

## Greater Manchester Combined Authority

### Resources committee

Date: 27<sup>th</sup> October 2023  
Subject: GMFRS Heads of Service Roles - Regrading and creation of a new role  
Report of: Ben Norman, Deputy Chief Fire Officer, GMFRS

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#### **Purpose of Report**

To seek approval for the establishment of a newly created role of Head of Corporate Support reporting to the Director of Corporate Support in GMFRS and regrading of the four current Heads of Service within GMFRS, to an appropriate senior manager pay and grading structure.

#### **Recommendations:**

The GMCA Resources Committee is requested to:

1. Authorise the Chief Fire Officer to progress the establishment of a AHead of Corporate Support (Senior Pay Scale SM6) post. There is no current post holder and as such the role will need to be advertised.
2. Approve the regrade the Head of Protection and Building Safety from Band 11 plus 15.8% additional responsibility allowance to Senior Pay Scale SM5, backdated to 1<sup>st</sup> April 2023.
3. Approve the regrade the Head of Health, Safety and Organisational Learning from Band 11 to Senior Pay Scale SM6, backdated to 1<sup>st</sup> April 2023.
4. Approve the regrade the Head of Service Excellence from Band 11 to Senior Pay Scale SM6, backdated to 1<sup>st</sup> April 2023.
5. Approve the regrade the Head of Fleet and Technical Services from Band 11 to Senior Pay Scale SM6, backdated to 1<sup>st</sup> April 2023.

#### **Contact Officers**

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## **Equalities Impact, Carbon and Sustainability Assessment:**

### **Risk Management**

N/A

### **Legal Considerations**

N/A

### **Financial Consequences – Revenue**

See paragraph 3

### **Financial Consequences – Capital**

N/A

### **Number of attachments to the report:**

### **Comments/recommendations from Overview & Scrutiny Committee**

N/A

### **Background Papers**

None

### **Tracking/ Process**

Does this report relate to a major strategic decision, as set out in the GMCA Constitution

No

### **Exemption from call in**

Are there any aspects in this report which means it should be considered to be exempt from call in by the relevant Scrutiny Committee on the grounds of urgency?

N/A

### **GM Transport Committee**

N/A

### **Overview and Scrutiny Committee**

N/A

# 1. Background

- 1.1 Greater Manchester Fire and Rescue Service (GMFRS) is made up of operational and non-operational employees. There are currently four non-operational Heads of Service that cover a range of responsibilities and essential functions across the Service, including Protection and Building Safety; Health, Safety and Organisational Learning; Service Excellence and Fleet and Technical Services.
- 1.2 A recent review of the requirements of the roles found the job descriptions to be out of date, as additional duties and responsibilities had been included over time. In addition, the review found that a post of Head of Corporate Support was also required. All posts are part of the GMFRS Senior Leadership Team and support with shaping and guiding the Service.
- 1.3 The posts are integral to the Service and this exercise was felt to be critical in order to retain and attract valuable skills in a tight labour market.
- 1.4 A Job Description Questionnaire was completed for each role and job evaluated under the GMCA senior pay and grading structure against the LGA senior scheme and moderated externally.

# 2. Proposed Changes to the roles

## 2.1 Head of Protection and Building Safety

Rationale for regrading from a Band 11 (Plus 15.80%) £69,009 to SM5 £76,610.

The postholder has played an instrumental role in the GM High Rise & Building Safety Task Force since 2018, at both a strategic and operational level. The post holder has led GMFRS approach to regulating high rise buildings post Grenfell including developing approaches to enforcement and ensuring that key risk information is shared and available to firefighters and incident commanders.

The postholder has also led on GMFRS and co-ordinated pan-GM responses to various Government consultations including the Independent Review of Building Regulations and Fire Safety and Building a Safer Future Government Consultation.

## 2.2 Head of Health, Safety and Operational Learning

Rationale for regarding from Band 11 £59,593 to SM6 £67,249

The postholder is the 'Competent Person under Reg 7 of the Management of Health and Safety at Work Regulations for both GMCA and GMFRS. In addition, the post

holder is responsible for four specialist areas including Health and Safety, Fitness, Organisational Learning and Operational Assurance across GMCA. The overarching knowledge, training, skills and expertise required to be able to undertake this effectively is significant. The post holder is required to understand all elements of health and safety related legislation across multi-disciplinary teams within GMFRS and GMCA, there is also a requirement to understand and be aware of specialist fire related information an applicability which is different to any other sector or work.

