ per occasion
<b>Firefighter</b>				
Trainee	2,419	1,210	11.05	4.24
Development	2,520	1,260	11.51	4.24
Competent	3,224	1,612	14.72	4.24
<b>Crew Manager</b>				
Development	3,427	1,713	15.65	4.24
Competent	3,575	1,787	16.32	4.24
<b>Watch Manager</b>				
Development	3,652	1,826	16.68	4.24
Competent A	3,754	1,877	17.14	4.24
Competent B	3,997	1,999	18.25	4.24
<b>Station Manager</b>				
Development	4,158	2,079	18.99	4.24
Competent A	4,283	2,141	19.56	4.24
Competent B	4,586	2,293	20.94	4.24
<b>Group Manager</b>				
Development	4,789	2,394	21.87	4.24
Competent A	4,932	2,466	22.52	4.24
Competent B	5,309	2,654	24.24	4.24
<b>Area Manager</b>				
Development	5,622	2,811	25.67	4.24
Competent A	5,791	2,895	26.44	4.24
Competent B	6,167	3,083	28.16	4.24

Column 1 shows the full annual retainer (10% of the full-time basic annual salary, as set out in Appendix A)

Column 2 shows the retainer for employees on the day crewing duty system (5% of the full-time basic annual salary, as set out in Appendix A)

Column 3 shows the hourly rate for work undertaken

Column 4 shows the disturbance payment per call-out

## APPENDIX C

### CONTROL SPECIFIC ROLES - PAY RATES FROM 1 JULY 2021

	Basic annual* £	Basic hourly rate £	Overtime rate £
<b>Firefighter (Control)</b>			
Trainee	22,981	10.49	15.74
Development	23,938	10.93	16.40
Competent	30,632	13.99	20.99
<b>Crew Manager (Control)</b>			
Development	32,556	14.87	22.31
Competent	33,960	15.51	23.27
<b>Watch Manager (Control)</b>			
Development	34,695	15.84	23.76
Competent A	35,658	16.28	24.42
Competent B	37,975	17.34	26.01
<b>Station Manager (Control)</b>			
Development	39,499	18.04	27.06
Competent A	40,686	18.58	27.87
Competent B	43,568	19.89	29.84
<b>Group Manager (Control)</b>			
Development	45,493	20.77	<b>Not applicable</b>
Competent A	46,857	21.40	“
Competent B	50,432	23.03	“

\*(95% of the respective firefighting role basic annual salary, as set out in Appendix A)

## APPENDIX D

### NON-OPERATIONAL STAFF - PAY RATES FROM 1 JULY 2021

	£ per annum
<b>Fire Control Operator equivalent</b>	
During first six months	20,603
After six months and during 2 <sup>nd</sup> year	21,517
During 3 <sup>rd</sup> year	22,537
During 4 <sup>th</sup> year	23,646
During 5 <sup>th</sup> year	25,755
<b>Leading Fire Control Operator equivalent</b>	27,581
<b>Senior Fire Control Operator equivalent</b>	
During 1 <sup>st</sup> year in rank	28,287
During 2 <sup>nd</sup> year in rank	29,360

### JUNIOR FIREFIGHTERS - PAY RATES FROM 1 JULY 2021

	£ per annum
Aged 16	11,191
Aged 17	12,025
Aged 18	24,191

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18 Smith Square,  
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Appendix C

**NATIONAL JOINT COUNCIL  
FOR BRIGADE MANAGERS OF  
LOCAL AUTHORITY  
FIRE AND RESCUE SERVICES**

Staff Side Secretary, Andrew Hopkinson  
Fire Leaders Association  
c/o BFRS HQ, Southfields Road  
Kempston, Bedford, MK42 7NR  
Email: [andrew.hopkinson@bedsfire.gov.uk](mailto:andrew.hopkinson@bedsfire.gov.uk)

Website: [www.prospect.org.uk/fla](http://www.prospect.org.uk/fla)

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**To: Chairs of Fire Authorities  
Chief Fire Officers  
Clerks to Fire Authorities  
Directors of Human Resources  
Members of the National Joint Council**

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24 June 2021

Dear Sir/Madam

**Pay Award 2021**

1. We write to inform you that the NJC has agreed an increase of 1.5% on basic salary levels with effect from 1<sup>st</sup> January 2021.
2. The pay of all brigade managers covered by the NJC's agreement should therefore be increased and backdated accordingly.
3. Revised minimum annual rates of pay for chief fire officers effective from 1<sup>st</sup> January 2021 are **attached**.
4. In each case the minimum salary arrangements for new appointments in population bands 1 and 2 remain as defined in the 2006/2007 pay settlement (issued by circular on 7 December 2006), and will be subject to review in due course.

Yours faithfully,

**NAOMI COOKE  
ANDREW HOPKINSON**  
Joint Secretaries

**ANNUAL RATES OF PAY FOR CHIEF FIRE OFFICERS  
FROM 1st JANUARY 2021**

<b>Population band 1</b>	Up to 500,000
<b>Minimum rate of pay</b>	£108,011*
<b>Population band 2</b>	500,001 to 1,000,000
<b>Minimum rate of pay</b>	£108,011*
<b>Population band 3</b>	1,000,001 to 1,500,000
<b>Minimum rate of pay</b>	£118,451
<b>Population band 4</b>	1,500,000 and above (except London)
<b>Minimum rate of pay</b>	£130,187
<b>Population band 5</b>	London
<b>Minimum rate of pay</b>	£143,095

\*New appointments in accordance with paragraph 4 above

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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