The key outcomes of the role are to safeguard the workforce from the risk of injury and ill health, whilst providing assurances and processes to safeguard the corporate body from the risk of criminal prosecution for failure to comply with the requirements under Health and Safety Regulations, anything that would result in a significant or foreseeable injury, from civil action and financial and reputational detriment.

### **2.3 Head of Service Excellence**

Rationale for regrading from Band 11 £59,593 to SM6 £67,249

The postholder leads on all aspects of the Service's Strategic Planning process to develop, deliver and report against the Annual Delivery Plan that supports the commitments set out in the Mayor's Fire Plan and effectively responds to the requirements of the National Framework and risks across Greater Manchester.

The postholder manages and coordinates five departmental functions within the Service Excellence directorate, setting strategic direction, regularly engages with senior leaders including responses to the Fire Minister on behalf of the CFO and Deputy Mayor.

### **2.4 Head of Fleet and Technical Service**

Rationale for regrading from Band 11 £57,198 to SM6 £67,249

The postholder is the Service's most senior professional advisor on Fleet, Logistics and Technical Services and takes the lead role in ensuring that all fleet and equipment requirements are fit for the future.

The postholder ensures legislative compliance for the Service's fleet in accordance with the requirements of the Driver Vehicle Standards Agency, Driver Vehicle Licence Agency and the Health and Safety Executive by managing a large commercial fleet, including fleet and equipment compliance and maintenance

legislation. In particular specialising in the regulations governing Fire and Rescue Services fleet operations.

## 2.5 **Head of Corporate Support**

Responsibilities and rationale for the requirement for an additional role SM6 £67,249 to £75,389.

Additional responsibilities of the Director of Corporate Support covering Corporate Support functions and Fleet and Technical Services has meant that additional support is required. The funding for the Head of Corporate Support has been included within the GMFRS revenue budget at Band 11. This report seeks approval to establish the post at SM6 in recognition of the requirements of the role. The postholder will be part of the GMFRS Senior Leadership Team and will support with shaping and guiding the Service.

The postholder will provide strategic leadership to the Corporate Support Directorate overseeing a range of support services to the Fire and Rescue Service to ensure the delivery of the priorities in those areas as set out in the Fire Plan and the Annual Delivery Plan.

The postholder will provide strategic leadership to GMFRS around its revenue and capital budgets, overseeing delivery of investment within these areas as agreed in the Fire Plan and the Annual Delivery Plan, whilst also supporting the Director of Corporate Support and the wider GMFRS Service Leadership Team.

The post holder will provide strategic leadership for the client liaison function within the GMFRS Corporate Support Directorate, building effective relationships between GMFRS and corporate services provided by GMCA and work with key stakeholders to ensure the delivery of the priorities in those areas as set out in the Fire Plan and the Annual Delivery Plan. Specific areas of responsibility include Finance, Procurement, Estates, ICT, Information Governance and Communications.

Working with the Director of Corporate Support, the postholder will develop the GMFRS specific Corporate Support Strategies, with subsequent monitoring and review as required. The post holder will oversee delivery of relevant schemes in

support of the development of key GMFRS corporate priorities as captured in the Fire Plan and the Annual Delivery Plan.

### 3. Financial Implications

3.1 For information the relevant grades are illustrated below:

Grade 11		SM6		SM5	
48	£54,912.00	58	£67,249.00	63	£76,610.00
49	£56,042.00	59	£69,284.00	64	£78,645.00
50	£57,198.00	60	£71,319.00	65	£80,680.00
51	£58,383.00	61	£73,354.00	66	£82,715.00
52	£59,593.00	62	£75,389.00	67	£84,750.00

3.2 The cost of implementing the regrading of four posts is outlined below, the additional cost will be contained within existing budgets in 2023/24 and subsequently managed through future year's budget setting processes.

Current Band	New Proposed Band	Number	Cost of Migration including back pay to 1 <sup>st</sup> April 2023 to the end of financial year.
Scale 11 + 15.8%	SM5	1	£7,601
Scale 11	SM6	3	£25,363
Total cost (this is not inclusive of on costs)			<b>£32,964</b>
Oncosts (NI and pension)			<b>£11,537</b>
Total			<b>£45,658</b>

3.2 The creation of an additional role at SM6 is £67,249pa rising to £75,389pa over four years (not including on costs). A pay budget is already in place of £59,593pa and the

additional cost will be contained within existing budgets in 2023/24 and subsequently managed through future year's budget setting processes.

3.3 It is felt that backdating the regrading payment to 1<sup>st</sup> April 2023 is appropriate. The postholders have been undertaking work at this level for an extended period and backdating to 1<sup>st</sup> April 2023 provides recognition of this.